

METCALFE DISTRICT HOCKEY ASSOCIATION

Email: president@metcalfejets.ca

Website: www.metcalfejets.ca

TEAM TREASURER MANUAL



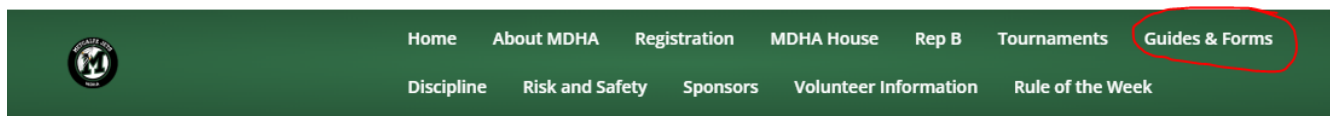
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Introduction

Welcome to minor hockey! Our organization runs on volunteers, and we want to make your role as team treasurer as seamless as possible.

On our website – there are some resources you may find helpful:



- Reminder: Must submit [this](#) and the [HEO Travel Permit](#) for approval
- [Initiation Fun Day Event Form](#) (pdf)

TEAM FORMS & GUIDES

- [MDHA House Team Official Manual 2021-22](#) (pdf)
- [MDHA - House League Manager Manual 2023-24](#) (pdf)
- [REP B MDHA Manual 21-22 - August](#) (pdf)
- [MDHA U7 TEAM OFFICIALS MANUAL 2021-22](#) (pdf)
- [Co-ed Locker/Dressing Room Procedure for U13 Levels and older](#) (pdf) **-NEW**
- [TeamSnap - Team Administration Guide](#) (pdf) **-NEW**

- [Game Sheet Label - Template](#) (Word)
- [MDHA Media and Website Consent Form](#) (Word)
- [Game Switch and Reschedule Process - House League](#) (PDF)
- [Metcalf Game Switch Request Form - House League](#) (Word)
- [Metcalf Game Reschedule Request Form - House League](#) (Word)
- [Game Swap and Reschedule Process - Rep B](#) (PDF)
- [Game Swap Template - Rep B](#) (Link to OBMHL)
- [Game Reschedule Template - Rep B](#) (Link to OBMHL)

- [2024-2025 Metcalfe Jets Sponsorship Letter](#) (PDF)
- [2024-2025 Canucks Sponsorship Letter](#) (PDF)
- [MDHA Sponsor Receipt - House League Teams](#) (Excel)
- [MDHA Sponsor Receipt - Rep B Teams](#) (Excel)
- [Team Budget Template](#) (Excel)
- [Team Budget Instructions](#) (PDF)
- [MDHA - Team Treasurer Manual 2023-24](#) (PDF)



- [Overage Player Request Form](#) (word)
- [HEO Policy 6.25 Certification Requirements](#) (PDF)
- [Banners and Pennants Instructions](#) (PDF)
- [Banner & Pennants Application](#) (Word)
- [Parent Contract for Team Jersey Rental](#) (PDF)
- [HEO - Private Operator Policy](#) (PDF)

Team Treasurer Responsibilities

The team treasurer must be voted in at the beginning of the season. This typically occurs during the first parent meeting of the season once the team has been established. Of course, since you're reading this, you probably are already aware of that.

The Team Treasurer is responsible for the following:

- Contact MDHA Treasurer (treasurer@metcalfejets.ca) to gain access to team bank account and email address – **this is to be done ASAP to ensure that budgets and team fees can be completed & collected as early as possible**
- Draft a team budget (to be agreed upon and voted in by the team)
- Send the approved team budget to the MDHA Treasurer no later than October 15th each hockey season
- Ensure team fees are collected no later than the end of October each year
- Work with the manager to assist in any team fundraising efforts and provide an accounting of the money raised.
- Pay for team expenses
- Send the final budget to the MDHA Treasurer no later than April 30th each hockey season

Don't worry. We're going to walk you through all this.

The Warm Up

At the beginning of the season, the coach will hold a parent meeting to discuss their expectations. This is likely when you were voted as treasurer. Congratulations!

New this season – MDHA has bank accounts & email addresses for all teams hosted under and affiliated by MDHA. **YOU MUST CONTACT THE MDHA TREASURER** (treasurer@metcalfejets.ca) to gain access to these accounts and get the operating policies and procedures. This should be done ASAP, as it takes time, and it will be needed to start collecting team fees!

Once access is given, ensure you can login in and are familiarized with the platforms. If you have any questions, the MDHA Treasurer is there to help. You are not alone! They will be there to support you with whatever you need to ensure policies & procedures are followed and you have a successful season!

To reiterate – the bank accounts & email addresses belong to MDHA. Access rights are granted for one season at a time. If misconduct is displayed and/or policies & procedures are not followed – MDHA reserves the right to remove access and deny volunteering for treasurer positions in the future!

During the parent meeting at the beginning of the season, the team should have voted on team fees for the season. This amount, in addition to any fundraising estimates, acts as a starting budget for the year. Here's an example of a team budget to start you off.

BUDGET SHEET - Breakdown			
Team			
Period Covering: September 2022-2023			
START BALANCE: \$ -			
REVENUE	Estimated	Actual	Description / Justification
1 Team Fees	3750.00	0.00	
2 Fundraiser #1	1000.00	0.00	
3 Fundraiser #2	1000.00	0.00	
4 Sponsorship	500.00	0.00	
5 Sponsorship	500.00	0.00	
	0.00	0.00	
TOTAL REVENUE:	6750.00	\$ -	
EXPENSES	Estimated	Actual	Description / Justification
Games / Practices			
1 Extra Ice	1000.00	0.00	
2 Player Development	500.00	0.00	
3 Goalie Development	500.00	0.00	
	0.00	0.00	
Sub Total	2000.00	0.00	
Events / Tournaments - Away			
1 Away Tournament	1200.00	0.00	
2	0.00	0.00	
3	0.00	0.00	
	0.00	0.00	
Sub Total	1200.00	0.00	
Events / Tournaments - Home			
1 Local Tournament #1	1000.00	0.00	
2 Local Tournament #2	1000.00	0.00	
3	0.00	0.00	
	0.00	0.00	
Sub Total	2000.00	0.00	
General Operations			
1 Bank Account Fees	50.00	0.00	
2 Christmas Party	500.00	0.00	
3 End of Year Party	500.00	0.00	
	0.00	0.00	
Sub Total	1050.00	0.00	
Misc. Payments			
1	0.00	0.00	
2	0.00	0.00	
3	0.00	0.00	
	0.00	0.00	
Sub Total	0.00	0.00	
TOTAL EXPENSES:	6250.00	\$ -	
END BALANCE: \$ -			
Treasurer Signature:			
Parent Signature:			

The team budget needs to be submitted to the MDHA Treasurer
(treasurer@metcalfejets.ca) before October 15th.

A blank template is available on our website.

First Period: Collecting the Cash

Now that we have things set up, it's time to start bringing in money!

Collecting Team Fees

The easiest way to collect team fees is by having parents e-transfer the funds to the team (using the team email address provided to you). **Note: it is recommended that in the memo/description field the name of the player the funds are for is entered– so it is easy to keep track of who has paid, and who has an outstanding balance!

Please keep in mind that there is a \$350 maximum for team fees for House League.

Fundraising

If this is your very first time with hockey, you need to know that there is a good chance that team fees won't cover all the tournament costs right up front. Which is where fundraising and sponsorship money comes in.

Depending on your team manager, they will appreciate help with organizing and running any fundraising. The team should decide on what fundraising they want to do (and boy, do we have a list for you, see Appendix A), and then it's a matter of setting a deadline and running it. Talk to other teams, see what they're doing or what has worked for them in the past. Then run the fundraiser, collect the money.

Sponsorship

We are very fortunate in Metcalfe to have many small business operators who support hockey teams. It's worth the time to send an email out to your team with the sponsorship letter attached and ask parents to put it out to their network.

Important Note: Sponsorship money must be spent in the season. It cannot be disbursed to parents at the end of the season.

At this point, your revenue part is mostly done.

Second Period: Paying the Expenses

Reimbursements

It will be best to submit all payments via e-transfer – whether it's paying a vendor directly or reimbursing for an expense paid by the coaching staff.

****For financial due diligence, payments made on behalf of the team should either be paid up front from the team account or by the coach or manager (and submitted to you for reimbursement). All team expenses MUST go thru the coach and/or team manager for approval!**

****ALL INVOICES NEED TO BE SENT & STORED IN THE TEAM EMAIL ADDRESS** – this is to ensure our financial due diligence, storage of financial transaction records.

Tournaments

If it isn't discussed at the first parent meeting, a decision regarding which tournaments to sign up for will need to be made. Usually this is decided on by the coach and manager and you just need to worry about reimbursing whoever has paid for it on the team's behalf.

If you need to pay the tournament directly the information should be provided to you by the coach as registration for the tournament is required at the time of payment.

Hall Rentals

One last note about expenses: For any team party hall rentals, please send a request to our secretary (secretary@metcalfejets.ca) with the date, start and end times you would like and for what hall. Our association can book some City of Ottawa halls for a discounted price. This booking will go on the MDHA account, at which time the MDHA Treasurer will be responsible for paying. You will need to coordinate with the MDHA Treasurer to ensure you pay MDHA for the hall from the team account.

If you book halls on your own, these cannot be charged to the MDHA account for non-profit pricing, and you will need to pay these yourself.

End Of Year Parties

Don't leave planning this until the last minute! There are deadlines for closing out the season. If you wait too long, you may not be able to schedule something in time! In previous years there were a lot of leniencies for when the team accounts & season can be finalized. This puts strain on the MDHA Treasurer to complete deadlines and requirements.

START PLANNING FOR THIS EARLY! SUGGESTION – IF NOT BEFORE, LATEST BY MARCH BREAK!

Third Period: Closing Out the Season

THIS SHOULD BE STARTED APRIL 1, 2025 – with playoffs and such, you may not be ready to close out the season, but you can get started!

All right! You survived the season! Congratulations to you.

Now that the season is done, there are a few things left to do. You've got this.

THIS IS VERY IMPORTANT, MAKE SURE THIS IS CLEAR TO COACHES & MANAGERS!

>> MDHA'S FINANCIAL REPORTING PERIOD ENDS OF APRIL 30TH EACH YEAR!

>> ALL TEAM ACTIVITIES & FINANCIALS MUST BE COMPLETED BY THIS DATE. BANK ACCOUNTS MUST HAVE A \$0 BALANCE AS WELL.

>> ACCESS TO TEAM ACCOUNTS (BANK AND EMAIL) WILL REMOVED ON MAY 1ST OF EACH YEAR. IF THERE ARE ANY FUNDS LEFT IN THE ACCOUNT AT THIS TIME, THE FUNDS WILL AUTOMATICALLY BE DONATED TO MDHA.

****EXCEPTIONS CAN BE GIVEN FOR UP TO 10 DAYS AFTER THE APRIL 30TH DEADLINE, BUT COMMUNICATION PRIOR TO APRIL 15TH AS TO WHY THE SEASON CANNOT BE FINALIZED BY APRIL 30TH NEEDS TO BE GIVEN. IT WILL BE AT THE DISCRETION OF THE MDHA TREASURER WHETHER TO EXTEND ACCESS PAST APRIL 30TH!**

****note – trying to find time for an end of year party does not constitute a good reason – there is plenty of time to organize this, and this will not be an acceptable reason for delay.**

Final Expenses

Do one last sweep with your coaches and manager to ensure that everyone has been reimbursed for all team expenses.

Team Fee Reimbursement

Once you have all the expenses paid out, you want to make sure that you have used all the sponsorship money. Sponsorship money cannot be disbursed to parents.

Then it's a simple matter of sending any unused team fees back to parents (funds left in account divided by number of players on the team). E-transfer is the best way to do reimburse parents! It is recommended that you confirm the parent's email addresses before doing this! Things can change throughout the season & communication doesn't always reach you!

Note: Some teams choose to donate leftover money to the [MDHA Financial Assistance Fund](#) or to the MDHA Bursary Fund. These are wonderful, much appreciated gestures that you can put out to your team to vote on.

Last Step

Once all expenses are finalized, and the bank account is at \$0, you are almost done!

Please email the MDHA Treasurer (treasurer@metcalfejets.ca) two things:

- a) The final budget vs actuals for your season. You'll notice when you do your budget at the beginning of the year that there is a column for estimates and one for actuals. It's a simple matter of filling out the actual column.
- b) Note how the balance of funds in the team account were handled at the end of the season – whether they were paid back to parents or donated to MDHA.
 - a. If given back to parents, indicated how much per parent was reimbursed to ensure this matches up with the bank transactions
 - b. ***What we don't want to see is the bulk of the money transferred out of the account to someone associated with the team to do the***

disbursement later. This leaves the people associated with the team at risk of questioning their financial ethics.

Conclusion: Some Final Notes

When it comes to money, people don't "trust" anyone – communication and proof is what gives people peace of mind! Keep all receipts and proof of communication! Store all of this in the team email address you have been provided. This belongs to MDHA and the information is stored and archived each season, so we can go back to reference anything needed! It will go a long way if anyone questions you or the coach/manager.

This manual is meant to help guide you with proper policies and procedures. If you follow it, you will be successful, and no one will question the financial ethics of the team! If you are in doubt, your MDHA Treasurer is here to support you. Use their guidance and follow their instructions, and there should not be any issues!

You did it! Your season is done.

Thank you for all your help this year. While you may not be on the ice, acting as Team Treasurer has an impact on how the season runs. You've helped your coach, your team manager and the association to make sure that the kids get to play hockey.

See you at the rink next season!

Appendix A: The Fundraising List

This is an ongoing collection of ideas. Depending on your team's needs, and how enthusiastic your parents are, some fundraisers will be better suited than others. Pick what appeals, ignore the rest.

- [Little Caesars Pizza](#) fundraiser: This has been popular, the key is to ensure that not many other teams have started one already. There is a level of market saturation at play here. But if there is only a couple other teams running this, or not a lot of overlap, it's a good solid option. And also: pizza.
- Bottle Drive: Set the date, and get the players involved. Have parents put it out there and collect empties. Then take them into the Beer Store and voila, team funds! This one is a bit more involved in terms of effort, but it can be worth it.
- Wine Survivor....this one is a little more complicated.
 - You sell buy-ins to participants. They fill out a ballot with their name and email address and supply a bottle of wine (or booze...you don't have to limit it to wine if you don't want to) and ensure they know to watch their emails for the start.
 - The person running the game has a list of names and contact emails. On the first day of Survivor, they randomly draw three names. Those people then have 24 hours to buy back in, or be kicked out of the game. There is only one buy back per entry.
 - Every day another three names is picked until you're down to your final three.
 - Then the event organizer picks a name for third place, one for second and the grand prize winner. The prizes are as follows (though adjust as you want)
 - First prize: 50% of the wine collected

- Second prize: 35% of the wine collected
- Third prize: 15% of the wine collected.

For this one, the buy in can be as low as you like, but \$5-\$10 is reasonable.

- Gift Card raffle: Each player donates a gift card (set a minimum for this...typically \$20- \$25) and then players sell tickets for the draw. Depending on how many tickets sold, you can divide it into two draws, a first and second place or all one draw. This one works best if done before the Christmas shopping season really gets underway. Hold the draw and the player who sold the ticket can get the gift cards to the winner. Ta-da.

- Grand in Your Hand raffle: Sell raffle tickets for \$10 each. At a predetermined draw date, draw a ticket. The winner gets \$1000, the team gets the rest. In order to do this, you may need to set a minimum number of tickets sold.