



Team Treasurer Job Description

You have been selected as the team treasurer. THANK YOU! Each of you will serve as a facilitator of the Association policies and shall be familiar with policies as they apply to your team. Each team manager, team treasurer, team coach and all volunteers shall conduct themselves at all times to act in accordance with the Association policies. Thank you for volunteering, we know that these jobs can seem thankless; however, we as an Association do appreciate you stepping up and taking on this role for your team.

Communication: Please communicate to the team how much is collected initially, when funds are due and the preferred payment methods. Some suggested amounts range between \$50-\$150 per player. If the balance falls below a certain point let your team know that you will reach out to collect more at that point. If you have any updates to the budget it works well to send that to your team manager to include in their weekly email to the team.

Transparency: Create a shared document (ex: sheets) that can be viewed, but not edited, that all parents and coaches have access to. Track all finances and record them on the shared document. Place copies of receipts, checks, electronic and cash transactions, ect. This protects the Team Treasurer and helps with any potential questions associated with team finances. Transparency is very important in this role since it is dealing with money.

Tournaments: The tournaments booked by the Association for each team have been paid for by the Association. Please review the tournaments and let the Association know if any are incorrect. It is the treasurer's responsibility to verify that there are no gate fees due. If a team decides to book an additional tournament the cost is to be paid by the team. This includes the tournament fees, non-parent coach(es) hotel room, the per diem to cover food and gas costs for the non-parent coach(es) and any additional fees that may come along with participation in an extra tournament.

Hotel Rooms: It is the treasurer's responsibility to book and pay for any non-parent coach rooms. Submit the receipt to treasurer@mankatohockey.com for the non-parent coach room cost..

Coaches Pay: Coaching stipends (paycheck) will be paid by the Association. Stipends are paid in two installments. The treasurer is responsible for delivery of the stipends to the coaches. Non-parent coaches receive "per diem" pay for tournaments. Per diem is paid by the association to non-parent coaches for tournaments booked by MAHA to help cover gas and food costs while traveling.

Away Game Fees: When the scheduler is booking additional, non-district games, they should negotiate if the ice/refs are covered by that home team. If that team is requesting your team to pay for the refs, you will need to find out the amount due and how it's payable and be sure to deliver that payment before the game. You should be sure to communicate with your scheduler to ask these questions. A way to recover those costs is by charging the visiting team the cost of refs since the Association pays for our refs.

Other expenses: There will be other expenses that may need to be paid out of this account such as team parties, and non-parent coaches' extra travel costs. All additional expenses should be added into the shared document for tracking and transparency.

Example Communication to Team Families Treasurer Introduction email to team:

Hi everybody, I am (your name) and I will be the team treasurer this year. We collect funds during the season to pay for any additional fees (away, non-district games, team events, etc.)... I will be providing an ongoing summary of expenses via shared "Sheets" for transparency. If the balance falls below \$X00 I will reach out to the team to collect additional funds.