

## BY-LAW

### Representative Team Financial Accountability

A by-law to establish the Representative Team Financial Accountability to the Brantford Girls Hockey Association.

BE IT ENACTED as a by-law of the Brantford Girls Hockey Association as follows:

1. All Representative teams must send the BGHA General Manager a copy of their proposed season budget prior to the beginning of the season to be reviewed by the BGHA board of directors.
2. To maintain transparency with representative team financials, every team shall submit a detailed income / expense report to the BGHA General Manager on a monthly basis, as well as to each player / parent(s).
3. These reports shall be submitted to the BGHA and distributed to the player / parent(s) by the 21st day of the month following the reporting period. For example, the financial report for September shall be submitted to BGHA and distributed to parents by October 21st, and so on. Final (season end) financial statements must be distributed to the BGHA and player/parent(s) by April 7<sup>th</sup>, if a team is playing in Provincials final (season end) financials are to be distributed by April 20<sup>th</sup>. Parent reimbursements from team fees must also be ready to distributed by April 7<sup>th</sup> or April 20<sup>th</sup>
4. Managers are generally assigned the task of maintaining team financial records and submitting reports to the BGHA and parents, but coaches are ultimately responsible for their team and shall ensure that deadlines are being adhered to.
5. Failure to submit these required reports by the deadline will result in the team's forfeiture of one practice time each week until the report is received at the team's expense. If two months should lapse without a report received by the BGHA, practice times will continue to be forfeited at the team's expense and a meeting will be required with team staff and the BGHA executive to discuss the delay will. Should three months lapse without a report received, the head coach will be considered not in good standing with the BGHA and removed from the coach of the team. Any person not in good standing is ineligible for consideration of a future team staff position or coaching role.