



Guide for Travel Team Treasurers Chantilly Youth Association



The team treasurer plays an important role in the functioning of a team within the CYA travel soccer program. They are instrumental in assisting the coach and team manager develop and implement a team budget, collecting and tracking team payments, and handling reimbursements for team expenses.

Fees

Fees paid by families consist of CYA direct fees, and team fees. The direct fees are those paid to CYA for registration in various programs (e.g., Travel Soccer). This is paid directly to CYA (not the soccer program or their team). The other fees consist of team fees and cover their portion of the fees required for the team to pay its coach, league fees, tournaments, etc.

Team Budgets

Team treasurers, along with the manager and coach, are responsible for creating the team budget for each season, using the provided budget template. The team budget is designed to project all team-related expenses for the seasonal year (fall 2015 through spring 2016). It is from the team budget that the fees for each player is determined.

When establishing a team budget, the following principles need to be kept in mind:

- Expenses should be anticipated for and covered up front. There should be no need to unexpectedly collect money from families during the season for team expenses. It is always easier to include items in the budget up front, rather than ask for additional funds later.
- Cash flow needs to be sufficient enough to meet all of the team's commitments
- Plan ahead for contingencies by budgeting for unexpected expenses
- Any fee or cost not included in the budget is not reimbursable by CYA

Items required in each team budget:

- State fees (VYSA) (fall only), for teams rostered with VYSA. This is based on the maximum allowable roster size, not the actual number of players on the roster. For example, a U9 team would pay VYSSA fees based on the maximum allowed roster size of 12, even if the roster only had 10 players.
- League fees for NCSL, ODSL, WAGS, EDP, YDL, EDPL, etc. Include the league administrative cost to register the team, in addition to the league fees for the team. Note that there is a separate league fee for fall and spring.
- Coaching fees
- Academy fees (U9 – U12)
- GK training fees (U13+)
- STARS referee expenses (WAGS & NCSL U12 - U13 only)

Other items to include in a team budget (if applicable to your team):

- Tournament fees
- Coach travel costs for tournaments, State Cup play, etc. (hotel, rental car, gas/tolls and meals)
- State Cup fees
- Team equipment: game balls, pinnies, cones, ball pump, first aid kit, tents, chairs, water jugs, etc.
- Funds to purchase additional jerseys for guest players
- Team socials/team meals/end of season parties

- Team gifts (team manager, coach, etc.)
- Indoor soccer/futsal league fees (typically winter only)
- Team web site fees

Once the team budget has been established, the cost per player is determined by dividing the total expenses by the number of players on the team. The resulting number is the amount each player owes, which is their *Team Fee*. Every player pays the same *Team Fee*. If a player cannot attend a tournament, for example, they are still responsible for the team fees that include that. All players, by committing to the team, are committing to all activities of the team. Thus all families will share in the team expenses equally.

Once an initial draft team budget is completed, it needs to be shared with the team parents for approval. A vote on the budget by the entire team is required. Once the budget has been completed and voted on, it needs to be submitted to CYA. Any changes to the team budget after initial approval must also be approved by the entire team before the additional expenses can be incurred and added to the budget.

Payment of Team Fees

Team treasurers are responsible for informing the team of the payment schedule and collecting checks when families submit payment of their team fees.

Fee Payment Schedule

The fee payment schedule for the 2015-2016 seasonal year is shown below.

Payment Amount	Payment Due Date
\$300	July 1, 2015
\$300	August 1, 2015
\$300	September 1, 2015
\$300	October 1, 2015
\$300	November 1, 2015
\$300	December 1, 2015 (if necessary)
\$300	January 1, 2015 (if necessary)
\$300	February 1, 2015 (if necessary)
\$300	Additional payments of \$300 each month until all fees paid

How to Pay Team Fees

Payments will be made by check. Checks will be made out to "CYA" or "Chantilly Youth Association," and must include the following information on the check:

1. Player's name
2. Team name (e.g., "CYA 03G Purple")
3. Team number (e.g., "W0360")

Collection and Submittal of Payments

The team treasurer will collect payment checks prior to each payment due date. Once all checks are collected, treasurers will complete a deposit form (Attachment 1 – Deposit Form), and mail the deposit form and checks to CYA. See Appendix 1 for mailing address.

Deposit Form

1. Received for: indicate the name of the family submitting the check
2. Budget category: indicate "team fees"
3. Amount: indicate the amount of the check
4. Clearly indicate team name and number on deposit form

Tracking Payment of Team Fees

Treasurers are required to track payments made by each family, including the amount of each payment and date received, using a spreadsheet or similar tool (see Appendix 3 for an example). When payments are received from a family, the treasurer should update their records to reflect receipt of these payments.

CYA accounting will prepare and send each team treasurer a balance sheet on the first of each month, which will report on the financial status of each team. This report will NOT itemize individual player payments. It will be up to the team treasurer to keep track of individual family payments and to keep each family updated on their payment status.

Reimbursements for Team Expenses

The team treasurer is responsible for submitting reimbursement requests for team expenses. This includes tournament registration fees. are paid in a timely manner.

Team Expenses -- Equipment and Other items

Team expenses consisting of equipment and other miscellaneous items that have been budgeted for will be paid for upon submittal of a signed check request form (Attachment 2 – Check Request), with all supporting documentation (invoices/receipts, canceled checks, etc.). Upon receipt and verification, the reimbursement will be paid, by check, to the individual on the check request form. One check request form is required for each individual requesting reimbursement.

If the requested reimbursement amount is more than \$1,000, the check requires two signatures. Checks requiring two signatures can take up to 12 days to be mailed to the recipient, so plan accordingly. CYA will not make any payments unless the team has sufficient funds in their account to cover the expense. All check requests must include the name and mailing address of the individual to whom the check is payable to, and for tournament entry fees, must include the tournament confirmation #, as well as team name and number.

Tournaments

Tournament registration fees are paid for by submitting a check request to CYA. When your team registers for a tournament, the tournament will send a confirmation email with the payment amount, confirmation number, and payment address to the team. That information needs to be entered on the Check Request and submitted to CYA, which in turn CYA will issue a check to the tournament to pay for the registration fee for your team. An example check request for the payment of tournament fees is shown in Appendix 2.

Check requests can be submitted via mail or email. See Appendix 1.

End of Year Procedures

If there are any funds left in a team account at the end of the season, please refer to the "Team Surplus Funds Policy," found in the Policies section of the Travel tab on the CYA Soccer web site at the URL below:

<http://www.cyasoccer.org/page/show/808589-policies>

Appendix 1

**Address and Contact Information
for Payments & Check Requests**

CYA Mailing Address for Payments

Chantilly Youth Association
PO Box 220242
Chantilly, VA 20153-0242

Email: cyaapril@gmail.com

CYA Check Request

Sport: Travel Soccer **Date:** _____

Team #: _____ **Team Name:** _____

Coach: _____ **Manager:** _____

Payable To: _____

Mailing Address: _____

Check Payable To:	Item Purchased	Budget Category	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL			\$

Team Payment Tracking

(Example)

Team Name: CYA 96B Gold
Team Fee/Player: \$650

<u>Last Name</u>	<u>First Name</u>	<u>Payment #1</u> <u>Amount</u>	<u>Payment #2</u> <u>Amount</u>	<u>Payment #3</u> <u>Amount</u>	<u>Total</u> <u>Payments</u>	<u>Amount</u> <u>Over/Under</u>
Doe	John	\$300	\$300	\$50	\$650	\$0
Smith	John	\$300	\$200	\$50	\$550	-\$50
Wilson	John	\$300	\$300	\$200	\$800	\$150