



FC Dallas Youth Manager Information/Responsibilities

Tryouts:

Manager must be present at pavilion during tryout dates/times to pass out a Fact Sheet to all those trying out for your team. EVERY player and a parent/guardian MUST sign sheet acknowledging receipt of FACT SHEET. Update team voice mailbox on the Club League Line with Tryout Information. The League Line is 972-738-9800. Hotline Directions are included in Manager Book.

Player Contract Signing: All players may sign beginning July 1. Be sure to collect ALL paperwork and monies BEFORE your team tryouts end and players go on vacation, etc. Tryouts are also a good time to get individual pictures taken. All players will need to fill out and turn in all documents located on the right side of the player packet. You CANNOT pre date any item that is to be filled out. ALL players must register online at www.fcdallasyouth.com by July 10th, 2010.

Collect the following to register your team with Home Association:

- North Texas Non-Recreational/Competitive Registration Roster (signed & dated by coach)
- NTSSA Contract (North Texas Competitive Form)
- Fact Sheet Sign in Sheet (every player that tries out for your team must sign for a Fact Sheet)
- Copy of Players Birth Certificate
- Medical Release Form (notarized) – used for league and tournament play
- Player Pictures for Got Soccer Player Profiles
- Create/Update Team Roster on the Soccer Scheduler/Got Soccer Site
- Volunteer Risk Management Disclosure/Background Check. – Completed online at www.NTX.org. Must print approval and take with you to register. Mandatory for all Adults (coach, asst. coach, manager, trainer) who work with children in North Texas Soccer. The online system allows for the background check results to be provided to different soccer organizations in North Texas. Check all that apply to you and your team. By doing this you will not have to resubmit a background check form multiple times to other organizations.

You must complete all of the above paperwork to register your team with a Home Association. YOU MUST MAKE AN APPOINTMENT. Please advise the Home Association and League registrars to invoice FC Dallas for registration. Further information regarding Home Association and League registrations can be found on the respective Home Association and League websites.

Registration - Got Soccer

- New teams must create an account
- Returning teams will sign in to the existing team account and update the team roster and any other necessary information.
- After creating and updating your Got Soccer account you can then apply for registration.
- Once you apply for registration you can then call to make your appointment. This appointment is when you will turn in all of the necessary paperwork (make copies to keep for yourself before registering the team). At the end of the appointment you will receive your official roster. The registrar will print out a computerized team roster, signed and dated, for the team. Always have plenty of copies of the computerized roster on hand. You may be asked for multiple copies of your roster at tournaments, etc. FC Dallas must always have the most current official roster.

Turn in the following to FC Dallas Youth by July 10th, 2010:

- Official Roster from Home Association (copy)
- Team Budget and Coach Payroll Agreement (signed by coach)

Submit to FC Dallas representative in alphabetical order by player. To clarify you will submit all of John Doe's documents stapled together followed by all of John Smith's documents stapled.

- Player Cover Sheet/Checklist
- Financial Agreement (original)
- NTSSA Contract (North Texas Competitive Form) (copy)
- Birth Certificate
- Medical Release Form (notarized copy)
- General Release, Liability Waiver (original)
- Code of Conduct (original)

The following payments will be required:

- Initial Club Fee Payment (Down Payment)
- Uniform Payment

Paperwork to be submitted to the Club

FC Dallas must receive ALL paperwork (Roster, Bookkeeping Requirements, Medical Release Forms, and Original Signed Financial Agreements, Liability Waiver) by July 10th, 2010. Throughout the year the Youth Coordinator will need to be notified of any roster changes. Once the roster change(s) have been made the Youth Coordinator must receive all necessary paperwork on the new or released player. You will submit a new updated bookkeeping form, updated roster with the add/delete/transfer, a medical release form for the new/transfer player, his/her original signed financial agreement, and signed code of conduct.

Home Association

The manager must register their team with a home association at the beginning of each season. Make sure you meet all deadlines and have them bill FC Dallas for this fee. Please ensure that the home association where your team registers is a "preferred" association of FC Dallas Youth Soccer. An association is preferred if they either (i) offer practice field space as a registered team within their organization, or (ii) offer FC Dallas Youth discounted registration fees.

League Play

The manager must register their team with a league at the beginning of each season. Make sure you meet all deadlines and have them bill FC Dallas for this fee.

Team Bank Accounts

Every FC Dallas Youth Select team will have a team bank account with Texans Credit Union. This account will be used for any team expenses. This will also be the way in which FC Dallas will provide you the necessary funds for referee monies, etc. The team manager or treasurer will be a signor on the account. He/she must use the team account for FC Dallas team purposes only and will provide full disclosure of any questionable items. The signor will be liable for any misuse of this account including removal from the account, removal from the team, and up to legal action.

Referee Fees

FC Dallas will provide the referee money for your team's league play games. Once all game schedules have been posted FC Dallas will provide your team the appropriate amount of money for the number of games your team will play. Teams will receive two different sets of referee money. One transaction/deposit in the Fall for all Fall season league games and one transaction/deposit in the Spring for all Spring league season games.

Tournaments and Travel

The manager needs to meet with the coach to determine which tournaments the team will participate in. The coach selects tournaments for the team. Obtain an application and find out what paperwork is needed for registration. Register on time for the tournaments. Present tournament costs to parents and collect fees. The Tournament Expense Form must be completely filled out and presented to the Club and the parents prior to collecting any fees or traveling to any tournaments. If traveling you must submit an application to travel (found at www.ntxsoccer.org). The application must be submitted 30 days in advance for in-country tournaments and 90 days in advance for tournaments outside of the U.S. You will need a travel roster (signatures must match player cards) and names must be the same as USYSA roster, player cards, USYSA roster and fees. Check with the coach to see if guest players are to be invited. Obtain NTSSA release form, medical release and any other necessary items. Arrange for a hotel close to fields if applicable. Present hotel with a rooming list from the

coach. Arrange for payment of rooms and transportation for those players going without parents. Be aware of all cancellation policies. Arrange for coach's hotel, airline ticket, rental car and per-diem. Hand out coach's itinerary of the tournament outlining times and places for practices, meeting, meals, lights out, and games to all players. Register at tournament and attend any necessary manager's meetings. NTSSA Player/Travel Card will be required when travelling. (Signing day is a perfect time to take player pictures for player/travel ID cards). See 'Travel and Maps' for further information. The travel cards are only \$.25 and are processed at North Texas Soccer.

Rosters

If any changes are made to a roster, i.e., add/delete/transfer of player(s) or any manager changes FC Dallas must receive the new copy immediately. Also, as soon as you receive your official roster in the fall and spring you must submit a copy to FC Dallas.

a. Added players -Your team will pay for any players that are added after you receive your initial team roster.

Practice

If your team cancels a practice for any reason the team must notify the FC Dallas Youth Coordinator of the cancellation as soon as possible. Teams usually practice twice per week. In general, teams practice year round with breaks during the Holidays.

Uniforms

There will be several days available for teams to have a uniform fitting. The following days are the only days the team will have an opportunity to size the new uniforms: July 2, 3, 5, 6, and 7th. You will submit one team order form by July 10th, 2010. If you add a player in the middle of the season or need extra items at any time (after September 1) you can go to www.fcdallasgear.com and purchase any item you may need. All uniform items can also be found in the FC Dallas Team Store located at Pizza Hut Park beginning in September. The store hours are Monday and Thursday from 11am to 7pm, and Saturday 10am to 4pm. The phone number is 469-365-0260. All FC Dallas teams wear adidas apparel. All payments for all uniforms MUST be paid directly to FC Dallas Youth Soccer. Payments for uniform kits WILL NOT be accepted at the FCD Team Store. No uniforms will be produced until after payment has been rendered. **SEE UNIFORM MANUAL**
The following is included in your uniform package:

Practice

Blue practice shirt
Gray practice shirt
Blue shorts
Red shorts
Red socks
Blue socks
Warm ups, ball, backpack

Game

Home Jersey
Away Jersey
Red shorts
Blue shorts
Red socks
White socks

Fees and Dues Payments

Fees include practice field rental, maintenance, equipment, web site, administration, team league, home association, referee fees, and all coaching fees for the season. **Fees: \$2250.00**

Player Registration

All players must register on line by July 10th at: www.fcdallasyouth.com

FC Dallas will not send out a monthly billing statement. It is the parent's responsibility to adhere to their specified financial agreement. Do not send in cash, if you receive cash from a parent please turn their payment into a money order. Parents may pay with a Credit Card during the registration process, or opt to pay manually with a check/money order, payable to FC Dallas Youth. There are different payment plans available. All manual payments must be sent directly to the Club and must be submitted by the 15th of every month. Include player name and team name on the check, and send to the Youth Club Coordinator:

FC Dallas Youth
Attn: Attalie Morgan
9200 World Cup Way Ste 202
Frisco, TX 75034

Returned Checks: if a check is returned, a \$25 fee will be charged to the individual and they must send in a money order as soon as they are notified. The money order must include the \$25 charge plus the original amount the check was written for.

Refunds and Injuries

As stated in all financial agreements, FC Dallas has a no refund policy. Unfortunately, injuries do occur, but as stated in all financial agreements FC Dallas Youth has a no refund, credits or reductions policy.

Player Releases and Transfers

FC Dallas Youth must receive the official North Texas State Soccer approved paperwork formally releasing the player and or allowing the player to transfer. EFFECTIVE 7/1/2010, in order to be eligible for a release or transfer, a player MUST also be released, in writing, from FC Dallas Youth Soccer by his or her coach AND must be paid in full on any and all outstanding dues, payments, registration fees, and any other monies owed to FC Dallas Youth Soccer. No player will be permitted to have a release or transfer if any monies are outstanding or owed to the club at the time of the request.

FC Dallas Youth Manager's Expectations

Managers are responsible for team administration and finances of their individual team. The manager can choose parents, with the coach's approval, to assist with team responsibilities. In addition, they will be responsible for the subsequent areas:

Tryout Preparation

1. Attend preseason manager's meeting to receive forms, instructions and a manager's book
2. Complete team fact sheet
3. Arrange for parents to help sign-players, organize etc.
4. A Parent or guardian must be at tryouts to sign the FACT SHEET. The FACT SHEET must be signed for by player and parent/guardian.

Signing Day Organization

1. Ensure that no contract or club paperwork is signed prior to the official signing day July 1, 2010.
2. Present players and parents with budgeting financial obligations, rules, schedule, contracts, medical releases, and all other information pertaining to team operations and coaches special instructions.
3. Ensure that all paperwork is filled out properly and verify accuracy, including birth certificates. Make sure all roster information is accurate upon registering your team with the home association.
4. Collect down payments with paperwork and make sure all necessary forms are notarized
5. Submit all down payments and all necessary paperwork to the Club Administrator.
6. Size and order uniforms – jersey numbers must be 0-25.
7. Take pictures (headshots) of all players, coaches, and managers. These will be used if the team travels to any tournaments. Player cards must be submitted and approved by North Texas Soccer. Further instructions regarding travel are included in the manager's book.
8. Ensure all players are registered online at www.fcdallasyouth.com by July 10, 2010.

Team Registration (Ensure all paperwork is submitted in a timely manner and meets all deadlines)

1. Home Association
2. Register team for the qualifying/bye tournament, if necessary
3. Register team with a playing league (CCSAI, LHGCL, Plano)

Tournaments and Travel

1. Meet with the coach to determine which tournaments the team will participate in. The coach selects tournaments for the team
2. Obtain an application and find out what paperwork is needed for registration. Register on time for the tournaments

3. Present tournament costs to parents and collect fees. The Tournament Expense Form must be completely filled out and presented to the Club and the parents prior to collecting any fees or traveling to any tournaments.
4. If traveling you must submit an application to travel (found at www.ntxsoccer.org). The application must be submitted 30 days in advance for in-country tournaments and 90 days in advance for tournaments outside of the U.S. You will need a travel roster (signatures must match player cards) and names must be the same as USYSA roster, player cards, USYSA roster and fees.
5. Check with the coach to see if guest players are to be invited. Obtain NTSSA release form, medical release and any other necessary items.
6. Arrange for a hotel close to fields if applicable. Present hotel with a rooming list from the coach. Arrange for payment of rooms and transportation for those players going without parents. Be aware of all cancellation policies.
7. Arrange for coach's hotel, airline ticket, rental car and per-diem.
8. Hand out coach's itinerary of the tournament outlining times and places for practices, meeting, meals, lights out, and games to all players.
9. Register at tournament and attend any necessary manager's meetings

Website

1. Manage team website with all required information
2. Upload team picture

Assist Club with Fulfillment of Financial Obligations

1. Ensure, with the help of the coach, all team obligations to the club are met.
2. The team will receive a team payment report monthly and the manager and coach will help in communicating with parents about any outstanding balances.
3. In the case of financial hardship or difficulty in collecting fees, a manager should immediately inform the coach, so that he or she may resolve the problem.

Refer all problems involving concerns of playing time and coaching issues to the team coach immediately.