



BAY AREA YOUTH SOCCER ASSOCIATION

PROTOCOL FOR HOSTING A COACHING CLINIC

(Revised 8/1/09)

For Modules and "D & E" Clinics

- No less than four weeks prior to the course's start date, club fills out a course application (download from STYSA website). Submit completed application to Shirley McGraw (scan/email to patshirley@aol.com). It will be noted on the application that application fee will be sent by club and mailed separate.
- Club should submit a \$50 check (non-refundable application fee) payable to STYSA. Check should be mailed to STYSA, 15209 Highway 290 East, Manor, Texas 78653.
- If the application and/or check is received at the state office less than four weeks prior to the requested start date, the application will not be processed.
- Club should make copy of the check and send to BAYSA Treasurer so club's account may be credited. (Rich Newell, BAYSA Treasurer, 9874 Sageorchard, Houston, Texas 77089).
- STYSA will contact host coordinator and schedule the clinic. Note if club decides not to host the clinic, they must cancel with STYSA within ten working days prior to the clinic date or the club, per STYSA, is responsible for the minimum cost of the clinic.

| Course Level | Minimum # of Candidates | Cost per Candidate | Total Cost |
|---------------|-------------------------|--------------------|------------|
| U6/8 Module | 12 | \$30 | \$360 |
| U10/12 Module | 12 | \$40 | \$480 |
| "E" Course | 15 | \$85 | \$1275 |
| "D" Course | 15 | \$135 | \$2025 |

- BAYSA will announce clinics at monthly meetings and they will be noted in minutes. STYSA publishes listing of all clinics of its website
- Participants will contact host coordinator to reserve a place in the class. The host coordinator will collect clinic fees from participants prior to course. Check should be made payable to the club host for the cost per candidate per applicable module or course (refer to table above). No cash accepted. No refunds for non-attendance.
- If hosting a "D" course, the host club must forward a copy of each candidate's "E" license to the state office at least 10 days prior to the course start date to confirm that the candidates has held an "E" license for one year or has an approved waiver to enter the "D" course. Contact the STYSA office if there are more than 15 candidates so an additional instructor may be assigned.
- If hosting a youth module, coordinate arrangements with the instructor for a youth team of the appropriate age to attend as needed for the field sessions.
- Classroom facilities should include seating with tables/desks for entire class, a blackboard or easel, a TV/VCR/Projector/screen and restrooms. Host may want to provide bottled water, fruit, etc.; if not, notice should be sent to participants to bring such.

- No later than five days prior to the start of the course, the host coordinator must submit the final number of rostered candidates to the STYSA Coaching Department. Materials will be shipped via UPS ground and will include the course invoice. Anything that has to be shipped later than five days will result in extra shipping charges to the club host. If additional candidates are added to that final number, the sponsoring association will be billed for an additional materials and shipping charges.
- When materials arrive, host coordinator should verify number of sets received. Please mail invoice to BAYSA treasurer; club coordinator should keep a copy.
- The club (through BAYSA's account) will be billed for the number of candidates for whom materials are shipped. It is the host club's responsibility to return unused materials to the STYSA Coaching Department for a refund. Unused materials may NOT be retained and used for future courses. Full credit will only be issued for complete, undamaged sets of materials that are received by STYSA within 10 days after completion of the course. Complete, undamaged sets received after 10 days will be refunded 50 percent. No credit will be issued for incomplete or damaged sets of materials returned after 30 days.
- Clinic is held. Host coordinator will have participants sign roster and put the name of the club affiliation on the roster.
- At the end of the session, (1) host coordinator returns checks to BAYSA registered coaches and volunteers, and (2) deposits checks from non-BAYSA coaches. Checks from coaches and volunteers from other associations should be deposited as soon as possible after the clinic. If checks become over 30 days old it can cause problems with the deposit.
- Host Club is responsible for paying the clinic fees, and BAYSA will credit them for the BAYSA coach attendees when BAYSA receives the final roster. Therefore, if the clinic has less than the minimum amount of coaches/participants required, the host club will be responsible for the difference. Example: U6/U8 Module minimum total cost is \$360 – if only 9 participants attend, club owes \$90.
- Host coordinator must collect the course/instructor evaluation and candidate registration/sign in sheet. This information must be forwarded to STYSA within 48 hours of the conclusion of the course. The instructor may not review the evaluation forms.
- Host coordinator mails or scans/emails a copy of the roster to Shirley McGraw within 48 hours after the clinic. (7121 North Holiday Drive, Galveston, Texas 77550 or patshirley@aol.com). After receipt of this roster, she will send clearance to BAYSA Treasurer to credit club for application fee and BAYSA coaches.