



# KNIGHTS HOCKEY CLUB

## ASSISTANT MANAGER - TREASURER GUIDELINES

### 2021-2022

(Last updated: 2021-09-26)

#### **ASSISTANT MANAGER/TEAM TREASURER**

The Assistant Manager/Treasurer is one of the positions on your Minor Hockey team. While the Head Coach and Team Manager are all responsible for the team, it is VERY important that one individual focuses on the team finances. The Assistant Manager/Treasurer responsibilities can be found in the Knights Hockey Club team roles; 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 START OF THE SEASON**

1. Please email your manager, assistant manager/treasurer name and contact information to [ice@knightshc.ca](mailto:ice@knightshc.ca). We will contact Scotia Bank for you to get your team bank account. You will be contacted with an appointment window to go in and set up your account.
2. In conjunction with the Team Manager and Head Coach **create a draft budget** for the season. There is a Budget Template on the KHC website that can be used.

3. This draft budget will be presented to the families at the Parent Meeting. Once there is an agreement, make any required adjustments to the budget and present to the families for approval.
4. Team budgets require 75% approval.
5. Collect the agreed to 'cash call' and deposit the funds in to the team bank account.
6. Teams will be charged \$35 for the use of Team Snap – this will be taken from your account in January
7. Teams will be charged a \$35 fee for the First Aid Kit. This does not have to be returned at the end of the season.
8. Teams will be charged \$50 per additional coach they have on the roster if they roster more than five (5) total coaches.
9. Bank fees are approx. \$5 a month – please add this to your budget

### **DURING THE SEASON**

1. Team Treasurers are to track and document team income and expenses.
2. Monitor and update the team budget
  - a. If the team expenses are NOT in line with the agreed to budget, you need to bring this to the attention of the Head Coach and Manager. A parent meeting may be required to discuss the anomalies of the budget. Any readjustment to the budget, would require 75% parent approval.
3. Provide REGULAR treasurer reports to the parents.

### **END OF THE SEASON**

1. Provide a final financial report to all parents and the KHC VP Finance by April 15<sup>th</sup>.
2. If possible, return any cash calls to parents.
3. Any remaining funds in your account on April 15<sup>th</sup> will be pulled into the KHC assistance fund (uKnighthed Fund).
4. All receipts and copies of the budget are to be held for a minimum of 6 months in the event anything needs to be reviewed by KHC.

- a. **IMPORTANT:** If teams did any gaming that required registration for AGLC permits/licenses, then follow the AGLC file retention policy. Typically, financials need to be held for 2 years.

## **INITIAL PARENT MEETING**

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

Parents also need to be advised that at the meeting, there may be the collection of the initial cash-call, so that there is money to put in the bank account, when opened.

Team finance related discussion for the meeting could include:

1. General discussion of the draft budget;
2. Discuss the proposed 'funding model' for the team (*see below*);
3. Deadline for paying the cash-call;
4. Who the team fee will be paid to? Example: U11 4 White
  - a. **NOTE:** This will be the name on the Team Bank Account once you receive your bank account information.

## **BUDGETING**

The Team Treasurer, along with the Team Manager and Head Coach should work together to develop the draft team budget – prior to the Parent Meeting.

Review the expenses that are unavoidable, and what additional activities are being proposed for the season. Some 'Expense & Income' examples are:

### **Expenses:**

There are a number of expenses that the team should be aware of when budgeting. It would also be 'wise' to add in a budget for some small unexpected expenses. Some examples include:

1. Registration fees for tournaments;

2. Referee fees; for exhibition games;
3. Additional ice for exhibition games;
4. Office supplies such as game sheet labels;
5. Team Building;
6. Coaches Gifts / Year end Party;
7. Other miscellaneous expenses

### **Income:**

Generally, there are three (3) funding models for teams. Sponsorship, Fundraising & Parent Funded.

#### **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.

#### **Fundraising Model:**

This model relies on parents (players) actively fundraising for the team expenses. Such fundraising could include; bottle drives, raffles etc. There are many options!

**NOTE:** for all fundraising – ensure teams follow the appropriate rules/regulations of the AGLC prior to beginning any fundraiser. Information can be found on the KHC website.

#### **Parent Funded Model:**

The parent funded model is where team expenses are paid for directly by the parents. With the increased demand on everyone's time, some teams do find this approach easiest.

Typically, many teams use a combination of all three (3) models when supporting the team expenses for the season.

### **BANKING**

Each team will be required to set up a bank account at the beginning of the season. 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.

### **Banking Rules:**

Checks and balances should include such things as:

1. No debit cards are permitted for withdrawals. Debit cards would be for DEPOSIT ONLY, and for VIEWING ONLY, the bank account online.
2. Bank Accounts require two signatures (as per the Bank Account Authorization Letter).
3. Assistant Manager/Treasurer should receive a copy of the account's monthly statement, or be able to view online.
4. Parents do have the right to inquire about the finances of the team, at any time – as this is their money in the account.
  - Therefore, it would be good practice to send out monthly updates to the team.
  - KHC suggests to load your team budget on team snap under files and update regularly.
5. 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.
6. Ensure you get a receipt for ALL transactions.
7. When writing a cheque, the description/memo line should always be filled out.
8. The Team Manager and Assistant Manager/Treasurer can **NOT** be related in any way. If this is the case, email VP of Finance <mailto:vpfinance@knightshc.ca> to confirm who the secondary signatory should be.

**NOTE:** Teams must set up their bank account with the financial institution provided by KHC.

### **QUESTIONS?**

If AFTER reviewing this guide and the information on the KHC website and you have further questions please contact the VP of Finance at: <mailto:vpfinance@knightshc.ca>

If your question/inquiry is not covered in the documentation, please contact <mailto:admin@knightshc.ca> or [ice@knightshc.ca](mailto:ice@knightshc.ca)

## **IMPORTANT**

**Any discrepancies between this Guide, and any of the following manuals; Hockey Calgary Rules/Regulations, KHC Bylaws or the KHC Hockey Association Policy and Procedure Manual, those documents will take precedence. Discrepancies in this Guide should be brought to the VP Finance's, Administrator or Ice Off Ice Operations attention promptly.**