

Team Treasurer

The Treasurer is an important member of the team and needs to communicate with the manager, head coach and parents about how the teams wants to pay for tournaments, additional ice, team gear, etc....

- **Bank Account:** If either fund raising money or seed funds are to be collected a team bank account must be set up. Island Savings Credit Union (Mill Bay Branch) is whom our association uses. They will set up a team account for you with no banking fees. Team accounts require three team officials as guarantees and to act as signers (ex- manager, head coach, treasurer).
- Team account and tracking of all monies must be reported three times per year (Oct 31st, Dec 31st and March 31st) to the KPMHA Treasure. Please see example of a team budget and a fillable budget form on the KPMHA website under Managers/ Team Treasurer.
<http://www.islanderhockey.ca/content/team-treasurer>
- **Team expenses:** Throughout the season your team may need to pay for various things, meet with the head coach and manager and talk about what areas you need to budget for ...
Tournaments – Tournaments cost est. \$1100.00 per team – how many is the team attending?
Team Gear – Does the team want to order jackets, pant covers, etc? Contact KPMHA Equipment Manager for suppliers and costs. All team gear must have the ‘Official KPMHA Logo’ on it. <http://www.islanderhockey.ca/content/equipment-and-apparel>
Team Building Nights/Year End Parties – Pizza nights, Christmas/Year End Parties, all are important for team building and a successful season. What fun activities do you want to plan for your team?
Extra Ice/Dry Land Training
Coaches/Managers Gifts
- **Seed Funds:** Seed funds are moneys collected from each family at the beginning of each season to pay for tournaments etc. Some teams will strictly only have a seed fund to cover all costs (estimate costs of season and divide it by number of players per team) or may choose to have partial amounts directly paid by team and fundraise the rest.
- **Fundraising:** Teams may choose to fundraise to help off-set the additional season costs. They can include various ideas from car washes, 50/50 draws and raffles. Please note the following before fundraising...
 - Contact the KPMHA Treasure regarding approval for applying for a gaming license.
 - Gaming License is required for all 50/50 draws, raffles and sports poolsetc.
 - Gaming License may be acquired thought the ‘Ministry of Finance – Gaming and Enforcement Branch: Licenses’
 - All teams will be responsible for the accounting and tracking of all fundraising monies. Teams must fulfill all current BC Gaming requirements with regards to licensing and reporting. When filing their final reports to BC Gaming must also provide copies to the KPMHATreasurer.
- **The above are an outline please see’ KPMHA Policies and Guidelines’ for up to date requirements.**