

**Carleton Place Girls Hockey Association (CPGHA)
Policy Amendment Summary**

Team Finances Policy	
Date Amended	Amendment Details
January 12, 2026	Amended as per January 2026 CPGHA board discussion

CPGHA Policy: Team Finances

Effective Date	This policy was last approved by the CPGHA executive on January 12, 2026 and takes effect on April 1, 2026.
Objective and Scope	<p>This policy is an administrative tool intended to provide direction to all CPGHA house and competitive teams so that team funds are properly managed, reported and spent responsibly.</p> <p>For the CPGHA high performance program, refer to the respective policies.</p>
Policy Requirements	<p>This policy focuses on:</p> <ol style="list-style-type: none"> 1. Treasurer and team bank account 2. Team budget 3. Reporting 4. Closure of team bank account 5. Accountability <p>1. <u>Treasurer and team bank account</u> All teams must appoint a team treasurer who is typically one of two signing authorities for the team bank account.</p> <p>All teams are required to open a team account at an accredited financial institution solely for their team’s financial transactions for the current season, with signing authority for the account requiring two signatures. The use of e-transfers is permitted.</p> <p>2. <u>Team budget</u> For house league teams, the team budget must be submitted to the House Director prior to the team’s first parents meeting. The team budget is to be presented to and approved by the team players/parents at the first parents meeting.</p> <p>For competitive teams (including high performance), the head coach must share the team budget with the respective director prior to tryouts. The team budget is to be presented to and approved by the team players/parents at the first parents meeting.</p> <p>3. <u>Reporting</u> Detailed financial statements must be given to the respective director and to all team players/parents by January 15th, and a final one at the end of the season. These financial statements should articulate both</p>

	<p>incoming and outgoing funds and show a comparison to the approved budget. The Treasurer should keep all receipts until after the end of the hockey season.</p> <p>Financial statements and/or team budgets must be produced to the Board of Directors upon request.</p> <p>4. <u>Closure of team bank account</u> The bank account of the team must be closed by May 31st after jersey deposits and any other team expenses have cleared.</p> <p>Any funds remaining in the account need to be distributed back to the parents on the team. Monies returned cannot exceed the amount paid in team fees for each player. If all parents agree, the team may consider donating all or part of the excess to:</p> <ul style="list-style-type: none"> • the CPGHA to be used for financial assistance for CPGHA players in future seasons; or • a charity, such as CHEO, Roger’s house of an organization of the team’s choosing. <p>5. <u>Accountability</u> The head coach is ultimately accountable for the management of team finances.</p>
Team Fees	<p>The cap for house league team fees is \$750; for competitive teams, the cap is \$2,000.</p> <p>All house league team fees must be collected by December 15 of the current season or by a date identified by the head coach.</p> <p>All competitive and high performance team fees must be collected by October 1 of the current season or by a date identified by the head coach.</p> <p>Team fees are non-refundable. The Head Coach may consider a refund request of team fees but is not obligated to provide a refund.</p>
Team Expenses	<p>Allowable team budget expenses (requiring majority consent of the players/parents):</p> <ul style="list-style-type: none"> • Team jersey deposit • Goalie equipment deposit and rental fee for teams with no full time goalie

	<ul style="list-style-type: none"> ● OWHA fees for extra team staff; the CPGHA pays for up to five team staff ● Additional practice ice ● Exhibition game costs (e.g. ice, referees) ● Tournament entry fees ● Non-parent coach reimbursement ● Team Supplies (e.g. pucks, pylons, trainer kit supplies) ● Administration (e.g. postage, photocopying) ● Social Expenses (e.g. year-end party, player awards) ● Off-ice team clothing ● Third party team training (e.g. dryland, nutrition, mental strengthening) ● Provincial play down game costs ● Provincial Championship costs (registration, hoodies)
<p>Fundraising</p>	<p>Teams may elect to participate in fundraising activities to raise money for non-allowable team budget expenses.</p> <p>What the money obtained through fundraising will be used for must be determined at the start of the year through a team vote during the first parents meeting. Unless another vote is taken, money acquired through team fundraising efforts cannot be used to make additional purchases outside of the agreed-upon expenses.</p> <p>At the first parents meeting, the head coach must also explain expectations around reimbursement should a balance of funds acquired through fundraising activities remain at the end of the season (e.g. any families that did not participate in fundraising activities may not be eligible for reimbursement when the fundraising balance is redistributed).</p>
<p>Exceptions to Policy</p>	<p>Exceptions to this policy can be made at the discretion of the CPGHA executive.</p>
<p>Policy Inquiries</p>	<p>Inquiries on this policy can be submitted to the CPGHA executive via cpghasecretary@cpgha.ca.</p>