

2026-27

NORTHWEST UNITED FC

TREASURER HANDBOOK



First Things First!!!

Required Training and Volunteer Background Check (Risk Management Application)

Required by the Safe Sport Authorization Act of 2017, federal legislation designed to support and protect amateur athletes.

1. **SafeSport Training** - Go to washingtoneyouthsoccer.org, click Resources and choose SafeSport from the dropdown menu. On the left side of the page under Downloads, choose SafeSport for 18 year olds and follow the instructions.
2. **Concussion Prevention Training** - Go to washingtoneyouthsoccer.org, click Resources and choose Concussion and Sudden Cardiac Arrest Awareness from the dropdown menu. On the left side of the page under Resources, choose Heads Up Concussion Prevention Course. Create an NFHS account. (You can leave State Assigned ID# blank). Take the Concussion in Sports course (click the blue Order Course button).
3. **Cardiac Arrest Awareness Training** - Go to washingtoneyouthsoccer.org, click Resources and choose Concussion and Sudden Cardiac Arrest Awareness from the dropdown menu. On the left side of the page under Resources, choose SCA Awareness Prevention Course. Log into your NFHS account and take the Sudden Cardiac Arrest course (click the blue Order Course button).
4. **Volunteer Background Check (RMA)** - Go to washingtoneyouthsoccer.org, click Resources and choose Risk Management from the dropdown menu. On the left side of the page under Resources, choose WYS Affinity Background Check.
 - a. Create an account for Sports Connect for login if you don't already have one. **Remember your login information.** Log in to do the background check. Choose Fall 2025-2026 season.
 - b. When asked for "Primary Organization", in the background check please select Northwest United (SID: 7863565). **Do not select Skagit Valley Youth Soccer Association.**

When your background check is complete, and cleared, you will be added into Affinity under NWUnited. Then, the Registrar will give you access to manage team finances in TeamSnap.

Getting Started

Establish a Team Budget

1. Work with Coach to personalize for your team the Team Fee Budget Template, which was emailed to your coach by the club bookkeeper.
 - a. If your team is doing an extra tournament beyond the three summer tournaments paid for by the club, the cost of registration needs to be added as a line item to your team budget.
 - b. It's impossible to know exactly what your Coach Travel Stipend line item will need to be until you receive your League Game Schedule in the fall. A suggested estimate is in your Team Fee Budget Template. Remember, if your team is participating in an extra tournament, you may need to add some funds to your coach travel reimbursement line item. The club-approved coach travel stipend schedule will be sent out by the Club Bookkeeper.
 - c. Your "Supplies" line item should be at least \$250. Don't forget laminations for player cards, late fees from the ref assignor, etc.
2. Send a copy of the team budget to all team parents and let them know this is an ESTIMATE.

Establish Due Dates for Team Fee Payments – This will be variable to each team. Try to find a balance between collecting fees soon enough so you have the money when the team needs it, yet spreading the collection of fees out enough to ease the financial burden on families. If you are asking for more than \$200 at a time, you may want to find a way to spread payments out a bit.

Be sure to communicate team fee payment due dates to families. The club's "No Pay, No Play" policy applies to team fees as well as club fees.

Create Team Fee Invoices in TeamSnap

1. Go to Invoicing on TeamSnap.
2. Click Create/Send New Invoice.
3. Enter the details of the invoice. Note that team fee invoices cannot be paid in installments, so you need to create an invoice for each payment you want families to make. For example, if your team fees for the season are \$300 and you want to collect \$100 each month in June, July & August from each family, you need to create 3 separate invoices for \$100 each.
4. Team invoices will automatically be emailed out to families when they are created. It would be appropriate for you to follow up with an email to families to re-iterate due dates, let families know how they can pay, and to give them a contact for questions about team fees.

Collect Team Fee Payments

1. Team invoices can be paid online and the funds will be automatically deposited into your team bank account, but there is a merchant fee applied. If a family would prefer to pay with cash or check, you can have a payment mailed to you or pick up payment in person. When you click on a particular invoice in TeamSnap, there is an option to apply a payment so you can post a check/cash payment and keep track of who has paid.
2. Periodically, check Team Snap Invoicing to see who has paid their team fees. If a family is not paying their team fees, please send a couple of reminders with a specific due date. If payment still is not made, please let the coach know so he/she can talk to the family. If payment still is not being made, please contact the club bookkeeper for support.

League Costs

Cost of Home Game Fields – This year, the club is covering the costs of home fields at the following locations:

Location	Cost	Scheduled with
Skagit River Park, grass field	Free of cost to teams	Jonathan Graham jonathan.graham@nwunited.org
Mount Vernon High School, turf field	Free of cost to teams	Jonathan Graham jonathan.graham@nwunited.org
Sedro Woolley High School, turf field	Free of cost to teams	Erin McMillan emcmillan@sbsd101.org
Skagit Valley College	Free of cost to teams	Jonathan Graham jonathan.graham@nwunited.org

Home Game Referees: The club will cover the cost of your team's home game referees. However, please note that if your manager/scheduler fails to notify the ref assignor of needed referees or changed/cancelled games, your team may incur a team-paid penalty...

- a. \$25 for scheduling/changing/canceling a game 7 days or less in advance.
- b. \$50 for scheduling/changing/canceling a game 3 days or less in advance.
- c. \$100 for scheduling/changing/canceling a game less than 24 hrs in advance.
- d. Refs need to be paid for any game cancelled after 6pm the night before.

If the cancellation/change is the opposing team's fault, please let them know they will need to cover the extra fees and then collect from them.

Additional Guidance

1. **Tracking team funds** - Please keep a register of your team account transactions so you know how much money is in your team bank account. Reconcile your bank statement each month.
 - a. If you are a signer on your team bank account, please do not sign a check made out to yourself. Please have the NWUnited Bookkeeper or an additional signer (if you have one) do it for you. Also, when you write a check from your team account, please write specifically what you are paying for in the memo line on the check (for coach travel, write where the travel was).
 - b. If you are not a signer on your team bank account, utilize the forms on the Manager & Treasurer Resources page at nwunited.org to submit coach or parents reimbursement requests.
2. **Club Tuition Funds** - Do not handle Club Tuition money if you can avoid it or unless you plan to mail it immediately to the PO Box or drop it off to the NWUnited Bookkeeper.
3. **End of Season** - At the end of the season, please make sure you have enough funds to cover any remaining expenses. Any remaining funds belong to the team's parents and they should be consulted regarding its use. Possible uses are a gift for the coach, gear for the team (canopy or bench), or an end-of-season celebration. Beyond this, remaining funds should be refunded to the parents leaving \$200 or less in the account.
4. **Financial Assistance** - If a family is looking for financial assistance, please refer them to the Financial Assistance section of the nwunited.org website under Parent Resources.
5. **Team Fundraiser** - If your team is doing a team fundraiser, please remember that team fundraisers need to be approved by the club. Please utilize the fundraiser approval form on the Manager & Treasurer Resources page at nwunited.org.

Coach Travel Reimbursement Schedule

Your coach can request travel reimbursements according to the schedule below. *These are set amounts, independent of what the coach actually spends.* If the coach is traveling to a location for games for more than one team, the teams should split the cost of the travel reimbursement. Please make sure and collect team fees in advance so you can reimburse your coach promptly for travel expenses.

2026-27 Coach Travel Reimbursement Schedule

Club/Location	Miles	League & State Cup Games	Weekend Tournament
Whatcom Rangers	30	Season Reimbursement: U8-U14 RCL team: \$500 U15-U19 RCL team: \$300 ECNL-RL & Pre-ECNL: \$400	No travel stipend
WA Rush	44		
Snohomish	45		
Seattle United	57		\$220/weekend if coach has one team in tournament, AND time between evening game start and next morning game is more than 15 hours. \$220/night if coach has multiple teams in tournament, OR only one one team but time between evening game start and next morning game is less than 15 hours.
Sound FC	58		
Crossfire	61		
Pac NW	76		
Starfire	76		
Valley Ridge Park	78		
Eastside	80		
Cascade	82		
Valor	83		
WA Premier	98	\$80/day	
Harbor Soccer Club	108		
Kitsap Alliance	133		
Blackhills	136		
Wenatchee	157	\$300/night if hotel stay is reasonable, or \$100/day	\$250/night
WA Timbers	232		
Sozo Santos	233		
Columbia Premier	235		
Portland	237		
Spokane	332		
Western United States			Travel to & from: \$500 Hotel: \$220/night Rental car (if needed): \$80/day
Central or Eastern United States			Coach submits receipts for exact reimbursement