

**OTTAWA JR. 67's AAA HOCKEY
CLUB TEAM TREASURER
HANDBOOK**



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Context

The following document has been prepared to clearly articulate the Ottawa Jr. 67's AAA Hockey Club (Club) requirements with regard to team financial matters.

Team Budget

Each team is required to be self-sufficient with respect to team expenses.

At the first team parent meeting following the selection of the team, a draft team budget must be presented for discussion and voted on for approval. The budget must be approved by 75% of parents. A final approved copy of the team budget must be provided to the Club Treasurer by **October 1st**.

A team budget template is available on the Club website under Operations / Treasurer Handbook. In preparation of the budget, the Club advises teams to estimate expenses high and revenues low to avoid having to seek additional funds through the season.

As a significant amount of team expenses are incurred early in the season. It is recommended that parents be advised that it would be beneficial to have the full amount of team fees paid upfront if possible.

However, teams must allow for the collection of team fees by installments:

50% by September 15;

50% by October 30.

The Team Treasurer is required to provide periodic financial updates to the Club, Head Coach and parents. A financial statement template is available on the Club website. Financial statements are to be provided at least three times per year:

October 31;

January 31;

May 31 (final).

The approved team budget is only an estimate of team expenses and revenues. It is expected that the actual expense and revenues will vary and teams will manage within the approved budget. A revised team budget must be approved by parents through a vote if any of the following circumstances arrive throughout the season:

Team expenses increase such that the budgeted team revenues are not sufficient;

Team revenues decrease such that they are not sufficient to meet the budgeted team expenses;

More than a \$1,000 in additional team revenues are generated;

Any expense/revenue category changes by more than 25% from the approved budget.

Expenses

The following expense categories should be considered in the preparation of the team budget. The numbered categories below correspond to the Team Budget Template.

1. Ice

The club will provide teams with all required ice for tryouts, regular and playoff season league games and some practice ice. Additional ice may be purchased by the team and should be included in the budget. The 2021-22 cost of ice at City of Ottawa arena's is a blended \$220/hour. For private arenas it is recommended that \$350/hour be used for budgeting purposes.

Any transfer of ice between teams is to be settled at the team level. The team taking the ice must pay the team providing the ice directly.

2. Tournaments

Tournament registration fees are one of the largest team expenses. It is important that the number of tournaments be confirmed early to accurately budget for this expense.

If teams are registering for a US tournament, it is important to consider the exchange rate. A US money order may be required. Although not required, teams may want to consider additional insurance when travelling to tournaments outside of the country, specifically to cover contact sports if applicable.

3. Equipment

The following equipment is provided by the Club and does not need to be included in the team budget:

Pucks (100 practice pucks and game pucks);

All remaining equipment is the responsibility of the team. The following items should be considered in the development of a team budget:

Name bars;

Practice jerseys (can be purchased from the Club);

Water bottles;

First aid / trainer kit, including additional medical equipment / supplies;

Hockey tape.

4. Team Events

Teams may wish to budget for team events such as:

Team meals at tournaments;

Christmas party;

Year-end party;

Hospitality room at tournaments.

5. Team Officials Apparel

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The Club will pay for tracksuits for up to four officials and three quarter length jackets for up to three officials provided the apparel was not provided by the club in the previous two seasons. Any other apparel for the officials would need to be approved in the team budget to be payable by the Team.

6. Team Gifts

Teams may wish to budget for team events such as:

- Christmas gifts for players;
- Christmas gifts for team officials;
- Year-end gifts for players;
- Year-end gifts for team officials.

7. Miscellaneous

Teams may wish to budget for other miscellaneous expenses such as:

- Team bus;
- Bank fees;
- Administrative supplies;
- Team drinks.

8. Player Development

The Club will provide teams with a specific amount of off-ice and on-ice training. However, if teams wish to include any additional training it should be included in the team budget.

9. Timekeepers

Teams are required to provide competent timekeepers for each home game. Teams can decide to provide volunteers for these roles. However, it is highly recommended that teams consider using paid non-parent officials. An officiating Program provides officials at the following estimated rates:

- U13 (1.5 hour game): \$45.00
- U15 (2 hour game): \$50.00

Teams must coordinate directly with the Nepean Minor Hockey Association Officiating Program service.

10. Travel Expenses for Non-Parent Officials

Teams are required to reimburse non-parent officials for team travel related expenses. Officials are to be reimbursed in accordance with the Non-Parent Team Officials Reimbursement Policy.

The Head Coach must submit a written request for reimbursement of travel expenses indicating:

- Number of vehicles used;
- Mileage;
- Hotel receipts;
- Departure time on the day of departure;
- Arrival time on day of return;
- Summary of which Officials should receive payment.

11. Referees

The cost of referees and linesmen is a team expense for regular and play-off season games and exhibition games that are held at home. The following are HEO rates for 2020 - 2023:

U13 (1.5 hr game): \$114 (\$44 - 1 referee / \$35 x 2 - 2 linesman)

U14 / U15 (2 hour game): \$151 (\$61 - 1 referee) / \$44 x 2 - 2 linesman)

2020 - 2023 rates can be found here: <http://www.heominor.ca/documents>

The Team Treasurer is required to pay referee and linesmen with exact cash thirty minutes before the scheduled game time. The Team Treasurer must ensure that the referee and linesmen sign the Referee Control Sheet as confirmation of payment. The Referee Control Sheet is available on the Club website under Operations / Treasurer Handbook.

Revenues

There are normally three revenue categories for teams. The numbered categories below correspond to the Team Budget Template.

1. Sponsorship

Teams are encouraged to seek both team and player sponsors. The Club Sponsorship Policy can be found on the club website. Any questions about Sponsorship should be directed to the Club's Director of Fundraising and Sponsorship.

All sponsorship cheques must be made payable to the Team and a completed sponsorship form must be provided to the Club. The Club will provide sponsorship receipts through the team's fundraising representative.

Player Sponsorship

Any player sponsorship amount received will be applied to the team fees first and then can be transferred to the club to cover club fees through the team treasurer. The maximum amount of sponsorship that can be provided to a player is the sum of team fee and club fees.

Costs associated with sponsor bars and plaques are to be paid by the player that received the sponsorship. Coordination of sponsor bars will go through the manager and Lacroix Sports, and plaques can be ordered directly by families on picture night.

Team Sponsorship

Team sponsorship amounts will be applied equally to all player's in the team budget. The club recognizes the following sponsorship levels:

Team Bronze - \$250

Team Silver - \$500

Team Gold - \$1000

Team Champion - \$2500

Please note that a team sponsorship needs to be voted on by the parents on the team.

2. Fundraising

Teams may wish to engage in various fundraising activities. Fundraising should be discussed at the initial team meeting and activities must be itemized in the team budget with a conservative estimate as to the expected revenues. Fundraising amounts will only be applied to those players that actively participate in the fundraising activity. Players that do not participate will not be included in the distribution of funds raised and will be expected to provide payment for this amount.

3. Team Fees – Parent Contribution

After taking into account all of the above revenues and expenses, any deficit needs to be provided by parents as team fees. It is recommended that team fees be rounded up to the closest \$50. Team fees should be paid directly to the team.

Club Fees

The club fees are \$3,700 which will be payable as follows:

\$1,700 – August 30

\$500 – October 15

\$500 – November 15

\$500 – December 15

\$500 – home association fees

Home Association Fees

The home association fees paid by each player will be transferred to the Club. The home association fees vary among the home associations. The first \$500 will be applied towards club fees. Any amount paid above this amount will be transferred to the team to apply against team fees.

Team Bank Account

Each team is required to open a “community type” bank account or another type of bank account where the fees are very minimal. Banks may require a letter from the Club to open an account, if so, please contact the Club Treasurer. The following naming conventions are recommended:

U13: Ottawa Jr 67s AAA U13

U14: Ottawa Jr 67s AAA U14

U15: Ottawa Jr 67s AAA U15

It is a requirement that there be a minimum of two signatories on the account – normally the Team Treasurer and Team Manager. Coaching staff should not be signatory to the account.

It is imperative that personal funds and team funds not be mixed under any circumstances.

End of Season Reconciliation

The Team Treasurer must individually track the contributions received from each player as it will vary from player to player depending on: sponsorship, home association transfer, fundraising participation etc. At year end, the Team Treasurer must provide each player with a final financial statement outlining:

Team Fee Paid: \$X

Player Sponsorship Received: \$X

Home Association Credit (amount above \$500): \$X

Final Team Fee Amount: (\$X)

Sponsor Costs (plaque, sponsor bars) (\$X)

Final Reimbursement: \$X

Families should be provided with an opportunity to confirm their statement before final cheques are issued to avoid any issues should there be an error in a player's statement.

Under no circumstances, can a family receive a reimbursement that is greater than the amount paid personally by a family. If it is the case where a family has brought in more sponsorship than the final team fee amount, the Team Treasurer must confirm with the Club Treasurer that a reimbursement can be provided to reimburse against club fees personally paid by the family.

In the case of a split family, the reimbursement must be paid to the parent that paid for the team fees unless otherwise agreed upon in writing by both parents.

Team Treasurer Duties

The Team Treasurer is responsible for:

- providing a copy of the approved team budget to the Club Treasurer by October 1;
- coordinating the opening of a team bank account as soon as possible;
- collecting post-dated cheques for team fees from parents;
- advising Club Treasurer if there are any issues in collecting team fees;
- paying referees / linesmen in cash prior to each home game;
- depositing funds in a timely manner to the team account, for each deposit a Deposit Form (available on the Club website under Operations / Treasurer Handbook) must be completed and a copy of each cheque must be kept on record (it is critical to know who paid, especially in a split family situation);
- paying all expenses in a timely manner and keeping written record of all expenses (if an invoice is not available a Declaration of Incurred Expenditure form (available on the Club website under Operations / Treasurer Handbook) must be completed);
- providing updated team financial statements to all parents, head coach and Club Treasurer by October 15, January 15 and May 31 (final);
- notifying the Team Manager / Team Liaison if a revised budget is required to be voted on by the team at any point during the year;
- tracking each players' financial contributions throughout the year on an individual player basis –

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each player will be different as a result of home association transfer, sponsorship, fundraising etc.;

- upon reconciliation of all team expenses and revenues, providing an individual final financial statement to each family;
- if applicable, providing return of excess funds at the end of the season to each family;
- closing out team bank account once all transactions are complete;
- other duties, as required, relating to sound financial management of the team budget.