

Gloucester Baystars

# Baystars Policies

Baystars Policies and Procedures

## **Table of Contents**

- I. INTRODUCTION
- II. BAYSTARS FC CODE OF CONDUCT FOR BOARD MEMBERS AND ADMINISTRATION STAFF
- III. PROCEDURES FOR DEALING WITH VIOLATIONS OF THE BAYSTARS FC CODE OF CONDUCT FOR BOARD MEMBERS AND ADMINISTRATION STAFF
- IV. PLAYER CODE OF CONDUCT
- V. PROCEDURES FOR DEALING WITH VIOLATIONS OF THE BAYSTARS FC PLAYERS CODE OF CONDUCT
- VI. PARENT CODE OF CONDUCT
- VII. PROCEDURES FOR DEALING WITH VIOLATIONS OF THE BAYSTARS FC PARENTS CODE OF CONDUCT
- VIII. COACHES CODE OF CONDUCT
- IX. PROCEDURES FOR DEALING WITH VIOLATIONS OF THE BAYSTARS FC COACHES CODE OF CONDUCT
- X. MEDIA
- XI. FINANCIAL AID
- XII. MONTHLY OPERATIONS MEETING ATTENDANCE
- XIII. TRYOUTS
- XIV. BAYSTARS FC GUEST PLAYER POLICY
- XV. CONCUSSION POLICY
- XVI. BAYSTARS F.C. FIELD USAGE
- XVII. PLAYERS & RECRUITMENT
- XVIII. SMOKING POLICY
- XIX. OFFICIALS
- XX. CLUB UNIFORM
- XXI. FIELD FUNDS
- XXII. CLINICS
- XXIII. AWARDS
- XXIV. GAME CANCELLATIONS
- XXV. FINANCIAL POLICY
- XXVI. DONATIONS
- XXVII. COACHING TRAINING & ASSIGNMENTS
- XXVIII. CLUB MERCHANDISE
- XXIX. KIDSAFE PROGRAM
- XXX. APPENDICES

## **I. INTRODUCTION**

These policies were updated December 2024 for the Spring 2025 season. They apply to all members of Baystars to include the players, coaches, team, and club officials, as well as parents, spectators and others associated with the club.

Lack of knowledge of these Baystars policies will not relieve any coach, parent, player or club officials of a team participating in the Club from the responsibilities and possible penalties herein. *ALL TEAMS, COACHES, PARENTS, PLAYERS, CLUB OFFICIALS AND SPECTATORS BY PARTICIPATING IN BAYSTARS, AGREE THAT THEY ARE BOUND BY THESE RULES.*

The Board of Directors has the primary responsibility for development, implementation, and enforcement of the Policies. They may also investigate alleged violations of the policies. In addition, the board may review the imposition of penalties, as they deem appropriate to the situation after an investigation. This review shall be done within a reasonable time frame.

## II. Baystars FC Code of Conduct for Board Members and Administration Staff

### Purpose

The Board Members and Administration Staff of Baystars FC are vital in upholding the club's values and ensuring a positive experience for all members. This Code of Conduct outlines the expectations for ethical behavior, professionalism, and mutual respect within the organization.

### As a Board Member or Administrator of Baystars, I will:

1. **Promote the Club's Mission:** Uphold the mission and values of Baystars FC by supporting the development and education of all members in a positive environment.
2. **Act with Integrity:** Conduct myself honestly and ethically in all club dealings, ensuring transparency and accountability.
3. **Respect All Individuals:** Treat all members, players, coaches, and parents with respect, dignity, and fairness, regardless of their background, gender, race, sexual orientation, or beliefs.
4. **Prioritize Member Well-Being:** Place the welfare and development of players and members above all other considerations, including personal interests or agendas.
5. **Maintain Confidentiality:** Respect the confidentiality of sensitive information and discussions, sharing such information only with authorized individuals when necessary.
6. **Support Inclusivity:** Foster an inclusive and welcoming environment that encourages participation and engagement from all members of the community.
7. **Uphold Club Policies:** Adhere to all club policies, procedures, and governing regulations while ensuring compliance at all levels.
8. **Encourage Open Communication:** Promote a culture of open and constructive communication, encouraging members to express their concerns and feedback.
9. **Exhibit Professionalism:** Demonstrate professionalism in all interactions, modeling positive behavior for others and setting a standard for club conduct.
10. **Avoid Conflicts of Interest:** Disclose any potential conflicts of interest and refrain from using my position for personal gain or advantage, including actions such as soliciting players or teams to leave Baystars FC for another club.
11. **Respect the Authority of Others:** Honor the roles and responsibilities of all staff, coaches, and volunteers, supporting their efforts to achieve the club's objectives.
12. **Promote Sportsmanship:** Encourage good sportsmanship and fair play among all members and spectators, setting a positive example for players and parents alike.
13. **Continuously Improve:** Seek opportunities for professional development and education to enhance my effectiveness as a board member or administrator.
14. **Address Misconduct:** Take appropriate action when witnessing violations of this Code of Conduct or other policies, promoting accountability within the club.

### Conclusion

By adhering to this Code of Conduct, board members and administration staff will contribute to a positive and productive environment for all members of Baystars FC. Together, we can ensure a successful and enriching experience for our players, coaches, and families.

Sign and date \_\_\_\_\_ Position \_\_\_\_\_

### **III. Procedures for Dealing with Violations of the Baystars FC Code of Conduct for Board Members and Administration Staff**

#### **General Principles**

Baystars FC is committed to maintaining a positive and respectful environment for all players, coaches, parents, and officials. Violations of the Code of Conduct by board members and administrative staff will be addressed promptly and fairly, in accordance with the club's governing principles and policies.

Violations of the Board Members and Administration Staff Code of Conduct will be handled as follows:

- 1. Disciplinary Committee Formation:**
  - The President of Baystars FC will chair a Disciplinary Committee comprised of **3 Club Board Members** not involved in the complaint.
- 2. Suspension Pending Investigation:**
  - Baystars FC may recommend that the board member or staff in question be suspended from their duties while an investigation is conducted.
- 3. Verification of Complaint:**
  - The Disciplinary Committee will verify details of the complaint by interviewing the complainant and any witnesses. This includes reviewing relevant documentation and communication to understand the context.
- 4. Contacting the Individual:**
  - The Committee will contact the board member or staff member involved within **5 days** to request their version of the incident. They will have **3 days** to respond.
- 5. Committee Meeting:**
  - The Disciplinary Committee will meet within **7 days** to determine if disciplinary action is necessary based on the information gathered.
- 6. Notification of Decision:**
  - The board member or staff member involved will be notified verbally and in writing of the Committee's decision. Disciplinary actions may include:
    - a) Official warning/clarification of expected conduct
    - b) Suspension from specific duties
    - c) Removal from position
    - d) Mandatory training or education on appropriate conduct
    - e) One-year suspension from board or administrative duties
    - f) Permanent ban from any board or administrative role within Baystars FC
- 7. Consideration of Conflicts of Interest:**
  - In cases where a board member is found to have used their position to further personal interests or benefit another organization (e.g., attempting to recruit players from Baystars FC), the Committee will take this into serious account when determining disciplinary action.

Disciplinary actions will be determined based on the nature and severity of the offense and any previous violations, always in the best interest of Baystars FC and its members.

## IV. Player Code of Conduct

To ensure the principles of sportsmanship, fair play, and mutual respect among players, coaches, officials, and spectators, the following Player Code of Conduct has been established. It is the obligation of all program administrators, coaches, parents, and players to create an environment that promotes this objective. Playing on a competitive traveling sports team is a privilege that comes with responsibilities. Players are expected to conduct themselves at all times in a manner that positively represents Baystars.

### **As a member of Baystars, I will:**

1. Play the game for the game's sake. Be generous when I win.
2. Be graceful when I lose. Good losers earn more respect than bad winners.
3. Be fair at all times, no matter the cost. Convey a positive attitude toward my teammates, coaches, and trainers. My true strength of character is displayed on the field.
4. Obey the laws of the game. Never intentionally attempt to cause injury.
5. Work for the good of the team. Always give my best effort (100%).
6. Accept the decisions of the officials with good grace. Show respect for the authority of the officials and do not speak directly to them for any other purpose than respectfully requesting instruction.
7. Believe in the honesty of my opponents. Treat other players as I would like to be treated. Understand that this is a game, and the players on the other team are my opponents, not my enemies.
8. Conduct myself with honor and dignity. Always control my temper and not retaliate, even if I disagree with a decision. Displays of temper are not tolerated on the field or in the playing area.
9. Never address remarks at opposing coaches, players, officials, or spectators (except for genuine friendship, respect, or in response to a question from the official).
10. Attend all possible games and practices. I understand that I must contact my Head Coach or Team Manager if I am unable to attend practice. I further understand that unexcused absences from practices or games may result in loss of playing time.
11. Make all efforts to provide a 24-hour notice if I am unable to attend a game.
12. Arrive on time to all games and practices.
13. Practice on my own, come prepared to learn, and give my coaches and trainers my complete attention.
14. Help my parents and fans understand the laws of the game so they can watch and enjoy the game better.
15. Never use or possess tobacco, alcohol, or illegal/performance-enhancing drugs.

## **V. Procedures for Dealing with Violations of the Baystars FC Players Code of Conduct**

Demonstrations of behavior in direct violation of the Code of Conduct will be dealt with by Baystars FC. Violence or conduct in violation of the rules of the game, including the combination of caution offenses by individual league rules that cause a player to sit out a game, will be handled by Baystars FC in conjunction with the disciplinary standards set forth by the VSLI, VYSA, TASL, and US Club Soccer.

1. The Executive Soccer Director (ESD) will Chair a Disciplinary Committee comprised of 2 Club Board Members.
2. Baystars FC, at its discretion, may recommend that a player be suspended from participation in league activities while investigating and contemplating any action.
3. The Disciplinary Committee will verify details of the complaint, including interviewing the person or persons who have made the complaint, as well as witnesses who may have observed the incident.
4. The Disciplinary Committee will contact the player & parent involved within 5 days asking for his/her version of the incident. The player & parent will have 2 days to respond.
5. The Disciplinary Committee will meet within 7 days to determine if disciplinary action should be taken.
6. Player, parent & coach will be notified verbally and in writing of the Committee's decision. Based on the nature and severity of the offense, and depending on whether this represents a repeat offense, disciplinary actions may range from:
  - a) Official warning / clarification of expected conduct
  - b) Partial game suspension
  - c) Full game suspension
  - d) Multiple game suspension
  - e) Suspension for the remainder of the Fall and/or Spring Season
  - f) One-year suspension
  - g) Permanent ban from Baystars FC
7. Decisions made by the Disciplinary Committee are final.
8. Following the Committee's decision, a meeting will be held with the player, parents, and the ESD to discuss the outcome.

Disciplinary actions will be issued based on the judgment of the Disciplinary Committee in the overall best interests of the athlete, the sport, and the club.

## VI. Parent Code of Conduct

### Introduction

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these Six Pillars of Character. As a parent in Baystars FC, I understand that my behavior and support significantly impact my child's experience in sports. Therefore, I agree to uphold the following principles:

### As a Parent in Baystars FC, I will:

1. Remember that children participate to have fun. The game is for youth, not adults.
2. Communicate with my child's coach about any physical disability or ailment that may affect the safety of my child or the safety of others.
3. Make every effort to have my child attend practices and games and will communicate with my child's coach or manager if my child will be late or absent.
4. Learn the rules of the game and the policies of the league. Knowing the rules will help with development and minimize disagreements.
5. Be a positive role model for my child and encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all players (on both teams), coaches, officials, and spectators at every game, practice, or other sporting event.
6. Engage in sportsmanlike conduct at all times, refraining from booing, taunting, refusing to shake hands, or using profane language or gestures.
7. Not encourage behaviors/practices that endanger the health or well-being of the athletes.
8. Explain to my child to play by the rules and resolve conflicts without hostility or violence.
9. Encourage my child to treat other players, coaches, officials, and spectators with respect, regardless of race, creed, color, sex, or ability.
10. Emphasize that doing one's best is more important than winning, ensuring my child never feels defeated by the outcome of a game or their performance.
11. Avoid ridiculing or yelling at my child, or others, for making mistakes or losing a competition.
12. Be welcoming to all team families on and off the field. Minimize gossip and criticism of teammates, other players, and coaches.
13. Focus on skill development and practices, emphasizing their benefits over winning. I will de-emphasize games and competition in lower age groups, promoting the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
14. Respect the officials and their authority during games and never question, discuss, or confront coaches at the game field. I will take the time to speak with coaches at an agreed-upon time and place.
15. Demand a playing environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at games.
16. Refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.
17. Acknowledge that the coach of my child's team is responsible for my behavior, and I will therefore respect the coach's authority.

## **VII. Procedures for Dealing with Violations of the Baystars FC Parents Code of Conduct**

In the event that a parent violates the Code of Conduct or engages in behavior at practices or games that the coach deems inappropriate and detrimental to any of the players, officials, or the team as a whole, the coach may take any of the following actions:

1. Immediate removal of the player of that parent from practice or the game.
2. Removal of the offending parent from the practice or game sideline.

Demonstrations of behavior that are in direct violation of the Code of Conduct will be dealt with by Baystars FC in conjunction with the disciplinary standards set forth by VSLI, VYSA, TASL, and US Club Soccer.

1. The Executive Soccer Director (ESD) will chair a Disciplinary Committee comprised of 5 Club Board Members.
2. Baystars FC, at its discretion, may recommend that a parent be suspended from attending or participating in team activities while investigating and contemplating action.
3. The Disciplinary Committee will verify details of the complaint, including interviewing the person or persons who made the complaint and any witnesses who may have observed the incident.
4. The Disciplinary Committee will contact the parent involved within 3 days, asking for their version of the incident. The parent will have 2 days to respond.
5. The Disciplinary Committee will meet within 7 days to determine if disciplinary action will be taken.

The parent and coach will be notified verbally and in writing of the Committee's decision. Based on the nature and severity of the offense, and depending on whether this is a repeated offense, disciplinary actions may range from:

- a) Official warning / clarification of expected conduct
- b) Partial game suspension
- c) Full game suspension
- d) Multiple game suspension
- e) Suspension for the remainder of the Fall and/or Spring Season
- f) One-year suspension
- g) Permanent ban from Baystars FC

### **Social Media Guidelines**

I will demonstrate responsible behavior on social media, ensuring my posts about games, players, and coaches are respectful and supportive.

### **Acknowledgment of Receipt**

I acknowledge that I have read and understood the Baystars FC Parent Code of Conduct and agree to abide by its principles.

## VIII. Coaches Code of Conduct

Coaches are key to establishing and upholding the ethics in soccer. Their concept of ethics and their attitude directly affect the behavior of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct. Coaches have to be aware that almost all of their everyday decisions and choices of actions have ethical implications.

### **Introduction**

This Code of Conduct outlines the expectations for all coaches associated with Baystars FC to foster a positive, supportive environment for our players. Adhering to these principles ensures that we prioritize the well-being and development of each athlete while promoting sportsmanship, respect, and a love for the game.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, it calls for coaches to disassociate themselves from a win-at-all-costs attitude. Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare, and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach, or parent.

### **As a Coach of Baystars FC, I will:**

1. Respect the rights, dignity, and worth of every person and treat each equally within the context of the sport, regardless of gender, place of origin, race, sexual orientation, political belief, or economic status.
2. Place the well-being and safety of each player above all other considerations, including the value of winning.
3. Adhere to all guidelines laid down by governing bodies.
4. Direct comments or criticism at performance rather than the athlete.
5. Not exert undue influence to obtain personal benefit or reward.
6. Encourage and guide players to accept responsibility for their behavior and performance.
7. Ensure that the activities I institute are appropriate for the age, maturity, experience, and ability of the players.
8. Cooperate fully with other specialists (e.g., other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
9. Always promote the positive aspects of the sport (e.g., fair play) and never condone violations of the Laws of the Game, behavior contrary to the spirit of the Laws of the Game, or relevant rules and regulations, or the use of prohibited substances or techniques. I must promote the concept that soccer is merely a game and that players and coaches on other teams are opponents, not enemies.
10. Consistently display high standards of behavior and appearance. I will teach and practice good sportsmanship and fair play by personally demonstrating commitment to these virtues.
11. Not use or tolerate swearing or demeaning language.
12. Maintain control of my emotions and avoid actions and/or gestures that may be interpreted as hostile and humiliating.
13. Regularly seek ways of increasing professional development and continuing coaching education.

14. Respect the coaches and players of the opposing team before, during, and after the game. I will teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
15. Always respect the game officials. I will refrain from questioning game officials' decisions or challenging their authority.
16. Ensure that fans of my team exhibit sportsmanship and maturity and assist league and game officials in maintaining control of spectators during games.
17. Encourage players to model conflict resolution skills, teaching them how to handle disputes respectfully on and off the field.
18. Foster team spirit and camaraderie among players, emphasizing the importance of working together.
19. Seek feedback from players and parents about coaching practices to encourage a culture of continuous improvement.

## **IX. Procedures for Dealing with Violations of the Baystars FC Coaches Code of Conduct**

In the event that a coach violates the Code of Conduct or engages in behavior at practices or games that referees, parents, players, or other coaches deem inappropriate and detrimental to any of the players, parents, officials, or the team as a whole, Baystars FC may remove the coach from the practice or game sideline.

Repeated demonstrations of behavior that are in direct violation of the Coaches Code of Conduct will be dealt with by Baystars FC. Violence or conduct in violation of the Coaches Code of Conduct will be handled by Baystars FC in conjunction with the disciplinary standards set forth by the VSLI, VYSA, TASL, and US Club Soccer.

1. The Executive Soccer Director (ESD) will chair a Disciplinary Committee comprised of 2 club members.
2. Baystars FC, at its discretion, may recommend that a coach be suspended from participation in league activities while investigating and contemplating any action.
3. The Disciplinary Committee will verify details of the complaint, including interviewing the person or persons who have made the complaint, as well as any witnesses who may have observed the incident.
4. The Disciplinary Committee will contact the coach involved within 5 days asking for his/her version of the incident. The coach will have 3 days to respond.
5. The Disciplinary Committee will meet within 7 days to determine if disciplinary action will be taken.

The coach will be notified verbally and in writing of the Committee's decision. Based on the nature and severity of the offense, and depending on whether this represents a repeat offense, disciplinary actions may range from:

- a) Official warning / clarification of expected conduct
- b) Partial game suspension
- c) Full game suspension
- d) Multiple game suspension
- e) Suspension for the remainder of the Fall and/or Spring Season
- f) One-year suspension
- g) Permanent ban from Baystars FC

The penalties will be issued based upon the judgment of the Disciplinary Committee in the overall best interests of the athlete, the sport, and the club.

## **X. MEDIA**

### **Policy overview and purpose**

Social media is changing the way we communicate. This policy has been developed to inform our community about using social media, so people feel enabled to participate, while being mindful of their responsibilities and obligations. This policy provides practical guidance allowing all parties to benefit from the use of social media, while minimizing potential risks and protecting those involved. This policy assists to establish a culture of openness, trust and integrity in all online activities related to Baystars. In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

### **Coverage**

This policy applies to all persons who are involved with the activities of Baystars, including:

- Members of Baystars
- Persons appointed or elected to Board of Directors, committees, and sub-committees.
- Support personnel, including team managers.
- Coaches and assistant coaches
- Athletes
- Referees, other officials
- Member associations

### **Scope**

Social media refers to any online tools or functions that allow people to communicate and/or share content via the Internet.

This social media policy applies to platforms including, but not limited to:

- a) Social networking sites (e.g., Facebook, Twitter, LinkedIn, Google+, Pinterest, Instagram, etc)
- b) Video and photo sharing websites or apps (e.g., YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- c) Blogs and micro-blogging platforms (e.g., Tumblr, WordPress, Blogger, etc)
- d) Review sites (e.g., Yelp, Urban Spoon, etc)
- e) Live broadcasting apps (e.g., Periscope, Meerkat, Facebook Live, etc)
- f) Podcasting
- g) Instant messaging (e.g., SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- h) Online voting or polls
- i) Public and private online forums and discussion boards
- j) Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. An officially designated individual representing Baystars on social media; and
2. if you are posting content on social media in relation to Baystars that might affect Baystars organization, events, sponsors, members, or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to Baystars or its organization, competitions, teams, participants, services, events, sponsors, members, or reputation. However, any misuse by you of social media in a manner that does not directly refer to Baystars may still be regulated by other policies, rules, or regulations of Baystars.

### **Using social media in an official capacity**

You must be authorized by the Board of Directors before engaging in social media as a representative of Baystars. As a part of Baystars, community you are an extension of the Baystars brand. As such, the boundaries between when you are representing yourself and when you are representing Baystars can often be blurred. This becomes even more of an issue as you increase your profile or position within Baystars. Therefore, it is important that you always represent both yourself and Baystars appropriately online.

### **Guidelines**

You must adhere to the following guidelines when using social media related to Baystars (organization, competitions, teams, participants, services, events, sponsors, members, or reputation).

#### *Use common sense.*

Whenever you are unsure as to whether the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side. When using social media, the lines between public and private, personal, and professional, may be blurred. Remember, you are an ambassador for Baystars.

#### *Protecting your privacy*

Be smart about protecting yourself and your privacy. When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it. Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

#### *Honesty*

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue, or misleading. If you are unsure, check the source and the facts before uploading or posting anything. Baystars recommends erring on the side of caution – if in doubt, do not post or upload. Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have. If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation. The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

### *Use of disclaimers*

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with Baystars and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged.

### *Respect confidentiality and sensitivity.*

When using social media, you must maintain the privacy of Baystars confidential information. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of Baystars. Remember, if you are online, you are on the record—much of the content posted online is public and searchable. Within the scope of your authorization by Baystars it is perfectly acceptable to talk about Baystars and have a dialogue with the community, but it is not okay to publish confidential information of Baystars. When using social media, you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so. Permission should always be sought if the use or publication of information is not incidental but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

### *Gaining permission when publishing a person's identifiable image*

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person. You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents, or controversial behaviour.

### *Complying with applicable laws*

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying, or misleading and deceptive content.

### *Discrimination, sexual harassment and bullying.*

The public in general, and Baystars members, reflect a diverse set of customs, values, and points of view. You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist, or otherwise inappropriate.

### *Avoiding controversial issues*

Within the scope of your authorization by Baystars if you see misrepresentations made about Baystars in the media, you may point that out to the relevant authority in the organization. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

### *Dealing with mistakes*

If Baystars makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so.

## **Policy breaches**

Breaches of this policy include but are not limited to:

- a) Using Baystars name or logo in a way that would result in a negative impact for the organization and/or its members.
- b) Posting or sharing any content that is abusive, harassing, threatening, demeaning, or defamatory.
- c) Posting or sharing any content that includes insulting, obscene, offensive, provocative, or hateful language.
- d) Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
- e) Posting or sharing any content that is a breach of any state or Commonwealth law.
- f) Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.

### *Reporting a breach*

If you notice inappropriate or unlawful content online relating to Baystars or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately.

### *Investigation*

Alleged breaches of this social media policy may be investigated. Where it is considered necessary, Baystars may report a breach of this social media policy to police.

## **XI. FINANCIAL AID**

### **Financial Aid Policy**

Baystars is a non-profit organization dedicated to providing high-quality sports programs to youth in our community. We are pleased to offer partial financial assistance to help cover player dues. Please note that any financial assistance granted does not include costs associated with uniforms or travel expenses. As our scholarship funds are limited, we cannot guarantee financial aid to all applicants. The awarding of financial aid will be based on the application submitted and the availability of funds.

### **Application Process:**

To apply for financial assistance, please submit the completed application to:

#### **Attn: Baystars Treasurer**

PO Box 540

Gloucester, VA 23061

Applications will only be considered if they are fully completed with current and accurate information and all requested documentation is provided. Beginning with the 2025–2026 seasonal year, Baystars will operate on an annual dues structure. Applications for financial aid must be submitted no later than **June 15** each year to be considered for the upcoming seasonal year. You will be notified of the outcome, and the amount awarded no later than **July 15**.

### **Important Notes:**

1. Financial assistance applications must be completed for each season.
2. All the financial information provided will be kept confidential.
3. Please allow up to 15 business days for processing. If additional information is needed, you will be contacted.

### **Volunteer Commitment:**

Families who are approved for financial aid are required to complete a minimum of 8 volunteer hours during the season for which the scholarship is awarded. Volunteer opportunities include assisting with club events, camps, Baystars-hosted tournaments such as Surf & Turf and Bird Day Bash, club workdays, and more. Please coordinate with your team manager to schedule and fulfill these hours before the season ends.

We are proud to support families through this financial assistance program and ensure that all youth have the opportunity to participate in Baystars.

For any questions or assistance, please contact our admin at [admin@baystarsfc.com](mailto:admin@baystarsfc.com) or [president2020@baystarsfc.com](mailto:president2020@baystarsfc.com).

Thank you for being a part of the Baystars community!

**Baystars Financial Assistance Request Form**

**All information received will be kept confidential**

**Player(s) Name:** \_\_\_\_\_

**Team Name:** \_\_\_\_\_

**Parent(s)/Legal Guardian(s) Name:** \_\_\_\_\_

**Marital Status:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Full Time**  **Part Time**

**Spouses Employer:** \_\_\_\_\_ **Full Time**  **Part Time**

**Annual Household Gross Income:** 30k or less  30-45k  45-60k  60k+

**Number of Children Playing Baystars:** \_\_\_\_\_

**Reason Requesting Assistance:**

\_\_\_\_\_  
\_\_\_\_\_

**Amount of assistance being requested:** \$ \_\_\_\_\_

*A family approved for the scholarship program is **required** to complete a minimum of 8 volunteer hours throughout the season for which the scholarship has been awarded. There are many opportunities for volunteers to fulfill the required service. Please collaborate with your team manager to schedule and fulfill this commitment before the close of the season. Examples include club events, camps, Baystars hosted tournaments to include Surf & Turf and Bird Day Bash, club workdays, etc. We are grateful to be able to support families through this scholarship program and give everyone the opportunity to participate in youth sports through Baystars Sports.*

**Applicant's Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR CLUB USE ONLY**

**Request Received By:** \_\_\_\_\_

**Received Date:** \_\_\_\_\_

**Request Reviewed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Request: Approved**  **Denied**

**Amount Approved: \$** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Treasurer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **XII. Monthly Operations Meeting Attendance**

Baystars holds monthly operations meetings that are open to all coaches, parents, and members of the community. Attendance by all Board Members, Coaches, and Team Managers is strongly encouraged. The President of the Club will typically determine the location and time of these meetings.

To remain an active Board Member, attendance at a minimum of 70% of scheduled board meetings is required. Board members who do not meet the 70% attendance threshold may be subject to a vote for removal. All Board votes will be conducted during the monthly operations meeting, unless the Club President determines that an email vote is necessary.

In the event that a Board Member vacates their position or is removed, a 30-day vacancy period will follow. During this period, the Club President may appoint an interim member to serve in the position. This vacancy period will also be used to announce the open position and begin accepting nominations. Nominations must be submitted by a sponsor, and only active Board Members are eligible to sponsor candidates.

## **XII. TRYOUTS**

This policy establishes the procedures and standards for tryouts at the club. The Executive Soccer Director (ESD) will review the document annually to ensure it meets the current needs of the club. The ESD, Club Administrator, Director of the Youth Academy, and coaches will oversee the tryout process to ensure all procedures are followed.

### **Primary Goal**

The main objective of this policy is to form teams that are both age- and skill-appropriate. While the emphasis is on age-appropriate placement, players may be moved up or down an age group if it is deemed necessary for their development. Player registration data will be shared among the Club Administrator, ESD, and Director of the Youth Academy to facilitate team formation.

### **Registration:**

Players must register for the team corresponding to their appropriate age group. Any movement to a different team or age group will be at the discretion of the ESD. Each player will be assigned a number for identification purposes during tryouts. Evaluators will be assigned by the ESD.

**Assessment Criteria:** Tryouts will include assessments of:

- Speed and agility
- Juggling
- Passing
- Shooting
- Team play
- Communication
- Ability to follow directions

These assessments will follow the Baystars Travel Soccer Curriculum.

After the first day of tryouts, the ESD and evaluators meet to discuss player evaluations and develop individualized plans for each player. If a player tries out for a skill-inappropriate team, the ESD will make efforts to find them a suitable team. Players or parents who believe a different team placement is more suitable may request a meeting with the ESD to discuss.

Upon completion of tryouts, the ESD will review evaluations and meet with all coaches to determine team composition, aiming to include as many players as possible. The ESD has the final say on player placement. Tryouts will conclude when the ESD and Club Administrator send a final email to parents, offering players a place on a team or informing them of cuts.

The ESD will strive to form competitive teams while also prioritizing individual skill development and growth.

### **Order of Events for Tryouts:**

1. **March:** The Executive Soccer Director (ECD) will set dates for tryouts.
2. **March:** The Club Administrator will post the date of tryouts on the Baystars website.
3. **Beginning of March:** The Club Administrator will open tryout registration on the website.
4. **Beginning of March:** Baystars staff will begin advertising for tryouts.
5. **Prior to Tryouts:** The Director of Coaching will identify evaluators for each age group.
6. **24 Hours Before Tryouts:** The Club Administrator will close tryout registration. All other registrations will happen on the day of tryouts at the field.
7. **Day of Tryouts:** Groups will run skill sessions based on the evaluation form.
8. **On Tryout Day:** The Club Administrator and Managers will set up registration tents and assign a number to each player.
9. **During Tryouts:** The Director of Coaching should float between all tryout locations to assess player performance.
10. **End of Day 1:** The Director of Coaching or Club Administrator will collect evaluations from coaches.
11. **After Day 1 Evaluations:** The Director of Coaching and evaluators will review scores and form teams for Day 2.
12. **Day 2:** Conduct team-specific training with the squad.
13. **After Tryouts:** The Club Administrator will send an email congratulating players on selection and informing them how to secure a spot with a deposit.

## **XIV. Baystars FC Guest Player Policy**

### **Purpose**

Baystars FC is committed to developing its players by providing a structured and competitive soccer environment. To maintain team integrity and prioritize the development of club members, guest players may be used for league and tournament play when necessary, following the guidelines established by the Tidewater Advanced Soccer League (TASL), Virginia's National Premier League (NPL), and the tournament director.

### **Definition**

A Baystars FC-sponsored event is an event included in the dues paid by members.

### **Guest Player Approval**

1. Before a guest player can participate in a tournament or league match with Baystars FC, permission must be obtained from the Executive Soccer Director (ESD).
2. The ESD must receive a written request at least 15 days prior to the event.
3. The ESD will respond within 96 hours of receiving the request.
4. If approved, the ESD will notify the club administrator and the managers' representative for further processing.

### **Emergency Situations**

1. If a guest player is needed on short notice (e.g., last-minute injuries), coaches should contact the ESD for expedited approval.
2. A follow-up written request must be submitted no later than five (5) days before the event.

### **TASL Guest Player Policy**

For teams participating in the Tidewater Advanced Soccer League (TASL), guest players may be used for development and to fill game-day needs. The following guidelines must be followed:

Guest players must be registered within the club or an affiliate organization and hold a valid player pass.

Teams may include guest players, but the game-day roster cannot exceed the following limits:

1. 7v7 = 10 players
2. 9v9 = 12 players
3. 11v11 = 14 players

A maximum of five (5) guest players may be used per match.

If guest players are used, they must be clearly denoted on the roster as "guest." Any roster adjustments must be reviewed and reapproved by the TASL Club Representative.

Notification of guest player use should occur prior to game day and be communicated between club representatives for transparency.

### **NPL Guest Player Policy**

For teams competing in Virginia's National Premier League (NPL), guest players are allowed but must follow specific regulations:

1. Teams may have a maximum of five (5) guest players.
2. All guest players must be registered with the same sanctioning organization as the team.
3. The team roster must include all guest players with their relevant information.

### **Tournament Guest Player Guidelines**

Guest players may be permitted for tournament play, subject to the following conditions:

1. **Tournament Rules Compliance** – All guest player approvals must align with the regulations set forth by the specific tournament director and sanctioning league.
2. **Team Roster Needs** – Guest players may only be used if the team does not have enough rostered players to field a full team.
3. **Internal Club Players First** – Priority must be given to club members from an equal or younger age group before considering external guest players.
4. **External Guest Players** – If no internal club players are available, external players with a valid VYSA player card may be considered, provided they meet tournament eligibility requirements.
5. **Roster Limits** – Roster limits are set by the tournament director for each specific tournament. No more than three (3) guest players from outside of Baystars FC may be used.

### **Team Coach Responsibility and Communication**

1. The team coach is responsible for ensuring that guest players receive an appropriate uniform for the event.
2. Coaches must inform their team, including players and parents, in advance when guest players are invited to ensure transparency and maintain trust within the team.

### **Financial Contribution for Guest Players**

If an external player is selected to participate as a guest player for a Baystars FC-sponsored tournament, that player will be required to pay a proportional share of the event's entrance fee.

## **XV. CONCUSSION POLICY**

**Baystars Concussion Management Policy:** This policy, adopted by the Board of Directors of Baystars Inc., sets forth minimum requirements for reporting concussions in Baystars sanctioned events.

### **Objectives:**

1. **Reduce concussion risks** for participants in Baystars club programs.
2. **Increase awareness** of concussion risks, effects, and proper management for participants in Baystars club programs.
3. **Comply with Virginia State law**, which requires youth sports programs utilizing public school properties to establish policies and procedures regarding the identification and handling of suspected concussions in youth athletes.
4. **Reduce legal risks** to Baystars and its coaches, board members, and parents.

### **Education:**

1. Baystars shall provide each coach/manager, on an annual basis, information on the nature and risks of concussions, criteria for removal and return to play, and risks of not reporting the injury and continuing to play. Each coach is required to sign a statement acknowledging receipt of this information, and the club will maintain such records for no less than seven years.
2. New coaches are required to complete the online concussion training and follow-up quiz provided by the Centers for Disease Control at [CDC HEADS UP Training](#) or obtain certification from a licensed medical provider familiar with concussion issues in youth sports.
3. Baystars shall provide the parents or guardians of each youth participant, on an annual basis, information on the nature and risks of concussions, criteria for removal and return to play, and risks of not reporting the injury and continuing to play. The club will require each parent or guardian to sign a statement acknowledging receipt of this information, and the club will maintain such records for no less than seven years.
4. To meet the requirements of this section, Baystars may provide coaches and parents with the CDC concussion fact sheets for coaches and parents found at the CDC “HEADS UP To Youth Sports” website: [CDC HEADS UP](#).
5. Nothing in this policy prohibits a club member from using other suitable sources of concussion information.

### **Head Impact Protocol:**

Baystars shall have a protocol in place to govern procedures for any situation in which a participant in the club’s athletic programs or activities (including games, practices, skill sessions, and other athletic activities) is suspected of having incurred a potential concussion as a result of a head or neck impact or other impact that could lead to a concussion.

This protocol shall, at a minimum, set forth:

1. A procedure for the immediate removal of the participant from the activity to be evaluated for symptoms of a concussion.
2. A procedure for a coach, team official, club representative, trainer, or medical professional to evaluate the participant for symptoms of a concussion.

3. A requirement that the participant is not permitted to return to play or any other athletic activity on that day if exhibiting any symptoms of a concussion. The Baystars policy regarding concussion is, **“When in doubt, sit it out.”**

**Return To Play:**

If a participant in Baystars club activities is removed from play due to exhibiting symptoms of a concussion, he or she may not return to any athletic activity of the club until a licensed healthcare provider has provided the club with written clearance to resume such activities. This provision does not prohibit a participant from attending games, practices, and other activities without participating athletically. Baystars is required to maintain records of medical clearances for seven years. For purposes of this provision, a “licensed healthcare provider” means a physician, physician assistant, osteopathic physician, or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing. Although not required, Baystars recommends that players with suspected concussions see a licensed healthcare professional with significant experience with treating concussions.

**Reporting Requirements:**

Baystars requires that any concussion or concussion rule-out be reported to the club by emailing the following information to [baystarssafety@gmail.com](mailto:baystarssafety@gmail.com):

- a) Club member's name
- b) Phone number
- c) Contact information
- d) Legal guardian's name (if a minor)
- e) Date/time of injury

For urgent situations, please contact 911 immediately.

## **XVI. BAYSTARS F.C. FIELD USAGE**

Baystars team coaches are required to coordinate with the EDS or DoC to arrange the day and times their teams can have practice at Woodville Park. These fields are subject to change upon field availability.

## **XVII. PLAYERS & RECRUITMENT**

All players must be registered through Baystars. Players cannot be rostered on more than one team at the same time.

Baystars is strongly opposed to the practice of recruiting players from one travel team to another at any time during the seasonal year (i.e., from the start of the fall season until the conclusion of the spring season). Coaches and/or team or club officials who willfully recruit or attempt to recruit a player or players from teams participating in the league may be subject to disciplinary action as outlined in the Club's Code of Conduct.

Any player and/or his or her parents or guardians may initiate direct contact with the Executive Director of Soccer (EDS) or Director of Coaching (DoC) for the purpose of joining a team after formal tryouts have been completed.

## **XVIII. SMOKING POLICY**

We ask that there is no smoking within 100 feet of any practice or games fields. Smoking is not allowed at any games played on school property. All Gloucester County Schools have a No Smoking policy on school grounds. Please smoke in designated smoking areas when at MPAC.

## **XIX. OFFICIALS**

### **Referees**

Referees play a crucial role in promoting fair play and maintaining the flow of the game. Parents are expected to uphold a positive atmosphere during games by refraining from openly criticizing referees at any time, whether during or after the match. Instead, parents should focus on providing positive feedback to players and cheering in a spirit of fair play. Additionally, parents should teach their children the importance of sportsmanship by encouraging them to thank the referee after the match, regardless of the outcome.

Parents with concerns about officiating are encouraged to communicate these to the coach, rather than addressing referees directly. Fostering respect for all officials, including assistant referees and linesmen, contributes to a positive environment for players and enhances the overall experience for everyone involved. Failure to adhere to these expectations may result in further discussions with the board regarding appropriate behavior.

## **XX. CLUB UNIFORM**

Baystars uniforms are on a 2-year cycle.

Uniforms must be purchased by the parent or guardian. The basic uniform consists of two jerseys, shorts, and socks. All players are required to obtain and wear the official Baystars uniform to participate in any formal competitive matches conducted under the auspices of Baystars. At no time are Baystars teams authorized to alter or modify the official uniforms in any way. Any changes or additions to the uniform (such as additional apparel or accessories) beyond the basic uniform must be approved by the board, team and are the responsibility of the team to cover any related costs.

## **XXI. FIELD FUNDS**

Baystars purchased 44 acres of land off short lane. The complex is called ***Middle Peninsula Athletic Complex (MPAC)***. Baystars will continue to seek funds to continue to build a multi-sport complex.

## **XXII. CLINICS**

Any Baystars team may hold a clinic provided they notify the EDS beforehand.

## **XXIII. AWARDS**

*This section is TBD.*

## **XXIV. GAME CANCELLATIONS**

The Executive Soccer Director (ESD) and Club Administrator will follow the regulations set forth by the National Premier Leagues (NPL) and the Tidewater Athletic Suburban League (TASL) regarding game cancellations. In the event of inclement weather or other unforeseen circumstances, the decision to cancel games will be communicated to coaches, players, and parents as soon as possible through the club's official communication channels.

It is the responsibility of all coaches and team managers to ensure that players and their families are informed promptly about any cancellations or rescheduling of games.

## **XXV. FINANCIAL POLICY**

### **Baystars FC Membership Dues Policy**

#### **Purpose**

The purpose of this dues policy is to ensure the financial sustainability of Baystars FC, a non-profit organization dedicated to providing affordable and high-quality soccer opportunities. This policy establishes guidelines for the collection, use, and management of membership dues in a fair and transparent manner.

#### **Membership Dues**

##### **1. Dues Structure:**

- Dues cover both the Fall and Spring seasons.
- Families have the option to pay annual dues at a discounted rate or pay each season separately.
- For high school soccer players who make the team roster (not practice players) and do not play travel soccer with Baystars FC or any other travel team, annual dues will be prorated for the Spring season only.

##### **2. Dues Amounts:**

- **TASL U9-U10:** \$350 per season | \$665 annual (5% discount)
- **TASL U11-U19:** \$430 per season | \$817 annual (5% discount)
- **NPL U10-U12:** \$430 per season | \$817 annual (5% discount)
- **NPL U13-U19:** \$450 per season | \$855 annual (5% discount)

##### **3. Due Dates:**

- Annual dues must be received NLT **December 15th**.

##### **4. Payment Methods:**

- Payment methods are listed on the club website.
- Receipts will be issued for all transactions.

#### **Payment Options**

##### **1. Full Payment**

- A 5% discount is offered for full payment by the due date.

##### **2. Payment Plans**

- Annual Dues: Can be broken into **6** installments.
- Seasonal Dues: Can be broken into **4** installments.

#### **Nonpayment Policy**

1. A “**no pay, no play**” policy applies if dues are not paid on time, and no payment arrangement is made.
2. The Club Treasurer will send one request for payment upon delinquency.
3. Players with unpaid dues will not be permitted to participate in games or practices until payment is received.
4. The Board of Directors will determine if deferred payment is possible.
5. If a player’s responsible party is not in good financial standing, they cannot occupy a roster spot on any Baystars FC team until the debt is cleared.
6. Any appeals related to nonpayment or financial aid must be directed to the Board of Directors.

### **Refund Policy**

1. Refund requests are evaluated on a **case-by-case basis**.
2. Dues are **non-refundable** after the season starts, except in exceptional circumstances (e.g., injury, relocation).
3. The first **\$50 commitment fee** is **non-refundable**.
4. The first **\$100 of dues** is **non-refundable**.

### **Use of Dues**

Dues help cover the following:

- League play (6-8 games per season).
- Two tournaments per season (to include both Baystars Bird Day Bash and Surf & Turf).
- VYSA/US Club Soccer State Fees, NPL League Fees, TASL League Fees, player passes.
- Coach certification, coaching fees, administrator fees, and coach training.
- Guest coaches at practices.
- Team equipment.
- Field maintenance (goals, nets, flags, paint, equipment).
- Field cutting and seeding.
- Accountant fees.
- MPAC development.
- Insurance.
- Advertising.

**Note:** Uniforms and practice jerseys are **not included** in dues. Uniforms are required for participation and are subject to change every two years. Indoor soccer is not included in membership dues.

### **Accountability & Transparency**

1. The club's financial records are open for review by any current member in good standing upon request.
2. Any concerns about financial matters should be directed to the Club Treasurer or Board of Directors.

### **Contact Information**

1. For questions about dues, payment plans, or financial assistance, please contact:
  - **Treasurer:** Treasurer@baystarsfc.com
  - **Club Administrator:** Admin@baystarsfc.com

---

This policy ensures that financial contributions are handled equitably and transparently, supporting the club's mission to provide a positive soccer experience for all children. Thank you for being a valued part of Baystars FC!

## **XXVI. DONATIONS**

Gloucester Baystars has been determined to be exempt from federal income tax by the Internal Revenue Service. If your team receives a donation of over \$200.00, the Club Treasurer should complete our form letter to verify this donation. A copy of this letter should be submitted to the Treasurer for club records.

## **XXVII. COACHING TRAINING & ASSIGNMENTS**

1. Contact Admin or EDS for Baystars Soccer Coach Remuneration Policy ([admin@baystarsfc.com](mailto:admin@baystarsfc.com) or [doc@baystarsfc.com](mailto:doc@baystarsfc.com) )
2. EDS will assign coaches to teams based upon the Club's needs and coaching experience.

## **XXVIII. CLUB MERCHANDISE**

The club uses Soccer.com for all club merchandise.

## **XXIX. KIDSAFE PROGRAM**

At the direction of the league, Baystars has adopted maintaining KIDSAFE forms for every adult who has direct contact with the players whether it be at practice or games. This is a risk management program designed to foster safer circumstances for everyone. KIDSAFE Forms will be updated every year and be kept in absolute confidentiality. Forms will be completed online.

(contact [admin@baystarsfc.com](mailto:admin@baystarsfc.com) for assistance)

## XXX. APPENDICES

### APPENDIX I – BOARD MEMBERS

President	Jay Jaquysh	<a href="mailto:President2020@baystarsfc.com">President2020@baystarsfc.com</a>
Vice-President	Joe Wright	<a href="mailto:VP@baystarsfc.com">VP@baystarsfc.com</a>
Treasurer	Sarah Kurten	<a href="mailto:baystarstreasurer@gmail.com">baystarstreasurer@gmail.com</a>
Secretary	Jen Dudley	<a href="mailto:secretary@baystarsfc.com">secretary@baystarsfc.com</a>
Event Planner		<a href="mailto:tournamentdirector@gmail.com">tournamentdirector@gmail.com</a>
Safety Officer	Joe Lenderman	<a href="mailto:safety@baystarsfc.com">safety@baystarsfc.com</a>
Manager rep		<a href="mailto:managersrep@baystarsfc.com">managersrep@baystarsfc.com</a>
Member at Large	Dylan Mahnke	
Executive Soccer Director	Jay Hines	<a href="mailto:DOC@baystarsfc.com">DOC@baystarsfc.com</a>
Coaches Rep	Kevin Sutton	<a href="mailto:coachesrep@baystarsfc.com">coachesrep@baystarsfc.com</a>

#### Administration

Club Admin	Cherie Gothreau	<a href="mailto:admin@baystarsfc.com">admin@baystarsfc.com</a>
Soccer Technical Director	OPEN	
Director of Academy	Matt Newman	<a href="mailto:DOA@baystarsfc.com">DOA@baystarsfc.com</a>
Tournament Director	OPEN	<a href="mailto:tournamentdirector@gmail.com">tournamentdirector@gmail.com</a>

### APPENDIX II – DEFINITIONS

#### Age Group

An age group is a group of teams based upon the birth year of the players on the team. The age group of the team is determined by the birth year of the oldest player.

#### Appeal

A formal submission to question the assessment of fines or penalties imposed by the Policies or the Board of Directors or other league representative should be made in writing and submitted within 48 hours of the incident to the board.

#### Club

A Club is the member organization of Baystars that consists of at least two active teams.

#### Division

A division is a seasonal subgroup of participating teams formed from teams with similar competitive levels for league play.

## **APPENDIX III – Fundraiser Application Form**

### **Baystars Club/Team Fundraising Policy**

#### **Purpose**

To ensure that players, team managers, coaches, parents support all fund-raising activities undertaken by Baystars sports club.

Operating funds are necessary to the success of most organizations, and Baystars is no exception. It is important that fundraising occurs so to offset fees/expenses so we can ensure the accessibility of youth sports to all.

Baystars is a non-profit organization that is supported by members, local businesses, and donors. It is vital that we, as volunteers, protect and promote the good reputation of Baystars. We recognize the importance of supporting the Community that supports Baystars. A focus/preference will be given to supporting local businesses/entities as these are organizations that we rely on for support and funds on an ongoing basis.

#### **Policy Principles:**

Funds that are raised in the name of Baystars need to be used for the following:

1. General funds for Baystars operation
2. Equipment needs.
3. For extra tournaments not already included in members' dues.
4. Coach/trainer development expenses
5. Facility rental/maintenance/development
6. Financial aid for club dues

***In order to protect Baystars non-profit status, fundraised money must be used for the good of the club or team and may not be distributed to individual players or player accounts.***

Fundraiser activities may be general activities to support general Baystars revenues or specific projects that will benefit all Baystars members. Upon pre-approval of the Baystars Board, fundraiser events conducted by individual teams for specific needs of an individual team may be granted. Some of the specific needs of an individual team include tournament fees, travel -transportation and overnight player/coach lodging fees, team first aid kit, and other needs as approved by the Baystars Board.

All fundraisers will be communicated to the team via the team manager and coach. All fundraisers will be advertised on the club's website and social media.

## Team Fundraising Request Form

This form should be completed (one form per event) and returned to the Baystars Events Coordinator Board Member to present to the Board at least one month prior to any Baystars team fundraising efforts. This is to prevent duplication of efforts between teams and/or the club. It is also to ensure that a team has completed all required paperwork prior to any activity. Expedited approval may be accommodated on a case-by-case basis. All monies must be turned in to the club treasure. Then all monies will be allocated appropriately.

**Any person conducting fund raisers as part of Baystars Club shall not receive any personal profit in connection with such a fund raiser.**

**Any fund raiser conducted at Middle Peninsula Athletic Complex (MPAC), or Gloucester County property, must be coordinated with the Club admin in advance.**

**Any team that fails to deposit funds with the Treasurer within fourteen (14) days of the completion of the fund-raising activity may be subject to having their team account frozen by order of the Treasurer and / or President.**

Please submit completed applications for approval to: Baystars Events Coordinator or Baystars Managers Representative.

Application date: \_\_\_\_\_

Team Name: \_\_\_\_\_

Team Representative/Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fundraising Activity: \_\_\_\_\_

Purpose for Funds Raised: \_\_\_\_\_

Brief description of the Fundraising Activity:

\_\_\_\_\_

Date(s) of Fundraising Activity: \_\_\_\_\_

Fundraising Goal: \_\_\_\_\_

Signature of Responsible Applying Representative: \_\_\_\_\_

*By signing this application request, the applying representative commits to conducting an event in a manner respectful to all Baystars Board members, coaches, players and volunteers. They have also fully read and understand the Baystars Team fundraising policy.*