



TEAM
FINANCE
PACKAGE

2017-2018

www.paminorhockey.ca

The board of PAH will again be implementing the following guidelines. Exceptions will be granted to certain items if requested with just cause. These guide lines are being set forward to protect both the treasurers and the parents.

Please read the following giving copies to Your Managers and newly appointed Treasurers.

Note: IP teams must follow these guidelines unless your team chooses not to open an account.

- It will be up to the Coaches/Managers of your team to appoint 2 treasures. There will be no two people from the same family (example: husband/wife) signing together on any account.
- Upon appointment of the 2 treasurers please hold a parent meeting. At this meeting the treasurers will gather information from the parents in order to provide a simple team budget for the year. Examples of this are how much your team startup will be, how many tournaments you will attend, fundraising efforts, etc.
- The 2 Treasurers will open a bank account with signing authority to be the 2 treasurers appointed and the Manager/Coach as a 3rd signing authority. The account authority will read 2 of 3 to sign. The Manager/Coach will only be used as a 3rd signer in case of absence of one of the two treasures. This will also give the Manager/Coach authorization to gather information if needed. It will be the Manager/Coaches responsibility to insure that these guidelines are followed.
- The Manager/Coach will inform the Hockey Office who the appointed Treasurers will be and provide email addresses.
- The treasurers will be required to forward a copy of your budget within one week of your team meeting or no later than **November 6, 2017**
- The treasurers will set a date that all start up fees are to be paid by. Along with the Manager/Coach you will determine what the consequence of nonpayment will be. This will be communicated to your parents at 1st meeting. Exceptions can be made to accommodate those in a financially difficult situation if you choose.
- Each team is required to send in a copy of your Budget updated with amounts, financial statement, and bank Statement three times a season.
 - o **These dates are:**
December 15, 2017
February 15, 2018
April 30, 2018These statements can be hand written or by using a computer program we have also put an excel spreadsheet on the website. All correspondence will be dropped off at PAH or emailed. All information will also be distributed to your parents at the same time.
- All accounts will be shown to be at zero and closed as of **May 15, 2018**.

- The maximum amount a team can charge per season for team fees is **\$300.00 per player**.
- This fee includes all team fundraisers, tournaments, apparel. (example: you cannot sell tickets and make the parents pay for them up front or order team apparel and make the parents pay for it.)
- Teams cannot ask parents to pay any amount of money over the \$300.00 maximum startup fee.
- This fee can be paid up front or in installments.
- Any fees above this must be achieved through team fundraising.
- **Teams should collect at least partial team fees before purchasing team apparel, extra ice or going to tournaments. Purchasing these items before you have collected any fees may leave your team struggling to collect from some parents and thus putting the expense of these items on the remaining parents on the team. Apparel and tournaments are extras and if you have not received fees from all parents on the team you should not be purchasing such items.**
- Parent Participation
 - o Any team refunds at the end of the season are dependent upon parent participation throughout the hockey season (examples: working time clock for league games/tournament shifts/fundraising endeavors/collection of jerseys after each game)
- As a team you CANNOT return money to your parents at year end in the amount greater than their Startup Fee.
- If a team finds themselves with excess money they will be required to donate the excess to The Community Club they PLAYED out of.

Coaches are responsible to enforce this rule and failure to do so will result in Coach Suspensions and or loss of team bond.

NOTE: Failure to comply with financial requirements will result in your team bond not being returned to your team.

Prince Albert Hockey

Phone: 922-8844

Fax: 763-3084

Email: pa.minorhockey@sasktel.net

Website: paminorhockey.ca