



## PAYMENT PROCEDURE 2016/2017 Season

All Penn Fusion Soccer Academy Coaches/Trainers/Team Managers must have a Risk Management/Background check on file with USYS and US Club for the current seasonal year. In addition, all Penn Fusion Coaches/Trainers/Team Managers must complete the 2016-2017 Penn Fusion Coach/Team Manager Registration and the CDC Online Course titled “Heads Up Online Training Course” and submit a W9. Instructions for completing these steps can be found on [www.pennfusion.org](http://www.pennfusion.org) and then clicking on Coaching Staff and Background Checks/Administration.

Penn Fusion Coaches and Staff are paid by the 15<sup>th</sup> of the month after services are rendered via check.

**PAYMENTS FOR HEAD AND ASSISTANT COACHES:** The process for being paid as a team coach for Penn Fusion teams is as follows:

1. Complete and sign coach’s contract.
2. Forward signed contract to the General Manager, Mark Thomas.
3. Fill out Time Sheet for Contracted Coaches each month for all teams you are contracted with. For each event, please indicate in the Notes column whether you ran the event alone (Solo) or with another coach (Joint). Type your name at the bottom of the sheet confirming information contained in the form. *All information will now go on one time sheet.*
4. Per the contract, no attachments of any kind can be submitted with the time sheet. ALL information must be entered onto the time sheet with your signature, as this is a record of your coaching efforts.
5. Email completed form to DOC for approval and copy Team Manager.
6. DOC will approve time sheet and update payment spreadsheet accordingly.
7. Team Managers to reply if discrepancies are noted.
8. Time sheets need to be complete, approved by the 1st of the following month in order to receive a check by the 15th.
9. Payments will be mailed by the 15<sup>th</sup> of the month after services are rendered via check per the monthly rate stipulated in the signed and approved contract.
10. PLEASE look for checks in unmarked envelope generated by the bank. Do not throw away!!