



# 2024 – 2025 Team Treasurer Guide

[www.southwesthockey.ca](http://www.southwesthockey.ca)

***'MAKING HOCKEY FUN AND REWARDING,  
FOR ALL PARTICIPANTS'***



# TEAM TREASURER

The Team Treasurer is one of the positions on your Minor Hockey team. While the Head Coach, Team Manager and Team Treasurer are all responsible for the team finances, it is **VERY** important that one individual focuses on the team finances. The Team Treasurer responsibilities can be found in the Southwest Hockey Policies and Procedures; however, a brief overview of the position is:

- Collecting, Banking, and distribution of funds;
- Budgeting;
- Tracking income and expenses;
- Provide accurate and timely reports to the family members on your team, and the Association.

## Mandatory Meeting

- At the beginning of the season, the Association will host a mandatory Team Treasurer Meeting.
- Date(s) / Time(s) are available on the website: [CLICK HERE](#)

# START OF THE SEASON

## Bank Account Authorization Letters

Southwest Hockey's preferred banking institution for teams is Scotiabank. Letters are a requirement by banking institutions in order to open a team account for the season.

For the Bank Account Authorization Letter to be issued, confirmation of the spelling of the Team Treasurer and Team Manager first and last name (**as shown on their legal ID**) is required, because the Authorization Letter and ID (that is presented to the branch), **must match**.

The following information must be emailed **for BOTH** the Team Treasurer and Team Manager to: [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca)

- Team Name
- First Name (*as shown on legal ID / Driver's License*)
- Last Name (*as shown on legal ID / Driver's License*)
- Preferred Email
- Team Position

Example of something NOT accepted,

- First name provided for the Authorization Letter: Sam
- First name on Driver's License presented to the branch: Samantha
- **Result** → You won't be able to open the bank account.

Team naming convention for all Association teams must follow exactly what is indicated on the Bank Account Authorization Letter. **Example**: U11 Southwest 4 Blue



## Scotiabank Account Set-Up – Cardel Rec South

Beginning the 2023 – 2024 season, a Scotiabank representative came to Cardel as a way of helping save teams time instead of needing to book a specific appointment at a branch.

### Upon Arrival – Cardel Rec South // Scotiabank Account Set-Up

- Team Treasurer / Team Manager are to bring:
  - Their Driver's License; and,
  - Authorization Letter from the Association
- The Scotiabank Rep will provide a bank card, and set up the pin
- Will receive ten (10) free cheques. If more are needed, they can be ordered online or in the branch.
- Scotiabank may need the balance of the day to complete setting up all necessary information in their system.

This process will take about 15 minutes for each team to sign the documents and receive the debit card. If several teams show up at the same time, then of course the wait till be a bit longer.

**For current season date(s) / time(s) that Scotiabank will be at Cardel: [CLICK HERE](#)**

The **next day** the Team Treasurer / Team Manager will be able to go to: Scotiabank.com and use the debit card number to register online banking. The system may ask the following questions:

1. **Mother's maiden name** → Put the Treasurer's Last Name
2. **Postal Code** → Put your Home Address, Postal Code
3. **CV Code** → On the back of the card (3-digits)

**Important:** Ensure there is at least a \$25 deposit going into the account by the end of the month to prevent the account going 'negative'.

If you are not able to successfully register online banking, you may need to call 1-877-552-5522

**Once you are in online banking, you can register for e-transfer to receive funds, BUT you will NOT be able to send e-transfer because team outgoing funds require two (2) signatures. Cheques with both the Team Treasurer and Team Manager signatures are required for all outgoing funds.**

## Initial Parent Meeting

The team budget should be discussed and MUST be approved by 75% of the parents at the beginning of the season to ensure that the team and parent expectations are aligned.

Parents / Legal Guardians should be advised, in advance of the meeting, that the collection of an initial cash-call may occur, in order to have some money available for the opening of the bank account.

Team financial related discussion for the Parent Meeting should include:

1. General discussion of what to include in the draft budget.



2. Discuss proposed 'funding model' options for the team. **Refer to: Budgeting** section below.
3. Team Treasurers take the feedback from the Parent group and finalizes the budget **only using the Team Budget Template**.
4. Send the updated budget to the parent group for final approval at a reasonable time following the Parent Meeting.
5. **Team budgets require a minimum of 75% approval.**
  - a. Within the Team Budget template, there is a tab to print where it is then strongly recommended to have parent(s) / guardian(s) sign, approving the budget. This helps to avoid misunderstandings at the end of the season.
  - b. However, email confirmation would also be acceptable from the parent(s) / guardian(s).
6. **Deadline for paying the Cash Call; OCT 31<sup>st</sup>.** The Association does have a **Cash Call Policy** in place.
  - a. Where a Cash Call is a financial hardship, the member could contact the Team Manager/Team Treasurer in private; where monthly payment arrangements could be made. More information about this is in the **Cash Call Policy**.

## **Team Budget Sheet**

Approved and finalize budget must be sent to: [financial@southwesthockey.ca](mailto:financial@southwesthockey.ca) by **November 1<sup>st</sup>**.

# DURING THE SEASON

Team Treasurers are to:

- **Track and document ALL team revenue and expenses** recording everything accurately in the Team Budget Sheet that was provide by the Association.
- **Send MONTHLY updates** to their parent(s)/guardian(s) and the Association Financial Coordinator at: [financial@southwesthockey.ca](mailto:financial@southwesthockey.ca)
- **Provide a screenshot of the account balance on a MONTHLY basis** to their parent(s)/guardian(s), along with any additional notes in order to confirm that all funds are accounted for. Screenshot to be available upon request, by the Financial Coordinator.

If the team expenses and revenue are NOT in line with the agreed to budget, the Team Treasurer needs to bring this to the attention of the Team Manager and Head Coach.

A follow up Parent Meeting may be required in order to discuss the anomalies of the budget that are happening; whereby a reapproval of the budget by 75% of the parent(s)/guardian(s) would be required.





# END OF THE SEASON

1. Provide a final YE Financial Report to all parents within 30-days of your last event, or no later than May 1<sup>st</sup>.
2. The YE Financial Report must also be sent to: [financial@southwesthockey.ca](mailto:financial@southwesthockey.ca) by May 1<sup>st</sup>.
3. Review the **Year End Reporting** letter (found on the SWH website), for detailed instructions.
4. **Reimbursements**
  - a. Unused **NON-publicly raised funds** can be reimbursed to parent(s)/guardian(s) who provided the cash call(s).
  - b. Unused **PUBLICLY raised (AGLC funds)** are **NOT** permitted to be given to parent(s)/guardian(s).
    - i. These funds can be donated to Southwest Hockey; as a not-for-profit.
  - c. This is also explained in the Year End Reporting letter on the website.
5. Zero out & close the Team Bank Account.
  - a. **Proof of Closure** is to be scanned/mailed to: [financial@southwesthockey.ca](mailto:financial@southwesthockey.ca)
6. **All receipts and copies of the budget are to be held for a minimum of 6 months FOLLOWING the end of the hockey season (April to September), in the event any financial review is conducted by Southwest Hockey Association.**
  - a. **IMPORTANT**: If teams fundraised through AGLC → the current AGLC file retention policy must be adhered to. Check their website for current retention guidelines.

# ADDITIONAL GUIDANCE

## **Budgeting**

The Team Treasurer, along with the Team Manager and Head Coach could work together in advance of the Parent Meeting; to develop the initial draft team budget; which can help start conversations.

Review expenses that may be considered as “necessary”, and various activities that may be “nice to do”. A sort of “wish list”, and then review with the team in order to come up with a consensus to meet the minimum 75% approval requirement.



## Expenses

There are a number of expenses that the team should be aware of when budgeting.

It would also be generally good practice to add a small budget line for unexpected expenses (like GST being charged on something that wasn't accounted for on a budget line item).

Some general examples of expenses could include:

1. Registration fees for tournaments.
2. Referee fees; for exhibition games.
3. Additional ice purchased for exhibition games.
4. Manager supplies such as game sheet labels.
5. Team Building.
6. Coaches Gifts / Player Gifts / Year End Party.
7. Other miscellaneous expenses.

## Income

Generally, there are three (3) Funding Models for teams: **Sponsorship, Fundraising & Parent Funded.**

Many teams use a combination of the three (3) models when supporting the team expenses for the season.

### 1. Sponsorship Model:

This model relies on personal, business and community connections to provide direct financial sponsorship to the team. Sponsorship can be in the form of cash, services or supplies.

If your team will be looking at Sponsorship, you must review the SWH Policies and Procedures regarding sponsorships, and contact Director of Branding at: [branding@southwesthockey.ca](mailto:branding@southwesthockey.ca)

### 2. Fundraising Model:

This model relies on family members / participants actively fundraising for the team expenses. Such fundraising could include; bottle drives, silent auctions etc. There are many options!

**NOTE:** For all fundraising considerations, teams must follow the appropriate rules/regulations of the AGLC **prior to** beginning any fundraiser. **Information can be found on the SWH website.**

### 3. Parent Funded Model:

The parent funded model is where team expenses are paid for directly by the parent(s)/legal guardian(s). With the increased demand on everyone's time, some teams do find this approach easiest. However, it must be **CLEARLY** communicated at the time of approving the team budget if the Parent Funded Model is the primary source of funds as this would mean a high(er) cash call.



## **Banking**

When working with a team bank account, it is **ESPECIALLY** important to implement 'checks and balances' to ensure that the funds are managed based on the team's agreed upon budget, and to ensure that the funds are not misappropriated.

Checks and balances should include such things as:

1. The Team Treasurer and Team Manager **can NOT be related in any way**. If this is the case, email the Administrator at: [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca) to confirm on a case-by-case basis who may be considered as the secondary signatory.
2. Review and follow the Team Bank Account Authorization Letter.
3. Debit Cards are **NOT permitted for withdrawals**. Debit cards can be used for DEPOSIT, and online VIEWING ONLY of the account.
4. **Outgoing funds REQUIRE two (2) signatures** on all cheques; (as per the Bank Account Authorization Letter).
  - a. **Outgoing e-transfers are ONLY permitted as per the Letter of Direction provided to Team Treasurers and Team Managers** at the start of the season.
  - b. Recommended that when writing a cheque and/or completing an e-transfer; adding a description to the memo/message is strongly recommended.
5. Team Treasurer are to review the Team Bank Account, at minimum, once a month to ensure there are no anomalies happening with funds.
6. **Parents / Legal Guardians do have the right to inquire about the team financials at any point of the season**. This is why it is beneficial to send out monthly updates.
7. Any unforeseen expenses that arise, should be discussed with the parents **BEFORE** the transaction takes place. Especially because an "unforeseen expense" would not have been in the original budget.
8. Ensure you have **a receipt for ALL transactions**, in the event the team's financials are reviewed or a parent is wanting to inquire about team expenses. Receipts need to support team budget expenses.
9. Teams are free to set up their bank account with the financial institution of their choice; **However, make sure the account is NOT a business account. The account should be a COMMUNITY type of account.**

## **Fundraising Amounts**

Fundraising is not the sole responsibility of the Team Treasurer; however, the **Team Treasurer DOES need to be involved from a money management perspective.**



**Individual teams are permitted to budget up to \$10,000.** The Team Treasurer will be required to provide detailed financial accounting of their team budget to the Financial Coordinator on a **MONTHLY** basis to: [financial@southwesthockey.ca](mailto:financial@southwesthockey.ca) and the parent(s)/guardian(s) on their team.

**Individual teams with budgets over \$10,000; MUST notify (via email),** the Financial Coordinator: [financial@southwesthockey.ca](mailto:financial@southwesthockey.ca).

- Teams that do raise in excess of \$10,000 must also:
  - Provide a copy of their budget including the use of the funds, and method(s) of fund raising.
  - Detailed financial plan for the season; by November 30<sup>th</sup>.
  - Team Treasurer to provide **MONTHLY** (via email), detailed financial statements to the SW Hockey Financial Coordinator: [financial@southwesthockey.ca](mailto:financial@southwesthockey.ca) indicating their financial position and if budgets are on target etc. Monthly updates continue to go to parent(s)/guardian(s).

## **Publicly Raised Funds (AGLC)**

Teams must spend **publicly raised / AGLC funds** in the current season. Funds must be spent according to what was approved through the AGLC application process.

Any **publicly raised / AGLC Funds** which remain unspent at the end of the season, are to be donated to Southwest Hockey Association, as a Not-for-Profit. **Unspent publicly raised funds CANNOT be redistributed to the families on the team!**

## **Questions?**

If **AFTER** reviewing this guide and the information provided on the SWH website and you have further questions please contact the **SWH Financial Coordinator** at: [financial@southwesthockey.ca](mailto:financial@southwesthockey.ca)

You can also contact the Administrator at: [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca)

If your question/inquiry is not covered in the documentation, then (if appropriate), that question may be added – in order to assist other Team Treasurers.

Thank you!

## **Important**

*Any discrepancies between this Guide, and any of the following manuals; Hockey Calgary Rules/Regulations, SW Bylaws or the SW Hockey Association Policy and Procedure Manual, those documents will take precedence. Discrepancies in this Guide should be brought to the Administrator and SWH Treasurer's attention promptly, in order to be addressed.*