

## Fines, Penalties, or Additional Costs

**Any fines penalties or additional costs sustained by a team or its participants will not be born by the Club.** This has been our standard practice since the Club was started. Please read the information regarding this that you obtain from the league that you are playing in. **Note that fines, particularly for game forfeits are quite substantial.** Generally the responsibility for game forfeits, score reporting, submitting referee evaluation cards, etc. is that of the HEAD COACH (both volunteer and paid). While the Club expects the Head Coach to pay such fines, the Team may deem others responsible under certain circumstances, such as a delegation of duty to the Team Manager or an assistant. Based on of the circumstances, it is up to the team to determine who will pay. For this reason, it is important that your team leadership, including the Team Manager, Assistant Coaches and Team Parent be fully aware of this. The Board will consider extenuating circumstances.

League Fines are billed to the Club. Regardless of who ultimately pays, the Head Coach is responsible for reimbursing the Club for any fines or penalties. Where possible, the Club Treasurer will deduct such fines from other payments due the Head Coach. However, if we are at the end of a season, full reimbursement to the Club is expected before a Head Coach can be considered in good standing.

## Team Allocations

Contact the Club Treasurer when you need part or all of your team allocation.

Please provide the following information when making your request:

- Team identifier (example: Girls U-11)
- Head Coach
- How much you need (up to the allocated amount remaining)
- Who the check should be made payable to
- Purpose of expenditure

## Referee Fees

The Club Treasurer will issue checks covering referee fees for each fall and spring season of outdoor play and for outdoor State or Challenge Cup games. The amount will be calculated from information obtained from your league schedule (Lehigh Valley only). Regular league referee fees are usually distributed at the Club meeting nearest the start of each season. You must specifically request State or Challenge Cup fees and any referee fees for leagues other than Lehigh Valley. Any referee fee payments that you incur for nonscheduled games (such as scrimmage games) or because you elect to use more than one referee where a single-man system is all that is required, is the responsibility of the team and is not reimbursable by the Club. Please return any unused amount after the season is over. If a miscalculation has been made or your schedule has changed, please contact the Club Treasurer.

## Team Budgets

It is recommended that the team leadership (Coaches, Team Manager, Team Parent) should prepare a team budget in conjunction with the planned activities of the team. All players (their parents) should be aware of the team finances and should, as a group, agree on the funding sources - i.e. fundraising, collections from players, donations, etc.

## Handling Funds

Teams are expected to each handle their own funds. It is highly recommended that someone other than the Head Coach be responsible for the team finances. That person should be the Team Manager, Team Parent or - if finance activities are significant - a Team Treasurer. Under no circumstances should a paid coach be put in this position.

At the end of the year of play (July 31), each team that raises or collects funds above and beyond their Club allocation must provide to the Club Treasurer an accounting of the source and use of Team funds. Any team that finishes play for the "year" or otherwise disbands must provide such accounting immediately. Surplus team funds may be carried over to the following year. If a team disbands, surplus team funds are to be turned over to the Club Treasurer.

## Team Bank Accounts

Teams are encouraged to open their own bank account if team financing activities are expected to be significant (much fundraising or many expenditures). Bank accounts may be opened using the Club's Federal Tax ID number. Contact the Club Treasurer for this number. However, the name of the account MUST start with Bethlehem Soccer Club (example: Bethlehem Soccer Club Cobras).

# Team Finances

## Club Budget

The Club budget provides for the basic expenses of running a team program. These expenses are funded through player registration fees and other Club fund-raisers as needed. The expenses that are paid by the Club normally include:

- Player EPYSA and USYSA registration fees (ie. Insurance).
- League registration fees -- outdoor only subject to Board limitations
- Fall and Spring referee fees -- outdoor only subject to Board limitations
- Outdoor State or Challenge Cup registration and referee fees.
- Basic field, equipment and operation expenses including paint, field liners, patches, game balls, nets and goals.
- Team Allocations as determined annually by the Board based on Club Fund-raisers.
- Coaches Licenses -- up to two times the fee for highest certification required by EPYSA (presently a D license) subject to Board approval
- Conferences -- for Club officers/coaches requested by the Board to attend and retrieve information relevant to the club needs.
- Referee Training -- up to two referees per season in exchange for Club representation subject to Board approval.

Each team is responsible for it's own expenses beyond the scope of the Club budget. Likewise, each team must decide the best method to fund these expenses. Such expenses normally include:

- Tournament expenses (registration fees, referee fees, travel expenses)
- Indoor program and referee fees
- Scrimmage or non-league game expenses, including referee fees
- Field or gym expenses (rentals, lights, etc.) other than fields provided by the Club
- Player training
- Paid coaches