

GCGH Coaches/Managers Treasurer Guidelines

Team Budgets

- Coach/manager and/or treasurer set the team budget.
 - see GCGH policy manual for limits (max team fees and max team budget) and guidance.
- Budget should include enough detail for parents to make informed decisions
- All parents must approve the budget
 - Electronic approval during the pandemic. All parents should approve via email
 - Submit approved budgets to me (treasurer@gcgh.ca) by October 31 (Comp) and Nov. 15th (House)
 - Final budgets should also be electronically approved and sent to me at the end of the season.
 - Treasurers should share financial update with the team at mid-season (Christmas time)

Sponsorship – Policy Change

- If a family wants to bring in sponsor dollars to reduce their financial requirement, that's fine.
- Any sponsorship should never be returned to the family (either in the case of a sponsor being over the required team fees, or at the end of the season)
- Families are responsible to place a name bar on their jersey and/or provide a thank you gift unless the whole team benefited from the sponsor
- Coaches do not ask for sponsorships on top of team fees

Team fees by level (in the policy manual)

House Team Fees: Novice, U11 (Atom), U13 (Peewee), U15 (Bantam), U18 (Midget)	\$400
AA Elite (Tier 1) Competitive Team Fees: U15 (Bantam), U18 (Midget), Intermediate	\$2,250
AA Elite (Tier 1) Competitive Team Fees: U13 (Peewee)	\$1,450
A and BB (Tier 2) Competitive Team Fees: U11 (Atom), U13 (Peewee), U15 (Bantam), U18 (Midget)	\$1,250
B (Tier 3) and C (Tier 4) Competitive Team Fees: Novice, U11 (Atom), U13 (Peewee), U15 (Bantam), U18 (Midget)	\$1,050

*We are open to feedback, if your teams cannot be run on these dollar amounts please bring forward at the end of the season, and we will revisit

Budget what to include?

- Sample Budget avail in the policy manual under resources at gcgh.ca
- Income section – Team fees and Fundraisers
- Expenses:
 - Ice fees – GCGH provides 22 hours (17 for midget) for house league teams and U9 teams, 45 hours for comp teams anything purchased over and above that should be budgeted for.
 - GCGH Ice \$250/hour blended rate
 - Tournaments/Provincials
 - Development - \$250 for house goalies, \$500 for comp goalies
 - Player development at coach's discretion (no gcgh dev this year)
 - Referees – for playdowns and exhibition games

Budget

- Other expenses
 - Teamsnap - \$75 per team
 - Equipment – pucks, cones, practice jerseys as necessary
 - Additional insurance for on ice staff (over 5 ppl) - \$50 per person
 - Bank account fees
 - Teambuilding event (not all the parties and gifts for the kids)
 - Miscellaneous expenses - cost of fundraising etc
 - Reimbursements for Police checks for your volunteers
- Do not include parties and gifts for players
- GCGH Invoice will be issued to each team near the end of the season
- *** \$300 credit per team will be given on the invoice to offset your costs
(This year only)

TEAM FINANCES

- Teams **MUST** set up a new team bank account each year. To setup your team bank account you will need a letter from our GCGH treasurer. Please email treasurer@gcgh.ca with your 2 account signatories (usually manager and treasurer) and I will send you the letter you need.
- Team fees:
 - Installments over a few months
 - Set deadlines
 - Issues collecting? Reach out to me or your VP
 - Team fees should be collected by December 1
 - GCGH cannot reimburse teams for uncollected team fees

TEAM FINANCES

- Season end:
 - Surpluses can be refunded, used for a season end event or donated to a charity
 - Refund parents equitably
 - No refund of sponsor dollars
 - Parents should agree on how to use any extra funds at year end