



Financial Policies

Team Budget

Responsibilities

Team Manager, under the direction of the Head Coach, is responsible to create, manage and report team budgets.

Head Coach: will review and authorize all team budget expenditures

Treasurer: Will manage the team bank account in conjunction with the team manager.

Bank Account

The team can use any financial institution to setup a bank account; however, personal accounts cannot be used. Each account must be issued in the name of the team and there must be two signatures on every cheque. Please contact the VP of Finance (FinanceVP@tasa.ca) to obtain a letter authorizing the opening of the account.

Parent Contribution

A parent contribution may be collected to help pay for team expenses. The maximum total is \$300 per player. Corporate contributions cannot be considered parent contributions for the purpose of refunds. All non-personal contributions are considered fundraised funds. Additional parent contributions may be requested/required at a later date.

Budget template and submission

Teams are to use the provided budget template (Found under Frequently Used Team Forms on the TASA website). Budgets are to be submitted to the finance VP and division VP, but the set date given at the team managers meeting. Failure to submit by set date can result in all practice times, travel permits

and/or exhibition game permits being immediately rescinded and/or not issued until such time as it is received.

A mid season date will be set at team managers meeting to provide an interim financial statement to the Finance VP and the Division VP.

A final due date will be set at team managers meeting for year end financials to be submitted to Finance VP and Division VP.

Team Budget limits

Team	Base Budget	Competitive fees	Max non-parent expenses	Maximum Total Budget
U18AA &U18A (No NPC)	\$ 23,000.00	\$ 7,220.00	N/A	\$ 30,220.00
U18AA, &U18A (1 NPC)	\$ 23,000.00	\$ 7,220.00	\$ 3,000.00	\$ 33,220.00
U18AA, U18A and U18B (2 or more NPC)	\$ 23,000.00	\$ 7,220.00	\$ 5,000.00	\$ 35,220.00
U15AA, U15A and U13AAA (No NPC)	\$ 23,000.00	\$ 6,460.00	N/A	\$ 29,460.00
U15AA, U15A and U13AAA (1 NPC)	\$ 23,000.00	\$ 6,460.00	\$ 3,000.00	\$ 32,460.00
U15AA, U15A and U13AAA (2 or more NPC)	\$ 23,000.00	\$ 6,460.00	\$ 5,000.00	\$ 34,460.00
All other teams (No NPC and excluding U9 and U7)	\$ 20,000.00	\$ 3,485.00	N/A	\$ 23,485.00
All other teams (1 NPC and excluding U9 and U7)	\$ 20,000.00	\$ 3,485.00	\$ 2,000.00	\$ 25,485.00
All other teams (2 or more NPC and excluding U9 and U7)	\$ 20,000.00	\$ 3,485.00	\$ 4,000.00	\$ 27,485.00
U9 teams	\$ 17,000.00	N/A	N/A	\$ 17,000.00

1 - NPC – Non Parent Coach

2 – Budget assumes 17 players (U18 assumes 19 players); actual will be based on actual number of players to a maximum of 17 players (19 players for u18)

Please note: Competitive Fees are per player NOT by team. The cost is **\$380 per player** for U18AA, U18A, U15AA, U15A &U13AAA. All other competitive teams are **\$205 per player**.

Expenditures

Teams must use the funds appropriately and follow the approved expenditures. Any expenditure not on the list is to be considered NOT APPROVED until written approval is received from the VP of Finance.

Direct parent contributions are team funds which are sourced from the parents' personal funds themselves. Fundraised Money Approved Expenditure List The following are the approved expenditures for fundraised money:

- Team tournament entrance registration fees
- Non-parent coach expenses
 - o The cost of one hotel/motel room (per pair of coaches) for coaching staff at an away tournament – only if the coach is a not a parent of a player on the team.
 - o The cost of gas and/or tolls for the non-parent coach to attend an away tournament
 - o The cost of meals to a maximum of \$75 per day, excluding any alcohol, for the nonparent coaching staff at an away tournament. Note that receipts are to be submitted to the team manager prior to reimbursement. There is to be no cash exchange.
 - o The total cost per non-parent coach shall not exceed \$3,000 per year
- Ice costs – both billed by TASA and any other used by the team for development or exhibition games.
- Dry-land training – as defined as a team development program. This program is for a progressive form of development that will directly benefit the on ice performance of the players
- TASA competitive fees
- Timekeepers & referees for exhibition games
- Reasonable team equipment items (e.g. pylons, pucks, first aid kits)
- Name bars, hockey socks, practice jerseys
- Expenses required for fundraising actives (e.g. 50/50 home game tickets, sponsor bars)
- Team building events not to exceed \$750 (e.g. team dinners while away on tournaments).
- Year end party not to exceed \$1000
- Volunteer fees (e.g. CRC, coach bench fee/course fees for extra bench staff)
- Team administration expenses (e.g. bank fees, game sheet stickers). Be aware that alcohol and lottery tickets are NOT covered as an expense and the Association does not endorse the use of them as prizes for fundraising as they are illegal as per the Alcohol and Gaming Authority Act. Teams choosing to do so can be charged and TASA will not assume any responsibly.

The purchase of personal items (e.g. clothing, water bottles, photobooks, tickets to sporting events, etc) are not to be included in the team budget and cannot be purchased from fundraised or parent contributions. These items may be purchased on a voluntary basis by parents as a group outside of the team budget process.