

METRO WEST FORCE - FINANCIAL GUIDELINES

Updated: October 11, 2025



STATEMENT OF PURPOSE

The Metro West Female Hockey Association strives to ensure that all team funds are accounted for and are being spent responsibly.

BUDGET

The Head Coach and team staff must develop a budget that reflects the program outlined by the Head Coach.

All team budgets must be presented to parents/guardians at the beginning of the season and must be agreed upon by the majority of the parents/guardians. If any conflict arises, any issues will be put to a vote and the budget will be determined by the majority.

If the funds collected are less than the actual expenses, it is the responsibility of the team to fund the shortfall and not that of Metro West Female Hockey Association.

It is essential that the manager and/or treasurer provide updates throughout the season to all parents/guardians regarding the status/update of fundraising and overall/individual budget status.

Each parent/guardian is responsible (through fundraising or direct contribution) for their portion of the budget. If there are 16 players on the roster, then they are responsible for 1/16 of the budget. If one player fails to contribute the required amount and another exceeds their commitment, one is expected to pay the shortfall and the other will receive a refund.

Budgets should be shared with all the parents/guardians on the team and emailed to the VP of Finance (vpfinance@metrowestforce.com) no later than Nov 15th.

ADVANCEMENT OF FUNDS/SEED MONEY

Competitive teams may request an advancement of funds/SEED money for the purposes of start-up, up to a maximum of \$500. Any overpayment of these advancements/SEED money can be repaid once all team expenses have been properly accounted for and paid following the conclusion of the year.

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TEAM RECORDS AND BANKING

The following guidelines shall be adhered to in order to keep proper accounting records:

- The MWF bank service provider is Scotiabank with all teams assigned a Community Bank account. Teams must review all fees and limits when they open their accounts;
- Personal bank accounts shall not be used for any team activities;
- In order to provide a proper audit trail, any actual "cash" amount raised through fundraising is to be deposited into team accounts. Fundraised cash should not be used to pay other team expenses as outlined below;
- All expenses paid out are to be supported by an official invoice prior to being paid;
- The use of a receipt book, or reasonable facsimile, is required to supply parents/guardians documentation of any cash received (not sent through e-transfer);
- It is essential that the manager and/or treasurer provide updates throughout the season to all parents/guardians regarding the status/update of fundraising and overall/individual budget status.
- Monthly bank statement review by a second signature to ensure all withdrawals that have cleared the bank are supported by appropriate documentation with dual authorization. This bank statement is to come from the signatory who holds the bank card.
- Any bank withdrawal can be reviewed by way of cheque imaging and e-transfers are easily traced by Scotiabank;
- It is the responsibility of the Card Holder to keep the bank cards and passwords secure;
- Cheques are not to be made payable to "cash" at any time or to an individual for the purpose of paying unsupported expenses;
- A minimum of two signatories is required on each team account. No two family members or relatives are permitted to be signing officers on the same team;
- All outstanding ice bills owing to the Association shall be collected during the season but paid in full no later than March 30th annually;
- All team accounts should be finalized (closed out) at the end of the current playing season by the signatories and no later than April 30th;
- Teams shall submit interim financial statements to all parents/guardians on the team and to VP of Finance twice per year no later than Jan 15th and year end financial statements by April 30th;
- The VP of Finance reserves the right to audit records and verify amounts at any time. All receipts and bank records must be provided within 48 hours of the request;
- The Association will not be liable for any shortfalls or debts incurred by any team. These must be handled by the team prior to team bank accounts being closed;

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- Teams are not permitted to utilize team funds to assist families in offsetting registration costs for the current season or funding unauthorized team related activities/requirements.

CLOSING OUT ACCOUNTS

Ensure all cheques have cleared the team bank account and ensure all bank accounts are closed no later than April 30th. PLEASE NOTE: It is the responsibility of the signatories of the bank account to ensure they are closed.

The Association will not be liable for any shortfalls or debts incurred by any team. These must be handled by the team prior to team bank accounts being closed;

Any accounts remaining open after April 30th that have funds remaining in them will be closed and all funds will go to Metro West Force.

STAFF EXPENSES

Teams are permitted to cover the costs of **non-parent coaching staff** for the following activities:

- For travel to sanctioned games (league, exhibition) where the location is outside of Halifax Regional Municipality;
- For travel to sanctioned tournaments where the location is outside of Halifax Regional Municipality;
- Travel costs in these cases shall not exceed .35 cents per kilometre;
- Car-pooling shall be utilized wherever possible;
- When the use of a privately owned vehicle is authorized, the Association does not assume any financial responsibility beyond payment of the authorized kilometre (mileage) rate of .35 cents per km and that in the event of an accident, the Association or any association team does not assume responsibility for the deductible amounts related to comprehensive or collision coverage;
- For accommodations at sanctioned tournaments or jamborees where the event is held more than 100 kilometers from Halifax Regional Municipality;
- Accommodations shall be one hotel room per night for every two staff members, unless the staff members are of the opposite gender;
- Incidentals and other miscellaneous charges are not permitted as part of accommodations;

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- For meal expenses incurred while at sanctioned tournaments, such expenses shall be reasonable to a maximum of \$50.00 per day inclusive of HST;
- Alcohol shall NOT be included in meal expenses and not to be covered;
- Expenses for team staff who are parents/guardians will not be covered;
- **All expenses are to be reimbursed upon the submission of expense forms and receipts to the team Manager/Treasurer. See link to the expense template form [here](#). Please note that the limit for total non parent coach expenses is \$3,000/team.**

GATE COLLECTIONS

The collection of admission fees at the door for any games is prohibited unless approved by the Board of Directors.

SPONSORSHIPS

CRA takes the position that sponsorships are not gifts and charitable receipts cannot be issued. However, you can issue a team receipt. Sponsorships are designated by the sponsor to be assigned to either an individual player or to a team but not both.

TEAM FUNDRAISING

When planning fundraising activities, the teams must carefully consider the nature of the fundraising activity and any risks that the participants might be exposed to. Our Hockey Canada insurance covers sanctioned events that are not on ice, including dry land training and fundraising activities. However, customized insurance certificates must be sought specific to each event. **Please reach out to our VP Safe Sport (vpsafesport@metrowestforce.com) to ensure any fundraising activities conducted are insured.**

When conducting a raffle/tickets (including 50/50) any time there is a prize, a Lottery license/permit must be obtained from the Nova Scotia Alcohol and Gaming Commission (Phone: 902-424-6160). By law, charities, religious organizations and non-profit community organizations must have a Ticket Lottery Permit to run a single draw ticket lottery with total prizes valued at **\$4,000 and under** and/or they must have a Ticket Lottery Licence to run a ticket lottery with total prizes valued at **over \$4,000**. The permit is valid until the draw date. A coach or manager needs to sign off on the application. See Access Nova Scotia websites for the applications: [Gaming Control and Registration - Government of Nova Scotia](#)

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Please note: as we are an organization supporting youth in sports, alcohol and lottery tickets are not covered as an eligible expense and should not be promoted or raffled/offered as prizes/auction items, etc... for any team fundraising activities. The Association does not endorse the use of them as prizes for fundraising and they are also illegal as per The Alcohol and Gaming Authority Act. Teams choosing to do so can be charged and Metro West Force will not assume any responsibility.

Teams are permitted to conduct fundraising activities for team-related expenses only. Such expenses may include:

- Ice time for additional practices;
- Ice time for approved exhibition games;
- On-ice and minor officials for hosted exhibition games;
- Fees to acquire specialized coaching support (i.e. goaltending, power skating, dry-land training, etc.);
- Fees to enter the team in sanctioned tournaments;
- Approved travel costs for non-parent coaches on sanctioned trips;
- Approved and sanctioned teambuilding events;
- Team supplies including but not limited to first aid supplies, pucks, socks, water bottles, cones, coaching aids, and other team requirements (NOTE: all such Coaching supply items become the property of the Association upon completion of the season);
- Sponsor and player name bars;
- Bus rental to a maximum of one trip per season;
- Administrative costs such as long distance phone calls and postage which are team related;
- Expenses related to the conduct of fundraising activities;
- The cost of one night's accommodation room per day (per pair of coaches) for non-parent coaches;
- The cost of gas and/or tolls for a non-parent coach to attend away Tournaments. Travel costs in these cases shall not exceed .35 cents per kilometre;
- Cost of meals to a maximum of \$50/day, excluding alcohol, for the non-parent coaching staff at an away tournament. Note that receipts are to be submitted to the team manager prior to reimbursement. NO CASH;
- Year-end event

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TEAM BUDGETS

Competitive teams require additional budgets beyond registration fees to cover team expenses as outlined in the “Team Fundraising” section above. For the regular season, typical team budgets range from approximately \$500 - \$1,700 per player, based on a 17 player roster. These amounts are in addition to registration fees. Team budgets must be communicated to parents/guardians in accordance with the instructions provided in the “Budget” section of this document.

As a small community, please be considerate in the number and scale of fundraising activities undertaken. Fundraising should not exceed the approved team budget. Any funds raised beyond the approved team budget (excluding direct contributions) must be remitted to Metro West Force. Excess fundraised monies cannot be distributed to parents/guardians and may not be used for purposes other than eligible team expenses listed in the “Team Fundraising” section above. Excess funds remitted to Metro West Force will be used at the organization’s discretion to support broader program needs.