

***NEW HYDE PARK
WILDCATS SOCCER CLUB***

TRAVEL POLICIES



FALL 2015 – SPRING 2016

New Hyde Park Wildcats S.C. Travel Policies

Travel Uniform Policy

All travel uniforms must conform to the following policy AND be approved by the Travel Commissioner prior to purchase. Teams are financially responsible for non-compliance with this policy.

1. Shorts shall be primarily royal blue and may include white trim. The only printing allowed on the shorts is numbers that must be on left front leg. The size of the number is not to exceed 4 inches.
2. There shall be two jerseys; one shall be primarily royal blue and may include white trim, the other shall be primarily white and may include blue trim.
3. On each jersey, the NHP Wildcats logo must be printed/embroidered on the front; the player number shall be printed on the back. There shall be NO other printing on the jersey, unless the jersey is made with the manufacturer name/logo printed on it.
4. All printing/embroidering on the royal blue jersey shall be white (except the cat in the logo, which is red, white & black). All printing/embroidering on the white jersey shall be red (except the cat in the logo, which is red, white & blue). Numbers shall be single color block or shadow style. The size of the number shall be 8 inches.
5. Socks may be either: all white, all blue, a combination of blue and white, white with blue "NHP", or blue with white "NHP". ***Annually in recognition of Breast Cancer Awareness, teams will be permitted to wear pink socks during the month of October.***
6. Patch/embroidery cannot be worn on the uniform unless sanctioned by LIJSL. Patches of the U.S. flag can be worn on the back of the jersey or on the right sleeve. LIJSL Sportsmanship patches are to be worn on the left sleeve.
7. In addition to the above policy, teams may use the "club" uniform, which was required prior to the Fall 2009 season.

New Hyde Park Wildcats S.C. Travel Policies

Tournaments

New U10 Teams' 1st tournament - The Club will register and pay the registration fee for the newly formed U10 travel teams' first ***North Hempstead Columbus Day Cup tournament***.

All other tournaments (new & established teams): It is the teams' responsibility to register and pay for all other tournaments or indoor leagues they choose to participate in. Each team is responsible for choosing which tournament or indoor leagues they will attend, registering the team, and paying for the registration fees with their own funds.

Out of State Tournaments: Many out of state tournaments require teams to complete a Travel Authorization online. This can be found at www.ensoccer.com, click on Travel Authorization to apply.

Fund Raising

- Each team will be responsible for its own treasury. The NHP Wildcats Soccer Club accepts no responsibility for team treasury.
- Teams are required to notify the Travel Commissioner of their fund-raising activities for approval.
- It is the responsibility of the coaching staff to keep accurate records and to ensure that team funds are properly accounted for and reconciled.

Annual Raffle - In order to give each travel team a Club sponsored fundraiser; the Club will provide an unlimited supply raffles tickets for the club's annual fundraiser. Teams must remit a fee of \$100 to the Club for their supply of raffles. Each team will keep all proceeds from the sale of their raffle tickets.

New Hyde Park Wildcats S.C. Travel Policies

Travel Reimbursement Policy

Travel teams may be entitled to reimbursement from the Club for approved soccer related expenses. Reimbursable expenses include, but are not limited to, tournament registration fees, indoor leagues & summer leagues, uniforms, team bags, cones, pinnies, soccer balls, State Cup registration fees, etc. ***Travel related expenses must be paid using either check or credit card to be considered. Expenses paid with cash will NOT be accepted.*** All reimbursements are subject to approval of the Board. If teams are not sure if certain expenses are reimbursable under this policy, pre-approval may be submitted to the Travel Commissioner in advance. Any such request must be made in writing.

To apply for a reimbursement the following must be submitted to the Travel Commissioner:

- NHP Wildcats S.C. Travel Team Reimbursement Request Form - Please be sure to indicate to whom the reimbursement check should be made payable to (e.g. to the coach, team treasurer or to the team name.)
- A copy of the receipt for the expense.
- Proof of payment – e.g., a copy of the canceled check (both front & back are required), a bank checking statement, a copy of the credit card statement (personal information may be blacked out), proof of on-line web payment, etc.
- A Volunteer Participation Receipt form documenting the hours of club service completed by your team (see Reimbursement Amounts / Required Club Service Hours below). The form must include the original signature of a Club official verifying the service hours completed. All completed and approved forms must be submitted to the Travel Commissioner along with the related Reimbursement Request.
 - If volunteer hours are being split between more than one team, separate Volunteer Participation Receipts must be completed and submitted for each team indicating the number of hours being applied to each team.
 - Service hours worked by Board members may only be given to teams for which they have a direct connection, e.g. they are an active carded coach, or have a son/daughter or relative playing on the team.

After review and approval by the Travel Commissioner, the request will be forwarded to the Club Treasurer for payment. In the event, the request is not approved; the team will be contacted by the Travel Commissioner to explain why it was rejected and/or request additional documentation. Teams will only receive reimbursement after the minimum required level of Club service is attained as detailed below.

Important Notes:

- Fines assessed by LIJSL or the Club (e.g. red card, forfeit fines, etc.) are NOT reimbursable expenses under this policy.

New Hyde Park Wildcats S.C. Travel Policies

- Training Expenses are NOT a reimbursable expense.
- The annual reimbursement period runs from the Fall to the Spring season. Expenses may only be applied to the period for which the expense is related.
- Unused reimbursement amounts will not carry over into the next Fall-Spring annual period.
- ***Reimbursements will be paid out for the fall – spring season no earlier than June 1st.***
- The deadline for reimbursement requests is September 30 following the reimbursement period.
- It is each coach's responsibility to retain a copy of all documentation submitted in the event of a dispute.
- If a team submits an expense that is larger than the teams allowable reimbursement based the volunteer hours worked at the time of submission, the reimbursement will be limited to the current allowable level. However, if later in the season additional hours are worked and the next level is reached, the team may submit for additional reimbursement for the expense. It is the teams' responsibility to submit this additional request form.

Reimbursement Amounts / Required Club Service Hours:

Level 1 - \$1,000 - Must complete at least 50 hours of approved Club service

Level 2 - \$ 500 - Must complete at least 25 hours of approved Club service

Level 3 - \$ 250 - Must complete at least 12 hours of approved Club service

Level 4 - NEW U10 TEAMS ONLY

- No club service is required for the reimbursement of the first \$1,000.
- An additional \$1,000 reimbursement will be granted upon the completion of the following requirements:
 - Must complete at least 16 hours of approved Club service.
 - Service must include at least 3 hours of participation in the new U10 Travel team try-outs at the conclusion of their first year AND at least 3 hours (straight time) at the North Hempstead Tournament.

Level 5 -NEW teams, other than U10.

- A \$500 reimbursement will be given without the requirement of club service during the team's first Fall to Spring season.
- These teams will also be eligible for reimbursement under Level 1, 2 or 3 requirements.

New Hyde Park Wildcats S.C. Travel Policies

Examples of club service include, but are not limited to, volunteer hours related to the following activities:

- TOPSoccer Program
 - Weekly sessions
 - Tournament
- North Hempstead Cup Tournament – hours worked as Field Marshall are credited at time and a half.
- New Travel team Try-outs (unpaid only)
- Unpaid Intramural referee – hours worked are credited at time and a half (Referee hours are very limited - contact the Commissioner of Referee's for possible assignments).
- Initial, pre-season field set-up – measuring out field and lining (unpaid only)
- Assistance provided to the Equipment Commissioner to get the nets and storage trailer in order.
- Intramural Division Director
- Board Member
- Special Events Committee work:
 - NHP Wildcats Dinner Dance / Comedy Night
 - Picture Day
 - Newspaper
 - Golf Outing

Teams fielding only one season per year:

Teams fielding for only one season of the Fall – Spring period, as well as teams fielding as Tournament Only Teams are entitled to the full reimbursement levels stated in this policy provided that the full Club service requirement is met.

Columbus Day North Hempstead Tournament – Club Service

Our Club is a member of the Town of North Hempstead Soccer Advisory Committee (SAC), which runs the Town of North Hempstead Cup Columbus Day Tournament. Due to this tremendous commitment, the club is required to provide volunteers to cover **Tully field** during the tournament. Travel teams are strongly encouraged to provide volunteers for this event. Each hour worked, at this event, will count as 1½ hours of club service. (2 hours worked will count as 3 hours). Any service related to this tournament must be pre-approved by the NHP Wildcats Commissioner **or SAC representative** in charge of this event.

New Hyde Park Wildcats S.C. Travel Policies

Team Grants / Awards - In order to receive payment for team Grants/Awards, the team must submit the appropriate form to the Travel Commissioner along with documentation of the accomplishment.

When a team accomplishes the following achievements they are eligible to be awarded the following amounts:

- | | | |
|---|--|-------------------|
| • National Champions | \$1,000 | } Only one |
| • State Cup Open Champion | \$ 500 | |
| • State Cup Finalist (either Open or Challenge) | \$ 350 | |
| • LI Cup Finalist | \$ 250 | |
| • 1 st Place in LIJSL Division | \$ 250 | |
| • Sportsmanship Winner (Division) | \$ 250 | |
| • Acceptance as a Premier Team | \$ 400- Once per yr. Fall or Spring | |
| • U18 Award - Any NHP Wildcat travel team, which has been in continuous existence to the U18 level and has completed a minimum of 10 seasons with NHP, will receive a \$500 stipend to be used for the team. This one time award may be given to the team at the start of their U18 season. | | |

Note: In the event that a team is no longer fielding at the time a grant/award is presented, the club will provide payment to each player individually.

Individual Grants / Awards:

Fiston Scholarship

The Fiston Scholarship is named after Bob Fiston, 1st President of the NHP Wildcats. Criteria for the \$500 Fiston Scholarship are:

- Varsity Soccer Player **and**,
- College Bound **or Military/Armed Services** bound Senior **and**,
- NHP Wildcats S.C. Alumnus **and**,
- Demonstrate Leadership, Service to School & High Moral Character
- A female is preferred, since Bob Fiston coached women's teams. However, if there were no qualified female candidates, a male would be **considered**.

New Hyde Park Wildcats S.C. Travel Policies

Student Athlete Scholarship

Student Athletes who meet the following requirements will be considered for the NHP Wildcats S.C. Student Athlete Scholarship. The scholarship consists of an award of \$500.

- Must be a graduating High School Senior
- Must plan on attending a University, College, trade school or ***Military/Armed Services*** in the Fall following graduation
- Must have played on a NHP Wildcats S.C. travel team for at least 6 seasons during 9th, 10th, 11th or 12th grades.*
- Must reside in the 11040 zip code
 - Exception: NHP Wildcats travel players who live outside of the 11040 zip code may also be eligible provided that they have played for a NHP Wildcats travel team continuously for all seasons starting at U10.

To be considered for this scholarship, applicants must submit a completed application by May 1st of the year of graduation.

ODP Scholarship

Any New Hyde Park Wildcat player who makes the Olympic Development Program (ODP) will be eligible to receive a \$200 scholarship for each annual season. The coach must submit the ODP Scholarship Application to the Travel Commissioner for payment.

Fines

RED Card / Red Card Fine

- Coaches are required to notify the Travel Commissioner of any Red Cards issued to a player or coach within 48 hours of issuance.
- Coaches may be required to appear at a LIJSC and/or Club arbitration meeting related to the Red Card.
- The Travel Commissioner will notify the team coach of any red card fines assessed by LIJSL and/or the Club, in writing or email.
- Teams are responsible for the payment of any fines assessed by LIJSL or the NHP Wildcats.
- All fines must be paid by check within 14 days of notification of the amount due.
- Failure to notify the Club of the issuance of a Red Card or failure to pay the related fines, may subject the team to additional fines and/or disciplinary action, including the coaches and/or player passed being held.

New Hyde Park Wildcats S.C.

Travel Policies

Forfeit Fine Policy

- Coaches are required to notify the Travel Commissioner of any game forfeited within 24 hours of the scheduled game time.
- The Travel Commissioner will notify the coach of any forfeit card fines assessed by LIJSL and/or the Club, in writing or email.
- All fines must be paid by check within 14 days of notification of the amount due.

Failure to Attend the Club's Semi-Annual Coaches' meetings

Any travel coach who does not attend the semi-annual travel coaches meeting, or send a representative to the meetings, will be fined \$100.

Fines are NOT a reimbursable expense under the Travel Reimbursement Policy.

Try-outs

- All teams must notify the Travel Commissioner of the date, time and location of try-outs at least one week prior to the try-out date.
- "A" team try-outs must be held prior to "B" team try-outs.
- Joint try-outs between the "A" and "B" teams are recommended.
- The A team may extend an offer to a B team player to move to the A team. In the event an offer is made, the player is in no way obligated to make the move.

Playing Time

- U10 & U11 Travel teams – all players must receive at least 50% playing time at each game. Exceptions to this requirement can be made in cases of poor practice attendance or player discipline issues. It is the coach's responsibility to clearly communicate any of these issues with the player/parents on a timely basis.
- U12 & up – playing time is at the discretion of the coaches.

Player Cut Policy – no player on a U10 or U11 team may be cut from the team.

Home Field Set-up:

- The team playing the first home game of a day is responsible for the following:
 - Lining the field prior to game time.
 - Net Setup – this includes bringing the nets to the field, where applicable, and setting the nets up.
 - Corner flags for games at Tully Park will be brought to the field by the team playing the first game of the day.

New Hyde Park Wildcats S.C. Travel Policies

- The team playing the last game of a day is responsible for the following:
 - Breaking down the next, where applicable, and returning the nets to the storage unit.
 - Corner flags for games at Tully Park must be returned to there place of storage at the conclusion of the last game for the day.
- Each home team is responsible for supplying there own set of corner flags to each game.

Note: The head coach is responsible for knowing the specific field set up and breakdown procedures for each field. It is the coaches responsibility to review the travel home game schedule to make sure the fields used for home games are lined on a regular basis if games are not scheduled on a particular field.

Cup Entrance Bond

- Each team entering a “Cup” competition, ie. State Cup, L.I. Cup, NY Cup, must supply the club with a \$25 bond.