

**Nepean Ringette Association
Team Finances and Fundraising Policy**

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Nepean Ringette Association Team Finances and Fundraising Policy

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Policy Statement

As a not-for-profit organization, the Nepean Ringette Association (NRA) will be subject to the *Ontario Not-for-Profit Corporations Act, 2010*. Our teams' financial operations must comply with this *Act*. In addition, the Association's team budgets shall operate within a spending cap set by the Executive of the Association. This policy replaces NRA's Team Finances Policy and NRA's Team Fundraising Policy. This policy is reviewed every one to two years so that the team budget caps reflect current costs.

Purpose

This policy exists to help teams in the Association to comply with the law and to promote financial accountability and responsibility in team finances.

Application

This policy applies to all teams up to and including the U19 level in the Nepean Ringette Association.

Policy Requirements

All members of the Nepean Ringette Association, including players, parents, coaching staff and other volunteers, shall abide by the team finances and fundraising regulations, as described in this document, when planning team budgets, collecting team funds, fundraising and dispersing team funds.

Definitions

Team Budget: Represents a team’s **total expenses** budgeted for the season (regardless of team sponsorships or how much a team fundraises).

Team Treasurer: An adult volunteer who prepares the team budget, collects team fees, and reports results to team members and the NRA treasurer. The team treasurer is not a bench staff member or the spouse of a bench staff member, and may not be a member of the same household of a bench staff member.

Co-signor: Every team shall select a second adult as a second signatory on the team bank account. The co-signor is not the team’s head coach, assistant coach, junior coach; spouse of the head coach, assistant coach, junior coach; or a member of the same household of the head coach, assistant coach or junior coach.

Independent Coach: A coach, assistant coach, or developing coach that is not immediate family of a player on the team.

Bench Staff Member: An individual listed on the team’s Team Registration Form (TRF), including but not limited to: head coach, assistant coach, junior coach, manager and trainer.

Setting the Team Budget

The NRA has established maximums on Team Budgets for each age division and competition level. Each team shall keep the team expenses within the limits that apply and a team’s budget including player fees, sponsorships, and fundraising shall never project a surplus.

Budget limitations teams

Proposed draft Team Budgets for all divisions, both regional and provincial, are attached in Appendix A. Team Budgets shall not exceed the following:

Division	Parent coaches	Non-parent coach(es) with one hotel room	Non-parent coaches with two hotel rooms
FUN3	\$4,500	\$5,500	\$6,500
U12 C	\$5,000	\$7,000	\$8,500
U12 B	\$5,000	\$7,000	\$8,500
U12 A	\$6,500	\$8,500	\$10,000
U14 C	\$5,000	\$7,000	\$8,500
U14 B	\$5,000	\$7,000	\$8,500
U14 A	\$10,000	\$14,000	\$16,500
U14 AA	\$12,000	\$16,000	\$18,500
U16 C	\$5,000	\$7,000	\$8,500
U16 B	\$5,000	\$7,000	\$8,500
U16 A	\$10,000	\$14,500	\$17,000
U16 AA	\$13,000	\$17,500	\$20,000
U19 B	\$5,000	\$7,000	\$8,500
U19 A	\$10,000	\$14,500	\$17,000
U19 AA	\$13,000	\$17,500	\$20,000

By setting limits on Team Budgets, the Nepean Ringette Association limits the dollar amount that team members are required to pay in team fees. Fundraising and team sponsorships can help offset the team fees of team members, but in no way are they meant to allow for Team Budgets over these limits. For the standard ringette season, no team shall forecast a budget with expenses larger than the thresholds above.

Approval of Team Budget

Once a team treasurer has prepared a proposed budget with input from the head coach and manager, the team treasurer shall present it to the parents or guardians of team members for comment and approval. Once the team approves the budget, with 75% of the parents of players supporting the budget (each family unit represents one vote), the team treasurer shall email the Association treasurer to alert the Association treasurer that the budget is prepared and approved.

Note on Provincial A/AA teams

Provincial teams have higher associated expenses such as additional ice expenses, higher Ringette Ontario (RO) fees, fees for Provincial Championships, and non-parent coach expenses, which impose greater funding requirements on team members. Any provincial team wishing to go above these limits shall obtain 100% of the parents of players supporting the higher Team Budget and written authorization from the Nepean Ringette Association treasurer. For provincial teams that earn the opportunity to proceed to the Eastern or National Championships, that team's treasurer shall prepare an additional team budget for that event that is not limited by the values in the table below.

Here are some additional things to note:

- The team treasurer shall prepare the team budget using the template for the team budget that is on the team's NRA webpage. The team members and the Association treasurer have password-protected access to the team's budget at all times.
- The NRA will reimburse a team with non-parent coaches up to \$250 per coach, to a maximum of two coaches, if certain conditions are met. Use the Independent Coach Reimbursement Form to apply for the rebate.
- For National or Eastern Championships, RO will invoice the NRA, not the team, and the team will reimburse the NRA for these tournaments, if they participate in the tournament. This allows the team to delay collecting funds for these tentative tournaments and gives the team time to either fundraise or collect team fees to cover the costs when the team is accepted into the tournament.
- If A and/or AA provincial teams are automatically entered into their respective Provincial Championships, they will pay the team entry fee directly to RO.
- If A and/or AA provincial teams must qualify to attend their respective Provincial Championships, because of this uncertainty, the NRA will write cheques to RO for team entry fees and the teams will reimburse the NRA if they qualify to attend.

Collecting team fees, fundraising and getting sponsorships

Based on the planned expenses in the approved team budget, the team treasurer shall collect team fees of an equal amount from each team member to provide operating funds for the team. A team may also pay for operating expenses with sponsorship money and revenue from fundraising.

Any funds left over at the end of the season may be refunded to the players or parents but **only up to the amount already paid by the player or parent**. The team treasurer shall frequently monitor the status of the team budget to collect funds that cover expenses without leaving any surplus. Any leftover funds after all expenses are covered (over and above what players and/or parents contributed in team fees) must be sent to the Nepean Ringette Association via cheque or e-transfer at the end of the season.

Collecting team fees

The following regulations apply to collecting team fees:

- Every team shall select a team treasurer and another adult as a second signatory on the team bank account. The signatories may not include the head coach, assistant coaches or junior coaches of the team. In addition, the team treasurer may not be any of the individuals listed on the team's Team Registration Form (TRF), the spouse of an individual listed on the team's TRF or a member of the same household as an individual listed on the team's TRF, and the two signatories may not be members of the same household.
- The team treasurer shall issue cash receipts for all cash received. A cash receipt includes the date, who the money is from, what the money is for and the dollar amount.
- Recommended sample budgets are included in Appendix A. The team treasurer shall keep team expenses to only what is necessary.
- All team members shall share equally in the payment of team fees. Revenues generated by sponsorships or fundraising shall be used to lower all team member's fees by equal amounts.
- The team treasurer shall collect team fees in smaller increments, not in one lump sum fee early in the season. The Association recommends collecting team fees in two or three increments throughout the season.

Fundraising for the team

Unless otherwise noted in this policy, NRA teams are free to undertake any lawful fundraising activity that the team members agree upon. For any activities requiring a government-issued license, including raffles, the team shall only undertake that activity if they have a suitable license and if they conduct the activity in strict accordance with the terms of that license. Note that the Nepean Ringette Association does not have a municipal lottery license and has no plans to obtain one in the foreseeable future. For all practical purposes, this means that our teams cannot hold raffles, unless the City of Ottawa issues a lottery license to the team wishing to undertake a raffle.

The following additional regulations apply to fundraising:

- A team may fundraise in order to offset team members' fees.
- If the team agrees to fundraise, the team treasurer shall collect only partial team fees until after the fundraising events have finished.
- Fundraising **does not** enable teams to increase Team Budgets beyond the set limits.
- Team members shall not be asked to both pay full team fees and to fundraise for the team.
- To conduct fundraising activities at events, such as tournaments, a team shall get permission from the event organizer.
- To conduct fundraising activities on private property, a team shall get permission from the owner or operator of that property or business.
- As part of the team's year-end financial report to the NRA treasurer, a team shall submit a report of all fundraising activity, including the date, location and nature of the activity and the amount of funds raised.

Getting sponsorships

The following regulations apply to team sponsorship:

- A team may seek team sponsorship. The team member who finds a sponsor shall follow this process:
 1. Fill out the Team Sponsorship Form from NRA.
 2. Submit the form to the NRA President for approval, cc'ing the Management Committee member in charge of Sponsorships and Fundraising in all correspondence.
 3. Upon approval, collect the sponsorship money, and submit it to the team treasurer.
 4. Obtain the logo from the Sponsor and sent to the Webmaster to post to the website.
 5. Follow through on requirements based on level of sponsorship (see sponsorship page on NRA website).

Responsibilities

Responsibilities of the Association treasurer

The Association treasurer does the following for team finances:

- Confirms that the team budget is within the budget limitations and to approve that budget
- Provides the team treasurer with a letter of authorization to present to the bank upon approval of the team budget
- Challenges and audits the team's accounts throughout the season, as needed;
- Approves any changes to budget limits during the season
- Receives and challenges budgets, and fundraising records at the end of the season.

Responsibilities of the team treasurer

The team treasurer does the following for team finances:

- Prepares the draft team budget using the NRA template for team budgets included on the team's NRA webpage, in conjunction with the head coach and the team manager
- Gets a minimum of 75% approval from the parents or guardians of team members for the budget and the desired amount of fundraising, if any
- Sends an email to the Association treasurer to say that the initial budget is finalized and approved by 75% of the parents of team members.
- Upon the NRA treasurer approving the team budget and providing the team with a letter of authorization to the bank, sets up a separate bank account for team business.
 - This bank account must require two signatures and both of the signatories named on the account must be from different households.
- Collects team fees from team members in several installments
- Pays all legitimate and approved team expenses. Team expenses are all those related to the team and no separate set of books should be kept for these costs.
- Keeps a ledger of all team income and expenses
- Provides the Association treasurer and team members with regular financial updates
- Disperses any residual funds in the team account, following the regulations in this policy
- Immediately closes the team bank account at the end of the season to avoid accruing additional bank fees
- Submits a complete financial report to the Association treasurer as soon as the season ends (the majority by the end of April, if not sooner), including the following:
 - a summary of actual team fees, revenue, expenditures and the dispersing of any residual bank account balance
 - a report of all fundraising activity, including the date, location and nature of the activity and the amount of funds raised

For a provincial team, the team treasurer fulfills these additional responsibilities (if applicable):

- Prepares the draft post-provincial team budget, in conjunction with the head coach and the team manager
- Gets a minimum of 75% approval from the parents or guardians of team members for the intent to proceed to the National or Eastern Championships and for the post-provincial team budget

Responsibilities of the parents of team members

The parents or guardians of team members do the following for team finances:

- Approve a team budget and a fundraising plan, if fundraising is desired
- Approve the intent to proceed to the National or Eastern Championships, if applicable
- Contribute an equal share to cover the team's operating expenses by paying team fees and, if agreed upon, by participating in fundraising up to the amount agreed upon, based on a budget that is subject to the Nepean Ringette Association's budget caps

Monitoring/Contraventions

The Association treasurer monitors team finances. If a team does not follow this policy, the team treasurer, manager and head coach will be called to a hearing at the Association level. Based on the findings at the hearing, the Association may impose sanctions on the team or members of the team.

References

Appendix A: Sample Team Budgets for Regional Teams

Appendix B: Sample Team Budgets for Provincial Teams

Independent Coach Reimbursement Form

Team Sponsorship Form

Legislative and Administrative Authorities

Not-for-Profit Corporations Act, 2010, Ontario

Ringette Ontario

Enquiries

For more information on this policy, contact the Nepean Ringette Association Treasurer at:

treasurer@nepeanravens.ca

Appendix A: Sample budgets for regional teams

(Templates available on the Ravens site under Manager Resources/Useful Files)

SAMPLE TEAM BUDGETS & MAXIMUMS

2022-23



REGIONAL TEAMS

Expenses	FUN3	U12 B/C	U12 A	U14 B/C	U16 B/C	U19 B
Tournaments						
Nepean Ringette Association Tournament	\$750	\$750	\$900	\$750	\$750	\$750
Tournament Entry Fee 2	\$750	\$750	\$900	\$750	\$750	\$750
Tournament Entry Fee 3	\$750	\$750	\$900	\$750	\$750	\$750
Tournament Entry Fee 4	n/a	n/a	n/a	n/a	n/a	n/a
End of Year Tournament Costs						
NCRRL Tournament	\$750	\$750	\$900	\$750	\$750	\$750
Gala/Opening Ceremonies	\$300	\$300	\$300	\$300	\$300	\$300
Social and Gifts (optional)						
e.g. Christmas Party	\$300	\$300	\$300	\$300	\$300	\$300
e.g. Year end party	\$300	\$300	\$300	\$300	\$300	\$300
e.g. Coaches gifts	\$200	\$200	\$200	\$200	\$200	\$200
e.g. Warm-up Shirts for Players						
Miscellaneous						
Equipment Fee (Payable to NRA, Note 1)	n/a	\$250	\$250	\$250	\$250	\$250
Additional Practice Ice (Payable to NRA, Note 1)	n/a	n/a	\$650	n/a	n/a	
RO fees (Payable to NRA, Note 1)	n/a	\$100	\$115	\$100	\$100	\$100
e.g. Dryland Gym Rental			\$300			
e.g. Exhibition Game Referees						
e.g. Supplies	\$100	\$100	\$100	\$100	\$100	\$100
Banking Fees	\$50	\$50	\$50	\$50	\$50	\$50
Year End Surplus						
Charitable Donation						
Nepean Ringette Association Donation						
Sample Budget with Parent Coaches	\$4,250	\$4,600	\$6,165	\$4,600	\$4,600	\$4,600
Single hotel room (could be shared)						
Number of nights at hotel	3 nights	6 nights	6 nights	6 nights	6 nights	6 nights
Hotel - nights varies depending on team \$200/night	\$600	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Meals - varies depending on team \$40/night	\$120	\$240	\$240	\$240	\$240	\$240
Mileage (avg 1000km per trip, \$.35 per km)	\$350	\$700	\$700	\$700	\$700	\$700
Sample Budget with 1 Independent Coach	\$5,320	\$6,740	\$8,305	\$6,740	\$6,740	\$6,740
Second hotel room						
Hotel - nights varies depending on team	\$600	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Meals - varies depending on team	\$120	\$240	\$240	\$240	\$240	\$240
Sample Budget with 2 Independent Coaches	\$6,040	\$8,180	\$9,745	\$8,180	\$8,180	\$8,180
MAXIMUM TEAM BUDGETS						
Parent Coaches	\$4,500	\$5,000	\$6,500	\$5,000	\$5,000	\$5,000
Independent coach(es) - one hotel room (Note 2)	\$5,500	\$7,000	\$8,500	\$7,000	\$7,000	\$7,000
Independent coaches - two hotel rooms (Note 2)	\$6,500	\$8,500	\$10,000	\$8,500	\$8,500	\$8,500
FEE/PLAYER - e.g. 13 Players (Note 3)						
Parent Coaches	\$346	\$384	\$500	\$384	\$384	\$384
Independent coach(es) - one hotel room	\$423	\$538	\$654	\$538	\$538	\$538
Independent coaches - two hotel rooms	\$500	\$654	\$769	\$654	\$654	\$654

Note 1: Teams must pay the Equipment Fee and ORA Fee by November 15th. Additional ice payments are due as follows:
First half due by November 15th, second half due by January 15th.

Note 2: Teams with independent & developmental coaches can claim up to \$500 from the NRA to offset some of the additional expenses.
(See the Independent Coach & Developmental Coach Reimbursement forms on the NRA website)

Note 3: Fundraising and sponsorships will help lower the team fees per player.

Appendix B: Sample budgets for provincial teams

(Templates available on the Ravens site under Manager Resources/useful files.)

SAMPLE TEAM BUDGETS & MAXIMUMS

2022-23



PROVINCIAL TEAMS

Expenses	U14 A	U16 A	U19 A	U14 AA	U16 AA	U19 AA
Tournaments						
Nepean Ringette Association Tournament	\$900	\$900	\$900	\$900	\$975	\$975
Tournament Entry Fee 2	\$900	\$900	\$900	\$900	\$975	\$975
Tournament Entry Fee 3	\$900	\$900	\$900	\$900	\$975	\$975
Tournament Entry Fee 4	\$900	\$900	\$900	\$900	\$975	\$975
End of Year Tournament Costs						
Provincial Championships	\$2,000	\$2,000	\$2,000	\$2,000	\$2,100	\$2,100
Gala/Opening Ceremonies	\$500	\$500	\$500	\$500	\$500	\$500
Social and Gifts (optional)						
e.g. Christmas Party	\$300	\$300	\$300	\$300	\$300	\$300
e.g. Year end party	\$300	\$300	\$300	\$300	\$300	\$300
e.g. Coaches gifts	\$200	\$200	\$200	\$200	\$200	\$200
e.g. Warm-up Shirts for Players	\$300	\$300	\$300	\$300	\$300	\$300
Miscellaneous						
Equipment Fee (Payable to NRA, Note 1)	\$250	\$250	\$250	\$250	\$250	\$250
Additional Practice Ice (Payable to NRA, Note 1)	\$1,300	\$1,600	\$1,600	\$2,900	\$3,650	\$3,650
RO fees (Payable to NRA, Note 1)	\$115	\$115	\$115	\$250	\$250	\$250
e.g. Dryland Gym Rental	\$300	\$300	\$300	\$500	\$500	\$500
e.g. Exhibition Game Referees	\$100	\$100	\$100	\$125	\$125	\$125
e.g. Supplies	\$200	\$200	\$200	\$200	\$200	\$200
Banking Fees	\$50	\$50	\$50	\$50	\$50	\$50
Year End Surplus						
Charitable Donation						
Nepean Ringette Association Donation						

Sample Budget with Parent Coaches

\$9,515	\$9,815	\$9,815	\$11,475	\$12,625	\$12,625
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Single hotel room (could be shared)

	10 nights	10 nights	10 nights	10 nights	10 nights	10 nights
Number of nights at hotel						
Hotel - nights varies depending on team \$200/night	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Meals - varies depending on team \$40/night	\$400	\$400	\$400	\$400	\$400	\$400
Mileage (avg 1000kms per trip, \$.35 per km)	\$1,750	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100

Sample Budget with 1 Independent Coach

\$13,665	\$14,315	\$14,315	\$15,975	\$17,125	\$17,125
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Second hotel room

Hotel - nights varies depending on team	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Meals - varies depending on team	\$400	\$400	\$400	\$400	\$400	\$400

Sample Budget with 2 Independent Coaches

\$16,065	\$16,715	\$16,715	\$18,375	\$19,525	\$19,525
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MAXIMUM TEAM BUDGETS

Parent Coaches	\$10,000	\$10,000	\$10,000	\$12,000	\$13,000	\$13,000
Independent coach(es) - one hotel room (Note 2)	\$14,000	\$14,500	\$14,500	\$16,000	\$17,500	\$17,500
Independent coaches - two hotel rooms (Note 2)	\$16,500	\$17,000	\$17,000	\$18,500	\$20,000	\$20,000

FEE/PLAYER - e.g. 13 Players (Note 3)

Parent Coaches	\$769	\$769	\$769	\$923	\$1,000	\$1,000
Independent coach(es) - one hotel room	\$1,077	\$1,115	\$1,115	\$1,231	\$1,346	\$1,346
Independent coaches - two hotel rooms	\$1,269	\$1,308	\$1,308	\$1,423	\$1,538	\$1,538

Note 1: Teams must pay the Equipment Fee and ORA Fee by November 15th. Additional ice payments are due as follows:
First half due by November 15th, second half due by January 15th.

Note 2: Teams with independent & developmental coaches can claim up to \$500 from the NRA to offset some of the additional expenses.
(See the Independent Coach & Developmental Coach Reimbursement forms on the Ravens website).

Note 3: Fundraising and sponsorships will help lower the team fees per player.