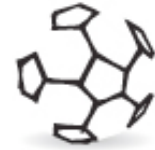




boulder county
Force



30th ANNIVERSARY
1979 | 2009

Policy Manual

Updated: August 2009

I. VISION Soccer for life

No matter your age, and no matter your skill level, the Boulder County Force empowers you to become a superior soccer player. With teams that service all age groups and all levels of play, we enable our players to compete at their highest potential - from their first soccer experience through the rest of their lives.

Beyond specific skills - our organization instills traits in our players that are useful long after the last whistle blows. Character. Sportsmanship. Discipline. Fitness. Achievement. And winning and losing the right way.

Whether you're an 8-year-old child or middle-aged adult, you'll count your experiences with the Boulder County Force as an indelible part of your life. And you'll acquire a love of the game - for all the right reasons - that will last your lifetime.

II. VALUES

Community

Across multiple levels, a strong sense of community is what drives our organization. We are rooted in our local community - here to serve greater Boulder County. We are also part of the global soccer community, working to become a stronger voice within it every year. And most importantly, we are our own community - connected by a common purpose, an intimate camaraderie, open communication, and the shared values that shape our every move.

Character

Every drill, every practice and every game has the building of character as a driving objective. This is the one trait that we demand that all our players embody. For us, character means possessing not only the will to win - but also the discipline. It means putting the team before the individual. And it means that whether we win or lose, we do so with honor and respect.

Passion

Put simply, we love soccer. And we love all that it stands for. Our passion filters through every aspect of what we do - apparent both on and off the field. It makes us relentless in the pursuit of all our objectives. And most importantly, it keeps our club fun.

Achievement

We are a results-focused organization. For us, it's not just about the efforts we make - but also about the final outcome of those efforts. We are our own toughest critics, constantly looking for new ways to achieve the results we want. For us, the concept of winning is multi-faceted. There is the critical component of winning on the soccer field. As important, building character, developing superior skills, gelling our teams, and instilling a love of the game in each of our players, is also critical to how we approach winning at the Boulder County Force.

III. MISSION

Align structure, resources, culture, and objectives with delivering the highest quality experience for every level of player.

IV. COACHES

Licenses

BCF competitive coaches are required to obtain an USSF E-level license or NSCAA equivalent after their first year. The Director of Coaching keeps a copy of each coach's current license on file at the BCF office.

All BCF Red/Bufs coaches must have a USSF or NSCAA National coaching license. If they currently do not have one they must meet with the Director of Coaching to plan for attending a USSF or NSCAA National level coaching license course. The failure to obtain such a license may constitute grounds for termination at the discretion of the Director of Coaching.

Hiring and Termination of Coaches

The Director of Coaching is responsible for hiring, evaluation, and termination of all BCF coaches.

All BCF coaches will be employees-at-will, but will receive a letter of employment setting forth compensation, team assignment, and dates of employment. The Director of Coaching will determine the compensation of the coaches within the limits of the Annual Budget. Should the Director of Coaching see the need to exceed the annual budget, he or she will consult with the Director of Operations for financial oversight.

The Director of Coaching will create a Coach Recruitment and Retention Plan. The Director of Coaching will maintain job descriptions for each coaching positions in the club.

If a coach is removed, the Director(s) of Coaching will 1) act as interim coach until a replacement can be found, 2) appoint an interim coach until a replacement can be found or 3) appoint a new coach.

If a coach's employment with BCF is terminated, the terminated coach is not to have any contact with the team in any coaching capacity.

Procedures for Voicing Coaching Concerns

The BCF encourages an open forum for parents and players to express their concerns when presented in a manner that is appropriate and constructive. However, there is an appropriate time and place to voice these concerns. When coaches are on the field training teams, it is not appropriate to approach them at that time. Individual concerns do not need to be raised in front of the entire team or voiced via team email lists. In order to

help facilitate resolution to coaching concerns in a manner that is fair to both the player and the coach, the following procedure should be followed:

- 1) Speak directly with the coach and try to resolve the problems face to face with the coach. This should be done at an appropriate time when there are no other players or parents present, and when the coach is finished with training or coaching. After speaking with the coach, if you feel that the problem has not been resolved, then go to the next step.
- 2) Write a letter addressed to the appropriate Age Group Director of Coaching. In this letter, document the steps that you took previously with the coach and the coach's response. Also include a solution that you recommend. The Age Group Director of Coaching will respond within 14 days of receipt of your letter. If you do not feel that the problem has been resolved, then go to the next step.
- 3) Write a letter addressed to the Director of Coaching. In this letter, document the steps that you took previously with the coach, the appropriate Age Group Director of Coaching, and their responses. Again, include a solution that you recommend. The Director of Coaching will respond within 14 days of receipt of your letter. If you do not feel that the problem has been resolved, then go to the next step.
- 4) Write a letter addressed to the President of the BCF Board of Directors documenting your concerns and all the steps that you have previously taken in an attempt to remedy the situation. Send this letter to the BCF office in care of the BCF President, Boulder County Force Soccer Club 2769 Iris Ave. Suite #115, Boulder, Colorado 80304. The President will respond within 14 days of receipt of your letter.

Team Assignment

Every effort will be made to assign coaches to teams in advance of tryouts. In the event a coach has not been selected, the appropriate Age Group Director of Coaching will act as the interim coach or will appoint one. In the case of new teams being formed, the Age Group Director of Coaching will assume team formation responsibility until the new coach has been selected. This may include assigning players to teams, notifying players of team placement, working with team managers and BCF administrators to assist with player registration and conducting practices.

New Coach Orientation

Coaches new to BCF will receive an orientation to the BCF and their team by the Director of Coaching. Each coach will receive an electronic copy of the BCF Coaching Manual, "The Force Way", the BCF Policy Manual and a BCF Letter of Employment.

Coaches' Code of Conduct

The primary roles of the youth soccer coach are teacher, motivator, and communicator. The coach must fulfill all three roles in order to provide a successful soccer experience for all involved. BCF coaches are expected to familiarize themselves with and abide by the CSYSA Rules and Procedures. All BCF coaches are required to follow the BCF Coaches Code of Conduct. Failure to adhere to this Code will result in disciplinary action up to and including termination of employment.

Responsibilities of Coaches

BCF coaches:

- 1) Are expected to attend practices and games and arrive on time. If a coach is unable to attend a practice or game they must notify the Director(s) of Coaching.
- 2) Treat players with respect; avoid putdowns, sarcasm and ridicule.
- 3) Follow guidelines established by the Director(s) of Coaching.
- 4) Are positive and look for positives in players.
- 5) Communicate and administer the playing policy of the BCF.
- 6) Strive to help each player reach his or her potential and be prepared to move to the next stage of development.
- 7) Know how to properly use a BCF supplied First Aid Kit.
- 8) Will strive to develop the players' appreciation of the game.
- 9) Educate players in the technical, tactical, physical and psychological demands of the game for their appropriate level.
- 10) Will have reasonable and realistic expectations.
- 11) Know and communicate BCF goals and policies to players and parents.
- 12) Win without gloating.
- 13) Accept the decisions of the official with good grace.
- 14) Tolerate defeat without complaining.
- 15) Discourage unfair gamesmanship.
- 16) Will not use profanity, abusive language or negative personal remarks.
- 17) Will follow the coaches' appearance policy and support the club equipment sponsor policy.
- 18) Will NOT entice a current BCF team or player(s) to leave the BCF for another club.
- 19) Are responsible for tournament participation.
- 20) Will be familiar with teams and players and maintain good communication with other head coaches within the age group.
- 21) Will attend all coaches meetings and events.
- 22) Will communicate their expectations for player and parent participation at a pre-season team meeting.

Coaches Appearance Policy

BCF is an Adidas sponsored soccer club. Each team head coach and Age Group Director is issued an Adidas/Force coaches package. Assistant Coaches and Trainers may receive Adidas/Force gear as the budget allows. Every effort is made to have BCF coaches and trainers clearly identified as BCF staff. BCF endorses the USSF and NSCAA belief that coaches should "look like coaches" with soccer shoes and proper athletic attire. Force coaches are asked to enthusiastically support the Adidas and Force brands when representing BCF.

Coaches will wear official Adidas/Force issued attire at all games. If weather does not permit BCF issued attire, then coaches are asked to enthusiastically support the Adidas brand.

BCF Age Group Directors will wear Adidas exclusively when representing BCF at games, practices, clinics, camps, tournaments and other events.

Coaches will wear proper athletic shoes at all practices. Adidas shoes are not required but coaches are asked to enthusiastically support the Adidas brand.

Coaches Equipment Policy

BCF is an Adidas sponsored soccer club. Coaches will use Adidas or generic soccer equipment as allocated by the club. Coaches are asked to follow this simple guide: If the team uses it and Adidas makes it, then use Adidas.

Player Evaluations

U11-U14 BCF players will receive at least two written standard form evaluations during the Fall/Spring season prior to tryouts. At least one of these evaluations must be made available to the player's parents/guardians at least one month prior to tryouts. U15-U18 players will receive at least one written standard form evaluation at the end of their season. Evaluations will include notification of potential team movement.

U5-U10 BCF players will not receive a formal evaluation.

BCF Coaching Positions

BCF has several different types of coaching positions. Regardless of position, all BCF coaches will fulfill the responsibilities and duties of a BCF coach as set forth in the BCF Policy Manual, the BCF Coaching Manual, "The Force Way", the BCF Coaches Code of Conduct and as delegated and communicated by the Director of Coaching.

Coach Salary Rates

The BCF Board of Directors, through the annual budgeting process, approves salary rates for all BCF coaches. The Director of Coaching, with budgetary oversight from the Director of Operations, determines the salaries of individual coaches and Age Group Directors who report directly to the Director of Coaching.

Coach Travel

BCF Teams will be expected to reimburse their head coach for all reasonable "out of state" and/or "over night" travel expenses related to the team's participation in "out of state" and/or "over night" tournaments, games or soccer events. "Out of state" shall be defined as outside of Colorado. "Over night" shall be defined as tournaments/games in which the majority of the team is staying over night to participate in the soccer event. The following specific guidelines will be followed:

Meals: Meals will be reimbursed on a per diem basis as follows: Breakfast \$10.00; Lunch \$10.00; Dinner \$15.00.

Mileage: When traveling by personal vehicle, the team will reimburse the coach at the then current IRS rate.

Lodging: The per diem rate for lodging will be the rate charged for team members at the "team hotel." With team manager approval, other arrangements may be made but the coach will not be reimbursed in excess of the "team hotel" rate. The team is not responsible for a coach's personal expenses without prior agreement. The coach is not required to share a room. At the coach's discretion, he or she may share a room with another BCF coach.

Transportation: For long distance travel, the team will pay for the coach's airfare. Airfare will be reimbursed at a rate not to exceed the average cost for team members. Teams are not expected to rent a "personal" car for the coach.

Receipts: Receipts are required for all expenditures.

Payment Schedule: The team and coach will agree upon the method and timing of reimbursements for expenses, and the team may agree to make some payments in advance.

Assistant Coach: Reimbursement of expenses incurred by an assistant coach must be pre-approved by the team and by the BCF Director of Coaching. An approved assistant coach will be reimbursed in accordance with the per diem, travel and lodging guidelines stated above.

Friends and Spouses: The team is not required to pay for any expenses of a coach's accompanying friends or spouse.

V. TEAMS

Tryouts for Competitive Teams

Overall responsibility for tryouts rests with the Director of Coaching. Tryouts for each age group are conducted under the guidance of the Director of Coaching with the help of the Age Group Directors of Coaching, Team Coaches, Trainers and additional evaluators approved by the Director of Coaching.

Tryouts are open to any CSYSA eligible and age appropriate player.

BCF will provide all appropriate equipment to run tryouts including first aid kits, balls, cones, bibs, tryout numbers, goals, etc.

The Club Administrator will organize player check-in, assign bib numbers and review player birthdates. Volunteers will be available to explain basic BCF policies to parents and distribute BCF program literature.

All BCF players are expected to attend tryouts. **NO PLAYER HAS A GUARANTEED POSITION FROM YEAR TO YEAR.**

If a BCF player will be dropped from a team following tryouts, the coach of that team will contact the player individually prior to announcing the tryout results.

Coaches will communicate in advance of tryouts with any player who may be moved down to a lower level team. This communication will be direct and honest. It should not come as an "out of nowhere surprise" when a player is moved down from a team. To assure accuracy in player placement, coaches will communicate with the coaches at the next age level regarding player evaluations.

All players will be given a fair chance to participate at both tryout days. Cuts before the end of the second tryout session will not be permitted. In the event of tryout cancellations due to weather or other acts of God, player placement may be announced after a single day of tryouts at the discretion of the Director of Coaching. It is the responsibility of the

Age Group Director of Coaching to ensure that all players are notified about tryout results.

The Red/Bufs team coach will complete his/her roster first, followed by the highest-level Advance team coach until all team rosters are complete.

The decision whether there are enough players for a team will be based on the number of registered players. The BCF will not register a competitive team with Colorado Youth Soccer with fewer than 13 players on the roster; provided, however, the Director of Coaching may permit the formation of a team with less than 13 players if, in the sole judgment of the Director of Coaching, it is probable that more players will be added to the roster prior to the start of the season. For example, a U11 team with 11 registered players in June may be formed if the Director of Coaching believes there is a probability that additional players will register during the summer months.

Players will not be moved down or held back from playing on a higher level team in order to maintain minimum roster size of a lower level team, unless, in the judgment of the Director of Coaching, the team is at risk of losing 51% of its returning players (as per Colorado Youth Soccer guidelines).

When team placement results are posted, teams with 13 or fewer players will be identified as “Partial Team/Waitlist”. The Age Group Director of Coaching, in conjunction with the team coach and BCF staff will assist with (a) the formation of the team, (b) placing waitlisted players on other teams as space becomes available, or (c) assisting with referral to the BCF recreational program. In the event that BCF does not have any space available for a player, the staff may recommend alternative soccer options in the area. All players who attend tryouts will be identified as either on a team or on a “Partial Team/Waitlist”.

Player Identification, Evaluation and Grievances

Tryouts are a necessary part of competitive sports and are good preparation for the competitive nature of the “real-world” outside of sport (i.e. college admissions, job searches). Tryouts are a subjective process and the Director of Coaching is responsible for creating and supervising a system for building as many competitive teams as possible -- from most competitive to least -- within each age group. Furthermore, the Director of Coaching is responsible for staffing tryouts with appropriate evaluators and coaches. Players will be evaluated and placed on teams in accordance with the evaluation process implemented by the BCF Director of Coaching.

As a general guideline, BCF coaches evaluate players based on the four pillars of player development: technical, tactical, physical and psychological qualities. Feedback from previous coaches, scouting, practice and game observations may also be taken into account prior to selecting players and building teams. Team needs such as positions or roster depth may also be taken into account by team coaches. Ultimately, team building is the decision of the team coach with supervision and guidance from the BCF Director of Coaching.

For returning BCF players, team placement will be based primarily on their prior soccer year. Tryouts will be used for assisting with final decisions regarding team placement. Prior to tryouts players within the BCF organization may be asked to guest play at tournaments or practices with other teams within the club for evaluation purposes. BCF coaches and Age Group Directors are not required to share with parents or players their notes or tryout scores, or discuss the details regarding why a player was placed on a specific team.

A player's previous coach is not to send the new team coach or Age Group Directors of Coaching emails, letters or phone calls critiquing tryout results. Any feedback from a previous coach should be done professionally prior to tryouts.

Any complaint regarding the tryout process or team placement will be considered if it is made concisely in writing (200 words or less) and it includes the player's age and gender. Complaints should be addressed to the BCF Director of Coaching: 2769 Iris Ave #115 Boulder, CO 80304. The Director of Coaching will respond to all such complaints with a phone call or email. Please note that over 1000 players tryout for BCF competitive teams, and most players are satisfied with the tryout process. Inevitably, some players and/or their parents are disappointed with tryout results. No BCF player has ever been moved up a team level because of a complaint regarding the tryout selection results.

Playing Up / Down Guidelines

CSYSA does not permit older players to play down in age. It does permit players to play up under certain conditions. BCF allows playing up on a limited basis in accordance with CSYSA rules.

Players wishing to play up must petition the BCF Director of Coaching and inform both age group coaches before tryouts.

Players may only play up with the approval of the BCF Director of Coaching. Consistent with the philosophy of the USSF, the decision will be based first on what is best for the player's development, second the team and third the club.

Team Roster Limit Guidelines

Team rosters are filled at the Director of Coaching's discretion up to the CSYSA roster limit and the BCF roster minimum (13). The Director of Coaching has the final say on roster size up to the CSYSA roster limit.

Practicing With Other BCF Teams

BCF players are welcome to practice with any BCF team at the same or older age groups as long as it does not conflict with their assigned team's practice and game schedule. Players should contact the coach of the team they wish to practice with prior to attending. In effect, a motivated player could practice five days a week.

Practice Guidelines

All BCF Red/Bufs teams will practice three times a week. Additional practices may be scheduled under certain circumstances (i.e. State Cup preparation).

All Advance competitive teams are encouraged to practice three days a week. For example, three days with the team coach or two days with the team coach and one day with a BCF staff coach.

No BCF team may interfere with school activities taking place at practice sites. Fields are never to be used when conditions may cause damage to the playing surface. Player conflicts involving practices and games should be worked out between players and coaches.

Playing Time Guidelines Red/Bufs Competitive Teams: Playing time is commensurate with commitment, practice performance and participation, and game performance. Equal playing time is NOT guaranteed for Red/Bufs Team players. Poor practice or game performance, attitude or effort may result in reduced playing time. Missing practices or games may result in reduced playing time.

Advance Competitive teams: Playing time is commensurate with commitment, practice performance and participation, and game performance. Players who demonstrate a commitment to practices will receive at least half of each half of playing time. This should not be confused with equal playing time for all players. Some players will play more than others. Poor practice or game performance, attitude or effort may result in reduced playing time. Missing practices or games may result in reduced playing time.

Recreational and Developmental Academy Teams: Each player will play at least half of each half of playing time. This should not be confused with equal playing time for all players. Some players will play more than others. Playing time may be restricted due to player or parent discipline issues.

The Director of Coaching will communicate the BCF policy concerning playing time to all BCF coaches. Coaches will communicate the BCF policy concerning playing time to players and parents.

Team Nicknames

All BCF teams must be registered with CSYSA and for any tournament as BCF Red/Bufs, or their given Advance Program name (i.e. Black, Bayern). The BCF Director of Coaching will assign team names to the Advance teams. Team names will be consistent with other teams in the program, for example all top Advance girls teams have the same nickname—"Black". The Director of Coaching, Developmental will assign names to all Recreational and Developmental Academy teams. Team nicknames may not be used on BCF team uniforms, T-shirts, hats, warm-up, attire or BCF flags.

Roster Changes and Player Movement Guidelines

When a player is registered with BCF, they make a commitment first and foremost to the club and second to a specific team. BCF discourages dropping players from one team to

another during a season. However, after team rosters are set subsequent to tryouts, specific situations may allow additions and/or subtractions of players from team rosters. In all cases, the player's development is considered first. Then the good of the affected team(s) is considered. Finally the needs of BCF in general are considered. In all cases, CSYSA roster limits must be followed, and the BCF Club Administrator must be notified of any roster changes throughout the playing season.

Player Movement After Tryouts

Player movement between teams after tryouts should be restricted to the period between fall and spring seasons and should occur only as noted below:

Coaches of both affected teams must communicate clearly about the possibility of player movement and reach agreement prior to talking to any player. Movement must involve prior communication with players and parents, as well as approval of the Director of Coaching.

VI. COMMUNICATION

Coach/Parent Communication

Coaches will hold at least one pre-season meeting each year. Coaches will inform players and parents about the following: 1) goals for the upcoming season, 2) coaching philosophy 3) parental conduct and support, 4) tournaments and other team functions, 5) fundraising, if necessary and 6) the level of player commitment that is expected. Coaches will inform parents of any changes to the foregoing throughout the season.

Parents who have concerns about their coach(es) or other team matters should contact the coach first before going to the appropriate Age Group Director or the Director of Coaching.

Team Managers

Team Managers are responsible for reading and knowing the information contained in the BCF Team Manager Manual. Team Managers, or a representative in their absence, are expected to attend each BCF Team Manager meeting.

The Team Manager is chosen from among parent volunteers when teams are formed. The primary responsibilities of the Team Manager are to serve as a communication link between parents and the coach and to assist with the administrative details of running the team. She/he also receives and disseminates information from the Club Administrator regarding club policies and events.

Team Managers are expected to assist with the administration of tryouts and to enlist parent volunteers as needed. The Club Administrator will disseminate specific information to managers in advance of tryouts.

Team Managers are responsible for overseeing registration procedures for their teams as directed by the BCF Administrative Staff.

The Team Manager and coach determine what assistance is needed and identify the activities requiring support. They will clarify which duties the coach, the team manager, and parent volunteers will handle. The Team Manager is responsible for coordinating the various team activities and finding the appropriate help when needed.

Early in the season, Team Managers should establish a workable communication system to inform team members and parents of practice and game changes and any other pertinent information. This can be done in the form of a phone tree, email list, or a contact person may be designated for team members to call for information. Team Managers should also provide a roster with names, emails, phone numbers and a schedule of games, snack assignments, directions to away games, carpool information, etc.

The Team Manager is responsible for handling deposits and disbursements of team funds with the Club Administrator. Team Managers may assist the coach in maintaining appropriate sideline behavior as outlined in the BCF Parent Code of Conduct.

Team Managers are responsible for handling uniform orders for their team with the official BCF uniform vendor.

VII. REGISTRATION

Competitive Procedures

In early June BCF must notify the Colorado State Youth Soccer Association (CSYSA) regarding the teams BCF will be fielding for the next year. Once the coaches select their teams, each player must commit to a position on the team by submitting the required registration materials and fees or financial assistance forms.

Teams Managers will be provided with registration materials for their teams which include the following: 1) CSYSA membership forms and player pass cards, 2) CSYSA team roster form, 3) BCF information forms and registration instructions, 4) BCF Fee Disclosure Form.

Team Managers will review the player registration forms for completeness and accuracy and submit the materials to the BCF Competitive Administrator. Players who have not paid their fees in full (unless they have been granted a scholarship or are current in an approved payment plan) or who are not properly registered with CSYSA will not be allowed to play.

All BCF teams will be registered with CSYSA.

Recreational & Developmental Procedures

Recreational and Developmental teams will be registered in compliance with BCF and CSYSA rules and procedures.

Recreational and Developmental teams will use BCF registration forms. The Recreational & Developmental administrative staff will supervise registration.

Fees

The BCF Board of Directors sets registration fees on an annual basis.

Full payment of fees or commitment to an approved payment plan must be made before the start of league play for each team.

Registration fees are nonrefundable. However, in the event a physician-documented illness or injury prevents a player from participating or, following registration, if a player's primary residence becomes more than 50 miles away from the BCF office, a prorated refund may be available. Refunds are subject to BCF Board approval and the decision of the Board is final.

A \$150 administrative fee will be deducted from competitive soccer refunds. In addition, the number of games and tournaments played will be prorated and deducted from refunds. A \$50 administrative fee will be deducted from recreational and developmental refunds.

Scholarships

Scholarships are awarded on the basis of need as outlined in the Financial Assistance Policy (See ADDENDUM I).

VIII. EQUIPMENT

General Equipment Policy

BCF provides a start-up package of required basic equipment as determined by the Director of Coaching for new teams at no charge.

BCF provides upgrade equipment for "conversion" teams (U12 to U13) consisting of #5 practice balls. Upon a team's conversion from U12 to U13, all #4 balls will be returned to the Director of Coaching.

Any and all equipment purchased with BCF funds or obtained as part of the start-up or upgrade package remains the property of BCF. Exiting teams and/or coaches will return all equipment to the Director of Coaching at the end of the then current season.

Purchasing Equipment

The Director of Coaching will purchase all start-up and upgrade equipment for delivery in time for the fall season using BCF's tax free status.

The start-up package consists of:

Practice Balls (15) #4 for U11 and U12, #5 balls for U13 and older

Ball bag

Scrimmage vest (14)

First aid kit

Practice cones (12)

The BCF will maintain a small inventory of equipment to handle mid-season requests.

Reimbursement

Reimbursement from the BCF equipment budget for equipment purchased by the coach or team manager will only be considered for the items listed above with the prior approval of the Director of Coaching and if accompanied by appropriate receipts and itemization of expenses. Coaches and/or team managers who make approved equipment purchases should make the necessary arrangements with the Club Administrator to utilize BCF's tax free status.

IX. UNIFORMS

Official Uniform

Adidas is the exclusive uniform supplier of the Boulder County Force soccer club. BCF maintains a purchase policy for all teams that is compliant with the sponsorship agreement between the club and Adidas. All BCF players must purchase a new Adidas kit beginning with the Fall 2009 season and every two years thereafter or upon the adoption of a new style by BCF, WHICHEVER IS LONGER from the Fall 2009 season.

* Uniforms must be purchased and used in league/tournament play for each team's representative Colorado State Youth Soccer Association season immediately following the uniform launch.

*EXCLUSION #1: All new teams joining the Force competitive program in the Fall of 2008 (i.e. U11 level) will be permitted to play in their existing uniform until the end of the Spring 2010 season and will be required to purchase the Adidas competitive uniform beginning in the Fall 2010 season.

*EXCLUSION #2: All fall 2009 and spring 2010 U18 Force teams in the competitive program will be permitted to play in their existing uniform until the end of their respective season.

*EXCLUSION #3: Beginning FALL 2010: Teams that play at the U18 level are in their final year in the Force's competitive program. If a team's U18 year coincides with the launch of a new Adidas uniform kit, then they will not be required to purchase the new kit and will be permitted to finish their Force tenure in their current kit.

Uniform Cost

Registration fees do not cover the cost of uniforms. Individual players must purchase their uniform.

Team Pricing and Ordering

A BCF selected vendor determines uniform prices and the ordering process. Contact Rocky Mountain Soccer for details.

Training Kits

The practice training kits are required uniform items for all BCF competitive teams.

Warm-Up Suits & Team Bags

Warm-ups and team bags are official optional items. BCF recommends matching team warm-ups and bags for all teams. Matching warm-ups and bags help establish team and club unity.

Soccer Balls

At all Force practices, clinics, and training sessions, Adidas balls will be the exclusive balls used for all BCF competitive teams effective with the Fall 2010 season.

Shoes

Individual players may choose their own brand, style and color of shoes.

Numbers: Uniform numbers are assigned on an individual team basis using number 00-20. (00, 0 and 1 are reserved for goalkeepers). Team Managers keep track of uniform number assignment.

Uniforms during league play

All BCF players must wear the official BCF uniform kit during all league and tournament game play, including all national and international games and tournaments.

Team Nicknames on Uniforms

Printing of team nicknames or player names on BCF uniforms is not permitted.

Shin guards

In accordance with CSYSA regulations, all players must wear shin guards at practices and games.

Uniform Recycling

Recycling is encouraged and is handled on an individual basis.

Required Uniform Package

See Uniform Order Sheet from official uniform vendor.

X. GAMES/FIELDS

Team Schedules

Shortly before each season coaches will receive game schedules from CSYSA. Team Managers are responsible for seeing that the schedule is distributed to each player.

Game Postponement

Postponement of any game will conform to CSYSA policy (see CYSA Rules for details). The team coach will notify the Director of Coaching or their designee (i.e. Team Manager) of any postponed game. All rules set by the BCF Referee Assignor will apply. Notice of all postponements will be recorded on the BCF weather line and posted on the BCF website.

The city will determine if weather conditions have made BCF home fields unplayable.

Practice and Game Day Cancellations

BCF coaches, players, managers and parents should call the weather hotline (303) 651-6036 for updated information about practice and game cancellations. The Team Manager will attempt to notify all the players on a team of any cancellations, but players and parents are responsible for obtaining up to date information.

If BCF home games have been canceled, COACHES OR MANAGERS MUST CALL THE OPPOSING COACH AND LET THEM KNOW OF THE CANCELLATION. IF PLAYING AN AWAY GAME BCF COACHES MUST CALL THE OPPOSING COACH TO OBTAIN INFORMATION ABOUT FIELD CONDITIONS.

If games have not been canceled, all players should come to the field at the scheduled time. DO NOT ASSUME GAMES ARE CANCELED IF IT SNOWED THE NIGHT BEFORE THE SCHEDULED GAME. CHECK THE WEATHER HOTLINE.

If BCF home games have been canceled, the coach and/or the team manager will be responsible for scheduling a make-up date and coordinating the date with the BCF Referee Assignor.

If the fields are cleared due to lightning, all players, coaches, referees and spectators should seek shelter in a safe place. Play will not resume until the individual who has made the decision to clear the fields has determined it is safe to resume play. Players should not leave the field complex without first checking with their coach, and coaches should not leave the field complex without determining whether play will resume and notifying all players accordingly.

Onsite Game Day Cancellation and Delay Policy

In the event there is a need to cancel or delay games due to inclement weather (especially due to lightning), the following procedure will be followed: If there is an authorized City of Boulder official present at the field complex, such official will make the judgment as to whether games need to be stopped and when they can restart. If there is no City of Boulder official present, then the BCF Referee Assignor will make the judgment. If there is no BCF Referee Assignor then the center referee on each field will make the judgment. Notwithstanding the foregoing, the center referee on any individual field can make the decision to clear their field if they feel that the conditions are unsafe. Coaches may assist the referee in the decision, if necessary. All coaches will respect the decision of the center referee.

If the game is not one requiring referees, the decision can be made by the coaches. If at any time a parent feels that their child is endangered due to weather, they may take any precautions they deem necessary.

Make-up and “tba” Games

Each team is responsible for rescheduling home games that are canceled.

All make-up games must be scheduled and completed in accordance with CSYSA guidelines, and procedures set by the BCF Director of Coaching and the BCF Referee Assignor.

Disciplinary Action Regarding Games

Any team refusing to take the field at a scheduled league game (i.e. repeated forfeits, refusing to travel) may face BCF disciplinary action. Teams that forfeit league games will pay the required CSYSA issued \$500.00 fine. Payment for the fine will come out of the team's account. If funds in the team account are insufficient to pay the fine, each player on the team will be invoiced by BCF for an equal share of the fine.

XI. TOURNAMENTS

General Information

Staff and Team Coaches should consult their Age Group Director of Coaching, the BCF Director of Coaching, the CSYSA website, tournament brochures or CSYSA Goal Post Scripts for information on Colorado tournaments.

BCF requires participation in tournaments in order for teams to remain competitive. Coaches are responsible for presenting a list of appropriate tournament options for the team at the beginning of the season. The coach will decide which tournaments to attend with guidance from the Director of Coaching. Teams will participate in all required BCF tournaments.

The use of team nicknames is not permitted when registering for any tournament. All teams will register with their official BCF team name.

For Elite level teams, four tournament fees are collected as part of the BCF registration fee. For Advance level teams two tournament fees are collected as part of the BCF registration fee.

Rocky Mountain Cup & College Showcase

The Rocky Mountain Cup is a BCF-sponsored tournament. All BCF Red / Buffs level teams are REQUIRED to participate in this tournament. Red / Buffs teams that refuse to participate in the Rocky Mountain Cup will be required to pay at least one team registration fee. This fee will be debited from their tournament account. The BCF Director of Coaching may excuse a Red / Buffs team from participation if the team qualifies for USYSA Regionals or other Elite level tournaments that take place on the weekend of the Rocky Mountain Cup.

Out of State Tournaments

Consult CSYSA rules and procedures for out of state tournaments and travel. All CSYSA rules and procedures must be followed.

BCF requires all players traveling out of the area to tournaments to adhere to the BCF Travel Code of Conduct (ADDENDUM II) while representing BCF.

Colorado State Cup Competition

This is the most prestigious instate competition available. All Red / Buffs teams are required to participate each year.

Indoor Soccer Fees

Teams may have their indoor soccer league registration fees paid (up to \$500.00) instead of a tournament entry fee with the approval of the Team Coach and more than 51% of the team.

XII. TEAM/BCF FUNDS

Team Account

BCF maintains a single bank account, separate from the BCF General Fund, in which all team funds, as described below, are deposited and from which various team-related expenditures are paid. Because BCF is a non-profit entity, organized pursuant to Section 501(c)(3) of the Internal Revenue Code, all funds in this account may only be used for the benefit of BCF as a whole or for specific teams, but cannot be used for the benefit of individuals.

The funds in this account are derived from the following sources: 1) donations earmarked for a specific team, 2) monies generated by fundraising efforts of specific teams, 3) other funds deposited in the account by specific teams for use by the team as a whole, such as money for equipment, tournaments, travel and other team activities.

The Club Administrator manages the team accounts. All funds are deposited to a single bank account and then allocated to the specific teams for which the deposits are intended. Ledgers for all teams are maintained by the BCF Administrator and are available for review by BCF members. Copies of team ledgers are provided to team managers on a regular basis. Deposits to and disbursements from the team account will be made in accordance with instructions from team managers. Receipts will be required for disbursements. Teams will not be allowed to have a negative balance in their respective account.

As stated above, team funds may only be used for purposes that benefit BCF as a whole or a specific team. Individual BCF members may not have access to team funds unless, at a minimum, all members of that player's team are afforded equal access, and the purpose for which the monies are used is permissible under the referenced IRS regulations. Permitted uses of team account funds include, but are not limited to, the following: 1) purchase of equipment such as nets, cones, balls, banners, flags and clothing for the team (where each team member is provided the particular item of clothing), 2) payment of tournament fees, 3) payment of travel and per diem expenses for the team and its coach, such as hotel and airfare, when such travel involves overnight stay, 4) individual player trophies and awards, 5) non-monetary coaches' gifts, 6) soccer camps and clinics and 7) team parties.

Prohibited uses of team account funds include, but are not limited to, the following: 1) coaches' personal expenses 2) compensation for any adult such as the team manager or coach, 3) food, transportation expenses, etc. which are associated with participation in home and away CSYSA games within 60 miles of Boulder and local tournament competition and 4) any purchase or expense which benefits an individual player and not the entire team or BCF. If in doubt as to whether an expense is allowable ask the Club Administrator for clarification.

As a general matter of policy, the funds in any particular team account are allocated to that team and not to the individual players on the team. Consequently, these funds will continue to be allocated to that team as it moves from one age group to the next. Correspondingly, when a player transfers to another team within BCF or leaves BCF altogether, funds will remain with the team and will not follow the player except in the following situation: when a team disbands, players remaining with BCF may take their pro-rata share of the team's account to their new team, and all remaining funds in that team's account will return to the BCF General Fund.

Team Fundraising

Individual teams are encouraged to explore options for team fundraising. The team manager is responsible for overseeing team fundraising activities using parent volunteers as needed.

Teams must request permission in writing from the BCF Director of Operations and/or BCF President to engage in fundraising activities. Submitted proposals must specify the fundraising activities. Permission, when granted, will be effective for one year from the date of approval.

BCF encourages development of teams willing and able to compete internationally. The club will deposit \$500 in the team BCF account of a BCF team traveling internationally.

BCF reserves the right to prohibit or terminate any fundraising activity deemed inappropriate or inconsistent with the image, values, and goals of BCF.

BCF retains ownership, copyrights and control of usage of the BCF logo. BCF may approve the use of the BCF name on appropriate merchandise or other items. Approval must be obtained in advance from the BCF Director of Operations by providing information regarding the nature of the merchandise and an information copy of the artwork.

All sales promotions must contain a disclaimer to the effect that the BCF provides no express or implied warranty.

10% of all individual team fundraiser income after expenses will go to the to the BCF Scholarship Fund.

Team Sponsorship

Individual BCF teams may not solicit or accept corporate sponsorship or corporate donations that would support or enhance their soccer experience except in the case of Region IV and National Championships or teams competing internationally. Sponsorship is contingent upon review and approval by the Director of Operations.

Sponsor logos on BCF uniforms, warm-ups and bags shall be prohibited unless all BCF teams receive the sponsorship.

Sponsors or donations may be accepted by BCF when they benefit the entire organization.

XIII. MISCELLANEOUS

Guest Players for Tournaments

No tournament registration fees are to be charged to guest players for tournaments unless the tournament is above and beyond the number allocated by the BCF. The Team Coach is responsible for registering unregistered players.

XIV. GREIVANCES / DISCIPLINE HEARINGS & APPEALS PROCEDURES

It is the opinion of the United States Soccer Federation, the governing body for the CSYSA and BCF, that the vast majority of concerns/complaints received by a youth soccer organization can be adequately addressed by the Program Director(s) for example: (1) Director of Coaching (2) Director of Coaching, Girls (3) Director of Coaching, Developmental. Examples of issues deemed appropriate for the Program Director to independently resolve include: a pattern of behavioral issues, education regarding policies/procedures and communication issues. The Program Directors will NOT independently address issues that involve a legal issue or potentially could impact the liability of the BCF. These issues, or any other issue deemed necessary by the Program Directors will be directed to the President of the BCF Board of Directors.

Complaints received by the BCF, either verbally or in writing, will be directed to the appropriate Program Director.

The Director of Coaching and Director of Operations have the authority to take the following actions with regard to issues involving individual players:
Discussion satisfactory, no further action; Reprimand; Probation; Suspension (always to include a subsequent appropriate probationary period); Removal from the club (requires written approval the Board of Directors).

Any complaint against a staff member will be directed to the staff member's supervisor. Any complaint against the Director of Coaching or the Director of Operations for the BCF will be directed to the President of the Board of Directors.

Discipline Hearings may occur in the following situations: 1) action that may involve possible CSYSA sanctions and 2) all other actions by BCF members that may give rise to a grievance.

All grievances must be brought to the Disciplinary Committee (DC) in written form within 14 days of the incident giving rise to the grievance.

The DC shall consist of the Vice-President of the Board of Directors, the Director of Operations, the Director of Coaching and one additional Board member appointed by the President of the Board of Directors. The President of the Board will sit on the DC and only vote in the case of a tie. In the event of a conflict of interest with regards to a DC member and the grievance, then the President will appoint an alternate DC member from the Board of Directors.

The DC shall have the discretionary power to establish the penalties applied to individuals brought before it. The DC is authorized to set specific conditions of probation and to establish penalties for probation violations.

Fair notice and an opportunity for a hearing shall be accorded to any BCF athlete, recreational or competitive coach, trainer, manager, administrator, director, support staff, employee, parent, official, or BCF member before the DC may impose a sanction or declare an individual ineligible to participate in any athletic competition. Exceptions to the above may be made if the immediate supervisor or DC finds the complaint involves criminal activity, including but not limited to, physical, mental, emotional, or sexual abuse.

In accordance with USSF Bylaw 701, 702, 705, a participant or spectator shall have the right to:

- 1) Written notice of the specific charges or alleged violations of BCF policy and the possible consequences if the charges are found to be true;
- 2) Have a hearing before the DC on the charges within 45 days of the BCF's receipt of a written report of alleged misconduct;
- 3) Receive a minimum of 21 days (from date of postmark) advance notice of the charges and of the date, time and place of the hearing;
- 4) Attend the hearing in person;
- 5) The right to be assisted in the presentation of one's case at the hearing; provided, however, the person assisting in the presentation shall not be allowed to speak unless they were a witness to the incident in question;
- 6) The right to bring witnesses to the hearing and to present oral and written evidence and argument;
- 7) The right to confront and question witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
- 8) Upon written request, the right to have a record made of the hearing from a transcription of the audio taped proceedings, if the proceedings are recorded per request of one of the parties;

- 9) Receive written notification of the DC's findings, conclusions, actions and full explanation of his/her appeal rights, including the procedure for filing an appeal, and the time periods within which an appeal may be filed with the BCF Appeal Panel. Except in extenuating circumstances, the parties will be notified of the decision within 10 days of the hearing by certified mail; and
- 10) Appeal any final decision of the DC to the Appeals Panel in accordance with these Rules and Procedures.

No ex-parte communication is permitted between or among any and all parties involved in the incident or those involved in rendering a decision or procedural determination with the exception of providing explanations involving procedures.

Violations of any or all of the hearing procedures may become grounds for dismissal of the complaint or automatic appeal or immediate disciplinary action taken against the charged party or parties.

After both sides have presented all testimony, the DC shall retire to executive session to deliberate and decide. The decision shall represent the considered judgment of the majority of the voting DC members who hear the evidence presented at the hearing. Any suspension shall commence with the next sanctioned game in which the suspended individual would otherwise be eligible to participate.

Participants whose misconduct outside of Colorado is reported to the BCF shall be subject to BCF discipline as though the offense had occurred in Colorado.

Appealing the Disciplinary Committee Decision

Any person wishing to appeal the decision made by the DC must submit written Notice of Appeal to the BCF office stating the misapplication of rules or violation by the DC. Notice of the Appeal must either be delivered to the BCF office or postmarked within 10 calendar days of the postmark on the DC Decision.

The BCF Appeal Panel (AP) will consist of three members of the current BCF Board and will be appointed by the President of the Board of Directors to hear the appeal. Said Board members must be unbiased and unaffiliated with the case. The AP's decision in such matters is final.

With regard to grievances originating directly from CSYSA, the DC shall request copies of all disciplinary letters from CSYSA to player-members or coaches and will consider and recommend to the full Board subsequent action by BCF.

Should a player-member or coach face a CSYSA disciplinary hearing or wish to appeal a CSYSA sanction, the DC shall consider whether intervention and/or action by the BCF Board in support of the player or coach is appropriate.

Subsequent to any appeal and hearing process, should a CSYSA-imposed sanction against a player-member or coach for violence on the field of play stand, the DC shall consider recommendations that include immediate withdrawal of the player's pass or coach's card for the duration of the current and subsequent playing season. The DC shall take a particularly unsympathetic position with regard to penalties for proven incidents of violence on the field of play.

Under no circumstance will a player whose player pass has been withdrawn by CSYSA or by BCF be eligible for a refund of any fees paid to BCF by reason of inability to play.

XV. NO TOLERANCE POLICY

The BCF coaching staff, Board of Directors and center referees may request the immediate removal of a coach, assistant coach or spectator from the game site for the following reasons:

- 1) Use of foul language;
- 2) Verbal and /or physical harassment of the referee or linesman;
- 3) Non-compliance with the BCF game policies and standards of conduct;
- 4) Verbal or physical confrontation with a coach, player or spectator;
- 5) Derogatory comments directed at any player.

The center referee will issue a RED CARD to the offending party and will note the individual's name on the referee card, and will submit it to the BCF office within two days of the game. The Director of Coaching has the right to temporarily suspend coaching privileges or spectator viewing rights. The Director of Coaching may recommend to the Board of Directors the possible removal of the offending player, parent, coach or spectator from BCF membership.

XVI. PLAYER CODE OF CONDUCT

BCF players strive to represent the highest level of good sportsmanship, character and respect for themselves, teammates, coaches, opponents, referees and the game. BCF players pledge to:

- 1) Praise teammates just for participating;
- 2) Look for positives in teammates;
- 3) Stay calm when teammates make mistakes and encourage them to keep playing hard;
- 4) Have reasonable and realistic expectations of teammates;
- 5) Avoid putdowns, sarcasm, and ridicule;
- 6) Encourage teammates not to get down on themselves or others;
- 7) Emphasize teamwork;
- 8) Realize the commitment to the team and BCF and make every effort to be at all practices and games on time and ready to play;
- 9) Give their best efforts, working equally hard for the team and self;
- 10) Do not use drugs, alcohol, or tobacco products;
- 11) Come prepared to practices and games with the proper equipment;
- 12) Know, understand and abide by the rules of the game;

- 13) Take proper care of uniform and equipment;
- 14) Follow CSYSA rules;
- 15) Notify coaches when missing games or practices or arriving late;
- 16) Win without gloating;
- 17) Accept the decisions of the officials with good grace;
- 18) Control their temper;
- 19) Tolerate defeat without complaining or making excuses;
- 20) Will not use profanity, abusive language or negative personal remarks;
- 21) Treat players, parents, opponents, coaches, and officials with fairness, generosity, courtesy and respect;
- 22) Represent the BCF well and in a good light during all times while traveling to and participating in tournaments.

XVII. PARENT CODE OF CONDUCT

By registering a child with the BCF parents agree to abide by the BCF Parent Code of Conduct. Any breaches of the Player's Code of Conduct could result in your child's suspension and a member's removal from the BCF. Comments and behaviors of any member which contradict the mission or values of BCF or which disrupt the functioning of a team or the BCF, could result in the suspension and / or removal of a member from the BCF. The parent or guardian plays a key role in the development of the soccer player. Obviously the parent or guardian has tremendous influence on the values, attitude, and outlook on life that a child develops, including those related to playing soccer.

BCF Parents will abide by the Parent Code of Conduct and agree to:

- 1) Provide positive support and encouragement to their child, other players on the team and opponents;
- 2) Promote practice at home;
- 3) Bring their child to practices on time (usually 15 minutes early) and games on time (typically 45 minutes early);
- 4) Notify the coach when practices or games will be missed or arrived at late;
- 5) Allow the coach to coach;
- 6) Refrain from giving players instructions during the game;
- 7) Allow the players to play;
- 8) Allow the referees to call the game without addressing comments to them;
- 9) Support the team with active volunteering;
- 10) Support the BCF with active volunteering;
- 11) Look for positives in the coach, players and referees;
- 12) Have realistic and reasonable expectations;
- 13) Remind their child to not get down on himself/herself and to play with commitment;
- 14) Maintain a "Fun is #1" attitude;
- 15) Know and understand the rules of the game;
- 16) Know the BCF rules and policies;
- 17) Encourage their child to talk to the coach as needed;
- 18) Approach coaches with questions or concerns directly;
- 19) Avoid gossip about players, coaches, and the team.

Complaints regarding the BCF coaches / assistant coaches / trainers should be addressed first to the specific coach. If resolution is not satisfactory, then document your concerns in writing to the appropriate Age Group Director or the Director of Coaching.

Non-coaching concerns regarding the BCF should be documented in writing and sent to the attention of the Director of Operations.

As a role model of good sportsmanship BCF parents:

- 1) Control their temper;
- 2) Accept decisions of official with good grace;
- 3) Treat players, coaches, directors, staff, other parents, opponents, and officials with fairness, generosity, courtesy, and respect;
- 4) Discourage unfair gamesmanship;
- 5) Will not use profanity, abusive language, or negative personal remarks.

Coaches are held responsible for parent behavior during games. Parents will respect the coaches' and referees' requests for appropriate sideline behavior.

ADDENDUM I

Boulder County Force Soccer Club Financial Assistance Policy

Financial Assistance Program Committee Overview

The committee is made up of: The Director of Operations, a member of the BCF Board of Directors, the BCF volunteer CPA or the BCF Bookkeeper in the event there is no volunteer CPA available, and the Director of Coaching.

The committee meets twice annually during the third week of July and the third week of February.

The committee manages the scholarship funds, reviews applications for assistance, and awards assistance, all within the Board of Director approved budget and guidelines.

Introduction

Each year the Boulder County Force provides youth of Colorado with reduced fees and uniform assistance through the Boulder County Force Financial Assistance Program. In those instances where the cost of participation may prevent an individual from participating, the Boulder County Force will, based on available resources, offer financial assistance in accordance with the following financial assistance policy:

Financial Assistance Policy

The Boulder County Force may provide need-based financial assistance to qualified applicants based on the following criteria:

- 1) That the applicant's gross annual income is under \$50,000.00;
- 2) That the applicant qualifies for assistance based on income and size of family;
- 3) The approval for assistance will be for the Boulder County Force fiscal year in which the applicant applies for aid. The Boulder County Force fiscal year is August 1 through July 31.

Approved applicants agree to volunteer to assist with BCF sponsored activities a minimum of 4 hours each fiscal year they receive assistance.

The applicant will be required to complete a new application form for each subsequent fiscal year in which they seek financial assistance.

The applicant must fill out completely and accurately the application form and provide documentation to verify income (acceptable documentation is listed below).

The total annual amount of financial assistance awarded from the Boulder County Force Financial Assistance Program will not exceed the budget amount as approved by the Boulder County Force Board of Directors.

There is no guarantee that an applicant will receive financial assistance.

Applications for financial assistance will only be considered when received before the respective Financial Assistance Deadlines (listed below). Applications received after deadline will not be considered.

Financial assistance for Boulder County Force camps and clinics is only available to registered Boulder County Force developmental or competitive players.

Financial assistance is available for Boulder County Force registration fees, camps, clinics, and uniforms. Financial assistance is not available for: meals, travel, hotel, coaches per diem; team social events; team awards, coach's gifts.

Eligibility

Financial assistance is provided to applicants who meet eligibility requirements that are established by the Boulder County Force Board of Directors and reviewed annually. Both family size and annual income are considered when determining eligibility and the amount of any assistance provided. All applicants will be required to submit documentation of income and family size in order to be considered.

Sliding Scale

The amount of assistance applicants qualify for is determined by a sliding scale which is reviewed annually by the Boulder County Force Board of Directors and set to provide the maximum assistance to families where there is the greatest need. In extraordinary circumstances, the Financial Assistance Program Committee can make exceptions to the sliding scale.

Uniform Assistance

A limited Uniform Assistance program is available for the competitive soccer team uniform package. Each year, the Boulder County Force receives a donation of a limited number of uniforms for competitive U11-U18 players. Scholarship uniforms are available only to the applicants who demonstrate significant need and while supplies of the donated uniforms last.

The Boulder County Force provides a uniform recycle program for Developmental / Recreational program uniforms. Contact the Developmental Administrator for availability of used Developmental uniforms. (303) 443-8877.

Confidentiality

All information provided to the Boulder County Force in conjunction with an application for assistance is confidential. The BCF Bookkeeper will process Financial Assistance awards. All applications and supporting documents will be filed and later destroyed.

Procedure

The financial assistance application must be filled out completely and accurately. The applicant MUST provide documentation to verify income and family size. The following statements of income are acceptable in this order:

- 1) Copy of most recent tax return - IRS 1040 (if you filed taxes, this must be provided) and a copy of a current pay stub which includes year to date income;
- 2) Copy of current pay stub which includes year to date income and hours worked;
- 3) Other documentation that is verifiable and deemed adequate in the sole discretion of the Financial Assistance Program Committee.

For an application to be considered, Boulder County Force player registration forms must be complete.

All requests must be submitted by the appropriate deadline date to: Director of Operations, Boulder County Force, 2769 Iris Ave Suite #115, Boulder, CO 80304
Your application will be reviewed and a determination will be made only after the application is deemed by BCF to be complete and all necessary documentation is provided.

Financial Assistance Application Deadline Dates

PROGRAM	DEADLINE DATE	NOTIFICATION DATE
U11-U18 Competitive Girls	July 1	August 1
U11-U14 Competitive Boys	July 1	August 1
U15-U18 Competitive Boys & New Spring Registration	February 1	March 1
U5-U14 Developmental – Fall	July 1	August 1
U5-U14 Developmental – Spring	February 1	March 1

ADDENDUM II

PLAYER TRAVEL CONDUCT AGREEMENT

Participation in soccer travel is a privilege. Boulder County Force (BCF) players participating in soccer travel are representing themselves, the BCF Soccer Club, Colorado and, with international travel, the United States. These players must exhibit maturity to be successful in this pursuit. Thus, the following guidelines and rules shall apply in all activities while traveling as a BCF Soccer player.

GENERAL GUIDELINES

Players are expected to conduct themselves at all times in a manner that is in keeping with representing the BCF Soccer Club and will not bring discredit to BCF.

When traveling with the BCF Soccer Club, each player is expected to dress appropriately as befits representing the BCF Soccer Club or as directed by the Coach.

Respect for property of others, adherence to the rules and guidelines as specified here or by the Coach, and observance of State and Federal laws are required for participation in BCF soccer travel.

No member of our group belongs in lodging rooms not assigned to the team without the express permission of one of the team's assigned Adult Chaperones/Coach. Similarly, nobody other than those assigned to the team's rooms should be in them unless specifically permitted by one of the Adult Chaperones/Coach.

DISCIPLINE RULES

Drugs, alcohol or tobacco substance use and/or possession thereof may be cause for immediate release from the trip and possibly dismissal from the BCF Soccer Club. It is a player's responsibility to prevent exposure to and avoid anyone who brings these substances around them. Thus, they should leave anytime prohibited substances are present.

Persistent irresponsible and disrespectful behavior may be cause for immediate release from the trip and possibly dismissal from the BCF Soccer Club.

Failure to comply with any and all team rules (curfew, attendance, dress code, schedules, etc.) is cause for disciplinary action. Persistent failure may be cause for immediate release from the trip, could affect a player's future participation in BCF Soccer Club travel, and possibly result in dismissal from the BCF Soccer Club.

Destruction of property or violation of State or Federal laws may be cause for immediate release from the trip and possibly dismissal from the BCF Soccer Club.

I, _____, will conduct myself in a manner respecting the facilities, other players, referees and the Coaching and Administrative staff of the BCF Soccer Club while I am participating in local, state, out-of-state and international soccer travel. Furthermore, I understand that if I am found to be using or in the possession of drugs, alcohol or tobacco or in violation of the BCF Soccer Club and/or the hosting organization's rules and regulations that this shall result in disciplinary action. I understand and accept the fact that if released from a trip, I may be sent home immediately at my parent's expense by whatever means is most convenient for the BCF staff. Furthermore, if I am dismissed from the trip, I understand the trip expenses and fees will not be reimbursed.

We, the undersigned, have read, understand and agree to abide by the above guidelines and rules. We also agree to accept actions taken for failure to abide by these guidelines and rules.

Player's Signature

Date

Parent's Signature

Date