

**Nepean Ringette Association
Team Finances and Fundraising Policy**

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Nepean Ringette Association

Team Finances and Fundraising Policy

Approved by the 2015-2016 Nepean Ringette Association Executive

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Policy Statement

As a not-for-profit organization, the Nepean Ringette Association (NRA) will be subject to the Ontario Not-for-Profit Corporations Act, 2010, when it comes into effect. Our teams' financial operations must comply with this Act. In addition, the Association's team budgets shall operate within a spending cap set by the Executive of the Association. This policy replaces NRA's Team Finances Policy and NRA's Team Fundraising Policy. This policy is reviewed every two years so that the team budget caps reflect current costs.

Purpose

This policy exists to help teams in the Association to comply with the law and to promote financial accountability and responsibility in team finances.

Application

This policy applies to all teams up to and including the U19 level in the Nepean Ringette Association.

Policy Requirements

All members of the Nepean Ringette Association, including players, parents, coaching staff and other volunteers, shall abide by the team finances and fundraising regulations, as described in this document, when planning team budgets, collecting team funds, fundraising and dispersing team funds.

Setting the Team Budget

The NRA has established caps on team fees that may be charged for competitive and recreational teams. A team shall keep the team budget within the limits that apply to the type of team: U8, U9 and U10 teams; U12 and up recreational teams; U12 provincial teams; U14 and up A teams; U14 and up AA teams. A team's budget shall never project a surplus.

Budget limitations for recreational teams

Proposed draft budgets for recreational and competitive teams are attached as Appendix A and B. Budgets for recreational teams shall not exceed \$200 per player for U8, U9 and U10 level teams or \$265 per player for all other recreational teams. (Refer to Appendix A for sample recreational budgets.) No recreational team shall require team members to pay more than these amounts per player without specific written authorization from the NRA treasurer.

Budget limitations for competitive teams

Competitive teams have higher associated expenses, which impose greater funding requirements on team members. Recommended sample budgets for competitive teams are included in Appendix B. The team treasurer shall keep team expenses to only what is necessary. No competitive team shall require team members to contribute team fees above the levels set in the table below. No team shall forecast a budget with expenses larger than the thresholds below. Any team wishing to go above either of these limits shall get written authorization from the Nepean Ringette Association treasurer. For any competitive team that intends to proceed

to Nationals or Easterns, that team's treasurer shall prepare an additional team budget for that event that is not limited by the values in the table below.

	A		AA	
	Parent coaches	Non-parent Coaches	Parent coaches	Non-parent Coaches
Sample Team Budget	\$7,890	\$10,140	\$9,175	\$11,425
Maximum Team Budget	\$9,500	\$11,700	\$10,750	\$13,000

Once a team treasurer has prepared a proposed budget with input from the head coach and manager, the team treasurer shall present it to the parents or guardians of team members for comment and approval. Once the team approves the budget, with 75% of the parents of players supporting the budget, the team treasurer shall email the Association treasurer to alert the Association treasurer that the budget is prepared and approved.

Here are some additional things to note:

- The team treasurer shall prepare the team budget using the template for the team budget that is on the team's NRA webpage. The team members and the Association treasurer have password-protected access to the team's budget at all times.
- A team can budget for a maximum of hotel rooms on out-of-town tournaments for non-parent coaches and coaches in training. To cover the cost of more than two hotels rooms for coaches for an out-of-town event, at least 75% of parents of team members and the NRA Board shall approve it.
- The NRA will reimburse a competitive team with non-parent coaches up to \$250 per coach, to a maximum of two coaches, if certain conditions are met. Use the Developmental Coach Reimbursement Form to apply for the rebate.
- For Nationals or Easterns, the ORA will invoice the NRA, not the team, and the team will reimburse the NRA for these tournaments, if they participate in the tournament. This allows the team to delay collecting funds for these tentative tournaments and gives the

team time to either fundraise or collect team fees to cover cost when the team is accepted into the tournament.

Collecting team fees, fundraising and getting sponsorships

Based on the planned expenses in the approved team budget, the team treasurer shall collect team fees of an equal amount from each team member to provide operating funds for the team. A team may also pay for operating expenses with sponsorship money and revenue from fundraising.

Any funds left over at the end of the season shall not be refunded to the players. For this reason, the treasurer must not overcharge players for team fees or authorize excessive fundraising. The team treasurer shall frequently monitor the status of the team budget to collect funds that cover expenses without leaving any surplus. Any leftover funds can be used in the following ways:

- To pay for additional team expenses, such as year-end gifts or team parties
- To give to a registered charity
- To give to the Nepean Ringette Association

Collecting team fees

The following regulations apply to collecting team fees:

- Every team shall select a team treasurer and another adult as a second signatory on the team bank account. The signatories may not include any of the team coaches or the spouse of a coach, and may not be members of the same household.
- The team treasurer shall issue cash receipts for all cash received. A cash receipt includes the date, who the money is from, what the money is for and the dollar amount.
- All team members shall share equally in the payment of team fees. Revenues generated by sponsorship or fundraising may not be used to lower any team member's individual liability at a rate different from any other team member. All team members shall share these revenues equally to reduce liability.

- The team treasurer shall collect team fees in smaller increments, not in one lump sum fee early in the season. The association recommends collecting team fees in two or three increments throughout the season.

Fundraising for the team

Unless otherwise noted in this policy, NRA teams are free to undertake any lawful fundraising activity that the team members agree upon. For any activities requiring a government-issued license, including any raffles, the team shall only undertake that activity if they have a suitable license and if they conduct the activity in strict accordance with the terms of that license. Note that the Nepean Ringette Association does not have a municipal lottery license and has no plans to obtain one in the foreseeable future. For all practical purposes, this means that our teams cannot hold any sort of raffle, as the City of Ottawa does not appear to be willing to issue lottery licenses to individual teams.

The following additional regulations apply to fundraising:

- A team may fundraise in order to offset the operating expenses of the team.
- A team shall fundraise only to the approved maximum budget that applies to the team, less any sponsorship funds. Fundraising shall not exceed this amount.
- If the team agrees to fundraise to cover expenses, the team treasurer shall collect only partial team fees until after the fundraising events have finished. At no time shall anyone ask team members to both pay full team fees and to fundraise for the team.
- To conduct fundraising activities at events, such as tournaments, a team shall get permission from the event organizer
To conduct fundraising activities on private property, a team shall get permission from the owner or operator of that property or business.
- As part of the team's year-end financial report to the NRA treasurer, a team shall submit a report of all fundraising activity, including the date, location and nature of the activity and the amount of funds raised.

Getting sponsorships

The following regulations apply to team sponsorship:

- A team may seek team sponsorship. The team member who finds a sponsor shall follow this process:
 1. Fill out the **Team Sponsorship Form from** NRA.
 2. Submit the form to the NRA VP of Operations for approval.

3. Upon approval, collect the sponsorship money, and submit it to the team treasurer.

Responsibilities

Responsibilities of the Association treasurer

The Association treasurer does the following for team finances:

- Confirms that the team budget is within the budget limitations and to approve that budget
- Provides the team treasurer with a letter of authorization to present to the bank upon approval of the team budget
- Audits the team's account, as needed

Responsibilities of the team treasurer

The team treasurer does the following for team finances:

- Prepares the draft team budget using the NRA template for team budgets included on the team's NRA webpage, in conjunction with the head coach and the team manager
- Gets a minimum of 75% approval from the parents or guardians of team members for the budget and the desired amount of fundraising, if any
- Sends an email to the Association treasurer to say that the budget is finalized and approved by the parents' of team members.
- Upon the NRA treasurer approving the team budget and providing the team with a letter of authorization to the bank, sets up a separate bank account for team business.
 - This bank account must require two signatures and all of the signatures named on the account must be from different households.
- Collects team fees from team members in several installments
- Pays all legitimate and approved team expenses
- Keeps a ledger of all team income and expenses
- Provides the Association treasurer and team members with regular financial updates
- Disperses any residual funds in the team account, following the regulations in this policy
- Immediately closes the team bank account to avoid accruing additional bank fees
- Submits a complete financial report to the Association treasurer as soon as the season ends, including the following:
 - a summary of actual team fees, revenue, expenditures and the dispersing of any residual bank account balance

- a report of all fundraising activity, including the date, location and nature of the activity and the amount of funds raised

For a competitive team, the team treasurer fulfills these additional responsibilities:

- For competitive teams, prepares the draft post-provincial team budget, in conjunction with the head coach and the team manager
- Gets a minimum of 75% approval from the parents or guardians of team members for the intent to proceed to Nationals or Easterns and for the post-provincial team budget

Responsibilities of the parents of team members

The parents or guardians of team members do the following for team finances:

- Approve a team budget and a fundraising plan, if fundraising is desired
- Approve the intent to proceed to Nationals (AA level) or Easterns (A level)
- Contribute an equal share to cover the team's operating expenses by paying team fees and, if agreed upon, by participating in fundraising up to the amount agreed upon, based on a budget that is subject to the Nepean Ringette Association's budget caps

Monitoring/Contraventions

The Association treasurer monitors team finances. If a team does not follow this policy, the team treasurer, manager and head coach will be called to a hearing at the Association level. Based on the findings at the hearing, the Association may impose sanctions on the team or members of the team.

References

Appendix A: Sample budgets for recreational teams

Appendix B: Sample budgets for competitive teams

Developmental Coach Reimbursement Form

Team Sponsorship Form

Legislative and Administrative Authorities

Not-for-Profit Corporations Act, 2010, Ontario

Ontario Ringette Association

Enquiries

For more information on this policy, contact the Nepean Ringette Association treasurer.

Appendix A: Sample budgets for recreational teams

Basic budget for a recreational team – Asterisk (*) marks mandatory expenses

Expense Description	Estimated budget	Comments
Tournaments (3)		
Nepean Ringette Tournament*	\$550	
NCRRL Championship Tournament*	\$550	
Tournament #3	\$600	
Social and Gifts		
End of Year Gifts (Players and Coaches)	\$200	
Miscellaneous		
Equipment & Supplies	\$100	Some examples of this include labels, stamps, and envelopes. Also, a team may need a helmet for bench staff, clip boards, or other supplies.
Bank fees*	\$25	
Total Expenditures	\$2025	
Fee per player		
11 players	\$185	
12 players	\$170	
13 players	\$156	
14 players	\$145	
15 players	\$135	

Comments:

- U8-U10, U12 and C-level teams usually adopt a basic budget.
- At the beginning of the season, a team should discuss the number of tournaments and which tournaments the members would like to participate in.
- A recreational team is not required to attend any out of town tournaments.

Deluxe budget for a recreational team – Asterisk (*) marks mandatory expenses

Expense Description	Estimated budget	Comments
Tournaments (4)		
Nepean Ringette Tournament*	\$550	
NCRRL Championship Tournament*	\$550	
Tournament #3	\$600	
Tournament #4	\$600	
Extra Ice/Exhibition Games/Gym time/Refs	\$200	
Social and Gifts	\$300	
Team supplies for activities/crafts at icebreaker event or tournaments (\$50)		
End of Year Gifts (Players and Coaches) (\$250)		
Miscellaneous		
		Some examples of this include labels, stamps, and envelopes. Also, a team may need a helmet for bench staff, clip boards, or other supplies.
Equipment & Supplies	\$100	
Bank fees*	\$25	
Total Expenditures	\$2925	
Fee per player		
11 player	\$265	
12 players	\$245	
13 players	\$225	
14 players	\$210	
15 players	\$195	

Comments:

- U8-U10, U12 and C-level teams should usually adopt a basic budget.
- At the beginning of the season, a team should discuss the number of tournaments and which tournaments the members would like to participate in.
- A recreational team is not required to attend any out of town tournaments.

Appendix B: Sample budgets for competitive teams

Budget for a competitive team with parent coaches – Asterisk (*) marks mandatory expenses

Expense Description	Estimated budget	Comments
Tournaments (4)		
Nepean Ringette Tournament*	\$750 (A/PP) / \$800 (AA)	
Local Tournament*	\$850	
Away Tournament*	\$850	
Away Tournament*	\$850	
Provincial Costs		
Tournament Fees*	\$1600	For A teams, the NRA will pay the fee upfront. Teams that qualify for Provincials will reimburse the NRA.
Provincials Gala/ Opening ceremonies*	\$500	Variable cost depending on costume
Additional Training costs		
Extra Ice*	\$1300 (A/PP) / \$2400 (AA)	
Off Ice training	\$300	
Exhibition games / Refs	\$150	
Social and Gifts (optional)		
Team supplies for activities/crafts at icebreaker event or tournaments (\$100)	\$100	
End of Year Gifts (Players and Coaches) (\$300)	\$300	
Miscellaneous		
ORA fees*	\$105 (A/PP) / \$240 (AA)	
Equipment & Supplies	\$200	
Bank fees*	\$35	
Total Expenditures	\$7890 (A/PP) / \$9175 (AA)	
Fee per player		
11 players	\$717 (A/PP) / \$835 (AA)	
12 players	\$660 (A/PP) / \$765 (AA)	
13 players	\$610 (A/PP) / \$705 (AA)	
14 players	\$565 (A/PP) / \$655 (AA)	

Comments:

- For Nationals or Easterns, the ORA will invoice the NRA, and the team will reimburse the NRA. This gives time to either fundraise or collect team fees to cover cost.

Budget for a competitive team with one non-parent coach– Asterisk (*) marks mandatory expenses

Expense Description	Estimated budget	Comments
Tournaments (4)		
Nepean Ringette Tournament*	\$750 (A/PP) / \$800 (AA)	
Local Tournament*	\$850	
Away Tournament*	\$850	
Away Tournament*	\$850	
Provincial Costs		
Tournament Fees*	\$1600	For A teams, the NRA will pay the fee upfront. Teams that qualify for Provincials will reimburse the NRA.
Provincials Gala/ Opening ceremonies*	\$500	Variable cost depending on costume
Non-parent coach's expenses		
Hotels – 2 tournaments, Quebec, Provincials*	\$1650	11 nights @ \$150; 2 rooms booked and paid for by team manager
Meals – 2 tournaments, Quebec, Provincials*	\$600	
Social and Gifts (optional)		
Team supplies for activities/crafts at icebreaker event or tournaments (\$100)	\$100	
End of Year Gifts (Players and Coaches) (\$300)	\$300	
Miscellaneous		
ORA fees*	\$105 (A/PP) / \$240 (AA)	
Equipment & Supplies	\$200	
Bank fees*	\$35	
Total Expenditures	\$10 140 (A/PP) / \$11 425 (AA)	
Fee per player		
11 players	\$920 (A/PP) / \$1040 (AA)	
12 players	\$845 (A/PP) / \$950 (AA)	
13 players	\$780 (A/PP) / \$880 (AA)	
14 players	\$725 (A/PP) / \$820 (AA)	

Comments:

- A team can budget for a maximum of hotel rooms on out-of-town tournaments for non-parent coaches and coaches in training. To cover the cost of more than two hotels rooms for coaches for an out-of-town event, at least 75% of parents of team members and the NRA Board shall approve it.
- NRA will reimburse a competitive team with non-parent coaches up to \$250 per coach, to a maximum of two coaches, if certain conditions are met. Use the Developmental Coach

Reimbursement Form to apply for the rebate.

- For Nationals or Easterns, the ORA will invoice the NRA, and the team will reimburse the NRA. This gives time to either fundraise or collect team fees to cover cost.