

Managers,

Below is the information our treasurer has provided to set up team acct. When doing fund raisers or accepting donations have check made payable to your team account not OCSA.

The tax ID number that is needed is an Employer Identification Number (EIN). You apply for it on the IRS website. The link to the exact page to start the application on is [http://www.irs.gov/Businesses/SmallBusinesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/SmallBusinesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online). Copy and paste the link into your browser and go to the page. Click on the "Apply Online Now" button. A message will pop up and you will need to click the "OK" button. You will then click the "Begin Application>>" button. From the list of available types on the next page, you will select **View Additional Types, Including Tax-Exempt and Governmental Organizations** and click the "Continue>>" button. On the next page, you will select the Sports Team (Community) type and click the "Continue>>" button. On the Confirm Your Selection page, you will click on the "Continue>>" button. The next pages will have you enter the information about yourself (Responsible Party) and the team. At the end of the process, you will be able to elect to print the letter with the EIN or have the IRS mail it to you. If you elect to print the letter, it will generate immediately, and you won't have to wait.

Team Budget should consist of the following –

Referee Fees: (to be paid at NCYSA Classic Matches)

Age	Referee Fee	Linesman Fee	Total	Paid Per Team
U11/U12	\$40.00	\$22.00	\$84.00	\$42.00
U13/U14	\$46.00	\$28.00	\$102.00	\$51.00
U15/U16	\$54.00	\$35.00	\$124.00	\$62.00
U17+	\$60.00	\$42.00	\$144.00	\$72.00

Please have 3 separate envelopes for referees when paying – for example U17 center \$30.00 ARs 21.00 ea.

Speak with coach and determine tournaments team will be attending. (Recommend 2 tournaments)

Cost of Tournaments

Coach mileage – 50 cents per mile. (Out of County games only)

Coach meal – out of town \$10.00 Tournament \$30.00 for days out of town normally start on Saturday

Coach accommodations – tournament or away game when needed (booked and pay by manager through team account)

Add all above and divide by number of players I would recommend 1 less in case somebody quits.

When a coach has two teams and are playing at the same location coach fees will be divided by the two teams.

Send monthly budget breakdown to all parents of players so there is no questions where money is being spent.