



TEAM TREASURER MANUAL

Updated August 2021

Thank you for agreeing to be the treasurer of your child's soccer team. This document has been written as a resource for you. You will find information on North Shore United policies and information about tasks you are responsible for. You will also find a reference page at the back with emails and websites you may find helpful. Please read this document carefully. Thank you again for your commitment to your team and the Club.

You and your team's manager should discuss the team's finances at the beginning of the fall and spring seasons. Estimate the appropriate amount needed to cover other team costs including extra tournaments, coach's travel expenses, soccer soiree donation, team gatherings, coach's gift, etc. for each season. A sample spreadsheet used to estimate expenses can be found on the NSU website. Choose Teams, Select (Competitive), Select Program Info and scroll to the bottom of the page.

All team members are required to pay an equal share of team expenses. Communicate the breakdown of funds needed to the team members and collect them early on in the season so you have the money in hand to pay expenses as needed. Team members have a right to know how the team funds are being spent, and it is your responsibility to communicate this information to them regularly. Use the sample spreadsheet as a guide to estimate team expenses and keep an ongoing reconciliation of your team's account.

Coach Travel Expenses:

- **Hotel** – For games 90 miles or more away, the coach has the option to stay in a hotel room and be reimbursed by the team even if the majority of the team opts not to stay overnight. Coach's pay for the hotel and are reimbursed by the team. Generally, the team reserves a room for the coach when reserving a room block for the team.
- **Mileage** – Coaches are reimbursed \$0.56/mile for games more than 50 miles from Cedarburg.
- **Per Diem** - For games more than 50 miles away, coaches are provided a per diem. The per diem rate is \$35 for a half day (one game) or \$75 for a full day (2 or more games). It is also paid for days spent traveling to and from tournament and MWC weekends. The per diem is intended to cover meal expenses and other incidentals. Per diems are not paid for SECL or WDA league games.
- **Airfare/Rental Car** – Some teams travel outside of the region for tournaments. Coaches are reimbursed for airfare and rental car costs as applicable. Generally, the coach flies if the majority of the team opts to fly as well.
- Coaches should be submitting their expenses to the team using the **Coach Travel Reimbursement Form**, a copy of which is available on our website. Choose Teams, Select (Competitive), Select Program Info and scroll to the bottom of the page.

Coaches with Multiple Teams

For coaches covering multiple teams at a MRL/tournament weekend, all the coach's expenses are split evenly among the teams. Per diems are paid only once per day and so are split among that coach's participating teams. Also, coaches of multiple teams may opt to stay in a hotel if the game schedule makes it unreasonable for the coach to commute back and forth. In this case, the cost of the coach's hotel is split evenly among those teams.

Additional Tournaments

The club will pay the entrance fees for no more than 3 tournaments each season. Where applicable, State Cup will count as one of the 3 tournaments paid for by the club. Each team can decide which other tournaments they'd like paid for by the club. If your team attends more than the 3 tournaments, the team is responsible for the tournament entry fee, the coach's travel expenses and an additional coaching fee of \$60 per game. The team manager should let the VP of Select know which 3 tournaments will be covered by the Club and which will be paid for by the team. **Please be aware that these additional tournaments are NOT considered mandatory for all players and shall be paid for by those players who agree to participate in them.** This will require you and your manager to plan ahead, get written commitments (emails) from players, and collect for these events prior to registering to ensure that you have enough funds to cover the costs. In most cases, guest players should contribute to these costs.

Funds collected for coaching fees are remitted to the Club, which then pays the coach. **IN NO INSTANCE WILL A TEAM PAY A COACH DIRECTLY FOR COACHING SERVICES.** All payments to a coach for his/her time must be from the Club. Mileage, per diems, airfare and hotels reimbursements can be paid directly from the team.

Indoor Leagues

One indoor league session per team is included in player fees. Teams who choose to play an additional session or an additional league need to collect funds to cover league fees as well coaching fees. Coaching fees are \$60 per game. **Please be aware that these expenses are NOT considered mandatory for all players and shall be paid for by those players who agree to participate in them.** This will require you and your manager to plan ahead, get written commitments (email) from players, and collect for these events prior to registering to ensure that you have enough funds to cover the costs. In most cases, guest players should contribute to these costs. **which then pays the coach. IN NO INSTANCE WILL A TEAM PAY A COACH DIRECTLY FOR COACHING SERVICES.** All payments to a coach for his/her time must be from the Club.

Other Expenses

- Soccer Soiree donation - \$10 per player to be collected in the fall season and remitted to the Club treasurer by September 1.
- Coach's gift (optional), Team Gatherings (optional)
- Facility Charge (Field Rentals, Parking, etc.)

Referee Fees

The team treasurer should request a check to cover all referee fees for the season right after the league schedules come out. Any unused referee fees should be returned to Melissa Kunz, Club Registrar/Bookkeeper. Once you receive your team's league schedule, request the funds you will need for the referee fees for the entire season from the Club Treasurer. Note that MWC, Southeast Classic League, and State League referee fees are different. You will be sent one check, which you can cash and put into envelopes for that season's games.

Your team is responsible for ½ of the center referee and ½ of both assistant referee fees. The total payment should be divided into amounts to pay the referee and each assistant referee individually. (For example: at a U-11 league game bring one envelope with \$13 and two envelopes with \$8 - one for each linesman. Label the outside

of the envelope with your team name). Bring the money to each league game (home and away) give it to the referee prior to the game.

Multiple MRL game weekends may require you to provide the referee money for all the weekend games prior to your first game. Consult the specific instructions provided by the MRL Host and plan accordingly.

WYSA State League and Southeast Classic League (SECL)Referee Fees:

Each team pays half the center ref amount, full A/R (half to each A/R). Example: U13 Team pays \$19 (1/2 center) plus \$47 (2 AR) for a total of \$66 per game. Please visit <https://www.wiyouthsoccer.com> to check on most up to date referee fees. You will find it by going to the member services tab and then to the referees tab.

Midwest Conference League Referee Fees:

US Youth Soccer National League Midwest Conference games will use a 3-man referee system. Each team is responsible for one-half of the total referee fees per game and payment is to be made in cash prior to each game. Please visit <https://www.usyouthsoccer.org/midwest-conference/> and go to Game Day tab to find most current referee fees.

Receiving funds from Club for team expenses

Team representatives can request funds from the Club Treasurer as needed, by following this procedure:

Email the Melissa Kunz, Club Administrator and your Team Manager the following information:

- Team name
- Amount of check
- Check payable to
- Reason for payment (Please include the number and league of games)
- Date needed by
- Name and address to mail check to

The Club Treasurer requires at least one week’s notice for all check requests.

Team Bank Account

All team accounts are required to be at Port Washington State Bank. Contact the club treasurer if you need help setting up a team account. For teams after 11U, an account may already exist so please check with the prior year treasurer.

CLUB CONTACTS:

Melissa Kunz	Club Administrator	melissak@northshoreunited.org
Joe Hammes	Director of Coaching	joeh@northshoreunited.org
Matt McLaughlin	President	mattm@northshoreunited.org
TBD	Club Treasurer	

WEBSITES:

North Shore United: www.northshoreunited.org
Wisconsin Youth Soccer Association: www.wiyouthsoccer.com
Midwest Regional League: www.usyouthsoccer.org/midwest-conference/