



**FORT FRANCES CANADIANS AA TEAM  
GUIDELINES**

## **Fort Frances Minor Hockey – AA Canadians**

The AA Canadian players are members of the Fort Frances Minor Hockey Association. The registration fees paid to Fort Frances Minor Hockey at the time of registration cover insurances, as well as some ice time each week. Upon selection, the team then determines additional player fees to support the operation of the team.

The AA teams are responsible for all tournament registration fees, additional ice fees, coach's expenses (if applicable) and any other expenses related to being a player of the AA Canadians.

Each year, the head coach of the AA Canadians will appoint assistant coaches, trainer, manager, tournament director, fundraiser coordinator and a treasurer to help organize the season. The treasurer and manager in many cases will be the same person.

Some of these duties for positions are as follows:

**Manager** – some duties include booking Tournaments, hotel rooms, exhibition games, planning a wind-up party, and apply for Travel permits. A manager communicates any schedule changes, and upcoming events to the parents and players. Options include, email, phone calls and the use of Team Snap, etc. The manager will work closely with the head coach on the above mentioned duties.

**Tournament Director** – oversees and organizes the home tournament. Coordinates parent volunteers to ensure each task is completed. Tournament director works with the treasurer for a budget to ensure the event is a success, and to generate revenue. The revenue generated from the home tournament remains with the team, to help offset costs associated with the team.

**Fundraising Coordinator** – plan and execute fundraising activities to help cover costs associated with the team. Each year the AA Canadians teams sell tickets for the Cash Calendar. In addition, each division also plans fundraising activities to help offset the costs associated with the team. This is decided and planned per division.

**Treasurer** – Each division is responsible for the expenses and revenue associated with operating an AA team, individually. A budget should be prepared prior to the start of the season to ensure the costs will be covered for the year, without generating an excess amount of funds, and this budget will be shared with the FFMHA board of directors. It is important that given the fundraising activities the AA teams do, that Fort Frances Minor Hockey is represented in a positive, efficient way by only generating the amount of revenue needed to operate the team for hockey purposes only. Excess funds should not be fundraised to cover the costs of 'extras' not needed to efficiently run a AA level hockey team. These types of activities could negatively reflect on Fort Frances Minor Hockey's lottery licenses needed for fundraising purposes.

To prepare a budget:

Review the expenses such as:

- 1) Additional Ice Time
- 2) Team supplies such as pucks, pylons, game boards

- 3) Coach apparel (as required)
- 4) Refs
- 5) Tournament fees – how many tournaments?
- 6) Coaches expenses – if applicable

**Coaches Expenses** – It is the assumption that if the Coaches of the AA Canadians also has a child playing for the AA Canadians, that coach shall be responsible for the travelling costs associated for their child to play, as does every other family.

However, if the coach(es) of the AA Canadians have no ties to the AA Canadians, and are volunteering their time to coach the team, then it is reasonable that the AA Canadians pay the travelling costs associated with the coach(es).

A suggested format if the costs are to be covered by the team – Hotel rooms are to be paid in full by the team. Each team will be responsible to cover the cost of 1 hotel room per out of town tournament, to be shared by the coaches, as applicable. Should the coach wish to have their immediate family travel with the team, it will be their responsibility to secure and pay for their own accommodations. It is also reasonable to cover food, and gas on a per diem schedule. This can be determined per division/team – a suggested format would be \$50 per day per coach for meals, and \$100 total per tournament allowed for fuel.

**Revenue** – Revenue is received in the way of player fees, fundraising, home tournament, and Cash Calendar.

The more fundraising that is done will reduce the amount of the player fees, but the team must be respectful in the amount of fundraising done per team, as every AA division/team is also fundraising. Local businesses support our children, but are asked for numerous donations throughout the season. Fundraise only what is necessary to operate a travelling hockey team.

Fort Frances Minor hockey reserves the right to review expenses of any division/league, should these guidelines not be followed.

**Each year, an operating budget and a year end financial report will be submitted to Fort Frances Minor Hockey for review.**

The goal of the budget is to ensure enough revenue is generated to cover the costs of the team, without excess. Each team is responsible for their own bank accounts, however at the end of each season the bank account should have a balance of no less than \$5000.00 in order for next season's team to enter tournaments, etc. as start up costs. These accounts are not for profit, so a properly prepared budget will cover the costs for that year, without having an impact on the accounts for the following year.

**Lottery Licenses** – Teams that are fundraising and selling tickets to the general public will require a lottery license from the Town of Fort Frances. The application process is the responsibility of the team applying for the license. The reporting of the fundraising event is also the responsibility of the team. The reports must be complete and accurate, and submitted in a timely manner to the Town of Fort Frances. Failing to do this could result in the FFMHA not being able to obtain future licenses.

**Player Fees** – It is important that the additional player fees are reasonable and equitable. The fees are non-refundable and are part of the AA programs that the FFMHA offers to its members.

**Travel Permits** – It is the responsibility of either the coach or manager to apply for a travel permit when your team is traveling to a tournament or game outside of the Fort Frances area. These are vital as there is no insurance coverage for your team or the opposing team if a travel permit is not granted. Check with the FFMHA board of directors to clarify the process for travel permits as it does change from year to year.

**Coaching Qualifications** – It is the responsibility of the head coach to ensure that all people that have contact with players on your team have the proper qualifications and coaching certifications in order to support the players. Coaches and/or personnel that do not have the proper qualifications/certifications will put the team in jeopardy of being disqualified in tournaments as well as creating insurance issues if something should happen.

**Parents/Guardians** – It is the responsibility of all parents/guardians to complete the Respect in Sport online program in order for the team roster to be approved by HNO/Hockey Canada.

If there are any questions regarding the operation of your AA team please contact the FFMHA Board of Directors. Have a great season and best of luck.

FFMHA

Board of Directors

