



# CALGARY ROCKIES F.C.

AFFORDABLE EXCELLENCE  
WHERE KIDS COME FIRST

## ROCKIES TEAM FINANCIAL POLICY

- 1.0 Team Positions** – The team is required to have a manager and a treasurer, and ideally will have a fundraising coordinator, all of whom must be different people from different families. As per Rockies Club policy, the manager is appointed at the discretion of the Rockies Club and the team coach. The treasurer and fundraising coordinator are chosen by the parents and, by default, will continue in their positions from season to season. However, if their child leaves the team, or if they wish to step down, or if another parent would like to assume one of these two positions, then a replacement process or, if necessary, a vote is to be arranged (see Section 10). It is also Rockies Club policy that the coach may not fill the position of treasurer, fundraising coordinator or Team Manager.
- 2.0 Banking** – The team will have a bank account, and each cheque written will require the signatures of the manager and treasurer. All payments to the team will be either by cheque, made payable to the team, or by e-transfer, clearly stating the purpose of the funds. Cash should be avoided, if at all possible.
- 3.0 Early Warning for Major Expenses** – The manager will work with the coach in the current season to try to determine, as best as possible, the significant costs (e.g. tournaments or extra training) that will be incurred in the following season, and then relay those tentative future costs to the parents in the current season. This will allow parents whose children return to the team in the following season to have a general sense of upcoming expenses before the season begins and give the team ample time to conduct fundraisers, if it so chooses. Any new players joining the team should be prepared to make a deposit in the player sub-account to cover expenses.
- 4.0 Responsibilities of the Treasurer** – The treasurer will provide parents with team financial records, including player sub-account balances (see Section 7), on a monthly basis and on request. When this report is sent out, if a player's sub account has a negative balance, it is expected that a deposit will be made within seven days of receipt of the financial update to bring the balance of the account back up to at least \$100.
- 5.0 Responsibilities of the Fundraising Coordinator** – The fundraising coordinator will endeavor to choose fundraising activities with wide appeal, but all fundraisers will be completely optional for families. Families who do not participate in fundraisers will not receive any of the proceeds. If a family chooses to participate in a fundraiser such as a bottle drive where the proceeds are split between the participants and they are unable to stay for the entire duration of this type of fundraiser, their portion of the proceeds will be prorated based on the portion of time they were able to attend the fundraiser.

**6.0 Coach and Team Room Expenses** – The team will cover 100% of the head coach's and any other non-parent coaches' reasonable expenses when travelling to tournaments. Also, when travelling to tournaments, the manager's room will be designated as the team room, which is the room where food is stored, prepared, and served, and where players and parents socialize. The manager is free to re-assign the team room if another parent is willing to take it on. The team will cover 50% of the cost of the team room.

**7.0 Sub-accounts** – In addition to keeping the overall bank records, the treasurer will keep sub-accounts for each individual player. The sum of all player sub-accounts will be equal to the team bank balance at any given time. It is important to note that a player will be entitled to receive the balance in their own sub-account up to the maximum of the remaining cash calls provided by that player. No funds from fundraising within the player sub-account will be transferred or given to a family. All such requests must be received in writing within one month of notification of the player leaving. One month after notification of the player leaving, that player sub-ledger will be closed and all remaining funds will be divided among the remaining players sub-accounts.

**8.0 Cash Calls** – From time to time, the treasurer will request that some or all families contribute a specific amount of cash in the form of a cash call. Funds received by way of cash call will be allotted 100% to the individual player's sub-account. If a player has a combination of cash call and fundraised money in the account, the cash called amount will be applied towards the budget first and the fundraised portion second. All money donated to a player's subaccount will be handled like a cash call.

Benevolence cash calls – it is possible for families to cash call for other players who need the support at that time. However, these policies apply: if player A's family donates money to player B's subaccount and player B leaves the team, for whatever reason, the cash call amount shall not be able to be withdrawn by player B. This benevolence cash call (or its portion remaining) shall then returned to player A's account. If player A donates a cash call into player B's account and player A leaves the team, the amount of the cash call cannot be withdrawn from player B's account, as it was viewed as previously gifted to them. The treasurer will keep track of these benevolence cash calls in a confidential column and this information will not be available for the rest of the team but only to the donating and receiving families.

**9.0 Type A Expenses** – The following is a list of expenses that will be paid evenly from all player sub-accounts, whether the player participates in the expense or not: ongoing supplemental training programs (e.g. fitness training), tournament fees and permits, 100% of the coach's costs while travelling to tournaments, 50% of the team room when travelling to tournaments, first aid and other team supplies, field rental and referee costs, season-ending social event, season-ending gifts for team volunteers, team photos, banking charges.

**9.1 Type B Expenses** – The following is a list of expenses that will be paid only from the sub-accounts of those players who are participating in the expense: tournament travel, tournament accommodation and tournament food costs, social events and gifts other than those listed above.

**10.0 Voting** – Each player on the team will receive one parent vote. If a family has more than one player on the team, it will receive one parent vote per player. It is expected that all parent votes will be cast, if a vote is held – parent votes can be cast as “yes”, “no”, or “abstain”. Those votes cast as “abstain” will be excluded when calculating the percentage of “yes” votes, e.g. if there were 8 votes “yes”, 2 votes “no”, and 6 votes “abstain”, then “yes” = 80%.

**11.0 Exceptions** – If a situation arises where an exception to the Team Finance Policy may be merited, or the application of the Team Finance Policy is disputed by a parent, then the manager, treasurer, and fundraising coordinator will work together to resolve the issue as fairly as possible, and communicate their decision to the other parents.

**12.0 Enacting and Changing the Team Finance Policy** – For the Team Finance Policy to be in effect, it must be approved by a 66% majority vote (see Section 11). Similarly, future changes to the Team Finance Policy can be made with a 66% majority vote and must be made at the outset of a new season. Any changes to any policy will have to be approved by the President and Technical Director of Calgary Rockies.

One parent of each player must sign the Policy if it has been approved, and one parent of any new player must sign the Policy upon joining the team. A signed Policy will remain in effect until a player leaves the team for any reason, or until the Policy is changed, in which case new signatures on the revised Policy will be required.

**I have read and agree to the terms of the Team Finance Policy as written above.**

**Name:** \_\_\_\_\_

**Parent/Guardian of:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:**        /        / 20