



Timesheets Policy:

- 1. NMAHA requires a Time Sheet Form is to be filled out by the Coach at the time-of-service hours for payments to ensure proper funds and tracking.**
- 2. The Time Sheet Form must have Observer's name printed & signature next to the hours. A total amount of hours is required at the completion of month.**
- 3. The Observers signature is required and must be a Coach or Board member.**
- 4. Signature of the Coach requesting Time Sheet approval on the bottom.**
- 5. If Form has all signatures and are in order, the Treasurer will then approve and sign the form for payment.**
- 6. Time sheets should be returned to the Treasurer at the Board meeting on the 2nd Tuesday of the end of month following to unsure no disputes. The Treasurer will sign Time Sheet and issue a check.**
- 7. The completed form will be filed for NMAHA records.**
- 8. The Treasurer will let keep track of time sheet payout so it doesn't exceed our budgeted cap per Approved Coaches by NMAHA BOD for the 2023-2024 Season.**



COACHING TIMESHEET

MONTH: _____

COACH: _____

CEP #: _____ **USA HOCKEY #** _____

DIVISION: _____ **ACTIVITY:** _____

DATE:	START TIME:	END TIME:	HOURS:	PRINT NAME:	OBSERVER SIGNATURE:

TOTAL HOURS: _____

TREASURER SIGNATURE FOR PAYMENT APPROVAL:

DATE:

COACHES SIGNATURE:

DATE:

OBSERVER(S) SIGNATURE MUST BE A COACH OR BOARD MEMBER DURING THE TIME ON THE ICE.