

**City of Ottawa Ringette Association  
Team Finances and Fundraising Policy  
August 2021**

**Policy Statement and Purpose**

The City of Ottawa Ringette Association (CORA) has put in place this policy to ensure Team Fees and Team Fundraising is done in a manner that is transparent to parents and players and is consistent and reasonable across all teams in the Association.

The policy includes a table to identify the level of non-discretionary commitment when an athlete makes the roster of a CORA team.

**Application**

This policy applies to all teams in the CORA.

**Policy Requirements**

All members of the CORA, including players, parents, coaching staff and other volunteers, shall abide by the team finances and fundraising policies and procedures, as described in this document, when planning team budgets, collecting team funds, fundraising and dispersing team funds.

**Definitions**

**Team Budget:** Represents a team's **total expenses** budgeted for the season (regardless of team sponsorships or how much a team fundraises).

**Team Treasurer:** An adult volunteer who prepares the team budget, collects team fees, and reports results to team members and the CORA treasurer. The team treasurer should ordinarily not be a bench staff member or the spouse of a bench staff member nor a member of the same household as a bench staff member.

**Non-parent Coach:** A coach, assistant coach, or developing coach that is not immediate family of a player on the team.

**Setting the Team Budget**

CORA has established expected budget items that make up the team fees that each athlete contributes for each division and competitive level. Each team shall keep the team expenses within the agreed budget parameters that apply and a

team's budget including player team fees, sponsorships, and fundraising should not project a surplus.

### **Team Budget limitations**

CORA recognizes that the cost of team fees, particularly at the more senior competitive levels, can be significant. However, setting of hard financial budget limits for team fees is problematic given the variables that make up nondiscretionary and discretionary expenditures. The table found at Annex B of this policy outlines the eligible elements of the team budget as decided by the CORA Board.

The important element is that all athletes (or their parents/guardians) participate in a transparent discussion about the desired team budget. In any case, at least 75% of the athletes or their parents/guardians agree to the proposed budget before the budget is formally presented to the CORA Treasurer. If 75% agreement can't be reached the team treasurer is to consult with CORA Treasurer and the circumstances discussed and a decision made in consultation with the CORA Board of Directors.

CORA would like all athletes who wish to participate in the sport to be able to do so. Teams are expected to recognize that some athletes (their parents) may have difficulty in being able to cover team fees. The team treasurer should work to develop payment options to reduce the pressure and to accommodate their needs. If an issue around team fees can't be resolved the team treasurer should approach the CORA treasurer to see what additional support might be available.

### **Approval of all Team Budgets**

The team treasurer shall prepare the team budget. A standardized template for the team budget will be distributed to team treasurers by the CORA Treasurer at the beginning of the year. The team members and the Association treasurer are always to have access to the team's budget.

Since the decision to use a non-parent coach is partially CORA's responsibility, CORA will reimburse a team with non-parent coaches up to \$250 per coach, to a maximum of two coaches. Such a rebate requires the team to apply to the CORA Executive for the rebate.

Once a team treasurer has prepared a proposed budget with input from the head coach, manager and any other parents involved in organizing team events, the team treasurer shall present it to the parents or guardians of team members for comment and approval. Once the team approves the budget, with 75% of the parents of players supporting the budget, the team treasurer shall email the CORA treasurer a copy of the budget for approval.

### **Note for competitive A/AA teams**

Competitive teams have higher associated expenses such as additional ice expenses, Ontario Ringette Association (ORA) fees, and possible non-parent coach expenses, which impose greater funding requirements on team members.

For competitive teams that earn the opportunity to proceed to the Easterns or Nationals tournaments, those teams are expected to attend, and that team's treasurer shall prepare an additional team budget that is subject to approval of 75% of the parents of players.

CORA may assist with upfront costs associated with Nationals or Easterns and the team in question will then reimburse CORA. Should CORA make any payments for these tournaments, CORA will delay invoicing the teams so that they have time to raise the necessary funds to attend. In addition, CORA will provide \$50 per player to assist in extra expenses.

### **Collecting team fees, fundraising and getting sponsorships**

Based on the planned expenses in the approved team budget, the team treasurer shall collect team fees of an equal amount from each team member to provide operating funds for the team. A team may also pay for operating expenses with sponsorship money and revenue from fundraising.

#### **Collecting team fees**

The following apply to management and collection of team fees:

- Every team shall select a team treasurer and may have another adult as a second signatory on the team bank account. In the case of competitive teams, they have larger budgets, and as such, there must be two signatories. The signatories may not include any of the team coaches or the spouse of a coach and may not be members of the same household.
- CORA recommends collecting team fees in two or three increments throughout the season.

#### **Fundraising for the team**

Unless otherwise noted in this policy, CORA teams are free to undertake any lawful fundraising activity that the team members agree upon. For any activities requiring a government-issued license, including any raffles, the team shall only undertake that activity if they have a suitable license and if they conduct the activity in strict accordance with the terms of that license.

Note: CORA does not have a municipal lottery license.

**The following additional processes apply to fundraising:**

- A team may fundraise in order to offset overall team member's fees.
- If the team agrees to fundraise, the team treasurer shall collect only partial team fees until after the fundraising events have finished.
- Fundraising **does not** enable teams to increase team budgets beyond approved budget.
- At no time shall anyone ask team members to both pay full team fees and to fundraise for the team. In other words, fundraising is meant to reduce team fees and not in an addition over the established budget and calculated team fees.
- To conduct fundraising activities at events, such as tournaments, a team shall get permission from the event organizer.
- To conduct fundraising activities on private property, a team shall get permission from the owner or operator of that property or business.
- As part of the team's year-end financial report to the CORA treasurer, a team shall submit a report of all fundraising activity, including the date, location and nature of the activity and the amount of funds raised.

**Monitoring/Contraventions**

The CORA treasurer monitors team finances. If a team does not follow this policy, the team treasurer, manager and head coach will be called to a hearing at the CORA level. Based on the findings the hearing, CORA may impose sanctions on the team or members of the team.

Any parent that may have concerns with the team fees and the consultation within the team about the budget may approach the President or the Treasurer of CORA.

If teams are unable to obtain 75% approval of a team budget, the Treasurer of the CORA may be asked to intervene and approve or reject the Budget and recommend changes.

**Enquiries**

For more information on this policy, contact the CORA on treasurer.

## **Annex A - Responsibilities**

### **Responsibilities of the Association treasurer**

The Association treasurer does the following for team finances:

- Confirms that the team budget is within the budget limitations and approves that budget.
- In the case where it is requested, upon approval of the team budget, provides the team treasurer with a letter of authorization to present to the bank to establish a team account.
- Challenges and audits the team's accounts throughout the season, as needed;
- Approves any changes to budget limits during the season in accordance with decisions of the CORA Executive.
- Receives and challenges budgets and fundraising records at the end of the season.

### **Responsibilities of the team treasurer**

The team treasurer does the following for team finances:

- Prepares the draft team budget (a CORA team budget will be distributed by the CORA treasurer at the beginning of the year), in conjunction with the head coach and the team manager.
- Gets a minimum of 75% confirmed approval, in writing, from the parents or guardians of team members for the budget and the desired amount of fundraising, if any.
- Sends an email to the Association treasurer with the budget to say that the initial budget is finalized and approved by 75% of the parents of team members.
- Upon the CORA treasurer approving the team budget and providing the team with a letter of authorization to the bank, sets up a separate bank account for team business.
- Collects team fees from team members in installments.
- Pays all legitimate and approved team expenses. Team expenses are all those related to the team and no separate set of books should be kept for these costs.
- Keeps a ledger of all team income and expenses.
- Provides the Association treasurer and team members with regular financial updates.
- Disperses any residual funds in the team account, following the procedures in this policy.
- Immediately closes the team bank account to avoid accruing additional bank fees.
- Submits a complete financial report to the Association treasurer as soon as the season ends (the majority by the end of April, if not sooner), including the following:

- a summary of actual team fees, revenue, expenditures and the dispersing of any residual bank account balance;
- a report of all fundraising activity, including the date, location and nature of the activity and,
- the amount of funds raised.

For a competitive team, the team treasurer fulfills these additional responsibilities post league play:

- For competitive teams, prepares the draft post-provincial team budget, in conjunction with the head coach and the team manager.
- Gets a minimum of 75% approval from the parents or guardians of team members for the budget necessary to proceed to Nationals or Easterns.

### **Responsibilities of the parents of team members**

The parents or guardians of team members do the following for team finances:

- Approve a team budget and a fundraising plan, if fundraising is desired.
- Approve the budget to proceed to Nationals (AA level) or Easterns (A level) should the team qualify
- Contribute an equal share to cover the team's operating expenses by paying team fees and, if agreed upon, by participating in fundraising up to the amount agreed upon, based on a budget that is subject to the City of Ottawa Ringette Association's budget caps.

### ANNEX B – CHART OF DIFFERENT BUDGET ITEMS IN TEAM BUDGET

|                   | Practice Ice           | # of Tourn | Away Tourn | \$ Non - parent coaches | Prov | Exhibition Games | Dryland | Nationals Easterns | Extra Ice | Bus Travel | Coach Gifts | Team Clothing | Other | Standard Expenses Total | Optional Expenses Total | Total Budget |
|-------------------|------------------------|------------|------------|-------------------------|------|------------------|---------|--------------------|-----------|------------|-------------|---------------|-------|-------------------------|-------------------------|--------------|
| FUN               | CORA Allocation        | 2          | PA         | N/A                     | N/A  | N/A              | N/A     | N/A                | N/A       | N/A        | PA          | PA            | PA    |                         |                         |              |
| Other Rec         | CORA Allocation        | 3          | 1          | NN                      | N/A  | PA               | PA      | N/A                | PA        | PA         | PA          | PA            | PA    |                         |                         |              |
| U14A              | CORA Allocation + 50%  | 5          | 2          | NN                      | NN   | 4                | NN      | N/A                | PA        | PA         | PA          | PA            | PA    |                         |                         |              |
| U14AA, U16A, U19A | CORA Allocation + 50%  | 5          | 2          | NN                      | NN   | 4                | NN      | NN                 | PA        | PA         | PA          | PA            | PA    |                         |                         |              |
| U16AA, U19AA      | CORA Allocation + 100% | 5          | 3          | NN                      | NN   | 6                | NN      | NN                 | PA        | PA         | PA          | PA            | PA    |                         |                         |              |

|                |   |
|----------------|---|
| Green section  | These are non-discretionary costs for the team - these expenses are standard for this age cohort and level and unless deemed exorbitant should be expected in the budget. |
| Yellow section | These are discretionary costs which should be decided on through consultation with parents  |
| Pink Section   | Not applicable - these expenses should not occur for this cohort and level.   |

Typical cost of tournaments: U9 – U12, and U14 – U 19 Rec level - \$650 / tournament  
 U12 Red/Blue – U14 / U16 / U19A Competitive - \$850  
 U19AA -- \$950

N/A = Not Applicable  
 NN = Non Negotiable  
 PA = Parent Input

Away tournaments: This cost generally absorbed by individuals - \$450 for 3 nights plus meals and transport

If non-parent coaches – Costs of lodging, meals, and transport (best efforts to be made to reasonably minimize costs)

Exhibition Games: Cost of ice plus referees, generally shared between teams - \$250 / game

Dryland training: Off ice training requirement for competitive teams. Cost of dryland is a parent discussion. Cost can range from: Minor cost of rental for facility at school with a parent trainer to cost of training under a professional trainer at a commercial facility.

Extra Ice: Typical cost \$200 / 50 minutes of ice at City of Ottawa facility

Bus Travel: An option for parents to consider for long-haul trips to tournaments