



# *Miss Shen Softball*

## *Travel Program Information*

### Travel Team Finances

Updated 4/6/2011

#### **A. Travel Team Player Fees**

Travel team player fees must be paid upon registration for tryouts, and will be returned to those players not selected for a travel team or, who, having been selected, decline the invitation.

For the 2011 - 2012 travel season, the fee for a Miss Shen player is \$125, except for 10u players and 18u teams not selected in the year prior to their official season. For a player not otherwise eligible for Miss Shen play, but permitted to join a Miss Shen travel team pursuant to the premier team policy or by specific vote of the Board of Directors, the fee is \$250.

*[10u players are selected in the year in which their official play commences, and for 2011, this fee is \$65 2012 fee is \$80.]*

*[18u players selected for a team established in the year in which their official play commences, will pay a fee in the amount of \$65 for the 2011 season 2012 fee is \$75.]*

*[Senior players selected for a team established in the year in which their official play commences, will pay a fee in the amount of \$65 for the 2011 season 2012 fee is \$75.]*

In addition, all travel players must pay the separate, general league registration fee, which for 2011 is \$80, except those players ineligible to play rec by virtue of the age restrictions.

Registration fees are subject to review and change each year.

#### **B. General Financial Responsibilities**

Fees paid by the League for each travel team include:

1. In the year in which the team is selected, either the umpire fees for participation in the fall Hudson Mohawk season, or the entry fee for one fall "away" tournament. (Not applicable to 10u teams, 18u teams not selected in year prior to official season, Seniors)
2. Three "away" tournaments in the year for which the team is selected not to exceed what Miss Shen charges per tournament as an entry fee. Make requests for entry fee checks to the League Treasurer. (Not applicable to Seniors)
3. Entry to all Miss Shen tournaments, provided the team does field prep during the tournament. Entry in Miss Shen home tournaments is neither automatic nor guaranteed. Each team must register in advance for Miss Shen tournaments with the Tournament Director, with entry granted based on space availability. Teams are entered in tournaments they are hosting. Each travel team must host/participate in at least one tournament.
4. Spring/Summer Hudson Mohawk umpires, or equivalent for Seniors
  - i. *Note: League will NOT pay for additional tournament in lieu of team playing HM.*
5. Insurance. In order to obtain the required certificates of insurance and be eligible for tournament and Hudson Mohawk play, travel teams must report their team names to the League Treasurer no later than November 30 of the year prior to the year for which they were selected. If not selected until the year in which they will commence official play, 10u teams must report their team names to the League Treasurer no later than April 15 of that year.
6. Travel team registration fees for ASA, Hudson Mohawk District 7 ASA J.O. Softball, and Capital Region Women's Fast Pitch District 7 Amateur Softball Association (for Seniors).
7. Coaches ACE Certification for 2 coaches
8. Pre-approved coaching clinic not to exceed \$100 per team.
9. Miss Shen will pay for entry into a National Tournament if team comes in first, or second place of a National Qualifying Tournament; or if team has come in first place in a National tournament the year before and team maintains 50% of its players.

Travel teams pay for everything else, including, but not limited to:

1. All tournaments, round robins, scrimmages, and umpires not covered above.
2. Shenendehowa Schools gym time used.
3. All other training, practice, or game facilities used by the team and for which there is a fee or charge.
4. Individual team registration or dues with sanctioning organizations other than ASA and Hudson Mohawk, such as PONY and NSA.

5. Team equipment beyond that supplied by the League. The League will supply a team bag with softballs, several bats, catcher's protective equipment (helmet/mask, chest protector, and leg guards), a first aid kit, a score book, a supply of lineup cards, and a soft toss net, Miss Shen Banner. Teams may purchase incrediballs for indoor use, through the League.
6. Each player pays for her own uniform, equipment, etc. The purchase of uniforms should be organized by the team's head coach or designee, with the orders placed through the League's Uniform Coordinator.
7. Each player pays for her own travel costs for out of town tournaments, although the team may submit a fund raising plan for the purpose of defraying these costs.

### **C. Financial Reporting And Disclosure Requirements**

*[Each travel team must designate one person as the team treasurer. In the absence of such a designation, the head coach will be the team treasurer. The team treasurer serves at the pleasure of the head coach]*

Each travel team must provide a monthly financial report to the League Treasurer by the 20<sup>th</sup> of every month. The report can either be by hard copy or email, but must be received by the Treasurer by such date.

*[Reports are to be in a form supplied by the League Treasurer, or in a form approved in advance by the League Treasurer]*

*[In the event that the League Treasurer is also the team treasurer for a travel team, he/she must submit the required reports to the Standing Committee On Financial Affairs.]*

Reports must be submitted even if there has been no financial activity. Enter zeros and file it.

*[Each travel team must provide the name, address, phone number, and email of team treasurer/parent/coach who will do the reporting.]*

*[The financial reports should be provided to team parents as well as the League Treasurer.]*

*[The failure to report may result in one or more of the following:*

1. No tournament entry fee checks given.
2. Suspension of the head coach and team treasurer.
3. Such other penalties as the Board of Directors deems appropriate.

*Penalty 1 shall be imposed at the discretion of the League Treasurer. Penalty 2 shall be imposed at the discretion of the League Treasurer and with the approval of the Executive Committee. The decisions of the League Treasurer and the Executive Committee shall be presented to the Board of Directors for ratification at the first meeting following the imposition of the penalty. Penalty 3 may only be imposed by a majority vote of the Board of Directors.]*

*[All documents, records, checks, etc. of the travel team are subject to inspection by the League at all times, upon 3 days' notice]*

#### ***[D. Team Bank Accounts]***

*[If a travel team chooses to open a bank account:*

1. *The coach's or team treasurer's social security number is to be used to open the account, and not the League's tax identification number. Both the head coach and the team treasurer should be signatories on the account.*
2. *The head coach must inform the League Treasurer in writing of the name of the bank in which the account is opened, and the account number.*
3. *The League Treasurer must be provided with access to account information directly from the bank. The head coach or team treasurer must complete whatever bank form is necessary to provide this access, and provide proof to the League Treasurer that it has been done.*
4. *The travel team must reconcile and retain all bank statements, and retain copies of checks if returned by bank.*
5. *The travel team must maintain a complete and current check book register for its account(s).*
6. *Team accounts may only be opened in FDIC-insured accounts.]*

*[All team funds must be deposited in the team's account.]*

*[No team representative is permitted to retain and spend team cash.]*

*[Only team money should be deposited into, and full team expenses paid from, team funds and accounts.]*

*[Do not run uniform purchase money thru the team account]*

*[Do not run individual "pay to play/train" expenses thru team account]*

If the travel team does not open a separate team bank account, the head coach may deposit team funds into, and disburse team funds from his or her personal bank account.

*[If a travel team engages in any fund raising, it must open and maintain a separate team bank account in accordance with these rules.]*

## **E. Fund Raising**

Travel teams may choose to engage in fund raising. Prior to commencing any fund raising, the team must present a plan to the Board of Directors, setting forth the intended fund raising activities and the intended uses for the funds raised.

Travel teams may not solicit funds from League sponsors. A list of League sponsors may be obtained from the Signs and Sponsors Coordinator.

Each travel team must pay to the League 10% of all funds received from any and all businesses, except those owned by team family members. Contributions and sponsorships from a parent's employer are subject to the 10% payment.

*[The expenses and income from all fund raising activities must be included in the team's monthly financial reports.]*

No fund raising by travel teams is permitted at the League's fields.

### ***[F. Permissible direct expenditures from team money:***

- 1. ONLY team-wide expenditures may be made from team money.*
- 2. Tournament entry fees.*
- 3. Round robin/scrimmage umpire costs.*
- 4. Gym time, including Union College, SUNY Albany, the Dome, Shen Schools*
- 5. Facilities rentals such as Sports Barn, Frozen Ropes*
- 6. Reimburse parents for tournament travel related costs such as hotels, but only for away tournaments requiring overnight stays. The distributions to families are to be made at the conclusion of the season, and in such proportions as team policy requires.*
- 7. Payments to PONY, NSA, etc. for dues, required uniform patches, for team*
- 8. Equipment purchases. All equipment purchased with travel team money*

*stays with League, either by return to League, or by leaving with parent who stays with League's travel program, at the end of the season.*

9. *All team funds must be disbursed at the conclusion of the team's spring/summer season. Any funds remaining thereafter shall be paid to the League.*
10. *Uniform apparel for every player on the team, equally distributed.]*

*[All expenditures may be made only with the consent of the team. Team consent is implied on behalf of all team families where the expenditures are for tournament entry fees and Shen Schools gym use.]*

*[The team must maintain receipts for all team expenditures.]*

***[G. Impermissible direct expenditures from team money include:***

1. *Food.*
2. *Hotels, except as may be reimbursed to team parents from funds raised pursuant to a fund raising plan approved by the Board of Directors, as set forth above.*
3. *Clothing, except as provided above.*
4. *Uniforms, except as provided above.]*