



WBHL Financial Policy

This Policy outlines the purpose and use of Fort McMurray Minor Hockey Association Budget and team administrative planning

Purpose

The Fort McMurray Minor Hockey Association (FMMHA) is a community-based, amateur, youth ice hockey association. We are committed to maintaining and building upon our reputation of delivering safe and supportive hockey programs in the Regional Municipality of Wood Buffalo by creating positive opportunities and experiences for all players through innovative leadership and exceptional service.

FMMHA will govern 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).

Team Responsibilities

Team budgets shall be a team responsibility. However, all teams must submit a team-approved budget to the FMMHA WBHL Financial Committee.

The association recognizes that the Head Coach and Team Manager are placed in a position of trust with respect to the association, parents/guardians and players. As such, individuals appointed to these positions shall accept the responsibility for operating within association guidelines and accounting for their actions. And, they will ensure that all parents/guardians are aware of the following rules and guidelines before team budgets are finalized.

One team official, other than the head coach, will be designated for the collection, receipt 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 does not need to be the team manager. The team will produce team meeting minutes that document the appointed person and submit them to the Division Director and Vice President of Finance by November 15 of each season.





While the typical line of communication is through the team manager, who reports directly into the head coach. The head coach 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 and/or plans to travel - **MUST** submit a budget to the financial committee for approval. The accepted budget template can be found on the FMMHA website under: *Team info/Managers/Manager resources/ Budget Template*

Team budgets are to be reviewed at the initial team meeting and accepted by a majority vote.

Budget Process

Upon acceptance of a position as the Team Treasurer acknowledges that...

- They are provided with these policies and agree to and understand them, any questions or concerns will be raised through the division director.
- Facilitate a discussion with coaching staff to determine the requirements of the team budget
- complete the team budget template
- Facilitate a parent meeting to present team budget to parents and vote on acceptance
- submit team budget and meeting minutes to WBHL Finance committee to review (Wbhl budget director, Division director and VP Ops)
- As season progresses you must update budget and share to parents on the team a minimum of 3 times a year, and are available at any time upon request; suggested updates after a major fundraiser and or attending a tournament.
- Follow proper financial procedures for the security of team members' funds with all team revenues to be deposited to the appropriate team accounts.
- Document and maintain 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;
- Ensure the team and team officials follow the association guidelines on fundraising and required reporting.
- Complete Raffle Reporting as required
- One final budget closing report to be sent in to the budget director including all receipts and a copy of email sent to parents and coaches with the final budget.

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 and Division Director.

- 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 the Executive Board of Directors who may elect to take other actions as deemed necessary.

TEAM EXPENSES

TOURNAMENTS and TRAVEL EXPENSES

Each team category has separate restrictions that apply to tournaments

Development/Specialty Teams:

Development teams are permitted to participate in a **maximum of five out-of-town travel** events which does not include scheduled league games (exhibition as a guest in REM), Zone 2 Provincial Play-downs and Provincial Championships. They must be a Hockey Alberta sanctioned tournament.

No tournaments shall be scheduled during Minor Hockey Week and WBHL playoffs or any restricted dates set by the Board, or Hockey Ops.

WBHL Stream:

WBHL stream 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 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.

Teams may fundraise for the following expenses:

- Tournament fees (including Minor Hockey Week Basket)
- The cost of a Bus Including driver accommodations and tip
- Team Meals and/or a Team activity under team
- Hotel Accommodations for Jr.Coach or Non- Parent Coaches
- Hotel Room Costs for Head Coach and Team Manager
- Hotel Rooms for U15 and U18 where players will be sharing rooms with each other and not their family members.

Teams MAY NOT fundraise for the following items, and do not need to be accounted for in team budget:

- Hotel rooms for Parents traveling with teams
- Hotel rooms for players in the U7, U9, U11 and U13 Divisions
- additional "team" rooms intended for social gatherings
- Large Ticket purchases such as NHL Hockey games for players or parents.

DEVELOPMENT EXPENSES:

It is encouraged for all WBHL teams to consider developing off ice and teams can budget for these development expenses, some examples:

- specialized hockey training with a professional Development partner
- Dryland training, including gymnasium rentals, equipment rentals
- supplemental ice time rentals
- Nutritional consultants
- sports psychologist

TEAM APPAREL

WBHL teams have the right to celebrate their team identity with an article of Team Gear such as a track Suit,Jacket etc. However, our sponsors have expressed they are more interested in contributing to the development of players. Teams are limited to purchasing one major article of team gear ****

TEAM BUILDING/PARTIES and GIFT

FMMHA provides each team a budget of \$300 for a year end season party. In addition Teams may choose to fundraise for other team building events and gifts to a reasonable amount:

Teams may fundraise for the following expenses:

- Team Christmas party
- Team event such as bowling or a movie night





- Sponsor Thank You gifts
- Coach Thank you gifts to a Maximum \$150 per Coach and Manager, and \$100 for other team supports such as Division directors, Assistant coaches and Treasurers.
- Player Year end gifts to a Maximum of \$50/player

Teams MAY NOT fundraise for the following items, and do not need to be accounted for in team budget:

- Cash gifts or Gift Cards of any kind
- Excessive Team building events as ticket costs of more than \$20/ticket

TEAM REVENUES

FMMHA expects managers to Budget on “Zero Based” Theory. This means that Managers will only be allowed to budget to bring in what it is that they expect to spend in a season based on the expected expenses.

PARENT COMMITMENT FEE:

FMMHA must show that we are fiscally responsible and managing all team budgets. As an effort to assure sponsors and show team commitment all teams fundraising will take a non refundable fee of 10% total expenses from parents as the starting point for their budget.

For example if a team's expenses are \$15K and there are 15 players on the team then the parent commitment would be $15000 \times 15\% = 1500/15 = \$100/\text{Player}$.

PARENT CASH CALL:

Teams often need funds to get team expenses paid prior to the first fundraising activities being completed. Managers may ask for a Cash call of up to \$250 from each parent to start the season. This money should be returned as soon as first fundraisers are completed. If a team decides to use a Parent Cash call then a line item on income and a line item on expenses must be reflected in the budget.

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, but not limited to, sales, request for donations, raffles, and sponsorship





- **Corporate Sponsorship** – donation of money from a business or organization
- **Grants** – Corporate donations based on parent involvement on the team ie. Corporate Volunteer grant or bus grant

RAFFLES:

A raffle is an activity that is licensed under the Alberta Gaming and Licensing Commission such as 50/50, Raffle Sales, Pub Nights.

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

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 followup 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

WBHL Teams are NOT permitted to Run Raffles over \$10K.

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.

WBHL Teams may Accept Corporate Sponsorship from friends, family and employers of parents on the team.

WBHL Teams are prohibited from:

1. Soliciting for sponsorship on facebook or any other social media platforms





2. Dropping letters or cold calling business for sponsorship
3. Accept more than 25% in Corporate sponsorship fees of approved budget without written approval of VP Operations.

Teams are required to meet the commitments agreed to with their sponsors

1. 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.
2. Any Commitments of Logo's are sent in to be added to FMMHA web pages.
3. Thank You letters and gifts promised must be delivered at end of season

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, volunteer donations and so forth.

- Teams are to develop a "buy-out" strategy for fundraising activities for parents who do not wish to participate.
- All fundraisers must be on separate line items on the budget
- All fundraising expenses (such as purchase of prizes or shipping costs) should be in fundraising expenses.

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 FMMHA office to the team manager and only if the team has an approved budget.

EXPENSE TRACKING:

GUIDELINES:

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

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



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EMAIL: fmmha@telus.net WEBSITE: www.fmmha.com





1. Individual equipment retained by player or team officials at year end
2. Travel, meals, lodging for parents and supporters (parents shall be permitted to ride free of charge on the bus if space is available).
3. Admission to events not related to minor hockey such as NHL game tickets, movies, or entertainment.
4. Reimbursement of excess team funds to parents at the end of the season. Any excess fundraising funds shall be returned to minor hockey and the total sum of all dollars returned will be donated.
5. Gift Cards for equipment, merchandise and / or clothing stores.

Activity	Approval Process	Team Maximums	Restrictions on funds
Casino	FMMHA carries the license and this is an association level revenue	NA	NA
Collection of refundable bottles / bottle drive	No pre-approval needed	No Maximun	No Restrictions
Sales of Grocery Certificates or other sales based programs ie. Purdy's	No pre-approval needed	No Maximun	No Restrictions
Volunteer work provided in exchange for financial contributions to team such as delivery of catalogues, environmental work, etc	Written Approval from Division Director	No Maximun	No Restrictions
Raffles under \$20,000	As per AGLC requirements	Maximum of \$10, 000 Profit	MUST BE USED FOR: - Hotel, Bus Costs, Food/team Building, Development, tournament fees





50/50 Raffles	As per AGLC requirements	Maximum of \$10, 000 Profit	MUST BE USED FOR: - Hotel, Bus Costs, Food/team Building, Development, tournament fees
Corporate Sponsorship	No pre-approval needed	25% of total expenses	Agreement with Sponsor
Pay to Play - Parent Contribution / Player Commitment Fees	No pre-approval needed if within FMMHA recommendations	\$250/player per season - must be agreed at parent meetings	No Restrictions
Volunteer Grants	follow the approval processes for the employer	All Teams – No maximums	MUST BE USED FOR: - Hotel, Bus Costs, Food/team Building, Development, tournament fees
Bus Grants	follow the approval processes for the employer	All Teams – No maximums	MUST BE USED FOR: - Bus Costs & Accommodations for Driver
Event Sales (ie. Paint Night, Pub Nights)	Written Approval from Division Director	Maximum of \$10, 000 Profit	MUST BE USED FOR: - Hotel, Bus Costs, Food/team Building, Development, tournament fees
Silent Auctions	Written Approval from Division Director	No Maximun - MAY NOT SOLICIT DONATIONS (Can accept donations from friends and families)	No Restrictions
Donations	If at max sponsorship - written approval from the division director is required.	No Maximum - MAY NOT SOLICIT DONATIONS (Can accept donations from friends and families)	No Restrictions





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 notification could result in not being eligible to participate in team activities or tournaments.

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.

Any Head coach and Manager who fail to follow this policy can be issued discipline that may include suspension and termination of membership.



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