

COMMONWEALTH SOCCER CLUB

POLICY ON TEAM FINANCIAL OPERATIONS



The objective of these financial policies and procedures is to provide consistent application of conduct and proper internal controls to safeguard Club assets while performing the duties as described in the Financial Policies & Procedures Amendment to the Club's bylaws. To this end, all funds raised and dispersed in the name of Commonwealth Soccer Club (CSC), its affiliates or its assigns, are within the acceptable practices of all 501c(3) tax exempt organizations.

1. **Accounts.** All CSC Teams must have an affiliated team based operating account for the purpose of managing the expenses directly associated with that team's activities. These items are managed separately because of the wide degree of variation between team activities and needs.

2. **Maintaining Team Operating Account.** Each team must appoint a Team Treasurer. The Team Treasurer should not also serve as the Team Coordinator. The operating team accounts shall be maintained by the Team Treasurer. All income including income from fundraising, sponsorships, and donations shall be recorded and deposited into these accounts. Within 2 weeks after the end of the fall and/or spring season, a final financial report for the team should be turned into the CSC Treasurer. Expenses will be paid from the operating accounts according to the procedures outlined as follows:
 - a. **Expenses.** In general, teams should ensure that payment obligations for expenses are fulfilled promptly. No payment obligations should extend beyond 30 days. Copies of all invoices should be retained with team financial records.

Note: CSC will invoice the team for expenses which CSC has paid on behalf of the team. Payment transactions between CSC and team accounts will be completed by electronic transfer. After the team treasurer has reviewed and approved payment, an electronic transfer of funds will be initiated by the Team Treasurer.
 - b. **Signatures Required.** The Team Treasurer should write all team checks for payment of expenses that do not exceed \$1000.00. For checks exceeding \$1000.00, approval from the club treasurer is required.
 - c. **Cash.** Cash should only be used as a form of payment for paying referees. Checks written to cash should be rarely used and never more than \$250.
 - d. **Debit Cards.** These cards are allowed as long as they are used exclusively for the benefit of the team.
 - e. **NO Personal Use.** There will be no personal use of accounts for any reason.
 - f. **Overdrawn Accounts.** Should the CSC Leadership receive notice of an overdrawn account, the team will have 48 hours to resolve the matter. Should the club be

charged for any overdrawn accounts, the team will be responsible for repayment of that fee.

3. **Account Setup and Closure.** All accounts are to be established per the following criteria:
 - a. CSC designates the financial institution that will be used for all teams.
 - b. All new accounts will be established by the Club Treasurer and Board Chair and will provide for Team Treasurer signature, Team Coordinator signature and Club Treasurer signature. Once the account has been established, both the Team Treasurer and Team Coordinator will be notified as to where they must report to sign the signature card, and collect initial account materials. All new signatories must bring two forms of identification to the designated financial institution branch to obtain their signatory card and initial account materials. Please note that identification is simply needed to comply with banking regulations established by the Department of Homeland Security, and not to establish ownership of the account. *Note: When a new account is established, CSC will deposit the \$25 required to open the account. The team will be invoiced for this amount.*
 - c. Account naming convention: CSC, Birth year of team, Gender, Team Color. As an example, CSC 01 Girls Gold for 2001 Girls Gold, or CSC 99 Boys Blue for 1999 Boys Blue.
 - d. Treasurers who resign their position must turn in all account materials to the CSC Treasurer or to their Team Coordinator.
 - e. Accounts for teams that have dissolved or aged out will be closed by the Club Treasurer and Board Chair.
 - f. The Club Treasurer may freeze team accounts at the end of the Spring season and on an as needed basis. If an account is frozen, the Team Treasurer and Team Coordinator will not have access to the account.
 - g. Team accounts will be frozen following the team's last spring match until such time that tryouts have been completed and rostered players named.

4. **Team Assessments.**
 - a. Members of CSC will be accountable for the expenses related to, but not limited to:
 - i. League Registration
 - ii. Referee Expenses for League Matches
 - iii. Tournament Registration
 - iv. Coach's Travel Per Diem
 - v. Coach's Hotel
 - vi. Mileage Reimbursement
 - vii. Various administrative expenses

Players, who are ten or more days past due on their team assessment (or club fees) will be suspended from all team and club activities. Enforcement will be handled by the Finance Committee. Reinstatement will be made by the Finance Committee.

- 5. Preparing the Team Assessment Budget.** Team Treasurers are responsible for the distribution of the team assessment budget detailing all team expenses for the upcoming season.
- a. Budgets must be prepared in the Club provided format
 - b. Budgets must be pre-approved by the CSC Treasurer and/or a designated Finance Committee Representative(s) at least 2 weeks prior to the start of the season.
 - c. Budgets, along with the per player fee, must be distributed prior to the beginning of the season with a communication explaining the need for and the components of the assessment.
 - d. Team Assessments should be collected in the following manner:
 - i. Payment 1: Will be due prior to the start of each season. Payment 1 should fund initial tournament registrations.
 - ii. Payment 2 and 3 (where applicable): The balance of monies owed per player. Upon the receipt of the league schedule, treasurers will calculate the projected balance of the financial need required through assessment. PAYMENT 2 or 3, REPRESENTING THE FINAL BALANCE OF THE TOTAL ASSESSMENT, IS DUE BY SEPTEMBER 15th FOR THE FALL SEASON AND APRIL 15th FOR THE SPRING SEASON
 - iii. Any payments still pending after the payment deadline date should be reported to the Finance Committee.
 - e. A final financial report must be submitted to CSC and to all team members at the end of the fall and spring season.

6. Assessment Expenses and Associated Club Policies

- a. Hotels
 - i. Teams are responsible for their coach's hotel expense
- b. Teams are only responsible for covering the hotel expense of one coach. Assistant Coaches are only required to travel in the event there is a schedule conflict with a coach that has multiple teams. Either way, the team only pays for one coach, whether it's the assistant or head coach.
- c. Mileage
 - i. Teams are responsible for reimbursing the coach for any league or tournament games outside 40 miles roundtrip. Distance is calculated as the lesser distance from the coach's home address or CSC practice field to the game field. For some leagues, a team representative may be required to attend a scheduling meeting to establish league game schedule. When

- required, one representative (coach, team coordinator, etc.) is eligible for mileage reimbursement for scheduling meetings that are outside 40 miles roundtrip.
- ii. Mileage is calculated by using ROUND TRIP measurement. That is total mileage from the coach's home address or CSC practice field to the game and back for league games. For tournament games which require hotel stay, mileage is calculated from the coach's home address or CSC practice field to the hotel plus one round trip to/from hotel per day to the initial tournament game field.
 - iii. CSC observes the IRS Guidelines for mileage reimbursement. Teams will be notified of correct mileage rate at the beginning of each calendar year.
 - iv. Assistant Coaches are only required to travel in the event there is a schedule conflict with a coach that has multiple teams. Either way the team only pays for the one coach they have, whether it's the assistant or head coach.
- d. Travel per diem for tournaments
- i. Coaches are to be offered a food per diem for each day they are required to travel with the team.
 - 1. \$7 for breakfast per day (unless included in the hotel stay)
 - 2. \$9 for lunch per day
 - 3. \$14 for dinner per day
 - ii. Per diem amounts are provided for meals during travel tournaments (Example: If tournament game is at 9:00am and there are no other games, per diem would include breakfast. Per diem for lunch would depend on travel distance.)
 - iii. Per diem for double headers is allowed for league games >40 miles roundtrip.
- e. Tournament Registration
- i. Teams will be responsible for entry fees related to tournament participation
- f. Allowable Administrative Expenses
- i. Player Card Lamination Costs
 - ii. League Fees (Note: Team expenses covered by League Fees differ by league)
 - iii. General Administrative costs like postage, etc.
- g. Referee Expenses
- i. Referee pay should follow the current pay schedule for the league in which the team participates
 - ii. All referee cancellation is to be covered by team assessment
 - iii. In the case of a forfeit, referee fees must be paid by the home team. The home team can recoup referee fees from the away team if the away team forfeited.
 - iv. Referees are to be paid before the beginning of the game
- h. Equipment
- i. Teams may purchase a shade canopy, benches, pennies or other equipment through the assessment.

- ii. Once purchased, that equipment is the PROPERTY OF CSC with exclusive usage rights to that team. Equipment must be turned into CSC when a team ages out or dissolves.
- iii. This equipment is NOT the property of any coach or member unless purchased by that coach or member outside of team assessment.
- i. Club-wide Fees
 - i. The Board of Directors may, at their sole discretion, require teams to build in a fixed base expense of team assessment to be applied to club wide development programs.
 - ii. Teams are responsible for distribution of these funds back to the Club.

7. Collection of Assessment Funds

- a. Assessments should be collected via cash, check or money order only.
- b. Any issues with non-payment should be reported to the Finance Committee.
- c. Funds should be deposited no later than 15 days following the receipt date

8. Fundraising.

The club recognizes the need to develop alternative sources of revenue through fundraising activities in order to lessen the financial burden of the Team. Details of these policies are outlined in the *CSC Fundraising & Sponsorship Policy*.

- a. Teams have no authority to sign any contract on behalf of Commonwealth Soccer Club. Those requests must be forwarded to the Club Treasurer immediately.
- b. Fundraising checks made out to CSC teams for CSC team fundraising activities can be immediately deposited in team accounts (i.e. Kroger).
- c. Funds may not be raised for the benefit of one individual's account over another. Doing this is a clear violation on non-profit tax law.
 - i. Funds raised must be evenly allocated throughout the Assessment budget.
- d. You may require mandatory participation or the financial equivalent of a "buyout". Buyout amounts should be reviewed by the Finance Committee.

9. Financial Hardship

- a. Should any member have experienced financial hardship that inhibits their ability to pay their assessment, the Team Treasurer should contact the Club Treasurer immediately.
- b. CSC allocates no funds for the purposes of financial assistance with Team Assessment.
- c. A Team may, upon approval of the club treasurer, raise funds for the benefit of the player experiencing the hardship.

10. Assessment Refund Policy

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- a. Injury is the ONLY circumstance where assessment money is to be refunded. Players who experience a season ending injury may request a partial refund in writing if fewer than four games have been played. Refund requests must be accompanied by a written statement from an attending M.D. certifying the season ending injury. After four games, no refund will be granted. *Note: Players who have a pre-season injury, which requires them to miss some season commitments are required to pay their full assessment fees as a rostered spot is being held for the player.*
- b. Refund requests will be reviewed by the Board of Directors and a determination will be made on whether to refund all or a portion of the fees on a pro-rata basis.
- c. If approved, the Club Treasurer will direct the Team Treasurer to process the refund.
- d. Refunds must be accompanied by a receipt and a copy of receipt must be retained by the Team Treasurer.

11. Dual Roster Assessment Policy

- a. Any player that plays on teams of two different age groups as permitted by the appropriate league policies is responsible for 100% of team assessments for both teams.
- b. That fee will be discounted on a pro-rata basis where the player is unavailable to play due to conflict with their primary team.
- c. All assessments must be paid and current prior to participating in any games.
- d. Players filling in temporarily for reasons of injury or a lack of eligible players may play without paying team assessment upon approval of the Director of Coaching.

12. Compensation & Expense Reimbursement

- a. Extra training compensation during seasons. Coaches are not to offer fee-based private training for CSC players who are on the roster of their current team during the season.
- b. Off season training. Any off-season training that members of a team choose to participate in cannot be mandatory to all team members and cannot be paid through the team account.
- c. Expense/Allowance Reimbursement.
 - i. Expenses/Allowances outlined as part of the assessment are to be paid to coaches the day of or immediately after said expense(s) occur. **DO NOT HOLD** expenses to be paid on a later date or pay expenses in advance.
 - ii. A coach's hotel expenses should be paid directly to the hotel by the team treasurer upon check out.

- d. Member reimbursement MUST happen in the form of a check with the memo portion of the check filled out to identify the purpose of the reimbursement.

13. End of Season Gifts

- a. Team accounts cannot be used in the collection for end of year gifts to coaches, or other volunteers. While team members are welcome to contribute to an end-of-season thank you gift for their coach or coordinator, these funds cannot be collected through the team account. Doing so will require those individuals to declare the cash value of the gift as income for tax purposes.

14. End of Season Surplus

- a. Any season surplus will remain in the team operating account for use in future seasons
- b. Should a team dissolve those funds become property of CSC

Approved: March 2, 2016
Commonwealth Soccer Club Board of Directors