

TOURNAMENT ENROLLMENT AND TEAM FUNDS POLICY

Effective Date: 1/21/2026

Version: 1.0

1. PURPOSE

- a. This policy establishes per-family contribution expectations and limits and defines which team spending decisions require a team vote.

2. SCOPE

- a. This policy shall apply to all teams operating within Forest Lake Hockey Association.

3. ROLES

- a. Head Coach
 - i. Leads planning of team spending priorities within the parameters of this policy.
 - ii. Proposes spending plans and fundraising initiatives for consideration by team participants.
- b. Team Manager(s)
 - i. Defines family contribution requirements within the limits set forth in this policy and communicates expectations for use of team funds.
 - ii. Drafts the ballot question and summary; defines the issue to be voted on.
 - iii. Coordinates with the Vice President of Business to create and configure the anonymous Crossbar poll.
 - iv. Notifies eligible participants when the voting window opens and closes; issues reminders.
 - v. Communicates results to participants
- c. Vice President of Business
 - i. Administers the team voting process
 - ii. Maintains records of the vote (ballot text, dates, totals, outcome) and communicates results to Head Coach and Manager
 - iii. Creates and oversees the anonymous Crossbar poll and ensures compliance with association policies.

- iv. Serves as the escalation point for voting process issues or disputes.
- d. Teams Treasurer
 - i. Advises Team Managers on items that fall under this policy and implements appropriate controls and segregation of duties per association policy.
- e. Team Participants (Parents/Guardians; One per Family)
 - i. Vote on team spending requests that meet the voting threshold and adhere to voting deadlines.
 - ii. Meet contribution and/or fundraising requirements as defined for their team level.
 - iii. Abide by the results of approved votes.

4. CONTRIBUTION AND FUNDRAISING REQUIREMENTS

- a. Mites (All Levels):
 - i. Without a team vote, each family may be required to either:
 - 1. Fundraise a minimum net profit of \$100 (per family), or
 - 2. Contribute \$100 to the team discretionary fund (“slush fund”), or
 - 3. A combination of both methods to reach a maximum contribution of \$100
- b. Travel Teams (Squirt/10U, Peewee/12U, Bantam/15U):
 - i. Without a team vote, each family may be required to either:
 - 1. Fundraise a minimum net profit of \$250 (per family), or
 - 2. Contribute \$250 to the team discretionary fund (“slush fund”), or
 - 3. A combination of both methods to reach a maximum contribution of \$250
- c. Additional Funding Requests
 - i. Any requirement or request that exceeds the amounts in (a) or (b) whether through additional family contributions or additional fundraising efforts must be approved by a vote of team participants.
 - 1. Voting requirements are defined in the Voting section below.
- d. Refund Thresholds
 - i. If a balance remains at the end of the season, amounts may be refunded to families who made cash contributions, capped at each family’s total cash contribution.
 - ii. Refunds are processed if the per family amount is at least \$30, unless another use is approved by team vote; smaller amounts may be applied to a modest team wide, end-of-season use.

5. TEAM SPENDING

- a. All Teams (both Mite and Travel)
 - i. Without a team vote, the Head Coach and Team Manager may jointly approve single expenditures of less than \$1000 from team funds (fundraising, team discretionary fund contributions, and unrestricted sponsorships).
 - 1. Purchases must comply with permitted uses and any approved team budget.
 - ii. Any single expenditure with a total commitment of \$1000 or more must be approved by a vote of team participants before the commitment is made.
 - 1. For purposes of this section, a “single expenditure” means a single transaction or commitment to a vendor (e.g., contract, invoice, purchase order).
 - 2. Expenditures may not be split into smaller payments to avoid the voting threshold.
 - iii. Designated sponsorships: Contributions from sponsors that are expressly designated for a specific, permissible purchase (e.g., training tools and activities, alternate jerseys) may be spent for that designated purpose without a team vote, even if the amount is \$1000 or more.
 - 1. If the purchase exceeds the designated sponsorship amount and will require additional team funds, the voting threshold applies to the team-funded portion.

6. TOURNAMENT ENROLLMENT (MITE TEAMS)

- a. Baseline Participation
 - i. Mite/8U 1
 - 1. Each team may participate in a maximum of two jamborees.
 - 2. FLHA preregisters each Mite/8U 1 team for Spring Jam.
 - 3. Full ice jamborees are not permitted.
 - ii. Mite/8U 2
 - 1. Each team may participate in a maximum of three jamborees.
 - 2. FLHA preregisters each Mite/8U 2 team for Spring Jam.
 - 3. Full ice jamborees are not permitted.
 - iii. Mite/8U 3 & 4
 - 1. Each team may participate in a maximum of three total jamborees or tournaments.

2. FLHA preregisters each Mite/8U 3 & 4 team for Flake Jam.
 3. One tournament may be full ice after January 15.
- b. Definitions
 - i. Jamboree: A short-format, development-focused event for Mite teams. Jamborees typically include cross-ice games and do not include standings, brackets, playoffs, or championship games. Full-ice play is not permitted unless specifically approved by FLHA.
 - ii. Tournament: A structured, competitive event held over one or more days that includes scheduled full-ice or half-ice games (as permitted for the level) and may include standings, brackets, playoffs, or championship games.
- c. Adding Tournaments
 - i. The Head Coach and Team Manager may propose additional jamborees or tournaments up to the predefined maximum.
 - ii. Teams that have not reached their maximum allotted jamborees or tournaments must submit a request to the Mite Director before entering any event.
 - iii. Upon review and approval, the Mite Director will submit the request to the District 2 Forest Lake representative for further review and submission to the District 2 Director for approval.
 - iv. Jamborees and tournaments must be within a reasonable distance from the Forest Lake Sports Center.
 1. The Forest Lake Sports Center is used as the central reference point for all FLHA communities.
 2. A reasonable distance is defined as approximately a 45-minute drive from the Forest Lake Sports Center under normal driving conditions.

7. TOURNAMENT ENROLLMENT (TRAVEL TEAMS)

- a. Baseline Participation
 - i. Each Travel Team should expect to participate in up to four in-season tournaments per season, including any tournaments pre-registered by Forest Lake Hockey Association (FLHA).
 - ii. FLHA may preregister at least one local and one out of town tournament for designated teams, subject to availability and scheduling.
- b. Definitions
 - i. Local tournament: A tournament that does not require overnight lodging for a majority of families.

- ii. Out-of-town tournament: A tournament that is expected to require overnight lodging for a majority of families.
- c. Adding Tournaments
 - i. The Head Coach and Team Manager may propose additional tournaments (up to the four-tournament cap).
 - ii. No more than two out-of-town tournaments may be scheduled without participant approval.
 - 1. Any proposal to add a third (or more) out-of-town tournament requires approval by a vote of team participants.
- d. Exempt Tournaments
 - i. District, Regional, and State postseason tournaments are excluded from the four-tournament cap and from the two out of town limit.

8. VOTING

- a. Administration
 - i. When a vote is required, the Vice President of Business administers an anonymous poll in Crossbar.
 - 1. If the VP of Business is a participant on the team, another Executive Board member who is not a team participant administers the poll.
 - 2. The administrator ensures one vote per family per player, opens and closes the poll, and maintains the record.
- b. Eligibility
 - i. One vote per family (parents/guardians) per player.
- c. Notice and Voting Window
 - i. Standard votes remain open for 48 hours from the time of notice; time-sensitive votes (e.g., tournament enrollment or order placement deadlines) may use an expedited 24-hour window.
 - ii. Opening and closing timestamps are included in the notice, with at least one reminder during the window.
- d. Quorum and Approval
 - i. Quorum: At least 80% of eligible families must cast a vote.
 - ii. Approval: A proposal passes only if at least 75% of all eligible families vote “yes” (not just votes cast).
 - iii. Nonresponses: Families who do not cast a vote are recorded as “no.”
- e. Scope of Votes
 - i. Participant approval authorizes the expenditure category, amount, and timing.

- ii. Votes do not determine design specifications or vendor selection.
 - 1. Design choices (e.g., colors, logos, styles) and vendor selection are made by the Head Coach and Team Manager, in accordance with association branding and procurement policies.

9. PERMITTED AND PROHIBITED USES OF TEAM FUNDS (REFERENCED IN TEAM SPENDING)

- a. Permitted uses:
 - i. Tournament registration fees
 - ii. Scrimmage fees
 - iii. Ice time
 - iv. Officiating
 - v. Team training/clinics
 - vi. Required team apparel or shared equipment
 - vii. Team building activities
 - viii. Team meals/dinners
 - ix. Modest end of season events, parties, or awards
- b. Prohibited uses:
 - i. Personal/family travel, lodging, or meals
 - ii. Alcohol
 - iii. Personal gear beyond uniform team requirements

10. GLOSSARY OF TERMS

Term	Definition
Anonymous Poll	A confidential vote conducted through Crossbar where individual selections are not visible to others.
Approval Threshold	The percentage of all eligible families that must vote “yes” for a proposal to pass (75%).
Baseline Participation (Tournaments)	The standard expectation that Travel Teams participate in up to four in-season tournaments without additional approval.
Contribution (Family Contribution)	A cash payment made by a family to the team discretionary fund, within limits defined in these guidelines.
Crossbar	The association’s online platform used for team management and for administering anonymous votes.
Designated Sponsorship	A sponsorship restricted by the sponsor for a specific, permissible purpose; funds may be used for that purpose without a vote.
Discretionary Fund (“Slush Fund”)	Team funds composed of family contributions and unrestricted fundraising revenue.
Expenditure (Single Expenditure)	A single financial commitment or transaction with a vendor (e.g., contract, invoice, purchase order).
Fundraising (Net Profit)	Revenue earned from fundraising activities after subtracting related expenses.
Participant / Team Participant	One designated parent or guardian per family who is eligible to vote on team matters.
Quorum	The minimum percentage of eligible families who must cast a vote for a vote to be valid (80%).
Spring Jam	A Jamboree facilitated by the Forest Lake Hockey Association.
Refund Threshold	The minimum per-family amount (\$30) required for unused cash contributions to be refunded.
Team Funds	The combined pool of fundraising revenue, contributions, and sponsorship dollars available for team spending.
Voting Window	The time period during which voting remains open (typically 48 hours, or 24 hours for time-sensitive decisions).