



Rep Teams Budgets & Approval Directive

Last Update: Sept 2025

Approved by Vote: Rep Operations Committee

Purpose:

To standardize the process of building, approving, and managing Rep Travel team budgets in a transparent, compliant, and efficient manner, ensuring alignment with FMMHA's Financial Policy and AGLC regulations.

This directive is a set of **mandatory guidelines** that teams must follow. It allows for **flexibility in exceptional circumstances**, provided any exceptions are reviewed and agreed upon by the **Team Financial Committee** (Head Coach, Manager, Treasurer, Division Director, Budget Director) and are overseen by the VP Rep Operations (operational perspective) and VP Finance (financial perspective).

1. Team Budget Process

1.1 Season Close & Starting Balance Setup

Responsible Party: VP Finance

Actions:

- Remove all funds above the \$3,000 float from each team account.
- Allocate 5% of the surplus to the Provincials Fund.
- Distribute the remaining surplus equally across all teams.
- Create accounts and deposit a \$3,000 starting float for any new teams.

Communication:

- Provide each team's opening balance as part of the financial package.
 - Include income from tryout fees, conditioning camps, program sponsorships, and fundraising.
 - Include grant amounts provided by Hockey Operations for players receiving financial support.
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1.2 Financial Package

Responsible Party: Budget Director

Prepare the team financial file, including:

- An updated budget template that includes Starting balance
- Updated policies and directives
- Bank Letter prepared that managers can take to the bank to access account information
- Team Google Drive and email password (supplied by VP Admin to Budget Directors)

Pre-populated FMMHA budget template with known numbers:

- **Account balances:** supplied by VP Finance
- **Grants in Trust:** VP Finance to provide list of grants to be transferred to appropriate accounts from the FMMHA Office
- **Sponsorships:** any sponsorship agreements or fundraisers completed during the summer supplied to VP Finance from VP Communications/VP Rep
- **Large program raffle:** estimated income provided by VP Admin to VP Finance
- **Conditioning and camp income:** supplied by VP Rep to VP Finance

Next Step:

- Schedule a meeting date with team officials to review the package.

1.3 Budget Preparation

Responsible Party: Team Manager

- Act as primary financial contact and oversee budget creation.
- Share the prepared file with the Head Coach and Treasurer for input.

Treasurer Appointment:

- Treasurer must be appointed (cannot be Team Manager or Head Coach's spouse/partner).
- Appointment documented in team minutes and submitted to VP Finance and Division Director for account access.

Budget Requirements:

- Manager, Coach, and Treasurer meet to review the coach's season plan.
- The Treasurer uses the approved template to build the budget with Manager input.
- The budget must include all expected team expenses and be based on the season plan (practices, tournaments, development sessions, extra ice, league travel).

Seasonal Budget Caps (2025–2026):

To support consistency and financial transparency, teams should use the following guidelines:

Team Apparel

- One team apparel item per player may be included in the budget.

Recognition and Gifts

- Coach/Manager gifts – up to \$150 each
- Other team supporter gifts (assistant coaches, treasurers, division directors) – up to \$100 each

- Player year-end gifts – up to \$50 per player
- U18 graduating player gifts – up to \$100 each

Travel Estimates

- Bussing – approx. \$5,000 per short trip, \$8,000 per long trip (e.g., Grande Prairie)
- Hotels – approx. \$150 per room, per night
- Meals – approx. \$100 per participant per trip (cost-saving options encouraged)

Additional Notes:

- Exclude officiating, home ice, and practice ice costs (covered by the program budget).
- Include tournaments, sponsorship plans, apparel purchases (within branding rules), and fundraising plans.
- Parent fees = total deficit ÷ number of players.
- Actual costs must be updated as itineraries are confirmed and shared with parents at mid-season updates.

1.4 Budget Review & Approval

Responsible Party: Team Manager

- Submit draft budget to Rep Financial Committee.
- Meet with the Committee (VP Rep Ops, VP Finance, Rep Program Director, Budget Director) for review.
- Distribute draft budget to parents at least one week prior to parent meeting.
- Provide parents a confidential way to submit questions before the meeting.
- Hold parent meetings with Board representatives present and obtain **100% parent approval**.

- Document attendance and minutes.
 - Remind families of available financial support and buyout options.
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1.5 Post-Approval Actions

Responsible Party: Budget Director

- Notify the office to invoice parents and schedule fund releases via FMMHA Finance Administrator.
 - Teams may begin fundraising after **September 15** or once all JOB/Huskies teams are finalized.
 - The first AGLC fundraiser will be the program raffle for all teams.
 - Late/unpaid fees will be handled confidentially by head office and executive level.
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2. Treasurer Responsibilities

- Collect, track, and disburse all team funds.
 - Maintain accurate financial records and original receipts.
 - Deposit all revenues into the approved team account.
 - Submit reconciled budgets monthly to the appropriate Budget Director.
 - Provide budget overviews to families three times per season.
 - Provide full financial record access within three business days when requested.
 - Ensure all fundraising follows FMMHA and AGLC requirements and complete required reporting.
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3. Budget Meetings & Adjustments

Responsible Party: Team Manager

- Hold at least two budget meetings per season (preferably three: start, mid-season, end).
 - The Budget Director must be included in meetings.
 - Post-approval adjustments must be approved by VP Finance and shared with families within 7 days.
 - Exceptional requests must be approved by the full Team Financial Committee and reviewed by VP Rep Ops and VP Finance.
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4. Financial Rules

- All funds must be managed through Association-approved accounts.
 - No funds in the team account may be divided and returned to parents in the form of cash, gift cards, or other payouts in an attempt to bring the balance down. All dollars raised by the team will remain with the program and will be utilized in the following season.
 - Teams must end the season with a minimum \$3,000 balance. Surpluses above this are redistributed (less 5% to Provincials Fund).
 - Provincials require separate budget approval if a team qualifies.
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5. Issue Resolution

Responsible Party: Team Manager

- All parent concerns must first be directed to the Manager.

- The manager must report discrepancies to the Head Coach, Rep Director, and Budget Director.
- Escalate unresolved issues to VP Finance.
- VP Finance may refer the matter to the Disciplinary Committee or Executive Board if a policy breach is likely.



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