



Team Account Policy

Each team will have appointed South Simcoe United FC Representatives such as a “Team Head Coach” and a “Team Manager” to handle all monies and communications regarding the said team account.

Each team must have designated Team Officials of no relation to handle all team monies. This will avoid any nepotism or conflicts of interest.

A “Customer Agent” Club/ Bank card will be issued to each team for the purpose of depositing team funds only.

A “Customer Agent” Club/ Bank card will allow team officials to deposit team funds and managed their “Team Account” accordingly.

Funds are to be deposited by team officials only i.e. Team Head Coach or Team Manager.

“Team Cheque Requests” are to be authorized by both Team Officials. Both designated Team Officials signatures must be on the “Team Cheque Request Form” with supporting receipts or invoices to verify the purchase amount.

Team Bank Accounts are to maintain a positive balance at all times.

Team Cheques will only be provided if team funds are available.

Any League Fines and or Team Administrative costs will automatically be deducted from the said “Team Account”.

Documentation will be provided to a team reflecting Fines and or Costs for “Team Account” reporting purposes.

Upon completing the “Team Account Procedures” purchases will be approved and funds will be deducted from the Team Account accordingly.

A Team official ***must submit*** all “Team” transactions by transaction date. Team Account transactions details are to be listed on a team deposit/cheque request form scanned and emailed to the Club Administrator, Treasurer and Club Book Keeper.

Team Account details will be verified and emailed to the Team Head Coach and Manager on a monthly basis.



Upon the launch of a new season or by special request the team account will be reactivated opening with the previous season's account balance

The Club/ Bank "Customer Agent Card" belongs to South Simcoe United FC and is to be used by the designated team.

If the team is no longer in operation, the card must be returned to the Club Office and all remaining funds will be disbursed as determined by Club Board of Directors/Executive along with a mutual agreement from the said "Team".

If a team account becomes inactive for a period of one (1) year, all remaining funds will be transferred to the Club's Hardship Fund.