



## **HIGHLAND SOCCER CLUB MONEY POLICY**

It is the Club's policy to have all money come through the clubs Treasurer. The purpose is to keep track of each team's account. This will protect the coach, team manager, The Club, as well as the Board of Directors.

Procedures:

All checks for registration, uniforms, fund raisers, tournaments, equipment, must be made payable to Highland Soccer Club. The Treasurer will be responsible for collecting all money. In order to have any checks to pay out, each team must submit in writing, an invoice representing the party to which the check will be paid to. If a reimbursement must be made, it too must be in writing. No money will be paid out unless the team's account is in good order.

All tournaments must be paid at least two week's prior to the event. Each team will be charged \$1.00 per patch for all tournaments.

If any team is found not putting the money through the club, The Board of Directors will require a meeting with the Head Coach of the team. Once the Board has met, the following action may be taken.

1<sup>st</sup> Offense: \$50 fine

2<sup>nd</sup> Offense: \$100 fine

3<sup>rd</sup> Offense: Termination of the team from the Highland Soccer Club.