

## Magic HS Treasurer Duties

The team treasurer play a vital role in the success of a soccer team. Below are outlined some of the jobs which help the season run smoothly and making the game enjoyable for all.

1. The Team Treasurer collects the fees. (coach, referee, *tourney-if entering*)
2. **Team fees:** Each team has coach, referee, and (and maybe) tournament fees which are collected at the team level, not the Club level. Once the designated amount for coach fees is distributed by the Club Administrator to you, add the referee fees needed (see #6), and any tourney fees identified. The Manager and Treasurer compile the amount needed to collect from the team and split fees evenly. The Treasurer is in the best position to collect money. Communicate the fees to the team via TeamSnap. For HS Girls, collection for fees should occur in August; for our HS Boys, fees for Spring should be collected in April.
3. The Club Admin will communicate whether your team has any players on scholarship. If you do, once you and the Manager have calculated fees for tournaments, **email the total cost per player to the Admin IMMEDIATELY. Do not collect payments from scholarship families! The Club Treasurer will send you a check to cover their fees.**
4. **Tournament fees**, if applicable: The **Team Treasurer** collects tourney fees from players and submits payment to either the tourney or reimburses the Manager (please check the tourney website for payment submission deadlines) AFTER the **Manager** completes the registration process for the team. If there is no Team Treasurer, then the Manager will assume Treasurer's duties.
5. **Coach Fees:** The Club Administrator will contact you and the Manager with the amount your coach will be paid for the entire season. Divide the total coach fee cost by 2; coaches should be paid in two installments each season (1 at the beginning of the season, and 1 at the end of the season). Coach fees are split evenly among all families on the team regardless of scholarship/non-scholarship, but see #3 for collection of fees from scholarship players. If the coach prefers a lump sum per half season, payment should be given *at the end*.
6. **Referee fees:** There are three referees assigned to each game – a center and two sides. **The home team pays the FULL fees at each game.** Please give payment prior to the game beginning if possible and in cash. Suggestion: Prepare an envelope for each game with the following identifying information: Team name, date, amount, and "Head Ref" (1 envelope) or "Assistant Referee" (2 envelopes). The current referee fees are:

Referee Fees 15/16U	\$58/\$42/\$42
Referee Fees 17/18U	\$68/\$48/\$48

**\*\*When requesting payment from families, set a deadline and stick to it. For players who do not pay by the deadline: 1) email the Club Administrator and report delinquent payments 2) Club Admin will instruct manager to hold Player's card aside AND also 3) in writing (email), notify the family and coach that payment has not been received and the player will not be able to practice OR play in games until it has been received.**

7. **Help enforce code of conduct for players, coaches and parents. Misbehavior, rude words and interfering with coaching or referee at game has no place in the league, and can bring both league sanction, loss of coach license and monetary fines to the team, even if the misbehavior comes from a team's spectators.**  
**\*\*If there is a parent who continually coaches their child from the sideline, verbally abuses the referees/coaches/players, or exhibits ANY behavior unbecoming to Magic Soccer Club, please email John Ruprecht, Club President, at president@magicsoccer.org. A Board representative will attend and observe your sidelines, and discuss the situation with the Coach and parent. Further action will be taken as needed.**