



# Financial Package

2026-2027

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The Prince Albert Hockey Association (PAH) Board of Directors will again be implementing the following financial guidelines for the upcoming season. Exceptions may be granted where reasonable cause is demonstrated. These guidelines are intended to protect both team treasurers and parents while promoting transparency and accountability in the management of team finances.

## Financial Accountability

Team funds are collected on behalf of all players and families and must be managed with transparency, integrity, and accountability. Team treasurers, managers, and coaches are expected to follow these guidelines to ensure all financial decisions are documented, communicated, and made in the best interests of the team. These procedures are intended to protect volunteers, parents, and the Prince Albert Hockey Association while promoting sound financial stewardship.

Please review these guidelines carefully and provide a copy to your Team Manager(s) and newly appointed Treasurer(s).

- The team budget should be reviewed with parents at the beginning of the season to ensure financial expectations are reasonable. Identify mandatory expenses, discuss any optional team activities, determine their associated costs, and establish how the required funds will be raised and allocated.
- The Coach and/or Team Manager will appoint two (2) Team Treasurers. The two treasurers must not be members of the same immediate family (for example, husband and wife).
- Once the two Team Treasurers have been appointed, a parent meeting should be held. During this meeting, the treasurers will present a preliminary team budget outlining anticipated expenses such as transportation, start-up costs, tournaments, and other expected team activities. Parents should have an opportunity to provide input and ask questions.
- The two Team Treasurers will open a team bank account requiring dual signatures. The Team Manager or Coach will be listed as the third signing authority, with all withdrawals requiring any two (2) of the three (3) authorized signatures. The Manager/Coach should only sign when one of the two treasurers is unavailable. The Manager/Coach is responsible for ensuring these financial guidelines are followed throughout the season.
- The Team Manager or Coach will notify the Hockey Office of the names and email addresses of the appointed Team Treasurers.
- The Team Treasurers must submit a copy of the team's approved budget to the Hockey Office within one (1) week of the parent meeting, or no later than November 1, 2026, whichever comes first.

- The Team Treasurers, in consultation with the Manager/Coach, will establish a deadline for payment of all start-up fees. Any consequences for non-payment should also be determined and communicated to parents during the initial team meeting. Teams are encouraged to work compassionately with families experiencing financial hardship and may make reasonable accommodations where appropriate.

## Financial Reporting Requirements

Each team is required to submit the following financial documents four (4) times during the season:

- Updated Team Budget
- Team Financial Statement
- Current Bank Statement

Submission deadlines:

- December 15, 2026
- February 15, 2027
- March 30, 2027
- April 30, 2027

Financial reports may be completed by hand or electronically. An Excel spreadsheet template has been provided on the PAH website for your convenience. Reports may be submitted by email or delivered to the PAH office. Copies of all financial reports should also be provided to team parents at the same time they are submitted to PAH.

**Year-End Requirement:** All team bank accounts must have a zero balance and be officially closed no later than **May 15, 2027**.

## Team Financial Policies

1. Teams participating in the Saskatchewan AA Hockey League (SAAHL) or Saskatchewan Female Hockey League (SFHL) must comply with the financial policies contained within the applicable league manual. Where a conflict exists, the SAAHL/SFHL Manual shall take precedence.
2. Maximum Team Fees:
  - U7, U9 and U11: **\$300.00 per player.**
  - U13, U15 and U18: **\$450.00 per player.**
  - U13A, U15A and U18A teams in the SFHL: **\$600.00** per player.
3. Teams shall not require parents to pay any amount exceeding the approved maximum team fee.
4. The maximum team fee is intended to cover all anticipated team expenses including tournaments, fundraising costs, team apparel, additional ice, off-ice programming and approved team-building activities. Teams may not require additional mandatory payments beyond the approved fee. Any additional revenue required must be generated through approved fundraising activities.

Examples of prohibited practices include:

  - Requiring parents to purchase raffle tickets in advance
  - Requiring payment for team apparel outside approved fees, or
  - Requiring families to provide a predetermined quantity of bottles or similar donations.
5. Team apparel expenditures shall not exceed \$200.00 per player. AA teams will follow the applicable SAAHL/SFHL Manual.
6. Teams conducting fundraisers are responsible for reviewing the rules and complying with all applicable SLGA regulations.
7. Alcohol, alcohol gift cards, cannabis products, vaping products or similar age-restricted items shall not be used as prizes or incentives for any fundraiser, raffle or team event.
8. Team fees may be collected as a single payment or through an approved installment plan.
9. Additional team fees as described above must be achieved through team fundraising, however if individual parents wish to pay for the fees out of their own fees they are able to do so.
10. Each team is limited to a maximum of three (3) fundraising activities. Requests for additional fundraisers must include current financial statements and supporting rationale for Board approval. Female teams are permitted two (2) fundraisers, as the Female Tournament 50/50 serves as their third. AA teams will follow the applicable SAAHL/SFHL Manual.
11. Parent Participation-any team refunds at the end of the season are dependent upon parent participation throughout the hockey season (examples: working time clock for league

games/tournament shifts/fundraising endeavors/collection of jerseys after each game.) **At any time if you are not paying out equal team refunds you must have a detailed spreadsheet of what was done per family to justify the team refunds.**

12. A portion of DMF funding is payable to PAH. Team Performance Bonds will not be released until all DMF obligations have been satisfied.
13. Teams shall not refund parents more than the total amount each family contributed through their startup team fees.
14. The Head Coach is responsible for ensuring compliance with these policies. Failure to comply may result in disciplinary action, including coach suspension and/or forfeiture of the Team Performance Bond.
15. Any surplus team funds remaining at season end shall be donated to a Community Club or to a registered charitable organization approved by PAH.
16. All team officials must obtain required certifications by December 15. Teams will be assessed a \$50.00 fine per missing certification in accordance with Hockey Saskatchewan Regulation 8.01.01(a). Any non-certified team official will be suspended until requirements are met.

## **Financial Best Practices**

Teams are strongly encouraged to collect sufficient team fees before committing to discretionary expenses such as apparel, tournaments, additional ice or team-building activities. Purchasing these items before collecting fees may create unnecessary financial hardship for the remaining families if some fees are not paid.

## **Performance Bond**

Each team is required to submit a \$400.00 Performance Bond. PAH reserves the right to withhold all or part of the bond where Association policies have not been followed.

## **Prince Albert Hockey Jerseys**

- If jerseys are not returned in acceptable condition, together with the team financial statement and player evaluations, the \$400.00 Performance Bond will be forfeited.
- Jerseys must be returned clean, repaired, if necessary, on time and as a complete set.
- Game jerseys are to be worn during games only. They may be worn for approved fundraising identification but not where damage could reasonably occur.
- Garment bags shall be used to store and transport jerseys whenever they are not in use.
- Game jerseys shall never be distributed to individual players for personal storage.
- The Team Coach and Team Manager are ultimately responsible for jersey care.
- Teams are encouraged to appoint a dedicated Jersey Parent who understands proper handling and washing procedures.

## **Name Bars**

Teams wishing to install name bars must obtain prior approval from the PAH Office. If approved, installation and removal must comply with all PAH jersey policies. Stop signs on jerseys shall not be removed or covered.

## **Extra Ice Time**

- Teams may schedule additional practices or exhibition games.
- Booking and payment for additional ice time are the responsibility of the team.
- Booking and payment for referees are the responsibility of the team.

## **PAH Tournament Participation**

All PAH teams participating in Association leagues are required to support PAH-hosted tournaments by providing volunteers such as timekeepers, gate attendants and other assigned positions. Failure to meet these obligations may result in forfeiture of the team's \$400.00 Performance Bond. A replacement bond must be submitted before the team is considered in good standing.

## **Contact Information**

Prince Albert Hockey Association

Phone: 306-922-8844

Email: pahockey1@gmail.com

Website: paminorhockey.ca