



Prince William Soccer Inc. Financial Policy 2025-2026

This policy clearly outlines Prince William Soccer Inc. (PWSI) Financial Policies and is applicable to all players and families participating in Prince William Courage's programming.

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.

This document is broken down into three sections, Competitive, Recreational, & Supplemental, that address each of the program's unique financial obligations.

Competitive Programs (section 1) are defined as programs that run for a season or multiple seasons in duration and focus on individual player development so that a player may reach their highest potential. Such programs are, but not limited to, Select, Classic, and CDP and others as defined in their program description.

Recreational Programs (section 2) are defined as season-based programming that run for the duration of a season with the goal of players learning to enjoy the game of soccer through fun training and games. Such programs are, but not limited to, Fall, Winter, and Spring Grassroots/Recreational Seasons and others as defined in their program description.

Supplemental Programs (section 3) are defined as programs that run for as little as one day or up to a few weeks that focus on individual skill development. Such programs are, but not limited to, Spring Break Camp, Summer Camps, Technical Training, Winter Training, and others as defined in their program descriptions.

SECTION 1: COMPETITIVE PROGRAMS

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
- Coaches & Select Staff Salaries
- Referee & Assignor Fees
- Club Administration & Support Staff
- League Carding Fee & Player Insurance
- Risk Management (background checks) Fees
- Athletic Trainers (when available) for Home Matches
- Goalkeeper Training
- Brochures and Recruiting Profiles (U16 and above)
- 3 Tournaments/Events
- Staff travel for covered events and all league matches
- Competitive Preseason Camp
- Staff Gear & Equipment
- 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 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:

- 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
- State Cup (for participating teams)
- VEO Camera Recordings (U15-U19 teams)



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

PWSI Club Fees, Field Fee, and Team Fees

Acceptance of a position in PWSI requires an initial payment as outlined registration process and Team Information Sheet.

Option 1: Payment in full. All Club Fees and Team Fees paid in full.

Option 2: Initial payment plus eight (8) monthly payments as outlined in the payment schedule (July – February)

****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) 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 \$40.00 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 refund 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 refund equal to 30% of their annual Club fee. Under no circumstances will an injured Player be entitled to a refund or credit



greater than 30% of their annual Club fee.

Initial notification of an injury sustained during club activity must be sent with a doctor's certification within seven (7) days of the injury. Such certification along with a release to return to play order by the medical professional must accompany the refund request to be considered.

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
- Team not selected for event and no replacement event found

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 players 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.

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.

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 provide assistance to 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.

SECTION 2: RECREATIONAL PROGRAMS

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 (Coaches & Support Staff)
- VII. Team Fundraising

I. Purpose and Utilization of Fees

When a player (and family) registers to participate in one of the PWSI Recreational teams, there are fees required as part of participation to cover materials and services associated with the program. These fees include, but are not limited to:

PWSI Age Group Fees: Registration fees covers fixed costs and/or expected expenses associated with participation for the season. This standardized fee covers:

- Membership & League Fees
- Referee & Assignor Fees
- Club Administration & Support Staff
- County & Field Fees
- League Carding Fee & Player Insurance
- Risk Management (background checks) Fees
- Staff Gear & Equipment
- Coaching Education and licenses
- All processing & credit card fees

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 (estimated at \$70 per kit; able to be reused season after season)
- Family travel costs to get to each training session/game



II. Player and Family Financial Commitment and Obligations

Acceptance into a PWSI recreational program assumes a 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 season. 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.

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 registrations through their PlayMetrics Registration platform. All registrations for recreational programs will be completed there and will not be considered complete until payment has been made through the registration platform.

IV. Refund Policy

Prior to the start of any Recreational Season, players may withdraw from Prince William Soccer's recreational programs before the outlined deadlines and have their registration fee returned to them, minus the assessed administrative fee. All refund requests need to be emailed to recreational@pws.org.

Fall Early/Timely Registration Refund Request Deadline – July 29 (full refund for players that withdraw before this deadline).

Fall Late Registration Refund Request Deadline – August 17th (\$40 dollar admin fee assessed) – Any request after this date, will be subject to the below policies.

Spring Early/Timely Registration Refund Request Deadline – February 25th (full refund for players that withdraw before this deadline).

Spring Late Registration Refund Request Deadline – March 17th (\$40 dollar admin fee assessed) – Any request after this date, will be subject to the below policies.

There are a few exceptional circumstances where players and their families may qualify for a refund or partial refund of fees after Fall & Spring Late Registration Request Deadlines.

As outlined above, acceptance of a position with PWSI is a commitment to a full season. As such whole or partial based refunds and/or credits for Age Group Fees will only be considered as shown



below:

Serious Injury or Illness

Any player who sustains a season ending injury/illness.

Initial notification of an injury sustained during club activity must be sent with a doctor's certification within seven (7) days of the injury. Such certification along with a release to return to play order by the medical professional must accompany the refund request to be considered.

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.

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"

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

V. Financial Assistance Program

The recreational programs within PWSI do not offer merit based financial assistance support. The program instead offers an Early Bird Special to the first 500 participants that sign up for the season, a \$25 discount off the registration price.

VI. Volunteering

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



- a. Pride
- b. Passion
- c. Possibility

We believe these values play a role in becoming champions both on and off the field.

The recreational programs at PWSI are volunteer based and would not be able to happen without the support of our members. Coaches within the recreational programs will receive an additional \$25 refund on their player registration for volunteering to coach. League Directors will receive a FREE recreational registration for volunteering & being selected to lead a league.

Each of these volunteers needs to be able to submit to & be cleared of a background check and then be selected to participate in the season.

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.

SECTION 3: Supplemental Programs

Players participating in supplemental programs with PWSI must submit payment prior to the start of the identified program.

Any players that wish to withdraw prior to the start date of the program may do so for a full refund.

Players that wish to withdraw after the start date of the program will forfeit 50% of the registration fee and have the remaining 50% prorated for day attended of the identified program. Players that receive a program ending injury or illness or move outside of the competitive area during the program, will receive a prorated refund for time attending the program.

There is no Financial Assistance offered for supplemental programs.