



## **Carolina Soccer Club**

### **Classic Team Account and Budget Info 2010/11**

Thank you very much for volunteering to be an integral part of our youth's soccer life as a team treasurer! Hopefully, the following will help serve as a guideline for a successful soccer season.

#### **Opening a Checking Account**

To open/maintain the team checking account. If there is not an established Federal Tax Identification Number for the team, the team treasurer will need to apply for the EIN that is required for opening the account. The account can be at a bank of your choice.

To set up the team account, you need an Employer identification number (EIN). You get this by going to the link provided below for the SS-4 form. Call 800-829-4933 if you have any questions.

\*see attachment from IRS site

To apply online:

[https://sa2.www4.irs.gov/sa\\_vign/newFormSS4.do](https://sa2.www4.irs.gov/sa_vign/newFormSS4.do)

Lines 1-5b: your name and address info

Line 7: your name

8a: type of entity- "other non-profit organization"

9: reason for applying- "banking purpose"

Once you have the EIN number, you can go to the bank and set up an account.

You want a non-interest bearing account, for which there should be NO charge. The checks only require one signature, but both the manager and treasurer should be named as having check signing authority. Checks should be labeled as:

**Carolina Soccer Club**

**DBA "year of team + team name"**

#### **Managing the Account**

- Team Coaches are not to sign on team checks.

**Carolina Soccer Club**

2054 Kildaire Farm Road, Box 220, Cary, NC 27518

- All expenditures should be made by check for documentation purposes.
- Team Treasurers can have an ATM/Credit Card on the CRSC team account for tournament travel/reservation purposes only.
- Treasurers must have receipts or proper written documentation of all team expenditures whether they are made by check or with the ATM/Visa card(s). Use Expense worksheet to record and attach receipts.
- At any time, there should be NO cash withdrawals made with the ATM card. No checks should be made out to “cash” for any reason at any time.
- The monthly statement must also be reviewed, approved and initialed by the team manager. The team treasurer must also provide a financial report to the team at the end of each season. Any team member can ask for a reporting of team expenditures at any time during the season. Both the team manager and team treasurer are accountable to Carolina Soccer Club and to the members of their CRSC Classic team to handle the financial responsibility in a conscientious manner. If there is a possibility of an issue involving your team, CRSC reserves the right to review all financial records for the classic team.
- To notify the CRSC office if any team member has not paid their team dues for 2 or more months. The CRSC office will work with the team treasurer to enforce delinquent payment policies which not only includes the monthly training fees that are collected by CRSC, but also, the monthly fees collected for the team expenses.
- To provide the team manager with referee fees for each match before or on the day of the match. CRSC will provide each team with a lump sum ref fees check at the beginning of each season. Treasurers are not to write a check to “cash” from the team account for ref fees. Team treasurers are also responsible for having the “correct change” available so that the center referee and the linesman can be paid easily. Referee fees are set annually by NCYSA. Referee fees vary according to Age Group.
- To notify the CRSC Treasurer of any name and email address of any treasurer changes during the year.

### **Classic Registration Fees and Training Fees:**

Classic registration fees and training fees will be paid individually by player families directly to CRSC. **These fees will no longer be collected and submitted by the team treasurer or manager.**

### **Team Budget**

To prepare a yearly budget based on the number of games and tournaments the team will play. The budget should include referee fees for scrimmages, tournament application fees, coach’s per diem for game days and tournaments, possible field rental, team socials, etc. Also, the team is responsible for the purchase of team training equipment such as balls, pennies and cones. All equipment remains with the existing team.

The amount of the team monthly dues should be an equal amount for each month, if possible; therefore, parents are not surprised by expenditures that may exceed their family’s monthly budgets. **The payment due to the team will not include the professional training fees.** Each family will pay the training fees directly to the CRSC office.

### **Team Reporting:**

It is the responsibility of the classic team treasurer to keep accurate and up to date records of all receipts and disbursements of the team's money. It is also important to have this information available for the team manager and members (and possibly future treasurers!) upon request. It is highly recommended that you periodically distribute budget and income and expense reports to all team members.

### **Player Transfers:**

If a player moves from one team to another with CRSC, the player should pay the regular monthly team fee to the treasurer of the new team. Any unused team fees paid to the old team should be refunded to the player. If a player drops from a team, he/she must complete the appropriate paperwork in the CRSC office before they are officially taken off the roster. Please make this clear to all parents. This should be done in a timely manner as the player may be liable for the fees.

### **Dual Rostered Players**

In the event that a player is dual rostered, the player will pay training and team fees based on his/her NCYSA Cup team. Any player who is dual rostered but does not pay team dues to their non-cup team might be expected to help pay for tournament expenses that they attend. This will be left up to the team's decision.

### **Injuries:**

To maintain a position on a classic team an injured player's family will be expected to pay all monthly team fees. If a player has an extended injury, the team manager can consult with the CRSC office on how to handle the particular situation.

### **Delinquent Fees:**

Classic team fees are comprised of the monthly payments by the team for budgeted expenses such as tournament entry fees, coach travel expenses etc., are shared by the families of all players on the classic team. When a player's family is late or fails to pay their team dues, the remainder of the team must bear the additional cost of the delinquent player's portion of the team's expenses. In fairness to the entire team, CRSC's policy concerning late payments is the same as if a player is delinquent in paying the monthly training fees.

### **Fee Assistance:**

Any player receiving fee assistance from CRSC does not also receive support for team fees, as these vary considerably among teams. If a player's family truly cannot support the team payments, please contact the CRSC office for instructions. In no case should nonpayment to either CRSC or the team extend beyond two months without the treasurer or manager contacting the CRSC Treasurer at the CRSC office.

### **Tournament Fees**

All players who are members of the Team must pay their Fair Share of the Tournament Expenses whether they are attending the Tournament or not. A Team Budget is based on the number of players on the Team and expenses are divided equally among the players. Unfortunately, if a player cannot attend or chooses not to attend a tournament, that player is still obligated to pay his/her Fair Share of the Team Budget. That would include the Tournament Application Fee, all coach's expenses and vehicle rentals. Etc. If a player on a U16/17/18 team is not invited by the coach to participate in a tournament because they carry a roster that exceeds 18, he/she is not responsible for any of the Tournament Expenses.

### **A Guest Player**

A Guest Player must pay his/her fair share of the tournament weekend expenses, such as coaches per diem and expenses. It does not matter if the Guest Player is replacing an injured player on your team, or if the Guest Player is simply an addition for the Tournament weekend. Asking them to cover their part of the tournament registration fee is not usually an accepted practice, but there can be exceptions. The Guest Player is, of course, responsible for his/her own expenses to attend the Tournament.

### **Staff Coach Per Diem Guidelines:**

The guidelines are published to assist teams in the development of their annual budget:

- Mileage will not be reimbursed to the Coach for any NCYSA season games.
- Tournaments: Mileage is reimbursed to the coach for tournaments outside of Wake County at 35.5 cents per mile.
- Tournaments: The coaches' hotel room should be paid for and equal to one player's hotel bill. If a coach desires to have accommodations that exceed the hotel rate that each player is paying, coach will be expected to pay the difference. Transportation should be provided or round trip mileage paid at 35.5 cents per mile. Recommended pay for breakfast, lunch and dinner total \$35.00 The breakdown is as follows:  
Breakfast - \$5.00  
Lunch - \$7.00  
Dinner - \$23.00
- When traveling outside of a 60 mile radius from Raleigh, the start point is the club office. Any event outside of this radius is to be paid at the mileage rate above.
- Assistant coaches are to travel with the Head Coach and share the same hotel room. The only additional expenses to the team will be the per diem. If an assistant coach chooses not to abide by the above, he/she will incur their own expenses for the mileage and the hotel. The exception would be that if the team travels by air, the team will pay for the assistant coach's plane fare. If the Coach and the Assistant Coach are not of the same gender, the team shall pay their hotel expense.
- Consult organizational Travel Policy if coach travels by air or requires a rental car.
- All efforts will be made for the multiple teams attending the same tournament coached by the same coach to share coaches' expenses for the tournament.
- Also, if the team plans to provide an end of the year gift to the coach, that expenditure cannot exceed \$100.00.
- See Organizational Policy for further explanation on Coach's expenses

**Field Rental:**

Any field that is needed outside of the scheduled fields for practices and games, will need to be requested through the CRSC field scheduler. No team representative is to call the facility directly.

If the team desires to use a field that CRSC does not offer, the office must be contacted and the team will be responsible for any fees incurred.

Many thanks to you all for your willingness to volunteer for CRSC, your CRSC Classic team and your child this year. Please contact the office for any questions regarding team finances.