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## Virginia Development Academy Financial Policies

### I. OVERVIEW

Virginia Development Academy (VDA) has established these Financial Policies to guide the decision-making process of our staff based on the following principles:

- Provide clarity to the membership on the financial commitment upon the acceptance of membership
- Safeguard the financial stability of the organization by adhering to sound business controls
- Outline the policy and procedure for refund requests or payment relief
- Ensure fairness and consistency for our membership

This policy shall not replace meaningful communication between the family and club toward a successful resolution of fees.

These policies do not cover “force majeure” or any circumstances outside our control. The Executive Director and/or Board of Directors may implement temporary or emergency measures to address such circumstances.

*VDA reserves the right to adjust these policies at any time.*

### II. PLAYER AND FAMILY COMMITMENT

Acceptance into a competitive program assumes a substantial commitment of resources, both financially and in the amount of time required to participate. Because membership in VDA is determined through an identification process with limited availability, acceptance of a position within the club necessarily eliminates the opportunity for another potential player.

At its core, the policy states that upon accepting a position to join VDA, a player and his/her family are agreeing to fulfill all financial commitments for that position for the entire seasonal year (July-June). Financial obligations of VDA for the year are incurred, with many expenses paid early in the season or in advance.

Except in very rare circumstances, a decision to leave the team at any time during the seasonal year does not absolve one of the Club Dues and will result in forfeiture of all fees paid.

The full ‘VDA Commitment Policy’ policy is available on the website or upon request.

### III. FINANCIAL COMMITMENTS AND OBLIGATIONS

Acceptance of an invitation to join Virginia Development Academy, requires an initial payment, the amount of which is published in advance of any offer

All fees are invoiced and collected by VDA directly to cover the cost of participation. Fees should not be paid to coaches or team managers and teams shall not have external bank accounts.



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

- ECNL Membership & League Fees
- Staff Salaries
- Referee & Assignor Fees
- Club Administration & Support Staff
- ECNL Carding Fee & Player Insurance
- Risk Management (background checks) Fees
- Athletic Trainers for Home Matches
- Goalkeeper Training
- VEO Game Recording
- Brochures and Recruiting Profiles
- ECNL National Event
- 3 - Additional Events (Northern Virginia Super Cup, VDA Showcase, & Copa Rayados East Coast Cup)
- 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:

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

**VDA 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 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 VDA 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
- ECNL Playoffs - teams that qualify for playoffs will incur an additional expense billed when teams qualify

#### IV. VOLUNTEERING

VDA hosts several tournaments and events throughout the year aimed at providing appropriate competition and exposure as well as develop revenue streams to offset Club Fees. Support and assistance of these events is critical to their overall success.



Up to five (5) volunteer hours per player are built into the financial projection of the program and therefore expected as part of the commitment to join the organization.

### **Community Service Hours**

As a nonprofit organization, VDA may reward a player and his/her family members with community service hours for volunteer hours. If any is interested in or in need of volunteer hours, they should communicate with VDA leadership directly.

### **V. FEE PAYMENT PROCESS**

VDA 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:

Virginia Development Academy  
c/o Howison Homestead Park  
14716 Minnieville Road  
Woodbridge, VA 22193

### **VDA Club Fees, Field Fee, and Team Fees**

Acceptance of a position in VDA 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)

### **VI. 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, PWSI, VSA, or Herndon) if they are delinquent in any fees, regardless of amount of payment or number of days late.

Multi-Payer Accounts: Accounts that share expenses between multiple parties (e.g., separated and divorced families, shared custody situations, grandparents, friends, etc.) must designate a single primary party responsible for coordinating payments. VDA cannot collect fees from multiple sources.



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

Failure of VDA to communicate an outstanding balance does not absolve the member of non-payment of fees.

## **VII. GENERAL REFUND POLICY**

As outlined above, acceptance of a position with VDA 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 [admin@vdasoccer.org](mailto:admin@vdasoccer.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.), VDA 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.

### **VDA 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**

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



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- 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”

### **Refund Request Process**

Refund requests must be submitted on the Refund Request Form and submitted to the Program Administrator. Refunds will generally be provided in the same manner in which payment was made and by check if payment was made via cash or e-check. If payment was made by credit card, refunds will appear on your credit card statement as a credit.

**Please allow 7-10 days for staff to review your request.**

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## **VIII. PLAYER MOVEMENT BETWEEN VDA CLUBS DURING THE SEASON**

### **Player Movement – VDA to PWSI/VSA/Herndon**

VDA may provide an opportunity for a current player to move to a parent club (PWSI, VSA, Herndon) either temporarily or permanently in the best interest of the player. These decisions, made in the conjunction with the player and his/her family, may take into consideration return-to-play from long-term absence and/or developmental needs of the player.

In this case the players VDA Fee will be prorated for the time with the program (refunds or invoices will be updated before player can move). The family will then receive a prorated rate from the parent club and will make payment directly to them for the remainder of the year.

### **Player Movement – PWSI/VSA/Herndon to VDA**

VDA may provide an opportunity for a deserving player from PWSI/VSA/Herndon to move to VDA either temporarily or permanently in the best interest of the player.

In this case the player will be prorated by the parent club for time with the program (refund or invoices will be updated before player can move). The family will then receive a prorated rate from VDA and will make payment directly to them for the remainder of the year.

Players must be in good financial standing with parent club prior to movement to VDA or between any other associated program.

## **IX. FINANCIAL ASSISTANCE**

VDA 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.

### **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. VDA 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.

### **Assistance Awards**

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.

Per the budget approval process, VDA 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.

### **Contribution**

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.

### **Applying for Financial Assistance**

Application for financial assistance is located is available in PlayMetrics.

Player will not be awarded assistance without the initial payment being received. Any assistance awarded will be applied to all remaining Club Fees unless otherwise stated in the award letter. Team Fees are not subsidized by financial assistance.

Families that experience a mid-season change in financial circumstances (e.g. medical emergency, loss of job, divorce, etc.), or whose players are added to rosters late in the season for whatever reason, may subsequently apply for assistance.

All applications will be reviewed by committee with final decision sent to the applicant on an appropriate timeline.

