



GIRLS HOCKEY CALGARY ASSOCIATION (GHC)

Great Plains Recreational Facility
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Good Day GHC Team Treasurers,

Instead of a meeting this year I thought it would be more efficient to send out an email to help you prepare for the upcoming season.

First, I want to take the time to Thank You all for volunteering this season. The success of GHC is driven off the countless hours put in by volunteers like yourselves. Thanks!

Resources

If this is your first season volunteering as a team treasurer, there are several resources on the GHC website. The resources are available on the GHC website in [the Manager's section under Resources](#). (Please note: the Handbook is currently being updated and will be available once the updates are complete)

FINANCIAL RESOURCES

Team Treasurer Handbook

Each team is responsible for its own financial operations. All teams are required to have a Team Treasurer, whose duties will be outlined in the Financial Guidelines. The team treasurer will be responsible for maintaining a team bank account and budget. This person should have at minimum a basic understanding of accounting.

Team Budget Template

A budget will include cash calls, fundraising, donations and sponsorship. Expenses typically include tournament entry fees, team-building, player development, practice jerseys, exhibition games and bank fees. The treasurer should keep all the receipts until the season has concluded.

- [Minor Hockey Budget Sheet](#)
- [Minor Hockey Budget Sheet Instructions](#)
- [Expense Report Template](#)

Treasurer Responsibilities

Here are the main responsibilities for the team treasurer:

- The Team Treasurer is responsible for the protection and maintenance of the team funds
- The Team Treasurer is responsible for working with the team to create and seek approval of the team budget
- The Team Treasurer is responsible for the maintenance of all financial records relating to the team funds
- The Team Treasurer is responsible for communicating financial updates to the parents
- The Team Treasurer is responsible for completing a final reconciliation of the financial results at the end of the season.
- All parents within the team should hold the Team Treasurer accountable for the safekeeping and proper use of these funds
- GHC is here to support both the Team Treasurer and the parents. But GHC is not responsible for any of the funds

Banking

Due to the continuous growth of GHC and the banking frustrations over the past years, the GHC Board has changed its requirements for Community teams' banking. This season Community team treasurers will not be required to set up a bank account with Scotiabank through GHC.

Instead, each team will choose their own banking institution. This account must be set up separately from any personal banking accounts. All teams will be supplied with a Letter of Direction from GHC to take to the bank to set up the team account.

Once the account is set up, you are required to acknowledge that you have set up a separate account for your team and that you take full responsibility for the team funds. This will include entering the banking institution where your team account is set up and the email address being used for auto deposit into the [Bank Account Confirmation Form](#).

Finally, it is critical to remind you all that the funds collected by your teams are not associated with GHC and GHC is not responsible for the proper management of these funds.

Budgets

As noted above the treasurer is responsible for working with the families within the team to create a budget for the season. Budget templates are provided on the website as noted above.

All budgets must be approved by a vote from the parents within the team, and the budget vote requires a minimum of 75% approval to pass.

Team budgets should include all costs expected to be incurred throughout the season. Examples of costs may include, but are not limited to the following:

- Additional ice times
- Tournament Fees
- Team equipment/apparel/practice jerseys
- Social Events
- Travel Costs
- Player Development
- Year End Gifts
- Bank Fees

The GHC Board highly recommends oversight and good judgement from the parents, team manager, and team treasurer when establishing and approving the budget.

Cash Calls

As part of the team budget there may be a request for families to pay a cash call. All cash calls must be included in the budget as part of the approval process.

The team treasurer and manager should work directly with any and all families who may not have the financial means to pay the cash call. The purpose is to find other opportunities for these families to contribute to the team budget. Options could be installments or other additional fundraising opportunities. It is important that the team works together to make the season fun for all players.

As there have been issues in previous seasons relating to cash calls, this season if your team approves a cash call for greater than \$250/family, and you do not receive 100% approval for the budget, then you

as the treasurer will be required to submit your budget to myself (treasurer@girlshockeycalgary.com) and the VP Off Ice (off-ice@girlshockeycalgary.com).

Team Fundraising

Team fundraising is a great opportunity to help cover costs for the team and reduce the size of the cash call. Again, team fundraising must be included for approval in the team budget.

Different fundraising opportunities include, but are not limited to the following:

- Silent Auctions
- Bottle Drives
- Fundraising Sales
- Raffles
- Sponsorships/Donations

AGLC (Alberta Gaming, Liquor, and Cannabis Commission)

All fundraising raffles are required to operate as a proper licensed raffle as per the AGLC, and all licenses must be obtained through the AGLC.

All license applications must include "Girls Hockey Calgary - Team Name". If you choose to setup a raffle this season you must e-mail myself and Jacqui (admin@girlshockeycalgary.com) with the details of your raffle and AGLC application.

ALGC has strict guidelines and rules relating to any licensed raffles, including record keeping and reporting.

The misuse or failure to comply with AGLC rules could seriously jeopardize GHC's status with the AGLC and future fundraising done at the association level.

Financial Records

As noted above, it is the responsibility of the team treasurer to keep and maintain all financial records including receipts for all payments. In addition, it is the responsibility of the team treasurer to communicate financial updates to the team throughout the season, including actual to budget variances.

Any parent or guardian associated with the team and/or a GHC Board can request a full copy of the team financial records at any time. Once the request has been submitted the team treasurer has 7 days to provide the full copy of the records.

End of Season

At the end of the season the team treasurer is required to complete a final reconciliation of the bank account and communicate it to the team for review.

If there are remaining funds in the team account at the end of the season, with approval from the parents of the team the funds can be split in the following ways:

- Refunded (on a pro-rata basis) back to the families (may not exceed original cash call from the parents)
- Donate the funds to the GHC Family Assistance Fund
- Donate the funds to another charitable organization

Again, we want to Thank You all for volunteering this season as the team treasurer. The GHC Board and I are here to support you throughout the season so please reach out if you have any questions or concerns.

Thanks,

Jarid



Jarid Poissant
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