

Team Managers,

There has been some changes and clarification of expense responsibility for Home Tournament expenses which should be communicated to your parents and tourney committee members. The table below will clarify who is responsible for the various expenses related to home tournaments below. Contact the Rec Hockey treasurer if you have any questions or concerns.

#### HOME TOURNAMENT EXPENSE TABLE

Expense Description	Administrator	Budget	Paid by
<u>Trophies (Squirt thru Bantams)</u>	<u>Tournament Fund Manager</u>	<u>\$150 (1st - 3rd)</u>	<u>Tournament Fund</u>
<u>Tourney Participation Metals</u>	<u>Tournament Fund Manager</u>	<u>\$5 each</u>	<u>Tournament Fund</u>
<u>Year End Party Metals (Mites)</u>	<u>Tournament Fund Manager</u>	<u>\$5 each</u>	<u>Tournament Fund</u>
<u>Decorations &amp; Penny Table Gift</u>	<u>Tournament Fund Manager</u>	<u>\$200*</u>	<u>Tournament Fund</u>
<u>Gift Bags and Decoration Overage</u>	<u>Team Manager</u>	<u>Team Discretion</u>	<u>Team Assessment</u>
<u>Penny Table Items</u>	<u>Team &amp; Tourney Managers</u>	<u>Team Discretion</u>	<u>Parents</u>
<u>MN Hockey Tourney Fee</u>	<u>Tournament Director</u>	<u>Varies</u>	<u>Rec Hockey Treasurer</u>
<u>Ambulance Service</u>	<u>Tournament Director</u>	<u>\$25/game</u>	<u>Rec Hockey Treasurer</u>
<u>Referees</u>	<u>Rec Commission Director</u>	<u>Varies</u>	<u>Rec Hockey Treasurer</u>
<u>Liability Insurance</u>	<u>Rec Hockey Treasurer</u>	<u>Varies</u>	<u>Rec Hockey Treasurer</u>

\*Total expense for both. Excess expenses will be submitted to team manager and assessed to parents.

Proceeds from the penny table and other fundraisers(money stick, 50/50) should be given to the Tournament Fund Manager for deposit to the Tournament Fund.

Tournament Fees collected by the Tournament Director should be given to the Rec Hockey Treasurer for deposit to the General Account.

Merchandise Sales such as shirts and hats can be done through Rec Hockey Accounts at Epic Threads or J2M Apparel. The administration of the order is by the team manager or designee and must not result in a cost to Rec Hockey. If necessary, the Rec Hockey Treasurer can pay the invoice with the proceeds collected by the Team.