



CMBA AA Team Budget and Fundraising Policy

NOTE: This Policy applies to all AA teams with Camrose Minor Ball Association. The CMBA board retains the right to modify or amend this policy at any time. All CMBA Board decisions will be final.

Team Budgets

Each AA team (head coach, team treasurer and off-field manager) will be responsible for establishing a team budget for the season using the CMBA Budget Template. This should be done as soon as possible after coach and team selections are complete so it can be reviewed with parents prior to the start of the competitive season. It is recommended that the Budget Template be shared as a Google doc with the team families given read only access so any questions or concerns identified throughout the season may be addressed.

Once the budget is prepared, it must be sent to the family of each player and the **AA Director** for review. Once each family has had a chance to review the budget, it shall be approved by a minimum 80% majority vote with each family provided one vote per athlete. If a family does not vote in favor of the budget, they may raise their concerns with the coach directly or the AA Director if they prefer their concerns remain anonymous. Once approved, any amendments to the original budget will require a new vote with a minimum 80% approval from the athletes parents, no amendments shall be made approved consent from the team.

The team shall determine and collect team fees from each athlete's family and/or organize fundraising efforts that will result in sufficient funds to cover the season expenses and the operations of the team. Every effort should be made to present an accurate budget based on family contributions and realistic fundraising results. Proposing a budget with a deficit shall be avoided.

Using the CMBA Budget Template provided by CMBA, the team treasurer must keep a detailed record of debits and credits to the team account. At the end of the season after all team expenses and revenues have been collected or paid, the team treasurer will submit the finalized records to the CMBA Treasurer for review. Once approved by the CMBA Treasurer, the team may issue equal refunds to each athlete's family provided there are remaining funds in the account.

Coaching positions are volunteer positions. As per the CMBA Board Member and Head Coach Discount Policy, Parent Head coaches are eligible for a 50% discount on one child's registration fees. Coaching staff are not eligible for any additional reimbursements through the team budget. In the event that a non-parent coach is selected, any honorariums or reimbursements must be approved by the CMBA board during the team budget approval process. Reimbursements to any special or guest coaches must also be approved in the same manner.

Fundraising

Fundraising should be tasteful and in accordance with applicable laws. It is the responsibility of the team to ensure all requirements, licenses and approvals dictated by the Alberta Gaming and Liquor Commission are followed. CMBA also asks all teams looking for fundraising or sponsorship opportunities to ensure they are not recruiting funds from any current Sponsor of Camrose Minor Ball to avoid a 'double dip' within our organization. All CMBA sponsors are listed on our website.

Any additional fundraising or donations collected for any post season play (Western Canadian Championships, Nationals) shall be distributed in the same manner as any surplus team funds noted above. Each player's family shall be entitled to an equal share once all team expenses have been paid. As noted above, coaching staff are not eligible for any additional reimbursements from any funds raised for post season play unless non-parent coaches come to an agreed honorarium for the additional post season opportunities.

Note: Each team is responsible for the honest and conservative use of team funds and are bound by the policies and processes put in place by Camrose Minor Ball Association and all provincial and federal governing bodies. CMBA reserves the right to audit the team account at any time. All financial documentation encompassing the team is required to be turned over to CMBA upon request.

Sample Team Budget

Expenses

Tournament Entry Fees/Hosting Weekends	\$1500
Umpires / Mileage	\$1350 = 28-30 games x \$45 (11U)
Team lunches/drinks/snacks/BBQ's	\$500
Equipment (extra balls, miscellaneous)	\$250
Team T-Shirt Jerseys / Apparel	\$750
Extra Field Rentals/Indoor Fieldhouse Rental	\$300
Year End	\$250
Misc/TeamSnap/Banking/Admin Fees	\$250
Total:	\$5150

Income

Player Fees	\$250 x 12 = \$3000
Fundraisers	\$1250
Sponsorships	\$1250
Total:	\$5500

Fees:

Team fees for the year will be \$250 with fundraising. This can be made in one or two payments. We only ask that approximately the first half \$125 be paid by April 30th as we will have to start to pay umpires first weekend of ball and Tournament Entries. The second half can be paid by May 31st.