

Managers,

Begin with opening a checking account for the team, go to IRS website and apply for tax ID number. The number needed is (EIN) Employer Identification Number in order to get the account opened for the team. Any donations the team collects should be made out to the team and not OCSA.

Team Budget should consist of the following –

Tournaments – Speak with the coach to determine which tournament they hope to attend. Look up the tournament and add the fee to the budget. (Recommend 2 tournaments for 2 season teams)

NCYSA League play referee fees – Home team is responsible for total fee.

[Referee Fees - NC Referees | North Carolina Soccer \(ncsoccer.org\)](http://ncsoccer.org)

Coach mileage – 50 cents per mile (Out of County games only) round trip.

Coach meal – out of town stay \$10.00 a meal, max \$30.00 a day.

Coach accommodations – tournament or away game when needed (booked and pay by manager through team account).

Add all the above and divide by number of players I would recommend 1 less in case somebody quits.

When a coach has two teams and is playing at the same location coach fees will be divided by the two teams.

Send monthly budget breakdown to all parents of players so there is no question where money is being spent.