

STYSA FINANCIAL POLICIES

7.0 FINANCIAL POLICY

South Texas Youth Soccer Association (STYSA) shall reimburse all members for necessary, actual, reasonable and proper business and travel expenses incurred during the conduct of STYSA business. Those reimbursed should not be penalized nor should they profit by adhering to these policies which shall govern expense reimbursement.

7.1 GENERAL POLICIES

7.1.1 Separate Requests: Separate Expense Reimbursement Requests shall be prepared and submitted or expenses must be clearly designated for each budget category.

7.1.2 Submission: All Expense Reimbursement Requests and itemized receipts shall be submitted to STYSA, PO Box 1370, Georgetown, TX 78627. Credit card receipts will be accepted only if the items purchased are itemized.

7.1.3 Extraordinary Expenses: In order to receive reimbursement, all expenses other than those listed in these Financial Policies must be pre-authorized by the STYSA President.

7.1.4 Lowering Expenses: Members are expected to maximize available discounts, i.e. for rental cars, lodging and air travel. Where practical and / or possible, every effort should be made to minimize expenses, including but not limited to sharing hotel or motel rooms, sharing rental cars and making airline reservations as early as possible.

7.1.5 Travel:

- a. To be reimbursed, travel expenses must be related solely to STYSA activities.
- b. Travel expenses must be itemized and detailed receipts attached to the Expense Reimbursement Request.
- c. Travel expenses shall be limited to:
 - (1) Transportation
 - (2) Meals
 - (3) Lodging
 - (4) Parking
- d. All travel out-of-Texas and rental of vehicles shall be pre-approved by the STYSA President.

7.1.6 Meals: Receipts for meals must be submitted with Expense Reimbursement Requests, but the maximum amount that will be reimbursed for meals in one day is \$30.

7.1.7 Alcoholic Beverages: No reimbursement for alcoholic beverages will be made by STYSA.

7.1.8 Personal Car Expenses:

- a. Use of personal car will be reimbursed at \$.275 per mile.
- b. Mileage shall be no greater than that provided in the Texas State Highway and Public Transportation, Official Highway Travel Map.
- c. If the mileage cannot be determined utilizing the map, then mileage may be claimed according to actual odometer readings.

7.1.9 Administrative Expenses:

- a. All administrative expenses must be itemized and detailed receipts attached to the Expense Reimbursement Request.
- b. Administrative expenses shall be limited to:
 - (1) Telephone calls
 - (2) Supplies
 - (3) Mailing and shipping expenses
 - (4) Copying and printing
- c. Personal phone calls will not be reimbursed by STYSA.

7.1.10 Purchase of Equipment and Supplies:

7.1.10.1 Bids: A minimum of three bids shall be required for purchases of \$500 or more and, unless there is a substantial reason to do otherwise, the lowest bid shall be chosen.

7.1.10.2 Submission: Prior to awarding the bid, the bids shall be submitted to the STYSA President for approval. If the lowest bid is not recommended, a written explanation substantiating the purchase must be submitted.

7.1.11 Governing Board Meetings: Small associations (fewer than 1,000 players) shall be reimbursed for one night's lodging at the contracted group rate, one room per association, for the STYSA Governing Board meeting.

7.2 OLYMPIC DEVELOPMENT PROGRAM

7.2.1 Rental Vehicles: Van and car rental expenses for players, coaches and administrators during tryouts, tournaments and camps must be pre-authorized by the STYSA Executive Vice-President or STYSA President.

7.2.2 Lodging: When room and board is available in dormitories or other common facilities, no coach or administrator shall be reimbursed for hotel or motel expenses during camps or tournaments.

7.2.3 Stipends: For approved State Team Development Program activities, State Team coaches will be paid the following stipends:

- a. \$25 per one-half day
- b. \$50 per full day

7.2.4 Approval: All Expense Reimbursement Requests shall be approved first by the State Director of Coaching or his designee, then the STYSA President.

7.3 COACHING DEVELOPMENT PROGRAM

7.3.1 Lodging: Expenses for lodging shall be reimbursed to Staff Coaches whose activity is outside their own city, town or suburb of residence.

7.3.2 Mileage: Expenses for mileage shall be reimbursed to Staff Coaches whose activity is ten miles or more each way from the point of departure to the activity.

7.3.3 Meals: Expenses for a lunch meal will be reimbursed up to \$10.00 in accordance with these policies to Staff Coaches.

7.3.4 Stipends: STYSA Staff Coaches will be paid the following Clinician Stipends:

- “D” License (36 hours of instruction) - \$600
- “E” License (18 hours of instruction) - \$300
- Age-level Module License (8 hours instruction) - \$125
- Goalkeeping License (8 hours instruction) - \$125

7.4 STATE-LEVEL COMPETITION

7.4.1 Referee Reimbursement Rate for district and state games of the Fall Championships and the state games of the Snickers? / USYSNC State Cup, President's Cup and STYSA Cup are:

Under-19	Division I, Super II, II, III	\$70 / game
Under-18	Division I, Super II, II, III	\$70 / game
Under-17	Division I, Super II, II, III	\$70 / game
Under-16	Division I, Super II, II, III	\$70 / game
Under-15	Division I, Super II, II, III	\$70 / game
Under-14	Division I, Super II, II, III	\$55 / game
Under-13	Division I, Super II, II, III	\$55 / game
Under-12	Division I, Super II, II, III	\$55 / game
Under-11	Division I, Super II, II, III	\$55 / game

7.4.2 Hosting Expenses: In addition to the allowed reimbursements for referee expenses, all other expenses incurred during hosting the District and State Championship Tournament games of the Fall Championships and the State games of the Snickers? / USYSNC State Cup, President's Cup and STYSA Cup will be reimbursed at the following rates:

District Games	\$100 per team participating
State Games	\$150 per team participating

7.4.3 District Tournament and State Tournaments: The host association must complete an Expense Reimbursement Request itemizing the number of games in each age group, the number of teams participating and the STYSA approved fees from 7.4.1 and 7.4.2 of these Financial Policies. The game cards from the Tournament and the Expense Reimbursement Request must be submitted to the STYSA State Office

7.4.4 Submission: Expense Reimbursement Requests for hosting District or State Tournaments must be submitted within thirty (30) days of the final day of the tournament.