



Rep Travel Teams Financial Policy

Last Update: Draft July 2024

Approved by Vote: Executive Board

This policy outlines the purpose and process for Fort McMurray Minor Hockey Association team budget and team administrative planning.

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 shall be 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 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 Budget and Reporting

The Head Coach is the primary point of contact and holds final responsibility for the team's financial status, though specific duties can be delegated. Teams involved in fundraising must appoint a Treasurer to manage the funds and maintain all records (budget, receipts etc). A specific budget template will be used and provided to the Treasurer.

Prior to the start of the season the Head Coach, Manager, and Treasurer will meet with the Rep Financial Committee (VP Rep Ops, VP Finance, Rep Program Director, Rep Budget Director) to establish the team's budget. Once the budget has been approved, the Treasurer will present the budget to the parents where it will be voted on for approval. This meeting must have a documented sign in sheet and minutes specifying that the budget was presented and approved.

After the budget has been **approved** at the team/parent meeting, the team may initiate their spending and fundraising plans; however, fundraising cannot start at any point prior to September 15th.

Each month, the budget will be reconciled, updated, and submitted along with all receipts to the Rep Financial Committee. Budgets are due for submission by the 30th of each month and must be shared via google docs or emailed to jobbudget@fmmha.com or huskybudget@fmmha.com.

At any point throughout the season, any and all budget adjustments post-approval are required to be discussed with the Rep Financial Committee.



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Teams are expected to hold at least two budget meetings per season, ideally three, at the start, mid-season, and end. These meetings must include the Rep Financial Committee. Budget overviews should be emailed to families at least three times per season.

Zero-based Budgeting

FMMHA mandates zero-based budgeting to prevent over-fundraising, ensure that all funds are assigned to an expense category, and limits the burden to the community. Teams must align their budgets with projected and actual income (including but not limited to sponsorships, grants, parent contributions, and fundraising) with their actual and projected expenses (including but not limited to bussing fees, team events, team meals, dryland etc).

Each team will receive a \$3,000 float, which must be shown as both income and expense in the budget. This float helps cover initial expenses like exhibition games without requiring team officials to pay out of pocket. Any funds exceeding the float from the previous season should be recorded as income. At the season, team bank account must be left with at least a balance of \$3000. Any surplus in the account will be split evenly amongst all Junior Oil Barons' teams, less 10% that will be put into the Provincials Fund.

Provincials shall not be included in the general season budget. If a team makes it to Provincials, the budget will be reconciled and a meeting will be scheduled with the Rep Financial Committee to discuss funds available and options for sponsorships and fundraising.

Any changes to income or expenses must be discussed with the Budget Director and approved by the VP Finance. All financials must be reported on the budget, with all monies collected and spent from team accounts. Returning money to parents is not permitted.

Issue Resolution Process:

Any individual who identifies discrepancies in accounting or reporting is responsible for reporting the issue to the Head Coach, Rep Director, and Budget Director.

The Rep and Budget Directors who become aware of such issues must report them immediately to the VP Finance.

Upon receipt of a report, the VP Finance will initiate corrective actions to resolve the problem internally and with minimal impact to the individuals and team involved. The range of corrective actions may include:

- Meetings with team officials and affected parties



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- General meetings with team parents or guardians
- Meetings with the Disciplinary Committee
- Involvement of other Executive Board members, including the VP Rep Operations

If these steps do not resolve the issue, it will be reported to the Executive Board for further necessary actions.

FMMHA Player Fees

In addition to the tryout cost, parents must be aware of additional financial commitments. All player fees will be collected by the FMMHA Office and distributed to each team accordingly. Player commitment fees are to be recorded as income on the team budget. All fees including Rep fees and player commitment fees can be paid via Teamsnap payments or EMT to payments@fmmha.com.

FMMHA Rep Fees

The cost to operate a rep team is significantly higher than that of a WBHL team due to increased ice time and officials' fees for league home games, use of 3 and 4 man officials system (as per Hockey Alberta regulations), equipment such as jerseys, socks, and coach honorarium. The difference per player will be calculated by the VP Finance and communicated prior to tryouts each season. Rep fees, which are in addition to the basic registration fee, will be invoiced by the Association and are due by November 1st.

Player Commitment Fees

Each player is also responsible for a portion of the team budget, in addition to fundraising and sponsorships. These fees will be calculated based on the team budget and communicated at initial team budget meeting and invoiced as follows:

- October 15: First payment
- November 15: Second payment
- December 15: Final payment

If payments are not received, the player may potentially be removed from the team.

Player Equipment

Items of equipment such as bags, pant shells, helmets, gloves etc will be purchased after the team has been selected. These purchases will be completed through the team's Manager who will work with FMMHA for ordering. All invoicing will be sent through Teamsnap for payment either on that platform or via emt.



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Preseason & Season Tournament Fees

Preseason tournament expenses can be included in the team budget. Season tournaments, that are outside of league play, will not be included in the team budget. A separate budget is required for these tournaments. Managers will conduct a Cash Call for all players participating in season tournaments.

Fundraising Participation

Participation in fundraising activities is not optional and may be a condition of being on the team. Teams may develop a “buy-out” strategy for fundraising activities, allowing members to opt out of participating by paying a specified amount instead.

Team Bank Accounts

Each team will be provided with a dedicated team account for the season. Members of the Executive Board, alongside designated team officials (Head Coach, Manager, and Treasurer), will serve as signing authorities on these accounts. The accounts are overseen by the VP Finance. Team officials will be added to or removed from the accounts as necessary throughout the season.

The Head Coach, Manager, and Treasurer will be added to the accounts by the VP Finance and the Representative at the bank. Each team official will set up an appointment with the bank representative to gain the account authority. Depending on their preferences, they may also obtain:

- Bank card
- Team cheques
- Online account access

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

Tryout Fees and Conditioning Camps

Conditioning camps and tryout fees are designed to be self-sustaining by covering ice costs and administration fees. Any additional funds generated from these events will act as a fundraiser and be divided equally across all teams.

- Conditioning Camp Fee
- Tryout/Evaluation Fee
- Contact Confidence Fee (U15/U18)

Program Sponsorship

Any funds secured by FMMHA through program sponsorship will be transferred into team accounts as soon as funds are secured.

TEAM EXPENSES



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TOURNAMENT EXPENSES

Travel teams are allowed to participate in a maximum of two out-of-town tournaments per season, with one possible exception for a tournament after the FMMHA season ends, provided it has prior approval from VP Rep Operations. These tournaments must be Hockey Alberta sanctioned and do not include Provincial Play-Downs or Provincials.

Before committing to a tournament, the costs associated with the travel, tournament fees etc must be presented to the parents, who then must approve the tournament by a unanimous vote. Affiliate players may only attend if the team is short players due to injuries, illness, suspension (AA only), or other extenuating circumstances. Votes can be conducted anonymously using paper ballots or technology like Survey Monkey. A vote of 90% or more must be achieved to attend the tournament.

Out-of-province tournaments require prior approval from the VP Rep Operations, and a separate budget must be submitted to the VP Finance with the initial request.

LEAGUE FEES and POTENTIAL FINES

Each league has its own registration fee separate from FMMHA and Hockey Alberta fees. Each team will be invoiced and required to submit payment to FMMHA by January 15th.

Teams are also responsible for payment of any fines incurred during the season. Fines may be imposed by the Leagues based on their rules and bylaws, including those of NEAHL, AEHL, and ECAHHL, as set at the start of each season.

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 the transportation of choice.

Hotels are also a part of team travel expenses. Maximum of four rooms can be paid for by team funds for team officials (coaches, manager, treasurer). If a team has a paid Trainer, a fifth room can be included in the budget. 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 which includes team officials providing chaperoning responsibilities, communicating with players, and ensuring their safety. Players must be provided beds in each room. Couches are not permitted to be used for sleeping unless it can be pulled out to a bed.





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 Rep Financial Committee. Failure to disclose conflict of interest can result in disciplinary action.

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, teams will only be permitted to purchase the following items: track suits. Teams shall follow the FMMHA Branding Directive and be reasonable on money spent. Teams can request approval, prior to purchase, of other items through the VP Rep Operations via email.

TEAM BUILDING/PARTIES and GIFT

Teams may choose to fundraise for team parties, team building events, and gifts to a reasonable amount (as outlined below):

- 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 supporters 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 deems the terms reasonable, the coach may accept them as a gift without impacting the budget. **Teams may not solicit these gifts.** For example, if a team sponsor provides an employee 20-pack for an Oilers game to the coach for the team, it can be accepted but must be disclosed to the Rep Director.

TEAM REVENUES

Team revenues can be generated from various sources. FMMHA supports the following revenue sources:



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- **Player Commitment fee:** a predetermined fee paid by players to team (see description above)
- **Fundraising** – any activity that involves requesting involvement from the community in the form of, but not limited to, sales, request for donations, raffles, and sponsorship - See Raffle Guidelines document.
- **Corporate Sponsorship:** Monetary donations from businesses or organizations.
- **Grants:** Corporate donations based on parent involvement, such as volunteer or bus grants.
- **Pay to Play:** Corporate donations based on parent involvement on the team ie. Corporate Volunteer Grant or Bus Grant.
- **Cash Calls:** additional lump sum paid by parents to cover costs of the team or to start the team off with initial funds prior to fundraising. Once fundraising has been completed, any or all parts of the cash call can be returned to all parents. The cash call must have a line item on the income and expenses portion of the budget to account for the money going in and going out.

CORPORATE SPONSORSHIP

FMMHA will seek program sponsorship agreements for each program. All teams are required to adhere to the terms of these agreements, which include provisions for naming rights, apparel, and banners.

Currently, FMMHA has an active contract with Bouchier, granting them naming rights for all Junior Oil Barons' teams. For this reason, each Junior Oil Barons team must include "Bouchier" as part of their name ie- Bouchier U18AA Junior Oil Barons. Teams may not alter the name or add additional sponsor names.

As FMMHA does not currently have a contract for a Huskies program sponsor, Huskies teams are eligible to secure a naming rights sponsor with a minimum dollar value of **\$5,000.00 - \$7,000.00**.

In addition to the program sponsorship, teams are eligible to secure additional sponsorship dollars as long as they do not conflict with any active program agreements. The total value of sponsorship allowed by any team, including program sponsorship, is **\$50,000**.

Examples of team sponsorship include:

- **Tier II/III Sponsors:** Up to **\$22,000** in total (e.g., \$1,500, \$2,000, \$3,000, \$5,000, etc.).
- **Jersey/Banner Sponsors:** Up to **\$1,000 per player (with minimum being \$500/player)**. Teams collecting funds for a banner board must complete it by November 1st. This banner, created at the team's expense, will be displayed at Frank Lacroix Arena or at home and away games, and must include the program sponsor as part of the team name.

Sponsors, both individual and team, need to be acknowledged for their financial support. Please budget for sponsor recognition, which may include a plaque, card, small item, etc. Teams must fulfill all commitments made to sponsors.



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Occasionally, sponsors may provide gifts in kind (e.g., water for road trips, team gear with a company logo). These are generally acceptable but *must* be discussed with the VP Communications to ensure they do not conflict with existing program sponsorship commitments.

GRANTS:

Corporate sponsorship in the form of grants (e.g., bus grants, volunteer grants) that benefit employees will not be subject to the financial restrictions listed below.

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

A

Appendix B: FMMHA Apparel Standards

All Teams:

Official team gear will follow **FMMHA Branding Policy**, which is located [FMMHA Branding Policy 2022/23 \(google.com\)](https://www.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

Beginning in the 2024-25 season the following items will be purchased by FMMHA through Rep Fees; Dryland T-Shirt, Dryland Shorts, and a Hoodie.

Beginning in the 2024-25 season teams will only be permitted to purchase the following from team funds for the players:

- 1 x Track Suit - Tracksuits are not mandatory and consideration should be given to “not” purchasing Track Suits for U15, U16, and U18 teams.
- Other items that a team would like to purchase requires prior approval by VP Rep Operations



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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.

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.



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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:

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:



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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.

Need Process

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)



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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
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. If fees owing are not paid by members they will not be permitted to register their player for the following season. Fees will be collected via TeamSnap the following season.



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