



RSL-AZ

2025-2026

Team Operation Manual

Supplement for Managers & Treasures

Contents

I. Administrative	4
Roles Defined.....	4
Team Manager	4
Team Treasurer	5
Background Checks	5
II. Time Line	5
III. Resources	6
Club Resources.....	6
Club Website.....	6
Manager's Resource Center	6
Other On-Line Resources.....	7
IV. Team Start-Up & Operations	7
Start Up Email Checklist – See Appendix	7
Team Season Start-up	7
Team Operations	7
Communication.....	7
Registration	7
Forms.....	8
Medical Releases.....	8
Birth Certificates	8
Player Passes	8
Organization & Team Binder.....	8
Calendar	8
Tournament Schedule – See Tournament Section VI.....	8
Budget	8
Financial Aid.....	9
Uniforms	9
Roster	9
New Players	9
Player Loan	9
Delegate.....	10
Parent Support/Expectations	10
Pets	10
Team Responsibilities to Club	10
Red Cards & Suspensions	10
V. League Play	10
Leagues	10
League Registration	10
Schedules.....	11
Rescheduling Games.....	11
League Rules –.....	11
Game Day Check List.....	11
Score Cards and Score Reporting	11
Referees.....	11
VI. Tournament Guide	11
Choosing Tournaments	11
Tournament Registration.....	12
Tournament Bracketing and Scheduling.....	12
Tournament Rosters	13
Tournament Check-in.....	13
Permission to Travel	14
Housing for Out-of-Town Tournaments	14
Coach Travel Reimbursement for Out-Of-Town Tournaments.....	14
Travel	14

Chaperone Rules	14
VII. Financial Policy and Procedures for Team Operations.....	15
Purpose.....	15
Background	15
General	15
Budget	15
Bank Accounts	16
Cash Receipts and Deposits	16
Operational Expenses.....	16
Check Authorization	17
Bank Reconciliations	17
Reports	17
Travel and Expenses	17
VIII. Fundraising	18
Fundraisers	18
Logo	18
General Fundraising Guidelines and 501c3 Requirements	18
RSL AZ Team Fundraising.....	19
Define Team Fundraising Goal.....	19
Team Action Plan.....	19
Logistics	20
Sponsor Engagement.....	20
Sponsor Thank You Gifts.....	21
IX. Other Duties	21
X. Appendix	21
Thunder and Lightning Policy and Procedures for: RSL AZ	22
Heat Index and Practice Protocol.....	23

The RSL AZ Team Operations Manual is to be used in conjunction with the Player Handbook. This Operations Manual contains important information to help the Team Manager, Team Treasurer, and other volunteers throughout the season by providing detailed information as well as policies and procedures to various tasks that will be encountered. The information contained herein is to help each team achieve the highest standards set forth by the club guidelines in order to create a total soccer experience for each player that is aligned with the club vision.

I. Administrative

Roles Defined

Each team may have persons that are willing to participate on many facets of running the team. As Team Managers, Treasurer, and Coaches, we should encourage this participation. However, the responsibility of maintaining a fair fiscal policy and fiscal administration process should rest with the Team Manager and Treasurer.

The Team Manager and the Treasurer will coordinate the financial aspect of the team's operation and also the organizational flow of other areas such as player registration, tournament registration, fundraising, and other related tasks. The Team Manager and Treasurer may coordinate these tasks directly or may have other volunteers participate. The Team Manager and the Treasurer shall not be the same person. The Manager and Treasurer cannot be married or related in any way.

It is the intent that coaches of the team are not be directly responsible for the financial aspects of the team or have access to team funds. For a coach to effectively run practices and matches, it's extremely important that this delineation of responsibility be defined. Coaches appreciate the fact that others are willing to assume these important positions that allow them to spend their efforts on managing the players. Ultimately, it is the responsibility of the team to work together to have a successful season. The Manager and Treasurer cannot be married or related to the coach in any way, without prior approval.

Team Manager

The Manager is extremely important to the team. They are the liaison between the coach, parents, players and the Club. In addition, the Manager will perform the following duties or may delegate some of the duties to another parent on the team.

- Keep the team organized and running smoothly by communicating practice information and game schedules.
- Keep the "pulse" on the team and parents by listening and passing concerns on to the coach.
- Maintain all records and information relevant to game play (e.g. player cards laminated, recording game scores, etc.)
- Work closely with Club Registrar to register players
- Handle all aspects of regular season games and playoffs
- Complete Sports engine game reports – printing score sheets and reporting scores
- Attend Club Manager meetings

The Club will filter information through the Team Managers to disseminate to their teams. It is very important Team Managers communicate regularly with the players and their parents. Communications can be handled via meetings, phone calls and regular emails. It is recommended that player's families' email addresses are blind copied on all emails.

Team Treasurer

The Team Treasurer is responsible for the team's money management. The Treasurer should refer [Section VII](#) - Financial Policy and Procedures for Team Operations and follow all guidelines relative to the care of the team finances.

Treasurer responsibilities include:

- Prepare team budget and establish monthly dues.
- Manage team cash flow and operational expenses.
- Write checks, make deposits, and balance account.
- Generate quarterly financial reports.

Background Checks

All team staff must complete a background check. Contact the club registrar if you need to add a staff member for the team.

II. Time Line

May/June

Teams Form

Manager & Treasurer Designated

Meet with Coach and Set Preliminary Calendar for Year including Tournaments

Team Contact List- Can be found on BYGA

Team Budget/Team Meeting

Team Registration

Introduce Fundraising – Spirit Shirts

Order Uniforms

Recruit Team Volunteers for Spirit Shirt Fundraiser

Online Registration & data collector for all Families to be completed through BYGA

June/July

Application/Registration for League Play Submitted

Attend Manager Orientation

Background Checks for Coaches/Managers/Treasurers/players turning 18

Set up Team Banking

Player Passes Printed and Laminated (runs into August)

Practices as Directed by Coach if playing in early tournaments

Start Collecting Gold Shirt Sponsorships

Early Tournament Play as Scheduled

August

Pre-Season Bootcamp for New Managers

Register for League Play

Spirit Shirt Fundraiser

Initiate Other Fundraising as Desired

Golf Raffle Tickets available

1st Quarterly Financial Report Due, August 15th

Early Tournament Play as Scheduled

September/October/November

Cactus Kickoff Tournament

Tournament Play as Scheduled

2nd Quarterly Financial Report Due, Nov 15th

December

High School Season Intersession Begins for U15-U19
RSL AZ Holiday Classic
Tournament Play as Scheduled
Winter Break

January/February

New Year's Futures Cup
RSL AZ Golf Tournament
Ft Lowell Shootout
Tournament/league Play as Scheduled
High School Season concludes; all teams return after HS playoffs.
3rd Quarterly Financial Report Due, Feb 15th

March

Arizona College Showcase
RSL AZ Ostrich Festival
Spring Break
Tournament Play as Scheduled

April

Tournament Play as Scheduled
Sponsor End of Year Engagement as Desired
Team Parties as Desired

May

4th and Final Quarterly Financial Report Due, May 15th
Close out Banking Accounts leaving \$250 for next year
RSL AZ Team Tryouts

III. Resources

Club Resources

- Kathy Belles – Director of Club Operations/Tournament Director
- Sabrina Parsons – North Registrar
- Kimberly Gomez – South Registrar
- Megan Belles – General Club Support

Club Website

<http://www.RSL-AZ.com/>

Manager's Resource Center

<http://www.RSL-AZ.com/manager>

There are forms and access to multiple useful links on the RSL AZ website.

- RSL AZ Manager's Corner – Some of this will migrate to BYGA Club Library

- Forms
- Policies
- Team Operations Guide
- Player Handbook

Other On-Line Resources

- Got Sport
 - Official & Primary rosters
 - Background check & Safesport & other requirements
 - Tournament Registration & Rosters – See tournament website
 - League Play & Tournament Schedules – in your team account
 - League Play Game Cards & Score Reporting
 - Tournament Directory: <https://home.gotsoccer.com/events.aspx>
- Soccer.com - uniform orders
- Arizona Soccer Association - <https://www.azsoccerassociation.org/>

IV. Team Start-Up & Operations

Start Up Email Checklist – See Appendix

Team Season Start-up

- Attend Manager Meetings/Trainings
- Recruit Volunteer to be Team Treasurer & Set Account Access
- Recruit other Volunteers as needed – Spirit Shirt Coordinator, etc...
- Contact Info for Team Members and Coaches
- Establish Team Communications methods – weekly emails, meetings, website, etc
- Registration & Team Paperwork & On-Line Registration
- Uniforms – establish Jersey #'s once roster in finalized input players name, email and jersey number to [Soccer.com](https://www.soccer.com) submit roster, parents will receive an individualized email for ordering uniform kits.
- Meet with Coach – Determine League/Tournament Requirements
- Budget – come up with a preliminary Budget
- Discuss Fundraising with Team – Spirit Shirts – start obtaining sponsors over the summer, other fundraisers (Fry's)
- Provide Start-up Schedule – Practices, Possible league Game Dates, Tournaments, Holidays

Team Operations

Communication

The Manager must communicate all information to the team and will often act as a liaison between the coach, the league and the parents. The BYGA app should be used for team communication.

Registration

All players must be registered with RSL-AZ. RSL AZ will register each player through the club with the appropriate sanctioning body as determined by their league of play. A complete registration packet must be turned in for each player. This includes club registration, medical release, and birth certificate. No player pass will be provided without a full registration packet and fee agreement submitted to the registrar. Families will submit this through a BYGA data collection request. Managers do not need to collect this from families.

Foreign born players must have ITC clearance or complete the necessary paperwork with their club registrar.

Registration Requirements:

- Club Registration through BYGA
- Medical Release & Birth Cert – Through BYGA
- Any additional requirements for your program.

Forms

All regular forms will be collected through BYGA but additional forms can be found as needed through each sanctioning body.

Medical Releases

All players will be required to complete a medical release. Managers and Coaches should have access to each players Medical Release.

No player may practice/play with a team without being registered as a club member or having a loan form from their current club. We must have a medical release and they must be a registered as a player. This is for insurance and liability reasons.

Birth Certificates

All players will need to submit a copy of their birth certificate.

Player Passes

The Club Registrar will give player passes to the Manager. It is recommended that the player passes be kept on a ring and lanyard.

Organization & Team Binder

The Team Manager should use a binder to organize important documents needed for games and tournaments and used for check ins. This binder should contain each player's medical release.

Calendar

The Manager is responsible for maintaining & verifying a team's calendar and making sure all dates are noted and communicated. These include: uniform ordering, tournament registration, tournament schedule, league games, fundraising events and any other important dates.

Practice Schedule

Practice Schedules should be communicated to families and updated once field assignments are made in the late summer.

Tournament Schedule – [See Tournament Section VI](#)

Each Manager should meet with their team's coach after teams are formed and discuss the tournament schedule for the year. See the Tournament Guide for more information.

Budget

Each team shall create a team budget that should be distributed to every family at the start of the team's practices in July or August. The copy of the team budget must also be turned in to the club finance manager. As the budget is adjusted throughout the year an updated copy should be provided to each family. A template is available in the Team Finance Tracker.

Financial Aid

RSL AZ offers “Financial Aid” to assist economically disadvantaged families. To qualify for Financial Aid, families must meet criteria established by the Club. The RSL AZ Web Site has detail information on eligibility and instructions on how to apply. (Resource tab)

Team fundraising can also provide additional financial relief to families. Refer to [Section VIII–RSL AZ Team Fundraising](#).

Uniforms

Uniform kits must be purchased through Soccer.com. Each player is responsible for being dressed in the appropriate team gear at each practice and game. Once teams are formed coaches will decide the process for assigning jersey numbers so there are no duplicates.

Roster

The Manager will be responsible for maintaining the player’s pass and the team game/tournament roster. The manager should be aware of league rules before moving or loaning players from one team to another. As long as proper loan/move forms are completed, a new player pass will not be required. Contact the club registrar if you have questions regarding whether a new pass will be required. In most cases, you can just obtain the player’s pass from their loaning team’s manager. Only the Club Registrar can formally move a player from one team to another. A manager can create an event/tournament roster to add borrowed players.

Got Sport will be used as the official system of record for most events teams attend.

Managers and coaches are responsible to make sure all players with red cards serve the appropriate suspension and that the paperwork is completed as required by their league of play.

New Players

New players will be required to complete all registration paperwork and register for a payment plan. Manager should work with their registrar to get the player pass timely and have player added to the team’s official GotSport or TGS roster. Please allow time prior to roster freezes for new player additions. See [New Player Policy](#).

Player Loan

Player loans (from outside RSL AZ) must follow their league guidelines. A Player Loan Form must be completed for each loan occurrence. No loan form is required for a club pass player that is loaned between teams of the same club. Please note league rules for borrowing players.

Team Volunteer Hours

All families are required to volunteer at least 4 hours of their time per player, and sell five RSL AZ Golf Tournament Raffle Tickets to fulfill their volunteer agreement. A \$150 bond is included in the payment plans. As soon as both conditions are met, the bond will be removed from the player’s payment plan or if full payment has already been made, it will be refunded.

During Tournaments and club events we will offer volunteer hours. If you have families that would like to take a bigger role in helping with the tournament, please have them contact Kathy Belles. We always need extra help. Other volunteer opportunities may be posted also. See our volunteer page on our website for details. <https://www.rsl-az.com/volunteer>

RSL AZ Golf Raffle Tickets - every family is asked to sell at least 5 tickets for our major club fundraiser scheduled in January. Raffle tickets will be available by Aug and are due back by Dec 20th.

Delegate

Delegate and ask for help when you need it. You are as much a part of the team as the other parents. The entire team is responsible for the season.

Parent Support/Expectations

Refer to the handout in the reference section and in the Player Handbook, "How to be a Supportive Youth Sport Parent". Additional parent expectations are listed in the Player Handbook.

Pets

There are no pets allowed on the practice or game fields at any of our training/tournament locations.

Team Responsibilities to Club

All teams must also register for club tournaments. Your coach will work with their directors for the best tournament map for each team for the best development opportunities.

All teams invited to Regionals are expected to attend.

Insurance Claims

There is secondary insurance for all players through the teams sanctioning body. Please see sanctioning body's website for details.

Red Cards & Suspensions

Procedures & Forms available

Managers and coaches are responsible to make sure all players with red cards serve the appropriate suspension and that the paperwork is completed.

If a red card is issued during a game it will be noted on the game cards by the referee. The Player's pass will be pulled and sent to the league with the Game report by the referee. If the red card suspension is given to a player on your team, they must complete their suspension and fill out the suspension fulfillment report.

Depending on the infraction that the red card was issued for, the player will be suspended for a minimum number of games. Suspension means the player must present themselves to sit on the bench for these games, not dressed in game gear. They must present themselves to the Center ref at the beginning of the game and inform them they are serving a Red Card Suspension and have the Center Ref sign off on their Suspension Fulfillment form for that game. Once all suspended games are served the fulfillment form must be sent to the league and the player's pass will then be released.

V. League Play

Leagues

RSLAZ participates in many leagues across the US. Please check with your league's website for important dates and information.

League Registration

Each Team Manager/Coach will register for the appropriate league as directed by the Club.

Schedules

Schedules can generally be found in your Got Sport account, on the webpage for the league and most will auto populate into your BYGA team account. Note that at times the schedule might only be posted a week prior to games. Youth Academy games may be set up directly by the club or teams may register in a league.

Rescheduling Games

Please review league rules, in many cases, there are no changes allowed. Contact the RSL AZ Field Administrator for help if you need a field for league play. Any changes must be within the rules and agreed upon by both teams/league.

League Rules –

Please print out the rules for your league and keep them in your team binder. That way you have them handy if any issues arise on Game Day.

Game Day Check List

Player Passes and Medical Releases must be brought to every game.

Contact Information for the Other Team

Score card for games as required

Recheck Game information on the Day of the Game on the schedule to make sure there have not been any last-minute changes in time or field location.

Score Cards and Score Reporting

Please check the requirements of any league or tournament.

Referees

If there is a problem with referees during a league game, contact the RSL AZ Referee Assignor for help or to lodge a complaint. Field complaints should be directed to the Club Field Administrator.

Referees are paid at the field unless as required by league rules.

VI. Tournament Guide

Choosing Tournaments

Tournament Guidelines by Age (each coach works with the DOC for exact team requirements).

- U7-U10: Recommended 4 Tournaments
- U11-U15: Recommended 5-7 Tournaments
- U16-U19: recommended 6-8 Tournaments

After teams are formed in May, each Manager should sit down with their Coach and discuss the Tournament Schedule for the year. The Coaches will already have a tournament schedule in mind that has been approved by the Director of Coaching.

GotSoccer and the League your team participates in will have tournaments listed on them. Unfortunately, some of them are not updated for the coming year with exact dates, but you can estimate what weekend they fall on based on the previous year's dates.

Some of the factors that are taken into account when the Coach is choosing tournaments:

1. Scheduling – how they fit in with the team's league commitments, Holidays, the coach's schedule (other teams, work, coaching courses). Be careful not to schedule too much.
2. Level of Play Desired – while almost all tournaments have multiple brackets for different levels of play, some tournaments are more competitive than others.
3. Cost – The total cost of a tournament will only include the Registration Fee for local tournaments. Out of town tournaments also include added team fees for the Coaches Travel and Lodging. Each family is responsible for paying for their own hotel accommodations/travel. See Coach Travel Policy
4. Location – Out of town tournaments can be fun for team building, but they can also present a logistical challenge and they are more expensive for the families.

3v3 tournaments – the entire team must be invited to use funds from the team account, otherwise this is an individual expense.

Tournament Registration

Registration Deadlines

The Team Manager or coach must complete tournament registrations. Registration deadlines should be reviewed and planned for. Tournament information/dates/requirements can be found on the tournament's website.

All tournaments will have a registration deadline. Some of them also have early bird discounts that can save you some money if you utilize them. Be aware of these deadlines and make sure you don't miss them.

Registration & Payment

Tournaments may utilize different Online Registration systems for their tournaments. It is the managers responsibility with the input of the coach to make sure the roster listed for the tournament is correct.

If your Coach has more than one team at the tournament, make sure you mention that in requests so they can try to schedule the games so there are no conflicts. The teams can split the coach travel cost in these cases.

Most tournaments will expect payment with registration, but some will allow checks to be mailed. Some tournaments will accept all the teams and process payment right after the registration deadline, some do it as they get registrations in.

Tournament Acceptance

Once you register for a tournament you will want to watch for acceptance.

Friday Night Games

Many times, the tournament will also ask if you are willing to play a Friday Night Game, especially if you are a local team. So be sure to ask your Coach if they want a Friday Game or not. Many tournaments require local teams to play Friday Night and will state that policy in their registration information.

Playing Up a Division

Also, if your team wants to play in a higher bracket than their League Play Division would warrant, there are usually places to enter these requests. Talk about this with your Coach before you register.

Playing Up an Age Group

Also, if your team wants to play up an age group for a challenge or to get exposure playing a different format, most Tournaments will allow it. Talk about this with your Coach before you register.

Tournament Bracketing and Scheduling

Bracketing Placement

Sometimes prior to the tournament schedule, the tournament director will send out an email to managers and coaches with the preliminary bracketing. When you get this, please discuss it with your coach to make sure they feel that the team is playing in the appropriate bracket. You can request to move up or down and most tournaments will try to honor your request as much as possible as long as you can justify why you should be moved. There is usually a time limit the Tournament Director will give you to submit change requests.

Tournament Scheduling

About 1 week before the tournament, you will receive an email with a preliminary schedule. The Tournament Director will then give you a deadline to submit scheduling change requests before they lock the schedule and finalize it. It is very important you look at your schedule and make sure there are no issues such as coaching conflicts with other teams your coach has at the tournaments. Most Tournaments will try to guarantee no coaching conflicts for up to 2 teams. If your coach has more than 2 teams at the tournament, they can't guarantee they can resolve all conflicts and your Coach will need to arrange for an assistant or a substitute coach for coverage.

Tournament Rosters

You can set your tournament roster for a particular tournament in the system they are using. Please check their website for additional information. Most Tournaments lock rosters a few days before the start of the tournament. Often, they will allow last minute changes to be written in at the Tournament Check-in. Rosters are finalized after Tournament check-ins and players cannot be added. Double check all roster rules with the specific event.

Adding Guest Players from RSL-AZ

Utilizing players from another team within RSL AZ. If they are within your region, they are a club pass player. If they are part of another region they will be considered a guest player.

Adding Loan Players from Other Clubs

If you are using players from another club, loan forms must be filled out and presented at Tournament Check-in.

Tournament Check-in

Each Tournament will have a Tournament Check-in before play begins to check team credentials. This may be online or in person.

Print out each Tournament's Rules and Check-in Procedures and study the requirements carefully. Not following Check-in Procedures can result in forfeiture of games until the requirements are met.

The Manager or the coach must meet the requirements for each tournament check in. This generally will mean to arrive at the designated check-in with the team notebook, arranged alphabetically, containing each player's registration, and code of conduct.

Pre-Game Check-In

Each Tournament might have a separate Pre-Game Check-in procedure to follow before each game. Pre-Game check-in procedures will vary from tournament to tournament. Be sure to familiarize yourself with each tournament's rules for pre-game check-in. The Team Manager is also responsible for taking the player passes to each game during the tournament. Each player must have a pass and they will often check passes against the official tournament Roster.

Permission to Travel

US Club, USSSA & MLS Next do not require permission to travel. USYS does require permission to travel.

Housing for Out-of-Town Tournaments

Plan early for any team traveling. Hotel options are usually available on the tournament website. If the tournament website lists the field location for your age group, look for hotels nearby to those fields. If field assignments are unknown, look at the fields that will be used and choose a hotel centrally located.

Reserve a block of rooms for your team as early as possible. Most of the time, teams put the block reservation on the team card. Each family will then update the payment information to their personal account for their room. Make sure to send the reservation information out to the team so they reserve their own rooms. Follow up with the hotel and the families to make sure families have made their arrangements. Make sure to cancel any unused rooms in your block before the team card is charged. The team card should only be used to pay for the coach's room.

Stay and Play Tournaments

Many of the Out-of-Town Tournaments are Stay and Play Tournaments which means you are expected to obtain housing reservations through their housing vendor as a condition of acceptance to the tournament. The way these are set up is that the tournament club gets a commission for every room night that sells for their tournament which they use to defray the cost of holding the tournament. Follow their booking instructions. If it is not a Stay and Play Tournament you are free to make your own hotel choices.

Be sure and ask the hotel about a free coach's room. Sometimes with a certain number of room reservations they will give you a free coach room. The trigger number that they require to do that is usually 25-50 rooms but always ask. If your Coach is taking multiple teams to a tournament, try to coordinate with the other manager to get a big block and try to get the Coach's room comp'ed.

Coach Travel Reimbursement for Out-Of-Town Tournaments

[Travel Reimbursement Policy for Coaches](#)

Travel

Before leaving for your tournament, send out travel rules, game schedules, and field maps to all families. Travel rules can be found in section IV of the Team Handbook or you can put together your own list based on team expectations. Also provide an itinerary for families to follow once they arrive. Be specific. List what time players should be in their rooms and have lights out. Include what times players are expected at the field and any planned team meals or get-togethers. Have all families contact you upon arrival to ensure that your team arrives.

Make sure you have your player passes, notebook of player registrations/medical releases. Region IV states that we will not travel with birth certificates. You should not have to ever bring birth certificates to any tournament or tournament check-in with President's and State Cup being the exception. Please always check the tournament rules. If the tournament states that you must provide birth certificates. Please let the Club Admin know and we will have our state association contact that tournament directly to let them know we will not be traveling with birth certificates.

Chaperone Rules

This applies for chaperoned approved events (this is not in reference to local carpools):

The drivers, as chaperons, to these events are only covered if we have an approved risk management form on file and we have done a background check through the State Motor Vehicle office. The secondary insurance only covers medical so it is recommended that the team purchase additional coverage especially if renting a vehicle(s).

Managers will have already completed background checks. If you have additional driver chaperons, please submit their name and email address to the Club Administrator so that we can process a background check. I will also need their DOB and AZ driver's license number to run the complete driving background check.

Additional rules to consider on chaperon trips:

- It is always best to have 2 adults present with a group of kids. An adult should never put themselves in a situation where they are alone with a child that is not theirs.
- Teams should have a set of traveling rules that include wake-up time, meal times, event times, light-out times and room checks. Allowable electronic device usage should also be considered.
- Players should use the buddy system when they must leave the company of the group.

VII. Financial Policy and Procedures for Team Operations

Purpose

The purpose of this policy is to outline the Team's Financial Management Policies.

Background

RSL AZ, is a non-profit 501 c (3) corporation. The Club must comply with Internal Revenue Service (IRS) regulations for non-profit organizations in order to maintain its non-profit status. Those regulations impose limits on how organizational funds can be used and require tax reporting under specific circumstances. The Club will maintain a Tax Identification Number (TIN) issued by the Internal Revenue Service.

Effective management of financial risk is a critical issue for the club since it is a non-profit organization that handles significant funds.

Financial risk can be minimized by establishing appropriate organizational internal accounting controls. Internal accounting controls are procedures designed to ensure the safeguarding of assets and to ensure transactions are properly executed as authorized and properly recorded in the accounting records of the organization. The use of effective internal accounting control procedures will significantly increase the likelihood that:

- Financial information is reliable, so that teams can depend on accurate information to make programmatic and other decisions
- Assets and records of the organization are not stolen, misused, or accidentally destroyed
- The organization's policies are followed
- Government regulations are met.

This policy outlines the club's guidelines for team accounting control procedures.

General

The financial policies and procedure contained herein are meant to align the individual teams with the accounting guidelines of the Club.

Budget

Each team shall create a team budget that should be distributed to every family at the start of the team's practices in July or August. As the budget is adjusted throughout the year an updated copy should be

provided to each family. All Families should be aware of the team's financial status at the completion of the season.

Bank Accounts

Each team shall maintain their own bank account through the banking institution selected by RSL AZ Board of Directors. Each team should have two account signers that are not related to each other, or their coach.

Cash Receipts and Deposits

All checks and cash collected for equipment, apparel, sponsors, or fundraisers should be immediately logged in the team check register and deposited.

Documentation for all receipts (a copy of check, letter, etc.) will be maintained and filed chronologically.

All funds should be deposited intact, and a receipt retained. No disbursements are to be made from cash or checks received prior to deposit.

In the event a deposited check is returned by the bank, the team treasurer will contact the debtor within five (5) business days of receiving notice from the club's bank. All bank charges will be passed on to the debtor for any returned checks.

In the event the funds are not received from a debtor, the board may approve secondary measures to recover the missing funds.

All funds shall be held in a secure manner until they can be deposited and shall never be comingled with personal funds. Team funds should never be deposited in a personal account.

All deposit slips and check copies for received funds must be kept with the team financial records.

All checks deposited should be made payable to "RSL-AZ" or "RSL-AZ", with the team name in the memo section. When making deposits, ALWAYS use a deposit slip and you must specify at least the last 4 numbers of the team's bank account. This will ensure deposits are posted to the correct team.

Operational Expenses

All team expenses shall be paid using the Team's checking account. This may be by check, electronic payment, on-line bill pay, debit card, or other online banking options. The use of a personal check or credit card is strictly forbidden.

Debit cards will be held by the authorized signers of the accounts.

Invoices, statements and approved expense reports must be obtained for EVERY expense including debit card purchases.

- a. Checks shall only be written for the documented amount on the receipt or invoice in EXACT dollar amounts.
- b. Cash may be withdrawn via check or debit card, with a \$300 limit. A withdrawal slip must have a receipt attached for the same amount or a deposit should be made for the difference in amount
- c. All checks will be issued by an authorized team signer.
- d. A recipient and signer of a check may never be the same individual. Likewise, a signer may never sign a check to be received by a direct family member.
- e. All expense reimbursements must be accompanied by transaction receipts and a completed reimbursement form.

Check Authorization

Each Team will have two signers on their Team account. Each signer must complete a [Card Holder/Account Access Agreement](#).

The Team Treasurer will be responsible for all blank checks.

All payment records must be maintained for the entire soccer season and available upon request.

Voided checks will have "VOID" written boldly in ink on the face and have the signature portion of the check removed. Voided checks will be kept on file.

In no event will blank checks (checks without a date or payee designated) be signed in advance.

If it is necessary to re-issue a check in an amount over \$35, a stop payment will be ordered at the bank on the original check. Checks will not be re-issued for two weeks after replacement is requested.

Bank Reconciliations

Bank statements can be accessed through online banking.

Reconciliation must be done monthly by the treasurer and approved by the Manager.

The Treasurer will take appropriate action on all checks outstanding over 120 days.

Reports

The Treasurer should provide a report to each family reflecting all financial activity year-to-date by January 15th for the period August through December and prior to the last team event for the period January to April. If the team is participating in tournaments and fundraisers in June or July, this information should be included in the report for August to December.

The statement should reflect all monies collected, monies paid out and to whom, including the current bank balance.

Any family can request a review of a team account at any time. Contact the RSL AZ Finance Manager if not provided by the team.

The team treasurer must provide quarterly financial statements to the RSL AZ Finance Manager. The reports will cover the following time periods.

- May – July (Due Aug 15th)
- Aug – Oct (Due Nov 15th)
- Nov – Jan (Due Feb 15th)
- Feb – End of season (Due May 15th)

Travel and Expenses

See [RSL AZ Reimbursement for Travel policy](#) for more detail information.

The team shall pay for reasonable travel expenses for one coach for all out of town games and tournaments. Out of town games and tournaments will be considered to be all games and tournaments that take place outside the Greater Phoenix Area. Teams are NOT expected to pay for any family expenses of the traveling coach.

All arrangements for travel expenses will be prearranged with the team manager prior to any out of town tournaments or games.

Every effort will be made by coaches to minimize expenses. Coaches are encouraged to share rooms when possible. However, each team is required to provide a hotel room for their coach.

If a coach is bringing multiple teams to a tournament, the teams will split the coach's expenses

If Airline travel is arranged, it will be made at the lowest possible price within an agreed amount of time.

Car rental is a possibility and agreed upon between coach and Team Manager prior to travel.

Mileage will be reimbursed at the rate determined by the Board. Mileage is calculated from home fields and back. Please use the travel policy for more details on mileage reimbursement and per diem.

If the team proposes the cheapest option of travel to the coach but the coach chooses to make alternate arrangements; the team will only reimburse the coach up to the option they proposed. Example: If it is cheaper to fly, but the coach chooses to drive. The team will reimburse the coach the price of the plane ticket and the coach will be responsible for additional expenses.

VIII. Fundraising

Fundraisers

Fundraising is a team effort and benefits each member of the team equally. Families are not required but are encouraged to help with fundraising. Be aware that you may have families that choose to write a check as their contribution to fundraising. This is acceptable **but optional** and the family should be made aware that their donation benefits each team member equally and is **not specific to their child**.

The Spirit Shirt fundraiser should be started immediately after the team forms. The Manager should also discuss other fundraising options with the team. See the fundraising link in the forms section of the Manager's Corner and section IV of this manual.

No player or family should be singled out for not contributing a "fair" percentage of fundraising effort or dollars. All Funds collected, go to all players equally.

Logo

The RSL-AZ logo is property of RSL-AZ. Any use by teams must have prior approval from the club General Manager. This includes all fundraising and flyers.

General Fundraising Guidelines and 501c3 Requirements

There have been some questions about the use of sponsorship money to the teams and whether these funds if brought in by one particular family can be used for that particular family or individual. The answer is **NO**. A charitable contribution may not be given to an individual. Therefore, any "Team Sponsors" can't be earmarked towards an individual player but must be used for the good of the entire team. Any funds brought to the team as a "sponsorship" and that the donor wants to classify as a "charitable donation" can't be designated for any one member of a team

However, a sponsor may choose to pay for an individual, but these funds would not be considered as a charitable donation and would also be considered income to the receiving party. If RSL AZ were to allow funds to be earmarked to an individual player, we would be in direct violation of the IRS rules governing charitable contributions and we would also be jeopardizing our 501C3 status for our entire club. Please see the excerpts below to help explain further.

Contributions to Individuals

You cannot deduct contributions to specific individuals, including Contributions to individuals who are needy or worthy. You cannot deduct these contributions even if you make them to a qualified organization for the benefit of a specific person. But you can deduct a contribution to a qualified organization that helps needy or worthy individuals if you do not indicate that your contribution is for a specific person. <http://www.irs.gov/pub/irs-pdf/p526.pdf>

Earmarked Gifts Are Not Deductible

What if you want to make a contribution that benefits a particular person? This happens all the time. For example, someone may know a family that can't afford to pay their child's tuition and may want to donate money to a nonprofit program to cover that child's tuition. While the intention on the donor's part is still charitable in nature, these types of gifts are not tax deductible. A donor can never earmark a charitable contribution for a particular individual.

<http://www.nolo.com/legal-encyclopedia/when-are-gifts-charity-not-deductible.html>

RSL AZ Team Fundraising

At the beginning of each new soccer season it is recommended that each team raise money for things such as tournament fees, coach travel and lodging costs, parties, accessories and more. For this reason, we have created a vehicle that makes fundraising easy, fun and mutually beneficial – Spirit Shirts. See our Spirit Shirt Sponsor page for more information on this program.

Define Team Fundraising Goal

With guidance from the coach, Team Manager, Team Treasurer, and parent influence, a goal for fundraising through the spirit shirt program should be set. You will want to account for costs you may encounter throughout the entire season:

- Tournament fees
- Coach travel/lodging
- Team parties and dinners
- Accessories (team chair, umbrella's, tents, etc.)
- General funds
- Additional assistance to economically disadvantaged families

Shoot for the stars! If you determine your need to be \$6,000, set a goal for \$6,500 or \$7,000 and push your efforts to the limit. This will help ensure that you have more than enough to cover all of your team's financial needs for the season. Every team's goal will vary but raise as much as you can, so you won't need to scramble down the road.

Team Action Plan

The point person for the spirit shirt program should manage every step of the process. From understanding the team goal, downloading the forms, sparking participation by each team family, all the way down to placing the team spirit shirt order. A team action plan is critical to make this happen while meeting deadlines and goals.

a. Identify Sponsor Targets.

This is a great first step to prepare for your goal. From here you can encourage all of your families to think about whom they can reach out to. The obvious and most popular first target would be families on the team who own businesses. Next, create a list that makes it easy for families to start making sponsor request. Dr.'s offices, restaurants, flower shops, local banks and dry cleaners are just a few examples. Just about any business that families consume

products/services or frequent can benefit from a sponsorship.

b. Engage Participation from Families.

This is a critical step if you truly wish to meet your financial goal. For many families, this can be a big challenge, and something they are not comfortable with. If you make it simple you can get them activated and started on their sponsor search.

Think about challenging each family to bring in at least one sponsor, at any level. But also remind them to be on the lookout for those larger size sponsors. As previously mentioned, identify any families who already own a business and see how/if they would like to participate.

Give each family clear direction on what they should be doing and who they should be contacting. Provide them with the sponsor form and even craft your own email that they can send to prospective sponsors.

Logistics

a. Keep Track of Secured Sponsors.

Keep a log of sponsors obtained and funds received on the Spirit Shirt/sponsor Tracker Form.

b. Obtain Sponsorship Logos.

For each secured sponsor you must also obtain their logo for printing on the backs of the gold shirts. Be sure to ask your sponsors for their logo in BOTH of the following formats: High Resolution EPS and JPEG format. The EPS file will be used to produce the highest quality image on the shirts and the JPEG can be used in other ways, especially for helping you lay out the logos on the Logo Placement Sample Form for Samori Printing.

c. Bank Account Management.

Coordinate with your Team Manager or Treasurer to make sure all collected sponsor checks go into your team account. This will provide a check and balance for you against your goal and monies collected from your sponsors.

Sponsor Engagement

a. Team Website

Team Sponsors should be added to each team's website.

b. Team Online Database.

An added bonus for sponsors at or above \$400 is a complimentary listing in the sponsor directory. This will include their organization name, website and other contact information, short description and ability to list them in a particular category(s) so they can be found quickly and easily by all club families.

c. Club-Wide Sponsorship Opportunities.

For many of your team sponsors, the opportunity to support your specific team is their primary interest. However, some sponsors may have an interest in gaining exposure to our entire community of club families. Throughout the year there are a number of opportunities for your sponsors to reach a greater audience.

RSL AZ would be happy to speak to any of your sponsors about furthering their exposure to our club. From branding through our two hosted soccer tournaments each year (reaching an estimated 13,000 people each) to banner advertising, a custom branding package can be created to maximize their budget.

Sponsor Thank You Gifts

It is up to each team how they want to express thanks to their team Sponsors. Some ideas include Sponsor Plaques or Team Photo Books. Sponsor Plaques, Memory Books, or any other Sponsor Thank You Gifts may be ordered with team funds through a vendor of the team's choice.

IX. Other Duties

Team Community Service Project

Each team can elect to participate in a Team Service Project. The Project should be age appropriate and meet any age and adult supervision requirements the partner organization dictates. RSL AZ Team Spirit Shirts should be worn to any Service Project Activities. Past projects that teams have participated in include: Used Uniform/Equipment Drives, Dinner Service at Shelters, and Packing Events at Food Banks.

Scheduling Scrimmages/Practices outside of Schedule Club Practices/Games

During the Season your Coach may want to schedule Scrimmages with other teams within RSL AZ or outside the Club. It is each team's responsibility to secure field space for scrimmages and each team is responsible for paying any fees or expenses.

Team Webpage

Each team has their own webpage within our RSL-AZ.com site. We encourage each team to use this site.

X. Appendix

RSL-AZ POLICY FOR TRAVEL REIMBURSEMENT

RSL AZ competitive teams shall reimburse their coach, or if it has been arranged, the covering coach for reasonable and proper travel expenses incurred during the conduct of travel outside of a 50-mile radius from your home fields. Coaches should not be penalized nor, should they profit by adhering to these policies which shall govern expense reimbursement.

Controlling Expenses: Where practical and/or possible, every effort should be made to minimize expenses, including but not limited to sharing hotel rooms, sharing rental cars and making airline reservations as early as possible. Coaches are expected to maximize available discounts.

Travel:

1. To be reimbursed, travel expenses must be related solely to RSL AZ games or tournaments outside of a 50-mile radius from your home field.
2. Funds for all known travel expenses should be provided to the coach prior to travel.
3. Travel expenses shall be limited to: transportation, meals, lodging and parking/tolls.

Meals: Meals will be covered by the payment of a daily per diem of \$50. If travel begins after 1p on the trip out or ends prior to 5pm on the return day, the reimbursement should be \$30 for that day. The coach's team should provide them with their per diem prior to travel if possible.

Lodging: The coach's team should pay the hotel expense directly (room and fees/taxes only – movies, mini bar costs or similar additional expenses are not included).

Transportation Cost Determination:

1. **Personal Car Expenses:**
 - a) Use of a personal car will be reimbursed at 70 cents per mile.
 - b) Mileage shall be determined by utilizing Google Maps and taking the shortest driving distance
from your team's home field to the team hotel or tournament field.
 - c) If the coach chooses to ride with someone else from RSL AZ, no mileage will be paid. If the coach rides with a personal friend in their vehicle, mileage is reimbursed as if it was the coach's vehicle.
 - d) No mileage is paid on a rental vehicle. (rental rate & gas is paid)
 - e) If lodging, personal vehicle mileage or rental vehicles are used by multiple coaches; those expenses should be divided equally by the coaches' teams.
2. **Air Travel:** If a coach flies to the game/tournament, the team shall pay for the airfare and any vehicle rental fee for the duration of the tournament. This cost should be no greater than the mileage reimbursement amount noted in 1(b) above. If the coach should choose to stay longer or arrive earlier, any additional costs will not be reimbursed by the team. Every effort should be made to book the lowest airfare possible by scheduling as far in advance as possible.

Submission of Coach Paid Expenses: If a coach pays for any of the above expenses directly, the costs must not exceed the guidelines above and itemized receipts (not credit card receipts) must be given to the manager within one week of returning to the Phoenix Metro area.

Thunder and Lightning Policy and Procedures for: RSL AZ

You do not have to see lightning to be in danger; if you can hear thunder then there is a very real possibility of a lightning strike. Lightning can strike quickly and unexpectedly, and it can be deadly. Lightning often strikes as far as 10 miles away from any rainfall. Many deaths from lightning occur ahead of the storm because people try and wait to the last minute before seeking shelter. The safety of our players, families, and staff is the number one priority. OBEY ALL POLICIES IN PLACE AT ANY COMPLEX, FIELD, PARK, FACILITY AND/OR EVENT.

Rule: If there is a lightning strike within 10 miles of the fields (game or practice venue), players, coaches, spectators, and game officials must immediately vacate the field to their cars and/or a safe **enclosed** structure. Don't wait for rain. Coaches must remain with players until they are safely placed with parents or guardians. Coaches are responsible for ensuring the safety of all players on the field.

It is **strongly** advised that coaches download a **lightning detection app** to make the most accurate and informed decision. There are many free apps available. Some of the most popular are WeatherBug or Lightning Finder. Again, if a lightning strike has been recorded within 10 miles of your current location, you must remove your players from the field.

- Keep an eye on the sky. Look for darkening skies, flashes of lightning, or increasing wind, which may be signs of an approaching thunderstorm. Listen for the sound of thunder. If you can hear thunder, go to a safe shelter immediately. Again, don't wait for rain.
- If you see or hear a thunderstorm coming or your hair stands on end, immediately suspend your game or practice.

- When it is observed that there has been a lightning strike within 10 miles of a training session or game, the field must remain cleared for 30 minutes or more without any further strikes within the 10 mile radius.
- The 30 minute delay in training sessions or games will restart every time lightning strikes within the 10 mile radius.
- Clear blue sky does not ensure the area is safe to resume practice and games. Coaches should verify with a lightning detection app (such as Weatherbug) that it is safe to return to the fields.

Once lightning is detected:

- Stay away from metal including fencing, bleachers, flagpoles, sheds, goals.
- Avoid high places, open areas, overhead wires and power lines, cell phones, isolated trees, picnic shelters, golf carts, metal structures, or any type of standing water.

All individuals have the right to leave a site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel they are in danger from impending lightning activity. Anyone not following these guidelines and remaining outdoors or in an inappropriate area or shelter will do so at their own risk.

People who have been struck by lightning do not carry an electrical charge and are safe to approach and handle. **Apply first aid immediately** if you are qualified to do so. **Call 9-1-1**. Check for burns in two places; and entrance and exit wound. The injured person has received an electric shock and may be burned. Being struck by lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight.

Heat Index and Practice Protocol

We use the Heat Index Chart that is used by schools (http://www.mesasports.org/heat_index/) to determine if we keep fields open. The heat index is a combination of temperature and humidity. We check www.weather.com or an another app to determine temperature and humidity by the hour.

We are asking that coaches proceed with caution for the 5:00, 6:00 and 6:15 pm practice time slots when the temperature is the highest. It's the younger kids and the 5:00/6:00/6:15 pm times that are of the most concern. We will continue to monitor the Heat Index and if anything changes we will let everyone know through the coaches. We ask that coaches monitor all age groups and practice sessions regardless of time of day. We are letting coaches choose to cancel their session if they are more comfortable with that. If they choose to practice, we are asking to give plenty of water breaks and consider cutting the practice session. Parents - you can help by making sure your players are hydrating throughout the day, not just at practice. Follow the suggested practices listed below.

From www.weather.com (PRECAUTIONARY/PREPAREDNESS ACTIONS FOR EXCESSIVE HEAT WARNINGS) TAKE EXTRA PRECAUTIONS IF YOU WORK OR SPEND TIME OUTSIDE. WHEN POSSIBLE RESCHEDULE STRENUOUS ACTIVITIES TO EARLY MORNING OR EVENING. KNOW THE SIGNS AND SYMPTOMS OF HEAT EXHAUSTION AND HEAT STROKE. WEAR LIGHT WEIGHT AND LOOSE FITTING CLOTHING WHEN POSSIBLE AND DRINK PLENTY OF WATER. IF YOU WEAR A WIDE-BRIMMED HAT... YOUR HEAD AND BODY WILL BE MUCH COOLER.

Heat Illness Awareness and Practice Protocol

The MPS Heat Index is determined by adding the temperature to the relative humidity. For example, if the temperature is 105 degrees and the humidity is 35%, the total number is 140 (Danger Zone). When it is raining, the heat index may be modified at the discretion of the coach and athletic trainer.

LEVELS:

Under 135	Below Danger Zone	Practice as normally conducted. Water available and breaks given.
136-145	Danger Zone	Practice with modifications. Modifications may include; reduced amount of equipment worn, adjusted practice time, reduced running schedule. Water available and more frequent breaks given. Increased supervision by Athletic Training Staff and Coaches.
Above 146	Critical Zone	Practice modified, postponed, or cancelled: Modifications may include; no equipment worn or no running schedule. Water available and breaks given every 10-15 minutes or as needed. Practice moved indoors. Practice postponed until reading is no longer in the critical zone. Increased supervision by Athletic Training Staff and Coaches.

Practice Suggestions:

- Have water available and encourage athletes to bring their own.
- Encourage athletes to hydrate PRIOR to practice. Athletes should consume 17-20 fl. oz. of water or sports drink 2-3 hours before exercise and 7-10 fl. oz. of water or a sports drink 10-20 minutes before exercise.
- Schedule water breaks into the practice plan. Be aware of situations where athletes may need more water breaks based on intensity level and climate conditions.
- Encourage athletes to hydrate AFTER practice with water or a sports drink. Energy drinks and soda are not recommended for use in hydrating the body.

	SYMPTOMS	TREATMENT
HEAT EXHAUSTION	Fatigue - Headache - Fever (not exceeding 104 degrees) - Dehydration - Rapid Heartbeat - Dizziness/Fainting - Nausea/Vomiting Muscle Cramps - Heavy Sweating or No Sweating	The individual suffering from heat exhaustion should stop all physical activity and move immediately to a cool place out of the sun, preferably a cool, air-conditioned location. He/She should then lay down with feet slightly elevated, remove or loosen clothing, and drink cold (but not iced) slightly salty water or sports drink. Rest and replace fluids.
HEAT STROKE	Headache - Dizziness - Disorientation Agitation/Confusion - Hallucinations - Sluggishness/Fatigue - Seizure - Hot/Dry Skin Flushed but not sweaty - High Blood Pressure - Rapid Heart Loss of Consciousness	Person must be treated immediately as heat stroke can cause permanent damage or death. Take immediate first aid measures while waiting for help to arrive - CALL 9-1-1 -Get the person indoors preferably air conditioned -Remove clothing and gently apply cool water to the skin followed by fanning to stimulate seating. -Apply ice packs to the groin and armpits. -Lie the person down in a cool area with the feet slightly elevated.