

St Thomas Minor Ball Association (STMBA)

TEAM BUDGET POLICY – St Thomas Minor Baseball Rep and Select Teams

Policy Statement:

Teams are required to prepare an initial team budget, breaking down the expected income (sponsorship, fundraising, team fees) and expenses (tournaments, exhibition games, team parties/meals, clothing).

Each team is required to prepare and is responsible for their operating budget during the season. The costs to run a team can include such items as tournament entry fees, exhibition games (teams are allowed 2 at no charge to the team), umpire fees if for more than the 2 allowed exhibition games, lodgings and/or meals during away tournaments for non-parent coaching staff, first aid supplies, postage, stationery, telephone, long distance telephone charges, practice equipment (teams should check with STMBA before purchasing as it may be something STMBA can provide), non-parent staff travel allowance, bus travel etc. Travel and accommodation allowance is only available to non-parent coaching staffs* as outlined below. Receipts for accommodation and other expenses must be emailed to Stmba2017@rogers.com for reimbursement.

A draft of the proposed budget must be forwarded to the Director of Rep and the President prior to a team budget meeting. The initial budget, if teams are chosen in the fall, is November 30 of the current year. For teams chosen in the Spring, the initial budget is due by February 28 of the current year.

Budgets are presented after the parents are given a 3-day period of which to review it. If a parent does not like some part of the budget, they may send an email to the President with their concern within that 3-day period. The President will review the concern and decide if action is necessary. A 2/3 majority of votes constitutes approval of the proposed budget.

Once the budget is approved, it is the responsibility of the Head Coach to uphold the financial requirements as set down in the budget. Team financial arrangements are an agreement between the staff and the parent(s) of the team. This is completely separate from the STMBA funds/fees, and therefore if you have any disagreement regarding the disposition of team funds, it would be a matter between the parent(s) and the Head Coach. If financial concerns are not addressed by the Head Coach, the Rep Convenor or President should be contacted for assistance. Any significant change to the budget (more than \$300) throughout the season requires another formal budget presentation and parent vote in the presence of a STMBA Representative.

All funds received and reimbursed will go through STMBA. No team accounts are allowed.

The Head Coach shall ensure that monthly financial statements are distributed to team parents and a final reconciled financial statement is filed with the Rep Convenor and President by September 15th.