



## Team Manager Responsibilities

The Team Manager is one of the most important jobs in the Club and we thank each of you for taking on this responsibility. The manager represents the club and is essentially responsible for holding the team together. He/she is the primary source of communication between the Club, the family, and the coach. Communication is vital because most information from the club or coach passes through the manager. Communication skills, organization, patience, and a good attitude are your most important tools.

The duties of the Team Manager include, but are not limited to the following, and may be delegated to other parents of players:

### 1. **Attend quarterly manager meetings**

Managers will be expected to attend quarterly meetings to assist in identifying Club needs and solutions, assist in communication within the Club, and assist in coordinating activities.

Manager meetings are expected to be held in July, October, January & April.

2. **Communication** - Good communication between the Team Manager, Club Coach, players, and player's parents are a must. Each team may use its own preferred form of communication, i.e. e-mail, team meetings, DTF team website, etc. Consistent and timely dissemination of accurate information is very important and should go to all parents. Occasionally, the Club will send information directly to all of the players on your team. This will generally be limited to information considered to be time sensitive (i.e. practice cancelled due to weather, or any other information the DOC feels should be sent to all players as quickly as possible)

3. **Conduct yourself professionally** – Managers are expected to conduct themselves in a professional, respectful and courteous manner when representing your team, your coach or your club. You are typically the first impression anyone sees of the club. Your professionalism (or lack thereof) will play a major role in your team's success and the success of the club in the future.

4. **Ensure that club guidelines & policies are being followed** – Direct your parents to the DTF website under “Club Guidelines” and read each of the policies. There are policies that deal with:

- **Coach’s responsibility**
- **Player’s responsibility**
- **Parent’s responsibility**
- **Uniform Policy**
- **Game Day Policy**
- **Travel Policy**
- **Nutritional Guidelines**

***Many of the policies are a significant change from the way we’ve operated in the past and you need to become familiar with each of them.***

5. **Work with the Club Registrar –**

It is imperative that you work with the club registrar to ensure that all players are properly registered and have been issued player passes from FYSA.

*Please see the attachment at the end of this manual entitled “Registrar Guidelines” for specific instructions.*

**To Complete FYSA Registration, each player must provide the following:**

- Player / Coach Registration Form (Give to Club Registrar)
- Collect Birth Certificates / Copy for Registrar / Copy for Team Binder
- Medical Release Form (Notarized & Placed in Team Binder)
- Players that live out of state must obtain authorization from their home state to register in Florida. **This Must be initiated by the player’s parents & sent to directly to AYSA**
- Appropriate Player Registration Fee

**Once the Player Pass has been issued, managers need to do the following:**

- Obtain Player, Coach & Registrar Signatures for each card
- Attach player or coach picture to the card
- Laminate Individual Passes
- Assemble Pass Ring & Book (Alphabetically)

***REQUESTS FOR GUEST PLAYERS / ROSTER CHANGES / ETC FROM CLUB REGISTRAR MUST BE MADE 5 DAYS IN ADVANCE***

## 6. Familiarize yourself with League Requirements

Note there's a certain number of league games required to participate in FYSA's State Cup or President's Cup.

- EscaRosa League – Allows teams to satisfy league game requirements under our own banner, playing teams locally. First Scheduled League playdate is Sept 26<sup>th</sup>.

## 7. Understand Field Request / Scheduling Procedures

**In order to schedule a field for extra practice or friendly:**

- All fields needed for additional practices or friendlies must be requested **IN ADVANCE by contacting the club manager.**
  - Contact:** Dave Werdung, Club Manager
  - Email:** [dwardung@panhandle.rr.com](mailto:dwardung@panhandle.rr.com)
  - Phone:** 206-5710
- He will acknowledge your email upon receipt and let you know which field is available for use.
  - Never Assume a field is available because no one's on it. Grass cutting, treatment, and wear & tear on the fields must also be considered.
  - Avoid planning friendly matches on Mon, Tues, or Thurs because fields are crowded on those days.
- Club Manager will be in contact with Field Manger to ensure that fields are properly lined for scheduled friendly matches.
- If referees are needed, the Club Manager will contact the Referee Assignor for you. The assignor charges a \$5 fee per game, which the club pays.
- Teams are responsible for paying the referees for friendly matches:

### **Referee Rate Schedule**

- Center Ref: Age + \$14
- Line Ref 1: Age + \$4
- Line Ref 2: Age + \$4

*Note you have to pay the rate that applies to oldest age team (if a U14 team is playing a U13, then have to pay the higher U14 rates)*

- Refs must be paid in CASH based on the rate schedule above. (Bring \$5 and \$1 bills to make it easy)

- If a scheduled game is cancelled, you must contact club manager ASAP to cancel referees. If they are not contacted, your team will be responsible for paying the referees in there is no game and proper notification was not given. Do Not contact the Referee Assignor directly – that will be done for you
- If club manager is out of town, he will designate an alternate contact for scheduling referees and fields.

## 8. Update Team Website –

Managers have been given a username & password to access and update their team pages on the Dallas Texans Florida website. If you do not have one yet or need assistance, contact [web@dallastexansflorida.com](mailto:web@dallastexansflorida.com)

Log onto to you team page via the **Manager Online Tools Link**, using the username and password you were given.

### Once logged in:

- Click on Team Page(s),
- Click on Boys or Girls.
- You will see a green edit button - click that to make changes.  
This gives you access to your team page on the DTF Website to add rosters, team photo and any other info you want.

**Team Managers are responsible for keeping their DTF Team Page CURRENT.** Team Practices, announcements, rosters, and accomplishments should be posted here.

Managers should also arrange for a **team photo** to be taken in the DTF RED uniform as soon as uniforms come in. This picture is to be posted on the DTF team website. Coaches are not allowed in the team photo.

**If managers would like a personal team email account i.e.**

[97boys@dallastexansflorida.com](mailto:97boys@dallastexansflorida.com), send an email to [web@dallastexansflorida.com](mailto:web@dallastexansflorida.com).

That email can be checked at the *Manager Online Tools Link* or set up in Outlook, whatever your personal preference.

**To Access your Team's Roster via the E7 Player Registration System**, click on the **Admin button** on the **Manager Online Tools Link** and login with the username and password that was provided.

You can send group emails from here, but you cannot add attachments or track any emails that you have sent.

**In order to add email addresses** to the E7 system, the additional parent/contact must register as a volunteer.

### **Team Accomplishments**

Please email your team accomplishments to [web@dallastexansflorida.com](mailto:web@dallastexansflorida.com) if you would like it posted anywhere outside of your team page. These would be **major** announcements: Tournament wins, etc. These announcements will have to be approved by the DOC before posting.

## **9. Understand Select Fee Structure at DTF – see attachment**

- Registration Fees / Payment Plans
- Delinquent Player Accounts – Managers to be notified of player accounts that are past due 45 days and in jeopardy of having player pass revoked
- Player cards will be revoked when account becomes past due 60 days
- Manager to return player card to Select Commissioner folder if a player's card is revoked
- Managers must inform Accounts Receivable manager when a player's status has changed (i.e. players moved from training roster to regular roster, player injured, player quit, etc.)

## **10. Familiarize yourself with the DTF Scholarship Policy**

- Deadline for applying for scholarships is July 1<sup>st</sup>
- Volunteer requirement for all scholarship recipients
- Logging of volunteer hours
- Amount of scholarship awards is tied to funding available
- See Attachment concerning Scholarships

## **11. Handle Team Finances and work with the Club Treasurer - See Attachments**

- Establish Team Account and insure that finances are being collected and paid as planned.
- Club Paid Expenses / Allowances
- Check Requests & Reimbursements Procedure
- Procedures for opening a team checking account

- Team Check Cards
- Reporting account activity

## 12. Apply to the tournaments your team plans to attend & fulfill tournament requirements

- All tournaments and games are first planned according to the schedule developed by the team coach and Director of Coaching and based upon the goals established for that particular team after considering their potential level of play. Managers and parents are not to plan tournaments, extra practices or initiate friendlies without first seeking the approval of the coach.
- Read tournament rules to determine eligibility requirements and application due dates.
- Obtain permission to register for the tournament by sending an email to [doc@dallastexansflorida.com](mailto:doc@dallastexansflorida.com)
- Forward the approval from the DOC to the Club Treasurer at [treasurer@dallastexansflorida.com](mailto:treasurer@dallastexansflorida.com) and request a check to be issued to your team or the specific tournament for the registration fee. Allow 2 weeks to receive the funds.
- Submit Tournament Applications & Payment
- Submit “**Inter-Regional Travel Notification**” form to FYSA for approval BEFORE playing outside the state. (Fairhope is close but it’s in Alabama so FYSA has to know about it)
- If the coach intends to use Guest Players, obtain **Guest Player Form** from FYSA & proper signatures.
- Secure a block of hotel rooms for your team and coach if overnight stays are required. For assistance in securing hotels and good rates, contact the DTSC Travel Agent:

**Contact: Sue Davis**

**Email: [sue@travelallseasons.com](mailto:sue@travelallseasons.com)**

**Phone: 972-392-9800**

- Assign players to rooms and designate chaperones.
- Distribute Game Schedule
- Acquire directions and field layout map (if available) & distribute to parents.
- Generate tournament roster & all required paperwork needed for check-in

- Attend tournament “Check In” – typically Friday night unless you received permission from the tournament director to check-in on Saturday morning.
- Submit Player’s Cards &/or required paperwork to Referee or Field Marshall before each game begins and collect at the end of each game.
- Keep track of Scores / Rules / Playoff Possibilities
- Assign Volunteers to Set up / Take Down Tent (if applicable)

### **13. Coordinate Volunteers for DTF Tournament**

- All teams are required to work the tournaments, even if your team is not participating, as all teams benefit from the tournament income.
- At least one responsible parent is asked to serve on the tournament committee from each team to help make the tournament as successful as possible.
  - Blue Angel – October
  - Pensacola Classic – February

### **14. Organize Team Fundraising Events**

### **15. Miscellaneous**

- a. DELEGATE RESPONSIBILITIES – use attachment for ideas**
- b. Coordinate Team Parties, Coach’s Gifts**
- c. Coordinate Team’s Supplemental Uniform Order**

***Remember that you’re the manager, not the coach & there’s a big difference!***

## **Dallas Texans Florida Registrar Guidelines 2009-2010**

The following guidelines were created with the intent of ensuring the highest level of assistance to all DTF teams, team managers, coaches, and players. The procedures are not created with the expectation to address every conceivable situation that may arise throughout the year but created to address the expectations of the Registrar and the club.

### **DTF/PFC Registrar (as defined by the current bylaws of PFC):**

The Registrar shall be responsible for the registration, transfer, and tracking of all PFC players and coaches. Ensure registration procedures are followed as outlined by FYSA Guidelines. Submit registrations and changes of status with appropriate fees to FYSA in a timely manner. **Assist teams with special permission forms, travel requests, and Regional and State Cup registrations.**

### **FYSA:**

DTF/PFC will **only utilize FYSA** for registering players, coaches, managers and team/club volunteers unless appropriate and timely coordination has been accomplished between the team manager and Registrar and approved by the Director of Coaching. There must be significant cause and/or benefit to the team or the club to seek other registration (such as US Club) in which FYSA cannot be utilized. FYSA now allows **Event Rosters** which can accommodate most needs for moving players without changing core rosters or penalizing players/teams for excessive player moves and avoids the need for **Guest Player** forms in most situations and/or events.

### **Registration of Players:**

All players must be registered with FYSA prior to participating in club practices and/or prior to participating in any game play. Each player must have a completed and signed registration form on file with the Registrar (with online registrations; a printed copy must be on file with the Registrar). It is the responsibility of the Team Manager to ensure all players on a team roster has completed a registration form (unless collected on signing day or online registration) and the appropriate form is on file with the Registrar.

For new players (first time members to DTF select soccer; this would include a rec player entering into select although previously registered with PFC as a rec player) must provide a birth certificate to the Registrar. It is the responsibility of the Team Manger to obtain the birth certificate and provide to the Registrar (unless collected on signing day). The club is charged a fee if the birth certificate is not sent to FYSA within 10 days of registration uploads. New players from other FYSA affiliate clubs must still provide a birth certificate to DTF. FYSA holds DTF responsible for physically verifying the birth certificate even if the new player was registered and “age verified” with another club. It is imperative that Team Managers provide the Registrar with birth certificates in a timely manner to avoid additional expense.

**No player will be submitted to FYSA for registration** unless in good standing with the club regarding previous year fees and at a minimum, the club has received the registration fee for the current year (or appropriate arrangements have been made with Accounts Receivable Manager or the player has received a scholarship).

**Registration of Coaches, Team Managers, and Team/Club Volunteers:**

All Coaches, Team Managers, and Team/Club Volunteers must be registered with FYSA and each must complete and sign a risk management disclosure form. The disclosure form will be submitted to FYSA and maintained by the Registrar.

**Player, Coach, Team Manager passes:**

The Registrar is responsible for obtaining/printing all passes based on the appropriate registration and approvals by FYSA. Player passes should be maintained by the manager. There is one pass issued for one player. Multiple passes will not be printed or issued. The loss of a pass bears an expense imposed by FYSA of \$25 per pass or \$100 per team for reprints.

**In the event a player's fees are 60 days past due**, the Team Manager will be required to turn over the player's pass to the Select Commissioner and the player will not be permitted to participate in any practice or game play (unless appropriate arrangements have been made with Accounts Receivable Manager or the player has received a scholarship). Once the player's account has been placed in good standing, the pass will be returned to the Team Manager and the player will be allowed to participate in practice and game play.

**Roster Change Request, Guest Player Request, Etc...:**

The Registrar is responsible for assisting Team Managers and Coaches with registering and tracking players but requests must be timely to allow the Registrar to not only assist you but assist all teams. Last minute requests and changes prior to an event (unless a very unusual circumstance) is completely unacceptable and frustrating for the Team Managers, Coaches, Parents, Players, and the Registrar. All requests for roster changes, guest players or status changes **will be made 5 days prior** to any event the team and/or player will be participating. If requests are not made 5 days prior to the event, the **Team Manager will request and obtain written approval** from the Director of Coaching and/or Select Commissioner prior to any action by the Registrar.

All requests can be made via email and if you have not received a response within 24 hours, contact the Registrar via telephone. If you have still received no response, contact the Select Commissioner for assistance.

**Registrar Contact Information:**

Jeff Gulsby  
[Jeffgul123@yahoo.com](mailto:Jeffgul123@yahoo.com)  
(850) 712-6904



## Select Team Fees

<b>REGISTRATION</b> (All players; due June 6)		\$175
<b>UNIFORM FEE</b> (All players; additional pieces extra; due July 1)		\$175
<b>TRAINING FEES:</b>		
U11-U14	<b>Annual Fee: \$800 for 10 Months (Aug-May)</b>	
	1 <sup>st</sup> payment due August 1 (Aug and May fees)	\$160
	Remaining 8 payments due on the 1 <sup>st</sup> of each month	\$ 80/mo
U15-U16	<b>Annual Fee: \$560 for 7 months(Aug-Oct, Feb-May)</b>	
	1 <sup>st</sup> payment due August 1 (Aug and May fees)	\$160
	Remaining 5 payments due on the 1 <sup>st</sup> of each month	\$ 80/mo
U17-U18	<b>Annual Fee: \$560 for 7 months (Aug-Oct, Feb-May)</b>	
	1st payment due August 1 (1/3 annual fee)	\$187
	2 <sup>nd</sup> payment due Sept 1 (1/3 annual fee)	\$187
	3 <sup>rd</sup> payment due Oct 1 (1/3 annual fee)	\$186

~~Late Fee of \$10 after 10<sup>th</sup> of month will apply to all accounts.~~

\*Payments may be made online at [www.dallastexansflorida.com](http://www.dallastexansflorida.com) via Mastercard, Visa, or electronic transfer from bank account by logging in to your account. Payments made by check should be dropped in the Accounts Receivable box on the wall in the clubhouse or in the white mailbox at the front of the soccer complex if the clubhouse is locked. ***Make check out to "Dallas Texans Florida". Please include player's name and team on check.*** Team manager will be notified when an account is 45 days past due. Payments over 60 days past due without special arrangements will incur a NO PLAY policy and the player's card will be pulled.

\*\*Payments may also be mailed to: Dallas Texans Florida  
c/o Pensacola Futbol Club  
10360 Ashton Brosnham Rd.  
Pensacola, FL 32534

\*\*\*Special payment arrangements may be requested by notifying the Accounts Receivable Manager at [accountsreceivable@dallastexansflorida.com](mailto:accountsreceivable@dallastexansflorida.com).



PENSACOLA FUTBOL CLUB  
DBA Dallas Texans Florida  
10360 Ashton Brosnaham Rd.  
Pensacola, FL. 32534  
(850)-477-7842

### **Team Checking Guidelines for Select Team Managers**

- The best form of communication with the Treasurer is via e-mail addressed to [treasurer@dallastexansflorida.com](mailto:treasurer@dallastexansflorida.com). Phone numbers are listed in the Contact Us section of the Dallas Texans Florida website at <http://www.dallastexansflorida.com>.
- Mail must be placed in the Treasurer folder in the clubhouse mailboxes. The Treasurer folder will be checked at least once a week. All Board Members, Coaches, and Managers have a folder in the clubhouse mailboxes. Folders will be used for all written correspondence, forms, invoices and checks.
- Team checking accounts have been opened for all teams at Coastal Bank and Trust. This change in procedure is for the team manager's protection as well as Pensacola Futbol Club Inc.
- All previously opened team checking accounts are to be closed immediately. If your team account was opened with a team FEIN number from the IRS, this information needs to be given to the treasurer for cancellation of the FEIN number.
- Manager is Primary signature on team account. The Treasurer and one other board member are also signatures on the team account for emergency situations.
- Each team will also be provided with account access card for ATM and debit transactions.
- Team fees will be collected from the players by the team manager. Fees will then be deposited in the team account. The deposit slip with the team's name will be placed in the Treasurer's folder.
- Expenses from the team account are at the discretion of the manager and coach. Check carbons are to be placed in the Treasurer folder with documentation supporting the expenditure.
- The team account will be reconciled by the Treasurer or an assistant to the Treasurer. Reconciliation reports will be approved by the manager.
- Additional checks are available via request to the Treasurer.
- Requests for the balance of your team account may be obtained via e-mail to the Treasurer.



# Team Checking Accounts



## Deposits

Mgr Collects Team Dues From Parents

Money Deposited In Team Checking by Mgr

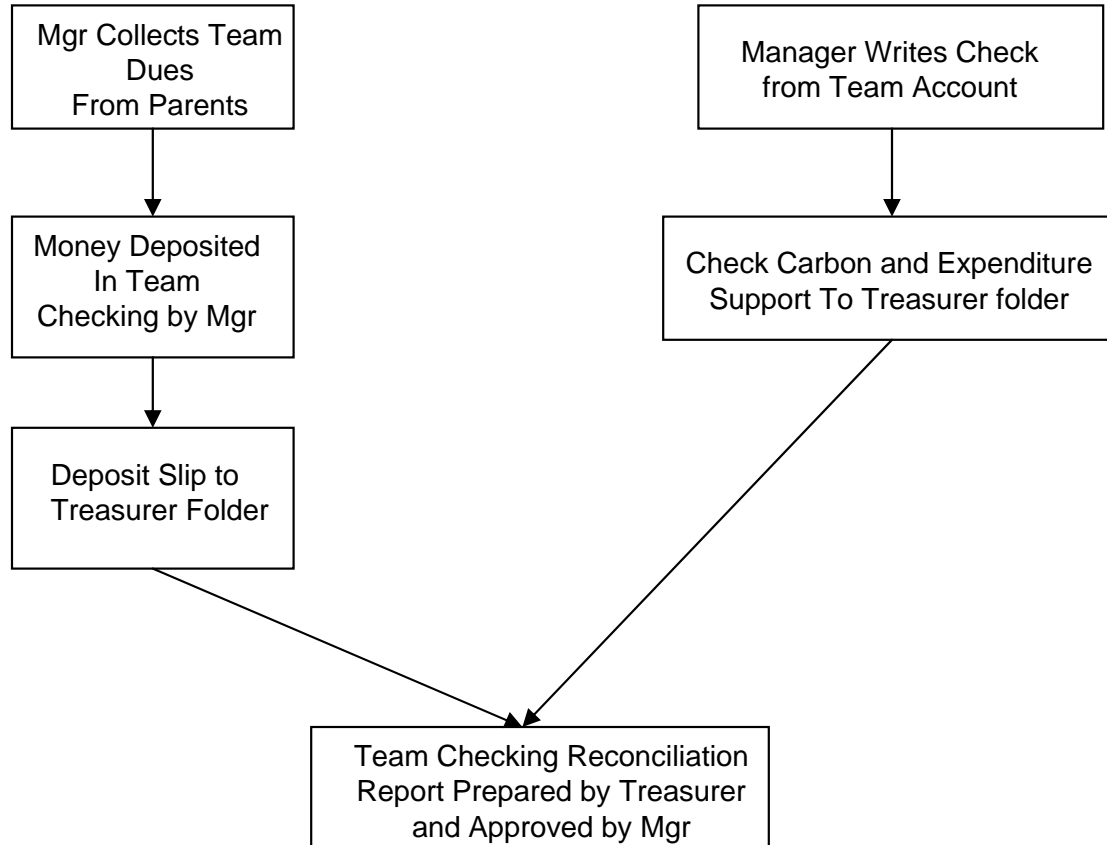
Deposit Slip to Treasurer Folder

## Expenses/Checks

Manager Writes Check from Team Account

Check Carbon and Expenditure Support To Treasurer folder

Team Checking Reconciliation Report Prepared by Treasurer and Approved by Mgr





PENSACOLA FUTBOL CLUB  
 DBA Dallas Texans Florida  
 10360 Ashton Brosnaham Rd.  
 Pensacola, FL. 32534  
 (850)-477-7842

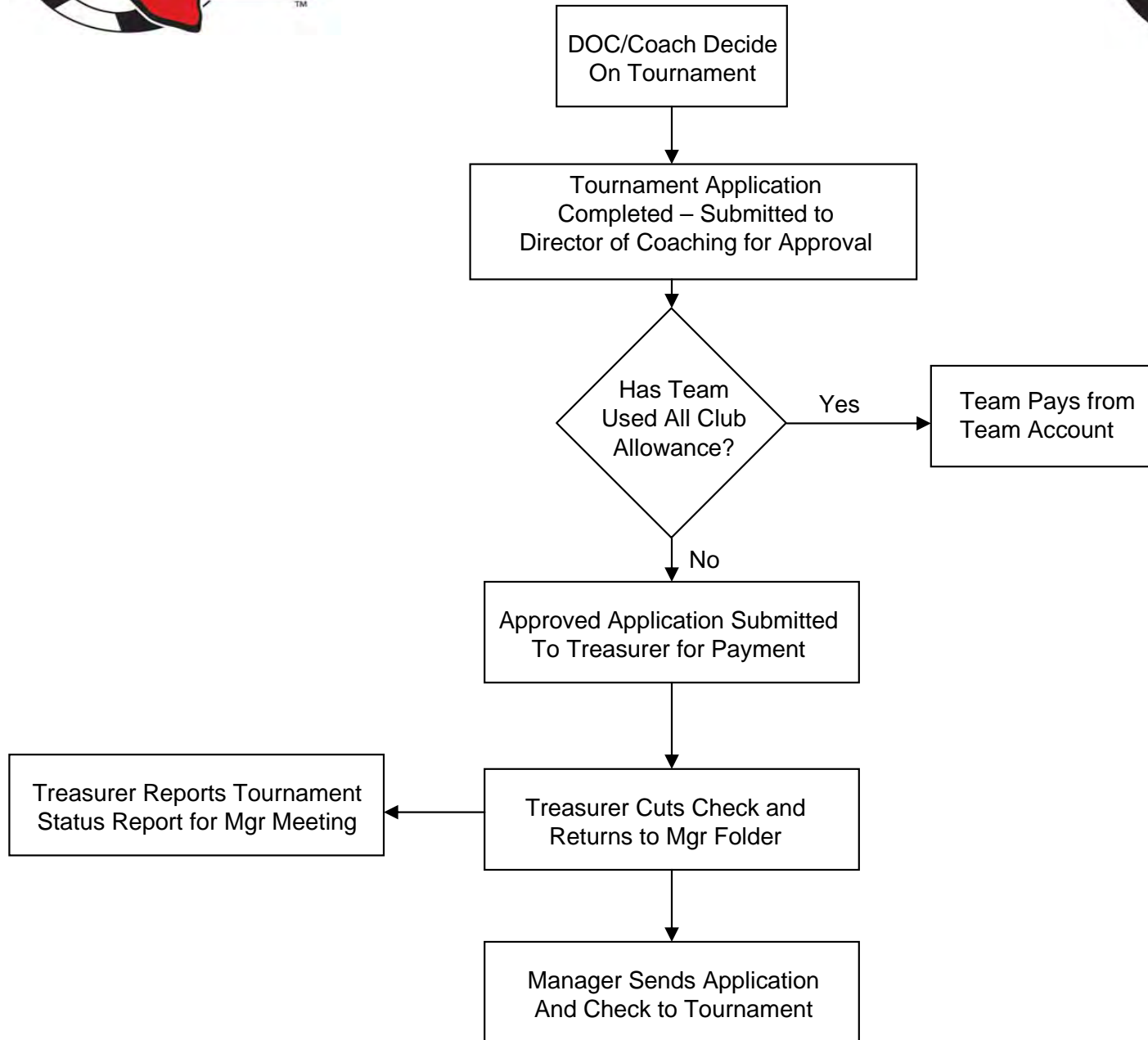
## Treasurer Guidelines for Select Team Managers

- The best form of communication with the Treasurer is via email addressed to [treasurer@dallastexansflorida.com](mailto:treasurer@dallastexansflorida.com). Phone numbers are listed in the Contact Us section of the Dallas Texans Florida website at <http://www.dallastexansflorida.com>.
- Mail must be placed in the Treasurer folder in the clubhouse mailboxes. The Treasurer folder will be checked at least once a week. All Board Members, Coaches and Managers have a folder in the clubhouse mailboxes. Folders will be used for all written correspondence, forms, invoices and checks.
- Check requests must be placed two weeks in advance for timely processing. Checks over \$250 require two signatures, so checks cannot be turned around in a one week time frame.
- Director of Coaching will approve all tournament applications.
- Director of Coaching will approve all coach travel reimbursement requests for both club paid and team paid tournament travel. Coach travel expenses are not to be paid by the manager. Coach travel advances are also not permitted.
- Dallas Texans Florida will pay for Florida State Cup or President's Cup entry and coach travel.
- Dallas Texans Florida will pay for tournament entry according to the table below with coach's travel expenses reimbursed on actual cost basis.

Age	# Tournaments Per Year	Tournament Entry Fee Max
U11 to U14	3 Tournaments	\$450 Max Entry
U15 to U18	2 Tournaments	\$500 Max Entry



# Tournament





## Dallas Texans Florida Scholarship Information for Managers

Scholarship criteria and application can be found on the DTF web site: <http://www.dallastexansflorida.com/Registration.php>. Applications are due annually by July 1 for the following season. The Scholarship committee will review granted scholarships in January to monitor volunteer hours, change in status, etc. Scholarships are granted based on proof of need and funds available. Families experiencing temporary difficulty may contact the Select Accounts Receivable manager for special payment arrangements. See below:

### Dallas Texans Florida Select Program Pensacola Area Soccer Scholarship (PASS)

Scholarships will be awarded on a case by case basis depending upon individual needs and circumstances and monies available. PASS scholarships are for Select Teams only. The Dallas Texans Florida (DTF) Scholarship Committee may modify the scholarship awards within the levels below.

Individuals who do not qualify for PASS or with financial difficulties may request special payment arrangements. Special payment arrangements must be requested and pre-approved by Select Accounts Receivable. Special payment arrangements will be made on a limited basis.

Level	Guidelines	Scholarship
Red	Income less than \$25,000	Reduced registration fee. All monthly fees waived.
	Severe family hardships	
Black	Income more than \$25,000 less than \$40,000	1/3 up to 2/3 monthly payment waived
	Experiencing continued hardships for the entire year, but can participate at a decreased rate.	Reduced registration fee also an option.
White	Income more than \$40,000, but less than \$55,000	2 month's payments waived or deferred
	Currently experiencing problems, "just needs a helping hand"	

**Volunteer time is expected of the recipient family. The volunteer hours below are the minimum to be completed. Volunteer time must be logged on the Dallas Texans Website. Volunteer time will be monitored. Failure to complete volunteer time may result in scholarship withdrawal.**

Red	40 hours
Black	20 hours
White	10 hours

Procedure:

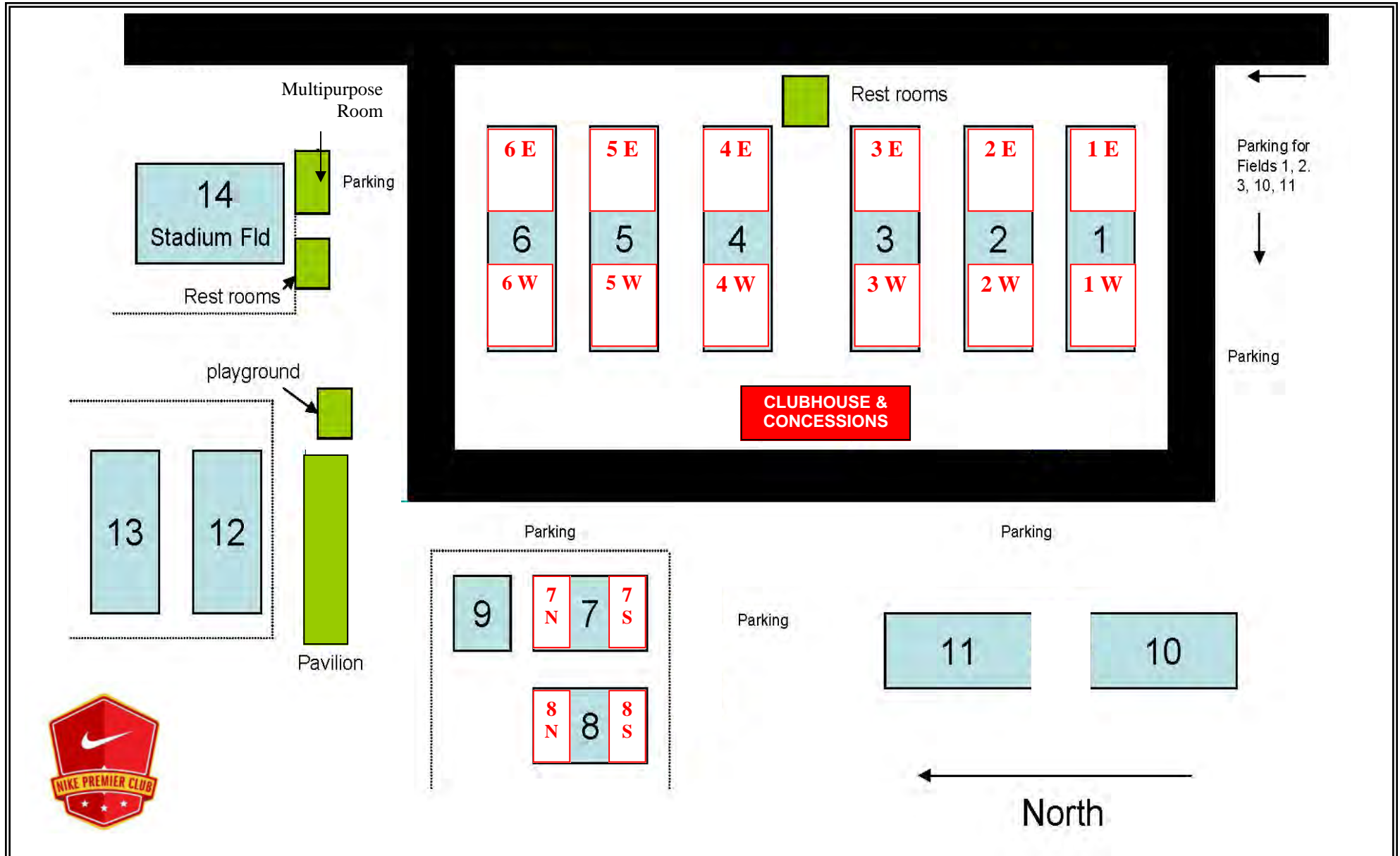
- 1) Fill out information sheet and submit to Select Commissioner.
- 2) The DTF Scholarship Committee will review application, verify information, and make scholarship recommendation.
- 3) The DTF Scholarship recommendations will be presented to the Executive Board for approval. Name and personal information will not be presented. Approved Scholarships will be given to the Treasurer and Select Accounts Receivable for adjustment of player's account. Transfers will be made from the Chris Black Scholarship account when funds are available. The Treasurer will file applications in a secure location.
- 4) Scholarship applications denied will be notified by the DTF Scholarship Committee. Denied applications will be filed by the Treasurer.



# FIELD LAYOUT MAP FOR TEAM PRACTICES



Ashton Brosnham Park  
10360 Ashton Brosnham Rd  
Pensacola, FL 32534



# DALLAS TEXANS FLORIDA

## Practice Schedule

Fall 2009

TEAM	MON	TUES	WED	THURS	FRI	NOTES
98 GIRLS	4:30 Field 3 E		UWF			
97 GIRLS	6:00 Field 5W		6:00 Field 5W			
96 GIRLS	6:00 Field 5E		6:00 Field 5E			
95 GIRLS		6:00 Field 5E		6:00 Field 5E		
94 GIRLS	6:30 Field 6			6:00 Field 6E		
92 GIRLS	6:30 Field 6			4:30 Field 6E		
99 BOYS	6:00 Field 4E		6:00 Field 4E			
99 BOYS RED	6:00 Field 4E		6:00 Field 4E			
98 BOYS		6:00 Field 4E		6:00 Field 4E		
98 BOYS RED		6:00 Field 4E		6:00 Field 4E		
97 BOYS		6:00 Field 1E		6:00 Field 1E		
96 BOYS	6:00 Field 8S		6:00 Field 8S			
95 BOYS		6:00 Field 8S		6:00 Field 8S		
94 BOYS		6:00 Field 7S		6:00 Field 7S		
93 BOYS	4:30 Field 8N			4:30 Field 8N		
92 BOYS	4:30 Field 7S			4:30 Field 7S		
92 BOYS RED	4:30 Field 7N			4:30 Field 7N		
SUPERLIGA GIRLS	6:00 Field 3E			6:00 Field 3E		
SUPERLIGA BOYS	6:00 Field 3W			6:00 Field 3W		
HS PREP			6:00 Field 1W		6:00 Field 1W	



## 2009 - 2010 Referee Fees

Team Age	Playing Age	Side Ref #1 Age + \$4	Side Ref #2 Age + \$4	Center Ref Age + \$14	Total Ref Fees
11	11	\$15	\$15	\$25	\$55
11	12	\$16	\$16	\$26	\$58
12	12	\$16	\$16	\$26	\$58
13	13	\$17	\$17	\$27	\$61
13	14	\$18	\$18	\$28	\$64
14	14	\$18	\$18	\$28	\$64
15	15	\$19	\$19	\$29	\$67
15	16	\$20	\$20	\$30	\$70
16	16	\$20	\$20	\$30	\$70
17	17	\$21	\$21	\$31	\$73
17	18	\$22	\$22	\$32	\$76
18	18	\$22	\$22	\$32	\$76

1. Please note that if your **Team's Age** is U15, and they're playing against a U15 aged team, the total ref fees will be based on the U15 rates (*i.e.* \$67). However, if you are a U15 team, but you're playing against a U16 team, your total ref fees will be based on the U16 age rates (*i.e.* \$70).
2. When playing a friendly match, typically the total ref fees are shared equally between both teams. For example, the cost of ref fees for one U14 game is a total of \$64. Ordinarily, your team your team would be responsible for \$32 and the opposing team would be responsible for \$32. Please verify the payment arrangements with the other team manager BEFORE the scheduled game.
3. Bring cash with you to the game in \$5 & \$1 bills so you and the other team manager can make adequate change for all three officials. Officials must be paid in cash - they don't accept checks!
4. For **ESCAROSA LEAGUE PLAYDATES**, teams will be required to pay an additional \$20 to the hosting club (not the officials) to cover league administration costs.



**DTF \_\_\_\_\_ TEAM VOLUNTEER SIGN UP SHEET**

Job/Activity	Description	Team Volunteer	Phone	E-mail	Notes
<b>Team Manager</b>	Coordinates and manages all matters (unrelated to coaching) involving the team				
<b>Team Treasurer or Finance Committee Representative</b>	Manages the financial affairs of the team including setting up of the bank account, deposit of team funds, issuing checks for team expenses, reconciling account, and providing financial reports to the team at the end of the fall and spring seasons.				
<b>Tournament Representative</b>	Attends planning meetings and helps coordinate volunteers needed for tournaments hosted by DTF; Serves on tournament committee at DTF				
<b>Field Representative</b>	Works with Club Field representative (Kevin Webb); Coordinate volunteers from team to help with field maintenance when needed				
<b>Hospitality</b>	Coordinates all parties & special team activities; social butterfly; thank you note writer, etc.				
<b>Fundraising Coordinator</b>	Develop and implement ways the team can earn money to lessen the additional costs for each player; Selling of Sign Sponsorships				
<b>Media / Newsletter Representative</b>	Write short summaries of the happenings of the team for the club newsletter, website and local newspapers.				
<b>Team Webmaster</b>	Provides updated information to team website; Keeps calendar current; Supplies news to Club Webmaster.				
<b>Team Uniform Coordinator</b>	Coordinates Supplemental Uniform Orders for the team; Assist in ordering & distribution of uniforms when received				
<b>Team Photographer</b>	Takes player photos for player passes; Takes team photo in home uniform and makes available for upload to DTF website; Takes pictures at tournaments and special events make available for upload to website or for promotion purposes.				
<b>Team Travel Coordinator</b>	Coordinates the selection of team's hotel for travel tournaments / events. Arranges team dinner locations & other activities if needed.				

# DALLAS TEXANS FLORIDA

## Club Guidelines

The Dallas Texans Soccer Club, in building a successful organization, has demonstrated the importance of communication between the Club, Parents, Players and Coaches. It is our mission to provide a supportive environment for all members of the Texans to accomplish this goal. As a tool, we would like to share the *Dallas Texans "Proven Approach" for Coaches, Managers, Players and Parents*. As part of your commitment to the Club, team and coach, please take the time to read this essential information.

### Coach's Duties and Responsibilities

- The coach is hired by the DOC and approved by the Club. The coach has the sole responsibility for coaching the team, which includes:
- Selecting a team manager and approving any parental team support
- Selecting and deleting players from the team
- Determining tactics and formations
- Determining playing positions
- Determining playing time
- Determining times for training sessions
- Establishing and implementing training techniques and times in accordance with the format developed by the Director of Coaching
- Recruiting players within the State Association guidelines
- Selecting tournaments in which the team will play with the recommendation of the DOC
- Secure substitute coach, with the guidance of the DOC, if for any reason the coach is unable to attend a game/practice
- Ensure that uniform policy is enforced for practice and games
- Be available to parents to discuss players
- Keep good communication with the manager regarding team finances
- In addition, the coach will:
- Lead by example
- Be ultimately responsible for the team regarding the enforcement of all club and team policies, procedures, rules, regulations, including the philosophy of the Club.

- Attend all scheduled club coaches meetings, including special meetings called by the Director of Coaching.
- At no time, handle any team or club funds, including the maintenance of bank accounts or accounting records.

## Parents Expectations

The parents are an integral part of the Dallas Texans support system. It is important that parent's observe the guidelines established by the Club, Leagues and State Association. You are expected to:

- Be encouraging, supportive and affirmative in regard to my child's play on the field
- Respect officials and accept their decisions
- Support the coach, manager and the team
- Volunteer my services and talents to the Club when possible
- Familiarize myself with the Laws of the Game
- Comply with the rules, policies, and procedures of the team and the club as they apply to me.
- Discuss your child:
  1. only with your coach
  2. not with the manager or any other person
  3. only at a time mutually agreed upon by the coach - never prior to, during or directly after a game

Parents should never:

- engage in dissent directed to an official
- engage in any kind of unsportsmanlike conduct with any official, coach, manager, player or parent
- interfere at any time with the duties and responsibilities of the coach or manager
- act in any way that is detrimental to the team or the Dallas Texans Soccer Club

The Dallas Texans Soccer Club is very proud to have a national reputation of excellence and as one of the most professionally managed and operated soccer clubs in the country. In order to preserve and respect our professional reputation, it is the strict policy of the Dallas Texans Soccer Club that no person challenge, protest or file any complaint (written or verbal) against any soccer officials (state association, coaches, the league, other soccer clubs, or referees) without express permission from

the Dallas Texans Soccer Club Director of Coaching or Board of Directors. Any violation of this policy will be dealt with in an appropriate manner.

## **Players Expectations**

The players are selected by the coach. It is important that players observe the guidelines established by the Club, League and State Associations

The player will....

- Train and play to the best of my ability
- Have a positive attitude and never quit
- Win without boasting and exemplify sportsmanship
- Respect officials and accept their decisions without question
- Only give positive encouragement to fellow teammates
- Arrive prepared for all games and training sessions, i.e. proper mental attitude and equipment
- Respect my coach, teammates and opponents
- Learn and obey the Laws of the Game, the team and the club
- Practice soccer skills and condition on my own
- Notify the coach or team manager if I will be tardy for or unable to make a practice game or meeting

Further the player will never...

- Allow my enthusiasm and commitment for soccer to override by responsibilities to my education
- Use profane or vulgar language
- Use a controlled substance unless prescribed by a physician
- Leave the field or a session without the permission of the coach
- Disregard any instructions of my coach
- Forget that I represent the Dallas Texans Soccer Club

## Practice Policy

- Players must arrive at the field ten minutes prior to practice time.
- Players must practice in the Nike Texans practice uniform consisting of:
  - Nike practice t-shirt with Nike, Manchester United, & Texans logos
  - Black Nike practice shorts
  - White Nike Practice socks
  - Texans Hoodie – in cold weather if needed.
- Players must come with a properly inflated soccer ball.
- Players must wear shin-guards.
- Players must bring plenty of water.
- If a player must arrive late or leave a practice early, the coach must be notified in advance.
- If player needs to miss a practice, notification must be made to the COACH. If directed by the coach, the practice must be made up with another team.
- Players are allowed to practice with other teams in the club provided permission has been obtained by both coaches first.

If you would like a conference with the coach, an appointment must be made either before or after the practice or at some point during the coach's free time.

## Game Day Policy

- Players must arrive at the game field from 45 minutes to 1 hour before the game.
- Players must arrive properly and uniformly dressed.
- Players must only warm up with their teammates and coaches.
- Players can only be instructed by the coach during the game. The parents' role is strictly encouragement – no coaching.
- Any involvement of the parent with their player during the game has to be designated by the coach (injuries, water breaks, etc.)
- If a player will be late for the game or has to leave the game early, the coach must be notified in advance.
- During the games, parents should refrain from making any comments to the game officials. The referees and linesmen should always be dealt with in a professional and courteous manner.
- Parents are not allowed to approach the coach after the game. Discussions about playing time, playing position, etc should be scheduled for another time.

Every coach, player and parent must behave according to the guidelines of DTF, FYSA, league and tournament rules.

## **Out-of-Town Tournaments Policy**

- Itinerary should be given to all the players by the coach before departure to any out of town tournament.
- We strongly encourage players to travel together as a team.
- As long as the team is still playing in the tournament, players are required to meet at a designated area at a designated time as specified by the coach or manager to do any team related activities such as meals, walks etc.
- Teams will be traveling from the hotel to the fields and back together.
- Players must be dressed uniformly when departing to the games.
- Using the swimming pool, Jacuzzi, exercise equipment, or the like must only be done with permission of the coach.
- Players must never leave the hotel without permission of the coach, even if leaving with their parents. The coach must know the whereabouts of all players at all times.
- Players must follow the itinerary and must follow curfew precisely.
- For teams U11-U13, the players have the option of staying with their own parents.
- For teams of age 14 and up, the players must room together if required by the coach.
- Every person associated with the Texans' Club must follow the rules of the hotel in which they are staying.
- Players are not allowed to run around in the hotel, play soccer in the hotel hallways, or walk barefoot or shirtless.
- If the tournament has both male and female teams, casual association during free time will be allowed in public areas, but absolutely no player will enter the rooms of players of the opposite sex.
- If a conference is necessary between the coach and an individual player, it must be done in the lobby of the hotel or if a more private area is required, then it needs to be done in the presence of a manager or the parent of the player or another adult.

# *Dallas Texans Florida*

## **Uniform Policy**

*\*Amended 5/13/09\**

The Dallas Texans Soccer Club Florida Division (DTF) is striving to project a professional image. Every player should adhere to the following practice and game uniform policies. Only official DTF Nike uniform sets, DTF practice gear, and DTF cold weather gear should be worn.

### **Practices:**

All players should arrive at practice wearing the following:

- DTF Practice T-shirt
- Non-numbered Black Practice Shorts
- White Nike Socks.

Practice t-shirts must be tucked in at all times.

All players should bring their soccer bags, soccer balls, and water or a sports drink.

Soccer bags should be lined up neatly at the sidelines.

Game uniforms should never be worn at practice, and such players are to be sidelined by the coach during the entire practice or until they comply with this policy.

Goalies may wear their keeper jersey during practice.

Compression under-shirts (white – should match main color of practice t-shirt) and under-shorts (black – should match color of practice shorts) may be worn.

During cold weather, players may wear their black hoodie and fleece sweatpants during practice.

## Field Player Game Uniform:

- The Dallas Texans Florida **primary game uniform** for all season games/tournaments and all invitational tournaments:
  - **Red jersey**
  - **Red game shorts**
  - **Red game socks.**

If there is a color conflict when we are Home team, then the alternate game uniform should be worn.

- Our **alternate game uniform** is:
  - **White jersey**
  - **Black game shorts**
  - **White game socks.**
- Game jerseys must be tucked in at all times.
- All players should arrive to a game wearing the following:
  - **DTF practice T-shirt**
  - **Game shorts**
  - **Game socks**
- Practice t-shirts must be tucked in at all times.
- Players will warm-up in their practice T-shirt, and then change to their game jersey 5 minutes prior to game kick-off.
- Game jerseys must be tucked in at all times.
- All players should arrive wearing the same colors.
- All players should have both game uniform sets and their practice T-shirts with them, along with their soccer bags, soccer balls, and water or sports drinks.
- Soccer bags should be lined up neatly on the sidelines.
- Compression under-shirts (white or red - should match main color of game jersey) and under-shorts (red or black – should match color of game shorts) may be worn.

## **Goalkeeper Game Uniform:**

Goalies should arrive wearing the following:

- DTF practice t-shirt
- Black game shorts
- Black game socks

Change to your game jersey 5 minutes prior to game kick-off.

Alternatively, goalies can elect to arrive wearing their goalkeeper attire (jersey and shorts/pants).

Goalies may elect whether or not to tuck in their practice t-shirt during practice, or goalkeeper jersey during game play, while playing as goalkeeper.

Goalies that also have time in games as a field player must change to the same uniform as their field players.

### **Goalie's game uniform for all season games/tournaments and all invitational tournaments is:**

- Black game shorts
- Black game socks
- Either of the Texans' keeper jerseys (blue jersey, or gray & black jersey)

## **Attire After or In-between Games:**

After the completion of a season game, or in between season tournament and invitational tournament games, players (including goalies) must change from their game jersey to their practice t-shirt. Being shirtless or wearing only a sports bra is not allowed. This applies while at the fields or while out in public.

In no event should any other shirt or shorts/pants/skirts be worn with DTF game uniforms at any time.

## **Cold weather gear:**

- Nike sweat suit (if required in team uniform kit) should be worn to all games/tournaments when the weather allows it and uniformly by all players. For pre-game warm-up, if one or more players are not wearing their cold weather gear, then no player can wear their cold weather gear. Note: if over heating or getting too cold is a problem, then common sense and safety should be followed. Black head bands/ear warmers and black leggings may be worn during cold weather.
- No hats are allowed at any time.
- Cold weather under-shirts (white or red - should match main color of game jersey) and under-shorts (red or black – should match color of game shorts) may be worn.

## **Personal Wear:**

The following items are considered personal wear items and not required to be Nike branded:

- Soccer shoes (any color)
- Goalkeeper attire (gloves, goalkeeper under shorts/goalkeeper pants)
- Compression/cold weather under-shirts and under-shorts (subject to color requirements above)
- Headbands, ear warmers, and leggings (black only)

## **Outside Representative Functions:**

Functions such as club/team fundraisers, volunteer work with sponsors, ball boys/girls at local high school and college games, etc. are a good opportunity to represent the Dallas Texans Florida. Practice uniforms, and cold weather gear (Nike sweat suit, hooded sweatshirts and sweatpants) ARE allowed to be worn by players.

Note that players may also wear their practice t-shirt, Nike sweat suit, and/or hooded sweatshirt outside of practice, i.e., to school, etc.

For travel to tournaments, team dinners, etc., players should wear their practice t-shirt, and Nike jacket (or hoodie if team did not purchase Nike sweats) as weather allows.

# Dallas Texans Florida

## Select Team Contacts

### 2009-2010 SEASON

TEAM NAME	AGE GROUP	COACH NAME	COACH HOME PHONE	COACH CELL PHONE	COACH PRIMARY EMAIL	MANAGER NAME	MGR HOME PHONE	MGR CELL PHONE	MGR PRIMARY EMAIL
99 Boys	U11 Boys	Nic Cardoso	478-3144	529-6136	<a href="mailto:nicolaucardoso@hotmail.com">nicolaucardoso@hotmail.com</a>	Billy Mims	937-8506	410-340-2469	<a href="mailto:bgmims@SHIMADZU.com">bgmims@SHIMADZU.com</a>
99 Boys Red	U11 Boys R	Felipe Lawall		454-9254	<a href="mailto:felipelawall@hotmail.com">felipelawall@hotmail.com</a>	Mark Carr		602-4146	<a href="mailto:mark.carr@wolterskluwer.com">mark.carr@wolterskluwer.com</a>
98 Boys	U12 Boys	Nic Cardoso	478-3144	529-6136	<a href="mailto:nicolaucardoso@hotmail.com">nicolaucardoso@hotmail.com</a>	John Stacey		516-9886	<a href="mailto:jstacey@cox.net">jstacey@cox.net</a>
98 Boys Red	U12 Boys R	Scottie Milton		291-2490	<a href="mailto:scottiemilton@gmail.com">scottiemilton@gmail.com</a>	John Stacey		516-9886	<a href="mailto:jstacey@cox.net">jstacey@cox.net</a>
98/99 Girls	U12 Girls	Joe Bartlinski Colleen Bartlinski		501-8501 332-7499	<a href="mailto:jbartlinski@uwf.edu">jbartlinski@uwf.edu</a> <a href="mailto:baggio2@cox.net">baggio2@cox.net</a>	Trisha Holtzclaw	677-9890	240-425-2411	<a href="mailto:trishaholtz@hotmail.com">trishaholtz@hotmail.com</a>
97 Girls	U13 Girls	Kenny Morgan		232-8680	<a href="mailto:Socsurf@cox.net">Socsurf@cox.net</a>	Kim Slaybaugh	936-5214	516-7704	<a href="mailto:kaslay22@mchsi.com">kaslay22@mchsi.com</a>
97 Boys	U13 Boys	Rusty Plenkers		607-5088	<a href="mailto:coachrusty@msn.com">coachrusty@msn.com</a>	Tanya Hughes		572-9925	<a href="mailto:tanyahughes@cox.net">tanyahughes@cox.net</a>
96 Girls	U14 Girls	Trisha Cooper		(718) 930-3122	<a href="mailto:coopert100@hotmail.com">coopert100@hotmail.com</a>	Christy Harpole Stephanie Klumpp	(251) 990-0063	(251) 401-3504 206-1255	<a href="mailto:christyharpole@bellsouth.net">christyharpole@bellsouth.net</a> <a href="mailto:sklumpp@bellsouth.net">sklumpp@bellsouth.net</a>
96 Boys	U14 Boys	Dave McCarthy	456-2029	512-2439	<a href="mailto:scousemacca@hotmail.com">scousemacca@hotmail.com</a>	Billy Mims	937-8506	410-340-2469	<a href="mailto:bgmims@SHIMADZU.com">bgmims@SHIMADZU.com</a>
95 Girls	U15 Girls	Trisha Cooper		(718) 930-3122	<a href="mailto:coopert100@hotmail.com">coopert100@hotmail.com</a>	Lisa Marsh	434-8494	261-3899	<a href="mailto:mgmmarsh@bellsouth.net">mgmmarsh@bellsouth.net</a>
95 Boys	U15 Boys	Dave McCarthy	456-2029	512-2439	<a href="mailto:scousemacca@hotmail.com">scousemacca@hotmail.com</a>	Davia Walker	981-9168	554-0663	<a href="mailto:walkers1990@mchsi.com">walkers1990@mchsi.com</a>
94 Girls	U16 Girls	David Kemp		390-2018	<a href="mailto:Kempy47@hotmail.com">Kempy47@hotmail.com</a>	Dawn Hart	994-8395	221-9858	<a href="mailto:dhart@olivebaptist.net">dhart@olivebaptist.net</a>
94 Boys	U16 Boys	Craig Wallace		850-699-8500	<a href="mailto:adiwallace1@msn.com">adiwallace1@msn.com</a>	Cathy Lacey	932-9453	516-2340	<a href="mailto:icjsnrlacey@bellsouth.net">icjsnrlacey@bellsouth.net</a>
93 Boys	U17 Boys	Felipe Lawall		454-9254	<a href="mailto:felipelawall@hotmail.com">felipelawall@hotmail.com</a>	Yukie Koichi Jeannie Fowler	449-2375 426-0932		<a href="mailto:koichiyukie@gmail.com">koichiyukie@gmail.com</a> <a href="mailto:jwface@gmail.com">jwface@gmail.com</a>
92 Girls	U18 Girls	David Kemp		390-2018	<a href="mailto:Kempy47@hotmail.com">Kempy47@hotmail.com</a>	Erin Hernandez	433-3434		<a href="mailto:eshernandez@cox.net">eshernandez@cox.net</a>
92 Boys	U18 Boys	Craig Wallace		850-699-8500	<a href="mailto:adiwallace1@msn.com">adiwallace1@msn.com</a>	Kerry Shanaghan	439-3825	418-5151	<a href="mailto:a6shans@cs.com">a6shans@cs.com</a>
92 Boys Red	U18 Boys	Kent Williamson	458-6528	341-4091	<a href="mailto:Kent.williamson@cox.net">Kent.williamson@cox.net</a>	Niloufer Billimoria	474-9755	723-5667	<a href="mailto:nilflower@yahoo.com">nilflower@yahoo.com</a>

Director of Coaching	David Kemp		390-2018	<a href="mailto:kempy47@hotmail.com">kempy47@hotmail.com</a>	Select Commissioner	Christy Harpole	206-1255	<a href="mailto:christyharpole@bellsouth.net">christyharpole@bellsouth.net</a>
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\*Updated 8-18-09\*