



Dollard Dragons – Intercity

Coaches' and Manager's Soccer Guide

**March 2010
V1.7**

Welcome to Dollard Soccer!

The first thing we would like to do is thank you for putting in the time and effort required to making Dollard Soccer a success. We have lots of kids (and parents) who appreciate your time.

This is just a little information we have prepared for you to assist you in finding the information you will need to be a successful coach and/or manager. We hope that this document will continue to evolve as time goes on so that you can spend most of your time concentrating on making the soccer experience as exciting as possible for our kids.

Thank you,

Brian Mink

DSC VP Technical

Shirley Ross

DDO Head Manager

Contributions to this effort:

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DDO Technical Director

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DDO U12M Manager

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Dollard Soccer Treasurer

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Anatomy of a soccer team

Generally a soccer team is composed the following elements

1. Coach
2. Assistant Coach(s)
3. Manager
4. Players

If you have all of the above you are on the right track!

Role and responsibility of the Coach

The following information was presented by Rohan Pirali (DDO Technical Director) at a coach's training seminar in February 2008. It is a concise listing of the basic DDO philosophy of coaching.

The five tools of an effective coach:

C	Comprehension
O	Outlook
A	Affection
C	Character
H	Humour

- Respect rules of the game, officials, each other, and your opponents.
- Be organized, show up early to practices and be prepared, it will show players and parents that you take your role as a coach seriously.
- Provide participants with equal opportunity.
- Maintain dignity under all circumstances.
- Help athletes learn about their sport and enjoy participating and performing well.
- Control your emotions.
- Do not make winning your main objective, proper development of players will result in winning.
- The majority of your coaching should be done in practices.
- Work on developing athletes' technical, tactical, mental and physical aspects of the game.
- Always compliment athletes, give a pat on the shoulder, greetings at all times, and try and keep a smile.
- Have a meeting at the beginning and during the year with parents, outline your programs and commitment expected from all players and parents.
- Take note of any vacations times.
- Keep in touch with call ups, show up at their games whenever you can and invite them to some of your practices.
- Check with parents to find out if players have any medical conditions.
- Organize some social outings with parents and players.
- Explain to the parents the behaviour you expect from them (especially during game): no coaching of players from the sidelines, show respect to opposing team parents.
- Stay positive and open to feedback
- You are expected to attend all coaches' sessions that are offered by DDO Soccer technical group.

Preseason planning:

- Preseason is your preparatory period and you should provide a base for higher intensity work needed during later stages of training. Volume of work is high and intensity is low, working to build up aerobic base.
- Strength training is introduced in this phase, mental training starts.
- Technique is solidified.
- In general, the athlete should do continuous activities that stress the large muscle groups of the body, get proper rest and have fun.
- Nutritional education should also be a feature of this phase.

Role and responsibility of the Assistant Coach

The assistant coach is there to aid the Coach in running practices and team training. He/she will follow the lead of the Head Coach in all aspects. Any disagreements with coaching style should be discussed with the Coach off-line (i.e. away from the players and parents). The Assistant Coach will also take over at any game or practice the Coach is not available for.

Role and responsibility of the Manager

The manager is the team organizer. She/he is usually a parent who volunteers to keep the team informed of the various information, events and activities. The manager prepares the game sheets, handles the team budget, tracks all team expenses, handles bank account and monthly reports to treasurer, registers the team for tournaments, ensures passports are up to date, etc. This is a critical job to allow the coach to concentrate on practice plans, team skill development, etc. If you do not, as a coach, have a team manager you will find it difficult to make sure everything gets done.

Budget

All parents must approve the budget. Please have them sign it. Usually a simple list with all the expenses on it is sufficient. A sample budget would include (as seen on page 14). A copy of the budget, parents' approval sheet, and payment schedule must be submitted to the DSC treasurer on or before the submission of the first monthly balance sheet (see Bank Account section).

Tournaments: usually 3 tournaments per summer season at \$350-\$400 each. Some tournaments ask for a security bond (deposit) which is returned if no fines are incurred at the tournament.

Photos: The approximate cost is \$25 per player. You will have to find your own photographer. If you need help, please contact us. (The club can also refer you to the photographer used by the house league teams)

Trophies/ Souvenirs: The club supplies trophies for 7 aside teams. If 11 aside want trophies, you must buy your own.

Team track suits/ bags: Dollard has decided on a standard set of clothing and bags for you to choose from, See DSC gear document on website . The supplier is DiSalvo Sports at Catalogna Soccerplexe in Lachine. To order, please contact Christina at Christina@disalvosports.com .

Team Activities/Parties: Amount depends on how much you want to do. DDO has an inter-city party for all teams. The cost is approximately \$10/ player with Dollard subsidizing the rest. If you want a team end-of-year party, lunches, BBQ's etc, budget for them.

Miscellaneous: This could be for exhibition games and refs, travel permits (if playing outside LSL region), fines (if team is paying) or anything else that comes up.

Bank Account

The Dollard Soccer Club (DSC) has created team bank accounts with Desjardins Caisse Populaire des Sources – Lac-St.Louis. There are four branches located in Roxboro, DDO, Pointe-Claire and Dorval.

This is the person and the branch you must deal with to sign the necessary documents and obtain your bank card.

Corey Holcman
Member Services Agent

7, rue du Centre-Commercial
Roxboro, QC, H8Y 2N9
Phone: 514-426-1188 x2569
Fax: 1-888-426-1156

http://www.desjardins.com/en/votre_caisse/accueil.jsp?transit=81530364

The branch that is closest to the soccer office is on Brunswick and Sources Blvd (next to Eggspectations or across from the Guzzo cinema).

The name of these accounts currently observes the following convention:

DOLLARD DRAGONS 443XX where XX is a number between 00 and 40.

These accounts are assigned to U9 teams as they are created each year and, if the managers stay with the team from year to year, the same account will remain with the team; otherwise, any of the accounts could be issued to a team at the start of a new season. (Most of the work required to set up a team

account revolves around providing the necessary information for the two co-signers required for each account and issuing a bank card.) These accounts must have their balance ZEROED at the end of the season by issuing refunds to all parents (as applicable, based upon payments and participation).

All team funds and expenses must flow through the team's account.

A person may make payments or purchases for the team but they may only be reimbursed by providing proof of these expenses (receipts) and to then have a cheque issued from the team's account. It is also acceptable to reduce a parent's budget contribution by the amount owed to them by the team for prior payments made on behalf of the team.

The team bank account is only to be used for holding and disbursing team funds. Team funds are acquired in two ways; all parents paying a portion of the team budget and any team sponsorships/donations/fundraising activities. Funds are only to be removed from this account by issuing cheques (NO cash withdrawals at the counter for 'petty cash'). These cheques will require the signatures of two people (co-signers). Each account will have THREE designated co-signers; two from each team and the DSC treasurer (as a backup in the event that one co-signer is unavailable to issue a cheque). The team co-signers would usually be the manager and assistant manager (or other parent). Each team will receive pre-printed cheques for the team's account and a bank card for making deposits and checking bank status. The bank card will not permit transfers or cash withdrawals.

This year the manager will also be given web access to the team's account in order to facilitate their ability to check the status of deposits or NSF budget payments. It is recommended that the manager verify all cheque deposits one or two weeks after having made the deposit. This is to ensure that all cheques have passed and that none have been returned NSF. **BE VERY CAREFUL NOT TO DEPOSIT CHEQUES BEFORE THE ENDORSEMENT DATE ON THE CHEQUE** (ie. Post-dated cheques). The bank will return these and not hold them until the date of endorsement. Passing a team cheque which causes your account to become overdrawn will result in bank fees of around 50\$ for each occurrence.

The names of the two co-signers and their dates of birth (DOB) must be submitted to the DSC treasurer for verification and transmittal to the bank as early in the season as possible. Allow two business days for the bank to receive this information before arranging an appointment at the bank (individually or together). Call ahead, asking for the receptionist, telling them you are with DSC (Dollard Soccer Club) and wish to sign for and pickup the bank card. The team cheques will be available at the DSC office during regular office hours after the signators have signed the signature cards at the bank.

IF one of the co-signers from the previous season has remained with the team and wishes to continue as manager and/or a co-signer then NO trip to the bank will be necessary and the bank card will be left at the DSC office along with the cheques. New co-signers must provide the necessary information to the treasurer and visit the bank to sign the required documents.

During the season, the manager must maintain a balance sheet for the team bank account. Entries must be made for ALL deposits and ALL cheques issued on the account (even VOID cheques) at the time of the actual bank transaction. Do not leave this task to a later date as you may forget details or misplace supporting documentation. ***The manager and the 2nd co-signer are jointly responsible for all funds in this account.*** The treasurer will email an MS Excel file containing: a blank team roster (with parent's

name for refunds), a balance sheet, a deposit schedule, and a refund schedule. This is the document that must be maintained and submitted to the bookkeeper/treasurer at the end of each month. Corroborating documentation should be kept for all cheques issued (cheque stubs, invoices, bills, receipts, photocopies or scans of the cheques are great!) and deposits made (deposit slip issued by teller or banking machine). This file will also be made available for downloading on the DDO Soccer website. An example of this is printed out for reference at the end of this document. If you expect to be reimbursed for the registration fees of a tournament then you must insist upon receiving a receipt from that tournament (or at the very least scan or photocopy the cheque before you mail it!).

It is the manager's responsibility to submit to the DSC treasurer a monthly update of the running balance sheet along with a photocopy (or scan) of all supporting documentation. **Failure to email the balance sheet and the supporting documentation (supporting stuff can be copied and a physical copy can be left at the DSC office) before the 5th of each month will result in a 10\$ fine. No warnings, no three strikes. THAT'S 10\$ EVERY WEEK UNTIL ALL DELINQUENT DOCUMENTS HAVE BEEN SUBMITTED.** There may be some exceptions but don't count on it. This Excel file is like a glorified cheque book; easy enough to maintain if done immediately when issuing cheques and making deposits. If you do not have access to MS Excel there is also a open source office suit called *OpenOffice* which supports this file format using the Calc application. <http://download.openoffice.org/index.html>

At the end of the season a final balance sheet detailing all transactions on the account throughout the entire season MUST be submitted to the treasurer. The treasurer will review this final balance sheet, the latest monthly bank statement, verify that all equipment has either been returned to the equipment manager or permission has been received to hold onto some equipment over the winter, and verified that all team and individual player fines and/or NSF cheques and associated fees have been paid. Once all this has been verified then the treasurer will send a final (possibly adjusted) summary PDF document containing the full running balance sheet for the season along with the refund schedule to the manager. The manager must acknowledge any changes. Once this is done ...

The final account balance will then be transferred to the main DSC account for final refund distribution using club cheques. (This zeros the account for the next season quickly and avoids errors in issuing the cheques or delays in cashing them.) Exceptions or modifications to this flow will be considered for teams entering the indoor winter league.

The DSC will then MAIL each parent the refund cheques and a printed copy of the PDF file that the manager acknowledged. This file will show ALL transactions on the account including who issued any NSF cheques. (The parents must be made aware of this at the beginning of the season.) The amount refunded to each parent cannot exceed the original amount paid to cover the team's budget. Any surplus will be held by the club and given back to the team the following year. (i.e. If a surplus was withheld from the 2010 M13A team then the surplus would be returned to the 2011 M14A team or to the 2011 M14AA team if the A team was advanced to AA).

Failure to comply with these procedures, which have been put in place to increase visibility for the parents and to improve accountability by those maintaining the team's funds, may result in penalties being applied to the manager, the co-signer, the coach or the team depending upon the circumstances.

Fundraising

If your team wants to do fundraising, the managers or another parent can arrange it. It must be child friendly.

Tournaments

Register for tournaments by going to www.tsisports.ca/sc/soccer/tournoi . If playing outside of LSL region, you must get a travel permit. If playing outside of Quebec, you will need an additional travel permit from soccer Quebec (in Laval)

The current Travel Permit form can be found at the link www.arslacstlouis.com/web/_an/tournois/tournois.cfm

Part of the intercity fees pays for participation in the ARS-LSL tournament. If a team registers for the ARS-LSL outdoor tournament then THE CLUB will pay these registration fees directly. If a team opts NOT to participate in the ARS-LSL tournament then the club will REIMBURSE a team for one tournament. In this case, the lesser of these two registration fees will be reimbursed but ONLY after the team has submitted a reimbursement request *accompanied by the receipt for the registration fees* to be reimbursed. If a team does not participate in any tournament then they cannot request these funds.

Passports

Have passports made for all team members. Bring them to all games. Passports are obtained from Dollard Soccer. Please ensure that any potential call ups are passported as well (specifically house league players).

Alternates

The team is issued a set of alternates. The coach or manager should retain possession of these until they are needed and then have them returned, after having been WASHED by the player, at the following practice/game. Failure to return any alternate at the end of the season will result in a 20\$ charge for each missing alternate jersey. This will be deducted from the player's refund if a specific player is identified by the manager as not having return their alternate.

Game sheets

Prepare game sheets for each game. Give game sheet and passports to the referee to verify. At the end of the game, collect passports and your copy of the game sheet. Enter the game sheet information into the PTS system within league specified hours to avoid fines. www.tsisports.ca/sc/soccer/ligue (see Lac St. Louis rules). The data entry procedure can be found on page 13 of this document.

Player information

Make sure you have a list of all players' emails, phone numbers, and emergency phone numbers if parents can't be reached. You can distribute this list to the team if parents agree. Also, have a vacation

list, so you know in advance if you need call-ups. Lastly, you can also ask for medical info, such as allergies, asthma, etc. You can use the sample form found on pages 15 and 16 of this document.

Team Website

A team website can be made to post all important information for your players and parents. Free websites can be made at League Lineup www.leaguelineup.com.

The website structure is preformatted and all you have to do is add the team information and schedule. The site is very useful for listing all practices and games. You can also post news items, add directions to parks, have some team pictures, and many other useful / timesaving features.

Soccer Field Anatomy (for those of you just starting out)

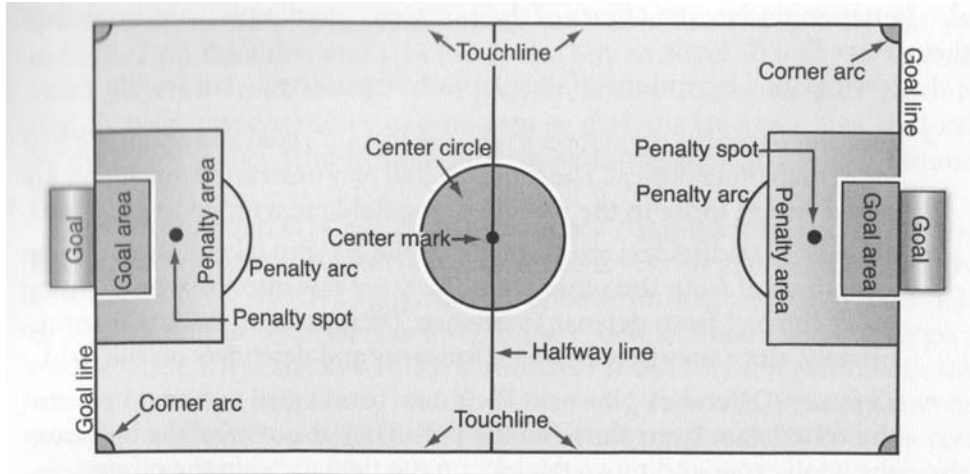


Figure 3.1 Soccer field markings.

Goal: The area into which the players try to shoot the ball to score points.

Goal line: The end of the field, on which the goal sits.

Touchline: The sideline that runs the length of the field of play from corner to corner.

Corner arc: The four arcs, one in each corner of the field of play, from which players take corner kicks.

Goal area: The small box immediately in front of the goal from which players take the goal kicks.

Penalty kick spot: The spot inside the penalty area from which players take penalty kicks.

Penalty area: The large box in front of the goal. Fouls committed by the defending team that normally result in a direct free kick will result in a penalty kick when the foul is committed inside the penalty area. This is the area in which the goalkeeper may use his/her hands.

Penalty arc: An arc drawn outside the penalty area, at a radius similar to the one for the center circle, from the penalty spot. No players are allowed within this arc when the penalty kick is being taken (except the player making the penalty shot).

Halfway line: The line that runs across the field of play from touchline to touchline and divides the field in half.

Center circle: The circle in the center of the field surrounding the center mark outside of which the defending team must remain until the ball is put into play at a kick-off.

Center mark: The spot on the halfway line where the ball is placed for a kick-off.

Rules and Regulations of Lac St. Louis Soccer

All these documents can be found on the Lac St. Louis website (www.arslacstlouis.com) under the heading “Competition” – “Youth” – “Outdoor”

Also you may be able to “CTRL + left click” the links below if you are viewing this document on your PC.

The Lac St-Louis Youth League operates minor soccer on a regional basis. Competitions hosted during the 2009 summer season included more than 250 teams at the AA and A level.

»» [Divisions 2010](#)

»» [Schedules and Standings](#) (see PTS League)

»» [Colours](#)

»» [FIFA Law # 4](#) (For info)

»» **Rules:** please refer to sections below

»» [Documents related to competition](#)

»» [PTS League Coach guidelines info](#)

Section Title

- A [Competitive - Clubs](#)
- C7 [Competitive - 7 a-side](#)
- C11 [Competitive - 11 a-side](#)
- S [Competitive - Cup](#)
- FP [Competitive - Fines and penalties](#)
- NC11 [Local - 11 a-side](#) (2005 version)
- PC [Competitive - Youth League Protest Committee Rules](#)

»» **Forms Maps:**

[ARSLSL](#) (Lac St-Louis)

ARSLSL:

[\(Direction to Parc des Reinettes in Ile-Perrot\)](#)

[\(Direction for Parc Lefebvre - Lasalle\)](#)

[ARSO](#) (Outaouais)

[ARSSO](#) (Sud ouest)

Make sure you are familiar with the rules please. These rules are usually updated at the beginning of the summer season.

Entry of scores into the P.T.S. system

The following procedure is used to enter scores into the Lac St Louis PTS system after each and every game. You should do this as soon as possible after a game to avoid paying fines for late data entry.

1. go to WWW.TSISPORTS.CA
2. Select English or French
3. Select Lac St-Louis League
4. Select Login Menu,
5. Select League,
6. Select Clubs,
7. Select Teams
8. INPUT YOUR TEAM USERNAME & Password And Click LOGIN :

User: _____

P/W: _____

If you have used a call up for this game you have to add them to your roster prior to entering the score.

Here is how to add a call up player to your Roster:

- a) Select the Coach Menu then Player/Team
- b) At the bottom left hand side of your roster, enter the player or coach passport # and select search, if the player is found, the details will be listed
- c) If this is the correct player the word RESERVE should appear below the name. Select add, now return to step # 6 above or continue to *search* and *add* more reserve players.
9. Select Game Sheet, this will list all the games you have played so far this season.
 - a) Games in White have been played with no score entered
 - b) Games in Blue, the score has been entered by one or both teams (un-official results)
 - c) Games in Green have been verified by the league statistician (Official results)
10. Click on the Game # you wish to enter the score and game sheet info for :
11. Fill in the Final Score and attendance at the top. Check off if one of the teams has forfeited by showing up late C11/7-2, failing to appear C11/7-3, or not enough competitive players C11/7-4.
12. Check off all the players that have been checked off on the game sheet.
 - a) If a player has scored a goal put a 1, 2, or 3 next to their name. Make sure the total goals equal the score at the top.
 - b) If a player/Coach/Monitor received one yellow card put a check box in the first card column next to their name.
 - c) If a player/Coach/Monitor received two yellow cards put a check box in the (2 yellow=red) column next to their name.
 - d) If a player/Coach/Monitor received a straight red card put a check box in the (Red card) column next to their name.
 - e) If a player/Coach/Monitor received a straight red card (No 2nd Yellow) put two (2) checks one in the (Yellow) column and one in the Red Card column next to their name.
 - f) If a player/Coach/Monitor is serving a suspension and sat out this game put a check in the “served suspension” column next to their name.
 - g) When the data entry is complete hit “SAVE” at the bottom of the sheet.

Once done, just logout!

Sample budget



Budget 20XX

Dollard Dragons Uxx-F AA

		Unit prices	Total
Tracksuits for the girls 16 girls	16	0,00 \$	0,00 \$
Bags 16 Girls	16	0,00 \$	0,00 \$
Practice Shirts for Girls	16	0,00 \$	0,00 \$
Equipment (Pinies, Cônes, WhiteBoard, Stopwatch, Water Bottle Holder,			0,00 \$
Security Bond			0,00 \$
Pictures	16	0,00 \$	0,00 \$
Tournaments LSL (Paid by Dollard) + 3 others	3	0,00 \$	0,00 \$
Snacks for tournaments			0,00 \$
Team Events (Impact Game or other..)			0,00 \$
Year end Party			0,00 \$
Miscellaneous			0,00 \$
	Total		0,00 \$
		Per Player	0,00 \$

Items not budgeted

Hotel for out of town Tournament if any
Other tournament if we decide to do more

Sample Budget Approval form (to be signed by all parents)

Dollard Dragons Uxx-F AA



This is to certify that we have seen the budget and that we are in approval of the said budget.

The current team budget is : 0,00 \$ and the cost per player is : 0,00 \$

	Players' Name	Passport	Parents' Signature	Parents' name (Print)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				



Dollard Dragons – Intercity

PLAYER MEDICAL INFORMATION SHEET

Player name: _____

Date of birth: Day _____ Month _____ Year _____

Address: _____

Postal Code: _____

Telephone: _____

Medicare Card Number: _____

Mother's Name: _____ Father's Name: _____

Cell Telephone Numbers: Mother _____ Father _____

Business Telephone Numbers: Mother _____ Father _____

Person to contact in case of accident or emergency, if parents are not available:

Name: _____ Telephone: _____

Address: _____

Doctor's Name: _____ Telephone: _____

Dentist's Name: _____ Telephone: _____

Please circle the appropriate response below pertaining to the player:

- | | | |
|-----|----|-----------------------------------|
| Yes | No | Previous history of concussions |
| Yes | No | Fainting episodes during exercise |
| Yes | No | Epileptic |
| Yes | No | Wears glasses |
| Yes | No | Are lenses shatterproof? |
| Yes | No | Wears contact lenses |
| Yes | No | Wears dental appliance |
| Yes | No | Hearing problem |
| Yes | No | Asthma |
| Yes | No | Trouble breathing during exercise |
| Yes | No | Heart Condition |
| Yes | No | Diabetic |

- Yes No Has had an illness lasting more than a week in the past year
- Yes No Medication
- Yes No Allergies
- Yes No Wears a medic alert bracelet or necklace.
- Yes No Does your child have any health problem that would interfere with participation on a soccer team?
- Yes No Surgery in the last year.
- Yes No Has been in hospital in the last year.
- Yes No Has had injuries requiring medical attention in the past year.
- Yes No Presently injured.

Please give details below if you answered "Yes" to any of the above items.

(Use separate sheet if necessary)

Medications: _____

Allergies: _____

Medical conditions: _____

Recent Injuries: _____

Last Tetanus Shot: _____

Any information not covered above: _____

Date of last complete physical examination: _____

* Any medical condition or injury problem should be checked by your physician before participating in a soccer program. I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event no one can be contacted, team management will take my child to hospital/M.D. if deemed necessary.

I hereby authorize the physician and nursing staff to undertake examination investigation and necessary treatment of my child.

I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____

Signature of Parent or Guardian: _____

Print Name please: _____

Intercity Accounting Excel File (v9 currently) : printed out for your convenience.

Sheet 1: Team Information

(fill in the Team designation, # of players, account #, Jersey #, players first and last name, and the full name of the parent that paid the budget fees)

Team's Name: 2009 F17A - Dollard Dragons

players: 18

ACCN # : 44306

	Jersey #	Player's Family Name	Player's First Name	Parent's full name for Refund
1)	1	Asimov	Monica	Dad #1
2)	3	Brin	Micheline	Dad #2
3)	2	Card	Margori	Dad #3
4)	5	Davidson	Margaret	Mom #1
5)	4	Ellison	Mariah	Dad #4
6)	18	Gibson	Monica	Mom #2
7)	6	Herbert	Michel	Mom #3
8)	13	Le Guin	Mary	Dad #5
9)	17	McCaffrey	Martha	Dad #6
10)	8	Niven	Mony	Mom #4
11)	12	Orwell	Maria	Mom #5
12)	14	Pohl	Margorite	Mom #6
13)	9	Roddenberry	Mandy	Dad #7
14)	7	Silverberg	Mendy	Dad #8
15)	16	Tolkien	Mindy	Dad #9
16)	15	Verne	Mondy	Mom #7
17)	10	Wells	Mundy	Mom #8
18)	11	Zelazny	Myndy	Dad #10

Fill in 'yellow' cells starting with the teams name and player count.
 Then enter the names of the players alphabetically by last name.
 Any players being excluded from refunds should be placed at the bottom of the list and then the player count on the 'Refund Schedule sheet should be reduced accordingly.

Sheet 2: Balance sheet

(Don't touch the grey cells as these auto-complete. There are also hidden columns with other functions for tracking cheque number and transaction dates. Be careful with your cut'n pastes)

2009 F17A - Dollard Dragons - 44306 [23-Oct-2010]

DATE [dd-mmm-yy]	PAYABLE	DESCRIPTION	CHEQUE #	CHEQUE AMOUNT	DEPOSIT	BALANCE
=====	=====	=====	=====	=====	=====	=====
30-Apr-10		Initial Balance	--			\$0.00
15-May-10	F17-A	Team Budget Deposit (4x 200\$)			\$800.00	\$800.00
16-May-10	Tour. #1	Registration for Tournament #1	0023	\$425.00		\$375.00
19-May-10	F17-A	Team Budget Deposit (1 x 200\$)			\$200.00	\$575.00
19-May-10	Tour. #1	Bond Fee for Tournament #1	0024	\$100.00		\$475.00
20-May-10	F17-A	Team donation (Spano's)			\$250.00	\$725.00
20-May-10	F17-A	Team Budget Deposit (3 x 200\$)			\$600.00	\$1,325.00
21-May-10	F17-A	Team Budget Deposit (5 x 200\$)			\$1,000.00	\$2,325.00
24-May-10	Disalvo Sports	Track Suits & Bag	0025	\$920.00		\$1,405.00
25-May-10	DSC	Player # 4 IC reg. fee	0026	\$130.00		\$1,275.00
25-May-10	Tour. #2	Tournament Registration Fee (#2)	0027	\$350.00		\$925.00
27-May-10	F17-A	Team Budget Deposit (1 x 200\$)			\$200.00	\$1,125.00
22-Jun-10	BANK	Returned post-dated cheque by bank		\$200.00		\$925.00
1-Jul-10	F17-A	Team Budget Deposit (2 x 200\$)			\$400.00	\$1,325.00
8-Jul-10	Coach	Stationery	0028	\$27.00		\$1,298.00
8-Jul-10	Mgr #1	Referee for Exhibition Games	0029	\$45.00		\$1,253.00
8-Jul-10	DSC	IC Fine Bond	0030	\$200.00		\$1,053.00
12-Jul-10	F17-A	Team Budget Deposit (1 x 200\$)			\$200.00	\$1,253.00
12-Jul-10	F17-A	Track Suit			\$55.00	\$1,308.00
12-Jul-10	Parent #2	VOID Cheque (entered wrong amount)	0031	\$0.00		\$1,308.00
12-Jul-10	Parent #2	Pizza - Tourn.#1	0032	\$75.00		\$1,233.00
12-Jul-10	Parent #3	Tournament #2 - refund for fruits	0033	\$40.00		\$1,193.00
14-Jul-10	Mgr #2	Track Suit-\$55, Postage-\$12, Travel Permits-\$20	0034	\$81.71		\$1,111.29
16-Jul-10	Tour. #3	Registration for Tournament #3	0035	\$380.00		\$731.29
16-Jul-10	Tour. #3	Bond Fee for Tournament #3	0036	\$100.00		\$631.29
8-Aug-10	Moments photography	Team photos	0037	\$450.00		\$181.29
8-Aug-10	F17-A	Team Budget Deposit (replacing the post-dated cheque on May 28th)			\$200.00	\$381.29
9-Aug-10	Mgr #2	Tourn#3 - reimbursement for team meal	0038	\$95.00		\$286.29
9-Aug-10	Parent #1	Oranges (Games)	0039	\$50.00		\$236.29
29-Aug-10	F17-A	Tourn. # 2			\$350.00	\$586.29
25-Sep-10	Pasta Tuitti Giorni	Year-end team meal (18 x 12\$) + gift (18 x 13\$)	0040	\$450.00		\$136.29
27-Sep-10	DSC	Fine bond refund (Unused balance transferred back into team's account)			\$60.00	\$196.29
18-Oct-10	F17-A	chq#0024 reversal (bond cheque not cashed)		-\$100.00		\$296.29
18-Oct-10	F17-A	chq#0036 reversal (bond cheque not cashed)		-\$100.00		\$396.29
23-Oct-10	DSC	Refund expense fee (1\$/player - covers cost of stamp, envelope, summary sheets)		\$17.00		\$379.29
				\$3,935.71	\$4,315.00	\$379.29

Sheet 3: Refund Schedule

(This sheet auto-completes based upon the information on the “Team Information” and the “Balance sheet” sheets. Adjustments to individual refunds can be made by using the “unique refund” column)

2009 F17A - Dollard Dragons - 44306 Budget Surplus Reimbursement

Balance to refund: **\$379.29**
 Number of players: 17

	DATE	Jersey #	PAYABLE	CHEQUE #	EQUAL REFUND	BALANCE	UNIQUE REFUND	TOTAL REFUND
						\$379.29		
1	23-Oct-10	1	Dad #1 (for Monica Asimov)	3275	\$22.32	\$356.97	\$0.00	\$22.32
2	23-Oct-10	3	Dad #2 (for Micheline Brin)	3276	\$22.32	\$334.65	\$0.00	\$22.32
3	23-Oct-10	2	Dad #3 (for Margori Card)	3277	\$22.31	\$312.34	-\$20.00 (a)	\$2.31
4	23-Oct-10	5	Mom #1 (for Margaret Davidson)	3278	\$22.31	\$290.03	\$0.00	\$22.31
5	23-Oct-10	4	Dad #4 (for Mariah Ellison)	3279	\$22.31	\$267.72	\$0.00	\$22.31
6	23-Oct-10	18	Mom #2 (for Monica Gibson)	3280	\$22.31	\$245.41	\$0.00	\$22.31
7	23-Oct-10	6	Mom #3 (for Michel Herbert)	3281	\$22.31	\$223.10	\$0.00	\$22.31
8	23-Oct-10	13	Dad #5 (for Mary Le Guin)	3282	\$22.31	\$200.79	\$0.00	\$22.31
9	23-Oct-10	17	Dad #6 (for Martha McCaffrey)	3283	\$22.31	\$178.48	\$0.00	\$22.31
10	23-Oct-10	8	Mom #4 (for Mony Niven)	3284	\$22.31	\$156.17	\$0.00	\$22.31
11	23-Oct-10	12	Mom #5 (for Maria Orwell)	3285	\$22.31	\$133.86	\$0.00	\$22.31
12	23-Oct-10	14	Mom #6 (for Margorite Pohl)	3286	\$22.31	\$111.55	\$0.00	\$22.31
13	23-Oct-10	9	Dad #7 (for Mandy Roddenberry)	3287	\$22.31	\$89.24	\$0.00	\$22.31
14	23-Oct-10	7	Dad #8 (for Mendy Silverberg)	3288	\$22.31	\$66.93	\$0.00	\$22.31
15	23-Oct-10	16	Dad #9 (for Mindy Tolkien)	3289	\$22.31	\$44.62	\$0.00	\$22.31
16	23-Oct-10	15	Mom #7 (for Mondy Verne)	3290	\$22.31	\$22.31	\$0.00	\$22.31
17	23-Oct-10	10	Mom #8 (for Mundy Wells)	3291	\$0.00	\$22.31	\$0.00	\$0.00
	23-Oct-10	11	Dad #10 (for Myndy Zelazny)		\$0.00			(b)
TOTAL REFUNDED =					\$356.98		-\$20.00	\$336.98

- (a) 20\$ fee to replace lost alternate jersey
- (b) This player does not receive a refund (didn't pay into IC budget)

NOTE: Grey cells are automatically completed if you fill in the information on the first two sheets

Sheet 4: Deposit Schedule

(Each column in this sheet should summarize a deposit made on the “Balance sheet”)

**2009 F17A - Dollard
Dragons**

	PLAYERS' LIST (please print)		POSTDATED CHEQUES / Deposit Schedule									TOTAL
	LAST NAME	FIRST NAME	DATES									
			May 15th	May 19th	May 20th	May 21st	May 27th	June 22nd	July 1st	July 10th	Aug.8th	
1	Asimov	Monica	200	---	---	---	---	---	---	---	---	200
2	Brin	Micheline	200	---	---	---	---	---	---	---	---	200
3	Card	Margori	---	200	---	---	---	---	---	---	---	200
4	Davidson	Margaret	---	---	---	---	---	---	200	---	---	200
5	Ellison	Mariah	200	---	---	---	---	---	---	---	---	200
6	Gibson	Monica	---	---	---	200	---	-200	---	---	200	200
7	Herbert	Michel	---	---	---	200	---	---	---	---	---	200
8	Le Guin	Mary	---	---	---	200	---	---	---	---	---	200
9	McCaffrey	Martha	---	---	---	200	---	---	---	---	---	200
10	Niven	Mony	---	---	---	200	---	---	---	---	---	200
11	Orwell	Maria	---	---	200	---	---	---	---	---	---	200
12	Pohl	Margorite	---	---	---	---	---	---	---	200	---	200
13	Roddenberry	Mandy	---	---	200	---	---	---	---	---	---	200
14	Silverberg	Mendy	---	---	---	---	---	---	200	---	---	200
15	Tolkien	Mindy	200	---	---	---	---	---	---	---	---	200
16	Verne	Mondy	---	---	---	---	200	---	---	---	---	200
17	Wells	Mundy	---	---	200	---	---	---	---	---	---	200
18	Zelazny	Myndy	---	---	---	---	---	---	---	---	---	0
TOTAL			800	200	600	1,000	200	-200	400	200	200	3,400

NOTE: THIS SHEET MUST BE COMPLETED AND SUBMITTED TO THE DSC TREASURER.
(Replicate this sheet if necessary to cover more than eight deposit dates)

This should match your deposits, either individually or cumulatively for any given day. If deposits includes fundraising, or sponsorships separate these on a different line explaining type of fundraising or purpose of the sponsorship.

Final total should equal total revenues for the team at the year end.