



COMMERCE YOUTH SPORTS LEAGUE PARENT HANDBOOK

Boys & Girls Clubs of Northeast Texas
The City of Commerce
Address: 1119 Alamo Street, Commerce, TX 75428
Ph: 903-886-1150
Website: Commercerecreation.com

Revised: 2024

LETTER TO PARENTS/ABOUT US

Dear Parent/Guardian:

You have chosen a sports program where the staff is dedicated to the development and well-being of your children. We will work with your children to help them learn compassion, patience, and character, and will provide learning opportunities for athletic development. In turn, we ask that you as a parent, help us by letting us know of any questions, concerns or suggestions that you may have. In this way, staff and parents can function as a team oriented towards helping children. The Boys & Girls Clubs of Northeast Texas (BGC)/City of Commerce-Youth Sports League is a place for families and it is our intent to do everything possible to help strengthen and support your family.

Thank you for choosing BGC Commerce Youth Sports League

Sincerely,
BGC of Northeast Texas & City of Commerce (COC)



BOYS & GIRLS CLUBS
OF NORTHEAST TEXAS

OUR MISSIONS

The mission of the Boys & Girls Clubs of Northeast Texas is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.



The mission of the Parks and Recreation Department is to enhance the quality of life for Commerce residents by providing safe, well-maintained parks and providing recreational opportunities for our youth through our sports programs.

COMMERCE YOUTH SPORTS LEAGUE

Our goal is to ensure youth are prepared for life by helping them achieve, build relationships, and feel like they belong.

Our focus at practice and games is to encourage players to meet their potential by demonstrating four key character traits: caring, honesty, respect and responsibility.

Our purpose is to optimize resources, meet the needs of local communities, and provide quality sports and recreation programs infused with academic enrichment and character-building skills through BGC and Commerce Parks and Recreation Department. Our programs present age-appropriate opportunities to participate in sports while having fun, making new friends, and building good character.

LEAGUE CONTACT INFO

Commerce Club/Sports Director: Vacant
Rickey Brown, Parks & Receptions Coordinator (Softball/Baseball Commissioner):
rickey.brown@commercetx.org
Samantha Carrell, Chief Operating Officer BGCNETX: scarrell@begreatnext.org
Jenny Krueger, Chief Executive Officer, BGCNETX: jkrueger@begreatnext.org
Howdy Lisenbee, City Manager COC: howdy.lisenbee@commercetx.org
Justin Gadlin, Basketball Commissioner (Basketball Only) : gadlin05justin@gmail.com

REGISTRATION INFORMATION

How to Register

You can register your child online: www.commercerecreation.com. Full payment is expected at the time of your registration and guarantees your child a jersey. Financial assistance is available for families who qualify. If interested in applying, please contact the Sports Director (contact info on previous page). Please allow 7-10 business days from when you apply for financial assistance approval.

Age of Registrant

Your sons' or daughters' age on the day of their first practice dictates the default division in which he/she will be placed. In other words, do not base it on the age your child is at registration, but on the age they will be when practice for the season you are registering for begins. If your child is an exceptional athlete or is perhaps taller for their age you may prefer that they "play up" an age division. This is acceptable, but requires special permission from the Sports Director and an over-the-phone or in-person registration.

Refunds

To request a refund for a sports program, you will need to stop by City Hall in person and complete a "Sports Program Change/Cancellation Request Form." All request forms will be handled by our Member Services staff up to the first practice date. Changes/cancellations can be made, at no cost, up to 14 days before the program starts. A \$15 Fee will be applied for any changes/cancellations made within 14 days of the start of the program. After practices have begun, requests will be sent to the Sports department where a decision will be made as to whether to move forward with the refund or whether to pro-rate the refunded amount. The only time a refund may be considered after the first practice is in cases of injury or a family move. Documentation must be provided to consider a refund. Refunds will not be granted for the following reasons: unhappy with team selection/assignment, weather cancellations, requests not honored, no designated head coach, no longer desire to play among others.

COACHES

Parent & Community Volunteers

Our coaches are parent and community volunteers. This means they are not paid. It is one of the many ways we keep our prices low and maintain a clear focus on character development. We are always in need of coaches. If you would like to learn more about what it means to be a coach or would like to apply to be a coach, please visit commercerecreation.com

Coaches as Mentors

Your coach is just like you, a parent or caring member of the community who wants to help kids thrive. We ask that our coaches serve not just as a coach, but as a leader and mentor for their team. We entrust them with helping pass on valuable life lessons and building good character.

Picking a Coach / Picking Teammates

We recommend registering early if you would like to request a coach, especially if you'd like the same coach from year to year, and putting a note on your registration form. We will do our best to honor these requests, however, requesting a coach does not guarantee your child will have a spot on that coach's team.

Team without a Coach

If your team does not have a coach, your child's season will not be cancelled and the team will not be disbanded. By the time the season begins, please know that we have made every effort to find a parent on your team to serve as head coach, but that no one has made the formal commitment yet.

In this rare occurrence, a staff employee will attend the first practice to create a committee of parents who will take turns coaching the team each week. This includes at least one practice and one game per parent or some other variation that works for your team's parents' unique circumstances. Our hope is always that a single parent will take on the role of head coach and that another will serve as their assistant to fill in when they are unable to. If efforts to fulfill coaching spots can not be made, the team will be disbanded and your child will be added to another team.

TEAM FORMATION GUIDELINES



Soccer, T-Ball/Baseball/Softball, and Basketball (divisions ages 4-15 boys & girls)(Basketball 4-12)

Soccer:

- Will go through a draft process with coaches and CYSL process in team selection.
- Coaches will coordinate with CYSL staff for practice night at the time of team formation.

T-ball/Baseball/Softball:

- There will be a Coaches Look prior to the draft.
- Coaches will coordinate with CYSL staff for practice night at the time of team formation.
- If you would like to play with a particular coach or friend, you may request at registration sign-up but it is not guaranteed.
- Early registration is strongly recommended to meet specific day and time constraints.
- No waiting lists will be formed once a team has met minimum player requirements. You must check the website or call the branch to find out if an opening on a team has occurred.

Basketball:

- Will go through a draft process with coaches and CYSL process in team selection.
- Coaches will coordinate with CYSL staff for practice night at the time of team formation.
- Early registration is strongly recommended to meet specific day and time constraints.

Note: Team Formation Guidelines are subject to change.

Any questions, concerns, special circumstances?

Please contact the Sports Director using the contact information on page 3.

Guidelines for Disbanding a Team

Each sport has a required number of players to form a team. If a team is below the minimum number of players nearing the end of the registration period, ALL members of that team will be moved to other teams. We do this to provide every registered child the opportunity to play as well as to provide ample time to recruit coaches. We will try our best to keep those who signed up together on the same team.

COMMUNICATION

Pre-Season

You will begin receiving communication from the sports department two weeks prior to the season beginning. Our hope is that you will hear from your coach one to two weeks prior to the season beginning. There are reasons why this may not occur so do not worry if you have not heard from the coach. The emails you receive from the sports staff will have everything you need to know.

In-Season

You will receive bi-weekly email updates from the sports staff. Each update will include a brief summary of the previous week, information for the week ahead, and the word of the week. Any reported issues or changes will be shared via this communication if needed.

TEAMSIDELINES

TEAM SIDELINES is our league management system that manages team schedules, rosters and parent communication. Upon login to the platform, you will receive communication from the Commerce Youth Sports League. You will also be able to set up text message alerts from TEAM SIDELINES.

Commercerecreation.com

You can view your team's schedule and teammates and be able to communicate with your coach on the website. It is very important we have your correct email and mobile number on file to ensure you are receiving communications. If you have never received a login email or are not receiving updates, please check your trash and junk email folders and add EMAIL ADDRESS to your address book.

For help and tips on how to use TEAM SIDELINES, please contact the Sports Director for the Commerce Youth Sports League.

SEASON LOGISTICS & DETAILS



Season Locations

Whenever possible we try to keep our sports in Commerce. However, that is not always possible. Your child may have practices and games at nearby schools or churches (no more than 20 minutes away from your local field). Please note it is not possible for you to choose your location, as they are determined prior to the season.

Drop Off / Pick Up

It is our expectation that you will stay in the facility during practices and games. We are not able to take on the responsibility of your child so for the safety and well-being of your child, please stay nearby. You are permitted to have another adult chaperone your son or daughter. This can be a sibling, other relative, or caregivers over the age of 16. If your child is 12 or older they can attend practice and games without individual adult supervision.

Staffing

A BGC Sports Director, Parks & Rec Coordinator, and/or sport ambassador supervises all of our sports.

Jerseys & Equipment

All athletes will receive a jersey, which will be handed out before or by the first game. Everyone should be dressed in comfortable athletic or play attire and should bring a water bottle to stay hydrated and cool. All personal items need to be clearly labeled with the child's first and last name. We recommend the following equipment for each sport:

- Soccer: shin guards, socks that cover the shin guards, and cleats
- T-Ball/Baseball/Softball: fitted baseball glove, cleats and bat

Lost Items are not the responsibility of the Sports League.

Game Days

Please arrive 10 to 15 minutes early to allow ample time for parking, finding the correct field or court and seeing to any last minute needs prior to the beginning of the game.

Playing Time

All children are guaranteed to play regardless of team size or personal ability. If you believe that your coach is not adhering to this policy, please let your coach know or come to a member of the sports staff after the game. Mistakes do happen, but we will work with you to be sure that they do not become a regular part of your sport experience.

SEASON LOGISTICS & DETAILS

Behavioral Expectations & Guidelines

Children and adults are expected to treat one another with respect and kindness. If a child or adult partakes in bullying, name calling, teasing and other unsportsmanlike conduct they will receive one warning. Following that warning, they may be asked to leave the field or court. It is at the discretion of the site supervisor to determine the severity of the issue. If the problem continues past a single practice or game, it will be at the discretion of the Sports Director to determine a proper course of action which may include ending the season early for a child or prohibiting an adult for further game and practice attendance.

Children who are not participants in the CYSL need to remain off the field or court so as to not distract players and coaches or disrupt games and practices.

Behavioral Consequences

Any individual not adhering to behavior standards will be handled on an individual basis. Frequent or severe violations will result in suspension or expulsion from the program at the discretion of the Sports Director. No refunds will be given for expulsion or suspension due to behavior.

All children & parents are reminded of program guidelines. Children will be redirected to other activities when behavior contradicts Sports League guidelines. Parents are always kept informed of their children's progress. In order to ensure each athlete has a safe and memorable experience, the following behavior consequences are set forth:

If a child is unable to comply with the behavior expectations, they will be given an initial warning and his or her parents/guardians will be notified. If the child's behavior continues to be disruptive, he or she will receive a written reprimand and parents/guardians will be notified and consulted concerning the child's behavior.

- 1 written discipline reports = 1 day suspension
- 2 written discipline reports = 2 day suspension
- 3 written discipline reports = expulsion from program

If any parent/guardian or guest does not adhere to the facility and sports rules/guidelines they will be subject to suspension or banning depending on the severity of the incident.

Note: The Sports League reserves the right to immediately suspend or expel a child or adult based on the severity of the offense.

Inclement Weather & Cancellations

It is our intent to hold every practice and game as scheduled, however the safety and well-being of our participants, volunteers, staff and officials are our top priorities. We will do our best to reschedule a game/practice but if it falls out of the scope of the season, it will not be made up. ONE game or session will be made up at an appropriate date or at the end of the season.

We advise Sunscreen & Bug Spray for safety during any weather conditions, the application of topical products will need to be completed by a parent. Our coaches and staff are **not** to apply by hand or spray any topical product.

Due to League rules, Baseball/Softball rain-outs or cancellations will be rescheduled for the next Saturday.

Medical Emergencies

In the event of an emergency, trained BGC staff will initiate emergency care by activating the chain of survival, which includes calling 911. Emergency care and transportation will be handled by 911 and local emergency services.

YOUTH SPORTS LEAGUE PARENT CODE OF CONDUCT

Commerce Youth Sports League Philosophy: everyone participates and everyone plays. The BGC/COC encourages having a healthy body, mind and spirit, meaning the development of the whole person. The BGC/COC also emphasizes fundamentals, teamwork, fair play, cooperation, and respect for the officials, one's self, one's teammates, and the other team. Our philosophy is simple: EVERYONE PLAYS AND EVERYONE GROWS. Every decision you make and every behavior you display should be based first on what you think is best for your athletes, and second, on what can be accomplished to have everyone become a winner.

I hereby pledge to provide positive support, care, and encouragement for my child and all other children participating in the Commerce Youth Sports Program by following this Parent Code of Conduct:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.*
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will teach my child to treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will abide and help support a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
18. I will refrain from using profanity towards players/coaches/staff/officials.
19. I will follow all rules and regulations of the league or towns we play in or are affiliated with.
20. I will report to the Sports Director with any questions or concerns so they can help solve the problem.

*If any Parent/Volunteer would like a copy of any of the leagues' rules you will be given a copy.
Request copies from the Sports Director.

Commerce Youth Sports League: Parent Agreement Form (Please read and initial each paragraph)

_____ I hereby apply for my child or legal dependent to enroll in Commerce Sports League Programs. I understand that participation in any program or activity may entail certain risks. It is my responsibility to report any physical or emotional problems experienced during or after the programs or activities immediately to CYSL Staff. I also understand the potential risks that may be associated with some programs and activities. I hereby consent to and accept those risks.

_____ I further agree to hold harmless Boys & Girls Clubs of Northeast Texas and City of Commerce and its staff members conducting programs and activities from any and all claims, suits, losses, or related injury or death, accidental or otherwise, during or arising in any way from these programs and activities.

_____ I understand that all volunteers and staff of CYSL/BGC/COC are required to report suspicions or allegations of child or elderly abuse or neglect.

_____ I understand that my child is joining the Commerce Sports League through Boys & Girls Clubs of Northeast Texas, NOT A DAY CARE CENTER, and that CYSL/BGC/COC is not responsible for the time/manner in which my child may arrive at or leave during CYSL operations.

_____ I understand that [surveys](#) will be done on a random basis and all information provided is confidential. I give my child permission to participate in these surveys. Survey results may be used to modify or enhance future program offerings.

_____ I understand that for grant purposes, internal review of programs, PR, etc., CYSL/BGC might need access to educational information about my child including, but not limited to, performance reports and report cards. I authorize CYSL/BGC to obtain such information from my child's school.

Emergency Treatment/Insurance:

_____ I hereby give permission for my child to be given emergency treatment by a staff member of CYSL/BGC.

_____ I give permission for my child to be transported by ambulance or aid car to an emergency center for treatment, and for procedures to be performed for my child by a licensed physician or hospital selected by the Sports Director when deemed immediately necessary or advisable by the physician to safeguard my child's health.

_____ I understand that insurance is the responsibility of every individual, their parent, or legal guardian to provide for their own accident and health coverage while participating in the CYSL/BGC activities. The CYSL/BGC does not provide any accidental or health coverage for its participants.

Field Trip/Transportation Information:

_____ I give permission for my child to participate in CYSL/BGC activities and to use transportation provided by the Youth Sports League.

_____ I understand and expressly acknowledge that I release BGC, its employees, boards, members, volunteers, or guests from all liability for any injury, loss, or damage connected in any way whatsoever to participation in CYSL/BGC/COC activities whether on or off CYSL/BGC/COC premises and including transportation. I understand that this release includes any claims based on negligence, action, or inaction of BGC, its employees, boards, volunteers, and guests.

_____ I give permission for my child to participate in any CYSL/BGC swimming field trips or activities.

Publicity Release:

_____ As the parent or legal guardian, by my signature, I give permission to CYSL/BGC to use photographs, quotes, and any other publicity actions of the person(s) entrusted to my care for promotional purposes on a local and mass media basis.

Late Pick Up Policy:

_____ CYSL members must be picked up no later than closing times stated for each practice/game/activity. This rule is strictly enforced. Late pick up will be documented and if it is a recurring problem, your child may be removed from the program. If a member has not been picked up one hour after closing, the police will be called and follow for that child to be taken to a safe place.

ACKNOWLEDGEMENT OF PARENT HANDBOOK

_____ I acknowledge that I have carefully read the entire CYSL Handbook of the Boys & Girls Clubs of Northeast Texas and have gained a good understanding of its policies and procedures, and will follow them accordingly. I agree to abide by the policy and procedures contained herein. I understand that the policies contained in the CYSL Handbook may be added to, deleted, or revised by the CYSL/BGC/COC at any time. I am also aware that by participating with CYSL/BGC/COC, I consent to photographic and media recording that may occur. Additional copies of this Handbook will be available to any Parent/Guardian upon their request. If I have any questions regarding the content or interpretation of the handbook, I will bring this to the attention of the Sports Director.

_____ I understand that any violation of Handbook policies or procedures will subject me to possible Suspension/banning with Commerce Sports League.

_____ I have reviewed this with my child. We understand and will abide by the terms and conditions of the rules, guidelines, policies and procedures.

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Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Child's Name: _____

Sport: _____