

## Team Treasurer

**#1** At the start of the new season, it's important to establish a team budget, select a team treasurer, and have the treasurer set up a team bank account.

Find the budget template (on the coaches' section of our website) to create your team budget. If you plan to do a winter tournament, you should enter the tournament registration fee along with estimated costs for equipment and other team needs in order to determine a per player cost (amount each family needs to pay).

You will need to find a parent that is available to be team treasurer for the entire season. Neither you nor your Assistant Coach should volunteer. Once a treasurer has been established, he or she will need to set up a team bank account. Any bank can be used.

LWYSA recommends the following bank branch:

Wells Fargo  
225 108<sup>th</sup> Ave NE, Suite 100  
Bellevue 98004

Bank Contact: Diane Johnson  
[johnsodt@wellsfargo.com](mailto:johnsodt@wellsfargo.com)  
425-462-5527

The treasurer should be the sole person responsible for collecting team fees, making deposits and paying for team expenses. At the end of the season, any remaining funds should be distributed back to families in the same proportion as they were received.

Note: The treasurer should make sure to keep the required minimum balance in the bank account if the account is to remain open for future seasons.

**#2** Please remember to reach out to your employer and see if they have a charitable donation matching program for volunteer hours that you have contributed to Crossfire Select. If they do, please provide them with the necessary documentation of the time you have provided to the club.

### What counts?

Volunteering for the Association/Club (coaches, assistant coaches, managers and volunteers at events) all count, but please note that volunteering for a specific team does not (team treasurer, team travel organizer, person that brings bench, team party planner). This is because the Association is a non-profit, but the teams as individuals are not.

Linked are the summary of the Crossfire Select matching funds program and some simple steps to follow so that you can turn your volunteer hours into additional charitable donations to the club.

[Corporate Matching Instructions](#)

[Crossfire Select- Volunteer Hours Template](#)

Contact [treasurer@crossfireselect.com](mailto:treasurer@crossfireselect.com) with any questions.