



Updated 2021-10-10

Detailed below is the Team protocol as directed and approved by WMHA Executive. The following information is lengthy, yet detailed. We ask for your patience and cooperation in our effort to standardize procedures and ensure consistency amongst our Association.

CORRESPONDANCE

When sending team related correspondence to Executive members, please reference your team name (as detailed next page) in the email subject line.

Executive contact emails can be found on the Association's website (whitecourtminorhockey.com)

Important: During the course of the season, should any team member become aware of any discrepancies in accounting or team reporting, they shall forward facts to the Coach, Division Director and/or a member of the Executive immediately.

BANKING

WMHA banks at the Whitecourt Servus Credit Union. In order to commence team banking at Servus, you are required to provide the following:

- Completed 'Servus Credit Union – Member Information' form for each person elected to sign on the Team account (blank form attached)

Please Note: Three signing authorities must be named, with any two of three to sign.

- Team Minutes (SAMPLE attached)
- Team Roster – signed by Coach & Assistant Coach. Roster can be obtained via email request to the registrar.
- Drop off to Servus staff at the rink during designated date/time (to be relayed in the information packages or at Team manager meeting)
- Drop off at the Servus branch during M-T 9:30-4 or Fridays 9:30-5
- Drop off after hours in the Servus Night deposit on the side of the building
- Call Raeanne directly at 780.396.2483 for further direction on how to drop off

At end of season, each team is to ensure that their account is equal to their starting balance and that there are NO outstanding cheques. Accounts will remain OPEN at end of season. Please drop off any unused cheques and deposit forms @ Servus or with WMHA Treasurer, for use next season.

This official Team account is for the security of Team members' funds with all team revenues to be deposited to account and documented by team reporting. All expense charges to be supported by official receipts from hotels, restaurants, bussing companies, referees, etc. Records to be maintained and up to date at all times.

TEAM REPORTING

As per the WMHA policies, each Team is required to submit their team minutes, include attendance and proposed budget at the start of the season. A sample budget is attached.

ALL team reporting information to be sent direct to: treasurer@whitecourtminorhockey.com

Please note that any parent or team member who requests to review the team's financials is to be provided, without question, within three business days of making the request, full access to the team's financial records including, but not limited to bank statements, receipts, and any other related financial items depicting the team's financial operations.

Original documentation of your teams operations must be retained in accordance with standards set by AGLC, our Association and other governing bodies. It is recommended that original documentation be handed in at year end to be retained with the Association records. Year-end reporting to include full financial disclosure of Team activities and operations. Copies of bank statements are requested. Sample year-end financial reporting is attached.

POLICIES

Governance of your Team is subject to the Policies as detailed on WMHA website. At a minimum, please refer to:

- WMHA Apparel Policy
- WMHA Communication Policy
- WMHA Locker-Equipment Deposit Policy
- WMHA Fundraising Policy
- WMHA Conflict of Interest Policy

TEAM NAMES

Teams will be named by number, as follows . . .

- Whitecourt U18 AA/TRAC
- Whitecourt U18 Team 1
- Whitecourt U18 Team 2

- Whitecourt U15 AA/TRAC
- Whitecourt U15 Team 1
- Whitecourt U15 Team 2

- Whitecourt U13 AA/TRAC
- Whitecourt U13 Team 1
- Whitecourt U13 Team 2

- Whitecourt U11 Team 1
- Whitecourt U11 Team 2
- Whitecourt U11 Team 3
- Whitecourt U11 Team 4

Whitecourt U11 Team 5

- Whitecourt U9 Team 1
- Whitecourt U9 Team 2
- Whitecourt U9 Team 3
- Whitecourt U9 Team 4
- Whitecourt U9 Team 5

- Whitecourt U7 Team 1
- Whitecourt U7 Team 2
- Whitecourt U7 Team 3
- Whitecourt U7 Team 4
- Whitecourt U7 Team 5

Whitecourt Female Team 1