

TASA TEAM BUDGET AND FUNDRAISING GUIDELINES

Updated October 1, 2019

Responsibility

The Team Manager, under the direction of the Head Coach, is responsible to create, manage and report team budgets. The Head Coach will review and authorize all team budget expenditures and ensure all TASA Budget policies are followed.

Bank Accounts

The Team Manager is able to 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**.

TASA recommends team accounts be opened at the Credit Union in Tantallon which provides team with excellent service and reasonable fees.

Parent Contribution

It should be noted that there are a number of expenses due early in the season and there may be a lag between the time bills must be paid and when money from fundraising is received. It may be helpful if parents make an initial contribution to assist with covering these expenses. This will eliminate a single person from carrying any financial burden. After completion of fundraising and with the parents agreement of the budget, parents may be reimbursed for this initial contribution. The parent contribution should be discussed as part of the budget discussions.

A parent contribution is defined as a personal financial contribution to a team's budget made directly from a family. Corporate contributions cannot be considered parent contributions for the purpose of refunds. All non-personal contributions are considered fundraised funds.

Teams are permitted to request a maximum initial parent contribution of \$200. Additional parent contributions may be requested/required at a later date, depending on the budget and fundraising outcomes. Again, this must be discussed as a team.

Important Dates

All teams are required to submit team budgets to their respective VP and the Controller (controller@tasa.ca) for TASA. The Controller will review all of the budgets and discuss with the VP of Finance.

October 31st – Budgets are to be submitted by email in the approved format (found on the website (http://tasa.ca/page.php?page_id=10639)). If a submission is received that is not in the approved format, it will be returned. Failure to submit the initial budget by October 31st could result in all practice times, travel permits and/or exhibition game permits being immediately rescinded and/or not issued until such time as it is received.

January 15th – Interim financial statement with Projected Year end Balances. You must include copies of your bank statements up to December 31st with this submission.

April 15th – A final financial statement must be submitted. Parent contributions that are to be returned **cannot** be until the final approval is given by the respective VP and VP Finance.

Team Fundraising Limitations – Strictly Enforced

Team ^[1]	Base Budget	Competitive Fees ^[2]	Max Non-Parent Expenses	Maximum Total Budget
Midget (Coach has a child on Team)	\$ 23,000	\$ 7,220	N/A	\$ 30,220
Midget (1NPC)	\$ 23,000	\$ 7,220	\$ 2,000	\$ 32,220
Midget (2 or more NPC's)	\$ 23,000	\$ 7,220	\$ 4,000	\$ 34,220
Bantam AA (Coach has a child on Team)	\$ 23,000	\$ 6,460	N/A	\$ 29,460
Bantam AA (1NPC)	\$ 23,000	\$ 6,460	\$ 2,000	\$ 31,460
Bantam AA (2 or more NPCs)	\$ 23,000	\$ 6,460	\$ 4,000	\$ 33,460
All other teams (Coach has a child on Team)	\$ 20,000	\$ 3,485	N/A	\$ 23,485
All other Teams (1 NPC)	\$ 20,000	\$ 3,485	\$ 2,000	\$ 25,485
All other Teams (2 or more NPCs)	\$ 20,000	\$ 3,485	\$ 4,000	\$ 27,485
Novice Teams	\$ 17,000	N/A	N/A	\$ 17,000

^[1] NPC is Non Parent Coach

^[2] Budget assumes 17 players (midget assumes 19 players)

Fundraising Guidelines

TASA encourages fundraising as an effective tool to lessen the financial burden for families who participate in hockey. All teams and participants shall support any fundraising events promoted by the TASA Minor Hockey Association and each will have a responsibility to project a positive image of the team, our Association and Minor Hockey. Funds for team use are available through parent contributions, direct or indirect, and fundraising activities. The following guidelines for fundraising activities **must** be adhered to:

- All fundraising programs must be included in the team budget and approved by the teams' Head Coach **and** the Parents/Guardians. Permission to undertake fundraising cannot be withheld without cause. Once a budget is approved, additional fundraising cannot be undertaken without the written approval of the VP of Finance.
- All forms of sponsorship are considered fundraised money, even if the parent owns the company.
- All fundraising programs must be well supervised and controlled.

- Team management is responsible for ensuring that the Association Guidelines and Municipal bylaws are followed.
- The TASA Executive has the right to verify the monies earned through any of these initiatives.
- The President and Division VP must be advised by email of special events outside of rinks, such as public fundraising, in order that HNS be advised. This is to ensure that all requirements of Hockey Canada and HNS insurance requirements are met.

Budgets

The proposed budget is to be delivered to the Controller of TASA no later than October 31st. This is the first budget of the new hockey season which provides projected income sources required to cover the expenses to run the team for the new year. Care should be taken to ensure that only the amount of money needed to run a team is raised. In the event that teams are left with surplus funds at the end of the season, these funds **must** be returned to the Association. Once the budget is approved, Columns D through F **cannot** be changed unless permission is given by the Executive.

Teams cannot add any fundraisers or sponsorships to future budgets without permission from the Executive after December 1st

The interim budget is due no later than January 15th. This is the second budget which represents the team's financial activities up to and including this date. The submission must include your bank statements up to December 31st. Column G of the spreadsheet should represent the actuals as they are at your submission. Column I, the January 15th Forecast, should be a forecast of where the team will end as of the April 15th submission.

If these budgets are not received on time, all travel/exhibition permits will be withheld until they are received

Final budgets are to be submitted to the Controller no later than April 15th. Parent contributions cannot be returned until approved by the VP of Finance.

Fundraised Money

Fundraised money is defined as all funds other than parental contributions. For example, a bottle drive, auction 50/50 home game, and any form of income or tangible items. If you are unsure whether funds or a tangible item is considered fundraised, it is the Team's responsibility to contact the VP Finance for clarification.

Once a budget is determined and agreed upon by the Head Coach and the Parents/Guardians, the treasurer will communicate the responsibility of each parent towards fundraising. A parent who raises funds in excess of parental contribution obligation cannot get an additional refund.

Each parent obligation is calculated as follows:

Total Budget – Team Fundraiser Amounts) / # of Players

The following guidelines for fundraising activities must be adhered to:

- The activities must be included in the team budget which is approved the team Head Coach and the parents/guardians. In the case of disagreement, regarding activates, parent majority vote decides.
- All actives must be well supervised and controlled
- The TASA executive has the right to audit records and verify amounts at any time. All receipts and bank records must be provided within 48 hours of the request.
- With respect to the use of fundraised monies, versus those contributed by parents, the following principle has been applied:
 - Parent contributions should be considered an advance to the team. Team expenses may be sourced from parent contributions if the team agrees to reduce fundraising activites or fundraising goals are not achieved. Otherwise parent contributions should be returned at the end of the year.
 - Expenditures in support of approved team activities may be sourced from fundraised revenues

The following is a list of expenditures, along with any applicable limits that are approved used for fundraised money. Any expenditure not on the list is to be considered to be **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. Away tournaments that require additional financial commitment are to be approved by the Executive on a spate budget (i.e. Out of Province Tournament).

Fundraised Money Approved Expenditure List

The following are the approved expenditures for fundraised money:

- Team tournament entrance registration fees
- Non-parent coach expenses
 - 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.
 - The cost of gas and/or tolls for the non-parent coach to attend an away tournament
 - The cost of meals to a maximum of \$50 per day, excluding any alcohol, for the non-parent 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.
 - The total cost per non-parent coach shall not exceed \$2,000 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 activities (e.g. 50/50 home game tickets, sponsor bars)
- Team building events not to exceed \$500 (e.g. team dinners while away on tournaments).
- Year end party not to exceed \$500
- 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 responsibility.

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.

Suggestions for Fundraising

- Auctions – ensure you book a date early
- Raffles – if selling tickets at the mall, they may ask for proof of insurance; when selling raffle tickets (including 50/50) any time there is a prize, a lottery license is required to be obtained from the Nova Scotia Alcohol and Gaming Commission with the license number appearing on the tickets.