

# ST. ALBERT RAIDERS HOCKEY CLUB POLICIES AND PROCEDURES

## 1. DUTIES OF TREASURERS/MANAGING TEAM FINANCIAL ACCOUNTS

### 1.1 Policy Statement

Team budgets and financial accounts shall be a team activity and responsibility. The Raiders Hockey Club assumes no liability or responsibility in the management of team accounts. Raiders recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers etc. are placed in a position of trust with respect to the Club, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Raiders guidelines and the accounting for their actions and will ensure all parents are aware of the following rules and guidelines before team budgets are finalized. Coaches will ensure parents are encouraged to ask questions.

### 1.2 Rules and Guidelines

1.2.1 The normal line of communication is through the team coach, who acts as the chief team official. Specific duties may be delegated by the coach to other team officials. However, the final responsibility for the team's financial affairs resides with the Head Coach. Team budgets are to be approved by a majority (secret ballot) vote of team parents. Every family having a one or more players on the team gets one vote and must participate in this vote.

1.2.2 One team official, other than the coach, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts.

1.2.3 This official, typically referred to as the Team Treasurer is responsible for the following:

- (i) Preparing financial statements for team parents 3 times a year and are available at any time upon request.
- (ii) Preparing financial statements for submission to the Raiders Board via the Division Director according to the following schedule:

<u>Period Ending</u>	<u>Submission Date</u>
October 31 (Initial Budget)	November 1
December 15	December 30
Year End	April 30

- (iii) Establishing an official team account at a financial institution for the security of team members' funds with all team revenues to be deposited to such account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus

companies, referees, equipment stores and the like. Records are to be maintained and up to date at all times.

- (iv) Providing, under their immediate supervision, any parent or team member to review the team's financial operation. Any parent or team member who requests to review the team's financial is to be provided, without question, within three business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation.

1.2.4 Any person becoming aware of discrepancies in accounting or reporting report the facts of the case to the Head Coach, Division Director or a member of the Raiders Board immediately. Coaches, Division Directors, or Board members becoming aware of such a problem must immediately report the matter to the appropriate Division Director.

1.2.5 Division Directors, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team involved. Such action may include a range of activities as follows:

- (i) Meetings with team officials and affected parties
- (ii) General meeting of team parents
- (iii) Meeting of the disciplinary committee
- (iv) Involvement of other Executive committee members, President, Treasurer etc.

1.2.6 Should the above informal activity not bring the problem to resolution, the matter will be reported to the Executive Committee who may elect to take other action as deemed necessary.