



St. Boniface Minor Hockey Association

FINANCIAL POLICIES & GUIDELINES

UPDATED MAY 2019

REGISTRATION FEES

SBMHA charges registration fees for minor hockey, which are determined by the Treasurer prior to the start of the hockey season. Fees are designed to cover all costs incurred by SBMHA during the season. SBMHA is a not-for-profit organization and as such, the fees are calculated to yield zero profit after all expenses are paid. Any small residual left at the end of the season will not be refunded to the membership.

Registration fees **Do Not Include** additional team costs such as practice ice, tournaments, name bars, coach's gifts, etc. These additional costs will be the responsibility of the respective teams, and will be collected by each team's manager. Typically there is a cash call from the manager in the 1st half of the season and again in the 2nd half.

Registration fees are due IN FULL on the day of registration. The only exception to this is families awaiting subsidy from GCWCC, as described below. Failure to pay in full will result in your child being withheld from all SBMHA activities at any time until payment is made, or a payment plan is approved by the Treasurer.

The Treasurer of SBMHA reserves the right to establish a payment plan in the event of a past-due account. If you are presented with a payment plan, you are obligated to adhere to the terms of the plan. Failure to pay the amount due at any of the due dates will result in your child being suspended until payments are caught up.

Registration fees for the current season will be posted separately prior to registration opening in the summer prior.

SUBSIDY

Families that have applied for subsidy through General Council of Winnipeg Community Centres (GCWCC) are required to submit proof of subsidy application to the Treasurer of SBMHA, along with the calculated unsubsidized portion of their fees by December 1st of the current season. The unsubsidized portion is due immediately to SBMHA. **Failure to submit this paperwork by December 1st will result in fees being due in full immediately.**

Canadian Tire Jumpstart subsidy is paid as a lump sum to SBMHA once applications are all processed. The registration fees must be paid in full by the family and then SBMHA will reimburse once funds are received from the Jumpstart program. This typically is received mid-season. If you haven't received your reimbursement by December 31st of the current season, you can reach out to the Treasurer for an update. Canadian Tire Jumpstart funds will be paid to team accounts only (refer to section below regarding team manager guidelines).

Subsidized families are required to pay the team fees (ie ice rental, tournament fees, etc.) in full to their team's manager, due immediately, as subsidies only cover registration fees.

If you require assistance in applying for subsidy through GCWCC, please contact your Community Centre immediately following registration. The onus is on the families to submit applications prior to deadlines.

REFUNDS

Any refunds processed will be net of a \$25 administration fee, which will be retained by SBMHA.

Refunds will be provided if a player elects to withdraw from SBMHA prior to team formation. After teams are formed, registration fees will not be refunded, with the exception of what is deemed to be extraordinary circumstances. In these situations, the Board has full discretion over what constitutes extraordinary circumstances. Generally, injury does not qualify as an extraordinary circumstance. Board decisions on refunds are final.

Deadline for any refund application is December 15th of the current season.

ACCEPTED PAYMENT METHODS

*****BE ADVISED THAT CASH IS NOT AN ACCEPTED METHOD OF PAYMENT*****

Methods of payment accepted by SBMHA are:

- Credit Card (during online registration).
- Cheque/Money Order/Bank Draft.
- Interac e-transfer (see below).

Interac e-transfer instructions:

- Send to Treasurer@SBMHA.ca
- Clearly indicate in the comments section the following:
 - A description of what you are paying (registration fee, team ice fee, etc.).
 - Invoice # (if applicable).
 - Full name(s) of the player(s) for whom you are paying.
 - If you are a team manager paying your team's ice fees, indicate clearly which team the payment is for.
- Email the same address with the payment password you've set.

NSF CHEQUES

The following will occur should you issue a cheque to SBMHA that is returned due to insufficient funds:

- You will be promptly notified by SBMHA that there was insufficient funds to clear your cheque;
- You will be assessed an additional \$30 admin fee;
- You will be provided two weeks to settle the outstanding amount along with the \$30 admin fee;
- In the event that SBMHA does not receive payment by the deadline provided, the player will be suspended from the roster until such time the outstanding balance is satisfied.

SBMHA reserves the right to refuse accepting cheques at any time and for any reason. Should this occur, you may be required to present a bank draft or money order, at your cost.

REFEREE/TIMEKEEPER REMUNERATION

Referees and timekeepers will be paid via electronic funds transfer on a monthly basis in accordance with Hockey Winnipeg prescribed fees. There will be no set payment date as it is dependent on the payroll form being submitted to our book-keeper.

All referees and timekeepers are required to submit a void cheque to the referee/timekeeper assignor prior to the season starting. Failure to do so will result in those individuals not getting assigned any games. This is a one-time only requirement, so once you've submitted your void cheque, you will not need to do so again unless you change bank accounts.

TEAM MANAGER REQUIREMENTS & GUIDELINES

It is required that each team designate and roster a team manager.

It is also strongly recommended that a 2nd parent be nominated for each team to have access to the team's bank account for verification purposes. The manager and review person cannot be from the same family.

*****Team funds CANNOT be managed in a personal bank account. A separate team account MUST be used.*****

Primary financial responsibilities of Team Managers include, but are not limited to:

- Collecting enough money from team members to cover all team expenses for the season.
 - If there is a team member that refuses to pay their share, contact the SBMHA Treasurer for assistance.
- Remitting payment for ice fees to the SBMHA Ice Convenor and/or Treasurer in a timely manner.
- Paying all other team expenses in a timely manner.
- Refunding any residual balance left in the team account after all expenses are paid in equal payments back to each team member.
- **Reconciling the team's bank account to show cash inflows and outflows, netting to zero at end of season. This must be documented in an Excel spreadsheet and sent to all team members at the conclusion of the season.**

If there are discrepancies or concerns regarding the handling of team funds, the SBMHA Executive reserves the right to access bank account statements for the team's account, as well as account reconciliations for audit purposes.

SBMHA CONTACTS

Registrar: Registrar@SBMHA.ca

Treasurer: Treasurer@SBMHA.ca

Secretary: Secretary@SBMHA.ca