

SELECT SOCCER TEAM MANAGEMENT

POLICY NO: 10

ISSUED: April 2009

PURPOSE:

DAA recognizes that the funding required for a select soccer team may be greater than that provided within the program commissioner's proposed budget, therefore this policy provides for the establishment of a separate team checking account for select soccer teams only. Nothing contained in this policy is intended to adversely impact the non-profit tax status of DAA, and the terms herein should be construed accordingly.

PROCEDURE:

In order to open a team checking account, the following conditions must be met.

1. A team manager is selected by the team in coordination with the program commissioner prior to the beginning of the playing season in accordance with the overall governing body (WAGS, BBSL).
2. The team manager must submit a proposed budget to the program commissioner prior to the collection of any funds.
3. The team checking account must be opened in the name of the team; it shall not be in the name of the team manager, head coach or any other individual. Team manager will manage the account but will not be an authorized signer.
4. Team checking accounts must have two allowable signers; the head coach and the program commissioner. Changes to any allowable signers will require a new signature card be submitted at the appropriate bank within 30 days. Program commissioner and DAA treasurer should be notified of such changes within a similar time period.
5. Team checking accounts must be opened at a bank specified by the DAA treasurer. This bank will be the same banking institution to which DAA maintains their primary account. Checks will be ordered by the team at team's cost.
6. The team funds must not be commingled with funds of any other type. Monies paid out of team checking account can only be made for those expenses incurred by the team.

7. Monthly bank statement will be mailed to the program commissioner, who will provide a copy to the team manager and DAA treasurer, who shall keep a file on each team which maintains a separate team account.
8. Team manager is solely responsible for writing checks and maintaining financial records. A substitute check writer may be appointed in the team manager's absences; however, substitute may not be an allowable signer (i.e. Head Coach or Program Commissioner).
9. Team manager is responsible for reconciling the team account on a monthly basis and providing a copy of the reconciliation to DAA Treasurer and program commissioner. DAA Treasurer will keep reconciliation on file.