

## Fredericton District Soccer Association

### Competitive Programs Policy 02 – Finances

- 1.1 General. The following financial guidelines shall be adhered to by all competitive teams.
- 1.1.1 Budgets for each competitive team will be developed by the coach and manager, in consultation with the Executive Director, beginning with the pre-season managers' meeting. A second meeting with the Executive Director will be convened within two weeks of the first for review. Closing budgets will be submitted within two weeks of the final game.
  - 1.1.2 Team bank accounts. All competitive teams are required to have the team manager and one other non-coach obtain signing authority for the bank account which has been provided by the club. This account is to be used for all transactions involving the team for the duration of the season. At the conclusion of the season, the FDSA will resume control of all team accounts. The account will have a starting balance of approximately \$50 to cover bank fees; the account should be left with the same balance as that with which it started. Any unused cheques will be returned.
  - 1.1.3 Ethical fundraising. All fundraising must be ethically sound and have received prior approval from the FDSA. Any required licensing should be obtained prior to fundraising, pursuant to GNB regulations. If there is any uncertainty, the team manager must contact the FDSA Executive Director for approval before the activity commences.
  - 1.1.4 Sponsors. All team sponsorship shall be organized by the FDSA, rather than by individual teams. Individual teams shall not seek their own sponsorship, but rather can seek donations and fundraise to offset costs.
  - 1.1.5 Hardship. Teams must ensure that the personal finances of a player do not prevent them from full participation on the team. Teams can work with the FDSA Executive Director to find ways of making this possible. The FDSA will endeavor to inform coaches/managers of any players on their team rosters who may be in this situation.
  - 1.1.6 Use of funds. Any funds raised by the team may be used by the team towards the objectives of providing a quality soccer program. The team may raise funds or accept player fees from parents to offset costs associated with tournament registration, travel costs for coach(es), team apparel, team building activities, and/or other items only as approved by way of the team budget .
  - 1.1.7 End of season. Any funds unspent at the end of the season shall be: donated to the FDSA's National Travel Fund; donated to the FDSA's Player Sponsorship Fund; or refunded to parents/guardians/players who paid team fees upon selection to the team. Note that the amount refunded to parents/guardians/players cannot be greater than the amount initially contributed for team fees. If monies were raised solely through fundraising and no team fees were collected, money cannot be refunded to parents/guardians/players and must be donated in one of the above ways.
  - 1.1.8 Nationals. Monies raised by Premiership teams specifically for Nationals that were not spent for the purposes of Nationals will be placed in the National Travel Fund for use by all teams attending Nationals in future years.

1.2 Competitive program expenses. The following outlines the general expenses related to competitive programs and who is responsible.

1.2.1 Coach stipend. The FDSA shall pay a stipend to the head coach of each team at the end of the season once equipment has been returned. Such amount is to be decided upon by the Board and drawn from the fees paid by the players for registration.

1.2.2 Each competitive team will include in its team budget expenses for one head coach and one assistant coach or two co-coaches, following section 1.3 Allowable Expenses. In order to be eligible to collect expenses, an assistant coach must be named and affiliated with the team in PowerUp prior to the team budget being approved.

1.2.3 In an effort to provide uniformity within the club, and given the significant contribution in time and energy by the coaching staff, it is expected that all coaches claim these expenses, regardless of if they have children on the team.

1.3 Allowable Expenses. The following are the allowable coach expenses that must be accounted for in team budgets.

1.3.1 Mileage. Where a coach uses their own vehicle to travel to games and/or tournaments outside of the Fredericton/New Maryland/Oromocto, the team shall reimburse the coach at a rate of \$0.44/km. The team shall only pay the expenses for one vehicle; if coaches wish to travel separately, they may split the support in this area.

1.3.2 Meals. Where the coach(es) must eat out of the Fredericton/New Maryland/Oromocto area, the team shall reimburse the coach(es) in the following amounts: breakfast \$10.00; lunch \$12.00; dinner \$16.00.

1.3.3 Accommodations. Where overnight stay is reasonable, the team shall provide support for one double room, unless the coaches are of the opposite sex. If coaches wish to room separately, they may split the support in this area. Support will be provided at the amount of the designated tournament hotel rate, or if no rooms are available at the designated tournament hotel, the coach(es) shall be reimbursed at the rate paid for a room where most of their players are booked. Coaches who stay with friends or relatives shall be reimbursed \$25.00 per night for accommodation at a private residence.

1.3.4 Payment of expenses. The team shall reimburse the coach(es) for out-of-pocket expenses within 14 days.

1.4 Referees. The cost of referees for the NBSL (Premiership) and the SWSL (Division 1/U13 Foundations) games will be covered by the FDSA and paid directly to the regional referee assignor. Teams therefore do not need to take referee fees into account for their team budgets.

1.5 Awards Gala. Players are not required to purchase tickets for the year-end Awards Gala. Tickets will go on sale to the viewing public approximately two weeks in advance of the event.