



# CALGARY ROCKIES F.C.

AFFORDABLE EXCELLENCE  
WHERE KIDS COME FIRST

## **OPENING A COMMUNITY TEAM BANK ACCOUNT**

### How to open a community chequing account for your team?

Most, if not all, Canadian banking institutions offer this service to teams so really where a team conducts its banking is certainly personal preference by the people involved. Usually, several steps are involved to open an account.

1. The team leadership will be required to have a signed and dated letter from the President of Calgary Rockies to organize the opening of the account. We have added a template on this website, named "Letter of Direction – Opening Bank Account". Please fill in all the blanks and get our President to sign it.
2. Bank institutions usually like to have all people who have signing authority on an account to come to the branch on the same day (ideally at the same time but that's not needed) and bring with them a couple pieces of their ID (one should have a picture). The branch will also need the full name, address and phone number of the people applying.  
Calgary Rockies will need two representatives to act as signing authority for the account.
3. Some banks will also ask for the employment history of the people in authority over the account. It would be best to be prepared for this information.
4. It is advisable that the coach does not have signing authority. This is not a must but is common practice.