

Approved by the AYBS Board on 7-10-25

**Arrowhead Youth Baseball & Softball**  
Coaching Financial and Administrative Agreement

I, the undersigned Arrowhead Youth Baseball & Softball Coach, acknowledge the following conditions of being an AYBS Head Coach and understand that failure to follow these conditions could result in my removal and/or a personal financial liability.

1. Any AYBS Coach granted a team bank account through AYBS shall be the account custodian and responsible to ensure a positive balance, so that all team liabilities can be covered by team funds. When team financial liabilities are more than team funds, the head coach of that team shall be responsible for covering excess liabilities - not AYBS.
2. Team funds shall only be used to cover legit team expenses.
3. At no time shall any AYBS Coach enter into a contract or agree to an expense on behalf of AYBS, without the written approval of their program Vice President, the AYBS President, and the AYBS Treasurer. All contracts or invoices not approved in advance by the program Vice President, AYBS President and AYBS Treasurer, shall be the individual responsibility of the AYBS Coach. (Coaches may agree to contracts or agreements for legitimate team expenses or reasons under their personal name without approval should their team fund have sufficient funds to cover such expenses.)
4. No AYBS Coach, or person acting on the coach's behalf, may issue a tax form on AYBS's behalf. Such requests should be directed to the program Vice President who will request such documents from the AYBS Treasurer.
5. No AYBS Coach, or person acting on the coach's behalf, may conduct a raffle without the approval of the program Vice President and AYBS Treasurer. If approval is granted, all raffles must be conducted within the limits of the AYBS raffle license as set forth by the State of Wisconsin.
6. No AYBS Coach, or person acting on the coach's behalf, may apply for a government permit, grant, or tax benefit on AYBS's behalf without the approval of the program's Vice President and AYBS Treasurer.
7. The undersigned AYBS Coach has read the AYBS Budget Policy and understands that failure to operate within that Budget Policy could result in a personal financial liability for expenses associated with my position.

Coach's Name: \_\_\_\_\_

AYBS Team: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

Date: \_\_\_\_\_