

TEAM MANAGER / TREASURER HANDBOOK

SELECT & ACADEMY PROGRAM



TM

Revised 12/2012

Introduction

Thank you for accepting the position of Team Manager and/or Team Treasurer for your child's team. Volunteer roles are very important to the overall efficiency and organization of your team. Please know that the information and processes you will manage in this capacity will have a positive impact on the team experiences of other member families. With a little organization and timely actions on your part, the role can be managed easily without hindering your already busy life.

This manual is a blueprint for managing the responsibilities of a Team Manager and/or Team Treasurer. As such, it is intended to provide you the framework to properly perform your function in this position while allowing for some flexibility in specific decisions to be made by you and the Head Coach of your team.

If at any time you have questions or concerns about your decisions while serving in this role, feel free to contact Pam Sweeney at the Omaha FC office at 402.896.4420 or PamS@OmahaFC.com.

Getting Started in the Team Manager Role

It is recommended that a 3-ring binder with tabbed dividers be used to maintain all materials in one place. This will help you stay organized as well as allow you to have the necessary material on hand if needed. Suggestions for the various sections to be included in the binder are:

- Resource Numbers (League hotlines, parent contact information, etc.)
- Rosters
- Game Schedules
- Training calendar
- Birth Certificates (when appropriate)
- Medical Releases
- Tournament Information containing hotel and tournament data (one tab per tournament)
- Finances – See *“Team Treasurer Guidelines”*

Upon assuming the Team Manager's role, it is recommended that you schedule a meeting between you and the staff Coach(s) as soon as possible. Every Coach has different expectations regarding what responsibilities he/she feels you should handle and what responsibilities a Coach should manage. Some areas to cover include the following:

Meeting checklist / responsibilities

- | | | |
|---------|-----------|--|
| o Coach | o Manager | Register the team for the Nebraska Soccer League or MRL
(the deposit fee is paid by the club) |
| o Coach | o Manager | Disseminate information during the season |
| o Coach | o Manager | Set up practice location(s) and time(s) |
| o Coach | o Manager | Fill out / bring roster cards to all games |
| o Coach | o Manager | Keep player passes / bring to all games |
| o Coach | o Manager | Register team for tournaments & winter leagues |

- o Coach o Manager Making travel arrangements for the team
- o Coach o Manager Check-in responsibilities @ tournaments
- o Coach o Manager Communication with NSL or MRL
- o Coach o Manager Communication with Club Registrar
- o Coach o Manager Regular communication with families of the team
- o Coach o Manager Providing seasonal budget updates to families on your team

The Team Treasurer should handle all financial needs and considerations of the team

Registering with NSSA and Omaha FC

Primary Player Registration

In order to play soccer in the state of Nebraska, every Omaha FC player must be registered with both Omaha FC and with the Nebraska State Soccer Association (NSSA). ALL Omaha FC players that participate in our Select and Academy programs are Primary players of Omaha FC.

In order for players to be registered with both organizations, the following procedures must be followed:

- The Player/Parent will complete a registration form and pay an initial deposit on signing day. Signing dates are set by the NSSA and may vary by age group. Registration details will be provided as part of the tryout communications.
- Families may either pay the remaining annual Club registration fee in full or select one of the payment plans we offer. Payment plans must be established online and involve ACH transactions from either credit or debit card accounts.
- The Club Registrar will handle all Omaha FC player registrations with NSSA.
- The Registrar will also prepare an official team roster which will be provided to you in late July or early August and must be retained in your records. We recommend you keep several copies of your team roster in your binder and have those copies available for tournament registration or other purposes.
- If a player is new to Omaha FC, a photocopy of the player's birth certificate must be provided to the Club office before their registration can be completed.
- Copies of birth certificates may be emailed to the Club at PamS@OmahaFC.com or faxed to the office at 402.896.1430. (This number is a dedicated, secure fax line.)
- Any items mailed to the registrar should be mailed to:

Omaha FC C/o Pam Sweeney
14706 Giles Road
Omaha, NE 68138

Secondary Player Registration

Any and all Secondary Player Registration requests must be submitted in writing and approved by the gender specific Director of Coaching (DOC). The girls DOC is Alex Mason who can be reached at AlexM@OmahaFC.com. The boys DOC is Ryan Kruse and who can be reached at RyanK@OmahaFC.com.

- The Secondary Player Form is available from the NSSA website and needs to be filled out and signed by both Primary & Secondary Coach (listed under the forms section)
- Mail the form to the club Registrar at the above address **with the appropriate fee** (see below). It takes approximately 3-4 business days for the player pass to be processed. The Registrar will send the pass to you when it is available with the appropriate DOC approval.
- Secondary player fees are \$25.00 per season (\$50.00 for full year). The fee should be paid by the secondary player family.
- Omaha FC does not allow any of our athletes to participate as a secondary player for other competitive clubs. We do allow our players to secondary with CYSL teams but consider those players registered primary to Omaha FC. Players who are primary with another competitive club and secondary to an Omaha FC team must pay \$50.00 per season (\$100.00 for the full year) to Omaha FC. This fee includes game play ONLY; fees for training with the team would be an additional expense.
- Coaches and Team Managers alike should make sure that parents of CYSL players are aware that Omaha FC registers all its players in a Primary role and should a tournament or league game conflict occur the player should fulfill their primary registration commitment.
- A medical release is required for both the primary team *and* the secondary team
- The secondary player pass should be kept with the primary player passes for the rest of the team (see below for additional information)

Coaches and Player Passes

In order to coach or play on a particular team, each coach and player must have a pass. These passes are provided to you by the Club Registrar but you will need to do the following:

- Photos are able to be uploaded to print on the player pass; if a photo is not included a 2x2 photo will need to be placed on the front of the pass. Effective 2012-2013 year, a signature is no longer required for any player.
- Every pass must then be laminated, single hole punched in the left-hand corner of the front of the passes, alphabetize and held together using a large metal key ring.
- Coach and Player passes must be available for review before every game by the game officials. Either you or the coach can be responsible for having the passes before games begin. Players that do not have a player pass at game time may not be allowed to play.

Registration with NSL and MRL

Registration with the Nebraska Soccer League (“NSL”)

Most select teams at Omaha FC between the U11 and U18 age groups will play in the Nebraska Soccer League (“NSL”). Under 10 Academy teams will participate in Eastern Nebraska Soccer Association (ENSA). The registration with NSL is done by either the Coach or the Team Manager as discussed at the initial meeting. Please note that registering with the NSL is different than registering with the Club and NSSA as described in the previous section.

To register the team with NSL, simply complete the online registration at the NSL website at <http://nsle.com/onlinereg.html>. Please note the following:

- Either the team manager or staff coach must register the team. This is not done by the Omaha FC Registrar
- You must include the dates that the team has conflicts. This must be done at the time the online registration is submitted.
 - Reschedules (other than weather related) will cost the team \$25.00 (first reschedule), \$50.00 (second reschedule), and \$100.00 (third reschedule). No team is allowed more than 3 reschedules for any reason. All team costs are assessed against the team by the Club after the season is finished and are due immediately upon the team managers receiving this information.
 - If a team gives notice to the Competition Coordinator at NSL (John Sozio – 888.637.6223) that the team is forfeiting a game at least 72 hours prior to the start of the game, the fine will be \$75.00. If a team forfeits within 72 hours prior to the start of the scheduled game, the fine is \$150.00. These team costs are assessed against the team by the Club after the season is finished.
 - Fines assessed to coaches or players for red card or other offenses will also be the responsibility of the team
- Please keep a copy of the NSL registration in your files.
- The deposit entry fee is paid by Omaha FC on behalf of the team and is included as part of the players’ registration fees.

Registration with the Midwest Regional League (“MRL”)

Only one Elite team at each age group will play in the Midwest Regional League (“MRL”), and only if the Directors of Coaching believe that the team can be competitive in this league. If yours is one such team, you will be provided with additional information concerning this opportunity.

Checklist for League Play

When the league schedule is released, immediately send a copy via e-mail to players and coach(s).

The NSL schedule can be found here: <http://nsle.com/score.html>.

Keep track of the wins/losses for your team since this information is generally requested when you register for tournaments (See *Tournaments* section below).

Remember to bring Player Passes and Game Cards to each league game and provide them to the Head Coach no less than 20 minutes before the game is scheduled to begin

- ✓ Game cards if you are a home team or white roster sticker if you are the away team
 - Game cards: *Game information* on all 4 sections, and roster, need to be filled out prior to game in addition to the roster information.
 - White Roster stickers need to be filled out prior to game.
- ✓ Medical releases need to be available at all times.
- ✓ Each team is responsible for providing a net and three corner flags at each league game. Teams should designate an Equipment Manager, separate from the Team Manager or Team Treasurer, to fill this role. (Leagues may fine your team for not providing these items at scheduled game times. These fines shall be paid out of the team account.

Initial Team Meeting

- Schedule an orientation meeting for the team, parents and coach(s) after team selection.
- Instruct parents to bring the following forms, information and items (See *Parent Check List*). All of these forms should be retained by the Team Manager,

- Nebraska State Medical Release:

<http://www.nebraskastatesoccer.org/NewSite/FormEForm.asp>

These should be maintained in alphabetical order, kept in the binder at all times and brought to all games and tournaments. Some tournaments require that the medical releases be notarized. Be sure to check each tournament's rules and policies carefully.

- Birth Certificate - A copy of the player's birth certificate is sent to Omaha FC only once so the Club can verify DOB information. Omaha FC will destroy any copies of birth certificates we receive. Some tournaments may request a copy of the player's birth certificate so we recommend each player's parent keep a copy of that document with them when participating in tournaments. Team Manager's should no longer keep a copy of player birth certificates on file or in the team binder.
- Picture for Player Pass – Digital photos can be uploaded to the player's Omaha FC account. A small school picture photograph also works well.
- Information for team spreadsheet and hotel rooming list: (See spreadsheets)
 - Home address

- Home telephone number
- Work telephone number(s)
- Cell telephone number(s)
- E-mail address(s)
- Many hotels will allow a Team Manager to reserve a block for rooms for your team; which allows each family to secure a room and make payment directly with the hotel. Please encourage families to make payment arrangements themselves once the team reservation and rates have been set.
- If hotels will not reserve a group of rooms together for your team, Team Managers may create a rooming checklist complete with room preference information (two twin beds, king, etc.) and individual credit card information from each family. This information should be properly protected and destroyed immediately after its intended use.
- It is recommended that the requests for information, and needed forms, be sent to team members as attachments *prior* to meeting. At the meeting allow each family to check the roster and hotel spreadsheets for accuracy (again, making sure that any credit card information is not available for general review).
- Inform parents that e-mail will be the principle form of communication and include all work and home email addresses when possible. Stress that it's imperative that parents check their e-mail routinely. Parents should be directed to check email for practice or game changes prior to leaving for the event and should respond to email correspondence when requested to do so.
- Consider creating an online "Team Calendar" using Google Calendar, as an efficient way to track and update team events. Please visit with the Coach about establishing a team calendar through the Club.
- Set up "Calling Tree" to handle last minute changes to schedule and dissemination of information. Designate four or five people to each call three or four families.
- Ask for an "Equipment Volunteer" – this individual will keep the team flags and net and be responsible for making sure they are up at least 30 minutes prior to game time.
- We consider any and all member information to be extremely confidential. This information includes but is not limited to the following: address, phone numbers, email addresses and player information including health considerations and date of birth information. Coaches or team managers are strictly prohibited from providing this information to other individuals and may not use Club member information to promote non-Omaha FC specific events or programs.

Uniforms

- All uniforms and optional training gear is part of Omaha FC brand and must be purchased through the Club's contracted vendors.
- Uniforms for the U11-U18 Elite/Gold teams are ordered through Euro Sport (www.soccer.com).

- Uniforms for Academy teams are purchased at Nebraska Sporting Goods on 84th and “I” Street here in Omaha.
- Due to manufacturer material and production variables out of our control, uniform styles will change every two years.
- The Club will provide adequate sizing dates to all members in both “full-in” and “new” uniform style years.
- Payment for uniforms, optional warm-up suits and training jerseys are not included in Club registration fees and should be handled by the team treasurer.
- If a player on a particular team cannot attend the various sizing days made available to them, they may go to Nebraska Sporting Goods to be fitted using any comparable uniforms they have available.
- The Team Manager should place uniform orders once the entire team has been sized and paid for their uniforms. Please allow for no less than 21 days for uniform orders to arrive. We recommend the uniforms be shipped directly to the team manager and that they distribute them at the next schedule training once they arrive.
- Please place your team order with Euro Sport as soon as possible and allow for 30 day for them to process team uniform orders.

Tournaments

The following will help you as your team registers and plays in tournaments. A list of sanctioned tournaments can be found on the NSSA website: [www.nebraskasoccer.org/NewSite/ Tourn.asp](http://www.nebraskasoccer.org/NewSite/Tourn.asp).

General Considerations

When selecting a tournament, primary considerations are level of competition, the date(s) of the tournament, the cost, and the registration deadline.

- Register for tournaments as soon as the decision has been made to compete. Most registration material can be found on the hosting tournament’s website.
- During the registration process (usually on-line), read material carefully and thoroughly.
- Submit requested material and do not submit additional material.
- Keep a copy of all registration information in your binder.
- Complete the *Notification of Travel Form* for any out-of-state sanctioned tournament:
 - This form can be found on the NSSA website under the *Forms* section or at this link:

<http://www.nebraskasoccer.org/NewSite/eTravel/eTravelRegistration.asp>

- After completion send the form and payment to Nebraska State Soccer:

10700 Sapp Brother Drive
Suite "B"
Omaha, NE 68138

- Keep original approved "*Notification to Travel Form*" to take to tournament as part of the check-in process.
- Most indoor tournaments and fun festivals (4 vs. 4) are not sanctioned; therefore Travel Forms are not required
- NSL league games involving teams from Iowa do not require permission to travel forms

Guest Players

Guest Players are used only for tournaments when necessary and must be approved by either team's Head Coach or the Directors(s) of Coaching.

- The *Guest Player Form* available from the NSSA website needs to be filled out and submitted. Directions for completing the form can be found here:

<http://www.nebraskasoccer.org/NewSite/eTravel/eGuestRegistration.asp>

- In addition, you must do the following:
 - Sign & Date form and take to the tournament check-in.
 - Secure the player pass from the player's Primary coach.
 - A medical release is required for all guest players.
 - Guest players are reserved for tournament competition and may not participate in NSL regular season games.

Medical Releases

- Some out-of-state tournaments require their own Medical Releases. Although very few tournaments require that the medical releases be notarized, some do. Check the tournament website to be certain.
- Regional Tournament requires notarization of these forms.
- Have all families fill out the player's Medical Release in its entirety.
- Keep releases in alphabetical order for ease of access at the tournament check-in.

Tournament Check-in

- Be cognizant of time and place for team check-in. See tournament website.
- Have the following available and alphabetized where applicable:
 - Player Passes
 - Official State Roster or Tournament roster (check the tournament website to determine which roster you need)
 - Guest Player Form(s); if applicable
 - Medical Releases
 - *Nebraska Notification of Travel Form* ; if applicable

Hotel Reservations

- Compile a rooming list including credit card numbers and expiration dates (See Parent *Hotel Information Sheet*). Also include the following: number of rooms for each family, room preference, and confirmation numbers.
- Also generate a list of all relevant information for the hotel (and restaurants and entertainment if done as a team) including contact information, telephone numbers and fax numbers (See *Hotel and Dining Information Sheet*).
- For security reasons rooming lists should be faxed *not sent via e-mail*.
- Tournaments will specifically state when it is mandatory to use an affiliated company to obtain hotel rooms. Check tournament website.
- Try to reserve a hotel as close to the fields as possible.
- Contact hotel "Group Sales" and negotiate rates when possible
 - Discuss whether your team should secure a meeting room for team activities / rest between games / meals during tournament. There may be a cost to rent room for a day but some teams rent a room and cater in food in order to keep overall tournament prices down.
 - Keep records of all conversations with hotel.
 - Ask hotel about their cancellation policy.
 - Many hotels will offer one comp'd room for in exchange for the entire teams booking which should be offered to the head coach to reduce shared team costs (see Coach reimbursement policy below)
 - Reserve a block of rooms and have each family call to reserve one of the block rooms.
 - Make sure the parents know what *name* the block of rooms is under.

- Make sure the parents know the *final date* that they can call before they lose their room.
- Be aware that if parents don't follow your instruction and reserve their room within the timeframe provided, they could be left scrambling for a room as many hotels do fill-up. Send frequent reminders to player families
- Determine if minors can stay in hotel rooms without parents – for older teams
- Request that confirmation be sent on all reservations.
- Many hotels will send confirmations to one e-mail address so you can verify accuracy.

After verifying accuracy of reservations, send individual confirmations to families as an attachment. Keep a copy of each confirmation on file for future reference. Inevitably, one or two families will contact you the week of the tournament for hotel information. You can then resend their confirmation information as an attachment.

Finances

- A Team Treasurer is recommended.
- Treasurer will work with the Coach and Team Manager in order to determine approximate team expenses for each season.
- Team Treasurer should provide seasonal updates to team families showing:
 - Team Account Beginning Balance
 - Team Account Expenses
 - Team Account Net Balance
 - If Applicable, the following information should be provided to individuals families (not the entire team)
 - Individual player fundraising results
 - Individual player account balances

Miscellaneous

- Regional Competition:
 - During check-in you will need to fill out a form concerning who will be on the sidelines with the team.
 - No one is allowed on the team sidelines without an official pass.
 - Club Directors of Coaching are listed on the roster and will have a pass available in case of illness or conflict
- Speak to the Coach concerning team activities during tournaments.
 - Some Coaches may schedule team events during a tournament weekend.
 - Many Coaches publish a player diet before attending tournaments. Please help your player adhere to these instructions.
 - If necessary, make reservations at appropriate restaurant near the hotel which will accommodate this diet information should it be provided
 - *This responsibility can be given to another parent volunteer.*

- Check on any activities that the players / families can attend during the tournament weekend.
 - RE: MSL soccer games, movies, tourist attractions, etc.
 - *This responsibility can be given to another parent volunteer.*
- **IMPORTANT:** *Teams U 11 through U 12 may roster 16 players and teams U 13 and above may roster up to 22 total players during the year. This includes both primary and secondary players. Teams that compete in state cup will provide a roster to the tournament prior to each game listing only 18 players to participate in that game. The roster can change prior to each game.*

Questions regarding transfers should be directed to the Omaha FC office.

Forms

Tournament Check-in

Parent Checklist – an example is attached. You may download the form in Excel format at www.Omahafc.com under “Coaches”, “Coaches/Team Manager Forms.”

Hotel Rooming List - an example is attached. You may download the form in Excel format at www.Omahafc.com under “Coaches”, “Coaches/Team Manager Forms.”

Team Treasurer Information and Financial Guidelines

The Team Treasurer is a very important position on the team. This position may be held by the same individual who serves as Team Manager but we recommend this position be filled by a different volunteer parent who works closely with the Team Manager and Coach. An individual Omaha FC team account will need to be opened in order to process payment for all team costs including tournament registration fees, equipment purchases, indoor leagues, coach’s travel costs, and other team-related expenses. Costs are typically evenly divided between the players on the team. The Team Treasurer coordinates the collection of funds from team families to cover all team expenses and makes disbursements from the team account for team expenses. The Team Treasurer must ensure that the team’s record keeping is maintained properly and accurately for the team. A Coach of any team should not be involved in the payment or collection process of team finances.

NOTE: Omaha FC collects a registration fee directly from each player. A portion of this registration covers the costs of the primary league fee in which the team competes. If the team participates in MRL (Midwest Regional League) rather than NSL or ENSA, Omaha FC pays the MRL fee directly to Nebraska State Soccer and will reimburse the team the difference between the NSL deposit and MRL deposit. If the team participates in both leagues, a reimbursement is not provided and the team will owe an additional amount to Omaha FC for the second league. MRL is available for U14 (u13 starting spring 2013) and older teams and must be approved by Omaha FC and the Nebraska State Soccer Association Technical Director.

Team Treasurer Responsibilities:

1. Set up and manage team bank account.
2. Secure an EIN (Employer Identification Number) for the team. See Bank Accounts below.
3. Consider applying for a team debit/credit card for simple processing of payments.
4. Manage team financial records and provide seasonal updates to player families.
5. Coordinate collection of team funds, make deposits and write checks for team expenses.
6. Coordinate the collection and handling of funds from any team fundraising activity.
7. If a Team Treasurer, Team Manager or Coach Assignment changes from one year to the next, we recommend that the team bank account be managed to a zero balance and refunds be provided to player families. If situations permit, leaving a small amount of money in your team account and carrying that account balance forward to next team year for players continuing on that team is much easier but may not always be an option. The Club does not require teams to create new bank accounts each year.
8. Provide financial and fundraising information as requested by Omaha FC.

Bank Accounts:

Team Treasurers need to set-up a bank account to be used exclusively for your teams financial obligations. It is recommended that a non-profit bank account be opened in the name of the team (ex: Omaha FC 93/94) and not the name of the Treasurer, Coach or another team parent. This account is the property of the team. First National Bank will allow you to set up the account with no fees or interest. This will limit the number of federal and state filings required for the team.

Bank account signers should include the Team Treasurer and the Team Manager or another team parent. A team coach or spouse of a parent already an account signer should not be a signer on a team account.

Each team apply for a separate EIN number to set up the team bank account. (You may also use your personal social security number to open the account.) Teams may not establish accounts using any proprietary information of Omaha FC.

Instructions to obtain an EIN number:

Go to www.irs.gov. Under the BUSINESS tab, click on Employer ID Numbers. You can apply for the EIN on-line with form SS-4.

Most of the form/application process should be self-explanatory. The list below will provide guidance as to how to complete certain sections of the Form SS-4.

#1 - #5. The legal name of entity should be "Omaha FC team name". Do not use the coach name in the title as it may change. Also state if "boys" or "girls" team since birth year used may be the same.

#7a (but not 7b)-Team Treasurer Name

#8A. Type of entity: Other – Youth Soccer Team

#9. Reason for applying: Banking purpose – Open Bank Account

#14. Principal activity: Other – Youth Soccer Team

#16a - #16c (if applicable)

First National Bank is the official banking partner of Omaha FC and has agreed to provide teams “no-fee” checking accounts for our teams with the team treasurer. Please visit one of the following locations to set-up your teams account. In order to establish a team account at one of the following First National Bank locations, please bring a copy of your team’s (1) Official Club Roster in order to validate your affiliation with Omaha FC, (2) a picture ID, and (3) your EIN or personal social security number.

West Center Branch
 Warren Young, Branch Manager
 Julie Pabian, Assistant Branch Manager
 2265 S. 175th St
 Omaha, NE 68130
 (402) 602-2700

168th & Giles
 TBD, Branch Manager
 Jamie Blair, Assistant Branch Manager
 8311 S 167th Piz
 Omaha, NE 68136
 (402) 602-1404

144th & Stony Brook
 Teresa Nelly, Branch Manager
 Chelsea Weathers, Assistant Branch Manager
 5812 S 144th St
 Omaha, NE 68137
 (402) 602-2770

Financial Reporting:

A team year typically runs from July 1 to June 30th. It is advisable to use simple accounting software such as Quicken or a simple Microsoft Excel file in order to track team finances and account balances.

- A. Projected Team Expenses. At the beginning of each team year, a summary of projected team expenses for the year should be provided to each family along with a payment schedule. This should be prepared in consultation with the coach and his or her plans for the team year.
- B. An accounting should be provided to each family detailing their portion of the team expenses paid with their team contributions by the end of every team year or as requested. Amounts paid and any special financial arrangements made with player families must be kept confidential.
- C. Recommendations for handling coaches expenses (out of town league and tournament play):

	No Parent Head Coach	Parent Head Coach	Assistant Head Coach	Parent Assistant Coach
Mileage Reimbursement	Current IRS Rate	Current IRS Rate paid at 50% of total	None, ride with coach or family member of player	None
Hotel	100% paid in advance with team account	50% paid by team	Should share room with coach	None
Daily Food Stipend	\$35	\$17.50 per day	\$35 dollars per day	\$17.50 per day

Non-parent head coaches should not incur any out of pocket expenses for hotel room charges. Daily food stipends and estimated mileage reimbursements can be paid in advance or after the event depending on the coach's individual preference. Additionally, parent coach stipends can be provided in advance of the event or after depending on the coach's preference.

Expenses associated with Club assigned "non-parent" assistant Coach should be minimal. These coaches are expected to share a room and travel accommodations with the head coach of the team. The family members of a team should only be assuming the cost of one coaching room per team per event.

Other considerations:

Any purchase for team training or game equipment are expected to be split 50/50 between the coach and the team as part of the team expense (please include in team budget). The Coach should maintain ownership of the equipment. We have asked Coaches to keep any equipment purchases below \$200 dollars per soccer year.

Guest players for tournaments should only incur their personal expenses such as food and hotel room; guest players should not share the cost of the tournament expenses/permission to travel/coach's expenses (some situations may dictate otherwise; to be determined on a case by case basis)

Secondary players should share costs incurred by the team based on their participation in addition to their own personal expenses (some situations may dictate otherwise; to be determined on a case by case basis).

If a U15 and older team plays Spring league rather than high school, each player will be charged the additional fee consistent of the U14 fee. Omaha FC will pay the league and coaches fees from the additional fees.

A final Team Financial Report is encouraged for all teams at the end of the team year. The Team Financial Report should be provided to each family and show categorized income to include player contributions, fundraising results, miscellaneous income, and categorized expenses to include indoor league fees, tournaments fees, Coach expenses (travel, meals and lodging expenses for out of town travel), field rental, and equipment.

NOTE: It is customary for players to pay for their uniforms and their individual travel expenses for out of town activities.

Charitable Contributions and Team Fundraising

The Club will provide various fundraising opportunities to player families throughout the year to help them offset the overall cost of participating on your team. We strongly encourage Coaches, Team Managers and Team Treasurers to promote these organized Club fundraising events.

In order to protect the integrity of the Club and honor partnerships already in place with Club sponsors, advertising and fundraising, all other individual or team fundraising plans must be approved by the Club in writing, in advance of the campaign. Please send those requests directly to Shane Piper at ShaneP@OmahaFC.com.

Individuals or teams may NOT offer advertising to organizations through Omaha FC branded items or Club managed products, events or services. This includes but is not limited to; uniforms, optional practice jerseys, spirit wear, promotional items, festivals, website, or any other form of direct marketing intended for other member families within Omaha FC. Any unauthorized use of the Club logo is strictly prohibited.

Currently Approved Team Fundraising Options

TEAM TRAVEL BANNERS

Some select teams have created “travel banners” they put on display when they their team participated in league or tournament play. The Omaha FC logo must be predominately displayed on these team banners.

The official Club banner vendor is *Sign It* on 84th and F Street. We require teams that decide to create a travel banner use this vendor as they are familiar with our logo and brand integrity concerns and have our digital artwork on file. All final banner designs must be approved by the Club prior to production and can be emailed to Shane at ShaneP@OmahaFC.com for approval.

OPTIONAL PRACTICE JERSEY SPONSOR

Many coaches have decided to have their team order optional training jerseys for their team. In order to help offset the costs of these jerseys and raise funds for the team, your team may offer a company an advertising opportunity on these optional jerseys. Branding on one sleeve of the optional training jerseys are part of the *Select Uniform/Practice Jersey Sponsorship* sold by the Club and as such is considered an “asset” of the Club. Only the alternate sleeve of these jerseys is available for sale.

Optional training jersey sponsors must be approved by the Club before the sponsorship can be granted to an individual or company.

Optional training jerseys must be ordered from current vendors of Omaha FC. Nebraska Sporting Goods on 84th Street should be used for generic branded practice jerseys and Adidas branded practice jerseys should be purchased from Euro Sport. All practice jerseys must contain proper Omaha FC markings as well as the *Select Uniform/Practice Jersey Sponsor* (Colliers) logo on the arm.

Charitable contributions provided to a team

Monetary contributions may be made directly to a team from any individual or business. Contributions made directly to an individual team do not qualify as a tax-deductible contribution since the team is not a 501c3 non-profit organization.

As an extension of the Club, we will help your team facilitate charitable contributions from individuals or companies who make that payment directly to Omaha FC through your team treasurer. Contributions processed by the Club will qualify as a tax-deductible contribution as the Club is a 501c3 non-profit organization.

These following guidelines must be followed in order for the Club to assist in processing team donations:

- Contributions must be submitted in aggregate by the Team Treasurer to Omaha FC at 14706 Giles Rd, Omaha, NE 68138 in one sealed envelope. Please be sure your team information is included within the packet of donations.
- Omaha FC will issue charitable receipts to each donor for contributions over \$250.
- The donor's cancelled check will serve as the receipt for all contributions less than \$250 made directly to Omaha FC.
- Aggregate campaigns submitted under these guidelines will be paid-back to your team account less a \$75 dollar processing fee.
- Any contribution under \$250 made to a team through Omaha FC will be charged a one-time minimum processing fee of \$75 dollars.
- Please allow 18 days for processing of campaigns by the Club and corresponding paperwork to be provided.

Should a company or individual want to consider Club-wide advertising opportunities, please direct them to the Chief Executive Director of Omaha FC, Shane Piper, who handles these opportunities on behalf of the Club.

NOTE: If an individual wants to make a charitable (personal) contribution, they CANNOT derive any direct value or service from that specific contribution. Any such contribution should only be used for general team expenses.

Families with need:

From time to time, a team may encounter a player whose family has difficulty paying for team expenses. ALL team expenses are the responsibility of the team.

At times, the Club has made available scholarship money which is allocated to reduce upcoming player registration fees due to the Club. Omaha FC has a formal application process for families that wish to apply for financial assistance. Any and all financial aid received from the Club would be applied to registration fees and would not cover applicable team fees.

Every effort will be made to assist families in need; however Omaha FC is unable to guarantee a specific amount to a family for registration fees or that assistance will be available each year.

Inquiries should be directed to Pam Sweeney, Club Administrator; pams@omahaafc.com. Families who receive assistance must provide time and/or talent to Omaha FC in a proportionate amount of the assistance they receive.