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FMMHA Financial Directives 2017-2018

The Fort McMurray Minor Hockey Association (FMMHA) govern all activities of the hockey teams registered under the Association. All financial transactions, including fees paid by parents, fundraising activities, donations made by corporate sponsors and all expenses are made under the authority of the Fort McMurray Minor Hockey Association. All team officials and members of the Association shall follow the Association financial policies. All funds held by teams are always the property of the Association and shall be managed in accordance with the guidelines and policies of the association. Gaming revenues may be subject to additional restrictions as directed by the Alberta Gaming & Liquor Commission (AGLC).

Important Dates:

Monthly reporting of general ledgers (GLs) will be required to ensure proper tracking and accountability. Budgets must be submitted to the Board by the 30th of each month starting the month that the team rosters are finalized via email the appropriate Director of Budgets.

WBHL Teams - wblbudget@fmmha.com

Elite Teams - elitebudget@fmmha.com

All funds and financial records, including raffle reports will be turned into the Minor Hockey Office by April 15th for WBHL teams and April 30th for Elite and Development teams. Initial budgets and minutes of the team to be submitted to the Division Director and Treasurer 15 days after team selection / finalization.

Each team will also hold a minimum of three meetings a season related to budget. The first meeting will take place within 15 days of the team formation, at approximately mid season, and then by the end of the season.

Team Responsibilities:

Team budgets shall be a team responsibility; however, all teams must submit a team-approved budget to the FMMHA Financial Committee. The Association 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 association, parent/guardians, and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines and the accounting for their actions and will ensure all parent/guardians are aware of the following rules and guidelines before team budgets are finalized.

The normal line of communication is through the Head Coach, who acts as the chief team official. Specific duties may be delegated by the Head Coach to other team officials. However, the final responsibility for the team's financial affairs resides with the Head Coach. Any team participating in any fundraising activities **MUST** name a treasurer/manager who will submit a budget to the Board for approval. However, it is the coach who is ultimately responsible to the Board. A required budget template can be found on FMMHA website under 'FORMS'.

Team budgets are to be approved by a majority vote of team parent/guardians and team minutes demonstrating the outcomes of the vote will be submitted to the Division Director and

FMMHA Financial Committee. Every family having a player on the team gets one vote and must participate in this vote.

Team Officials:

One team official, other than the Head Coach, will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts. This team official shall not be the spouse/partner of the Head Coach and should be different than the Team Manager. The Team will produce team meeting minutes that document the appointed person and submit them to the Division Director and Treasurer

- a) WBHL Teams by November 15 of each season.
- b) Development and Elite Teams by September 30 of each season

This team official, upon accepting their position as Team Treasurer, is provided with these policies and agrees to and understands them:

- Prepares financial statements for team parent/guardians 3 times a year, and are available at any time upon request;
- Prepares monthly financial statements for submission to FMMHA Executive Board of Directors via the Treasurer@fmmha.com email and if needed upon request;
- Follow proper financial procedures including 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 up to date at all times;
- Provides under their immediate supervision, any parent/guardian or team member to review the team's financial operation. Any parent/guardian or team member who requests to review the team's financial records is to be provided, without question, within 3 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.
- Ensure the team and team officials follow the association guidelines on fundraising and required reporting.

The team officials and team members will be responsible for any shortfalls incurred by the team; FMMHA **IS NOT** responsible for covering any losses. Any such losses will be recouped by FMMHA from team officials, payment by the members or parents of the members of the team, forfeiture of applicable members' deposits (volunteer, jersey, etc.) and other means available.

Issue Resolution Process:

Any person becoming aware of discrepancies in accounting or reporting is charged with the responsibility of reporting the facts of the case to the Head Coach, Division Director or a member of Executive Board of Directors immediately.

- Head Coaches or Executive Board of Directors members becoming aware of such a problem will immediately report the matter to the appropriate Division Director.

- 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:
 - a. Meetings with team officials and affected parties;
 - b. General meeting of team parent/guardians;
 - c. Meeting of the Disciplinary Committee; or
 - d. Involvement of other Executive Board of Directors members, President, Treasurer, etc. Should the above informal activity not bring the problem to resolution, the matter will be reported to Executive Board of Directors who may elect to take other action as deemed necessary.

TEAM EXPENSES

TOURNAMENT EXPENSES:

Each team category has separate restrictions that apply to tournaments

WBHL Teams:

All WBHL teams are permitted to participate in a **maximum of three out-of-town** tournaments during the season, one of which, with prior approval, can be after the end of the WBHL season. They must be a Hockey Alberta sanctioned tournament.

No tournaments shall be scheduled during Minor Hockey Week and WBHL playoffs or any restricted dates set by the Board, or Hockey Ops.

Development Teams:

Development teams are permitted to participate in a **maximum of five out-of-town travel** events which does not include scheduled league games (exhibition as a guest in REM), Zone 2 Provincial Play-downs and Provincial Championships. They must be a Hockey Alberta sanctioned tournament.

No tournaments shall be scheduled during Minor Hockey Week and WBHL playoffs or any restricted dates set by the Board, or Hockey Ops.

Elite Stream:

Elite stream teams are permitted to participate in a **maximum of three out-of-town** tournaments during the season, one of which, with prior approval, can be after the end of the WBHL season. They must be a Hockey Alberta sanctioned tournament.

TRAVEL EXPENSES:

Travel expenses includes items like bussing and food for players and team officials. If bussing is used it also includes costs for the bus driver. Note that bussing **is not required**, however, team officials are not permitted to make personal travel arrangements for players for FMMHA sanctioned activities. It is recommended that time of year and distance traveled is considered when selecting if a bus will be used.

Hotels are also a part of team travel expenses.

WBHL Teams:

If parents fill the roles of team officials (coaches, manager, treasurer) rooms will not be paid for by team funds. If the team has a non-parent coach, it would be appropriate for the team to share the cost of accommodation.

Development & Elite Teams:

Up to three rooms can be paid for by team funds for team officials (coaches, manager, treasurer). Player accommodation can be paid for under team funds when the team follows a shared team room philosophy with team officials providing chaperoning responsibilities.

DEVELOPMENT EXPENSES:

Development expenses can include specialized hockey training, dryland training, and supplemental ice time rentals.

TEAM REVENUES

Team revenues can be generated from several different sources. The following definitions are those used by FMMHA:

- **Fundraising** – any activity that involves requesting involvement from the community at large in the form of, but not limited to, sales, request for donations, raffles, and sponsorship
- **Raffles** – activities that are licensed under the Alberta Gaming and Licensing Commission
- **Corporate Sponsorship** – donation of money from a business or organization
- **Grants** – Corporate donations based on parent involvement on the team ie. Corporate Volunteer grant or bus grant
- **Pay to play** – self funded by the members of the team ie. Parent / Player Commitment.
- **Rep Fees** - paid by each player named to a Elite team in addition to basic registration fees

RAFFLES:

NOTE WELL: AGLC guidelines MUST be followed precisely.

50/50 Raffles, Raffles under \$10,000 and Raffles over \$10,000 require specific AGLC reporting processes that must be followed by the team.

If fundraising activities include Raffles of any level the FMMHA Raffle Director needs to provide approval in advance and will request the AGLC License on behalf of the Team. The Team is required to meet the reporting requirements based on the license and according to the AGLC deadlines. This approval will not be provided until the Team provides a Budget that demonstrates the need for the revenue and the planned expenses. Refer to the FMMHA Raffle Process.

Any team wishing to complete a raffle must contact the Raffle Director: Raffle@fmmha.com to receive approval and their raffle license number.

CORPORATE SPONSORSHIP

All teams are subject to limitations in corporate sponsorship support. The type of sponsorship permitted varies based on category and cost factors affecting the teams such as:

- Membership in out-of-town leagues, location of teams and number of league games.
- Eligibility for and participation in Zone Provincial Play-downs and Provincial Championships.
- Unavailability of female hockey in Fort McMurray and the requirement for female hockey teams to play against other female hockey teams out of town.
- FMMHA does not allow corporate sponsorship from Tobacco, Alcohol, Adult Entertainment, or Cannabis companies.

Corporate sponsorship conditions are divided into the following three categories:

Category 1 – WBHL Teams

Total corporate sponsorship is limited to \$2,500 per team that may be raised through:

1. Donations from corporate sponsors who are 'friends or family' of the team, FMMHA or other sources to be applied against the cost of travel, accommodation and entry fees for players.

Limitations are:

1. The **total value** of corporate sponsorship is limited to **\$2,500** per team per year including the cost of tracksuit / gear that may be paid directly by a sponsor.
2. No open solicitation is permitted. This means that the team cannot send letters or e-mail, including social media broadcasting, to businesses seeking support. Corporate Sponsorship may only be sought in person (face to face) by team officials or parents. Team officials and parents are only to invite 'friends or family' of the team to participate in team sponsorship. No pressure shall be put on any invited corporate sponsor.
3. No logo, crest, name bar, sponsor bar or any other item can be added to the team WBHL jersey.
4. The FMMHA arranged team sponsor shall be offered first choice to provide additional support to the team. However, there shall be no pressure whatsoever on the team sponsor to support the team nor are there any expectations for them to do so.

Category 2 – Development Teams (Male or Female)

Applicable only to the Development teams as identified by FMMHA and the Board. Teams will be representing FMMHA in tournaments out of town in preparation for Zone and Provincial Play-downs

The same conditions as teams in Category 1 with the following changes:

1. Total value of corporate sponsorship is \$25,000.00.
2. All teams collecting funds for a 'banner board', will have it completed by December 31st. This banner, completed at the team's expense, will hang in Frank Lacroix arena or will be available for viewing at home and away games.
3. Teams may be approved by the Board, for team raffles, exceeding \$10,000.00.

Category 3 – Elite Stream (Out of Town / Travel leagues)

Applicable only to Atom Development and all AA / A teams in FMMHA. These teams all participate in out of town leagues like Northern Alberta Hockey League and the Northern Alberta Interlock.

The same conditions as teams in Category 1 with the following changes:

1. Total value of corporate sponsorship is \$65,000.00.
2. All teams collecting funds for a 'banner board', will have it completed by December 31st. This banner, completed at the team's expense, will hang in Frank Lacroix arena or will be available for viewing at home and away games.
3. 50/50 Raffles conducted at Frank Lacroix Arena only during home games.
4. Teams may be approved by the Board, for team raffles exceeding \$10,000.00.

OTHER FUNDRAISING ACTIVITIES

Other fundraising activities are those activities outside of AGLC Raffles and Corporate Sponsorship. Other activities include activities like bottle drives, sales events, volunteer donations and so forth.

Category 1 – WBHL Teams

- The **total value** of fundraising is limited to **\$7,500** per team, per year. This includes any funds raised through approved Raffles.

Category 2 – Development Teams (Male or Female)

- Participation in fundraising activities is not optional and may be a condition of being on the team.

Category 3 – Elite Stream

- Participation in fundraising activities is not optional and is a condition of being on the team.

EXCEPTIONS:

Parent Commitment Fees or Rep Team fees fall outside of the Fundraising limits referenced above. Each level has FMMHA recommended Fees. Fees within this amount do not require pre-approval from FMMHA. Fees above these amounts need approval from the FMMHA board.

Category 1 - WBHL Teams

- The FMMHA recommended maximum player commitment fee is \$250

Category 2 – Development Teams (Male or Female)

- The FMMHA recommended maximum parent commitment fee is \$750
- All team members are required to submit payment for their ‘team equipment’, which includes gloves, shells, bags & helmets. This could be incorporated as a part of the Rep Team Fees (Parent Financial Commitment)

Category 3 – Elite Stream

- FMMHA Rep Fees - Rep Team fees are applicable to all Elite teams. This amount will be \$1,500 and payable upon being named to the Elite team. This money is non-refundable. Of this money, \$750 will remain with FMMHA to compensate for the player equipment package including gloves, shells, bags & helmets along with additional ice time and ref fees. The other \$750 will be forwarded to the team account to be used for team expenses.
- Player fee or financial commitment is optional for each team. FMMHA recommended maximum commitment fee is \$1200.00. This money is refundable in full or part if the team is able to once the final account has been balanced.

GRANTS:

Corporate sponsorship in the form of ‘Grants’ (such as Bus, Volunteer, etc.) that are enjoyed by employees, will not be limited and fall outside of the financial restrictions listed below.

Grant money is usually sent directly to the FMMHA office. Before any grant money will be released by the FMMHA office a Grant Notification form will have to be completed and submitted to your Budget Director. Grant money will only be released by FMMHA office to the team Treasurer.

EXPENSE TRACKING:

GUIDELINES:

All proceeds from fundraising must be properly accounted for and can only be spent to support the following team expenses:

1. Ice rental
2. Referee Fees
3. Dry-land training
4. Youth Development Programs ie. Specialized hockey vendors
5. Tournament entry fees
6. Team travel i.e. bus rental
7. Food & lodging for players (not parents or family members) and team officials
8. Program related (Team) equipment & supplies, (purchasing clothing is prohibited) or rentals (ie. Hockey treadmill)
9. Accounting expenses ie. account charges, checks, etc

10. All Elite and Development teams will leave a minimum balance of \$5,000 at the end of each season. FMMHA will assist new teams with seed money that will be returned to the association within

Proceeds from fundraising shall **NOT** be used for:

1. Individual equipment retained by player or team official at year end unless for an Elite or Development team member obtained through corporate sponsorship (i.e. not from gaming activities).
2. Clothing items such as jackets and tracksuits shall not be paid for from Raffle Revenue
3. Travel, meals, lodging for parents and supporters (parents shall be permitted to ride free of charge on the bus if space is available).
4. Admission to events not related to minor hockey such as NHL game tickets, movies, or entertainment.
5. Reimbursement of excess team funds to parents at the end of the season. Any excess fundraising funds shall remain in the team account. Reimbursement of excess funds may only include fees paid directly by parents, such as their initial commitment fees excluding costs associated with player equipment.
6. Gift Cards for equipment, merchandise and / or clothing stores.

REPORTING:

Using the appropriate budget templates each team will submit updated budget reports to the budget director each month.

CONSEQUENCES:

Participating on a team includes providing the funds required for the team to participate in team activities. A lack of participation without providing the team officials with appropriate notification could result in the outstanding amount being treated as an arrears to FMMHA and impact your FMMHA membership.

Team officials also have a responsibility to ensuring the follow the guidelines in this document. Failure to follow these guidelines, as per the FMMHA Bylaws, can place membership within the association at risk.

WBHL team travel permits and raffle licenses will not be approved until the team submits an initial budget to the Director of WBHL Budgets.

Failure to submit raffle documentation to the Raffle Director will be deemed as a breach of FMMHA guidelines, as per FMMHA Bylaws, can place membership within the association at risk.

APPENDIX:

Appendix A: Approved Activities

The following are approved revenue generating activities and the approval process required by the FMMHA:

Activity	Approval Process	Team Availability
Casino	FMMHA carries the license and this is an association level revenue	None
Collection of refundable bottles / bottle drive	No pre-approval needed	All Teams – to Category maximums
Sales of Grocery Certificates or other sales based programs ie. fudge	No pre-approval needed	All Teams – to Category maximums
Volunteer work provided in exchange for financial contributions to team such as delivery of catalogues, environmental work, etc	No pre-approval needed	All Teams – to Category maximums
Raffles under \$10,000	With FMMHA approval	All Teams – to Category maximums
Raffles over \$10,000	With FMMHA approval	Category 3
50/50 Raffles	With FMMHA approval	Category 2 & 3
Banner sponsorship	Needs to be in place prior to the last day of December	Category 2 & 3 to Category Maximum
Corporate Sponsorship	No pre-approval needed	All Teams – to Category maximums
Pay to Play - Parent Contribution / Player Commitment Fees	No pre-approval needed if within FMMHA recommendations	All Teams
Volunteer Grants / Bus Grants	No pre-approval needed	All Teams – No maximums
Event Sales (ie. Paint Night, Pub Nights)	With FMMHA approval	All Teams – to Category maximums
Silent Auctions	No pre-approval needed	Category 2 & 3

Appendix B: FMMHA Gear Standards

All Teams:

Official team gear will follow FMMHA Gear Standards. This includes items like track suits, pant shells, hockey gloves, helmets, dryland gear, gear or player bags. These items, if purchased, **will include** the following logo/names, and will be purchased from one of the FMMHA approved vendors ONLY.

1. WBHL logo
2. Logo of sponsor supporting the purchase of the track suit if desired
3. Will be navy blue or black in color

Other team items can be purchased by individuals or teams within the FMMHA to help commemorate the hockey season. These items could include toques, hats, water bottles and sweatshirts. These items could include:

1. WBHL Logo and / or
2. WBHL Team Logo and / or
3. Player name, number, or position if desired
4. Logo of sponsor supporting the purchase if desired

Development & Elite Teams

With the approval of the Board, Development and Elite Teams may have the Jr. Barons logo or Huskies logo with no requirement to include a league WBHL logo.

With advanced approval from the Board and / or Director of Elite Hockey sponsors logo and name bars on the jerseys may be permitted.

Appendix C: Team Meeting Minutes Template – WBHL Team

**FMMHA TEAM NAME 2018-2019 Team Meeting
Meeting Minutes**

The XXX team held a meeting on October XX, 20XX at Frank Lacroix Arena.

The following parents were in attendance representing a quorum of the team membership.

-

Coaches noted, reviewed and considered the authorization of the following manager(s) and treasurer(s) to open an account on behalf of the team, sign or endorse checks, drafts or other evidences of indebtedness made payable to the team and by the team for the purpose of accounting for the team’s finances for the 2018-2019 season.

Team Manager(s)

Team Treasurer

Based on this review and consideration by the Coaches and Parents, the following resolution was unanimously adopted:

RESOLVED, that the following manager(s) and treasurer(s) of the [Team Name] are authorized to sign or endorse checks, drafts or other evidences of indebtedness made payable made payable to the team and by the team for the purpose of accounting for the team’s finances for the 2018-2019 season.

LIST ALL OFFICERS AND/OR DIRECTORS AUTHORIZED

Team Manager(s)

Team Treasurer

Head Coach –

FMMHA Use: Removal of previous season representatives include: <hr/> <hr/>
As authorized by the FMMHA Treasurer or President:

Appendix D: Team Meeting Minutes Template – Development & Elite Teams

**FMMHA TEAM NAME 2018-2019 Team Meeting
Meeting Minutes**

The XXX team held a meeting on September XX, 20XX at Frank Lacroix Arena.

The following parents were in attendance representing a quorum of the team membership.

-

Coaches noted, reviewed and considered the authorization of the following manager(s) and treasurer(s) to sign or endorse checks, drafts or other evidences of indebtedness made payable to the team and by the team for the purpose of accounting for the team’s finances for the 2018-2019 season.

Team Manager(s)

Team Treasurer

Name of Account: Community Account -
Account Number:

Based on this review and consideration by the Coaches and Parents, the following resolution was unanimously adopted:

RESOLVED, that the following manager(s) and treasurer(s) of the Team Name are authorized to sign or endorse checks, drafts or other evidences of indebtedness made payable made payable to the team and by the team for the purpose of accounting for the team’s finances for the 2018-2019 season.

LIST ALL OFFICERS AND/OR DIRECTORS AUTHORIZED

Team Manager(s)

Team Treasurer

Head Coach –

FMMHA Use: Removal of previous season representatives include: _____ _____
As authorized by the FMMHA Treasurer or President: _____