

Assessment Funds for Travel Teams Policy & Treasurer Guidebook

July 2025

The purpose of this policy/guidebook is to provide visibility to families on what to expect regarding Assessment Funds on Travel teams, explain the types of expenses to expect Assessment Funds to cover, define expenses that should **not** come from Assessment Funds, and to outline expectations for the Treasurer role. The documentation includes:

- Team Treasurer role overview
- Description of what Assessment funds are for
- Expected expenses for Paid Non-Parent Coaches
- A definition of **discretionary funds** and how to manage those
- Budget documentation expectations
- Historical Assessment Funds averages by level
- Treasurers tasks and a checklist of what to do after the Treasurer Kick-Off Meeting

TEAM TREASURER ROLE OVERVIEW

The Team Treasurer is an important role for WYHA Travel teams. It is an "Association-Volunteering" exempt role (1 per Travel team). The responsibilities include:

- In collaboration with the Head Coach, create the team budget
- Maintain record of tracking actual expenses
- Meet with the WYHA Team Treasurer Coordinator to obtain the team checkbook and review the Treasurer's Guidebook (this document)
- Provide the team transparency on the budget
- Issue payments to the association or other parties (ex. referees), in collaboration with the Team Manager
- Validate all ice costs incurred are accurate, troubleshoot as needed
- Balance the checkbook
- Maintain confidentiality of scholarship-related information
- Make it easy for team members to facilitate payment (ex. electronic payment method)

WHAT ARE ASSESSMENT FUNDS

Assessment Funds are payments due from each player to cover team-related expenses not included in the Registration Fee.

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

- Ice costs for tryout sessions
- Costs associated with hired tryout evaluators and on-ice tryout coaches and helpers
- Equipment for the program including jerseys, pinnies, pucks, evaluation materials etc.
- Hard costs associated with tryouts
- Overhead costs connected to various hired positions within the WYHA organization (Director of Hockey Operations, Registrar, Membership & Operations Manager, 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 **WYHA Assessment Fee** is needed to cover the following items. These are considered the **Assessment Fund Primary Purpose** of assessment funds.

- Tournament fees (vary by tournament)
- Ice costs for practices, scrimmages and training
- Dryland training
- Referee fees
- Coaching stipends and travel expenses 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)
- 3rd jersey and team apparel for players
- Team building events

For teams with paid non-parent coaches, the following expenses are considered

Assessment Fund Primary Purpose :

- Hotel - one room per two paid coaches, assuming same gender
- Coach apparel for behind the bench (ex. one coat and one hoodie)
- Mileage for coaches for games/scrimmages outside the Twin Cities metro area (at the IRS standard mileage rate)

A note on *team building events*. Team building events are an important part of creating team cohesion and camaraderie. As a guideline, it is reasonable to assume team building events can account for about \$100 per player throughout the season.

DISCRETIONARY PURPOSE

Teams may choose to organize an end of season party, or purchase additional items for the team such as tournament door banners, or to charter a bus for out of town tournament travel. These types of purchases are considered **Discretionary** and should only come from the Assessment Fund if agreed upon by all families. Families can make discretionary purchases outside of the assessment at their discretion.

BUDGET DOCUMENTATION

The Team Treasurer will create and maintain record of the team budget planned and actuals. The team should have full transparency on the planned and actual expenses.

Additionally, in order to support improved tracking of Assessment Fund spend (including funds used for discretionary fund purposes), Treasurers will be expected to provide a year-end report of spend allocation across the buckets identified above, or similar, as requested by the association Accountant.

ESTIMATIONS

For the 2024-2025 season, below is an average of Assessment Funds (Primary Purpose), by level. Note, the policy in this season did not reflect the delineation of primary and discretionary types of expenses, and therefore only reflects the costs of Assessment Funds (Primary Purpose).

- Bantam \$1,200 - \$2,100
- PeeWee \$1,100 - \$1,400
- Squirt \$1,000 - \$1,200
- 10U \$1,000 - \$1,200
- 12U \$1,100 - \$1,500
- 15U \$1,200 - \$1,700
- Jr Gold \$1,100 - \$1,500

TEAM TREASURER IMPORTANT TASKS AND NOTES

- A. Attend the Team Treasurer Kick-Off meeting that occurs early in the season each year, where you will receive a detailed list of expenses that will need to be accounted for in your team assessment.
- B. You may also want to develop a list of items or activities that your team may want to purchase or partake in, to provide families an estimate of cost. **Note, it is important to follow the policy regarding Primary and Discretionary funds.**
- C. Most items on the schedule of team billings are estimates, except Tournaments, digital hockey training tools, and coaching stipends (if any)
- D. The tournaments are the actual tournaments that the association has paid on behalf of the team. Please review and let Tim Jewell and the WYHA Tournament Director know if any are incorrect. It is your responsibility to verify that there are no gate fees left to be paid. If a gate fee is listed in the “estimated amount due” column then that one has

been paid by the association. If you will be changing any of the tournaments it is your responsibility to contact the WYHA Tournament Director and explain the situation and desired outcome.

- E. Balance of online registration payments is \$200 per player. Once the team counts are given to the association treasurer the actual number of players will be used to calculate the correct billing for your team.
- F. Ice time has been estimated based on prior year's expenses for your particular team. The team will be billed for ice time based on the actual amount used at the rate of \$265 per hour. Please track these hours and make sure that the billings are correct. If you share ice time with another team you will only be billed for the portion of ice time that you used. When a Wayzata team plays another Wayzata team the ice time will be split 50/50. Ice time includes the skater and goalie skills sessions.
- G. Dryland facility will be billed to the teams based on actual usage on a monthly basis. We have estimated the usage at \$175 per hour
- H. Goalie skills will be billed based on the actual number of goalies that the team has. We are estimating this at \$800 per goalie.
- I. Coaching stipends are billed to the team based on the amount that is listed on the schedule of team billings. If no stipend is listed your team will not be billed for a stipend. The stipends are only allowed for non-parent coaches.
- J. Home game referee fees will be billed based on the number of home games the team plays. The fees will be billed at the end of each month once we receive the billing from the referee association.
- K. The Skater skills sessions are billed per team based on the total amount paid to the skills instructors. We are estimating this amount to be \$750 per team.
- L. Most teams have district tournaments and those estimated amounts are listed.
- M. State and Region tournaments – If the team makes it to Regions or State, then the team will pay the registration fee and the association will give the team a credit for that amount on the next billing.
- N. Non-parent coaches travel should account for approved expenses as defined above. Mileage and food expenses with receipts should be reimbursed by the Team Treasurer.
- O. Association billing process – Team statements will be e-mailed to the treasurer. Review the statement and let Tim Jewell know if there are any questions. Ice questions can be directed to the ice scheduler or to Tim. Write a check for the amount due and place in the treasurer box at PIC. Include any vouchers as payment using the procedures outlined below.
- P. Additional checks – If you are running low on checks please contact the assistant treasurer for additional checks. Do not order any checks as we have extras.

TEAM TREASURER STEPS AFTER THE TREASURERS KICKOFF MEETING

Beginning of Season

- A. 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.
- B. Communicate to the team the anticipated expenses for the season and a schedule of when you will collect the assessments for the travel team - suggested amounts for first assessments:
 - Squirts/10U -- \$400 per player
 - Pee Wee/12U/14U -- \$400 per player
 - Bantam -- \$475 per player
 - Junior Gold/16U -- \$475 per player
- C. The Treasurer should communicate to the families the billing schedule they plan to use; monthly or Nov, Jan, Feb & final, depending on how far the team gets in Districts, Regions & State. You should always offer an option to pay up front. You may attach the team expenses spreadsheet to the email but it is best not to share specific family details to the entire team contained within the Budget Spreadsheet per the "maintain confidentiality" expectation noted above
- D. Deposit the assessments received from the parents. Expenses from *Primary Purpose* expenses list above will come out of this account.
- E. Pay the assessments from the association in a timely manner using the procedure outlined above.

End of Season

- A. Balance team checkbook to \$5 at end of season. Include a list of outstanding items if any.
- B. Turn in the checkbook to WYHA Treasurer Coordinator at the end of season or place it in the treasurer box at PIC along with a list of outstanding items.
- C. Complete and return expense tracking report to Tim Jewell

A note on Scholarships & Navigating unpaid Assessments

Please let the WYHA Treasurer know if you are having any difficulties with collecting any funds.

There are limited funds available for families that are in need of assistance with paying for their hockey fees. As you are working to collect payments, if any family is in need of assistance, please have the family contact the WYHA Registrar for this assistance;



registrar@wayzatahockey.org. Please ensure you keep family money matters confidential, as WYHA is very serious about being discreet.

Vouchers used as payments

There are various uses of the vouchers that are issued by the registrar, (i.e. scholarships, goalies, etc.). These should be treated just as if the family has paid you cash, check or electronically. This information should not be shared with others on the team. You will enter it into your tracking spreadsheet as well as apply that amount towards the invoice received from the WYHA Accounting Firm, Smith Schafer (SSA). For example, if you receive an invoice from SSA for your team with a total of \$4,650 due, and you have received a voucher for \$650, the remaining \$4,000 would be paid out of the team checkbook. Both the check and the voucher would be turned into the treasurer's box at PIC.