



# **FCD WTX Youth Handbook**

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**2018-2019**

**Version 1.0 – 6/23/18**

# Welcome to the FCD WTX Family

## Mission

*To offer the best player development system in youth club soccer. To develop well-balanced successful student athletes in a healthy, positive soccer environment. We will promote and develop excellence in club soccer based on the values of skill, sportsmanship, and character at all times. We will aim at providing the highest caliber coaching and training to our players so that they may maximize their athletic and personal potential. While FCD WTX does emphasize the importance of winning soccer games, from a coaching stand point, the long term development of our soccer players takes priority. Our objectives are to create an atmosphere of both motivation and healthy competition where players are responsible for implementing the FCD WTX philosophy as to enable them to develop into not only high level soccer players but into positive students, citizens, and human beings as well.* FCD WTX believes the pursuit of excellence in athletics helps develop maturity and self-confidence in a young individual. It is our belief that the experiences a player has with FCD WTX will prove beneficial throughout their lifetime.

## Overview

This manual will explain all aspects of FCD WTX Youth including development philosophy, coaching methodology, uniform cost, fees, policies, and procedures. **Please read the entire manual carefully. You will sign your Contract stating that you fully understand and will adhere to its contents.**

Our attempt with this handbook is to present in clear detail exactly what will be expected of you and what you can expect of the Club, the team, and the coaches. If you are uncertain what is expected, it is your responsibility to ask one of your coaches, your team manager or a board member. Knowing and understanding these things will ensure your participation in the Club will be positive for you as you develop your soccer abilities to the highest level possible. We have expectations (rules, regulations, policies) of the Club, the team, the coaches and you. So that you and every player in our Club can get the maximum benefit, we need you and every player and parent to abide by Club rules, regulations, and policies.

## FCD WTX Name, Logo, and Sponsors

The FCD WTX name and logo belong to FCD WTX and may be used only as expressed herein or with the expressed written approval by the FCD WTX board. Any reference to or use of the name of Club Sponsors must be with expressed written approval of the board.

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### NPSL Liaison

Jeff VonHolle  
432-352-6242  
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### Abilene Division Director

TBA

### CCSAI, North Dallas Chamber Boy's Classic League

10711 Preston Rd Ste 200  
Dallas, TX 75230  
Chamber: 214-361-5345  
Classic: 214-361-5480  
Fax: 214-361-5413  
[www.ccsai.org](http://www.ccsai.org)

### Lake Highlands Girls Classic League

10711 Preston Rd Ste 200  
Dallas, TX 75230  
214-360-0669  
Fax: 214-361-5413  
[www.girlsclassicleague.com](http://www.girlsclassicleague.com)

### Plano Youth Soccer

**Plano Premier League**  
221 West Parker Road, Suite 480  
Plano, Texas 75023  
972-422-7972  
Fax: 972-516-2216  
[www.pysa.org](http://www.pysa.org)

### Arlington Soccer Association Arlington Premier League

3630 W. Pioneer Pkwy, Ste 101  
Arlington, TX 76013  
817-261-0242  
Fax: 817-274-5469  
[www.arlingtonsoccer.org](http://www.arlingtonsoccer.org)

### Midland Soccer Association

3500 North A Street Ste 2700  
Midland, TX 79705  
432-818-1290  
Fax: 432-818-1291  
[www.midlandsoccer.com](http://www.midlandsoccer.com)

### Lubbock Soccer Association

5331 CR 7330  
Lubbock, TX 79424  
806-796-0796  
[www.lubbocksoccer.org](http://www.lubbocksoccer.org)

### North Texas Soccer

1740 S I-35, Suite 105  
Carrollton, Texas 75006  
972-323-1323  
Fax: 972-242-3600  
[www.ntxsoccer.org](http://www.ntxsoccer.org)

### WTPL

432-349-4987  
[www.wtpleague.com](http://www.wtpleague.com)

### Registrars/TM Coordinators

Midland – Jamie Goodgame  
Lubbock – Brandi McKinnon  
Abilene – Shelly Brooks

### US Club Soccer

<http://www.usclubsoccer.org/>

For any registration questions contact the Secretary, for payment questions contact the Treasurer, for business related questions contact the Division Controller. For any team specific questions, please contact your respective coach or Team Manager.

## **Player Selection and Evaluations**

Player performance will be evaluated by observing the Player under the pressures of annual open practices and tryouts, during seasonal practices, scrimmages, and especially games. The FC Dallas West Texas coaching staff will confer in matters of Player evaluation and selection. Our Club Coaches make decisions on player selection based solely on the Coaches' best judgment of the player demonstrating the highest productivity in the four areas of evaluation (mental, physical, technical, and tactical) throughout the game of competitive soccer. Politics, parents position in the club, friendships, personal relationships, and financial contribution to the Club or Team will not enter into these decisions. Your understanding here is important, for just as Players and Parents have freedom to evaluate and select a soccer club without unfair pressure and with a full understanding of what is expected, our Coaches expect the same freedom to evaluate and select soccer players objectively. We will not always agree on issues as sensitive as player evaluation and selection. We hope you will respect our attempt to be objective in these matters.

Evaluations should be done twice a year by coaches, once during the fall season and once during the spring season. The purpose of the FCD WTX Player Evaluations is to help a player and his/her parents identify his/her strengths and weaknesses to aid them in working to improve those areas needing work. The goal is to provide an honest assessment of a player's ability.

## **Commitment and Responsibilities**

Once a spot is accepted on a FCD WTX team the commitment is for one seasonal year only. The seasonal year begins in July and continues through the end of May the following year. In the event your team qualifies for regional or national competition, we expect you to fulfill your commitment to your team through the end of that competition regardless of your status with the Club for the following season. At the end of the soccer year your commitment to the Club is over, and you are free to leave the Club if you feel it is in your best interest. The free agency period only occurs between June 1 and the signing of a new contract in July each year. We expect our players and parents to be ethical and honest and to honor their commitments, both verbal and written. Therefore, you should make your decisions thoughtfully and carefully. Once your commitment is made, the Club expects your full participation and support for the entire soccer season. Take into account that when you make your commitment, the coaching staff may need to inform other potential players that they did not make the team. Please be sensitive to others and consider your decision carefully. If you have committed to the Club, the Club will also be ethical and honest, honoring its commitment to you. The Club can suspend training at any time if such action is necessary to enforce the collection of fees. The continued participation of a player is contingent upon the player and family abiding by the rules, agreements, and policies (including Parent and Player guidelines and responsibilities found within this Handbook), the North Texas State Soccer Association (NTSSA) and United States Youth Soccer Association (USYSA). We recognize there are things more important in life than soccer and, in terms of priority, family and schoolwork come first. However, if other recreational activities during the season affect your commitment to your team, it may affect your playing time and/or your status with the Club. As a player of FCD WTX we expect you to commit to the sport of soccer and your Team as your first activity and priority during the Club season.

## **Player Movement**

FCD WTX is dedicated to putting individual players into situations that promote their peak performance. Players need to train and compete in environments that not only push their abilities as players but also allow room for success. A player will never reach their highest level of play when routinely in a comfort zone (when the level is reached too easily). They must work to earn the abilities they need to reach their best. If things come too easily then the player needs more challenging situations. A player does need to have success. If challenges are too difficult or more advanced than their basic skill set can build upon, then a player will never learn how to properly perform the skills necessary to advance. They will learn shortcuts or always be a step behind which can lead to frustration and disappointment which will not raise the level of performance. If there is not enough success then the player's environment that they train and compete in needs to be adjusted. FCD WTX provides many different means to put players in circumstances that not only challenge players but allow for success as well. Player movement within the club is one avenue to put players in positive situations to increase their learning abilities. Coaches are always walking a fine line to provide the best opportunities for both teams and individual players. Teams and what is best for them must always be a priority but the players that make up those teams and their personal interests must also be catered to as well. When players sign with FCD WTX the commitment is to and from the club not to a particular team. The staff may move players to different teams within the club to help players find the right amounts of challenge and success. If a player is not sufficiently challenged in their team training and in competitions then the staff may recommend that a player be moved to a team that participates in stronger competition and has more demanding training schedules. If a player is struggling to have success, keeping up with the skill level or training demand, or not getting enough playing time on their current team then the team coach and club staff may place the player on a team that is not as demanding so that they player can have more success. A player needs time in game situations to learn to play at the highest of their abilities. If a player is in a situation that they are not getting the opportunity to play much time in games then they need to be placed on a team where they will get those chances. Players must also take pride in their placement on a team. Roster spots are earned and not given away, the same way that playing time is. If players are not reaching the demand of their team, not putting in the effort, not training on their own, not having a positive

attitude, creating disruptions in the team chemistry or lacking in fitness players may be moved to a new team or removed from the club. Player movement is an area where the interest of both the teams and the players are taken into consideration.

## Player Releases and Transfers

The Club has committed to your child for the entire year and we expect the same commitment from you and your child. We do understand that from time to time situations do arise in which player releases will be requested, however, the Club is not required to approve a release or transfer. No player will be permitted to a transfer if any monies are outstanding or owed to the club at the time of the request. *All Players are required to fulfill their financial obligations to FCD WTX regardless of any circumstance.*

## Club Dues and Payment Policies (these costs are separate from Team Expenses)

**All players are required to either pay in full or provide a down payment and agree to ACH bank drafts for the remainder upon signing in July.** You may pay at registration online with a credit card or ACH bank draft (if making installment payments you will only be able to set up ACH drafts). If you have a past due balance from the previous season you will not be allowed to complete registration until it is paid in full.

Placement on the roster will not be completed until the Contract and Financial Agreement form and Down Payment are received by the club. **Club Dues payable to FCD WTX for the 2018/19 season are \$1000: if paid in full during registration you will receive \$100 discount - if paid in installments \$200 is due at registration with monthly drafts from your checking account of \$100 each from August through March; reduced prices for players added after September or in the spring will be coordinated on a case-by-case basis. Head Coach's children will have their Club Dues waived. Assistant Coach's children Club Dues discount will be \$450 (assistants with multiple children playing or who are assistants on multiple teams will be addressed on a case-by-case basis by the Board). Sibling Discounts can be requested and will be awarded if two or more players from the same family are participating on FCD WTX teams with the first child paying full price and subsequent children receiving a \$125 discount.** Only ONE discount per child will be allowed. **Monthly statements will not be mailed.** It is the parent's responsibility to adhere to their specified financial agreement. If you sign up for installments we will automatically deduct payments from your checking account on the 15<sup>th</sup> of every month per your payment plan. **All players are expected to sign the authorization for ACH draft during registration if they choose to make monthly payments in lieu of payment in full.** Monthly dues payments are considered late if not received in the office by the 15th of each month and a \$25 late fee will be added to your account. Payments returned for insufficient funds will be charged a \$35 fee. Overpayments on the total amount owed will be reimbursed by the club as quickly as possible. Failure to pay club dues within thirty (30) days of the payment due date will invoke the "no pay, no play" club policy. Players will be ineligible to participate in FCD WTX team practices, games and tournaments until payment is received. We realize that emergencies can arise that may result in a financial strain on the family, and in order to keep the player from being ineligible, the club will work with the family if notified promptly and kept in constant communication. No fee payment or parts thereof will be refunded or forgiven because of player injuries, absences, withdrawal, etc. **Every FCD WTX Player must have a parent or legal guardian sign acknowledgement of our financial requirements** stating they are fully aware of the costs associated with FCD WTX. The payment and timely collection of fees is a critical component to establishing long term viability for our club. It is also one of the most difficult. Any legal fees associated with the collection of delinquent fees will be charged to you. We have spent a tremendous amount of time establishing fees that balance the needs of our club and the resources of our families. We firmly believe when families experience the professional training and coaching as well as character development of their child, they will realize a tremendous return on their modest investment. If you have any questions regarding your balance or to make up a missed payment you may email [FCD\\_WTX@outlook.com](mailto:FCD_WTX@outlook.com).

## Team Expenses (these costs are separate from Club Dues)

All Referee Fees, tournament entry fees, coaches travel fees, and other expenses incurred by the team are to be covered by each individual team. All players on the team are responsible to pay their share of the total team expenses. For example: if you have 16 players on your roster the total amount of team expenses shall be divided by 16 players and ALL 16 PLAYERS shall pay their share. This money will be collected by the team manager throughout the year and should be paid by each player promptly. Failure to pay may lead to non-participation in an event. Only one coach per trip will be reimbursed for expenses per team; however, teams may share a coach when possible (team managers will coordinate with each other prior to travel if sharing a coach to split the reimbursement). Coaches shall receive travel fees for the following amounts and items:

- 1) Coaches meal per diem- \$45 per day. This is broken down as follows: \$20 for dinner, \$15 for lunch and \$10 for breakfast. If a coach leaves their home before 7:00am breakfast should be included for that day. If a coach leaves their home before 11:00am lunch is included. If a coach leaves their home before 6:00pm dinner should be included. If a coach returns to their home after 9:00am breakfast should be included for that day. If a coach returns to their home after 2:00pm lunch should be included for that day. If a coach returns to their home after 8:00pm dinner should be included for that day. When breakfast is provided by the hotel no meal shall be claimed.
- 2) Coaches hotel room- actual cost of room plus tax (no movies, room service, etc.)

3) The coach is to use the most cost efficient method when traveling. There are three options: mileage @ .30 per mile calculated on location of league play or tournament; rental car plus fuel; or airfare with or without rental car plus fuel. A cost comparison must be completed prior to travel if airfare or rental car is being used and the coach will be reimbursed for the most efficient method of travel. Team expenses are due within 14 days of being informed by team manager. Failure to pay these fees may result in disciplinary action by the club.

4) any equipment purchased with Team Expense funds becomes property of that team/club (not the coach) – a copy of the receipt should be sent to the Club Treasurer for tracking purposes.

## **Training and Games**

From the designated arrival time at all practices and games, players are expected to concentrate on soccer. Players must arrive on time with required equipment (shoes, uniform or practice gear, soccer ball, shin guards, water, etc.) and be ready to practice or play. Since practicing and playing their best requires undivided attention, there will be no visiting between Players and Parents, family, friends, or others (who might cause Players to lose focus on soccer) from immediately before the practice or game until they have been dismissed by the Coach. This includes half-time and the conclusion of games, when Players are expected to get water, then immediately join the Team and Coach for game discussion or Team adjustments. When necessary, Coaches may ask Players to do hard physical workouts immediately following games. When Team responsibilities are over, Players are then free to join family and friends.

All players will be expected to arrive at the field at the time specified by the coach. At no time shall players sit with their parents, families or friends during a game or warm-up. All players shall wear the practice kit (for training) or game kit (for games) provided to them. Shirts are always to be tucked in, socks pulled up and shin guards worn. Players are also expected to bring with them to all trainings and games their ball properly pumped up and their own water bottle. Players are responsible for collecting all team equipment at end of training sessions or games. This includes but is not limited to: balls, pennies, cones and flags. In an effort to make sure the Team and your child are prepared for their games, it is very important that you arrange to have your son/daughter to the field at the time specified by the Team Coach. If you personally have conflicts getting your child to the field at this time please plan ahead and arrange for your child to ride with another parent.

**Sideline Coaching!** There will be no coaching by Parents. No matter how good your intentions are; we insist there be no shouting instructions to your child or yelling (complaining) to officials during games. Your vocal support and positive encouragement are welcome after a good play. It is important Players not be distracted at practices (Parents and friends please stay off the designated practice area, including the goal mouths) or during games, and the Players are given only one set of instructions by one voice before, during, and after practices and games. For this reason, the Club insists the Coaches be the only voice at all games and practices. No one other than those listed on the official game roster may sit within 10 yards of either side of the half before and during games (please respect the space and privacy necessary for the Coach and Team to carry out their responsibilities). The Club's first concern is for the long-term growth and development of your child as a person along with their soccer abilities under pressure. There will be times Coaches make decisions and Players are instructed in a manner that Parents may not understand. Club, Team and Player development will sometimes be given a greater priority than winning, especially in the years prior to high school. Parents must understand this and conduct themselves in a manner consistent with a healthy Team environment. Remember, playing only to win without taking healthy Club, Team, and Player development into account will not result in a solid foundation upon which your child will be prepared for winning.

## **Tournaments**

In an effort to give our Teams and your child the competition to help them develop into a better player, some teams may plan on attending a number of out of town tournaments throughout the year. It is your responsibility to arrange for your child to be at the tournament on the date and times requested by the Coach. If you can not personally get your child there by the time set forth by your Coach, please plan ahead and arrange for your child to ride with somebody else. If you will not be traveling to the tournament it is your responsibility to arrange for your child to stay with somebody else on the Team. The club will have certain rules and expectations for the players to follow while traveling to these tournaments. It is your responsibility as a parent to help with these rules and expectations for your child. You as a parent need to set a good example for the players and are also expected to act and present yourself in an appropriate way while at these tournaments. Failure to follow the rules and expectations by either the player or the parent may result in disciplinary actions.

## **Guest Player Policy**

Guest players are considered part of the FCD WTX when participating at tournaments with our teams and must adhere to all FCD WTX rules and policies. All FCD WTX guest players must pay their respective entry fees for tournaments and travel expenses. Any FCD WTX player that wishes to guest play with another club must contact their respective FCD WTX coach for approval and obtain the proper signatures on the guest player form. No player will be allowed to guest play if they have a balance due to the club.

## Travel Policy

All players shall adhere to FCD WTX's Role of the Player rules when attending all tournaments with FCD WTX teams. FCD WTX requires all players to stay at the same hotel as their team for away tournaments. Please consult the coach if there is an issue. All players shall adhere to any specific instructions set forth for each tournament they may attend by their FCD WTX coach and/or DOC. Curfews and hotel policy will apply to tournament and league travel. Players may be sent home if travel rules are not adhered to. Players are encouraged to remember the "Buddy System" when traveling to tournaments and away games for safety reasons..

## Disciplinary Rules during Team Tournaments/Trips

- 1) Substance use and/or possession thereof (drugs/alcohol/ tobacco by minors) are cause for dismissal from a team trip.
- 2) Having a non-family member of the opposite sex in your hotel room unsupervised by an adult is cause for dismissal from a team trip.
- 3) Persistent irresponsible and disrespectful behavior is cause for dismissal from a team trip.
- 4) Destruction of property or violation of State and Federal laws is cause for dismissal from a team trip
- 5) Failure to comply with any and all team rules (curfew, attendance, dress code, schedules, etc.) may be cause for disciplinary action. Persistent failure will be cause for dismissal from a team trip and could affect a player's future participation on the Team.

NOTE: If dismissal from a team trip occurs, the player may be sent home immediately at the parent's cost by whatever means is most convenient for the coaching staff. This will most likely be the parent/guardian of the child being dismissed having to come and pick them up. No reimbursement of trip fees will be made to the dismissed player/player's family.

## Missing Training/Game Policy

FCD WTX players are required to attend their respective training sessions and games. Excused absences for missed sessions/game will include: family emergencies, player medical illnesses or injury, or accidents; school functions (not sports); college entrance examinations; or religious events.

## Disciplinary Actions

If disciplinary actions are necessary, the following steps may be taken:

- 1) The Team Coach and/or DOC will discuss the problem directly and privately with the player, with the assumption the problem will be corrected immediately.
- 2) If the problem persists, the Team Coach and/or DOC will communicate with the player's parents to discuss the problem and lack of response on the part of the player. Parents will have the opportunity to be involved with correction of the problem at this time.
- 3) If the problem still continues, the Team Coach and/or DOC may temporarily suspend the player from training. If the situation warrants, the Team Coach and/or DOC may recommend to the Board that the player be removed from the Club. The Board of Directors will notify the parents of the recommendation.
- 4) The parents of any player recommended for removal from the Club may request to meet with the Board.

Our desire is to work with our players in a positive and constructive way. Everyone has problems from time to time and we will make every effort to work with you to help solve the problems you may have. After we have exhausted all efforts to solve the problem, we will be left with little choice other than to pursue disciplinary action as outlined above.

## The Club and the Team

Members of FCD WTX agree to put the Club ahead of the Team. When decisions are made regarding conflicts between the Club and a particular Team, the Club will come first. The Team and the Individual Players of FCD WTX agree to put their Team ahead of the individual player and must be positive in fulfilling the role they are asked to perform for the Team. It is important to understand that FCD WTX player membership does not guarantee equal play or specific position. The Player's playing time and position on the field will be determined by the coaching staff and decisions will be made in accordance with the best interest of the entire Team and Club in mind. Players or Parents with genuine concerns may express these concerns to the Coach with the intent of learning what a player might or can do differently to achieve more playing time. Parents must respect the 24 hour rule outlined in the Parents Role in Development – Code of Conduct section in regards to any coaching conflicts. FCD WTX coaches are considered part of the Club support structure, and they may change teams from time to time to meet the overall Club needs. The team of Coaches approach to soccer is a major asset of the Club. All FCD WTX coaches are there for the support of all FCD WTX teams. Team play is a major objective, and individual players are trained within the team framework.

Each team is organized as follows:

**The Head Coach:** A Head Coach will be designated for each FCD WTX team. That coach will have overall responsibility for the team, and he/she should be your first contact in the event of a problem or question. The coach is responsible for team discipline, player substitution, and game tactics. Other FCD WTX Coaches will participate, from time to time, in your team practices and games. Refer to the Role of the Coach – Code of Conduct section in this handbook. **Team Trainer:**

**Trainer:** In the instance where a team has a designated Trainer and a Head Coach, the following will apply: Trainers are responsible for all the technical and tactical training of the team on a weekly basis. They will provide the system of play and all associated training pertinent to the needs of the individual players and teams. Trainers have the option, but not the obligation to attend friendly, league, or tournament games. The head coach will provide the trainer with constant feedback and evaluation of said games in order to appropriately develop the technical and tactical training for the team. Trainers and Head Coaches will be in constant communication regarding the needs of the individuals and team. In the event a head coach decides to attend any game of any type, the trainer will take the priority role as game coach. The head coach will assist as needed or at the request of the trainer. In the event the trainer attends a game, he or she has the option to deferring to the head coach, and providing input as needed. If the Trainer elects to attend games or tournaments, he will have priority over the Head Coach to be reimbursed for expenses. Trainers or Head Coaches will provide evaluation of players bi-annually.

**Assistant Coaches:** If the Head Coach is not in attendance, the Assistant Coach will take over their responsibilities. Players and Parents are expected to show the same respect they show the Head Coach to the Assistant Coach.

**Team Manager:** This person will help with player registration at the beginning of the season and help register any new players that join the team mid-season. They will distribute any club and/or coach information, as directed by the club and/or coach, to team members. They will be the team contact person for fundraising activities. They will help coordinate the uniform sizing and assist parents with ordering uniforms. They will assist in collection of club dues and team expenses. Refer to the Team Manager's Role section in this handbook.

**Team Tournament/Travel Coordinator:** This person will be responsible to complete and submit all tournament applications as directed by the team's head coach and/or club by the application deadline. The coordinator will also be responsible for coordinating and securing travel plans (including hotels, flights, rental cars, etc.) for the players, parents and staff attending the tournament. In the event a team does not have a Tournament/Travel Coordinator this responsibility falls to the Team Manager.

**Team Treasurer:** This person will assist the Club in collection of club dues as needed. They are responsible for the collection, accounting and depositing of all team money for tournaments and travel, and coaches travel. They will make all payments for tournaments, travel, and coach's travel. In the event a team does not have a Team Treasurer this responsibility falls to the Team Manager.

## Role of the Coach – Code of Conduct

The FCD WTX coach will oversee all aspects of his/her respective team(s) during the seasonal year. The coach will make all playing time decisions. The coach is responsible for the training session and the game lineups. The coach is responsible to meet the goals of the FCD WTX Mission and Vision. The coach is responsible for communicating with the manager and the team any issues that may arise with the respective team. The coach is responsible for calling and presiding over team meetings. The coach is to be on time for all meetings, training sessions and games, whether coaching a core team or covering another FCD WTX team. The coach should provide player evaluations twice a year using Zoom reports or other appropriate means – evaluations should be done once in the fall and once in the spring. Evaluations should be presented in a face to face session with parents and player and should cover the following criteria: technical, tactical, physical and psychological. Coaches should communicate a plan of action to further the development of the player. The Coaches for FCD WTX are instructed to conduct themselves first as teachers and second as soccer Coaches. You should expect FCD WTX Coaches to conduct themselves as positive role models and display appropriate behavior. Our Coaches recognize they are dealing in an important way with young people and cannot overlook the impact they have on Players' lives. Coaches are responsible for conduct of the Team on and off the field when the Team is together and part of a Club event. Players and Parents should expect honesty, communication, consistency, and reliability from the Coach. The Club and the Coaches do guarantee to give players the tools and skills to enable them to become as good as their ability; desire, commitment, and effort take them. The DOC and Team Coaches are responsible to create an environment where you can play quality competitive soccer. The soccer we play will be taken very seriously. If the Coaches see you are not willing to put your soccer above other recreational activities during the season, it may affect your playing time and/or your status with the Club. Do not expect the Coaches to praise everything you do well. After a time there are things the Coach will come to expect from every player. There are times when the Coaches will say very little, and times they may yell out instructions. There are times they will be critical of players, and other times they will be generous with praise. Players and Parents are expected to take constructive criticism along with praise for a job well done, and be able to deal with both. Coaches shall:

- 1) be performance focused, look and act professionally (wear club attire)
- 2) be on time to all club activities (skills, practices, meetings and games)
- 3) be organized and prepared and provide clear instructions
- 4) support all teams and individual players – you are an employee of the Club, not of a specific team
- 5) place FCD WTX above your individual team – be positive about the club and its personnel (players and staff)
- 6) accept open lines of communication with the players, parents, managers, and other FCD WTX staff
- 7) support, cooperate, and assist in the promotion of soccer and FCD WTX development
- 8) conduct yourself in a manner that your personal actions or interaction with your team members and parents cannot be questioned
- 9) make practices tough – motivate your players

- 10) expect and demand success – players will make mistakes, teach them to correct their mistakes
- 11) encourage creativity along with discipline
- 12) avoid canceling practices – look for alternative places, communicate with other FCD WTX staff to help cover
- 13) enforce the practice uniform policy – shin guards are mandatory
- 14) ensure that players are trained and promoted to the highest level in which they and the Club are capable of playing
- 15) treat officials, players, opponents and parents with respect and dignity and teach your players to do the same
- 16) model grace, dignity and composure both in victory and defeat
- 17) refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual and oppose such abuse and harassment at all levels
- 18) respect the declared affiliations of all players and adhere to all guidelines and regulations on recruiting established by the governing bodies having oversight of their teams and leagues
- 19) turn in all expenses the club treasurer prior to accepting payment from your team manager – this ensures all applicable IRS rules and regulations are met and is not negotiable
- 20) use the most cost effective method of travel – a cost comparison should be done if you elect a travel method other than your personal automobile and you will be reimbursed for the most cost effective method
- 21) you are expected to provide services for the full contract period – if your season is complete you should still be conducting training (practices, skills, conditioning, tournaments, etc.) for your players – you should have an approximate four week break around December/January – if you choose to do something different than that, the Board should be notified and your pay will be adjusted accordingly

**Note: You will sign your Contract stating that you fully understand and will adhere to the handbook contents including the above Code of Conduct.**

### **Role of the Player – Code of Conduct**

**Players are responsible for adhering to the following Code of Conduct. Failure to follow the Player Code of Conduct may result in disciplinary action and/or termination from the Club.** As a player you are responsible for your own performance, conduct, and actions. Honesty, communication, and reliability will be expected at all times. We insist our players are polite, well behaved, and respectful. The Club asks that you care about yourself and the sport of soccer. This requires that you maintain a healthy life style and a healthy team attitude. Any use of drugs, alcohol or cigarettes/tobacco is not acceptable. The Club will insist you maintain a positive team attitude and a personal sense of sportsmanship and fair play. At all Club or Team functions you will be expected to conduct yourself in a respectable manner and to represent the Club and your Team in a positive way. Players shall always promote the widespread interests of soccer with courtesy, honesty and respect. Players shall refrain from all manner of personal abuse and harassment of others and shall actively oppose any such abuse at all levels of soccer. Players are required to notify team head coach of any such cases. No player shall counsel, solicit, or encourage any player to transfer from or drop a club or league team affiliation for any purpose. Players shall always respect teammates, coaches, officials and parents. All players will be required to attend all practice sessions, to arrive on time and be properly attired. All players will be required to arrive at the time designated by their Coach prior to game kickoff for team warm-up. All players will be required to notify their respective coach if they will miss or be late for a training session or game. All players will be required to be prepared for all training sessions and games. Players will bring an inflated soccer ball of the correct size and a water bottle to all practices and games. Players will maintain and uphold the standards set forth by FCD WTX on and off the field of play. Respect the coach, the DOC, the Team Manager, all other FCD WTX players and staff, the game day opposing team, and the referees. Do not use profanity. Do not act in a way that will negatively impact you, your family or FCD WTX. All players are to act in a manner that minimizes unnecessary (dissent & un-disciplined behavior) yellow and red cards during games.

**Note: You will sign your Contract stating that you fully understand and will adhere to the handbook contents including the above Code of Conduct.**

### **Parents Role in Development – Code of Conduct**

**The role of the parent is very simple. Be a parent, not a coach or referee.**

Parental support and involvement in the Club are essential. If your child is selected and chooses to commit themselves to FCD WTX, your commitment is also necessary. If players are to fulfill their quality commitment to the Club and their Team, Parents must see to it Players attend all possible Club and Team training sessions and events. There will be times when conflicts cannot be avoided and other more important events occur. You must inform your coach in advance if you are unable to attend practices or games so the coach can plan accordingly. The Club requires your communication, planning, and understanding so we can minimize these conflicts. When Parents or Players have an unavoidable conflict, the Club expects timely communication to the Coach to see if the Team can make any necessary adjustments. During practices nobody other than players will be allowed on the playing field. This is necessary to help keep plenty of open space for the Teams to practice on and to avoid any possible distractions.

- 1) Do not use alcohol or tobacco during training sessions or games.
- 2) Be positive, supportive and ethical in your actions to each and every person (players, coaches, other parents and spectators) on your team as well as individuals on the opposing team and game officials.
- 3) Help make sure your child is on time.

- 4) Once your son/daughter has joined the team's training session, do not interfere until the coach dismisses the team from the training or game. After training or a game is not the time to discuss issues or concerns. The 24 hour rule is in effect. This will allow a 24 hour window before any communication is made between parent and coach to allow emotions to settle.
- 5) Email or call to set up a meeting with the coach.
- 6) Do not interfere with the center referee or assistant referees, the opposing team's players/parents or staff, or any field marshal.
- 7) Do not use foul or abusive language.
- 8) Parents sit on the opposite sideline/half from the team during games unless directed otherwise by the coach, team manager, referee or field marshal.
- 9) No taunting of opposing team's players, parents, coaches or spectators.
- 10) Stay off the fields while the teams train or plays.
- 11) Be responsible for your child at all FCD WTX games and functions including tournaments.
- 12) Please make note that FCD WTX will be very firm with our parent's policy. If a parent is found in violation, suspensions may be incurred by FCD WTX or the local home association's A&D Committee.
- 13) Keep player registrations up to date with current home addresses, phone numbers and email addresses.
- 14) To update any information contained in the player registration, contact the appropriate Club Coordinator via email.
- 15) At FCD WTX, the player is the future of the club. This future depends a great deal on the growth of every FCD WTX player, both on the field and at home. We encourage all parents to enjoy this time with your child during their development at FCD WTX.
- 16) **FCD WTX does not permit parents to coach from the sidelines during practices or games. We would prefer you to sit back and enjoy watching these talented players make their own decisions and solve the soccer problems on their own. The soccer field is the Coach's classroom: please allow the coach to convey his message, and allow the players to play freely.**
- 17) Learn the rules of the game to better understand decisions of the coaches and game officials.
- 18) Contact Team Managers with non-game questions (paperwork, deadlines, etc.)
- 19) Contact the Executive Staff Coordinator, DOC or Board (in that order) only after attempts to resolve questions with the team coach have been unsuccessful.
- 20) Set a positive example for the players by respecting game officials and accepting their decisions, whether they are agreed with or not. Encourage fair play, good sportsmanship, competitive play, and cheering instead of yelling. (A parent acting-out in a foul or abusive manner during any game can also be ejected from the field with a red card resulting in a send off penalty against the team as well as a personal suspension and a possible fine pending a hearing from their respective League A&D Committee). If any "non-player", i.e. parent, friend, etc. is asked to leave the sidelines by the referee due to misbehavior, verbal or otherwise, and does not comply the COACH may then be instructed to leave – leaving the team without a coach during the game.

**Failure to comply with the above may result in disciplinary action including but not limited to a fine. If a fine is imposed and is not timely paid by the due date, further sanctions may result including suspension from the team or club. Removal from the club will not alleviate any outstanding financial obligations owed to FCD WTX.**

## **Parent Financial Responsibilities**

### **As the parent/guardian of the registered player, I agree:**

- 1) to pay my child's FCD WTX fees (both Club Dues and Team Expenses) and understand that there are no refunds, credits or reductions to the payment plan and that the payments must be received by FCD WTX no later than the agreed upon due date.
- 2) that if I have not selected to pay in full at tryouts, I must sign and agree to a promissory note for the full value of any and all payment amounts outstanding to FCD WTX before my player will be eligible to participate.
- 3) to follow FCD WTX's "NO PAY, NO PLAY" policy which means that a failure to pay as agreed may result in the player not being permitted to play. The player will not be allowed to participate in any FCD WTX activities until such time that their account is brought current. This includes any penalties in the form of late fees assessed by the Club at its discretion. The coach's pay may be docked the prorata share of the dues attributable to his/her pay by lack of sufficient funds from the aforementioned player until such time that their account is brought current including any penalties in the form of late fees that may be determined.
- 4) failure to pay may result in assigning that portion of unpaid debt to a collections agency
- 5) by entering into a contract with FCD WTX, I agree to pay all associated fees of FCD WTX for the entire soccer year. Fees not paid may result in a fine or reduction in playing time for a player. Any fees not previously paid will become immediately payable if the player withdraws from FCD WTX, regardless of the reason for the player's withdrawal. No refunds will be given in the event the player withdraws from FCD WTX, regardless of the reason for the player's withdrawal.

**Note: You will sign your Contract stating that you fully understand and will adhere to the handbook contents including the above Code of Conduct.**

## Team Manager's Role

Including the activities listed above, the team manager is the main contact for all relevant team information. The manager's main source of communication is via TeamSnap, email or text. The manager is responsible for team coordination of activities through direction of the team coach. Any soccer related issues including playing time and/or tournament scheduling should be directed to the team coach. Any financial related issues for club payments should be directed to the FCD WTX treasurer. Note that failure to pay tournament fees, travel expenses, and misc. team expenses (i.e. tournament expenses, coach travel reimbursement, referee costs/field fee for scrimmages, etc.), in a timely manner to team managers, could result in disciplinary action to the respective player. Please be prompt with team manager's requests. Please appreciate the time and energies donated by the team manager. A more detailed description of Team Manager duties can be found in Appendix A of this handbook.

## Uniforms

Uniforms are a one-time expense at the beginning of the season. All teams must order uniforms every two years (currently we order on even numbered years). Uniforms will be ordered by each individual player via the Internet. An email will be sent to players/parents once teams/players are entered by the Club. Upon receiving the email players/parents will follow a link and place their order. Players must order all of the mandatory items listed on the uniform order form. All orders should be placed NO LATER THAN AUGUST 1<sup>st</sup> to ensure delivery for Labor Day tournaments. On years where teams have existing uniforms Team Managers will assist players who need new/larger items. Team Managers will get player numbers from all new players. Parents will be able to go in at any time during the season to order other items (extra socks, replacement shorts for lost ones, etc.).

Whenever a FCD WTX player is in uniform, they are representing the Club and they should wear the uniform properly and with pride. Please read and abide by the following guidelines.

- 1) Players must wear the proper training attire at all team and club training sessions.
- 2) Players should bring all jerseys, socks and shorts to every game. Players are responsible to keep these items clean and in good shape at all times.
- 3) All uniform items worn for training and games needs to be the most current seasonal years uniform items.
- 4) Jerseys will always be tucked into shorts whenever you are wearing the uniform (not just during the game). Sliding pants should be the same color as the shorts and should not extend below the uniform shorts.
- 5) Uniform socks will be pulled up whenever you have them on. Shin guards must be worn at all times and must always be covered by socks.
- 6) Have your equipment bag with you at all practices and games. Put bags carefully in a row on the sidelines at all games. Keep bag in proper team location at practice.
- 7) Bring your soccer ball to every game and every practice. Make sure it is always properly inflated. Ball should not be colored or marked, with the exception of player name, number and team in black permanent marker.
- 8) Leave your rings, watches, necklaces, bracelets, earrings, other jewelry and hairpins (except for rubber bands or other elastic bands) at home or in your equipment bags.

FCD WTX Warm-up can be worn in inclement weather during pre-game and at training. Players are to have proper shoes and shin guards, (unaltered full length shin guards covered fully by socks). Turfs/Cleats for training and games. There will be no modification to the FCD WTX practice uniform, game uniforms, warm-up or backpacks. It is imperative that parents label ALL items with the player's name, in the event items are misplaced and to facilitate their return. In the case of a color conflict the HOME team must change. For this reason it is imperative all players should have both sets of the FCD WTX uniform (including socks) at 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. Uniform numbers are coordinated through the Team Coach and manager. Returning team members get first choice to retain their number or to choose another number; new players then choose their number. Each team's numbers should be between 0 and 25. If a player changes teams and a uniform number conflict exists, the club does not cover the expense of the new jersey. Players changing teams are responsible for purchasing the necessary new items if a number conflict exists with the team they are joining.

## Fundraising Policies (see Appendix B for rules regarding Raffles)

All FCD WTX teams are encouraged to raise funds for their particular team to cover the cost of coach's expenses, club dues, and tournaments. Examples of team fundraisers are car washes, trash pickups, restaurant nights, cookie dough sales, etc. The club has an interest in assuring the fundraising efforts do not conflict with the club activities or policies, or with the activities of other FCD WTX teams. As a result, all team fund raising activities should be cleared in advance with the club. The club offers opportunities to sell Rockhounds/Sockers season tickets (parents can make \$60 per book sold).. Only those people who participate in the fundraiser get the benefit of the funds raised. Raffle fundraisers have a separate set of policies and procedures specific to this activity and the team manager must follow the steps outlined in Appendix B and ensure compliance with all deadlines to be able to hold a team raffle.

## **Donations/Sponsors**

All donations, whether private or corporate, must run through the MAIN club account – mail all donation checks directly to the club. The Treasurer will document the donation, send a letter to the donor for their tax purposes, and allocate the funds to the proper player/team. All contributions are tax deductible. If you or your company could help us in meeting the challenge of soccer costs by making a donation, please let us hear from you. Donations may be used to cover the cost of club dues, team expenses or player uniforms. Donations may also be used for reimbursement of the cost of cleats up to \$100 per year (provide receipt to Team Manager) and reimbursement for the cost of a hotel room associated with games or tournaments (provide receipt to Team Manager). All donations that exceed those costs will become property of the club. Due to IRS regulations, we cannot issue refunds to parents from funds given by donation.

## **Financial Aid**

We have a limited amount of financial aid available. This number changes from year to year based on the overall number of teams in the club. This is not a scholarship program for talented players, it is need-based program awarded based on true financial need. No one person has the authority to approve financial aid – Financial Aid is awarded by the Executive Board/Financial Aid Committee. A Head Coach or Team Manager can provide supplemental information regarding the applicant to the Board if extenuating circumstances need to be considered; however, the Executive Board/Financial Aid Committee are the only ones allowed to approve aid for a player. If you do not qualify for financial aid you may consider obtaining a donation/sponsor or participating in fundraising events.

## **Equipment**

Any equipment purchased by the club remains property of the club. All equipment purchases should be presented to the Treasurer for proper tracking. Any equipment purchased using team funds belongs to the team and does not move with the coach if he should change teams. If that team does not return to the club; however, the equipment will remain property of the club.

## **Inclement Weather Policies**

Every effort is made to hold practices and games as scheduled; in the event of inclement weather the following procedures will be used:

- Each respective FCD WTX coach will make the appropriate decision regarding sessions on that given day of training.
- FCD WTX will provide a safe training environment based on current and/or forecasted weather conditions. Lightning and proximity will be a contributing factor to not train, along with flooded and saturated fields. If a session is cancelled or postponed due to lightning, all players and parents must go to their cars immediately and wait for FCD WTX notification.
- Individual team coaches may try to accommodate sessions by relocating to alternate venues. This communication will go through the Team Manager from the Coach.
- League game rainouts are determined by the respective fields or leagues that teams participate in.

## **Insurance Coverage and Medical Injuries**

Excess accident coverage is automatically provided to registered members of USYSA as part of the registration fee. This coverage is excess above the players own family health insurance. For players or members that do not have any health insurance, this will be considered the primary insurance. USYSA Players coaches, and other officials (along with US Club Soccer players who are dually registered) are covered:

- While participating in sanctioned USYSA play, practice or other scheduled group activity of soccer under the supervision of an authorized USYSA/FCD WTX official.
- As an organized group at the direction of an authorized official directly and uninterruptedly to and/or from such play or practice of USYSA/FCD WTX.

If you have questions regarding filing a claim or need information on the claims process, please contact Kathy Sexton at the North Texas State Soccer Association Office.

## **Dispute Resolution**

From time to time problems or conflicts may arise during a season. The most important thing to remember in handling these problems or conflicts is proper communication. When a problem arises you first need to discuss the issue with your team Head Coach. If after consulting with the Coach, you still feel that additional attention to the problem is needed, then you should refer the matter to your team manager. If you still feel the issue has not been resolved you can contact the Division Controller who will address the matter or present it to the Board of Directors who will make the final decision on how to resolve the issue. We do ask that you do not approach the coach on any problems or conflicts before, during, or immediately after the game and that you follow the 24 hour rule.

## Appendix A TEAM MANAGER INFORMATION

### 1) HOME ASSOCIATION REGISTRATION

**Register your team with your home association thru [gotsoccer.com](http://gotsoccer.com).** Make sure and use the team name you were sent (should be something like FC Dallas WTX 07G Midland) as your official team. For registration, you may need the following: NTSSA forms, copy of birth certificates, Risk Form for coach/team manager/volunteers (complete online), and medical releases – to complete the roster you will need player names, jersey numbers, addresses, phone numbers, birth dates, cell numbers, school, and email address – this info is all on the NTSSA form, except for jersey number. **\*\*keep originals of your Competitive Player forms and medical releases and copies of everyone's birth certificates\*\*** You do NOT pay MSA/LSA/BCSA for PLAYER REGISTRATION with your home association – these fees are charged directly to the club and are a part of your Club Dues. All players must be registered through your home association in order to be insured in the event of an injury – this includes players who join mid-season and practice players.

### 2) PLAYING LEAGUE REGISTRATION AND SCHEDULING

**You need to register as soon as possible after tryouts with your playing association.** Check your playing league (WTPL, Arlington Premier, Plano, Classic, Lake Highlands, etc.) websites for information regarding registration deadlines, fees and scheduling/informational meetings. Coordinate with your coach and other team managers who share your coach which tournaments you will be participating in so you don't schedule league games for that weekend. Ask your parents for input prior to the meeting – if there is an event that will affect a significant number of your players, don't plan games for that weekend (Homecoming for High School, SATs, etc.) If you share a coach with another team, try to make out of town trips together when possible – this will save on your coaches expenses. **You will need to pay your team's playing league registration fee** either online, via mail or at the scheduling meeting – this will come out of your team account. (The club treasurer will cut checks for the new teams to take if your checking account/checks are not ready).

### 3) UNIFORMS

**PLEASE SEND YOUR JERSEY NUMBERS TO HOBIE @ [wtucoach@gmail.com](mailto:wtucoach@gmail.com) ASAP** SO EMAILS CAN BE GENERATED TO YOUR PARENTS TO PLACE THEIR ORDERS.

### 4) SETUP/UPDATE TEAM CHECKING ACCOUNT (Treasurer will do this and notify you when ready)

**New checking accounts will be set up at DESIGNATED BANKS ONLY.** If you are a new team, you must provide a copy of your driver's license and Social Security Number for any person who will be signing checks on the account (limited to Team Manager and Team Treasurer). Monthly bank statements will be sent to the club treasurer for tax purposes. You will have online access to this account so you can balance that way. **Please keep your checkbook balanced monthly via the Team Manager Expense Sheet you will be provided.** You are encouraged to get a debit card on your account to be used for coach's hotel reservations and tournament entry fees. Do NOT use your debit card for ATM withdrawals (referee fees should be obtained by writing a check to the bank for cash) and order checks if it is a new account (just get the cheapest checks available as this will be considered a team expense). Debit cards are NOT to be given to a coach and not to be used for coach mileage or meals. If you have an existing account, please provide DL and SSAN for any new check signers to the club treasurer or the bank representative (the club will set up new bank accounts and authorize any new signers – you will be notified by email if you need to sign new signature cards or provide information to the bank). Accounts will be set up/updated within 2 weeks of receiving the DL and SSAN. If you need money in the interim, please contact the club treasurer. **KEEP RECEIPTS FOR ALL EXPENSES** – these expenses could be audited by the club or by the IRS at any time. **If you feel your team needs more than one account, please consult with the club treasurer – again, DO NOT OPEN ANY ACCOUNTS WITH ANY OTHER INSTITUTION OR WITHOUT KNOWLEDGE OF THE CLUB TREASURER – IT IS A VIOLATION OF 501(C)(3) REGULATIONS – all funds are considered FCD WTX money per IRS regulations and have to be accounted for on our year-end reporting.** Your bank statements will be reviewed and reconciled by the club treasurer monthly.

### 5) TEAM EXPENSES

Team expenses will be collected by the team manager as needed throughout the year. You will ask for a "down payment" on team expenses at registration. New team managers will be assisted with an amount to collect – existing team managers will solicit an amount based on previous years' expenses that will allow them to begin the season. All parents will be asked to pay separately at registration for Club Dues and Team Expenses. Any team expenses collected by the club will be transferred to the team accounts after registration in instances where parents overpaid or received donations in excess of Club Dues. You will need to have funds to register your team for your playing league and to mail off any early season tournament entry fees. Expenses that may need to be paid include tournament entry fees, coach's hotel expenses (can be paid for with team debit card but make sure you put restrictions on the room (no movies, no room service, etc.), coaches travel expenses, coaches meals, referee fees, and league registration. All players should pay equal amounts for team expenses – **this includes any player who is the child of a coach or assistant coach** (if you have 15 players on the team the total amount of team expenses should be divided by 15 – coach's children receive their Club Dues for free, not their team expenses). **You will need to submit your expenses monthly to the club via email by completing Team Manager Expense Report that will be provided to you. This is very important and is not**

**optional. The treasurer will use this report to reconcile accounts on a monthly basis. Even if you have no changes from month to month on your report, please send it at the first of every month.** When making withdrawals and deposits **PLEASE do not combine transactions.** If you collected \$200 each from 10 players and you have to get cash out for referee fees DO NOT take the \$126 for ref fees out of the \$2000 deposit and make a deposit for \$1874. Make two separate transactions – a deposit for the \$2000 (properly noted with each player’s name and deposit amount) and a check/withdrawal for \$126 (properly annotated as Ref Fees 2 games). The club will review your expenses and verify them with the team checking account. **You will be required to provide an accounting to your parents of how their team expenses were spent at least once at the end of the fall season and once at the spring season.** This is a check and balance system set up to protect the club as well as the team managers. It is recommended you open a paypal and/or venmo account attached to your team account to collect online payments through TeamSnap. Try to ensure you have collected everyone’s portion of team expenses for fall expenses prior to the end of the fall season. Everyone who played in the fall should pay their share. If you add or drop players for the spring season you will need to adjust your TM Expense Tracking Sheet – players who only play the spring season are only responsible for expenses incurred during the spring. Depending on the league you play in and the number of tournaments you participate in, team expenses range from \$250 - \$1000 per year per player. When you need to pay referee fees you need to write a check for cash (**don’t just withdraw cash and DON’T use an ATM**) and annotate on the check that it was for referee fees. Document all receipts and expenses and keep copies of everything. If you make a deposit you should record a detailed description of it in your register (i.e. \$200 Smith/\$200 Garcia/\$50 Jones/\$100 Hernandez – team expenses paid). **YOUR GOAL AS A TEAM MANAGER IS TO COLLECT ONLY WHAT IS NEEDED TO MEET EXPENSES.** Estimate your fall expenses at the beginning of the season (get with the Treasurer if you need assistance) – this should be what you collect from everyone in the fall. At the end of the fall season you can apply any overpayments to spring expenses. Estimate your spring expenses at the beginning of the spring season and collect what is needed to cover those expenses. We understand that changes happen, tournaments and games get cancelled, etc.; however, you should strive to be as close as possible so that refunds of team expenses are not necessary. Note – we cannot refund any amount to parents that was not actually paid in from them. In other words, we cannot give them back any overages from fundraising income or donations. **No refunds of team expenses will be provided until the end of the playing year and ONLY when accompanied by a properly filled out Refund Request form that has been approved by the Board.**

## 6) COACH’S EXPENSES

**Coaches must submit an Expense Form for all expenses to the club treasurer who will give you approval to write them a reimbursement check – do not write their check before it is approved by the Club Treasurer.** When possible, pay the coach’s hotel costs up front with a team debit/credit card. **You should never pay two coaches to attend an event (league games or tournaments)** – if you have an assistant coach they should only be paid expenses if they attend the game **instead of** the head coach. The head coach/trainer/assistant coach should coordinate prior to the games to see which one will be travelling with the team prior to travel (you can and should ask who will be traveling with the team prior to travel). If the Head Coach can attend the event the assistant coach is not needed. If your Head Coach coaches two teams, he should pick one team to coach and let an assistant coach the other team if it is not possible to coordinate game times that will allow him to fully coach both teams. No expenses should be paid without a properly completed Expense Form.

## 7) GAME DAY

**You will pay referees as outlined in your playing league rules.** You may want to make an envelope for every game that season – marked with game date and time and opponent. Put the cash for the refs in each “game” envelope and then you’re not scrambling to get the money together. You will need to print out a copy of your schedule to use as the receipt for referee fees. Read your playing league rules prior to the first game of the season to ensure you meet all requirements. Keep a list at the end of each season of your total wins, losses, and ties and your league standing (# out of # teams, i.e. 2<sup>nd</sup> out of 8 teams). You may be required to enter this on your tournament entry forms. If you travel for games and require overnight stays, you may want to get a travel coordinator to if they will provide a comped room for your coach).

## 8) TOURNAMENTS

Get with your team/coach at the start of the season to determine what tournaments you will attend and submit tournament applications ASAP. Keep a list of your total tournament W/L/T and your final standings for filling out future tournament entry forms. Keep a receipt for the tournament entry fee payment. If you are playing outside of North Texas (Austin, El Paso, a different state, etc.) go to ntxsoccer.org and look online for information regarding tournament requirements - paperwork to be done, tournament deadline, player cards, etc. Be aware NTX will charge late fees if you do not file your travel paperwork within their deadlines so plan ahead to avoid these unnecessary charges.

## 9) CLUB DUES/COLLECTIONS

You will be asked from time to time to assist the Club Treasurer with collection of Club Dues from your players. If players become delinquent, you will be included on correspondence letting them know they cannot participate in practices, games or tournaments. Please ensure you have contact phone numbers and emails for all parents and you notify the board of any changes. Likewise, if you are having difficulty collecting team expense money from a player you can notify the Treasurer who will work in conjunction with the Head Coach to ensure these funds get collected.

**Appendix B**  
**RAFFLE POLICIES AND INFORMATION**

**RAFFLE PARTICIPATION REQUEST**

A Raffle Participation Request form must be submitted to the Club Registrar for your area (Brandi McKinnon for Lubbock teams, Jamie Goodgame for Midland teams, and Shelly Brooks for Abilene teams). All aspects of the form must be completed to be considered for approval. You will be notified once approval is granted.

**RAFFLE DATES**

All raffles must be held on dates designated by the club. A 501(c)(3) is only allowed to participate in two raffles per year. The club will have one fall raffle period and one spring raffle period. You may request a date on your request form and the board will try to come up with start and stop dates that will coordinate with most teams requests. We must all start on the same day and end on the same day.

**RAFFLE COMPLETION REPORT**

A Raffle Completion Report must be completed and submitted to the local registrar at the conclusion of the raffle. This form will be sent to you with the Raffle Participation Request form.

**Any team that does not complete both the Raffle Participation Request form and the Raffle Completion Report and follow all rules established by FCD WTX will not be allowed to participate in any raffles the following year.**

**RAFFLE PROFITS**

Each team manager will be responsible for making sure that each team member does not raise an excess of funds other than what is needed to cover club dues, team expenses, uniforms, the allowable cleat reimbursement, and hotel reimbursements. All raffle proceeds for a player will be deposited to the team account and allocated as follows:

- TM will apply amount raised to any remaining team expense money due
- TM will pay for hotel room (on designated game days or tournament days) directly from the team account for that player (TM will keep receipts) and deduct it from the player's earnings
- TM will contact club treasurer to have any remaining club dues drafts cancelled and transfer funds from the player's earnings to use for club dues
- TM will reimburse parent for cost of uniforms (receipt required) and deduct it from the player's earnings
- TM will reimburse parent for cost of hotel rooms already paid for out of pocket (receipt required) and deduct it from the player's earnings
- TM can use excess funds to pay for a soccer camp the player wants to participate in
- TM will provide player with a Refund Request form to be reimbursed for any club dues or team expenses already paid out of pocket (must receive board approval for all refunds)