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# ST. THOMAS RINGETTE ASSOCIATION

# ROLES AND RESPONSIBILITIES

**Policy Statement and Purpose**

The St. Thomas Ringette Association (STRA) has put in place this policy to

ensure Team Fees and Team Fundraising is done in a manner that is

transparent to parents and players and is consistent and reasonable across all

teams in the Association.

**Scope of Policy**

This policy applies to all teams in the STRA.

**Policy Requirements**

All members of the STRA, including players, parents, coaching staff and other

volunteers, shall abide by the team finances and fundraising policies and

procedures, 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 Manager:** An adult volunteer who prepares the team budget, collects

team fees, and reports results to team members and the STRA treasurer.

**Setting the Team Budget**

Every STRA Team Manager and/or Head Coach will submit a proposal for where they intend to allocate any money fundraised throughout the season. The STRA Treasurer will approve any expense type before the money may be spent.

Each team shall keep the team expenses within the agreed budget parameters. All receipts and expenditures must be provided to the STRA Treasurer.

Once a team manager has prepared a proposed budget with input from the head

coach and any other parents involved in organizing team events, the

team manager shall present it to the STRA Executive for comments and review. The STRA Treasurer has final approval authority.

**Collecting Fundraising:**

1. The team manager and head coach (or their delegates) will be responsible for the procurement of team sponsorships. All teams are required to provide any potential donating company / person(s) a copy of the STRA Sponsorship Letter that explains we are a NOT-FOR-PROFIT organization. We cannot provide tax receipts.
2. The amount a team can fundraise is unlimited. However, all funds left over at the end of the season will be split evenly between all teams at the start of next season.
3. If a team is sponsored by means of equipment (ex. Goalie pads, Ringette Pants etc.)., the equipment becomes property of the STRA at the end of the Season. This does not include next-to-skin items or equipment that are unhygienic to share between players (ex. T-shirts, hats, jerseys etc.) The STRA may choose to gift the items to the players at the end of the season, if deemed appropriate by the STRA Executive
4. Under no circumstances can coaches, player, bench-staff or parent use funds for anything contrary to our Code of Conduct and / or Substance Abuse Policies.
5. All funds raised will be held by the STRA Treasurer who will report on any fundraising account activity to the STRA Executive monthly. A yearend report will be submitted by each team to the STRA Treasurer before the end of the season.
6. Unless otherwise noted in this policy, STRA teams are free to undertake any

lawful fundraising activity that the team members agree upon. For any activities

requiring a government-issued license, including any raffles, the team shall only

that activity if they have a suitable license and if they conduct the activity in strict accordance with the terms of that license. Teams are not covered by STRA Licenses.

1. To conduct fundraising activities at events, such as tournaments, a team shall

get permission from the event organizer.

1. To conduct fundraising activities on private property, a team shall get

permission from the owner or operator of that property or business.

1. As part of the team’s year-end financial report to the STRA 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.

**Monitoring/Contraventions**

1. The STRA treasurer monitors team finances. If a team does not follow this

policy, the team manager and head coach will be called to a hearing at

the STRA level. Based on the findings the hearing, STRA may impose sanctions

on the team or members of the team.

For more information on this policy, contact the STRA treasurer.

**Annex A - Responsibilities**

Responsibilities of the STRA Treasurer

The Association treasurer does the following for team finances:

* Confirms that the team budget is within the budget limitations and approves that

budget.

* In the case where it is requested, upon approval of the team budget, provides the

team manager with access to the teams funds in a timely manor.

* Challenges and audits the team’s accounts throughout the season, as needed;
* Approves any changes to budget limits during the season in accordance with

decisions of the STRA Executive.

* Receives and challenges budgets and fundraising records at the end of the

season.

* Disperses any residual funds in the team account, following the procedures in

this policy.

Responsibilities of the Team Manager (Head Coach)

The team treasurer does the following for team finances:

* Prepares the draft team budget with the head coach and other bench staff.
* Sends an email to the Association treasurer with the proposed season expenses.
* Pays all legitimate and approved team expenses.
* Keeps a ledger of all team income and expenses.
* Provides the Association treasurer and team members with regular financial

updates.

* 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).