
Team Finance Policy

1. PURPOSE

The Prince George Ringette Association (PGRA) believes that teams should adhere to a minimum rigor of financial administration to ensure parents are all the same page, that team funds are transparent, and to enable greater reporting to the Association. This is important because PGRA may at times be able to leverage team finances for grant purposes, and for reporting to funders and sponsors.

2. GENERAL REQUIREMENTS

This policy requires all teams to hold a vote at season commencement with parents to decide if money will be collected or fundraising carried out (and if so how money will be distributed), to pay for team apparel (if any), tournament attendance, and any other costs borne by the team.

Season commencement means prior to attendance at the first Northern League tournament (usually the third week in October). This could be earlier if teams are formed and there are other earlier tournaments that teams want to attend.

A season budget must be proposed by the team staff and voted on by the parents. The budget may be altered through the season, but parents must vote prior to changes being made. The Association has sample budgets available through the Treasurer. Any team bank accounts must have a head coach and a manager as authorized signatories.

Budget and bank statements must be transparent and available to the entire team throughout the season via email. Any team sponsorship must also be tracked and form part of these team communications.

Commitment to attend Provincials, Westerns, and / or Nationals (for older age groups) is discussed and voted on, and submitted to the Association president for submission to Ringette BC, prior to the Ringette BC deadline (usually mid-December).

PGRA also requires that the "Annual Team Financial Report" is made to the PGRA Treasurer by March 15th of each season using the form provided. A copy of the teams' most recent bank statement shall accompany this report.