



Prince William Soccer Inc. Financial Policy 2026-2027

This policy clearly outlines Prince William Soccer Inc. (PWSI) Financial Policies and is applicable to all players and families participating in the **ECNL-RL and Competitive Programs**.

PWSI reserves the right to modify, amend, interpret, or update this policy at any time at its sole discretion. The club also reserves the right to make determinations on matters not specifically addressed within this policy.

PWSI has developed Financial Policies clearly outlined within this document to accomplish the following key points:

- Provide financial stability to all competitive and travel programs by providing clarity to the membership on their financial commitment.
- Outline the policy and procedures for requesting a refund for any portion of fees paid and the requirements for a potential refund to be considered.
- Ensure consistency and fairness in the implementation of all finance-related guidelines for our players and their families.

Information in this Policy Guide is organized as follows:

- I. Purpose and Utilization of Fees
- II. Player and Family Financial Commitment and Obligation
- III. Payment Schedule and Remittance of Fees
- IV. Refund Policy
- V. Financial Assistance Program
- VI. Volunteering (Players/Families for Club Events)
- VII. Team Fundraising

I. Purpose and Utilization of Fees

When a player (and family) accepts an invitation to join one of the PWSI Competitive teams, there are certain fees required as part of participation to cover materials and services associated with the program. These fees include, but are not necessarily limited to:

PWSI Club Fees: Registration fee covering fixed costs and/or expected expenses associated with participation for the seasonal year (July-June). This standardized fee covers:

- Membership & League Fees
- Staff Salaries



- Referee & Assignor Fees
- Club Administration & Support Staff
- Carding Fee & Player Insurance
- Risk Management (background checks) Fees
- Athletic Trainers for Home Matches
- Goalkeeper Training
- VEO Game Recording
- Brochures and Recruiting Profiles
- Staff travel for covered events and all league matches
- Staff Gear
- Coaching Education and licenses
- All processing & credit card fees

Field Fee: Fee is published in advance of the season and will be added into the club fee invoice. The field fee covers the following:

- Howison Park & Ali Krieger Facility Fees
- Lights for all matches & training sessions

PWSI Team Fees: Fees covering costs associated with player participation for the seasonal year (July-June) not covered in the 'Club Fees'. For planning purposes, expected events are published in the team registration and the team sheet. They are clearly identified prior to team commitment. The supplemental and variable fee is unique to each team and covers:

- Additional ECNL-RL National Events
- Event Fees for 3-5 additional events (exact events are listed for your team and can be seen during registration)
- Staff travel for additional events

Additional Fees: Associated with the cost of participating in the program but are not directly paid to PWSI or could be additional programming opportunities. These fees are no less important and should be factored in when committing to the program.

- Uniform Costs (Generally \$400-\$500)
- Family travel costs to get to each training session/game/event
- Playoffs - teams that qualify for playoffs will incur an additional expense billed when teams qualify

II. Player and Family Financial Commitment and Obligations

Acceptance into a PWSI competitive program assumes a substantial commitment of resources, both financially and in the amount of time to participate. Identification for participation is based on limited availability, acceptance of a position within PWSI necessarily eliminates the opportunity for another player. The expectation is that upon accepting a position on any PWSI team, a player and their family are agreeing to fulfill all financial commitments for that position for the entire seasonal year (July – June). Except in very rare circumstances, **a decision to leave the team at any time during the seasonal year will result in forfeiture of fees paid.** As part of this overall expectation, all players and player families are responsible for remaining in good financial standing with the Club and Team. Upon acceptance of an invitation to join PWSI, requires an initial payment, the amount of which is published with the offer.



III. Payment Schedule and Remittance of Fees

All fees are invoiced and collected by PWSI directly to cover the cost of participation. Fees should not be paid to Coaches or Team Managers. PWSI has standardized the payment process for all invoices.

While credit cards are preferred, payment by check for \$750.00 or above may be sent or brought to:

Prince William Soccer
14716 Minnieville Rd.
Woodbridge, VA 22193

Payment Structure - PWSI Club Fees, Field Fee, and Team Fees

Acceptance of a position in PWSI requires the initial payment outlined in the registration process and the Team Information Sheet. Families may then choose from the following payment options:

Option 1: Payment in full – All Club Fees and Team Fees paid at the time of acceptance.

Option 2: Initial payment followed by eight (8) monthly payments, scheduled from July through February, as outlined in the payment schedule.

It is important to note that these payments do not correspond to participation during a specific calendar month. Instead, the total seasonal cost of the program is divided into scheduled installments for convenience. Each payment represents a portion of the total seasonal commitment, rather than payment for participation in that specific month.

****If you are unable to commit to either of these payment options, please see the Financial Assistance portion of this policy****

Non-Payment

It is the responsibility of the player's family to ensure forms of payment in their PlayMetrics account are viable and up to date. Lost, stolen, expired, or otherwise denied credit cards are the family's responsibility to report and update.

Any player whose family is more than **45** days behind in payment of Club Fees or Team Fees may be suspended from play – including all practices, games, tournaments, and events. Any player whose family is not current on payments at the end of their season will be unable to participate in end-of-season events and ineligible for try-outs or financial assistance in the following season. Players who are receiving financial assistance and are suspended for non-payment of fees may forfeit their financial assistance for the remainder of the season and may be ineligible to apply in the following season. Players whose accounts are managed by in common account owners may all be suspended when any players account is more than 45 days behind in payment.



Players are ineligible to participate in supplemental/additional programs (i.e. Super Y, Futsal) with any associated clubs (VDA) if they are delinquent in any fees, regardless of amount of payment or number of days late.

Accounts who have multiple contacts, payers or responsible parties are accountable for the management of all payments. PWSI nor any representative will negotiate or modify payment accounts due to conflict between account contacts.

The player is eligible to return once all invoices are made current or upon written authorization of the Executive Director.

Assessment of late fee: A late fee in the amount of **\$45.00** will be assessed on the first of the month following the late remittance.

IV. Refund Policy

There are a few exceptional circumstances where players and their families may qualify for a refund or partial refund of fees minus the initial deposit. Any player meeting one or more of the criteria outlined below is eligible for a partial refund equal to a percentage of their PWSI Club Fees.

As outlined above, acceptance of a position with PWSI is a commitment to a full seasonal year (July-June). As such, refunds and/or credits for Club Fees will only be considered as shown below:

Serious Injury or Illness

Any player who sustains a serious injury lasting more than two (2) consecutive months in duration across the August through May timeframe will be entitled to a reduction equal to 15% of their annual Club fee if no training or game participation has occurred during this period of time. Eligible players missing two separate periods of more than two (2) consecutive months of play during the August through May timeframe will be entitled to a reduction equal to 30% of their annual Club fee. Under no circumstances will an injured player be entitled to a reduction, refund, or credit greater than 30% of their annual Club fee.

Club fees represent the total cost of participation for the seasonal year and are divided into scheduled installments for convenience. Monthly payments do not correspond to participation during a specific calendar month, and missed practices, games, or short-term absences do not result in prorated refunds or credits. The injury policy outlined above is the only circumstance under which a reduction of club fees due to injury will be considered.

Any approved reduction will be applied to the remaining scheduled payments on the account. Refunds for fees already paid will not be issued.



Timely notification is required. Initial notification of an injury must be submitted **in writing within seven (7) calendar days of the injury** and must include documentation from a licensed medical professional confirming the injury and expected duration of inactivity. This notification requirement is mandatory in order for the club to evaluate eligibility under this policy.

Failure to provide written notification and required medical documentation within the timelines outlined above will result in the injury not being eligible for consideration under this policy, as the club cannot retroactively evaluate injuries that are reported significantly after they occur.

A medical release to return to play from the treating medical professional must also be submitted prior to the player resuming participation.

In addition, players with delinquent accounts or accounts that have reached suspension status due to non-payment will not be eligible for injury-related fee reductions until the account is brought current, as financial obligations to the club remain in effect regardless of participation status.

Player Relocation

Any player who relocates outside of the Northern Virginia area may be eligible for a prorated refund. Proof of relocation is required in advance of refund request and will be submitted in writing to clubhouse@pws.org.

Refunds/Credit for Suspension of Play due to Environmental Factors

In the event any season is disrupted by a suspension of play due to environmental factors outside the Club's control (i.e. weather, health pandemic, Acts of God, etc.), PWSI will make its best effort to make-up any lost playing time. If the disruption becomes significant and play cannot be made up, the Board of Directors will take into consideration all expenses incurred prior to determining any appropriate refund or credit.

PWSI Team Fees

A refund of Team Fees may not be possible due to expenses associated with the events. Players are expected to attend all training, games, and events and as such are obligated to all team fees for the year with the follow exceptions:

- Written pre-approval of absence by Director of Coaching
- Not selected for a travel event roster at the discretion of the Head Coach

Denied Refund Requests

PWSI recognizes the time and financial commitment associated with participation in the program. However, the follow items are not eligible for a refund request:

- Voluntary withdrawal
- Playing time or game day roster selection
- Family vacations/celebration or personal travel
- Outside camps or other sport participation
- Player performance or "workload"



Although other circumstances may arise that impact the ability for the Player to attend or PWSI to host play they are not circumstances that warrant a refund or credit, some of those situations are outlined below.

Refund requests are not automatic and are reviewed on a case-by-case basis, until a written response is received by a PWSI response families should continue to remit regularly scheduled payments in accordance with this policy. PWSI recognizes the time and financial commitment associated however voluntary withdrawal or concerns surrounding player placement or playing time are not considerations for a refund. Requests must be submitted in writing to clubhouse@pws.org.

Please be aware any refund processed will not include administrative fees. Please allow 7-10 days for review of these requests.

***Note**Refunds for Recreational, CDP, Futsal, Camps, and programs outside of Classic and Select should refer to their specific program refund policy.*

V. Financial Assistance Program

PWSI believes that no deserving player should be restricted from participation based solely on the ability to pay. Our Financial Assistance Policy aims to support players and families regardless of race, economic status, or physical limitations as is available by application.

Members may apply annually for financial assistance on Club Fees, Field Fees, and Team Fees are not eligible for financial assistance and if awarded assistance the Club Fees will be reduced accordingly.

Eligibility

All families are eligible to apply. Qualification is based primarily of verified family income and may take into consideration extenuating circumstances as presented by the family and verified by the club. All families applying for assistance must submit tax returns and household income information for verification purposes.

Players will not be considered or awarded assistance without remitting their initial payment. Any assistance provided will be applied to balance remaining on the account unless otherwise stated in the award letter.

All forms with verified documentation submitted on or before May 31 of the upcoming season will be reviewed. Any applications received after May 31 will be reviewed in the order they are received. Applications may take up to 30 days to review and process. Delinquent accounts are not eligible to apply for or be awarded financial assistance.

Verification

All families applying for financial assistance must submit, for verification purposes only and to be handled confidentially their most recent income tax return and household income verification. PWSI no longer accepts Free or Reduced lunch documentation.

Commented [RC1]: Team Fees and Field Fees



Understanding the sensitive nature of financial information, however in order to award financial assistance to deserving families you may be asked to provide documentation of employment, custody, and other applicable information. Remaining transparent and flexible with this proves is very important.

If you are unable to commit to the noted PWSI standard payment arrangements, please complete the application for financial assistance process and select the “request for payment accommodation” option.

Families that experience a mid-season change in financial circumstances (medical emergency, loss of job, divorce, etc.), or whose players are added to rosters late in the season for whatever reason, may notify the PWSI and complete the financial assistance application at the time of their change in circumstances, as funds could remain available after the initial application round. Eligibility, threshold, verification, and contribution conditions are the same as outlined above.

Per the budget approval process, PWSI has a limited amount of funding available and may not be able to aid all that apply even if criteria for assistance is met.

***Note** Recreational, CDP, Futsal, Camps, and programs outside of Classic and Select are not eligible for financial assistance.*

VI. Volunteer Hours

PWSI has three club values that are part of our mission to make meaning contributions to the community through the game of soccer:

- Pride
- Passion
- Possibility

We believe these values play a role in becoming champions both on and off the field. As such, we ask every competitive team to select team opportunities for giving back to the PWSI. Both parents and players are asked to volunteer. PWSI hosts several tournaments and events throughout the year aimed at providing appropriate competition and exposure as well as develop revenue streams to offset PWSI fees.

Players/families receiving financial assistance may be required to provide additional service hours to support the Mission of the organization. These hours may be within PWSI/VSA at the discretion of the Executive Director. Failure to comply with the additional hours may result in forfeiture of financial assistance.

VII. Team Fundraising



Historically, a few PWSI teams have desired to fund raise for the team, either to provide financial assistance to players or to reduce the overall PWSI Team Fees cost for all players.

Teams are welcome to fund raise in a variety of ways, none which would bring a negative image to the players, the team or PWSI. All requests for fundraising must be submitted to PWSI Administrative Staff 14 days prior to the event and be approved in advance of the event. Please make note that fundraising is on behalf of the team and not PWSI and should be publicized as such. Any fundraising conducted in the name of PWSI will result in collected funds becoming property of PWSI proper and used across PWSI.

Teams may not sell PWSI logoed merchandise (as PWSI offers spirit wear as a part of the Club established revenue stream) in competition with PWSI; nor can Teams solicit sponsorships from local businesses on behalf of PWSI.

Teams wishing to fundraise should speak with PWSI Administrative Staff to ensure they are performing such efforts in accordance with PWSI policy and associated rules.