



March 17, 2020

Hello GHC Managers, Coaches and Treasurers,

As you are aware, Hockey Canada officially cancelled the 2019/20 minor hockey season on March 13, 2020 in response to the COVID-19 pandemic. This decision was made to protect the health of our players, parents, volunteers and neighbours.

Thank you for your patience as this situation evolves. This is not the way we expected to end our season, especially not for teams in playoffs, provincials and those who were playing their final year of minor hockey. But as we have come to expect from our amazing membership, our GHC family has been tremendously understanding throughout these rapidly changing events. Our 900 players and their families come from communities all over Calgary, and the priority now is to keep those communities safe.

We hope this memo addresses many of your housekeeping questions as you finalize your 2019/20 team communication, finances and equipment.

Team Activities

- All Hockey Canada-sanctioned activities are cancelled as of March 13, 2020, including practices, playoffs, tournaments and Provincial and National championships.
- Hockey Calgary has requested that all Year End Parties be cancelled.
- No social gatherings or post-season skates should continue under Association branding.
- For your information and safety, please refer to Alberta Health Services resources for Public Health Restrictions, including restrictions on social gatherings, due to the novel coronavirus (COVID-19).

Team Finances

Some teams are awaiting reimbursement from GHC for team development funding and/or ENMAX. These cheques will be mailed to the home address of the Team Treasurers on March 30, 2020. Any cheques payable to GHC from team accounts can be mailed to the GHC Office:

Girls Hockey Calgary Association (GHC)
East Calgary Twin Arenas
299 Erin Woods Drive SE, Calgary, AB, T2B 2V9



In accordance with the GHC Financial Policies, the following financial requirements remain in place:

- Any monies remaining in your Team Bank account should be distributed as follows:
 1. Outstanding payments to third-party vendors (i.e. Outstanding invoices for services and items received during the season.)
 2. Individual reimbursements for team expenses (i.e. Reimbursing a parent who covered a team expense.)
 3. “Thank you Gifts” for coaches, managers and helpers, the amounts for which have been pre-approved by the majority of your team in your initial budget.
 4. Individual funds contributed in cash (i.e. Cash Calls)
 5. Donation to the GHC’s Financial Assistance Fund in support of players in our league who are struggling to meet the financial demands of hockey.
 6. Donation to a registered charitable organization(s).
 7. Minimum balance of \$30 at the end of the year.
- Each parent must be given the choice to receive back their pro-rata share of any remaining team funds (based on cash call contributions) and/or to donate their share in the manners outlined above.
- Any donations should have majority team approval.
- Any monies transferred from Team Bank Accounts to parents must be done via cheque. E-transfers from Team Bank Accounts to parents are not permitted. If your team requires additional cheques, we have been recommended <https://www.chequesnow.ca/> as an inexpensive and faster method of ordering cheques. Please have parents confirm their mailing address and remind them to cash their cheques before your Team Bank account is returned to GHC on **May 1, 2020**.
- Any additional funds remaining in the bank account as of **May 1, 2020*** will be transferred to the GHC Financial Assistance Fund.
- Bank cards and unused cheques are to be mailed to the GHC office at the end of the season. Please clearly indicate Team Name and Treasurer’s Name.
- Team accounts will be switched over to savings accounts on April 30th unless other arrangements have been made with the GHC office.

**We will extend the deadline of May 1, 2020 for individual teams that require additional time to distribute cheques to parents. Please communicate with us during this process.*



Refunds from Tournaments & Provincials

Some teams may be anticipating a refund from cancelled tournaments organized by other teams and associations. We are currently investigating the refund process and amounts for any pre-paid ice for our association, and expect many other organizers are doing the same. Please contact us to inform us of your situation.

If refunds are processed and distributed by the end of April 2020, please follow the Team Financial Policies as outlined above. We will extend the deadline of **May 1, 2020** if teams require additional time to distribute cheques to parents.

We also have at least two GHC teams who were planning to host tournaments that are now cancelled. If you are in this situation, please reach out to the GHC office and we will do our best to support you through this process.

Unexpected Surplus of Funds in Team Accounts

The early cancellation of the season, including team parties and tournaments, may have left a surplus in your Team Bank Account. Please be reminded of the following policies:

- Returning cash calls to parents should be a priority if any balance is remaining in the team account at the end of the season.
- Teams are not permitted to pay parents fundraised monies or charitable donations out of team funds more than what they have contributed *in cash* (i.e. Cash calls).
- All proceeds from fundraising must be properly accounted for and shall only be spent to support team expenses. Fundraising proceeds shall not be used for individual gain.

As is our practice, any “leftover” funds from Team Bank Accounts will be placed in the GHC Financial Assistance Fund. This fund is available to our GHC families who face financial burden during the minor hockey registration period. **This fund is an important resource for our GHC families, and we anticipate an increase in financial need for the 2020/21 season as we await the economic impacts of the COVID-19 pandemic.**

Teams may also allocate some or all of their “leftover” funds to a registered charity. Please retain your receipt and submit with your final reporting.



Financial Reporting

For team fundraising activities, a summary of your raffle fundraising must be sent to AGLC as per their reporting requirements within 60 days of your raffle event.

A final Budget vs. Actuals Report must be prepared and provided to parents and GHC. The report should account all money raised through fundraising, parent contributions, sponsorships, donations, etc., and all money spent compared to the approved budget.

Treasurers must submit an email that includes the following to the GHC Treasurer: (teambudget@girlshockeycalgary.com):

- A copy of the Budget vs. Actuals Report sent to parents.
- Confirmation that excess funds were distributed to the parents or donated as applicable.

A team parent or a member of the GHC Board of Directors is entitled to request financial information at any time from any GHC team. If requested, the team must provide the following within seven (7) days of the request, as applicable:

1. A copy of the most recent bank statement.
2. A list of outstanding items that are to be paid.
3. A current financial statement indicating the funds raised and money spent up to a date that is within 30 days of the date of the request.

Any parent request for any of the above financial information is required to be in writing (i.e. email) with a copy of the request sent to the GHC Treasurer at treasurer@girlshockeycalgary.com.

Equipment and Jersey Returns

The equipment return date will be set sometime in the future and communicated to teams with as much notice as possible. It remains your team's responsibility to collect, organize and return equipment in accordance with the following:

- Jerseys must be washed, dried, and hung in jersey bags in NUMERICAL order (this is to make inventory much easier for our volunteers).
- All name bars, letters and patches must be FULLY REMOVED prior to return
- If your division is allowed to keep one set of jerseys, please RETURN the jersey bag that came with that set.
- ALL coach's equipment (pucks, puck bags, cones and coaches board) MUST BE RETURNED.



Volunteer Credits

Please ask your Team Volunteer Coordinators to finalize their volunteer reports. If there are outstanding hours that could not be completed due to the cancelled games and/or tournaments (i.e. Scorekeeper, Timekeeper, Dressing Room Supervisor, etc) we will consider these hours completed.

If you have any other questions or concerns, please do not hesitate to reach out.