

LaGrange Soccer Club 2023/24 Season

Travel Coaches- Managing your Team Funds

Hi Coaches! My name is Danielle Reilly and I am the Treasurer of LaGrange Soccer Club for the 2023/24 season. We are excited to begin another season here at LSC and as we prepare, I would like to take a moment to outline exactly what is expected of our coaches from a financial standpoint. Whether you are a new coach, or one who has been here for years, I think it is important to go over exactly what is expected so that there isn't any confusion. However, I am also ALWAYS here to help and I check my email multiple times a day so if you need anything at all, don't hesitate to reach out.

LaGrange Soccer Club is a non-profit, tax exempt organization and therefore we must follow certain rules and regulations while operating that will keep our club in good standing. Because of this, we have certain guidelines in place when it comes to collecting and spending, that exist to protect our club. I will outline everything you need to know about collecting money as well as spending team funds throughout the year.

● TEAM ACCOUNTS

You must flow all expenses through your team account. At the beginning of every Fall season we do a TEAM SWEEP where you will receive funds based on the number of players you have registered. A portion of each player's registration is swept into your team account. That will be added to your balance from the previous season and that will be your starting balance for the year. If you are a new team, you will receive \$500 as your New Team Startup Deposit on top of the team sweep and that will be your starting balance. Another sweep is done in the Spring and if any new players are added you will receive the appropriate amount for each of those players at that time. I keep a spreadsheet for each team that keeps track of their balance but it is up to you to keep in contact with me about where you are at as far as funds and to keep track of when you need to collect money to cover your fees. If you are ever unsure, just ask. I am more than happy to help. All payments made for training, tournaments, ref fees, indoor practices, State Cup, etc. must all be paid through this team account. Whether we are paying people directly or reimbursing you, there must be a paper trail for every transaction that is made for your team. If you are ever unsure of how to handle a payment, just ask.

- **DEPOSITS**

All deposits can be sent directly to me at the following address:

LaGrange Soccer Club

P.O. Box 101

Lagrangeville, NY 12540

ATTN: Danielle Reilly

Any time your team balance is getting low or you are collecting money for a specific event like a tournament or training, you collect from your team and then send it to me.

You do not need to fill out a form with your deposit, just writing down your team name along with the total amount of the deposit on a piece of paper is fine. I will deposit the money and add the appropriate funds to your team account. I usually follow up to let people know that I received their deposits but if I don't and you want to check in, just shoot me an email and I will get back to you asap. I am ok with you giving me deposits in person if that is easier and more time efficient, you can give it to me at the fields or arrange a drop off with me. However, please make sure your deposit still includes a paper stating your team name and the amount of the deposit, and please have it in an envelope.

- **CHECK REQUESTS**

I have attached a check request form to this email. Any time you need a reimbursement check of any kind, you will fill out this form with all of the appropriate information. If you are requesting a check for a trainer, please remember to put the dates of the training so that we can keep track and make sure there are no duplicate dates.

- **REF FEES**

Referee Fees at the travel level are issued to the team representative (coach or manager) at the beginning of each season and they will then be responsible for handing out the payments based on the team fee schedule provided by the organizer (EHYSL, NYCSL, etc) These referees are organized and directed by the organizer and COI's should be received from all organizers. As soon as you get your schedules you will send me an email with the information I need in order to cut you a check. For EHYSL you will need to tell me the number of HOME games you have that season. For NYCSL you will tell me the TOTAL number of games you play that season. I will then use that number, as well as your age group, to determine how many refs you are paying and what your total for the season will be. Once the check is cut to you, it will be your responsibility to make sure the refs are paid appropriately.

● TRAINERS

All trainers must be approved by LSC before they can begin training your team. We also must have a W9 on file for them before any payment can be given. This applies to both businesses as well as individual trainers. If the trainer has liability insurance and workers comp then we will need copies of those forms as well. If the trainer does not have liability insurance/WC, then we will charge your team 10% to cover the insurance. This is charged to LSC during annual audits so it must be accounted for if the trainer does not hold it themselves. For example, if you have a trainer who does not have their own insurance and you pay them \$400 for training, you will also be charged \$40 from LSC to cover the insurance for those trainings. So just keep that in mind when you are keeping track of your team balances.

All trainers must be paid directly BY THE CLUB. This is important and will be enforced by our accountant so please make sure you do not ever pay a trainer directly with your own money. Coaches can not pay trainers themselves and then ask LSC for reimbursement. We will not issue you a check to cover training that you already paid for. We must make and send checks directly to the trainers. There are certain expenses throughout the season that coaches can absolutely ask for reimbursement for, but training is not one of them. Trainers are considered vendors who receive a 1099 at the end of the year and the only way for us to properly summarize their income for the year is to have them being paid by us. We appreciate your cooperation with this.

● TOURNAMENTS

Tournaments, unlike trainers, can be paid directly from the club OR can be paid by the coach/manager. For tournaments we do not mind reimbursing you for pre-payment. We know that a lot of times there are deadlines for the tournament fees and some coaches prefer to just get it in quickly and then get reimbursed later, and that is fine. We will just need a receipt showing your payment. However you want to handle the tournament fees is up to you as long as it gets taken from your team funds in one way or another. This is very important. You can not collect money from your team and have that be your reimbursement for the tournament fees. I know it is an extra step and may seem redundant but the league MUST have a paper trail for everything. So if a coach pre-pays for a tournament and then collects money from the team to be reimbursed, you can not just keep that money. You must deposit that money into the team account and then LSC will cut you a check to reimburse you.

Please keep in mind that it is important to make sure your team balance maintains a positive balance but it is also important that you make every effort to spend any funds collected during a season, within that season. We are a non-profit so we should never be carrying over a large sum of money from year to year. Pair that with the ever changing teams and players that come and go, it is important to make sure that any funds you collect from parents during a season are used for their kids. Carrying over some money is fine but if your balance gets too high we will reserve the right to stop accepting deposits from your team until the money is spent down.

As always, I am here to help for any and all questions that you may have throughout the season. You can email or text me and I will get back to you as soon as possible. Thank you and have a wonderful 2023/24 season!!

Danielle Reilly

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