

Rec Hockey Managers,

Thank you for volunteering to manage an International Falls Recreation Hockey Association team this season. Your managerial commitment satisfies the annual rec hockey volunteer hour requirement. The rec hockey policy handbook should be reviewed annually so you are familiar with the current policies. This will allow you to answer common questions from the participant's parents. Please refer all other questions to a board member.

This document is intended to assist with the task of preparing a team financial statement which will be distributed to the hockey parents and board of directors. Other tasks and responsibilities of the team manager are listed in the policy handbook. Three reference documents to keep in your manager's binder are the "Home Tournament Expenses" table, "Coaching Certificate" & "Tournament Coaches" reimbursement forms. The Home Tournament Expenses table outlines the delegation of responsibilities for tournament expenses.

The "coaching certification" reimbursement form should be given to your coaches. The coach will submit the completed form to the Rec Hockey treasurer for reimbursement.

The "tournament coaches" form is to be completed by the manager and used to document coaching expenses for all out of town games. This will help when tabulating the assessments due by the parents.

The tournament fees are added to the coaching expenses for each game or tournament and divided equally between all rostered players at the time of the event. A player must formally withdraw participation from the rec hockey association to avoid further assessments. Any assessment disputes are to be reduced to writing and submitted to the Rec Hockey Board for review, within 30 days of receiving the disputed assessment. Failure to comply with the assessment dispute procedure above will result in denial of the disputed assessment.

Squirt and Mite team managers will collect the assessments payable to rec hockey and submit to the Treasurer for deposit to the general account. Peewee and Bantam team managers will receive a checkbook with an initial season account balance of \$3000. Team managers will have to sign authorization paperwork at Trustar Credit Union each season. They may request a debit card for the account which also expires each season. The assessments will be collected by the manager and deposited to the individual team account. The checkbook shall be returned to the Treasurer at the end of the season with a balance of \$3000. Outstanding assessments with the name(s) and amount(s) owed shall be submitted to the Treasurer with the team financial statement.

End of season team parties are at the discretion of the team and are not to be funded with Rec Hockey Association monies. They are to be assessed separately and reimbursed to the manager and/or individual(s) providing the funding.