

THE PAS MINOR HOCKEY ASSOCIATION
FINANCIAL POLICIES

Last revised May 3, 2017

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The Pas Minor Hockey Association Financial Policies

1. Individual teams, if they raise funds for their team, must abide by the fund raising policy described in the Constitution of The Pas Minor Hockey Association during the season and off-season.
2. Team travel submissions must be submitted to The Pas Minor Hockey Association for approval prior to trip, except in the Norman Region.
3. Conveners will issue sweaters to Coaches who, in turn, will be responsible for same. A list of players and sweater numbers shall be maintained.
4. a) Players requesting a registration fee refund shall be given the refund on the following basis:
 - September 1st to 30th – 80% refund
 - October 1st to 31st – 75% refund
 - November 1st to 30th – 50% refund
 - After December 1st - No refund.
- b) No refunds for any players under suspension from The Pas Minor Hockey Association.
- c) Families who have registration fees owing cannot have their child's name entered for free registration draw, are not entitled to a jersey refund, and fees must be paid before they are allowed to register again.
- d) No refunds will be approved unless request is made in writing and mailed to TPMHA or hand delivered to the treasurer or president.
5. The Pas Minor Hockey Association sweaters are to remain the sole property of The Pas Minor Hockey Association. A player must return their designated equipment before the AGM of the current season. If a player loses or keeps the sweater, he/she shall forfeit their sweater deposit of \$30.00 to The Pas Minor Hockey Association. No jersey belonging to The Pas Minor Hockey Association shall be altered in any way without the approval of the executive.
6. Referees per game fees shall be set annually.
7. All travel, meals, and lodging policies will apply to Executive members when traveling on Association business and they will not be paid less than that specified in the Hockey Manitoba handbook.
8. a.) When The Pas Minor Hockey Association receives a returned cheque for registration fees, the affected player(s) cannot play until all moneys owing

are paid by either cash or certified cheque. Also, registrant will pay all bank charges incurred.

- b.) Registrant with returned cheque will be considered a member of TPMHA not in good standing and will be suspended from all activities until arrangements for payment are made and/or payments received.
9.
 - a) Rep Team fees shall apply to block ice time posted on the calendar of upcoming weekly schedule(s).
 - b) The Pas Minor Hockey Association will expect every player on a rep team to pay the team coach or manager the required fee and that the team coach or manager pays The Pas Minor Hockey Association. This ice time team fee (determined annually by the executive) is due by December 1st of the current season.
 - 10 All Rep Teams will be required to submit a \$100.00 deposit on “Rep Team” jerseys, refundable at the end of the current season, pending the condition of the jerseys at that time.
 11. At the end of each hockey season (on or before 1st May) the Tournament Liaison will collect ALL Tournaments and Rep Team accounts. Monies from these accounts, in excess of \$100.00, will be re-directed to The Pas Minor Hockey general fund.
 12. Financial statements from All Rep Teams must be submitted to the Tournament Liaison on 1st December; 1st February; and 1st April of the current season. (extensions may be allowed to 15th of the respective months).
 13. A Loans’ Program is available as follows:
 - a) Any The Pas Minor Hockey registered “Rep” team requiring funds up front for the items listed below in (b), may be advanced up to \$2500.00 at the start of the season, to be repaid to the Association after the completion of their respective tournaments (Peewee – Kinsmen / Bantam – Burger King / Novice - Hercules etc.) Receipts of ALL expenditures must accompany refund.
 - b) Items for which tournament funds can be used are as follows:
 - Tournament entry fees
 - Coaches costs
 - Ice time (excluding morning rep ice)
 - Referees for exhibition games
 - Travel Permits / Sanctions
 - Two Sets of Player Name Bars
 - Two Sets of Tournament Socks.

- a) Any other expenditure(s) must be pre-approved by the Tournament Liaisons.

14. Midget League:

- a) The Pas Minor Hockey Association will continue to support the Midget Hockey League
 b) Midget “First” will be given a budget of \$3000.00, plus gate and 50/50 proceeds
 c) Midget “First” will be responsible for the “financial running” of their own League, paying for All costs.
 d) Midget League bond will continue to be paid by The Pas Minor Hockey Association

15. In the event tournament funds are misappropriated – ALL team officials listed on the roster of the team in question will be suspended indefinitely and the team’s funds will be frozen. In the interim substitute team officials will be provide in order that the players may continue to play.

16. The Pas Minor Hockey will charge a Volunteer Fee for players registered within the Association. This volunteer fee shall be refunded after the prescribed number of hours of volunteer work is completed. There shall be no pro-rating of volunteer fee refunds. The fees and number of hours are as follows:

1 st Child time	Determined annually by executive	15 hours volunteer
2 nd Child time	Determined annually by executive	10 hours volunteer
3 rd Child	no fee	no volunteer time
4 th Child	no fee	no volunteer time

Volunteer refund cheques will be issued on or about December 1st, February 1st, and April 1st of the current season. The cheques can be picked up at the minor hockey office on these dates if an executive member is present. Any outstanding volunteer refund cheques will be issued at The Pas Minor Hockey AGM.

17. The Pas Minor Hockey will make available, at registration, “sign up” sheets of volunteer activities to work, in order to obtain the refundable volunteer fee(s). Example of some volunteer activities may be :

1. Ticket sales
2. Timekeepers (during H/L play)
3. Banquet (year end)
4. Coaches/Conveners/Executive
5. Public Skating
6. “3 on 3 “ Hockey (2 – 3 weeks in Sept.)
7. Booklet (tournament)
8. Volunteering at a tournament other than your own child’s, but only after prior approval from the tournament committee and fundraising coordinators.
9. Manager;
10. Rep team coach.

Any other suggestions will be coordinated through The Pas Minor Hockey Fundraising/Volunteer coordinator, prior to performing the activity.

18. Treasurer will be compensated \$250.00 per month for ensuring TPMHA books are up to date and accurate.
19. At the discretion of the current executive, referees will have their registration fees for clinics returned after completing 5 games. These fees include the Hockey Manitoba Officiating Program fees, case book, and insurance (current players are responsible for insurance through player registration). Crest included for the first time officials only.
20. Rep Teams may approach the Minor Hockey Equipment Manager to purchase name bars for their jerseys. The fee and application shall be set by the executive.
21. All Rep teams must purchase socks through TPMHA.