

Managers Meeting

- **Team Equipment Deposits for \$300 (U9 and Up)** – Must be submitted via cheque or E-Transfer by **October 31st**
- **E-transfer information** - send to treasurer@okotokshockey.com, password is Hockey22, and YOU MUST INCLUDE full team name (division, tier/level, team name)
- **Cheque information** – payable to Okotoks Minor Hockey, YOU MUST INCLUDE full team name (division, tier/level, team name) in the note line on the cheque
- **Team Preliminary Budgets** – Must be submitted to Amanda Germain (treasurer@okotokshockey.com) by **October 31st**
- If the deposit **AND** budget are not **BOTH** received by October 31st then Jamie will take away the team's ice times until the requirements are met!
- **Opening of team account** – Email if you require a template letter to open your account. We encourage the use of Scotiabank as they are a sponsor of OMHA, but that is not a requirement
- **Team Accounts** – Must have 2 people on any account and those people cannot be from the same family
- **Cash Calls** – Keep cash calls reasonable, nothing more than \$250 should be required at the lower age groups and house teams. Suggested that there be a team meeting so that parents can voice their opinions and/or concerns
- **AGLC Regulations** – There are several rules on how gaming funds are spent by the team. Allowable expenses are things like: development, extra ice time (practice or exhibition games), tournament entry fees (in province only), etc. Unacceptable ways to spend gaming funds: apparel, pizza parties, coach/manager gifts, etc. This is why it is important to submit your budgets to the treasurer, so that I can review your plans for your gaming funds and ensure those rules are not being broken.
- **Liquor Baskets:** If you decide to do a liquor basket as your raffle prize the receipts for all bottles in the basket need to be retained for audit purposes. This means, if your team decides that each family will “donate” a bottle to the basket, they need to provide a receipt for that bottle, it cannot just be taken out of their cabinet at home.
- **Coach's Expenses:** Please advise your coaches that they can be reimbursed for their clinic costs after the clinic is completed. Please ask them to send all receipts at the same time and include their correct mailing address.
- **Season End Finishing up:** Teams must provide a final budget to the treasurer with the actual expenses for the season for the team and the plans with the remaining funds, if there are any. Also, equipment return must be completed and approval that everything is there and in good condition. It is then that I will issue a refund for the \$300 deposit. If there are missing items, or issues, the deposit will be held until everything is finalized.

******BOOKING/PAYING FOR OFFICIALS, IF NEEDED******

- Exhibition Games: Manager's will no longer be paying the referees at the game, on game day.
- The cost for the referees will still be the responsibility of the hosting team
- The cost of the referees will be billed directly to OMHA, on a monthly basis.
- When OMHA receives the monthly invoice from ORA I will send each individual teams their invoice for their specific game(s)
- When sending your email to Lindsay for the exhibition game permit, please cc treasurer@okotokshockey.com on all of those emails, so that OMHA has the information for invoicing your team.
- You will be required to submit payment to me (treasurer@okotokshockey.com) within 3 days of receiving your invoice for your game(s). Ensure invoice number is stated in the memo/notes line.
- Contact information for booking your exhibition game referees is: Brent Peterson. okotokshockeyrefs@gmail.com and (403) 512-2269
- Use the following link to book your officials:
<http://okotokshockey.com/content/referee-forms-and-rates>