



Norms, Policies, Codes of Ethics



**BAYTOWN
SOCCER
COMPLEX**

Baytown Saints YSC

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Baytown Saints YSC

Presidents Message



Coaches,

Thank you for taking the time to be a volunteer coach and be part of the Baytown Saints Youth Soccer Club. BSYSC understands both the time commitment and the pressures of being a volunteer coach. For these two reasons BSYSC board members work tirelessly to make sure all of the club operational requirements are in order to make sure all volunteer coaches have the tools they need to be successful.

In the following slides you will find useful information that will help you if you are a novice coach as well as a returning coach. As a club requirement, all board members, coaches, players, and parents must review and uphold the clubs norms, philosophy, and our code ethics.

Thank you for your time and dedication to your players, BSYSC, and to the game of soccer.

GO BAYTOWN SOCCER!

Baytown Saints Youth Soccer Club

Who are we?



Welcome on becoming a part of Baytown Saints Youth Soccer Club.

Now is your chance to be part of Baytown's growing Soccer community.

Baytown Saints YSC has been part of the Baytown community since the 1970's, catering to girl and boy soccer players of all ages in recreational and competitive teams.

Since it's founding Baytown Saints YSC has been a volunteer based organization. Our coaches and our staff are volunteers from within our community who invest countless hours to provide a safe, engaging, and challenging environment for thriving soccer players in Baytown, TX.

Visit us at 9600 N. Main or at www.BaytownSaints.org to learn more about our organization.

Baytown Saints YSC

Our Philosophy



- **Baytown Saints Youth Soccer Club Philosophy is that:**

“FOOTBALL IS THE MOST IMPORTANT OF THE LEAST IMPORTANT THINGS IN LIFE.”

Carlos Ancelotti

- **BSYSC focus is the development of FUNDAMENTAL Soccer skills that will be utilized during the Career of any BSYSC player in the short and long term.**
- **BSYSC is not focused on short term gains such as score count, trophies, winning, or losing games.**
- **BSYSC Coaches main focus shall be providing BSYSC players a serious, professional, and competitive environment in which players can grow.**
- **BSYSC Coaches shall strive to be an example for their players as it relates to the discipline of physical activity, ethical and moral behavior, wellness, Soccer fundamentals and BSYSC Philosophy.**

Baytown Saints YSC

Being Part Of BSYSC



- **By taking on a Coaching position all Coaches agree to BSYSC Norms, Policies, and Codes of Ethics and understand that any violation of such may result in removal from Coaching with BSYSC.**
- **There are no paid positions in BSYSC.**
- **BSYSC is proud of the fact that we are a volunteer driven organization and maintain a level of competitiveness comparable to other organization who have paid positions in their organizations.**
- **BSYSC understands the time commitment, and pressures of being a volunteer Coach.**
- **BSYSC board members strive to make sure all of the organizational components are up to date and available to make sure all volunteers Coaches can concentrate on helping our soccer players practice and compete.**
- **BSYSC board members will work on making your volunteer experience pleasant while providing you with all the necessary tools to do so.**
- **BSYSC has procedures and policies that all Volunteer Members must follow.**
- **All Volunteer Members are Welcomed to approach any board members with complaints, concerns, and suggestions; they will be properly documented and reviewed.**

Baytown Saints YSC

Website/Facebook



- www.BaytownSaints.org is the repository for all of the information regarding BSYSC.
- All Board Members, Coaches, Players and Parents shall familiarize themselves with our Website.
 - The Website houses information such as:
 - Club Information
 - Registration information and requirements
 - Tryout information
 - Current Season Specifics
 - Teams and Coaches information
 - Coaching Resources
 - Medical Injuries Forms
 - BSYSC Team Achievements
 - BSYSC Blogs
 - BSYSC Events
 - Donation Procedures
 - Contact the Club information
 - And More!
- The Clubs Facebook account is @BaytownSaintsSoccer



Baytown Saints YSC

Inclement Weather Guidelines

- **South Texas Youth Soccer Association Inclement Weather Policy**
 - **This Inclement Weather Policy applies for all South Texas Youth Soccer Association sanctioned activities. This policy is intended to be a minimum requirement; more stringent policies at local organizations or facilities may apply. Monitoring weather conditions is the responsibility of game officials, coaches, tournament directors and club administrators. Everyone should be aware of the potential dangers posed by different weather conditions and work together to keep the players and other participants as safe as possible. It is strongly recommended that clubs purchase weather radios and lightning detectors and have them available for on-site monitoring. Coaches may wish to consider obtaining their own weather radios and lightning detectors.**



Baytown Saints YSC

Inclement Weather Guidelines (Cont.)

- **Severe Storms**
 - **Severe storms can produce high winds, heavy rain, hail, lightning, thunder and tornados. If a severe storm approaches the playing area, the safety of the players must be the number one priority for coaches and referees, and may require that the game be suspended while shelter is sought. In the event the game is suspended; all participants must clear the field immediately and seek appropriate shelter.**
- **Lightning and Thunder**
 - **Lightning can strike up to 10 miles away from a thunderstorm. The danger from lightning can persist for 30 minutes or more after a thunderstorm has passed. The National Weather Service does not issue watches or warnings for lightning by itself; however, the National Weather Service does advise that if you see a lightning bolt and hear the thunder in 30 seconds or less, you seek shelter immediately and wait 30 minutes before resuming outdoor activity. Should a lightning detector be available, it should be monitored regularly throughout the duration of the event. Activity should be suspended so that the fields can be cleared by the time lightning reaches 10 miles away from the event location. When lightning is observed as detailed above, all soccer activity must be stopped immediately. The fields must be cleared and all participants must seek shelter in a safe place such as a car or building. Keep car windows rolled up and avoid contact with metal and other conducting materials. Avoid open structures, tents, canopies, trees, and other unprotected areas. Soccer activity shall not resume for a minimum of 30 minutes following the last lightning or thunder observed.**

Baytown Saints YSC Registration



- **All Players registering with BSYSC shall register through GotSoccer during the Registration Periods as establish by BSYSC.**
- **All adult volunteers and employees (over the age of 17) must successfully complete a background check. (South Texas Youth Soccer Association Rule 3.15.1). It is essential that every adult over 17 years of age whether a coach, assistant coach, manager, trainer, team mom, officer, board member, or any other position, submit the required information and receive approval for background check and clearance. (Rule 3.15.2.1)**
- **Coaches and Player Registration Dates shall be on our website and Facebook account.**
- **Registration Requirements, Deadlines, and Costs for Fall and Spring Seasons shall be on our website**

www.baytownsaints.org

Baytown Saints YSC

Tryouts



- **Recreational versus Competitive Soccer Registration**
 - **Most of the above ways of distributing information and signing up players are used for recreational programs. Competitive clubs and teams hold tryouts for specified age and competition levels that are promoted through advertising in a local newspaper, flyers on display at a local sporting goods facility as well as a mailing to locally registered players. Players should be registered at the time they take part in the tryouts, but most leagues wait until after selections have been made before collecting the full registration fee.**
- **Tryouts shall be held following BSYSC Tryout Guidelines found on the website:**
 - **[TRYOUTS GUIDELINES](#)**



Baytown Saints YSC

Medical Injuries Forms

- **All injuries to Board Members, Coaches, and Players during STYSA and BSYSC qualifying activities shall be reported to BSYSC immediately.**
- **All coaches shall familiarize themselves with the location of BSYSC medical injuries forms located at www.Baytownsaints.org under the Medical Forms Tab.**
- **Parents are responsible for filing a claim.**
- **In case of an injury the policy provides for coverage for registered players, coaches, trainers, and other officials, during sanctioned events including regularly scheduled practices and games. For players or members who have health insurance coverage this insurance acts as secondary coverage. For players or members that do not have other health insurance coverage, this coverage acts as primary insurance.**
- **If a Coach or any their Players parents have any question regarding our Medical forms they can contact the BSYSC President or any BSYSC Board Member who is immediately available through.**



Baytown Saints YSC

Coaches Code of Ethics

- **By taking on a Coaching position all Coaches agree to BSYSC Norms, Policies, and Codes of Ethics.**
- **Deviation of established policies may result in suspension and up to expulsion from the Club.**
- **Please review BSYSC Norms, Policies, and Codes of Ethics for Coaches.**
 - **Norms and Policies**
 - **[Code of Ethics](#)**
- **A Discipline and Protest page has been Established on the Website where anyone can submit a “Code of Ethics Deviation Report” observed by a Board Member, Coach, Player Referee, and or Parent.**
 - **All reports will be reviewed by the BSYSC Board and disciplinary action will be taken as required.**
 - **[“Code of Ethics Deviation Report”](#)**



Baytown Saints YSC

Soccer Training

- **BSYSC is here to make sure that your Coaching experience is a pleasant one.**
- **BSYSC Coaches are all volunteer Coaches with different levels of experience.**
- **No experience is required to be a Coach with BSYSC.**
- **BSYSC will provide every Coach with the basic tools for being a successful Coach able to teach kids the game of Soccer in a safe and incremental manner.**
- **Visit our Soccer Training Page under the Coaching Resources for tips on how to set up a Practice and a Game.**
- **Grassroots Coaching Training:**
 - **All BSYSC Coaches are encouraged to take the Grassroots training provided by USA Digital Training Center.**
 - **BSYSC will reimburse the cost of this training once it is completed and a certificate of completion is provided to BSYSC.**
- **D Course**
 - **All BSYSC are required to complete the “D Course” training within their second year of Coaching at BSYSC.**
 - **BSYSC will reimburse the cost of this training once it is completed and a certificate of completion is provided to BSYSC.**
 - **Any Coaches who fall under this requirement must complete this course no later than June 2018 to be in good standing with BSYSC for the Fall 2018 Season.**



Baytown Saints YSC

COACHES “KID SAFE” CARDS (BACKGROUND CHECK)

- **Adult Participation Pass** All coaches should be issued the Adult Participation Pass. The adult ID Card and the KidSafe Pass have been incorporated into one card known as the Adult Participation Pass (APP). Team assignment will not be included on the card. Only one card is needed for individuals who coach or volunteer for more than one team. This card confirms that the adult is properly registered for this seasonal year and has cleared the required background check. A recent photo must be affixed, and the card laminated. Adults should have this card visible at all times when at the soccer fields, especially while on the team sideline. At state sponsored events, no adult will be allowed on the sideline without an Adult Participation Pass. The adult card displays the following information:
 - the individual’s name (adult) .
 - Kidsafe ID number .
 - A recent photograph of the adult similar to passport photo (face portrait – no glasses, hats) .
 - the signature of the Registrar of the Member Association or their designee.
- **All “Kid Safe” cards are provided by BSYSC registrar following a background check and approval of Registration.**
 - **If you have gone through our screening procedure and have not received your card you cannot conduct a practice; NO EXCEPTIONS.**

**ALL COACHES MUST FOLLOW THIS RULE
NO EXCEPTIONS**

Baytown Saints YSC

Registering Adults



- **BSYSC shall follow the procedures established by STYSA for Registering Adults with BSYSC.**
- **See STYSA Registrar Manual, Section “REGISTERING ADULTS” page 31 of 58.**
- **[REGISTRAR MANUAL](#)**



Baytown Saints YSC

Parents Code of Ethics

- **All BSYSC parents shall observe and follow the Parents Code of Ethics set forth by BSYSC.**
- **By registering your kid to be a player with BSYSC all Parents agree to BSYSC Norms, Policies, and Codes of Ethics.**
- **Deviation of established policies may result in removal from Complex and up to expulsion from the Club.**
- **Please review BSYSC Parents Code of Ethics.**
 - **[Code of Ethics](#)**
- **A Discipline and Protest page has been Established on the Website where anyone can submit a “Code of Ethics Deviation Report” observed by a Board Member, Coach, Player Referee, and or Parent.**
 - **All reports will be reviewed by the BSYSC Board and disciplinary action will be taken as required.**
 - **[“Code of Ethics Deviation Report”](#)**



Baytown Saints YSC

LITTLE SAINTS RULES AND REGULATION

BSYSC Follows STYSA Rules and Regulations:

STYSA NORMS

Little Saints Schedule, Rules and Regulations and Guidelines may differ from those of older age bracket teams.

Little Saints Schedule, Rules and Regulations and Guidelines shall be those established on our website

LITTLE SAINTS RULES AND REGULATION



Baytown Saints YSC

BSYSC Official Referees

- **BSYSC Official Referees will Referee all games for Little Saints age bracket.**
- **Referees are there to ensure the uninterrupted flow of the Game.**
- **Spectators shall not address the Referees in any way or form. – NO EXCEPTIONS.**
- **Any concerns shall be brought up to the official via the Team Coach.**
- **Any concerns regarding any BSYSC Official Referees can be submitted via our [“Discipline and Protest”](#) form.**
- **Any Coach and or spectator(s) incorrectly addressing, harassing, and or interrupting the referee, will be expelled from the Complex (first offence) and or the Club (Second offence) – NO EXCEPTIONS.**





Baytown Saints YSC

Score Keeping

- **Coaches shall turn in a score card after every game into the score keeping drop box located behind the “Baytown Soccer Complex” no later than the Tuesday following a weekend game.**
- **Final Scores shall be that which the Referee has written on the Score card for which both Coaches have reviewed and signed for.**
- **Any Coach who manipulates a Score card that has been signed by both Coaches will be immediately suspended and their case will be review to determine termination from the Club.**
- **For questions regarding score keeping please visit our website or contact our Score Keeper**

[Score Keeping Information](#)



Baytown Saints YSC

Team – Coach – Parent Interaction

- **BSYSC encourages all Coaches to have a dynamic interaction with their Players parents while Coaching at BSYSC.**
- **All BSYSC Coaches are able to communicate with their parents using their Coaches GotSoccer account via the GotSoccer website.**
 - **All Coaches shall familiarize themselves with this system.**
 - **All Coaches shall establish a reliant communication method with their parents to communicate:**
 - **Practice schedule modifications**
 - **Games schedule modifications**
 - **Complex closure**
- **Make sure to communicate to your parents the following:**
 - **To review and understand the Parents Code of Ethics.**
 - **That parents cannot interact with BSYSC players during practices and games if they have not gone through a background check and have been issued a “Kid Safe Card. – NO EXEPTIONS**
 - **[Games Schedules](#)**
 - **Uniforms/Shoes/Equipment**
 - **Hydration/Beverages**
 - **Snacks**
 - **Practices**
 - **Practice composition**
 - **Practice attire**
 - **Attendance**
 - **Discipline**
 - **Coaches Contact information**
- **Having a document with all this information will aid in using as a reference and avoid for confusion and misunderstanding during the season as well as to establish Team Guidelines.**
- **[Informational Package Example - Link](#)**

Baytown Saints YSC

Practice Field Allocation Policy



Field Allocation Policy

- **“I got here first”, “I have always Practice on this Field”, “I need the entire Field to Practice”, “I am a more experience Coach and I need more field”, “A Board Member told me I could Practice on this Field”, “This is a Public Park”, are NOT BSYSC Practice Field Allocation Policy.**
- **BSYSC will establish a working Practice Field Allocation Schedule to be announced prior to the first game of the U12 and above season.**
 - **Practice fields are not inherited based on time or seasons practiced on them.**
 - **Any Coach practicing in a field area that is not allocated to their team shall move their practice to their allocated field area.**
 - **Field Allocation schedule on the website shall be the most current.**
 - **Not all practice allocations areas shall have a goal to practice in.**
 - **In these events a temporary goal may be procured from the equipment container.**

Baytown Saints YSC

Complex Maintenance and Cleanliness



- **Baytown Soccer Complex is regularly maintained by Harris County and BSYSC procured contractors.**
- **Mowing:**
 - **Fields are mowed on a schedule by Harris County Contractors (Weather Pending).**
 - **Selective Fields (20-21-22) are mowed by a BSYSC procured contractors on a schedule once the regular season starts.**
- **Field striping:**
 - **Striping is performed by a contractor following line preparation during BSYSC Complex Set up Day.**
 - **All other fields shall be striped by individual Coaches prior to their games.**
- **Water Bottles:**
 - **Single use water bottles are not permitted in the Complex.**
 - **Coaches shall verify that all players procure a reusable water jug.**
 - **Bottles found on a Field after a Practice are the responsibility of the Coach and Players Practicing on that field.**
- **Restrooms:**
 - **BSYSC does not maintain the Restrooms; they are the property of Harris County and are regularly maintain by them.**
 - **Harris County Parks and recreation welcomes complaints and suggestions.**

Baytown Saints YSC

Field Maintenance



- **All BSYSC teams shall have a section of a Field Allocated for practice during the regular season.**
- **It is the responsibility of every team to maintain their allocated area clean.**
 - **Any trash found in an allocated area shall be the responsibility of the team scheduled to practice there.**
- **It is the responsibility of every coach to monitor their field conditions for practices and games (Grass Maintenance/Marking field).**
 - **Fields 20-21-22 are under contract to be maintained and stripped during the regular season.**
 - **All other fields are maintained by BSYSC volunteers as time permits.**
 - **Line Striping for U6-U8 fields are the responsibility of the Coaches.**
 - **All striping shall be done prior to games.**
- **Please coordinate with adjacent coach for field maintenance as required.**
- **All equipment for field maintenance is available to every Coach / Assistant Coach and Parent.**
- **Please contact BSYSC as to the proper use of maintenance equipment if in doubt.**

Baytown Saints YSC Complex Closure



- **BSYSC is under contract with Harris County Parks and Recreation to operate the Baytown Soccer Complex.**
- **Baytown Complex working hours are those established by Harris County Parks and recreation.**
- **Harris County will close the Baytown Soccer Complex due to inclement weather.**
- **BSYSC will close the Baytown Soccer Complex due to:**
 - **Inclement weather**
 - **Field Conditions**
 - **Field Maintenance**
 - **BSYSC Special events**
- **Please visit [BAYAREA Field Status](#) page or our Facebook Page @BaytownSaintsSoccer for the latest Field Status.**

Baytown Saints YSC

Complex Lighting



- **Complex lighting shall be operated by BSYSC:**
 - **Board Members**
 - **Coaches approved to practice on lighted fields**
- **Lighting shall be turned off every night after usage.**

Baytown Saints YSC

Game Schedules and Standings



- **Games schedules and Standings are established by BSYSC and processed by GotSoccer.com.**
- **Latest Game Schedules can be found on our Website during the regular season.**
 - **[Games Schedules and Standings](#)**

Baytown Saints YSC

Game Makeup And Rescheduling



- **There are no Game Makeup or Rescheduling arranged by BSYSC at any age bracket due to inclement weather unless:**
 - **An 8 game min. is not reached.**
 - **If an 8 game min. is not reached but the season has ran long (Into the Month of May or December) there will be no Game Makeup or Rescheduling.**
- **BSYSC Coaches are welcomed to make up or reschedule any game to play at any other time pending field availability.**
 - **These will be considered non-official BSYSC games.**
 - **BSYSC will not provide BSYSC referees for these games.**
 - **Coaches may act as official BSYSC referees for these games only.**

Baytown Saints YSC Equipment



- **All equipment provided to Coaches and available at the storage container is property of BSYSC.**
- **Equipment shall be:**
 - **Properly handled and maintained.**
 - **Properly utilized to prevent damage.**
 - **Returned at the end of every season for cataloging.**
- **Damaged equipment must be removed from service and replaced.**
- **Storage Containers:**
 - **Storage containers are maintained and cleaned at the beginning of every season.**
 - **They shall be kept in good condition.**
 - **All equipment must be returned and stowed in the same location(s) it was acquired from.**
 - **Storage containers must be secured after every use.**
- **Equipment procurement**
 - **BSYSC attempts to provide all Coaches a Basic equipment kit to carry out practices**
 - **Kit includes**
 - **Soccer Balls (10 min.)**
 - **Cones (20 min.)**
 - **Practice penny's (1 per player)**
 - **Any additional equipment required can be procured by BSYSC.**
 - **[Approved additional equipment – link.](#)**

Baytown Saints YSC

Equipment/Uniforms



- **All uniforms are procured by BSYSC.**
- **Club Logo:**
 - **All BSYSC players shall wear BSYSC procured uniforms with the BSYSC logo.**
 - **The club logo shall not be modified or altered in any way shape or form.**
 - **All teams who register under BSYSC shall have the BSYSC logo on their uniforms.**
- **Team Logos:**
 - **BSYSC encourages teams to develop their own Team logo.**
 - **Teams logos shall not replace the BSYSC logo.**
 - **Team logos can only be placed on the top LEFT of the uniform.**
- **Uniform fit:**
 - **Players select a uniform size during registration which is established in a data set.**
 - **BSYSC orders uniforms based the data set and matches the purchase order with the registration data set.**
 - **ALL UNIFORMS ORDERS ARE FINAL.**
 - **A misfit uniform will have to be re-order and the parents shall pay for the new uniform.**
 - **BSYSC will process the order once the new uniform has been paid for.**
 - **If parents have any questions regarding uniform size and fit, please contact BSYSC to preview our sample catalog available for fitting.**
 - **If you think you have selected the wrong size during registration please contact BSYSC as soon as possible to verify the uniform size.**
- **Uniform Availability:**
 - **Uniforms orders are not processed until a team has formed.**
 - **Uniforms will be ready a week prior to the first game of the season, NO EXCEPTIONS.**
- **Uniforms Numbers:**
 - **There is no selection of uniform playing number. NO EXCEPTIONS.**



Baytown Saints YSC

Uniforms/Team Sponsors



- **Team Sponsors:**
 - **BSYSC encourages teams to procure sponsorships for their Teams.**
 - **All BSYSC teams shall establish a valid form of book keeping to track Sponsorship contributions.**
 - **BSYSC will provide tax deductible documentation for sponsors once Club/Team percentage contributions (40% / 60%) have been satisfied.**
 - **Any Team with difficulties tracking sponsorship contributions shall procure help from BSYSC.**
 - **Multiple complaints and offences regarding handling of sponsorships shall result in team being disbanded.**
- **Sponsor Logos:**
 - **BSYSC shall place the sponsorship logo on their uniforms until:**
 - **BSYSC has reviewed and approved the logo.**
 - **BSYSC and STYSA logo guide lines are followed.**
 - **Teams deviating from this norm will not be allowed to participate for BSYSC.**
 - **Sponsor Logos allowed locations:**

**NO SPONSOR
LOGOS ALLOWED
IN THE FRONT OF
JERSEY**



FRONT



BACK

Baytown Saints YSC

Logo

- **Wear BSYSC logo with PRIDE!**
- **BSYSC Logo is as shown on the Website and the Club Logos.**
 - **BSYSC logo shall not be altered any way, shape, or form.**
 - **All BSYSC teams shall have the BSYSC logo on the front of their uniforms.**
- **Utilize Logo for all BSYSC documentation.**
- **Visit our Website for a .jpeg of our logo to be used for Club Business.**



Baytown Saints YSC Team Profiles



- **BSYSC has setup a page to document teams who play for BSYSC every season and to keep for prosperity.**
- **Once Teams have been established please forward a picture of your team with the Coaches and Team name to President@baytownsaints.org so we can update our “Teams” site.**



GALACTICOS



ARSENAL



THANK YOU FOR BECOMING A BSYSC COACH!