



FCD WTX Youth Handbook

2021-2022

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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 we do 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. 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 Soccer 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 experience in the Club will be a positive one. 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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For any registration questions contact your local Registrar. For payment questions contact the Treasurer. For any team specific questions, please contact your respective coach or Team Manager (listed on the website).

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. Any player not currently under contract with another club or listed on a recreational roster (a confirmed free agent) wishing to join a team after tryouts have concluded will be allowed to participate in **not more than two practices** where they will be evaluated and either offered a contract or told there is no spot available for them. The Club Treasurer will need to be notified of any player added to a team roster after tryouts have concluded to ensure if a modified contract or payment schedule is needed.

Evaluations should be done at least annually by coaches for every player. 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 year**. 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 Within FCD WTX Teams

All communication between a player (or their parents) currently under contract or during the free agency period with an FCD WTX team and any representative of another FCD WTX team about playing opportunities of any kind (guest player, player pass, training opportunities, roster changes, etc.) must involve the Head Coach of both teams. If communication for such opportunities is initiated by the player or their family, then the receiving coach must immediately notify the coach for whom the player is currently under contract with. In the event the Head Coach of either team cannot be reached then communication should flow through the Coaching Council. Although guest player releases are not required for player pass opportunities, verbal approval from the sending coach must be obtained prior to inviting any player to player pass with another FCD WTX team. If a team is found in violation of this rule then the receiving coach shall be subject to suspension, fines, or other punishments as determined by the Division Controller and the Executive Board including possible immediate termination and referral to NTX State Soccer Association Disciplinary Committee.

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. Player movement within the club is one avenue to put players in positive situations to increase their learning abilities. Coaches must take into consideration the best opportunities for both teams and individual players. 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. All roster changes must be approved by Executive Board.

Player Releases, Drops, Quit and Transfers Outside of FCD WTX

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 a transfer. No player will be permitted to be released or transferred 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.* Players who quit mid-season are still responsible for all team expenses incurred that season as well as the remainder of their club dues for the year.

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 remaining balance 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 (either club dues or team expenses) you will not be allowed to complete registration until it is paid in full.

Placement on a team roster will not be completed until the Contract and Financial Agreement form and initial payment are received by the club. **Annual Club Dues (July 1 – May 31) payable to FCD WTX 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 or until paid in full; 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. Paid 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 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 15th 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. Any 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 may invoke the "no pay, no play" club policy. Players may be ineligible to participate in FCD WTX team practices, games and tournaments until payment arrangements are made. 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 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.

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 during the seasonal year. 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 unless approved by the board due to extenuating circumstances. Team expenses are due from parents 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 the team, not the coach (if the team disbands this property reverts to the club) – a copy of the receipt should be kept by the Team Manager for tracking purposes and may be sent to the Club Equipment Coordinator.
- 5) CCSAI and LHGCL league coaches will receive an additional \$100 per each game played (for league games only) due to the extensive travel obligations associated with those leagues.

Training and Games (including potential practice only players)

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.

Any player that is not listed on the official roster of an FCD WTX team that wants to train with a local FCD WTX team will need board approval to be allowed to practice (unless they are guest playing for a tournament – see guest player rules below). Approval will be granted on a case-by-case basis by the Executive Board and training fees will be the same as rostered players. Any coach found to be in violation of this rule will be subject to disciplinary action from the Executive Board or potential termination.

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 with the team. 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. **You will be responsible for your share of all tournament expenses throughout the seasonal year (July 1 – May 31) regardless of whether or not you attend a tournament as they are considered a part of your overall team expenses.** 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 (Tournaments, not games)

Non-FCD WTX rostered players will be considered part of FCD WTX when participating at tournaments with our teams and must adhere to all FCD WTX rules and policies. It will be at the individual team's discretion whether or not a guest player will pay their share of tournament expenses (keep in mind, adding guest players for tournaments could potentially result in less playing time for rostered players). 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 (North Texas events) or Player Loan form (US Club events). No player will be allowed to guest play if they have a past due

balance due to the club. Note: If your team is US Club rostered, your player cannot play for another team belonging to another club that is also US Club rostered without properly signed and submitted forms (likewise if both teams are registered with North Texas).

Dual Roster Player Policy (Games, not tournaments)

All players who participate in **league** games with FCD WTX will be rostered through FCD WTX, either under North Texas or US Club, and will pay club dues to FCD WTX. Coaches wishing to utilize players internally within FCD WTX to dual roster on more than one team within our club will be in direct contact with not only the parents/player but also the head coach of the other team(s). Head coaches will determine the primary and secondary teams for the player. Dual Rostering is limited and is at the sole discretion of the coaching staff. The dual rostered player will pay all of their team expenses on their primary team and they will also pay team expenses for every event they participate in with their secondary team. If the player participates in more than 50% of games with the secondary team they will also be responsible for their share of league fees with the secondary team. Coaches will ensure these additional costs are presented to the parents before they agree to dual roster by having them sign the Internal Dual Roster form. Players not rostered with FCD WTX will not be allowed to participate in games with any FCD WTX teams; however, they may be considered for tournament play (see guest player policy). **NO PLAYER WILL BE ALLOWED TO ATTEND PRACTICES OR GAMES WITH AN FCD WTX TEAM WITHOUT SIGNING OUR CONTRACT AND PAYING OUR CLUB DUES WITHOUT EXECUTIVE BOARD APPROVAL.**

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.

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 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.

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 for a detailed description of all TM duties.

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. They will make all payments for tournaments, referees, and coach's travel. They will provide an accounting of team funds at the end of both the fall and spring seasons to the parents. 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 their primary team or covering another FCD WTX team. The coach should provide player evaluations at least once a year using Zoom reports or other appropriate. 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 requests for reimbursement of 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 all of the policies and procedures outlined in this handbook 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 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) 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.
- 15) **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.**
- 16) Learn the rules of the game to better understand decisions of the coaches and game officials.
- 17) Contact Team Managers with non-game questions (paperwork, deadlines, etc.)
- 18) Contact the TM Coordinator, Division Director or Board (in that order) only after attempts to resolve questions with the team manager and/or coach have been unsuccessful.
- 19) 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 may 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.

6) to pay my share of ALL expenses incurred by the team – this includes tournament fees regardless of whether or not my child attends the tournament – all team expenses are divided by all rostered players on the team. Team expenses should be paid promptly upon request from your Team Manager.

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

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 1st 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 year's 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, yard sales, bake 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 not listed above should be cleared in advance with the club treasurer. Any fundraiser that uses the FCD WTX logo must be approved by the board. 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. An online donation link has been created on our website and we highly encourage online donations. 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.

Risk Mitigation Policy

FCD WTX follows all North Texas State Soccer Association (NTSSA) risk mitigation policies as listed on the ntxsoccer.org website, including medical, concussion, field safety, travel, weather, youth safety and appropriate behavior between adults and youth.

Additional Inclement Weather Procedures

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

- DOCs 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 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 or team manager. If after consulting with team representatives, you still feel that additional attention to the problem is needed, then you should refer the matter to your local TM Coordinator or Division Director 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 AND RESPONSIBILITIES

1) CONTRACT OFFER EMAILS

You will be sent an email sometime after 12:00am on July 1 that you (or your coach) will be asked to **send out to all players on your team that the coach wants to offer a contract to**. This is their official contract offer and cannot be sent prior to July 1 per North Texas Soccer rules. This email will contain instructions for parents on how to pay their initial club dues online through PaySimple and complete their registration in TeamSnap. It will also have several attachments such as NTX Competitive Player Form & Medical Release or a US Club Player Form, uniform ordering instructions form, a copy of this handbook, instructions on donations, and a financial aid request form. Your contract offer email will have a team name on it. **USING THE TEAM NAME EXACTLY AS IT APPEARS IN YOUR CONTRACT OFFER EMAILS IS EXTREMELY IMPORTANT**. This name should be consistent throughout all parts of our system: gotSPORT, bank accounts, TeamSnap, PaySimple, Quickbooks, etc. Your team name is as follows: Year Gender (color if we have two teams in the same age group) City. It will look something like 09B Midland or 10G Lubbock. When you do any of the steps listed below, please use the name you have been given. When registering for tournaments you must use this name as well. If you have any questions on what your team name is, please contact the club treasurer.

2) HOME ASSOCIATION REGISTRATION

Register your team with your home association thru gotSPORT.com. Make sure and use the team name you were sent as your official team for registration, you may need the following: NTSSA forms, US Club forms, copy of birth certificates, Risk Form for coach/team manager/volunteers (complete online), and medical releases – to complete the roster you may need player names, jersey numbers, addresses, phone numbers, birth dates, cell numbers, school, and email address. You must also upload a current photo of everyone on the roster. ****keep originals of your Competitive Player forms and medical releases and copies of everyone's birth certificates**** You do NOT pay MSA/LSA 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 or through US Club in order to be insured in the event of an injury – this includes players who join mid-season and practice players. **You must complete risk management forms online for anyone on the roster who is a non-player (coach, assistant, TM) before you can set up a new roster on gotSPORT.** If you have any changes to a team (new coach, new TM, etc.) or you have a new team that did not exist the previous year, **YOU MUST CONTACT Jared Richardson, FCD WTX GotSPORT Coordinator, to have him get your information (legal name, DOB, cell #, email, address) established in gotSPORT.** After you submit your home association registration online it will be processed by the home association registrar (MSA/LSA) and you will see it has been accepted in gotSPORT. If your team is registering through US Club you can do a roster export from TeamSnap once the majority of your players have completed registration and send it to Brandi McKinnon (Lubbock teams) or Hobie Richardson (Midland teams). You will also need to pull birth certificates and US Club forms from TS, scan them as a group and email that to them. Brandi/Hobie will upload the csv file you send into US Club along with the birth certificates and US Club forms. Once this is complete all players will be sent an email to confirm their accounts. Brandi/Hobie will email official roster and players cards to the TMs. Tms will then upload their roster and player cards in gotSPORT. You can then go to your team documents tab and click on your roster to print any necessary rosters. Allow up to a week for this process to complete.

3) PLAYING LEAGUE REGISTRATION AND SCHEDULING

You need to register as soon as possible after tryouts with your playing association. This is done through gotSPORT as well. You may be able to register for your playing league before your home association registration is complete; however, the playing league will kick you out if your official roster isn't complete – **so, make sure both registrations are done and you have a finalized roster online in gotSPORT.** Check your playing league (WTPL, Arlington Premier, Lake Highlands, ECNL, NPL, 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 in time to meet your league deadline).

4) UNIFORMS

PLEASE SEND YOUR UNIFORM ORDER SPREADSHEET TO JARED (HOBIE) RICHARDSON @ wtucoach@gmail.com ASAP SO EMAILS CAN BE GENERATED TO YOUR PARENTS TO PLACE THEIR ORDERS.

5) SETUP/UPDATE TEAM CHECKING ACCOUNT (CLUB 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 SSN 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 SSN. 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. **treasurer – again, DO NOT OPEN ANY ACCOUNTS WITH ANY OTHER INSTITUTION OR WITHOUT KNOWLEDGE OF THE CLUB TREASURER – 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.**

6) TEAM EXPENSES

Team expenses will be collected by the team manager/team treasurer 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 update your expenses monthly 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 review 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 cash app or venmo account attached to your team account to collect online payments. You must collect 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 Registrar/TM Coordinator for your area 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.**

7) 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. NEVER GIVE THE COACH CASH. Prompt coaches to turn in expenses promptly.

8) 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. 2nd 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 help with making reservations for the coach and team.

9) TOURNAMENTS

Get with your team/coach at the start of each season to determine what tournaments you will attend and submit tournament applications ASAP. The coach should provide the team with a list of tournament options based on tournaments he thinks are appropriate for the team. Preferably, this list would have 6-8 choices if you are planning on attending 3-4 tournaments. While all parents should be allowed input (possibly let them all rank their top 3 choices), the coach will make the ultimate decision. Coaches should keep in mind the age of their players, travel distances, and finances of players when making their choices. 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. Look online for information regarding tournament requirements -paperwork to be done, tournament deadline, player cards, etc.

10) CLUB DUES/TEAM EXPENSE 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 Club Treasurer who will work in conjunction with the Head Coach to ensure these funds get collected. NOTE: You will be given private information from your players – medical information, birth certificates, etc. You will be aware of their financial standings within the club. PLEASE BE DISCRETE WITH THIS INFORMATION. You will be expected to provide this information only to those who have a need to know (registrars at tournaments, league officials, club executive board members). The monthly report you provide to the Club Treasurer can and should also be provided to your parents; however, you should tell all parents at the beginning of the year that this will be provided to the team throughout the year to show where team money is being spent and point out to them all players payments will show up on the report. The reason for this is not to single anyone out; however, it is to ensure parents see you are applying their funds appropriately. If you have problems with collecting from a parent, that discussion should be between you, that parent and the club treasurer – not everyone else on the team.

11) TEAMSAP

All teams are expected to use TeamSnap for ALL of their communication needs. As your players register, the club treasurer will move them to your team. Do not add anyone to your TS account – everyone must go through the registration process to be added to a team. Once a player has been added to your roster you can go in and **edit** them to add additional family members, click the SMS button next to phone numbers for the player’s parents to ensure they receive group texts, change player addresses/emails/phone numbers, and modify the check boxes next to player/parent email accounts to ensure they receive emails. The club treasurer will add non-playing members to your account as well, starting with the coach and the team manager. If you have other people who need to send out communication to your team, please email the club treasurer to add them as well. You should upload your schedule, both practice and games, under the schedule tab. Once your schedule is in TS you will be able to utilize the availability tab for players to communicate with the coach whether or not they can attend each practice or game. The tracking tab lets you keep track of just about anything with a yes or no answer (have they turned in their contract, have they paid their initial \$100, have they taken a headshot, etc). We do not recommend using the payments tab to collect payments (all payments get deposited to the main club account) but you can certainly utilize it to send an invoice to parents and collect their fees offline then adjust the invoice in TS to show it paid. The assignments tab can be used to assign tasks to anyone on the team (maybe equipment pick up after practices, etc.). It automatically lists every event you entered into your schedule and leaves you an option to assign duties to each event. Media allows you to share photos, videos and files (field maps, hotel directions, etc) with the team. The messages tab allows you to send emails, texts or posts to the group. There is also a live feature where you can record a game and play it live for parents who cannot be there. TS is FREE to all of our teams and we need our teams to utilize it to its fullest potential.

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, Samantha Smith 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. If your team is interested in doing a raffle you should be prepared to submit this form by the end of July.

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. We will try to get the fall raffle started by September at the latest.

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)

APPENDIX C
REGISTRARS/TEAM MANAGER COORDINATORS

Registrars/TM Coordinators (R/TMCs) will be designated for each city. All team managers should go through their respective city's R/TMC for any questions regarding the handbook or FCD WTX policies. If a R/TMC is not sure of the answer they will contact the appropriate executive board member for an answer.

R/TMCs will be responsible for:

- 1) Keeping up to date with potential teams during the month of June in order to **prepare Fact Sheets** for each team. They will create fact sheets for their city's teams utilizing the most current team list provided by the Club Secretary/Club Treasurer. All fact sheets will be submitted NO LATER THAN JUNE 15.
- 2) After fact sheets have been approved by North Texas and returned to the club, the R/TMCs will provide the fact sheets to the Team Managers in their respective city to be handed out to potential players for the upcoming season
- 3) Modify all Contract Offer Emails to show the proper Team Name, Coach name and email, and TM name and email for teams in their city – this will be done prior to July 1 utilizing the current contract offer email provided by the Club Treasurer
- 4) Send Contract Offer Emails to coaches and/or TMs NO EARLIER THAN 12:01 AM ON JULY 1 each year so that contracts (and appropriate attachments) can be forwarded to players to offer them a contract
- 5) Ensure each TM registers for their home association
- 6) Ensure each TM registers for their appropriate playing league
- 7) Ensure all gotsoccer information is accurate (team name, coach name, tm name, rostered players match rostered players in TeamSnap
- 8) Move players who have completed registration (including attaching a payment receipt) in TeamSnap to their appropriate teams in TeamSnap
- 9) Conduct an annual fall TM meeting to ensure all TMs understand the rules and requirements of this handbook
- 10) Work in conjunction with the Club Treasurer to ensure all TMs are submitting their monthly TM Expense Reports