



Junior Oil Barons & Huskies Financial Policy

This Policy outlines the purpose and use of Fort McMurray Minor Hockey Association Budget and team administrative planning for Junior Oil Barons & Travel Teams

Purpose

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 and fundraising can commence. If a team requires adjustment to their 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 by the 30th of each month starting the month that the team rosters are finalized or access to the online budget document may be shared, in which case no submissions are necessary. Budgets can be submitted via email to: jobbudget@fmmha.com OR huskybudget@fmmha.com.

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

Each team shall hold a minimum of two meetings a season related to budget; however ideally (3) at season start, mid-season and end of season. Teams will keep parents informed of the finances on a



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regular basis - This meeting must include one Executive board member (VP Finance) and the division budget director. Budget overviews shall be emailed out to families at least 3 times per season or up to monthly. Teams will share their budgets via Google Docs with the VP of Rep Operations and the VP of Finance.

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 shall name a treasurer 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. These budgets shall be voted on by the parents during the initial meeting. Meetings can be in person or held virtually (Zoom/ Skype/ Google Meets).

Zero-based Budgeting

In previous years, teams have over-fundraised 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**. This is a form of budgeting that ensures every dollar coming in is for a purpose and assigned to an expense category. Example a team expenses are



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projected to be \$90K - then the teams income including sponsor dollars, grants, parent commitment dollars and fundraising dollars need to equal \$90K. zero-based budgeting **ensures that team officials think about how every dollar is raised and spent, each season.**

Each team will be provided a float of \$3000 that will need to show as an income and an expense on the budget sheet. This float is intended to ensure coaches are not required to spend out of pocket for initial team expenses such as exhibition games in starting a season. Any money in the account from the previous season above the float, should be recorded as income.

Teams are no longer permitted to budget for provincials from the outset and will be reporting their budgets monthly to the travel budget director, ensuring that they are monitoring their revenues and expenses and managing budgets.

Any Changes to a budget in income or expense must be discussed with the Travel budget director and approved by the VP Finance. All financials must be reported on the budget and all monies must be collected and spent from team accounts.

Budget Process

How To:

1. Head Coach received financial package prior to team formation
2. Appoint Treasurer
3. Team to use budget template to project team finances for season
4. Calculate parent fees (deficit divided by number of players)
5. Submit budget for pre-approval to Financial Committee
6. Arrange meeting with team officials & Financial Committee to discuss budget (Zoom/Google Meet)
7. Revisions required or approval
8. Hold parent meeting (at least 1 parent from each family in attendance) with representative from board to present budget to team



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9. Submit/ notify VP of Rep Ops that budget has received parent approval & has been emailed to parents, VP of Rep Ops will coordinate with office to invoice parents agreed upon fees through TeamSnap
10. Office will issue funds to team account at set intervals

Treasurer:

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

The 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 emailed to families), and are available at any time upon request;
- Prepares monthly financial statements for submission to FMMHA Executive - VP of Finance (vpfinance@fmmha.com) and program director (jobbudget@fmmha.com or huskybudget@fmmha.com) via email or through shared document 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 rep 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, Travel Budget Director and 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 Program Director.
- Program 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 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 may obtain a) bank card b) team cheques c) online account access (depending on their preferences) from the current financial institution.



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BALANCE FORWARD

Each team account will start with funds from the following sources:

1. Surplus balance from previous season will be split evenly amongst all Junior Oil Barons teams
 - a. Less 15% to Program Fund - Maybe 10% of this 15% goes to Provincial Fund
 - b. Outstanding volunteer grant money that came in from the last season that is still in trust with Minor Hockey Office (will follow the player to their team)

FMMHA TRAVEL TEAM ADMIN FEES

Conditioning Camps and Tryout fees will be self-sustaining by covering ice costs and Administration Fees. The teams will only receive a portion of this money. That portion will be calculated based on funds left over after ice costs and administration fees are taken out. The dollars will be split evenly across age divisions. (Example U15AA and U15A)

1. Conditioning Camp
2. Tryout/Evaluation Fee
3. Contact Confidence U15/U18 Fee

FMMHA FEES

1. All Teams are required to pay an Program Admin Fee to FMMHA which is calculated within each team budget. The range of cost is between \$250-\$500 per player on the team.
2. All Parents are required to pay a Team Commitment Fees which are calculated within the team budget. Fees are non-refundable. ***Teams are encouraged to carefully consider finances and not take in more fees than necessary as per our Zero-based budgeting.***

***Notes-** Based on past team budgets , Typically the cost is between \$1,000-\$2,000 for each player.

All fees will be collected by the FMMHA Office and distributed to the teams accordingly.

TEAM EXPENSES

TOURNAMENT EXPENSES

Each team category has separate restrictions that apply to tournaments



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Junior Oil Barons:

Junior Oil Barons 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. These tournaments do not include Provincial Play-Downs. These tournaments **must** be voted upon by the parents prior to paying tournament fees &/or registering the team. There must be 90% approval from the parents' vote to proceed with the tournament. A budget must be presented to the parents to understand the extra cost before the vote. The voting can be done through a software program like Survey Monkey to keep the voting anonymous if the parents would like.

LEAGUE EXPENSES

Teams will be responsible for League Registration fees which are payable to the FMMHA Office. Any fines levied to a Junior Oil Barons team during the season will be payable by the team.

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). These rooms for team officials can not be used by a spouse of a team official if that team official is not in attendance. **Managers should arrange for coaches to share rooms where possible.** Player accommodation (U15, U16 & U18) can be paid for under team funds when the team follows a shared team room philosophy with team officials providing chaperoning responsibilities. Players must be provided beds in each room. Couches are not permitted to be used for sleeping.

DEVELOPMENT EXPENSES

Development expenses can include specialized hockey training (with an outside approved vendor), goalie development, and sports psychologist. *Teams budgeting for player development should also include goaltenders. **These development expenses shall be capped at \$5,000.00 (including the cost of ice).** Only approved partners shall be used for player development. Team Officials shall be aware of any potential conflict of interest prior to arranging development partners and disclose to the Financial Committee, failure to disclose can result in disciplinary action.



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TEAM APPAREL

Travel teams have the right and responsibility to celebrate their team identity with Team Gear such as Tracksuits, Jackets, Warm Up gear etc. As Sponsorship Agreements differ for each team, FMMHA has not set a limit on how many items of total spend on players. Teams must follow the branding directive and be reasonable on money spent.

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 a grant up to \$5,000.00. 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 BUILDING/PARTIES and GIFT

In addition Teams may choose to fundraise team building events and gifts to a reasonable amount:

- 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:

- Cash gifts or Gift Cards of any kind
- Excessive Team building events as ticket costs of more than \$20/ticket
 - NOTE: If a sponsor chooses to gift players with tickets and a coach feels the terms are reasonable - a coach may choose to accept as a gift and not impact the budget. Teams may not solicit these gifts. (example a team sponsor has a employee 20 pack for an Oilers game and gives them to the Coach to take the team)

TEAM REVENUES



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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, bottle drives, request for donations, raffles
- **Raffles** – activities that are licensed under the Alberta Gaming and Licensing Commission
- **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
- **Pay to play** – self funded by the members of the team ie. Parent / Player Commitment.
- **Rep/Junior Oil Barons/Commitment Fees** - paid by each player named to an Junior Oil Barons 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 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



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- The team will be responsible for all reporting and closing of accounts and maintenance of applicable evidence for AGLC

Raffles over \$100,000 shall 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 permitted for the 2022-23 season

CORPORATE SPONSORSHIP

Each Junior Oil Barons Team shall use Bouchier as part of their name. For example: Bouchier U18AA Junior Oil Barons

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

Team Sponsorship

Applicable for All Travel teams. These teams all participate in out of town leagues like Northern Alberta Hockey League and the Northern Alberta Interlock and East Central Alberta Female Hockey league.

1. Total value of corporate sponsorship is approximately \$50,000.00
 - a. Program sponsorship naming Rights to the Program
 - i. Bouchier Junior Oil Barons \$8750/Team
 - ii. Aurora Huskies Sponsored By Leon's Heavy Equipment \$7500/Team
 - b. Tier II Sponsor - up to \$25,000 in total (\$1,000, 1500.00, \$2000.00, \$3000.00, etc)
 - c. Jersey / Banner Sponsors - up to \$1000.00 / 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



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viewing at home and away games. The banner must include program Sponsor as part of the team name.

*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.). Teams Must follow through on all commitments made to our sponsors.

*At times sponsors will choose to commit a gift in Kind (Water for road trips, An item of team gear with a company logo) - these are generally acceptable. However Must be discussed with VP Communications to ensure we are not branching any of our program sponsorship commitments.

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 can 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 VP of Rep Ops.

- All players are responsible for their own equipment that is outlined on the website (shells, bags, helmets, gloves, etc).
- FMMHA Rep/Junior Oil Barons/Commitment Fees - Team fees are applicable to all Junior Oil Barons teams. This amount will be calculated within the team budget and payable upon being named to the Junior Oil Barons team. This money is non-refundable.

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.



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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 ie. Specialized FMMHA Approved 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
9. Accounting expenses ie. account charges, checks, etc
10. Clothing items such as Tracksuits, Jackets, Dry Land, etc

Proceeds from AGLC 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.
6. Year end player and team officials gifts.

REPORTING:

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

APPENDIX:



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Appendix A: Fundraising Activities

The following are fundraising activities and the approval process required by the FMMHA:

Activity	Approval Process	Team Availability
Casino	FMMHA carries the license and this is an association level revenue	None
Collection of refundable bottles / bottle drive	No pre-approval needed	All Teams – to Category maximums
Sales of Grocery Certificates or other sales based programs ie. fudge	No pre-approval needed	All Teams – to Category maximums
Volunteer work provided in exchange for financial contributions to team such as delivery of catalogues, environmental work, etc	No pre-approval needed	All Teams – to Category maximums
Raffles under \$20,000	As per AGLC requirements	All Teams – to Category maximums
50/50 Raffles	As per AGLC requirements	Travel Teams
Banner sponsorship	Needs to be in place prior to the last day of December	All Teams – to Category maximums
Corporate Sponsorship	No pre-approval needed	All Teams – to Category maximums
Pay to Play - Parent Contribution / Player Commitment Fees	No pre-approval needed if within FMMHA recommendations	All Teams
Volunteer Grants / Bus Grants	No pre-approval needed	All Teams – No maximums
Event Sales (ie. Paint Night, Pub Nights)	With FMMHA approval	All Teams – to Category maximums



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Silent Auctions	No pre-approval needed	All Teams – to Category maximums
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Appendix B: FMMHA Gear Standards

All Teams:

Official team gear will follow **FMMHA Branding Policy**, which is located [FMMHA Branding Policy 2022/23 \(google.com\)](#). This includes items like track suits, winter jackets, pant shells, hockey gloves, helmets, dryland gear, gear or player bags. These items, if purchased, will include the following logo/names, and will be **purchased from one of the FMMHA approved vendors ONLY**.

1. Junior Oil Barons
2. Logo of sponsor if promised as part of the Corporate Sponsorship commitment
3. Player name, number, or position (if desired)
4. Coach name (if desired)
3. Will be navy blue

Junior Oil Barons Logo placement will be:

- Track Suits - front upper left chest on jacket; front left upper thigh for pants
- Winter Jackets - front upper left chest on jacket
- Hockey Pant Shells - front left lower thigh
- Dryland shorts - front left lower leg
- Dryland shirts - Front center chest or front upper left chest
- Hockey gear bags - centered on long side
- backpacks / player bags - centered on bag
- Sweatpants - front left upper thigh for pants
- Hats - front left center
- Toque - front left center
- Hoodies (front zip) - Front upper left chest
- Hoodie (over the head) - centered full chest

Other team items can be purchased by individuals or teams within the FMMHA to help commemorate the hockey season. If the Junior Oil Barons logo is used for the Commemorative gear it shall follow the logo placement and color restriction as outlined above.



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Advanced approval from the Board is required for:

- Modifications of FMMHA supplied gear or jerseys such as the addition of sponsors logo and name bars.
- Development of a Third Jersey that is intended to be used in FMMHA sanctioned activities / league play.

Appendix C: Team Meeting Minutes Template – Rep Teams

FMMHA TEAM NAME 2021-2022 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.

•

Coaches noted, reviewed and considered the authorization of the following manager(s) and treasurer(s) to sign or endorse checks, drafts or other evidence of indebtedness made payable to the team and by the team for the purpose of accounting for the team's finances for the 20**-20** 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:



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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
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Team Manager(s):

Team Treasurer(s):

Head Coach:

FMMHA Use: Removal of previous season representatives include:

As authorized by the FMMHA Treasurer or President:

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 or Team Official (Assistant Coach, Manager, Treasurer) who fails to follow this policy can be issued discipline that may include suspension and termination of membership.



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