

HESC PLAYER & PARENT HANDBOOK

Houston's Premier Youth Soccer Club

Houston Express Soccer Club (HESC) is a private 501(c)(3) non-profit youth sports club that has served the Houston youth soccer community since 1978.

HESC's principal mission is the promotion of youth soccer. We strive to instill a love for the game in each of our players and to provide an environment where each player may participate according to his or her interest and ability. We take great pride in developing our players as athletes, students and responsible young men and women. Our players form life-long friendships with their clubmates, maintain healthy lifestyles and acquire leadership, teamwork and sportsmanship skills that ultimately prepare them for life beyond soccer.

IT'S THE WAY WE PLAY THE GAME



TABLE OF CONTENTS

SECTION I:	HESC Leadership
SECTION II:	Operations
SECTION III:	Programs
SECTION IV:	Function of the Coach
SECTION V:	Function of the Player
SECTION VI:	Function of the Parent
SECTION VII:	Function Team Manager
SECTION VIII:	Training Session and Game Policies
SECTION IX:	Player Travel Policy
SECTION X:	Guest Player Policy
SECTION XI:	Coach Travel Policy
SECTION XII:	Fundraising Policy
SECTION XIII:	Inclement Weather Policy
SECTION XIV:	Uniforms Policy
SECTION XV:	Payment and Fees Policy
SECTION XVI:	Team Formation Policy
SECTION XVII:	Field and Facility Policies
SECTION XVIII:	Lost and Found
SECTION XIX:	HESC Fan Gear
SECTION XX:	HESC Reliant Energy Power Program
SECTION XXI:	HESC General Fund Donations
SECTION XXII:	Club Member Safety
SECTION XXIII:	Player Insurance Coverage

SECTION I: HESC LEADERSHIP

HESC Executive Board	
President	Robert Corrigan
Past President	Renato Pereira
VP Houston Express	Adrian Crespo
VP West U Recreational	Stephanie Veal
VP Services	Robert Thurmond

Express Board	
VP Express	Adrian Crespo
Past VP Express	Michael Hay
Program Commissioner	Michael Foster

Express Rec Board	
VP Express Rec	Stephanie Veal
Past Express Rec VP	Michael Dawes

HESC Services Board	
VP Services	Robert Thurmond
Express Registrar	Kerry Schachter
REC Registrar	Kerry Schachter
Treasurer	Karen Redding
Uniforms	Angela Foster
Sponsorships	
Website	Gary Doughty
Referee Assignor	Daniel Galvan
Field Coordinator	Robert Thurmond

HESC Coaching Staff Directors	
Director of Coaching	Mark Gibbs
Assistant Director of Coaching	Vedad Hadzajlic
Assistant Director of Coaching	Eric Johnson
Director of Player Development	Bruce Talbot
Academy Director	Mac McCallum
Goalkeeping Director	Steve Branz
Boys Director	Mike Matter
Girls Director	GuiGui Ferreira
REC Director of Player Development	Omar Villatoro

SECTION II: OPERATIONS

The governing board of HESC is the HESC Executive Board (“BOD”). The BOD is responsible for overseeing the structure and policies of HESC. The Express Board, chaired by the VP Express, is charged with executing the policies and procedures of the BOD as they apply to the Express program, defined below. The Express Rec Board, chaired by the VP Rec, is charged with executing the policies and procedures of the BOD as they apply to the Express Rec program, defined below. The Services Board, chaired by the VP Services, is charged with executing the policies and procedures of the BOD as they apply to HESC fields and other facilities and properties of HESC, primarily in the support of the activities of the Express and Express Rec programs.

The HESC Director of Coaching reports to the BOD. Other members of the HESC Coaching Staff report to the Director of Coaching. Please visit www.houstonx.org for a full list of the members of the HESC Coaching Staff.

The HESC mailing address is:

Houston Express Soccer Club
 2617-C W. Holcombe Blvd. #121
 Houston, Texas 77025

The HESC website is:

www.houstonx.org

Any reproduction of the HESC logo, design or tagline without written consent from HESC is prohibited. Trademark on the HESC logo and tagline are pending.

HESC Communication Methods

HESC utilizes several forms of communication to relay necessary information and announcements to players and families.

Youth Leagues: General information emails

X Flash: Important HESC happenings and events e-mailed to club members

X Letter: A club newsletter

X Blog: All of the latest club news, informative articles, schedules of upcoming events, etc., posted at: www.houstonx.org/x-blog

Social Media: Photos of HESC players, teams and coaches and other fun information regarding HESC and its friends

Text Messaging: Field Closures

HESC does not make available the e-mail addresses or other personal information of its members. Although member information is accessible to members of the BOD, the Express Board, the Express Rec Board, the HESC Services Board and the Director of Coaching, and, to a limited extent, by certain volunteers, any violation or inappropriate use of member information is subject to the HESC code of conduct. Parents, Team Managers or Volunteers may not use the Houston Express e-mail system for any purpose other than official Houston Express business.

Volunteering: Every HESC team is responsible for having a parent volunteer available to assist the club at HESC's request. Club level functions in which volunteers will be needed, but are not limited to: helping with fan gear sales, player evaluations, tournaments or club events. An HESC age group coordinator will contact your Team Manager to organize your support.

SECTION III: PROGRAMS

Express Rec (Recreational Soccer Program U4 - U12)

HESC's Express Rec program is a non-competitive environment designed to help younger players (U5-U12) build a foundation for future growth in soccer and older players who do not wish to play soccer on the select level to continue to enjoy the game they have grown to love. HESC desires to make soccer accessible to any child wanting to play by providing a local, affordable, well run recreational program. Players need not be residents of West University Place to participate in Express Rec.

HESC recognizes that young recreational players are at a key developmental stage, especially in the U5 to U10 age groups and, therefore, is committed to educating its volunteer Express Rec coaches on age-appropriate developmental methods of training and conducting games. HESC provides coaching education clinics and weekly practice session guides to all volunteer Express Rec coaches. West U Rec teams have 2 training sessions per week. During the Fall season, the HESC Coaching Staff provides 1 group training session per week and the other session is led by a parent coach. During the Spring season, there is 1 practice per week and it is led by the HESC Coaching Staff.

No scores or standings are kept in the Express Rec program for ages U5-U8. Express Rec players may also participate in a variety of fun soccer camps offered by the HESC professional coaching staff. For more information on the Express Recreational Program, please visit: <http://houstonx.org/recreational/about>

Rec Swoosh (U7)

The HESC Rec Swoosh program is a transitional program created to assist future Houston Express players move from small-sided games to games with more players and larger fields. Participation in REC Swoosh is solely based on the recommendation of our Express Rec Coaches and is limited to 20 U7 boys and 20 U7 girls who are also currently registered in our Express Rec program.

Rec Swoosh players compete alongside HESC Academy players in our in-house epiX League. You can find a description of the epiX League in the Academy section of this document.

REC Swoosh is the first step toward integration into the HESC Academy. REC Swoosh will be introduced to the HESC style of play and will be better prepared for U8 player evaluations at the end of the next spring season.

Houston Express Academy (U8-U10)

The HESC Academy consists of the U8-U10 age groups within the Houston Express Program. The HESC Academy program ("Academy") aims to prepare players for the technical, tactical, physical and psychological demands encountered in older age groups. The commitment required of Academy players is greater than the commitment required for Express Rec players.

The Houston Express Academy (Academy) is a premier, curriculum based, youth soccer development program where players receive professional training from the HESC Coaching Staff in preparation for later participation in the competitive Houston Express program. The academy style of play, offensively, is a controlled ball possession game that encourages creativity, flair, and confidence with the ball at foot while taking on defenders and, defensively, emphasizes one on-one defending and group defending tactics to pressure opponents into giving up the ball.

Academy consists of three major components, all of which are crucial to maximum player development: (1) Training, (2) League competition and tournaments and (3) epiX League.

Academy players are selected to age level teams by the HESC Coaching Staff based on their playing ability. Academy teams train twice a week in two 80 minute training sessions, participate in the epiX League and play games on Sunday afternoons with their age level teams in the Player Development Friendlies League (PDF). Each season Academy teams also participate in 1 to 4 pre-/post-season tournaments.

The epiX League is an in-house league for all Academy players, complete with scores, standings and ultimate champions, designed to promote well-rounded development through full-sided games, small-sided games and futsal. epiX League will be held at South Campus on either Friday evenings or Saturday mornings during the Fall and Spring seasons. All epiX League activities are organized and run by members of the HESC Coaching Staff.

In the **PDF gaming league** Express Academy teams play against teams from other Houston area soccer clubs, about half of their games are played on fields which lie within a 45 minute drive from our South Campus field complex. Regular participation in all of the events of a player's Academy team is mandatory for continued success.

There are numerous other opportunities for Academy players to add to their training experience such as private training sessions, Futsal tournaments, summer camps or the HESC Offseason Program.

Academy is the first step toward integration of players into our style of play and toward preparing them developmentally to compete for places on our highest level teams. Additionally, Houston Express players who have graduated from Academy have qualified in record numbers at the Olympic Development Program's State and Regional levels, been involved in US Soccer's Training Centers and played at collegiate levels. Be a part of our culture and future.

In all Academy leagues, every player is guaranteed to play a minimum of 50% of each game. Academy team rosters are selected entirely by the HESC Coaching Staff. For more information on the Academy Program, please visit: <http://houstonx.org/play/academy>

Houston Express (Competitive Soccer Program U11+)

Houston Express is our competitive soccer program for players U11 and older. Houston Express teams are trained by licensed professional coaches, compete locally in area gaming leagues and participate in tournaments and cup competitions in Texas and beyond.

Player Movement

It is the ambition of the HESC Coaching Staff, to develop and prepare players for all levels of play. Player performances are constantly evaluated. Players will be evaluated at player evaluations, training sessions, scrimmages and games. Player movements occur when a player moves from one roster to another roster within HESC. The most common time for player movements to occur is after player evaluations are held, however, player movements can occur in between seasons or during the season, league rules permitting. The process for moving players between rosters is dictated by the player's individual ability and performance. Every season HESC attracts new players from outside of the club. New players, just like existing players, will be evaluated by the coaching staff and will be placed on rosters best suited to their abilities and continued development. All player movement decisions are at the sole discretion of the HESC Coaching Staff.

Qualifying and Division 1 Annual Teams

Qualifying (U11 - U13 teams), Division 1 (U14+ teams) Houston Express teams compete weekly in the US Youth Soccer National League (USYSNL), Regional III Premier League (RPL), Premier League West (PLW), the STYSA State Classic League (SCL) or the Eastern District Division One Association league (EDDOA);

Qualifying and Division 1 teams train three times each week and compete in two or more tournaments every season. These teams have two team training sessions per week and also a dual age third group session usually on Friday's. Because competition at the Qualifying and

Division 1 level is very strong, consistent training and participation in games and tournaments are mandatory for players selected to these teams. Qualifying and Division 1 have no minimum playing time requirements, so hard work and dedication on the part of all players are essential to earning playing time during competitions.

National Premier League (NPL)

HESC will field 1 team in each age group from U13 - U18 to compete in the National Premier League. The NPL provides a National Competitive Developmental platform, where our players can be scouted/evaluated by US Soccer National Staff and Advisors. This will be the natural progression within our Player Development beliefs, where our players will be able to showcase their talent at the next level. Our teams will compete in the NPL in conjunction with their USYSA leagues (EDDOA, SCL, PLW, etc.). For more information on the NPL, visit: http://www.nationalpremierleagues.com/Overview/index_E.html

Super 2, Division 2 and Division 3 Seasonal Teams

Houston Express teams compete weekly in the Eastern District Super II (Super II) and the Houston Youth Soccer Association (HYSA) gaming leagues. Houston Express teams which compete in the HYSA gaming league train twice each week and compete in at least one tournament every season. Houston Express teams which compete in the (Super II) gaming league train twice each week, and have optional dual age group session, usually held on Friday's and compete in at least one tournament every season. All players participating on Super 2 (U14+), Division 2 and Division 3 (U11+) teams play a minimum of 50% of each game.

Player Pass

Having flexibility in the player development process is crucial for our coaching staff. While player's are rostered to specific teams during the season, our coaching staff has the ability to move individual players in between teams on a weekly basis, rules permitting. During the course of a season, the performance of a player can vary greatly. HESC strives to provide an environment where players can participate in meaningful games that will enhance their development and playing experience. The Player Pass system is established in many of the leagues our teams play in. Our coaching staff uses the Player Pass, to actively manage player movements and create opportunities to accelerate their growth. HESC players could be moved up and down teams based on their performance in training sessions and in games. This is an ideal situation for player development, and clearly in the player's best interest.

Private Training Sessions and Camps

HESC encourages Houston Express players to remain active in soccer on a year-round basis. Between seasons, HESC offers numerous camps with a variety of focus areas to help advance players' skills. In addition, members of the Houston Express Coaching Staff are available to conduct private sessions with players, small groups and teams. Players assigned to advanced teams are strongly encouraged to participate in multiple skills development opportunities between seasons. HESC also offers an Offseason Program, numerous Summer Camps and a Futsal league to assist in the continued the advancement of its players. All private sessions and small group activities at HESC fields must have a Coaching Staff member present and prior approval for use of the fields.

Private, small group and team sessions with members of the HESC Coaching Staff require an additional cost and should be arranged directly with the staff coach. For more information on the Express program, please visit: <http://houstonx.org/play/competitive>

Speed and Agility Training

HESC has teamed with West U Fitness to provide speed and agility training to Houston Express players in an effort to reduce injuries and improve overall athleticism. West U Fitness specializes in training athletes in the areas of speed, power, strength, core, quickness and agility. Group Speed and Agility training sessions at HESC facilities immediately before or immediately after teams' regular training sessions. Participation in Speed and Agility Training program is optional and requires an additional fee.

West U Fitness may also provide age specific Speed and Agility sessions for Houston Express teams, which must be arranged separately. These sessions can be conducted at West U Fitness or at HESC facilities and should be initiated by the Staff Coach or Team Manager.

SECTION IV: FUNCTION OF THE COACH

Prior to each season, the Director of Coaching assigns to each Houston Express team a member of the Houston Express Coaching Staff to work as the team's primary trainer and head coach (Coach). The Coach is charged with making all decisions relating to the soccer development of the players on his or her roster during the season.

Members of the HESC Coaching Staff train Houston Express players following a proprietary training curriculum. The HESC curriculum covers technical, tactical, physical and mental themes which are essential to a player's full development. Training is age and skill appropriate, but ideas and methodology are consistent throughout the Houston Express program. Specific training needs that arise relative to each team's competitive performance are also addressed on an ongoing basis.

Parents may expect the following from the HESC Coach:

- Conduct meaningful and inspired training sessions that are congruous with the HESC curriculum provided by the Director of Coaching.
- Arrive at scheduled practices and games with sufficient time to conduct any required setup before the session's official start time.
- Responsible for player and team development.
- Player development will include:
 - Technical (soccer skills)
 - Tactical awareness (soccer IQ)
 - Physical (endurance, speed, and strength)
 - Psychological (character, discipline, leadership)
- Coaches are required to attend all of the training sessions and games they are assigned to cover and conduct themselves in a professional manner, as instructed by the DOC and per club policy.
- Develop a team season plan as well as finalize team roster, schedule, and overall objectives (level of play).
- Meet with all of their teams prior to the start of each season and create team based goals.

- Provide a personal evaluation of every player on the teams they coach at the conclusion of both the fall and spring seasons and be available to meet with every player and parent to discuss this evaluation.
- Determine players' skill levels and placement on appropriate teams to ensure proper development.
- Maintain valid coaching licenses at all times. Coaches are encouraged to pursue higher levels of appropriate licensure.
- Be available to parents and players to provide feedback and answer team related questions per club policy.
- Maintain professional conduct at all times.
- Coordinate with the Team Manager how practice/games/changes will be communicated to the team.
- HESC Coaching Staff members report to the Director of Coaching

Occasionally, a member of the HESC Coaching Staff other than the team's primary Coach (Substitute Coach) must be assigned to cover the team's game. In such cases, the Substitute Coach holds the same authority as the team's Coach but has a duty to communicate in advance of the game with the team's Coach to ensure that all relevant information regarding the team is incorporated into Substitute Coach's game management.

SECTION V: FUNCTION OF THE PLAYER

The primary roles of Houston Express players are to have fun, to learn and to be exceptional teammates.

HESC expects the following from all Express players:

- 100% effort and a positive attitude at all training sessions and games.
- Attend all training sessions and games on time. Not doing so, can result in a lack of playing time depending on your child's level of play.
- Arrive on time to all training sessions and always wear appropriate soccer gear, including: soccer cleats, properly inflated soccer ball of the correct size and plenty of water.
- Wear the approved HESC training kit at all training sessions.
- Arrive on time for warm-up prior to all games as determined by the Team Manager.
- Wear the appropriate uniform to all games – the current HESC Nike uniform, covered shin guards and cleats.
- Notify the Coach and Team Manager in advance of absences from training sessions and games.
- Show respect at all times for coaches, teammates, clubmates, opponents and referees.
- Avoid the use of tobacco, alcohol, drugs and profanity.
- Avoid unnecessary yellow and red cards during games (i.e., cards issued due to dissent or unsportsmanlike or violent conduct).

Failure of a player to comply with HESC's policies and procedures can result in disciplinary action. Click here to view our Policies and Procedures: <http://houstonx.org/play/policies-procedures>

SECTION VI: FUNCTION OF THE PARENT

In general, the role of the HESC parent is very simple: Be a parent, not a coach or referee. The following guidelines must be observed and are cumulative with those set forth in the Policies and Procedures section of our website.

HESC expects the following from all parents:

- Support your son/daughter's play in a positive manner and also that of their teammates.
- Pay your player's fees on time and in full.
- Keep your player's registration up to date with current addresses, phone numbers and e-mail addresses; to update any information contained in the player registration, go to the HESC website and click PARENTS/UPDATE PLAYER INFO on the left side of the screen.
- To the extent that your player relies on you for transportation, ensure that he or she arrives on time to all training sessions and games. Not doing so, can result in a lack of playing time depending on your child's level of play. Parent should have their children at the game location a minimum of 45 minutes before kickoff, or when the Coach or Team Manager dictate.
- Avoid direct communication – either verbal or non-verbal - with HESC players and coaches during training sessions and games; avoid communication of any kind with referees and opposing players and coaches during games.
- Remain clear of the field during training sessions and games.
- Avoid the use alcohol, tobacco, profanity and abusive language of all kinds at all events which involve or relate in any way to HESC, its players or coaching staff.
- Observe all rules applicable to parents, in particular, and spectators, in general, as promulgated by the gaming league in which your player participates.
- Wait 24 hours following the end of a game or training session before approaching a Coach, Team Manager, Club Official or volunteer to discuss a complaint or concern arising from the game or training session.

Failure of a parent to comply with HESC's policies and procedures can result in disciplinary action. You can find the procedures for addressing grievances and more information on the function of the parent, at: <http://houstonx.org/play/policies-procedures>

SECTION VII: FUNCTION OF THE TEAM MANAGER

The role of Team Manager is critical to the success of any Houston Express team and to the overall experience of our players. Appointed seasonally by the Girls and Boys Commissioners, Team Managers serve in positions of great trust and, therefore, are expected to be ambassadors of HESC to parents and players and to support HESC policies and procedures as set forth in this manual and on our website. In the process of appointing Team Managers for U9 and older teams, preference is given to volunteers who have been with HESC for at least one year.

In general, the Team Manager is the hub of communication among parents, players, the team's Coach and HESC. Key information regarding players' participation in club activities is often disseminated to parents through Team Managers. In addition, Team Managers serve as assistant

coaches to their teams and, therefore, are required to obtain minimum coaching licensure within one year of first being appointed.

An HESC Team Manager's role and responsibilities include the following:

- A Team Manager's position is a one (1) season appointment from Fall to Spring, (but they may be asked to remain longer).
- Team Managers are required to obtain an age appropriate coaching license (ie: U6/U8 or U10/12 coaching modules) if their commitment to the team is longer than 1 year. The club will reimburse up to an "E License".
- Team Managers must attend all Express manager meetings and may be asked to meet with Board as needed.
- Must send a welcome email to your team within 48 hours of the time team rosters are released following player evaluations.
- Organize a meeting of the team's parents to discuss all matters relating to the upcoming season such as the team's level of play, the team's gaming league, training schedule, tournaments, playoffs, finances, etc.
- Collect and assemble the team binder which will include: official rosters, player cards, medical release forms, permission to travel forms, etc.
- Assist HESC in welcoming and orienting players who join the team late.
- Attend the team's training sessions.
- Arrive at the field early for all games and conduct an approved warmup of the team until a member of the HESC coaching staff arrives.
- Prior to all games, receive the game lineup from the team's coach which will be used in the event that no HESC coach is present at the start of the game.
- In the absence of a member of the HESC coaching staff (and only in such case), conduct games in a manner strictly consistent with the instructions of the team's head coach.
- Have possession of a first aid kit at all games, a bench for players and a tent is also recommended.
- All games are run by the member of the HESC coaching staff assigned to the games by the DOC. The Team Manager is not authorized to set lineups, determine playing time or decide any other soccer matters, except as directed by the DOC or the member of the HESC coaching staff assigned to the game.
- Only 1 Team Manager is permitted to be present on the sideline with the team at games. Assistant Team Managers must remain on the parent sideline. In PDF games, for Academy teams, no Team Managers are allowed on the team's sideline.
- Are the appropriate people for parents to air their grievances to as well as to the Staff Coaches, Age Group Coordinators, Program Commissioners and so forth, per Club Policy.
- Collection of extra fees (i.e. EDDOA fees, coach travel reimbursement fees, travel, etc.).
- Register teams for tournaments as directed by the DOC and the team's assigned head coach.
- Team Managers for U14+ Division 1 and Super 2 teams are responsible registering and submitting payment for their respective teams in Spring Cup Play.
- Initiate positive dialogue with the team's head coach, the DOC and team parents to discuss possible appropriate developmental experiences for the team such as 3v3 tournaments, extra out of town tournaments, international soccer experiences, etc.
- Team Managers report to Program Commissioner(s).

Team Managers may organize the administrative work of the team as needed, which may include the appointment of an Assistant Team Manager and/or a Team Treasurer. However, during games, only the team's Coach and the Team Manager are allowed on the team's sideline, even in the absence of the team's Coach or a Substitute Coach.

SECTION VIII: TRAINING SESSION AND GAMES POLICIES

Training Session Policies:

Players on Houston Express teams are expected to demonstrate a consistently high level of dedication to improving their play through regular attendance at training sessions.

Qualifying, Division 1 and Super 2 teams, defined in Section III above, train three times each week during the season. Division 2 and Division 3 teams train twice each week during the season. Players should seek to make up missed training sessions by attending an alternate training session, ideally sometime during the same week as the missed session in order to keep the number of quality soccer ball touches consistent from week to week. Roster positions on all Houston Express teams are earned through hard work and commitment to excellence.

The HESC Coaching Staff reserves the right at any time to adjust Houston Express rosters to ensure that a player's roster assignment is consistent with his or her level of commitment and ability relative to his or her age group.

Players on Academy teams are also expected to be in regular attendance at training sessions. In the U8 through U10 years, although games are exciting and tremendous fun, training sessions are far more important to a player's soccer future. Consistent participation in Academy training sessions are essential for a player to develop the technical skills necessary to succeed at higher levels of soccer. Academy teams train twice each week during the season.

Only players and members of the HESC Coaching Staff are permitted on the field during training sessions. Parents, siblings, friends and other interested spectators are encouraged to be present but must strictly limit their involvement to observing, unless directed by an HESC Coaching Staff Member.

Game Policies:

All Houston Express games are run by members of the HESC coaching staff. Players should be at their games a minimum of a minimum of 45 minutes before kickoff, or when the Coach or Team Manager dictate. In order for players to hear consistent instruction during games, Team Managers, on the team's sideline, and parents, on the spectators' sideline, must refrain from instructing players. We understand the passion and excitement that youth soccer can generate in caring adults; there is an inner competitive child in all of us. However, when Team Managers and parents address player mistakes from the sidelines, players tend to focus on the mistake more than on the next decision he or she must make. Team Managers and parents should cheer and encourage players loudly but leave the instruction to the Coach.

During games, the Coach and the Team Manager are the only adults permitted on the team sideline. In part, this is for safety reasons, but it is also to keep the sideline calm and

professional. In the event that a member of the HESC Coaching Staff is not present at a game, the Team Manager should be the only adult on the team sideline and he or she should run the game only as instructed by the Coach or, in the absence of instructions from the Coach, by the Director of Coaching.

The Coach should conduct the team's pre-game warm-up. The Coach should notify the Team Manager if he or she will be late to the team's pre-game warm-up. In such cases, the Team Manager should conduct the team's warm-up until the Coach arrives, HESC provides all Team Managers with an approved club warmup. Players and parents should treat the Team Manager as if he or she were the Coach in the event that the Coach is not present at a game.

The HESC Coach on the team's sideline for a game may not in all cases be the team's regular coach. That is, a team's games may from time to time be run by a Substitute Coach. This is usually due to the fact that there are few HESC Coaches compared to the total number of games being played by Houston Express and Academy teams on a given weekend. In such cases, the Substitute Coach is still the head coach but will be relying on the team's regular Coach and the Team Manager for important information regarding the players and the team.

SECTION IX: PLAYER TRAVEL POLICY

Occasionally, Express teams participate in tournaments, playoffs or other events out of the Houston area which require travel, meals and hotel costs (collectively, Travel Costs), in addition to required participation costs. Players participating in out of town events, including players who receive Power Awards via the HESC Reliant Energy Power Program, are responsible for covering their own Travel Costs. The manner in which teams organize for out of town events may vary from team to team, but any player who participates in a team's out of town event and fails to pay his or her Travel Costs may be deemed ineligible to participate in future team events, including league games. This includes players receiving financial aid.

While attending out of town events, all HESC parents and players must adhere to HESC's Code of Conduct, as set forth on our website, and to any additional conduct requirements set forth herein. All applicable hotel policies apply to out of town travel as well. Players and adults who are unable to adhere to the foregoing while attending out of town events are subject to sanctions as set forth in the Code of Conduct.

Hotel arrangements for out of town events should be coordinated through the Team Manager, and all players and parents should stay at the same hotel throughout the duration of the event. Normally, this is required by the event's host as a condition for participation. However, even if not required, lodging in the same hotel is crucial to players being able to gain the chemistry building benefits of team travel. Additionally, while attending out of town events, HESC players and their families are encouraged to always stay in groups for safety reasons.

SECTION X: GUEST PLAYER POLICY

Guest Players are players who are not currently registered with HESC and who participate in any event involving HESC teams. Guest Players are considered part of HESC and must adhere to all HESC rules and policies, as set forth herein and on our website. The team's Coach and Team Manager are both charged with ensuring that Guest Players and their parents are fully informed of this policy prior to their participation with HESC. Guest Players are responsible for paying their own participation costs and Travel Costs associated with any event in which they participate with HESC teams.

Prior to participating with HESC teams, Guest Players must provide the Team Manager and the team's Coach with all necessary documentation required by any applicable gaming leagues and sanctioning organizations.

HESC players may not guest play with a non-HESC team without the prior consent of his or her team's Coach and the Director of Coaching.

SECTION XI: COACH TRAVEL POLICY

All HESC teams participating in out of town games or tournaments must be covered by a member of the HESC Coaching Staff unless otherwise approved by the Director of Coaching. Parents of players on Houston Express teams participating in an approved out of town events are collectively responsible for covering 100% of the travel costs, hotel costs and meals incurred by members of the HESC Coaching Staff covering the approved out of town events. An approved out of town event is a league game, a tournament which has been previously approved by the Director of Coaching or a playoff event, involving a Houston Express team and which is located somewhere other than Harris, Ft. Bend, Brazoria, Galveston, Chambers, Liberty, Montgomery or Waller counties, Texas. Travel costs are \$0.55 per mile driven, meal costs are \$25 per day, flight costs and hotel accommodations where the team is staying. If a member of the HESC Coaching Staff covers more than one team in an approved out of town event, then the participating teams share the responsibility for reimbursing the coach in proportion to the amount of coach coverage received by each team at the event.

HESC coaches must adhere to HESC's Code of Conduct when attending out of town events.

SECTION XII: FUNDRAISING

All HESC teams are encouraged to raise funds to cover team costs such as gaming league fees, tournament fees, travel costs, team parties, etc. Prior to conducting any fundraisers, Team Managers must submit a Fundraising Request Form by e-mail to the VP Houston Express requesting approval. All requests will be responded to within seven (7) business days.

SECTION XIII: INCLEMENT WEATHER POLICY

Every effort is made to hold training sessions and games as scheduled. In the event of inclement weather the following procedures will be used:

A decision whether to close the fields is made by 3pm daily. However, because weather at 3pm may not be the same as at 5pm or 8pm, sometimes a later notification becomes necessary. Field status is updated regularly on our Field Status Hotline: (281) 397-4570.

HESC endeavors to provide a safe training and playing environment based on current and/or forecasted weather conditions. If a session or game is stopped due to lightning, all players and parents must go to their cars immediately and wait for further notification from HESC before returning to the fields.

As soon as any decisions on field closings or re-openings are made, parents will receive an email or text message via **RainedOut.com**.

Please register for this service on the bottom center of the homepage of our website or by clicking the following link:

https://www.rainedout.net/team_page.php?a=3055e62ad03b85b56d97.

Although RainedOut is a free service, your cellular phone carrier may charge a fee for receiving text messages. Please check with your carrier to determine if there is a fee for receiving text messages before signing up. **To stop receiving text messages from RainedOut, simply reply to a text message with the word STOP.**

Gaming League Fields Status Information

In most cases, weather related game delays or cancellations are determined by the policies of the respective gaming leagues or by the policies of the host club where the games are played. We recommend that you check the field status before leaving your home. We compiled a list of local game venues you can find field status phone numbers and additional information regarding their status under AREA FIELD MAPS on our website: <http://houstonx.org/area-fields>

PLW Game Status

All field closures relating to PLW games are announced on the Premier League West website (<http://regioniii.usyouthsoccer.org/>). You may sign up to receive News and Game Field status alerts for your particular team's bracket (i.e., Boys U14, Girls U16). You can receive alerts to either your email or cell phone. You can also find links to field maps and Rainout numbers as well. HESC has no bearing on Premier League Field Status.

Division 1 (and Qualifying) Game Status

Field closures are announced on the EDDOA website: (<http://www.eddoa.org>)

Super 2/HYSA/PDF Game Status

League game rainouts are determined by the policies of the respective gaming leagues and by the policies of the clubs on whose fields the games are played.

SECTION XIV: UNIFORMS POLICY

HESC Uniforms

Nike is the exclusive uniform provider for HESC; Barcelona Sports is the exclusive distributor for HESC uniforms. Players are encouraged to use Nike products, such as: cleats, shin guards, balls, headbands, goalkeeping jerseys and gloves to match their Nike uniform kits. All Houston Express players are expected to wear the HESC-approved training kits without any variation to all training sessions and the HESC approved game kits to games. Any HESC branded items that are not Nike should not be worn to any club sanctioned events.

HESC purchases uniforms on a 2 year cycle. New uniforms will be purchased prior to the start of the Fall 2013 season. The next time players will be required to purchase a new uniform will be prior to the Fall 2015 season. Please keep this in mind when choosing uniform sizes.

Express Fall 2013 - Spring 2015 Nike kits will consist of:

- 2 Custom HESC Nike Digital Game Jerseys – Navy and White
- 2 Custom HESC Nike Digital Game Shorts – Navy and White
- 2 Nike Socks – Navy and White
- HESC Nike Training Jersey – Grey
- HESC Nike Training Short – Red
- HESC Nike Warmup Jacket – Navy
- HESC Nike Soccer Backpack – Navy
- HESC Nike Goalkeeper jersey that can be purchased at Barcelona Sports.

Express Optional pieces to the uniform kit will include:

- Custom HESC Nike Digital Game Jersey – Long Sleeve – Green (per team basis only)
- HESC Nike Warmup pants – Navy
- Custom HESC Nike cleats – Green – 3 different styles to choose from
- Nike balls
- Nike shin guards

Express Rec uniforms kit will include:

- Nike jersey
- Nike shorts
- Nike socks

Barcelona Sports online Express store:

<http://www.barcelonasports.com/category-s/1922.htm>

Barcelona Sports established an online store to carry additional pieces of the HESC uniform kit including extra jerseys, shorts, socks, training tees, or any other equipment for your convenience. Barcelona Sports also has 2 storefronts, where many HESC items are carried, but due to demand, some items may have to be ordered. We recommend calling Barcelona Sports to check for sizing and availability prior to showing up. No other retailer in Houston will carry HESC branded items. As an HESC member, you will enjoy a 20% discount on all soccer items and apparel purchased at

Barcelona Sports with the exception of special order items. All HESC branded items at Barcelona Sports automatically include the Club discount.

As an HESC member, you will enjoy a 20% discount on all soccer items and apparel purchased at Barcelona Sports with the exception of special order items. All HESC branded items at Barcelona Sports automatically include the Club discount.

DQT Jersey & Short Replacement Order Procedure:

If you lose a uniform or would like to order an additional Custom Nike DQT replacement game jersey or short, there is approximately an 8 week turn around time due to the custom nature of the product. Procedure: <http://houstonx.org/uniform-replacement>

Uniform Policies

For all Express teams, "all NAVY" (Navy jersey, Navy shorts, Navy socks) is our primary uniform and "all WHITE" (White jersey, White shorts, White socks) is our secondary uniform. We are also offering a 3rd GREEN Long Sleeve kit which is optional and available for purchase on a team basis only. The long sleeve green jersey can be worn when weather permits.

During games, no mixing and matching of the primary and secondary uniforms are permitted, for example: Navy jersey, White shorts and White socks, etc. The GREEN long sleeve jersey can either be worn with NAVY shorts and socks or WHITE shorts and socks.

In most, if not all gaming leagues and tournaments, in the event of a jersey color conflict, the HOME team must change jerseys. For this reason it is imperative all players should bring both full uniform sets to every game in order to avoid having to sit out because of a color conflict. Failure to resolve a color conflict could result in a forfeiture being awarded against the Home team.

During cold weather practices players should wear their Express warm-up with the required training kit underneath. For games, warm-ups are worn during the warm-up session and are not allowed to be worn during the game unless a player is subbed out. Players may wear NAVY or WHITE long sleeve tops under the jersey. They may also wear the GREEN Long Sleeve jersey. The shirt underneath must be the same color as the jersey they are wearing. Players may wear NAVY or WHITE slider shorts under their shorts but may not wear leggings or pants underneath. Gloves are allowed; however, hats are discouraged due to the limitation it places on players ability to head the ball. Ear bands are acceptable.

Jersey Numbering

If a player changes teams and a uniform number conflict exists, the club does not cover the expense of any new uniform items the player may need. The club does not allow any altering of uniform numbers. Players changing teams are responsible for purchasing two new jerseys from Barcelona Sports if a number conflict exists with the team they are joining. For more information in our jersey numbering policy, click here: <http://houstonx.org/jersey-numbers>.

Modifications

HESC's Nike practice uniforms, game uniforms and warm-ups may not be modified in any way

(e.g., applying names or patches, etc.). You are allowed to have your backpacks embroidered on and this should be done at Barcelona Sports. You will be charged for this service and you will only be allowed to use the HESC club approved style, color and font. Barcelona Sports is aware of our branding standards.

You can find more information on our uniforms, including care instructions and images at: <http://houstonx.org/uniforms>.

Any violations of the above stated uniform policy may result in disciplinary action per club policy.

SECTION XV: PAYMENT AND FEES POLICY

Registration Fee: All players seeking placement on a Houston Express roster must register during the appropriate registration period to participate in player evaluations and pay the Registration Fee in full. The Registration Fee is fully refundable up to the first day of player evaluations. Thereafter, the Registration Fee is not refundable. Players with unpaid balances of any fee from previous seasons are not eligible to register for player evaluations until all prior fees due are paid in full.

Club Fee: Following placement on a Houston Express roster, each player secures his or her position on that roster by payment of the Club Fee. The Club Fee may be paid in full or according to a pre-approved payment plan. The Club Fee (or, where a payment plan is used, the last payment on the Club Fee) is due on or before August 15, and is non-refundable.

Failure to timely pay the Club Fee (or payments thereon according to the pre-approved payment plan) may result in immediate loss of the player's roster position. [Note: The payment plan for the Club Fee should be separate from the payment plan for the Training Fee.

Training Fee: See the current Training Fee Schedule online for the amount. The Training Fee may be paid either in full or according to a pre-approved payment plan. Training Fees for players receiving financial assistance via the HESC Reliant Energy Power Award Program will be reduced by the amount of their Power Award prior to determination of the balance owed. For this reason, all Power Award applications must be received on or before the Power Award application deadline.

In general, the Training Fees is non-refundable, subject to the following:

- **Annual Teams (Division 1 and above, Super 2 and Qualifying Teams):** Players who participate on an Houston Express annual team in the fall season but who elect to not return for the following spring season are not eligible for a refund of any portion of his or her Training Fees. Players from fall annual teams who elect to return for the following spring season but who are not selected for the roster of an annual team for the spring season either (a) will receive a refund of the difference between the Training Fee paid and the Training Fee applicable to their assigned seasonal team, or (b) may elect to not participate in the spring season and receive a full refund of any Training Fees previously paid to cover such season.

- **Injuries:** Any Houston Express player who incurs a season-ending injury is eligible for a refund of the portion of his or her Training Fee which covers the remainder of the applicable season, dating from the time the player's parent notifies the Club that the player is no longer able to participate in the season due to the injury and submits his or her Player ID Card to the Age Group Coordinator. In the case of players on annual teams incurring such an injury in the fall season, the prorated refund applies only to Training Fees for the fall season; Training Fees for the following spring season may only be refunded if the injury prevents participation in the following spring season.

Payment of the Registration Fee, Club Fee and Training Fee may be made by check, credit or debit card. Checks should be made payable to Houston Express Soccer Club, should include your player's name in the memo line and should be mailed to Houston Express Soccer Club, 2617-C W. Holcombe Blvd. #121, Houston, Texas 77025. A late fee will be charged for any check returned due to insufficient funds. A 3.5% convenience fee will be charged on all credit card payments. Players participating in payment plans may pay fees by check or credit cards through our website.

All payments made to Houston Express will be applied first to any portion of the Registration or Club Fees due and then to any portion of the Training Fee due. A late fee will be added to each account for each late payment. The late fee will be 10% of the amount of the overdue payment.

Payments are late if not received by Houston Express Soccer Club on or before the 10th day of each month. Any player late on any payments due to Houston Express Soccer Club will not be eligible to participate in training sessions, games or any other official club activity until all amounts due are paid in full.

- **Other Team-Related Costs:** Depending on your player's placement and the activities of his or her team, other fees may be necessary. Tournament registration fees, travel costs, applicable costs for Coach travel, gaming league fees and other such team-specific fees are the responsibility of the parents of each player on the team and are collected separately by the Team Manager.

SECTION XVI: TEAM FORMATION

Our professional coaching staff make all team formation decisions. Parents, HESC Board Members and Team Managers are not involved. Team formations are generally completed around 7 days after the last player evaluation session.

Qualifying, Division 1 and Super 2 teams are annual teams. However, their rosters may be adjusted between fall and spring seasons as deemed necessary by the HESC Coaching Staff. Division 2, Division 3 and Academy rosters are established on a seasonal basis. Because of the complexity of the team formation process and because of the skill-sensitive environment in which Houston Express teams participate, parent requests for player placement may not be accommodated.

The Team Manager is responsible for notifying all the players on his/her roster as to team placement. Once formed, teams generally remain fixed through the end of the upcoming season; however, the HESC Coaching Staff reserves the right to adjust rosters as needed, prior to any applicable transfer deadlines, to ensure that all players are placed on teams that best match their commitment and skill level.

HESC makes every effort to accommodate ALL registrants. However, we are occasionally unable to place every registrant on a team. ***In the event that we are unable to accommodate your player, the Boys or Girls Commissioner will contact you*** to discuss the situation. Registrants not placed on a team due to lack of space will receive a full refund.

SECTION XVII: FIELD AND FACILITY POLICIES

Use of Houston Express Soccer Club (HESC) fields without prior written consent from the VP Express or the Director of Coaching is strictly prohibited. Requests for field use – including but not limited to the use for scrimmages and private training sessions – must be made in advance to the Houston Express VP Services via the procedure set forth on the Houston Express Soccer Club website.

Our fields are private property and we strictly prohibit:

- Unorganized games or training activities, where an HESC Staff Coach is not present.
- Pets of any sort at our facilities.
- Smoking, alcoholic beverages or banned substances.
- Destroying or defacing soccer facilities or equipment such as goals, nets, corner flags, bleachers, grass, walkways, etc.
- Do not wear cleats on the Futsal courts

Please observe the following guidelines when parking at HESC fields:

- Allow pedestrians the right of way.
- Maintain less than 10 MPH speed.
- Please park your car in an orderly manner so as to maximize use of parking space and to maintain driving lanes.
- Enter and exit facilities only through appropriately designated gates.
- No parking on any grass areas.
- Children should avoid walking through the parking lots as much as possible.

Violation of the HESC field use policy shall be deemed a violation of the HESC Code of Conduct

SECTION XVIII: LOST AND FOUND

HESC does not maintain a lost and found and is not responsible for players' property left unattended at HESC fields. Because players have similar equipment and kits, items such as soccer balls, backpacks, warm-ups, etc., should be clearly identified in a manner that is also consistent with the uniform policy.

SECTION XIX: HESC FAN GEAR

HESC volunteers organize fan gear sales several times throughout the year. There is no better way to show support for HESC at games, tournaments, school events, etc., than by wearing fan gear. Fan gear sales typically occur when training sessions begin prior to the fall and spring seasons, at our club tournament and around mid-season as needed.

SECTION XX: HESC RELIANT ENERGY POWER PROGRAM

The HESC Reliant Energy Power Program (Power Program) was established in August 2011 to assist qualifying HESC players with the payment of training fees. In its first year, the Power Program provided "Power Awards" totaling nearly \$90,000 in financial assistance to more than 100 players, and the need for financial assistance to players continues to grow.

The Power Program is supported in part by a generous annual donation by Reliant Energy but also by private donations from individual families and businesses. Our ultimate goal is to establish a permanent foundation to support the Power Program.

Please consider making a donation to the Power Program. Donations to the Power Program may not be directed by the donor for the benefit of specific players; however, all donations are tax deductible.

For more information or to give a donation, please visit: <http://houstonx.org/play/financial-aid>

Reliant Energy provides all HESC club members with discounted electricity pricing, this is a win-win situation for everyone, for details and to sign up click on the Reliant Energy logo on the homepage of our website. Take advantage!

SECTION XXI: HESC GENERAL FUND DONATIONS

Houston Express Soccer Club (HESC), a private 501(c)(3) non-profit youth sports club, has served the Houston youth soccer community for over 30 years. The club offers a full range of developmental opportunities for recreational beginners (4-5 years old) through competitive high school players. HESC anticipates continued growth in the next few years and seeks sponsors to support acquisition of additional equipment, improvement of fields, growth of the HESC Coaching Staff and expansion of the HESC Reliant Energy Power Program.

HESC offers a variety of sponsorship opportunities for individuals and businesses. Many employers offer matching gifts programs which provide an easy way to double or sometimes triple your donation to the club. For more information on becoming a Houston Express Soccer Club Sponsor, please visit the HESC website or contact the VP Express.

SECTION XXII: CLUB MEMBER SAFETY

HESC makes every reasonable effort to provide a safe environment for all of its players. However, parents should not leave players unattended at any field. Please make sure that your player's Coach or Team Manager is present before dropping him or her off for a training session or game.

Get to know other coaches, parents and players in the club and, in particular, those on your player's team and on the teams which practice on adjacent fields. Players should practice the "Buddy System" when using restrooms at games and training sessions. Parents and parent appointed chaperones are responsible for their respective players when traveling. Be aware of your surroundings. Do not become complacent. Report dangerous field conditions to the Director of Coaching or VP of Services.

SECTION XXIII: PLAYER INSURANCE COVERAGE

Limited secondary insurance coverage is automatically provided to registered HESC players through STYSA and US Club Soccer. Such coverage applies ONLY to certain sanctioned events including regularly scheduled training sessions and games and requires the player to have completed and submitted the appropriate Medical Release Form. This coverage supplements the players private health insurance policy. For players without private health insurance, this policy may serve as limited primary insurance.

Details on the foregoing secondary insurance coverage may be found on the following websites:

STYSA: <http://www.stxsoccer.org>

US Club Soccer: <http://www.usclubsoccer.org>