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# Rep Travel Teams Financial Policy

Last Update: Sept 2025

Approved by Vote: Executive Board

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## Purpose

The Fort McMurray Minor Hockey Association (FMMHA) governs all financial activities of its registered teams. This includes parent fees, fundraising, corporate donations, and expenses, all of which must follow Association financial policies. All funds are the property of the Association and must be managed in accordance with its bylaws, policies, and applicable laws.

FMMHA retains final authority over all team finances and may review, approve, restrict, or audit budgets, fundraising, sponsorships, and expenditures. Gaming revenues are additionally subject to Alberta Gaming, Liquor and Cannabis Commission (AGLC) regulations.

## Financial Principles

FMMHA requires all teams to operate under an approved budget framework using a zero-based budgeting model, ensuring that all projected revenues are allocated to legitimate expenses. This safeguards families and the community from unnecessary fundraising and ensures that all funds directly support players and team operations.

All revenues, including parent fees, sponsorships, donations, grants, and fundraising proceeds, must be deposited into an Association-approved team account. Teams are prohibited from maintaining off-book accounts or distributing funds directly to parents.

## Rep Fees

Rep team costs are higher than WBHL due to additional ice time, higher officiating fees, and equipment such as jerseys, socks, and coach honorariums. The per-player fee difference is calculated by the VP Finance and communicated before tryouts each season. Rep fees are invoiced by the Association and are not to be included in team budgets. Failure to pay these fees places a player in breach of policy, and the Association may suspend participation until all amounts owed are paid in full.



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## Branded Player Equipment

Optional branded equipment (e.g., bags, pant shells, helmets, gloves) may be purchased by parents after team selection. Orders are coordinated through the FMMHA Equipment Director and VP Administration. These purchases are not included in team budgets.

## Team Financial Management

Team officials (Coaches, Managers, Treasurers) are responsible for managing finances with honesty, transparency, and in the best interests of the team and FMMHA.

Each team must maintain a dedicated bank account overseen by the VP Finance, with signing authorities including the Head Coach, Manager, Treasurer, and designated Executive Board representatives. All revenues and expenses must flow through this account; personal accounts are prohibited. Teams may access cheques, bank cards, or online banking as required.

The Manager is the primary financial contact, with the Treasurer responsible for accurate records using the standard budget template. At the start of each season, the Head Coach, Manager, and Treasurer will meet with the Rep Financial Committee to approve the team budget. Treasurers must provide monthly reconciliations, and any changes require Committee approval.

Teams must share budget updates with families at least three times per season (start, mid-season, and end). Budgets must be distributed at least one week prior to meetings so questions can be raised in advance.

## Team Start-Up Balance

Teams must maintain a minimum balance of **\$3,000** at the end of each season to support start-up the following year. If short, the Association will top up the account from Operations. Any surplus beyond the \$3,000 float remains with the program, with excess distributed evenly across Junior Oil Barons teams, less 5% to the Provincials Fund.

Sponsorship dollars and other approved fundraising sources (e.g., tryout/conditioning camp fees, grants) will be transferred into team accounts and recorded as income.



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## Other Team Budget Items

### Player Commitment Fees

Players must contribute a portion of the team budget in addition to fundraising and sponsorships. These fees are calculated from the approved budget, paid to the Association, and transferred to team accounts on scheduled dates. Failure to pay may result in suspension until balances are cleared.

**Note:** Minor Hockey will work with all families to ensure that no child is suspended due to financial difficulties. It is the **parent's responsibility** to contact the Minor Hockey office to discuss available options, including payment plans and support grants.

### Preseason and Season Tournament Fees

Preseason tournaments will be included in the team budget. Regular season tournaments outside league play require a separate budget and are funded directly by participating players.

### Fundraising Participation

Participation in fundraising is mandatory and may be a condition of team membership. Teams must offer a buy-out option for families wishing to contribute financially instead of participating.

## Team Expenses

### Non-Parent Head Coach Expenses

Non-parent head coaches may be reimbursed for reasonable expenses. If bussing is used, the coach must travel with the team; otherwise, mileage at \$0.40/km or fuel receipts may be claimed. If meals are not provided, up to \$40/day may be reimbursed. All claims require receipts and an Expense Form. Reimbursement agreements must be set at the start of the season, approved by the Manager, Budget Director, and Division Director, and communicated to parents in the budget.

### Travel Expenses

Team travel may include bussing, food, and hotel accommodations. If bussing is used, driver costs are included. Team officials may not arrange private travel for players. Hotel rooms funded by team accounts are limited to 3 for team officials (plus one for a paid Trainer) and may not be used by spouses or parents. The team officials assigned to these rooms are responsible for the supervision of the players in rooms.

### League Fees and Fines

League registration fees are included in program budgets. Teams are responsible for additional costs such as playdown fees and any fines imposed under league rules (NEAHL, AEHL, AFHL, ECAHFL).



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### **Team Apparel**

Teams may purchase an identity item(s) per season, valued at no more than \$150 per player, in compliance with branding and sponsorship directives. Tracksuits may not be purchased through team funds (except U11). Parents may purchase tracksuits through branded equipment. Dryland apparel is not permitted, as this is supplied from the program. Third jerseys require prior written approval from the VP Communications.

### **Development Expenses**

Teams may budget for development such as skills training, goalie instruction, or sports psychology, up to **\$5,000 per season including ice costs**. Only FMMHA-approved vendors may be used. Conflicts of interest must be disclosed to the Rep Financial Committee or may result in disciplinary action.

### **Team Building, Parties, and Gifts**

Teams may use fundraising for team-building events, sponsor recognition, and reasonable gifts, including seasonal celebrations, small team activities, sponsor thank-you items, and recognition for coaches, team officials, and players.

Teams may not fundraise for cash or gift cards that provide monetary gain to team staff or parents, or for excessive or luxury events such as NHL games or concerts beyond what would be considered reasonable for a team-building activity. Teams may accept gifted tickets from a sponsor but are not permitted to solicit them.

### **Tournament Expenses**

The Rep Operations Committee or named Head Coaches may register teams for ice breaker, preseason, and Wickfest tournaments, with associated costs included in the team budget but exempt from a parent vote.

Teams may participate in one additional out-of-town tournament per season. Teams playing fewer than 24 regular-season games may request a second tournament through VP Rep Operations, while teams playing more than 24 league games may request a second post-season tournament through VP Rep Operations. . No more than three affiliate players may attend any tournament, and only under approved circumstances.

AAA teams must include the AEHL Showcase in their budgets, and this event does not count toward their one tournament allowance.

Out-of-province tournaments require VP Rep Operations approval and submission of a separate budget to the VP Finance



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## Team Revenues

Approved revenue sources include: player commitment fees, fundraising, corporate sponsorship (per Sponsorship Directive), grants, pay-to-play contributions, and cash calls. Cash calls must appear in the team budget as both income and expense, with unused portions returned equally to families.

### Corporate Sponsorship

FMMHA secures program sponsorships, and teams must comply with the Sponsorship Directive, including naming rights, apparel, and banners. Teams may secure additional sponsorships, provided they do not conflict with program agreements, to a maximum of **\$50,000 per team**. Sponsors must be acknowledged, and modest recognition costs should be budgeted. Gifts in kind are permitted with VP Communications approval. Sponsor-provided tickets or similar gifts may be accepted if reasonable but must be disclosed to the Rep Director. Teams may not solicit such gifts.

### Grants

Corporate sponsorship in the form of grants (e.g., bus or volunteer grants) is exempt from financial restrictions on other revenue sources. Grant funds are sent directly to the FMMHA office and released only after submission of a Grant Notification Form to the Budget Director. Funds are disbursed directly to the team Treasurer.

## Issue Resolution and Consequences

Accounting or reporting discrepancies must be reported to the Head Coach, Rep Director, and Budget Director, who will notify the VP Finance. The VP Finance will initiate corrective action, which may involve meetings with officials, parents, or the Disciplinary Committee, and may escalate to the Executive Board.

Failure to meet financial commitments, follow AGLC rules, or comply with this policy may result in loss of eligibility for team activities, membership consequences under FMMHA Bylaws, or disciplinary measures up to suspension or termination of membership.



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