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**Parent/Player Handbook  
2025-26 Season**

## **Welcome to Capital FC**

We are pleased that you have decided to participate in what we hope will be an enjoyable and rewarding soccer experience for you and your child.

Over the years we have enjoyed many successes with our involvement in youth soccer. We have learned one key ingredient of success is clear, consistent communication between the Club and its Teams, Coaches, Players and Parents.

This player/parent handbook has been put together in an attempt to answer some of the recurring questions about the Club, its philosophy, and the Club policies in a number of different areas.

The sport of soccer is growing dramatically in this country and every season brings new ideas at all levels. Therefore our philosophies and policies are also continuing to evolve in ways that will better serve the needs of each player and the Club as a whole. To some extent, and in order to fit peculiar circumstances, the policies of a particular team may vary somewhat from those set out in this handbook. Look first and foremost to your Head Coach for direction.

As you have committed to become a member of Capital FC, please take the time to read the following pages carefully.

If at any time you have any questions regarding this material, or something arises not covered in this material, please feel free to contact your Head Coach or the Club.

## **Our Mission**

Our mission at Capital Futbol Club is to develop both excellent soccer players and responsible citizens, using soccer as a vehicle for changing kids' lives.

We are *“more than a soccer club.”*

## **Our Vision**

**BETTER SOCCER** - leading the way in delivering professional, developmental, player-focused soccer programming for kids of all ages.

**BETTER PEOPLE** - using soccer as a tool to develop “championship citizens.”

**STRONGER COMMUNITY** - using soccer as a way to create a diverse, strong, connected, and caring community.

### **Our Values: *The 4 “C’s of CFC***

**Character** – “Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are.” – John Wooden

**Collaboration** - we are strongest when we work together on and off the field.

**Competition** - we believe that competition - striving to be your best - creates enjoyment and ultimately provides a platform for teaching life lessons.

**Creativity** - we believe in innovation, trying new things, and expressing our gifts.

|                | Character  | Creativity  | Collaboration   | Competition  |
|----------------|--|---|---|--|
| <b>Players</b> | <p>Honesty with coaches</p> <p>Coachable (open to feedback, growth mindset)</p> <p>Respect – respond appropriately to others</p> <p>Practice outside of practice</p> <p>Responsible – Appropriate practice gear (water, ball, etc.)</p>  | <p>Open to trying new things</p> <p>How to prepare for training /games(accomplish goals)</p>  | <p>Accountability – prepared for training (shin guards!)</p> <p>Attending training regularly</p> <p>Accepting all players</p> <p>“Treat others as you would like to be treated.”</p> <p>Accept unfamiliar roles</p>   | <p>Compete in all situations</p> <p>Commitment to improvement/ learning</p> <p>Focus during training</p> <p>Give 100% during training/games (maximum effort)</p> <p>Step up as a leader – help teammates to become better</p>  |
| <b>Coaches</b> | <p>Preparedness: session plans written before training, CFC attire</p> <p>Humility – listen to and learn from others</p> <p>Active listener (players, staff, parents)</p> <p>Caring – engaging as people not just soccer (preferred names, greet each player at practices and games)</p> | <p>Encouraging players to take risks/ have fun</p> <p>Create game-like environments</p> <p>Be open to new ideas</p> <p>Using different tools/platforms to teach players</p> <p>Freedom to make mistakes</p> | <p>Approachable to parents</p> <p>Sounding board for each other</p> <p>Shape ideas together</p> <p>Working toward one goal (caring for players regardless of team)</p> <p>Communication to players/families</p> <p>Accountability to other coaches – open communication</p> | <p>Provide incentives</p> <p>Encourage competition in training (emphasize effort)</p> <p>Foster mental toughness (“Keep fighting”)</p> <p>Attainable training session goals</p> <p>Specific metrics, e.g. amount of passes</p> |

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| <b>Families</b> | Be supportive of players/<br>coaches<br><br>Trust CFC's mission, vision,<br>and values | Be flexible –create space to play<br>outside of practice | Making every effort to get<br>players to training<br><br>Be transparent with coaches,<br>e.g. home life<br><br>Notify coaches when players<br>cannot attend training | Support players whether they<br>win or lose<br><br>Encourage players to compete<br>for spots (Don't blame others,<br>EARN IT!) |
|-----------------|--|--|--|--|

## Our Style of Play

At CFC **offensively**, we want to remain calm when in possession, while looking to combine in the middle and on the flanks, and play out from the goalkeeper.

**Defensively** we want to high press the opponent and win the ball back as quickly as possible.

In **transition to defending**, we will get compact and immediately outnumber the opponent around the ball.

In **transition to attack**, we want to break lines as quickly as possible, but also maintain possession with a purpose.

If possible, **restarts** should be taken quickly and decisively, if not players should be patient and thoughtful with their decisions, and defensively be alert and organized.

## Club Organization

Capital FC is a 501(c)3 non-profit organization administered by a volunteer board of directors. The Board of Directors administers the club by evaluating and monitoring the Executive Director, approving the annual budget, and ensuring compliance with all state, federal, and governing body laws and policies.

Capital FC is a member club of Oregon Youth Soccer Association (OYSA), which is recognized by the United States Soccer Federation (USSF) as the controlling authority for the development of youth soccer in the State of Oregon. The USSF is, in turn, a member of the Federation Internationale de Football Association (FIFA), the world-wide administrator of our sport, and the creator of the World Cup.

League play for Capital FC teams takes place through US Youth Soccer sanctioned leagues.

### **Capital FC Name, Logo and Sponsors**

The Capital FC name and logo belong to Capital FC and may be used only as expressed herein or with the expressed written approval by the Capital FC Board of Directors.

### **Capital FC's Philosophy**

The mission of Capital FC is to develop every player for success on and off the soccer field.

Our club philosophy serves as a guiding principle for coaches, players, and parents across all age groups. At Capital FC, we seek:

#### **1. To develop skilled, confident, creative, smart players**

- Autonomous players with a positive approach in attack/defense.
- Focus on proper technique, especially in the formative ages (U6-U12).
- Focus on good decision making/insight into the game, more and more as players get older.

#### **2. To value winning but not more than character or performance**

- Focus on long-term development over short-term results.
- Maintain positive character and promote a fair, competitive spirit throughout all competitions.

#### **3. To create an environment that fosters hard work and ambition to improve**

- *For players* - serious fun - a combination of positive environment and challenging practices that generate internal motivation and effective learning.
- *For parents* - openness to learn to be a good supporter of your child's development throughout their time at Capital FC.
- *For coaches* - ambition to improve individually as well as collectively as a team of staff coaches.

## **Expectations for players, parents, and coaches**

### **Players will:**

- Demonstrate fair play and good sportsmanship at practice, game, and tournament. They will also encourage fair play and good sportsmanship from teammates.
- Respect all teammates and opponents, regardless of race, color, religion, age, sex, national origin, disability, or sexual orientation.
- Accept the decisions of the referee without gesture or argument.
- Attend every practice and game that they can, and notify their coach if they cannot make a practice or game at least 24 hours in advance.
- Come to practices and games on time and ready to learn, and accept responsibility for bringing any equipment necessary for practice and games.
- Give their best effort at all practices and games.
- Make efforts to improve by training on their own outside of scheduled practices.
- Report any injuries to the coach as soon as possible.
- Understand they represent their family, their team, and Capital FC.
- Understand that poor behavior during practices, games, or tournaments may result in lost playing time and/or expulsion from the team.

### **Parents will:**

- Never engage in, or tolerate, offensive, insulting, or abusive language or behavior.
- Always respect the referees' decisions.
- Applaud effort and good play as well as success.
- Understand that children play for FUN.
- Let the coaches do their job and not confuse the players by telling them what to do (do not coach from the sidelines of games or practices).
- Encourage the players to respect the opposition and referees.
- Never criticize a player for making a mistake – mistakes are part of learning.
- Place the emotional and physical well-being of the players ahead of a personal desire to win.
- Understand that as a fan, they represent Capital FC and the community. Poor behavior during practices, games, or tournaments may result in suspension or expulsion from the soccer complex and the club.

**Coaches will:**

- Represent Capital FC in a professional manner on and off the field.
- Be a positive adult role model on and off the soccer field.
- Show genuine interest and concern for each player as an individual.
- Be fair and consistent when dealing with players and various situations that arise.
- Run an organized, fundamentally sound soccer team. The coach will assist players in improving as individuals and assist the team to perform at its optimal level.
- Work hard and always strive towards excellence.

## **Rosters**

Rosters serve as a baseline for how teams will train. Rosters will be formed by the coaching staff so that all players are at a similar level to maximize their individual player development. At the discretion of the coaching staff, some players may be asked to practice and/or play with a different team for specific games or tournaments.

Guest players from other Capital FC teams may be added to the roster for the following reasons:

- Low numbers on a game
- Developmental reasons for that individual player
- Developmental reasons for the team

Additionally, guest players who are not registered with the club may be invited in travel tournaments or showcase events that do not conflict with OYSA rules (i.e. GA or ECNL showcase events). These are called “discovery players.” These players are expected to share the financial costs of the travel with the team and may be used to help bolster numbers for a tournament when needed.

## **Practices**

Players will show up ready to practice with proper equipment for all practices. Capital FC Training Jersey, black shorts, and black socks will be worn for all practices. Shin guards will be worn at every practice, from start to finish.

All players are expected to be at all practice, games, and team events. If for any reason you are not able to be at a team event, you **MUST** notify the coach and team manager at least 24 hours before the event. If a coach is not notified **before** the team event, it is considered an **unexcused absence** and may affect future playing time.

## **Games**

Prior to each game, make sure you have all your team apparel, equipment, water, and a positive attitude. Each individual coach will inform you of the necessary arrival time to allow for field set-up and warm-ups.

Players will wear the Capital FC uniform for all games. For all home games, the uniform consists of the white Capital FC jersey, red shorts, and black socks. For away games, players will wear their red Capital FC jersey, black shorts, and red socks. Players will always bring both jerseys to every game.

Parent and player conduct must be consistent with the expectations outlined above. We are trying to create a positive, competitive learning environment for the players, and your help is appreciated.

## **Playing Time**

Playing time in games is a necessary part of the development of each player. At the same time, it is important to understand that Capital FC player membership does not guarantee equal play or specific position.

The player's playing time and position will be determined by the coaching staff and decisions will be made in consideration of what is best for both the team and the individual.

Players or parents with concerns regarding playing time may express these concerns to the coaches with the intent of learning what a player might or can do differently to improve and achieve more playing time.

## **The Team**

The organization of soccer teams is necessarily built around the coaching staff. Capital FC coaches, unlike coaches in some clubs, are considered part of the club support structure, and they may



change teams from time to time to meet the overall club needs. The “team of coaches” approach to soccer is a major asset of the club. All Capital FC coaches are there for the support of all Capital FC teams. For this reason, we use a club-wide coaching concept, applicable to all ages. Each team is organized as follows:

**The Head Coach:** A head coach will be designated for each Capital FC team. That coach will have overall responsibility for the team, and he or she should be your first contact in the event of a problem or question. The coach is responsible for team discipline, player substitution, and game tactics. Other Capital FC Club Coaches will participate from time to time in your team practices and games.

**Assistant Coaches:** It is desirable, although not always possible, to have at least one assistant coach for each team. If the head coach is not in attendance, the assistant coach will take over their responsibilities. Players and parents are expected to show the same respect they show the head coach to the assistant coach.

**Team Manager:** Distribute any club and/or coach information, as directed by the club and/or coach, to team members. Help with player registration at the beginning of the season. Help register any new players that join the team mid-season. Help with communication of travel details and team fundraising efforts.

## **Tryouts and Selection**

Player performance will be evaluated by observing the player under the pressures of annual open tryouts, during seasonal practices, scrimmages, and especially games. Only the Technical Director, team coaches, and evaluation staff will confer in matters of player evaluation and selection.

There are many terminologies used to categorize and describe soccer abilities. Present and potential members will be evaluated in four areas:

- 1) Mental
- 2) Physical
- 3) Technical
- 4) Tactical

Our club coaches make decisions on player selection based solely on the coaches' best judgment of the player demonstrating the highest productivity in the four areas of evaluation throughout the game of competitive soccer.

If you have any questions about the meaning of these terms, please ask the coaches. The coaches will base their decisions on the four areas of evaluation and they are responsible to make decisions for the good of the club and team. Politics, parents' position in the club, friendships, personal relationships, and financial contribution to the club or team will not enter into these decisions.

Your understanding here is important, for just as players and parents have freedom to evaluate and select a soccer club without unfair pressure and with a full understanding of what is expected, our coaches expect the same freedom to evaluate and select soccer players objectively. We will not always agree on issues as sensitive as player evaluation and selection. We hope you will respect our attempt to be objective in these matters.

### **Player Evaluations**

Evaluations will be done twice a year by coaches, once at the end of fall season and once at the end of the spring season.

The purpose of the Capital FC Player Evaluation is to help a player and his/her parents identify his/her strengths and weaknesses to aid them in working to improve those areas. The evaluation can also let the player/parent know where they fit in on a team, state, regional or national level standard depending on the team and what standard the coach uses. The goal is to provide an honest assessment of a player's ability.

### **Players Playing Up**

Our goal is to place players where they will be set up for the best development and most long-term success. Players wishing to try out for an older team must fall under the Exceptional Player Policy: if the player is in the top 5 of the older age group, the player may be allowed to play up. The Director of Coaching will consult with the Head Coach of both teams and the Programs Committee to determine whether or not the player may be allowed to play up.

## **Appropriate Communication Policy**

Capital FC utilizes BYGA as the official platform for team-related communications. This integrates both email and chat functions.

It is expected that families are respectful and appropriate in their communication to all families through BYGA, email, or other public communication channels. Capital FC will not tolerate offensive or abusive language directed at players, the coach, or the club. In addition, CFC will not tolerate divisive language that undermines the team or club.

Families have a right to express concerns in a respectful and appropriate manner. Should families wish to express a concern, please see the below policy on procedures for handling problems.

## **Procedures for Handling Problems**

From time to time problems or conflicts may arise during a season. These may involve issues related to soccer, or they may relate to issues around the game such as concerns with bullying, concerning feedback from your player, etc.

The most important thing to remember in handling these problems or conflicts is proper communication. Communication is usually the problem and most often the solution. When a problem arises, the club would like you to please first discuss the issue with your team head coach. Most of the time, problems and issues may be solved at this level of team communication.

We do ask that you do not approach the coach on any problems or conflicts before, during, or immediately after the game. We ask that you wait 24 hours before approaching the coach after a match or a training session. We also ask the coach to wait for 24 hours before responding.

If after consulting with the coach, you still feel that additional attention to the problem is needed, then you should refer the matter to the Capital FC Technical Director, Joe Wentworth ([joe@cfcsalem.com](mailto:joe@cfcsalem.com)).

If you still feel that the problem has not been resolved, you can write an email to the Executive Director and Board President, who will review the issue within the Programs Committee and make a final decision on how to resolve the issue.

Any matters related to violations of the SafeSport Code should not only involve your coach but should also include the club Executive Director and Board. If you have other concerns, please visit the “REPORT A CONCERN” page of our website for a detailed description of our policies, OYSA policies, and the policies of SafeSport. (<https://cfcsalem.com/report-a-concern>)

## **Player Release**

Just as the club has committed to your child for the entire year, we expect the same commitment from you and your child. We do understand that from time to time situations do arise in which player releases will be requested.

All Capital FC player releases will go through the club. Coaches will not release any players. If a player is requesting a release, they first need to notify their coach so they are aware of the situation.

**As soon as the desire to be released has been expressed to the coach or any other staff member, the player is no longer to attend any team or club events or functions.** The coach will turn the player card and player paperwork into the club. The club will then communicate with the family requesting the release on all steps necessary for the release. **Understand that no player will be released until their account is in good standing with the club.** If enrollment is cancelled after being rostered, parents/guardians are obligated to pay the full annual program fee.

In rare instances, players may be released for violations of the club’s policies and parent/player code of conduct. Cases that escalate to the need for dismissal will be reviewed by the Board of Directors’ Programs Committee.

Should a player who has been released subsequently request to be re-enrolled during the same competitive year, a re-enrollment administration fee of \$100 will be applied to the account prior to joining.

## **Club Dues**

The majority of the expenses incurred by Capital FC are financed through the player fees. To help keep these fees as low as possible, the Club participates in fundraising events.

Capital FC Player Fees include the following:

- OYSA/ECNL/GA Registration Fees and Insurance
- Training Sessions
- Coaches' Salary
- Facilities Rental and Maintenance
- Club Administration Fees
- Club Programs
- State/Presidents/Founders Cup Entry Fee
- Tournament entry fees
- League Fees

The following is a partial list of additional expenses not covered by player fees:

- Additional tournament Entry Fees
- Coaches and Players Travel expenses to tournaments
- Uniforms
- Coach Travel

## **Travel Expenses**

Travel Expenses are not included in club dues and are budgeted and managed in coordination with volunteer team managers. CFC's Academy teams will travel more than other teams, but all teams should be familiar with [CFC's travel policies found here](#).

## **Club Payment Policies**

The payment and timely collection of fees is a critical component to establishing long-term viability for our club. We have spent a tremendous amount of time establishing fees that balance the needs of our club and the resources of our members. We firmly believe when members experience the professional training and coaching, as well as character development, of their child, they will realize a tremendous return on their modest investment.

The teams will collect all tournament and coaches travel fees on an individual basis as the teams near the tournaments. All players on the team are responsible to cover their share of the tournament and coaches travel fees for all events listed on the beginning of the year team information handout.

## **Fundraising**

Soccer rightfully enjoys a reputation as a sport less costly than many others. And yet, when you reach the level of competitive soccer, you necessarily begin to experience the need for better facilities, the cost of traveling to and playing in tournaments, extra uniform costs, more and better shoes, and so on.

The battle to meet the rising costs of building and sustaining a top-flight soccer program is constant. Capital FC has benefited from the generosity of contributing businesses and individual friends of the Club through sponsorship and donations. We need that type of financial support on an ongoing basis. If you or your company could help us in meeting this challenge, please let us hear from you.

Teams are encouraged to explore fundraising possibilities that will help defray the cost of tournament travel and play. At the same time, the club has an interest in assuring the fundraising efforts do not conflict with the club activities or policies, or with other Capital FC teams. As a result, all fundraising activities should be cleared in advance with the club.

## **Sponsorship**

Capital FC operates as a non-profit organization that strives to serve the community through offering outstanding soccer programs for players from 3-18 years old. While the club adopts a proactive fundraising strategy, donations and sponsors are still very much an essential ingredient to the short and long term goals of the program.

Support through sponsorship allows us to provide a high-quality soccer program while maintaining reasonable club fees. Capital FC has many sponsorship opportunities that will suit the individual, a small business or a larger corporation. Sponsorship is available not only for the club but can also be directed to an individual team to help offset travel expenses.

We thank you for your consideration and if you wish to discuss any opportunities, please reach out to our Executive Director, Collin Box ([collin@cfcsalem.com](mailto:collin@cfcsalem.com)).

## Scholarship Program

One of many of the goals of Capital FC is to ensure that any child with the desire, commitment and ability to play for one of our teams be given the opportunity regardless of their financial situation. We realize that the costs of competitive soccer can be high and we pledge to offer as many fundraising opportunities during the year as possible.

Families in need of additional assistance may apply for financial assistance in the form of extended/alternate payment plans or scholarships. Financial assistance funds are limited and will go to those showing the most need, as determined by Capital FC. Financial assistance and scholarship awards are restricted to assist in covering club fees and coaching fees. **All Capital FC players are required to pay for their travel expenses, additional tournament fees, and uniform package, even if they qualify for financial assistance.**

In order to be eligible for financial assistance, a family must submit a completed scholarship application with attached documentation. The Scholarship Committee will review your application and a letter indicating any award or denial will be sent to you. Applications must be submitted, reviewed and approved annually and are not automatically renewable.



*Success is no accident.  
It is hard work, perseverance, learning and studying, sacrifice, and most of all,  
love of what you are doing or learning to do.*

*- Pele*