

2020-
2021



Huskies Financial Directive

FORT MCMURRAY MINOR HOCKEY ASSOCIATION

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The Fort McMurray Minor Hockey Association (FMMHA) governs all activities of the hockey teams registered under the Association. All financial transactions, including fees paid by parents, fundraising activities, donations made by corporate sponsors and all expenses are made under the authority of the Fort McMurray Minor Hockey Association. All team officials and members of the Association shall follow the Association financial policies. All funds held by teams are always the property of the Association and shall be managed in accordance with the guidelines and policies of the association. Gaming revenues may be subject to additional restrictions as directed by the Alberta Gaming & Liquor Commission (AGLC).

Important Dates:

Prior to the commencement of the season, the team officials and representation from the FMMHA board will meet to establish an appropriate budget for the current season. Once the team receives approval for their budget they will be required to follow the approved spending plan. If a team requires significant adjustment to their initial budget, they will contact the FMMHA board requesting a budget amendment.

Monthly reporting of general ledgers (GLs) will be required to ensure proper tracking and accountability. Budgets must be submitted to the Board no later than one week following the end of each month starting the month that the team rosters are finalized. Budgets can be submitted via email to: vpfinance@fmmha.com

All funds, bank cards, cheques and financial records will be turned into the Minor Hockey Office by April 30th for Elite and Development teams.

Each team is encouraged to hold a minimum of two meetings a season related to budget; ideally teams should have three team financial meetings: at season start, mid-season and end of season. Teams will keep parents informed of the finances on a regular basis.

Team Responsibilities:

Team budgets shall be a team responsibility; however, all teams must submit a team-approved budget to the FMMHA Financial Committee. The Association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers, etc. are placed in a position of trust with respect to the association, parent/guardians, and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines and the accounting for their actions and will ensure all parents/guardians are aware of the following rules and guidelines before team budgets are finalized.

The normal line of communication is through the Head Coach, who acts as the chief team official. Specific duties may be delegated by the Head Coach to other team officials. However, the final responsibility for the team's financial affairs resides with the Head Coach. Any team participating in any fundraising activities **MUST** name a treasurer/manager who will submit a budget to the

Board for approval. However, it is the coach who is ultimately responsible to the Board. Teams must use the provided budget template.

Team budgets are to be reviewed at the initial team meeting.

Zero-based Budgeting

In previous years, JOB teams have over-fundraised for their budgets and returned money back to parents at the end of the season. This is not allowed. Parent commitment money or money fundraised in the community is not to be paid out to parents.

The association has moved to zero based budgeting or plainly making decisions and justifying as expenses as they arise; the goal is to have no surplus in account by the end of the season. Teams are no longer permitted to budget for provincials from the outset and will be reporting their budgets monthly to VP Finance, ensuring that they are monitoring their revenues and expenses and managing budgets.

Team Officials:

One team official, other than the Head Coach, will be designated for the collection, tracking and disbursement of team funds and the maintenance of appropriate records and accounts. This team official shall not be the spouse/partner of the Head Coach and should be different than the Team Manager. The Team will produce team meeting minutes that document the appointed person and submit them to the Division Director and Treasurer immediately following the initial meeting. This is a required step to have the team official be granted access to the team account.

This team official, upon accepting their position as Team Treasurer, is provided with these policies and agrees to and understands them:

- Prepares financial statements for team parent/guardians 3 times a year, and are available at any time upon request;
- Prepares monthly financial statements for submission to FMMHA Executive - VP Finance (vpfinance@fmmha.com) via email and if needed upon request; follow budget template
- Follow proper financial procedures for the security of team members' funds with all team revenues to be deposited to the appropriate elite team account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus companies, referees, equipment stores and the like. Records are to be maintained up to date at all times;
- Provides under their immediate supervision, any parent/guardian or team member to review the team's financial operation. Any parent/guardian or team member who requests to review the team's financial records is to be provided, without question, within 3 business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation.

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- Ensure the team and team officials follow the association guidelines on fundraising and required reporting
- Complete all required AGLC raffle reporting

The team officials and team members will be responsible for any shortfalls incurred by the team; FMMHA **IS NOT** responsible for covering any losses. Any such losses will be recouped by FMMHA from team officials, payment by the members or parents of the members of the team, forfeiture of applicable members' deposits (volunteer, jersey, etc.) and other means available.

Issue Resolution Process:

Any person becoming aware of discrepancies in accounting or reporting is charged with the responsibility of reporting the facts of the case to the Head Coach, Division Director or a member of the Executive Board of Directors immediately.

- Head Coaches or Executive Board of Directors members becoming aware of such a problem will immediately report the matter to the appropriate Division Director.
- Division Directors, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team involved. Such action may include a range of activities as follows:
 - a. Meetings with team officials and affected parties;
 - b. General meeting of team parent/guardians;
 - c. Meeting of the Disciplinary Committee; or
 - d. Involvement of other Executive Board of Directors members, President, Treasurer, etc. Should the above informal activity not bring the problem to resolution, the matter will be reported to Executive Board of Directors who may elect to take other actions as deemed necessary.

TEAM ACCOUNTS

Each team will be given a team account for the duration of the season. The executive board will be signing authorities on all accounts in addition to the designated team officials. Team officials will be added to the accounts and removed at the end of the season. The Head Coach and/or Treasurer will be given a) bank card b) team cheques c) all passwords and pins for access. No team official is to change passwords or pin without authorization.

All account activity will be reviewed in addition to monthly financial reporting.

BALANCE FORWARD

Each team account for the 2020-2021 season will start with funds from the following sources:

1. Surplus balance from previous season (divided)*
2. Conditioning camp fundraiser
3. Outstanding volunteer grant money applied to team
4. Team fees (\$250/player or \$350/player)

*Due to COVID and 2019-2020 season cancellation, teams ended with surplus funds in accounts which was divided as outlined, this will not be standard practice in subsequent years, as teams are required to manage budgets appropriately and not end with surplus funds.

TEAM EXPENSES

TOURNAMENT EXPENSES:

Each team category has separate restrictions that apply to tournaments

Huskies teams are permitted to participate in a **maximum of three out-of-town** tournaments during the season, one of which, with prior approval, can be after the end of the FMMHA season. They must be a Hockey Alberta sanctioned tournament.

TRAVEL EXPENSES:

Travel expenses include items like bussing and food for players and team officials. If bussing is used it also includes costs for the bus driver. Note that bussing **is not required**, however, team officials are not permitted to make personal travel arrangements for players for FMMHA sanctioned activities. It is recommended that time of year and distance traveled is considered when selecting if a bus will be used.

Hotels are also a part of team travel expenses. Up to three rooms can be paid for by team funds for team officials (coaches, manager, treasurer). Player accommodation can be paid for under team funds when the team follows a shared team room philosophy with team officials providing chaperoning responsibilities.

Gratuities for bus drivers are encouraged to be included in budgets and handled by the team. Each team should discuss their own process as a group and make a decision together.

DEVELOPMENT EXPENSES

Development expenses can include specialized hockey training, goalie development, dryland training, supplemental ice time rentals, and sports psychologist. *Teams budgeting for player development should also include goaltenders.

PROVINCIALS

No team shall budget for attending Provincials. Previous years have seen surplus in accounts due to expectation of provincials. Teams qualifying for Provincials can apply to the Board for funding. Requests will be reviewed on an individual basis. Additional funds required for a team to attend provincials (once confirmed) can be sourced from additional parent funds and/or fundraising. The financial position of the team will be reviewed as part of the monthly reporting.

TEAM REVENUES

Team revenues can be generated from several different sources. The following definitions are those used by FMMHA:

- **Fundraising** – any activity that involves requesting involvement from the community at large in the form of sales, bottle drives, request for donations, raffles
- **Raffles** – activities that are licensed under the Alberta Gaming and Licensing Commission

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- **Corporate Sponsorship** – donation of money from a business or organization
- **Grants** – Corporate donations based on parent involvement on the team i.e. Corporate Volunteer grant or bus grant
- **Pay to play** – self funded by the members of the team i.e. Parent / Player Commitment.
- **Rep Fees** - paid by each player named to an Elite team in addition to basic registration fees

RAFFLES:

NOTE WELL: AGLC guidelines MUST be followed precisely.

50/50 Raffles, Squares Raffles, and Raffles under \$20,000 require specific AGLC reporting processes that must be followed by the team.

These activities will be the sole responsibility of each individual team and will not fall under the FMMHA AGLC accounts. The decision of each team to submit AGLC paperwork indicates its willingness to follow the applicable AGLC requirements. The Raffle Chairperson identified in the AGLC paperwork will be the point of contact for AGLC for all follow-up requirements.

Application Steps:

- Team determines they would like to run a raffle under the AGLC \$20K and Less raffle terms and conditions.
- Team must complete the Eligibility for Raffle License:
[https://aglc.ca/sites/aglc.ca/files/aglc_files/Eligibility%20for%20Raffle%20Licence%20-%20%2420%2C000%20and%20Less%20\(5416\)%20%26%205536_0.pdf](https://aglc.ca/sites/aglc.ca/files/aglc_files/Eligibility%20for%20Raffle%20Licence%20-%20%2420%2C000%20and%20Less%20(5416)%20%26%205536_0.pdf)
- AGLC will approve their request and provide a short term AGLC number. (This # will expire on May 1 of each year making this process an annual process.)
- The team can use their general operating account for raffle proceeds and expenses with appropriate tracking of eligible raffle expenses
- The team will be responsible for all reporting and closing of accounts and maintenance of applicable evidence for AGLC

Raffles over \$100,000 should not be applied for at the team level and are reserved for the use by FMMHA to assist with program development and enhancements.

See AGLC for specific guidelines.

*Individual team raffles are **NOT** encouraged this season.

CORPORATE SPONSORSHIP

All teams are subject to limitations in corporate sponsorship support. The type of sponsorship permitted varies based on category and cost factors affecting the teams such as:

- Membership in out-of-town leagues, location of teams and number of league games.
- Eligibility for and participation in Zone Provincial Play-downs and Provincial Championships.

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- FMMHA does not allow corporate sponsorship from Tobacco, Alcohol, Adult Entertainment, or Cannabis companies.

Corporate sponsorship conditions are divided into the following two categories:

Out of Town / Travel leagues

These teams all participate in out of town leagues such as East Central Alberta Female Hockey League.

1. Total value of corporate sponsorship is approximately \$37,000.00
 - a. Major Team Sponsor - \$10,000.00
 - b. Tier II Sponsor - up to \$10,000 in total (1500.00, \$2000.00, \$3000.00...)
 - c. Jersey / Banner Sponsors - up to \$1,000.00 / player*
2. All teams collecting funds for a 'banner board', will have it completed by December 31st. This banner, completed at the team's expense, will hang in Frank Lacroix arena or will be available for viewing at home and away games.

*For the 2020-2021 season due to the uncertainty in season structure and schedule, it is suggested that teams NOT seek out individual player sponsorship (unless previous sponsorship relationship exists).

**Sponsors (individual and team) need to be acknowledged for their financial support, please budget for sponsor recognition (may be in the form of a plaque, card, small item, etc.)

OTHER FUNDRAISING ACTIVITIES

Other fundraising activities are those activities outside of AGLC Raffles and Corporate Sponsorship. Other activities include activities like bottle drives, sales events (chocolates, honey, etc.), volunteer donations and so forth. Participation in fundraising activities is not optional and may be a condition of being on the team. Teams are to develop a "buy-out" strategy for fundraising activities.

EXCEPTIONS:

Parent Commitment Fees or Team fees fall outside of the Fundraising limits referenced above. Each level has FMMHA recommended Fees. Fees within this amount do not require pre-approval from FMMHA. Fees above these amounts need approval from the FMMHA board.

- All players are responsible for their own equipment that is outlined on the website. (shells, bags, helmets, gloves.)
- FMMHA Huskies Team Fees - this amount will be \$250 or \$350 and payable upon being named to the Huskies team. This money is non-refundable. This is the first money to be spent from the team budget.

GRANTS:

Corporate sponsorship in the form of 'Grants' (such as Bus, Volunteer, etc.) that are enjoyed by employees, will not be limited and fall outside of the financial restrictions listed below.

Grant money is usually sent directly to the FMMHA office. Before any grant money will be released by the FMMHA office a Grant Notification form will have to be completed and submitted to your Budget Director. Grant money will only be released by the FMMHA office to the team Treasurer.

EXPENSE TRACKING:

GUIDELINES:

All proceeds from fundraising must be properly accounted for and can only be spent to support the following team expenses:

1. Ice rental
2. Referee Fees
3. Dry-land training
4. Youth Development Programs i.e. Specialized hockey vendors
5. Tournament entry fees
6. Team travel i.e. bus rental
7. Food & lodging for players (not parents or family members) and team officials
8. Program related (Team) equipment & supplies, (purchasing clothing is prohibited) or rentals (i.e. Hockey treadmill)
9. Accounting expenses i.e. account charges, checks, etc

Proceeds from fundraising shall **NOT** be used for:

1. Individual equipment retained by player or team officials at year end
2. Clothing items such as jackets and tracksuits
3. Travel, meals, lodging for parents and supporters (parents shall be permitted to ride free of charge on the bus if space is available).
4. Admission to events not related to minor hockey such as NHL game tickets, movies, or entertainment.
5. Gift Cards for equipment, merchandise and / or clothing stores.

REPORTING:

Using the appropriate budget templates each team will submit updated budget reports to the budget director/ VP Finance each month.

CONSEQUENCES:

Participating on a team includes providing the funds required for the team to participate in team activities. A lack of participation without providing the team officials with appropriate

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notification could result in the outstanding amount being treated as an arrears to FMMHA and impact your FMMHA membership and / or your participation on the Elite team.

Team officials also have a responsibility to ensure that the guidelines in this document are followed. Failure to follow these guidelines, as per the FMMHA Bylaws, can place membership within the association at risk.

Failure to submit raffle documentation to AGLC and / or following AGLC rules will be deemed as a breach of FMMHA guidelines, as per FMMHA Bylaws, can place membership within the association at risk.

APPENDIX:

Appendix A: Team Meeting Minutes Template – Elite Teams

**FMMHA TEAM NAME 2019-2020 Team Meeting
Meeting Minutes**

The XXX team held a meeting on September XX, 20XX at Frank Lacroix Arena.

The following parents were in attendance representing a quorum of the team membership.

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Coaches noted, reviewed and considered the authorization of the following manager(s) and treasurer(s) to sign or endorse checks, drafts or other evidences of indebtedness made payable to the team and by the team for the purpose of accounting for the team’s finances for the 2020-2021 season.

Team Manager(s):

Team Treasurer(s):

Name of Account: Community Account -

Account Number:

Based on this review and consideration by the Coaches and Parents, the following resolution was unanimously adopted:

RESOLVED, that the following manager(s) and treasurer(s) of the Team Name are authorized to sign or endorse checks, drafts or other evidences of indebtedness made payable made payable to the team and by the team for the purpose of accounting for the team’s finances for the 2018-2019 season.

LIST ALL OFFICERS AND/OR DIRECTORS AUTHORIZED

Team Manager(s):

Team Treasurer(s):

Head Coach:

FMMHA Use: Removal of previous season representatives include: _____ _____ As authorized by the FMMHA Treasurer or President:
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