

Policy Number: NWR109

Most Responsible Board Member: Treasurer

Approval date: June 16, 2026

Team Finances & Budgets

Definitions

Refer to the Northwest Calgary Ringette Society (NWR) Bylaw definitions.

Principles

All coaches, managers and parents are encouraged to ensure participation is not prohibited by financial constraints when creating the budget for the season. The team budget should be drafted to include adequate opportunities for fundraising to help offset costs.

Budget and Funds

1. Each team should establish a Treasurer team volunteer role at the first team meeting. This role includes the following responsibilities:
 - a. Open a team bank account that is designated for team use only for the duration of the season
 - b. With input from the head coach and manager, prepare a team budget for the season
 - c. Provide copies of the budget and cash flow to the team, at the beginning, mid-season, and at the end of the season and at the request of any team member
 - d. Collect and deposit cash-calls, donations, and fundraised monies
 - e. Distribute monies for team expenses
 - f. Maintain records for all financial transactions and provide all pertinent information on request for auditing purposes to the head coach and/ or manager
2. A seasonal preliminary budget should be discussed and agreed upon by 75% of the parents or guardians present at the team's parent meeting near the beginning of each season.
3. Teams must spend publicly raised funds in the current ringette season as per the team's approved budget and aligned with the purpose for which the fundraising was conducted.
4. At the conclusion of the season, and upon request, an accounting of all cash collections, amounts from fundraising and expenditures shall be provided to the team's parents or guardians.
 - a. Excess funds may be returned to parents or guardians provided the amount is less than or equal to the sum of cash collections submitted.

- b. All remaining publicly raised funds or funds that otherwise cannot be returned to parents or guardians must be transferred to NWR to be donated to a NWR financial assistance program or donated to any other not-for-profit organization as agreed on with the team.
5. Any fines incurred by NWR on behalf of any team for any reason are payable by the team at the time they are incurred. It is the team's responsibility to allocate the payment of the fines among their team staff, parents and guardians as they determine to be most appropriate.
 - a. Teams may choose to create a team specific bond to cover possible fines. Any funds collected and held for a team specific bond shall be returned to team staff, parents or guardians.
 - b. NWR reserves the right to cash any deposits from the members of the team until NWR is compensated.

Incoming Team Funds

Cash Calls

6. Teams are permitted to raise funds to cover budgeted season costs via cash calls.
7. Teams may not refund parents/ guardians more than their cash call payment.

Fundraising

8. Teams are permitted to raise funds to cover budgeted season costs.
9. Teams wanting to hold a raffle or draw (e.g. 50/50 draw) as a fundraiser must comply with the Raffles and 50/50 Draws section of these policies and any other Alberta Gaming and Liquor Commission (AGLC) rules and regulations as posted on their website.
 - a. The use or reference of the Northwest Calgary Ringette Society name or address is not permitted on any team AGLC application.
 - b. The team is responsible for any reporting requirements. NWR bears no responsibility for this task.
 - c. Funds raised must be spent in accordance with AGLC rules and regulations (e.g., tournament fees, rental of ice facilities, equipment)

Donations

10. Teams may accept donations from sponsors or through volunteer fundraising platforms (e.g., Benevity).
11. To ensure teams are in compliance with corporate donation programs,
 - a. Funds distributed to NWR will be distributed to the team as soon as possible, up to \$3000, and any excess funds will be held for approval pending review of the team's budget

- b. Teams receiving funds in excess of \$3,000 in a single donation are required to submit the team budget to the NWR Treasurer for review.
12. If donations are received by NWR and the team does not require the funds in that season, NWR will agree to hold funds in trust for a member until the next season's teams are formed, to be distributed to that member's team.

Monies related to Provincials, Championships, or Tournament Hosting

13. Any profits made from hosting Provincial or Regional Tournaments must be returned to NWR.
14. Any donation or support received from Ringette Calgary or Ringette Alberta as a result of team success at Provincials or Western Championships should be used to offset costs of the team but may be spent or distributed in accordance with any stipulations provided by those bodies.

Direct Training Allowance

15. NWR may provide reimbursement in the amount specified in the Rate & Fee Schedule for a direct training allowance (DTA) to NWR U14, U16, and U19 teams.
- a. Note: Active Start, U10, and U12 teams receive organizational power skating sessions and are not eligible for the DTA.
16. Eligible training activities include but are not limited to:
- a. Power skating or skating technique development
 - b. Shooting, passing, or tactical play clinics
 - c. Goaltender training
 - d. Off-ice strength and conditioning
 - e. Nutrition and wellness sessions
 - f. Sports psychology and mental preparation training
 - g. Hiring a certified trainer (must be qualified and insured through Ringette Alberta or their own business insurance)
 - h. Facility or ice rental to facilitate a skills specific training session to facilitate above activities
 - i. Other activities as approved by NWR Board with prior approval. Direct enquiries to athlete@nwringette.com email.
17. DTA funds may not be used for the following:
- a. Exhibition games (including ice rental, officiating fees etc.)
 - b. Travel and lodging
 - c. Tournament fees
 - d. Equipment or apparel
 - e. Team building activities

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18. The use of DTA funds must benefit the majority of the team, with the exception of goaltender training.
19. Activities must fall within the guidelines of Ringette Alberta automatic sanctioning policies.
20. Funds must be spent during the current ringette season between September 15 and March 15.
21. DTA funds cannot be transferred, deferred, or refunded.
22. DTA claims will be submitted through the NWR expense claim form
23. DTA funds will be transferred to the assigned team Treasurer once the claim has been reviewed and approved for payment.
24. Refer to the NWR webpage > Direct Training Allowance for more information, submission deadlines, and submission request form.

Cross-Reference**NWR**

- NWR10 Gift Card Fundraising
- Team Treasurer Handbook

Revision History

Date	Action Taken
June 2026	Team Finances and Budgets Policy content revised and templated. Treasurer role added, donations and support for competitive success added, Incoming funds section added for detail and clarity, DTA added.