

2022-23

# NORTHWEST UNITED FC

## *TREASURER HANDBOOK*



### **First Things First!!!**

**Volunteer Background Check (RMA)** - *Required by the Safe Sport Authorization Act of 2017, federal legislation designed to support and protect amateur athletes.*

1. At [nwunited.org](http://nwunited.org), go to Resources and click on Managers & Treasurers. Click the WA Youth Background Check link.
2. Scroll down and click "How to do the Background Check and Required Certificates" and follow the directions. You will need to complete the certificate training before completing your background check.
3. If new to WA Youth Soccer, will need to make an account for WA Youth Soccer; **remember your log-in information**. Once you've done so, log-in to do the background check.
4. When asked for "Primary Organization", in the background check please select Northwest United **(SID: 7863565)**. **Do not select Skagit Valley Youth Soccer Association.**
5. When your background check is complete, and cleared, you will automatically be added into Affinity under Northwest United. You will not have access to your teams until you are manually added by the Registrar. The Registrar will also 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. It's impossible to know exactly what your Coach Travel Stipend line item will need to be until you receive your League Game Schedule. Suggestions are as follows: \$150 for U9/U10, \$300 for U11/U12, \$500 for U13+. In addition, your team may participate in a summer tournament that could necessitate a travel reimbursement to your coach. The club-approved coach travel stipend schedule is below.
  - b. Your "Supplies" line item should be at least \$250. Don't forget checkbook renewals, postage, laminations for player cards, 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.

- Summer tournaments will usually need to be paid for right away. (In some cases, a coach/manager may have to pay for the tournament on his/her personal credit card and be reimbursed with a check from the team account.)

*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. Connect your team bank account to your TeamSnap account by going to Invoicing in TeamSnap and then Financial Settings. Input the SVC address (2405 E College Way, Mount Vernon, WA 98273) and your team bank account routing and account number.
2. 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.
3. 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

**League Registration is now paid for by the club - you do not need to collect team fees to cover this.**

**Cost of Home Game Fields** – If your team plays on a field other than SVC and SRP, you will need to collect team fees to cover the cost of the field...

Location	Cost	Scheduled with
Skagit River Park, grass field	Free of cost to teams	Marcos Vega <a href="mailto:marco.vega@nwunited.org">marco.vega@nwunited.org</a>
Mount Vernon High School, turf field	\$176.25- only 1 team/day \$142 - 2 teams/day	Marcos Vega <a href="mailto:marco.vega@nwunited.org">marco.vega@nwunited.org</a>
Sedro Woolley High School, turf field	Approx. \$80 per game	Erin McMillan <a href="mailto:emcmillan@swsd101.org">emcmillan@swsd101.org</a>
Skagit Valley College	Free of cost to teams	Marcos Vega <a href="mailto:marco.vega@nwunited.org">marco.vega@nwunited.org</a>

Note - Games played at MVHS will be billed to the club and the club bookkeeper will notify you of the bill received and transfer the payment out of your team account. Games played at SWHS will be billed directly to your team and paid with a check from your team account.

**Home Game Referees:** The club will cover the cost of your team's home game referees. This is not your job to worry about. 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.
- e. 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. 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.
2. 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.
3. When you write a check from your team account, please write what you are paying for in the memo line on the check.
4. Be understanding of people's financial situations, but also hold firm to standards. The "No Pay, No Play" policy applies to Team Fees as well as Club Fees. If a family is being unresponsive to paying Team Fees in the timely manner, do not ask more than twice before involving the Coach.
5. 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. Parents should be responsible for their own Club Tuition – please encourage them to mail it themselves.
6. 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.

## **Coach Travel Reimbursement Schedule**

The Club-approved reimbursement schedule for league games and summer tournaments is as follows:

- i. 0-100 miles (one way) from Skagit River Park – no travel stipend
- ii. 100+ miles (one way) from Skagit River Park - \$30/day
- iii. Eastern, WA or Vancouver, WA area when an overnight stay is required - \$150/night
- iv. Out of State – Proposal must be submitted in advance to NWU Executive Committee

Please note: These are set amounts, independent of the actual cost of coach's expenses. Also, if a coach has multiple teams traveling at the same time, the travel reimbursement will be divided equally among the participating teams.

### **National League Coach Travel Reimbursement Schedule**

If your team is a National League team, there is an additional line item in your team budget to cover coach travel for the National League games. Following are coach travel expenses that are approved to be reimbursed from the team account:

1. Hotel - actual cost of hotel for games *outside the state* (no hotel reimbursement for Seattle-area games unless there is more than one team playing and teams are splitting the cost)
2. Flight - actual cost of flight to and from game(s) location
3. Rental Car - actual cost of rental car if necessary to travel to and from game(s) location

*Since these reimbursements are for the actual cost of the expense, the coach should submit a receipt upon request for reimbursement.* If the coach has more than one team traveling to the same location, the teams should split the coach travel cost.