



New Chapter Guide

“Preparing the Future Coaches of Texas”

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MISSION STATEMENT

The Future Coaches of Texas Association (FCTA) introduces young adults to the fundamentals of coaching and encourages them to explore opportunities in the coaching profession. Through FCTA, accredited educational entities throughout the state of Texas can establish local chapters to introduce students to coaching concepts and encourage them to build an understanding of how to:

- promote athletic performance
- facilitate team leadership
- drive towards overall excellence as a future coach.

HISTORY

FCTA began as an idea within the Thornton-McFerrin Coaching Academy at Texas A&M University. The program elements were defined with the help and support of the FCTA Advisory Council, Texas High School Coaches Association Education Foundation, Texas High School Athletic Directors Association, and the Texas Education Agency.

FCTA began organizing in the Fall of 2022 with the vision to operate like other student organizations such as FCA, BPA and TAFE by establishing local Future Coaches of Texas (FCT) chapters in accredited educational institutions throughout the state. The association was then created to help govern and serve the local high school chapters and thus promote athletic coaching as a profession to FCT members.

In December 2024, FCTA was officially recognized as a Career and Technical Student Organization (CTSO) by the Texas Education Agency with the goal of aligning with the Education and Training and the Health Science Programs of Study.

MEMBERSHIP

Membership is open to any accredited educational institution in Texas that is interested in establishing a local chapter to encourage their students to explore coaching as a career and instill the high qualities of character, service, scholarship, and leadership that are essential to the profession. Membership dues of \$100 must be paid annually to the Association for chapters to remain in good standing. Chapters who are in good standing will have access to educational resources, be provided monthly curriculum for meeting discussions, and receive priority invitations to coaching seminars and other events hosted by FCTA. We are also anticipating future regional and state level events as the Association grows.

GOALS

The goals of each FCT chapter should align with the following:

1. To recruit members with high ethical and moral standards who are interested in athletic coaching in a volunteer or professional capacity.
2. To provide opportunities that promote a positive attitude in the field of athletics and enhance depth of knowledge related to coaching.
3. To provide a support system of mentors and peers to help grow confidence and competence as members participate in coaching related activities.
4. To encourage member involvement, promote personal growth, and develop servant leaders that foster pride in their school and contribute to the educational and athletic experience of others.

PURPOSE

Each member should participate with a purpose-driven intent to:

1. Learn about the coaching profession, its opportunities, responsibilities, and its role in our schools and communities.
2. Explore personal interests and abilities in relation to the various fields of coaching as well as pathways to enter the profession.
3. Cultivate the qualities of confidence, character, and leadership which are essential in good coaches.
4. Study the methods and influence of existing coaches.

PLEDGE

Each member is expected to uphold the following pledge:

“As a member of Future Coaches of Texas, I hereby pledge to promote a positive attitude towards all aspects of coaching, enhance my knowledge of the coaching profession, and uphold high ethical and moral standards while actively serving and leading within my school and community.”

ADVISOR CHECKLIST FOR NEW CHAPTER SETUP

Chapter Setup: Phase 1 Requirements		
Step 1	<input type="checkbox"/>	Use this guide to introduce the mission, goals, and purpose of the FCTA to Campus Administrators (Principal and Athletic Director and/or Campus Coordinator) and, based on their guidance, determine whether to proceed with the registration process.
Step 2	<input type="checkbox"/>	<p>Identify and gather the following information to proceed with the registration process:</p> <ul style="list-style-type: none"> • Chapter Advisor(s) – name, title, phone number, email address (A secondary advisor can also be designated as well.) • School Information – name, physical address, mascot, website, THSCA Region Designation and whether SportsYou can be used as social media platform. • Principal’s Information – name, email address • Athletic Administrator (<i>this can be an AD or Campus Coordinator</i>) – Name, Title, Email Address • Form W-9 for your school or school district – this is needed to facilitate the invoicing process for payment of dues. (A substitute form is also available on the website which can be used in place of your school’s W-9 but please DO NOT input any ACH information.)
Step 3	<input type="checkbox"/>	Complete the application form: https://futurecoachesoftexas.org/application/
Step 4	<input type="checkbox"/>	<p>Recruit! Start with students in your classes, then reach out to other teachers and coaches who can recommend students who might be interested in a career in athletic coaching.</p> <p><i>*Establishing a core group of students to serve as an officer team early in the setup process will provide a solid foundation for your chapter.</i></p>
Step 5	<input type="checkbox"/>	<p>Once an FCTA administrator approves the application, the following will occur:</p> <ul style="list-style-type: none"> • Approval emails will be sent to the Principal and Athletic Administrator identified in step 2. • The chapter advisor will receive an email with credentials and instructions on how to login to their chapter’s online portal. <p>Upon receipt, advisors should use the credentials provided to access their chapter portal and confirm their chapter’s registration information as well as track administrator approvals. <u>Advisors should not proceed to the next step until this action is complete.</u></p> <p><i>*The online portal will provide advisors and student leaders with the ability to complete all tasks to setup the chapter and remain in good standing as the chapter is renewed annually.</i></p>
Step 6	<input type="checkbox"/>	Once both the Principal and AD or Campus Coordinator approve the application, phase 2 of the chapter setup process begins and is facilitated through the chapter’s dashboard.
Chapter Setup: Phase 2 Requirements		
Step 7	<input type="checkbox"/>	Pay chapter dues. Annual dues of \$100 must be paid to proceed with the chapter registration process and for advisors to be eligible to participate in advisor meetings. A link to pay dues will be provided via the online portal and a receipt must be uploaded to the portal to confirm payment. <u>Advisors should not proceed to the next step until this action is complete.</u>
Step 8	<input type="checkbox"/>	<p>Once dues are paid, an FCTA admin will establish the chapter’s team in SportsYou and provide access to the advisor. The advisor will also be provided with full access to the chapter’s portal and should complete the following:</p> <ol style="list-style-type: none"> 1. Assign a chapter President and Vice President.

		<ol style="list-style-type: none"> 2. Download the charter and begin drafting the by-laws. Once the by-laws have been established, the final document must be uploaded to the portal. 3. Join the assigned SportsYou team. 4. Verify that the chapter can operate financially per school district policy and confirm this step has been completed by clicking the checkbox on the requirements dashboard in the chapter’s portal.
Step 9	<input type="checkbox"/>	An FCTA admin will confirm the action items in step 7 have been completed and place the chapter in an “active” status. The advisor will then receive an email indicating the chapter is active and able to fully operate as an FCT chapter and participate in Association activities.
Annual Census	<input type="checkbox"/>	Each March, chapters will be asked to report a current headcount of chapter membership. Chapters will only report a number. The Board of Student Leaders for each chapter should maintain a solid record of their membership and ensure it remains current for the members who complete the membership requirements as stated in their chapter by-laws.

NEXT STEPS FOR NEW CHAPTERS

Once the registration process is complete, the chapter will be active and able to operate as an FCT chapter representing their school, participate in FCTA events and have full access to FCTA resources. We encourage new chapters to consider the following for their next steps:

- Promote the chapter and grow student interest.
- Schedule and advertise chapter meetings.
- Identify whether the chapter will collect membership dues and if so, how much per member. The max is \$20 per member. However, the collection of dues should never prohibit a student from participating.
- Finalize and fully adopt the chapter by-laws.

The goals of the first few meetings should include:

- Introduction of the purpose and advantages of chapter membership.
- Identification and election of the Board of Student Leaders.
- Setup of a recurring meeting schedule. Chapters are encouraged to have meetings at least every 2 to 3 weeks but at a minimum, must meet monthly.
- Determination of the types of coaching activities the chapter would be interested in pursuing. Additional guidance will be provided by the association, but some ideas include, encouraging members to consider the following:
 - Volunteer coaching opportunities in local youth sports organizations,
 - Helping organizations such as the Boy’s & Girl’s Club or the local YMCA,
 - Hosting fun tournaments where members get to coach their peers, and
 - Find opportunities to periodically shadow a mentor coach.
- Identification of potential expenditures and the preparation of a budget. You will need a plan to determine how much money your chapter will need and how you will go about earning that money.

As each chapter begins to organize, the association will provide guidance and templates to facilitate meetings and correspond with chapters using the SportsYou platform.

YOU ARE OFF TO A GOOD START!



OTHER HELPFUL HINTS

PROMOTING YOUR CHAPTER

- Ask teachers and coaches for recommendations of students who have expressed an interest in coaching.
- Advertise in your school newspaper or during morning announcements.
- Have a booth at student registration or other events at the beginning of the school year.
- Create a flier for students, teachers and coaches to hand out.
- Send “We miss you” cards to those not in attendance.
- Develop a booklet outlining the group’s program.
- Give recognition to members for jobs well done.
- Hold social events during the year.
- Hold a faculty welcome and reception.
- Publicize chapter accomplishments in school and local newspapers.
- Provide interesting programs with good speakers, movies, refreshments, and entertainment.
- Keep new members active.
- Make everyone feel included in the group.
- Sponsor an activity for the entire student body such as a fun kickball tournament.
- Place notices of meetings and activities in classrooms.
- Create a webpage/google site highlighting chapter goals and activities.
- Present your goals and activities to the local school board.
- Create a social media fan page for your chapter (if school policy allows).

ORGANIZING YOUR MEETINGS

Have an agenda for each meeting. This will make meetings run smoothly and efficiently. It also assures that everything is considered, and nothing is forgotten. The following is a standard “order of business” from which you can write your agenda:

- Call to Order
- Take attendance
- Read and approve prior meeting minutes
- Review Treasurer’s report
- Review reports of other officers
- Review reports of committees
- Discuss unfinished business
- Introduce new business
- Discuss coaching topic (as provided by FCTA)
- Make any announcements
- Adjournment

CONDUCTING YOUR MEETINGS

- Find a regular meeting place
- Start meetings on time
- Follow your agenda
- Provide agenda to attendees
- Have paper and pencil for each member
- Use parliamentary procedure
- Poll members on activities to pursue
- Gather ideas on how the chapter can grow.

A FEW ADDITIONAL ITEMS:

Monthly advisor meetings occur to help keep chapters current on association activities. FCT chapters have the first opportunity to register for student seminars. These student seminars are announced via SportsYou and during the monthly advisor's meeting. Each month, chapters can access meeting curriculum to use to facilitate conversation and learning activities.

Finally, FCTA leadership is always available to help support chapters in their efforts to encourage the next generation of coaches. We welcome all feedback and ideas on how to continue to grow FCTA. Feel free to send any thoughts or comments to FutureCoachesofTexas@tamu.edu.

Welcome aboard and we hope to hear from you soon!