



SHADOW PREMIER PLAYER ACCOUNT INFORMATION

As a group e-mail, your team treasurer will be forwarding you a current, updated copy of the Team Tracking Sheet each time an expense is incurred. The expense will be itemized on the Team Tracking Sheet along with any deposits that have been made to the account. This is an important step to keep all families current on what expenses the team has incurred and for each family to be kept informed of their respective player's account balance. It is each family's responsibility to keep their respective player's account current.

EXPLANATION OF HOW THE TEAM TRACKING SHEET WORKS:

1. **First Page: Player Balance Summary.** This is the current amount in your account. If the number is "in the BLACK" – your account is current. If it is "in the RED" – you need to send a check to your team treasurer in order to bring your account current and your balance back into the BLACK;
2. **Second Page: Deposit Summary.** This is where your individual deposits are listed under your player's name;
3. **Third Page: Expense Summary.** This is where all the team expenses are listed. Your player's portion is itemized under your player's name.

For our new families (and a quick review for our returning families): Although rarely needed, the Club does have a "No Pay, No Play" Policy. Therefore, all player accounts are required to have a positive or "zero" balance prior to a game or tournament. You are more than welcome to "pay as you go" according to your balance on the Team Tracking Sheet or if you prefer you can send in a "lump sum" payment every so often so that you can reduce the number of checks you write. Please monitor your balance each time your treasurer sends you a copy of the Team Tracking Sheet so that you keep your balance current. Please note that a player account "in the RED" is NOT being covered by the Club. Individual team accounts are funded strictly by the team. Therefore, your fellow Shadow parents on your team are actually "carrying" your account if it is not current. Should there be any questions, concerns, or extenuating circumstances in regards to payments, please contact your team treasurer as a first step, so that a plan can be arranged to work for you, the team and the Club. Communication is the key.

Checks should be made payable to Spokane Shadow, not your team treasurer. They are to be delivered or mailed directly to your team treasurer, NOT the Club.

As per Club policy, a minimum of \$25 per player for U11 Premier teams and \$50 per player for U12 and older Premier teams must be kept in the team account at all times. This will ensure timely payment of tournament registrations and all expense reimbursements. It will also help ensure that a positive cash flow is maintained in the team account. You will note on the Expense Summary (3rd page of the Team tracking Sheet) a transaction that states "Account Minimum" and that either \$25 or \$50 has been deducted from your account. This is done so that your player account balance noted on the Team Tracking Sheet will be a true reflection of what your working balance is.