

Team Treasurer Tips, Responsibilities, and Rules

Thanks for agreeing to be a team treasurer at HSC. Team treasurers are very important to keep accountability for team money and is a “must have” for teams to participate in tournaments. If you have any questions or need help please don't hesitate to contact me. I will also post these on the HSC website under the Resources tab.

Please note: HSC monitors team bank accounts and if there is a charge that does not seem soccer-related the manager and Coach will be contacted immediately.

A few tips:

1. Be sure to go online to set up online banking. Wells does not charge a monthly service fees for these accounts but they do charge when you go to the atm to check your balance. Wells has a mobile app for check deposits and balances. Get their app on your phone.
2. Set up alerts for unauthorized use on the account and debit card. If you suspect fraudulent use, you must notify the bank ASAP and within 48 hours. There are limited protections to recoup money to the account as these are not credit cards. Treat the debit card like cash.
3. Set up electronic statements and notices. The account address is the club's PO box, any statements or notices not delivered electronically end up going to the PO box so you will not see them. Please set up electronic delivery for all notices.
4. We also recommend that your debit card be kept in a safe place at home when not needed. We've had wallets/purses stolen with the cards as well as a team account debit card accidentally used instead of a personal wells debit card (There should be the team name on the card). The club does get an email when team cards are used to help with this. If the card is used for a not obvious soccer expense, I will email you so please respond quickly.
5. If you ever need checks, Wells will print out some for the account if requested, but you will have to go to the Concord Todos Santos Plaza branch to ask for this. Almost all transactions for tournament applications can be done using the debit card. Do not order business checks from Wells! TOO Expensive! Let them print out a few... you will hardly ever need them.
6. Accounts must maintain a small balance (like \$10) or they can be closed for inactivity automatically. Once closed, we have to set up a new one and that can take weeks.

Team Treasurer Responsibilities:

- Responsible for debit card, deposits, withdrawals, payments, balance for acct
- Work with coach on tournament costs and per player amounts.
- Communicate players amounts owed to all families and collect/deposit payments.
- Keep record of all player payments, fundraising amounts and expenses.
- Communicate these to coach and team families.

A sample spreadsheet for tracking team income and expenses is also on our website under resources and forms. This should be reported to your coach after each season and communicated to team parents/guardians. No individual player information should be shared to anyone other than the coach.

Let me know if you have any questions.

Thanks, Ellen
925-997-1410 or iamellen@comcast.net

Rules for Team Accounts under HSC 501(c)(3) non profit tax id:

As we are a not for profit charitable organization, all money collected or donated must be used for the purpose for which it was collected. Hopefully these make sense and are to help you explain how the accounts work to your other team parents. If anyone has any questions, please feel free to have them contact me.

- Money collected from parents should be limited to immediate or planned expenses. Do not collect more money for tournaments than the team is planning to attend. If team is turned down from the tournament, the money should go to a replacement tournament or another team expense. If there are no upcoming expenses and money paid by parents will not be used in the near future, money can be returned to the parent. No money earned/paid towards fundraising may be distributed back to parents.
- Any money paid into the team account or kept in the team account is for team use only. Team money may be used to pay for tournaments, financial support, travel expenses, coach gifts, team events and parties.
- All players on team must contribute to team tournament expenses unless agreed by team. If a player pays for a tournament and then is unable to attend the tournament for any reason, the player is not reimbursed. The tournament cost is fixed and split among all team members.
- Teams may pay for coach expenses to attend tournaments if the coach is not also a parent on the team. Teams should talk to the coach to see if this is required to determine total team tournament cost.
- All Money earned from fundraising must be used for the purpose as indicated for the fundraiser. Excess money earned in the fundraiser may not be used to reimburse parent expenses not immediately related to the fundraiser or split among team families.
- If player accounts are maintained and a player leaves the team for another HSC team, the player account funds may be transferred to his/her new HSC team. Money is not be returned to players leaving the club as the account is under the clubs 501(c)(3) tax id and must stay with a club team.
- Accounts may not be closed by the treasurer or money withdrawn for personal use. If you leave the team or the team disbands, you are removed from the account which will cancel the debit card and the account is recycled for another team or a new treasurer is added to the account.