WAYZATA YOUTH HOCKEY ASSOCIATION

Travel Player Fee Guide and Travel Treasurer Guidebook

June 2026

The purpose of this policy and guidebook is to provide visibility to costs associated with Travel hockey and the responsibilities of the Team Treasurer (a required volunteer role on each Travel team).

KEY CONTACTS
WYHATreasurer@cohnreznick.com
TreasurerCoordinator@wayzatahockey.org

SUMMARY OF UPDATES
For the 2026–2027 season, the Association transitioned the collection of Travel Team Assessment Fees from Team Treasurers to its registration system (Crossbar), creating a more consistent and transparent process. Assessment Fees for each level were established based on detailed expense tracking and historical cost data from previous seasons.

As such, make note of the following terminology:

1. **Registration Fee:** fees associated with tryouts and Association core operations
2. **Assessment Fee:** fees related primarily to practices, tournaments, league games and most paid coaches expenses (for applicable teams with non-parent paid coaches)
3. **Team Discretionary Fund:** costs for referees and ice time for exhibition games/scrimmages, some non-parent paid coaches expenses (for applicable teams), team apparel, and team-building activities (with "not-to-exceed" limits)

FEE TYPES AND DESCRIPTIONS

The **Registration Fee** covers the following items:

- Ice costs for tryout sessions
- Hard costs associated with tryouts
- Costs associated with hired tryout evaluators and on-ice tryout coaches and helpers
- Equipment for the program including jerseys, pinnies, pucks, evaluation materials etc.

- Overhead costs connected to various hired positions within the WYHA organization (Director of Hockey Operations, Registrar, Program Director, Treasurer, Tournament Director, etc.)
- Hired roles to support tournament game duties (if funds from the Association Volunteer Buyout pool do not cover the needs)
- Administrative and insurance costs
- 35 hours of ice practice time for Travel teams (*the exact number of hours is subject to change from season to season via the Board)

The **Assessment Fee** covers the following expenses:

- Tournament fees (vary by tournament)
- Ice costs for practices and home games
- Dryland training
- Referee fees (league games)
- Coaching stipends for paid non-parent coaches (if any)
- Hockey training digital tools for coaches
- Goalie Clinics and Skater Skills training
- District tournament fees (note Region and State fees, if qualified, are not covered by teams and are covered by the Association)

The **Team Discretionary Fund** covers the following expenses and is the Team Treasurer's role to collect, manage, and distribute.

- Referee fees for scrimmages/exhibition games
- Reimbursement for Background Check fee, USAH Coach Registration fee, Minnesota Hockey fees, and CEP Fees (for non-parent paid coaches (if any))
- Travel expenses for non-parent paid coaches (if any), not covered in the assessment fee including **only**:
    - Hotel - one room per two paid coaches, assuming same gender
    - Mileage for coaches for games/scrimmages outside the Twin Cities metro area (at the IRS standard mileage rate)
    - Meals are reimbursed up to $50 per day with receipts
- Player apparel and optional third jersey (not-to-exceed $150 per player)
    - Should a team wish to spend more than this amount on the optional third jersey/apparel, each parent/guardian must be given the opportunity to opt out and said items may **not** be required.
- Team-building events & activities (not-to-exceed $100 per player)
    - Team-building activities play an important role in fostering team cohesion, camaraderie, and a positive player experience throughout the season.
    - Teams may choose to organize activities such as a season kick-off meal, an end-of-season celebration, purchase tournament door banners or other

memorabilia items, or charter transportation for out-of-town tournaments. These expenses are considered optional and non-mandatory.
  - Any costs incremental to the "not-to-exceed" limit can be paid from the Team Fund only with the agreement of all team families.
  - The Team Treasurer is responsible for providing transparency regarding Team Fund expenses, tracking expenditure, and communicating with families when the established "not-to-exceed" amount has been reached. Families must be given the opportunity to opt out of any additional optional expenses beyond the approved limit.

BUDGET DOCUMENTATION

The Team Treasurer will create and maintain a record of the **Team Discretionary Fund**. The team should have full transparency on the planned and actual expenses.

Additionally, in order to support improved tracking of Team Discretionary Fund across the association, Treasurers will be expected to provide a year-end report of the Team Discretionary Fund, as requested by the association Treasurer.

TEAM TREASURER IMPORTANT TASKS AND NOTES

A. State and Region tournaments – If the team makes it to Region or State, then the team will pay the registration fee and the Association will reimburse the team. Contact WYHAtreasurer@cohnreznick.com.
B. Non-parent paid coaches travel should account for approved expenses as defined above. Mileage and food expenses with receipts should be reimbursed by the Team Treasurer.
C. Additional checks – If you are running low on checks please contact the Treasurer Coordinator at TreasurerCoordinator@wayzatahockey.org for additional checks. Do not order any checks as we have extras.

Beginning of Season

A. Attend the Team Treasurer Kick-Off meeting that occurs early in the season each year
B. Get the team checkbook from the Association at the Treasurer's Kickoff meeting; set up the account with your information at the Wayzata branch of Old National Bank (135 Central Ave N, Wayzata, MN 55391.) You will want to meet with Amrita Singh for this. It is best to call her prior, to set up an appointment (763) 204-7236. The checkbook will have a balance of $5 in it.
C. In collaboration with the team's Head Coach and Team Manager, develop a list of items or activities that your team may want to purchase or partake in. Provide your team visibility to this. **Note, it is important to follow the policy notes on Team Discretionary Funds and "not to exceed" amounts when determining what are the required expenditures for your team.**

D. Communicate to the team the anticipated expenses for the Team Discretionary Fund and the timeline to collect this

End of Season

A. Balance team checkbook to $5 at end of season.
B. Turn in the checkbook to WYHA Treasurer Coordinator at the end of season or place it in the treasurer box at PIC.
C. Complete and return expense tracking report to WYHA Treasurer Tim Jewell