



WBHL Financial Policy

Last Update: Final -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

Teams must submit their approved budget to the FMMHA WBHL Financial Committee by November 15 each season.

The Head Coach and Team Manager are responsible for preparing the draft budget, presenting it to parents, and ensuring everyone understands the fundraising rules and season plan prior to the budget being voted on.

A team official must be appointed as the team treasurer to manage funds and maintain records. This person cannot be the Head Coach's spouse or partner. The Team Manager may act as treasurer or select another individual. The appointment of treasurer must be documented in the meeting minutes and submitted with the budget to the Division Director and WBHL Budget Chair for final approval.

The Head Coach holds ultimate responsibility for financial matters, while the Team Manager handles communication and reports to the Head Coach. Teams that are planning to fundraise or planning to travel must use the approved budget template and submit their budget for approval to the Division Director and WBHL Division Budget Chair.

After budget approval, the budget is then reviewed and approved by a majority vote at the initial team/parent meeting.

Along with the initial budget approval, the treasurer is also required to report to the team, parents and the WBHL Division Budget Chair by January 31 as well as provide a final report at the end of the season.



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Teams are responsible for covering any budget shortfalls. If a team cannot cover losses with fundraising, the losses must be recouped from team officials, members, or parents. FMMHA does not cover losses.

Zero-based Budgeting

FMMHA mandates that managers use a zero-based budgeting approach. Teams should budget solely for the approved expenses agreed upon by the team and raise funds only to cover these anticipated costs. Treasurers are responsible for ensuring that their budget accounts only for the expected expenditures.

- **Buy-Out Option:** Teams must offer a “buy-out” option for parents who choose not to participate in fundraising activities. This provides an alternative for those who prefer not to engage in fundraising efforts to still allow their child to participate in the additional activities.
- **Opt-Out Option:** Parents have the option to opt out of fundraising activities altogether. Players whose parents choose this option will be eligible to participate only in activities covered by the registration fee, such as league games and practices. They will not be included in additional activities funded by the team and parents.
- **Additional Funds:** Any funds raised by WBHL teams above their expected expenses will be returned to the FMMHA Special Events account. These funds will be used to support coach supplies, volunteer appreciation, player awards, and scholarships for upcoming seasons.

Budget Issue Resolution Process:

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

Upon receipt of a report, the Division Director 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
- General meetings with team parents or guardians
- Meetings with the Disciplinary Committee
- Involvement of other Executive Board members, including the VP Operations and VP Finance

If these informal corrective actions do not lead to a resolution, the issue will be escalated to the WBHL Financial Committee, which includes the VP Finance and VP Operations, for further consideration and additional actions as deemed necessary. Throughout the process, all actions taken and decisions made



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must be documented, and relevant updates should be communicated to the involved parties while maintaining confidentiality and respect.

TEAM EXPENSES

TOURNAMENTS and 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.

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
- Hotel accommodations for Jr.Coach or Non- Parent Coaches
- Hotel accommodations for Head Coach and team Manager
- Hotel accommodations for U15 and U18 players' shared rooms if not staying with 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 (example - a " Parent Room")
- Large ticket purchases such as NHL Hockey games for players or parents.

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.

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.

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



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DEVELOPMENT EXPENSES:

It is encouraged for all WBHL teams to consider developing on and off the ice . Teams can budget and fundraise to cover costs 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, hoodie 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 and must follow the WBHL Branding Policy.**

TEAM BUILDING/PARTIES and GIFTS

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 team is donated event tickets by a sponsor - this does not need to be noted in the budget. *Teams may not solicit this type of donation.*





TEAM REVENUES

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

- **Parent Commitment fee** - percentage of the budget (see description below)
- **Parent Cash call** - lump sum paid by parents (see description below)
- **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. **WBHL Teams are NOT permitted to Run Raffles over \$10K.**
- **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.

PARENT COMMITMENT FEE:

FMMHA must show that we are fiscally responsible and manage all team budgets. As an effort to assure sponsors and show team commitment, all teams fundraising will take a **non refundable fee** of 15% total expenses from parents as the starting point for their budget.

For example: if a team's total budgeted expenses tally to \$15,000, and there are 15 players on the team - then the parent commitment would be \$150 per player ($15000 \times 15\% = 2250$; $2250/15$ players = \$150/player).

An exception to parent commit fee for U7 and U9 teams who are NOT TRAVELING for any tournaments and only doing a sponsor for team gear. In lieu of the commitment, parents will contribute to a team basket for Minor Hockey Week.

PARENT CASH CALL:

Teams often need funds to get team expenses paid prior to the first fundraising activity being completed. The team Manager may ask for a Cash Call of up to \$250 from each parent to start the season. Once fundraising has been completed, any or all parts of the \$250 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:

All teams are subject to limitations on corporate sponsorship support, which vary 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:





- Soliciting sponsorship through Facebook or other social media platforms.
- Dropping letters or cold calling businesses for sponsorship.
- Accepting more than 25% of the approved budget in corporate sponsorship fees without written approval from the VP of Operations.

Teams Must:

- Fulfill commitments agreed upon with their sponsors.
- Complete any banner board by December 31st. This banner, funded by the team, will be displayed at the Frank Lacroix Arena or be available for viewing at home and away games.
- Submit any logos for inclusion on the FMMHA web pages.
- Deliver thank you letters and any promised gifts at the end of the season.

GRANTS:

Corporate sponsorships in the form of grants (such as for buses, volunteers, etc.) that benefit employees are not subject to the financial restrictions listed above.

- Grant money is usually sent directly to the FMMHA office, and may take several months to be available to teams after approvals.
- Grant money will only be released to the team manager if the team has an approved budget and the parent who secured that grant approves directing to that team.
- Grants must be used for their intended purpose (e.g., a bus grant must be used for a bus).

CONSEQUENCES:

- **Participation Requirements:** Participating on a team includes providing the necessary funds for team activities. Failure to participate in fundraising without appropriate notification to team officials may result in ineligibility to participate in team activities or tournaments.
- **Team Officials' Responsibility:** Team officials are responsible for ensuring compliance with these guidelines. Failure to adhere to these guidelines, as outlined in the FMMHA Bylaws, may jeopardize membership within the Association.
- **AGLC Compliance:** Failure to submit raffle documentation to the AGLC or to follow AGLC rules will be considered a breach of FMMHA guidelines. This, as per FMMHA Bylaws, may put membership within the Association at risk.
- **Disciplinary Actions:** Any Head Coach or Manager who fails to follow this policy may face disciplinary actions, which could include suspension or termination of membership



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