



SARNIA-LAMBTON JR. STING AAA HOCKEY ASSOCIATION

FINANCIAL POLICIES

All board members, team officials, and parents are responsible for reviewing and understanding the SLJS Financial Policies as they relate to them.

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ASSOCIATION FINANCES

All financial transactions will be the responsibility of the Association Treasurer. The Association Treasurer shall:

- Prepare financial statements for distribution to the Executive Committee.
- Keep a record of all monies received and disbursed; deposit all monies to the bank account; make all disbursements by cheque or e-transfer as directed and approved by the Board of Directors

All cheques or e-transfers from the corporation are two-to-sign and are to be executed by the Treasurer and President, or the Treasurer and First Vice President.



FUNDRAISING

The SLJS Hockey Association is supportive of team fundraising, such as:

- Bottle Drives
- Meat Raffles
- 50/50 Draws, Cash Calendars
- Events (comedy night, live music, duelling pianos)
- Product sales (e.g. Poinsettias, chocolate bars, meat, popcorn, etc.)

Direct Alcohol or alcohol related products (e.g. wheelbarrows of booze, LCBO/Beer store gift certificates, alcohol raffles, etc.) are strictly prohibited.

Activities not listed above should receive approval by the Director of Sponsorship prior to any planning.

Lottery Licenses must be obtained through the Association Treasurer or Director of Sponsorship for any lottery event that requires a licence. Information can be found on the City of Sarnia website: <https://www.sarnia.ca/doing-business/about-lottery-licensing/>.

All team sponsorships and fundraising are to be pooled and used to pay for team expenses.



HEAD COACH HONORARIUM

Non-parent head coaches who carry the required certification will be paid an honorarium from the Association. The amounts are as follows:

Division	Amount
U10-U11	\$3,000
U12-U13	\$4,000
U14-U15	\$4,500
U16-U18	\$7,000

Honorariums are disbursed in four (4) equal installments: September, November, January, March*

*Final coach honorariums will be withheld until the end of the season budget has been submitted and approved by the Board, team bank account closed to a 0 balance, and the team iPad returned to the Board.



NON-PAYMENT

All fees must be paid in full by December 15th of each year. This allows the Association Treasurer and the Team Managers/Treasurers two weeks to reconcile the player accounts and determine by January 1 which, if any, are delinquent so that appropriate action can be taken.

After January 1, players whose accounts are delinquent may not be able to participate in any team activities, including practices or games until payment is received in full. If fees are not paid by season end, the player will be flagged in the Hockey Canada Registry with subsequent ramifications by the Association Registrar.

If a player leaves the organization and there are outstanding fees, the player will be flagged in the Hockey Canada Registry by the registrar at that time, with all the subsequent ramifications.

On or about April 1, an additional \$100 will be added annually to all delinquent accounts that are not paid in full.



REFUNDS

This policy applies when a player who had signed with a SLJS team for a given hockey season leaves the team during that season and seeks to obtain a refund.

The availability and amount of a refund will depend on the reason(s) that the player will no longer be playing with the team, as well as the timing of the application for a refund, as described in this policy.

Applications/requests for refunds must be made to the Board in writing/by email.

Scenario 1: Players who can no longer play due to injury, illness, moving or accident

This scenario is intended to apply in circumstances where a player can no longer play on the team for reasons that are, to some extent, beyond their control, such as injury, illness, moving or accident.

This scenario is not intended to apply where the player can no longer play as a result of an injury suffered while participating in sports or activities outside of the AAA team's games, practices, or sanctioned activities.

The Board, in its discretion, will determine whether the circumstances of the player's departure from the team fall within the intended application of Scenario 1.

Players in Scenario 1 will be entitled to a refund, the amount of which will be pro-rated depending on the date of the application. Given that for most teams, the season starts in mid-August and concludes in mid-March, the pro-rating of the refund is based on an 8-month season, as indicated in the following table:

Date that application/request for refund is filed/made	Amount of refund (% of eligible \$)
On or before September 15	100%
Between September 16 and October 15	75%
Between October 16 and November 15	67.5%
Between November 16 and December 15	50%
After December 15	0%

Any team fees that have been paid by the player should be included for the purposes of determining the total amount that is eligible to be refunded and that is subject to pro-rating.

However, in each case, the amount of the refund under consideration excludes the commitment fee, and the concussion testing and related fees. In addition, a \$25.00 administration fee will be subtracted from the amount of the refund that the player is otherwise entitled to. Any monies obtained from a sponsor will be excluded from the calculation of the player refund and will be dealt with separately, as described in this policy.



No refunds will be given where the player leaves the team, and/or the application for the refund is made after December 15.

Scenario 2: Players who quit the team, or are injured outside of the team's activities

This scenario is intended to apply in circumstances where a player, by his/her own choice or the choice of his/her parents or other family members, decides to no longer play for the team (i.e. the player quits the team). This scenario is also intended to apply where the player can no longer play as a result of an injury suffered while participating in sports or activities outside of the AAA team's games, practices or sanctioned activities.

The Board, in its discretion, will determine whether the circumstances of the player's departure from the team fall within the intended application of Scenario 2. Players falling under Scenario 2 will not be entitled to a refund of any kind.

Notwithstanding the above, in circumstances that it considers it appropriate to do so, the Board may, in its discretion, grant a refund to a player who falls within Scenario 2. The amount of any refund granted in such circumstances is also at the discretion of the Board. In exercising this discretion, one of the options available to the Board, should it consider appropriate to do so, is to treat the situation as one that falls within Scenario 1 and grant a pro-rated refund as described under that Scenario.

U18 Players

Notwithstanding the policy as stated above, U18 players may be entitled to a refund, given that players at this level are routinely added to or removed from a team throughout a given hockey season. Refunds for U18 players will be handled by the Board on a case-by-case basis. Generally, but at the Board's discretion, the amount of a refund granted to a U18 player will be pro-rated according to the number of games and/or amount of time played with the SLJS team over the course of a given season.

Refund of Sponsorships

If a player who is entitled to a refund under this policy has obtained a sponsorship, the sponsor will be entitled to a refund using the same pro-rating that applies to the player's refund as determined under Scenario 1 of this policy.



REGISTRATION FEES

All-in-one fee includes: Ice rental (practices/games, set practice times), referees, head coach honorarium, \$7,500 team tournament subsidy, jerseys and socks (pro-style embroidered), video room availability, player development, 10 Sarnia Sting flex tickets, \$250 of elimination draw tickets to sell or keep, team and individual pictures, 2 banquet tickets.

Division(s)	U10-U16	U18
Fee	\$4,000	\$3,500*
Due dates	<ul style="list-style-type: none"> • June 1 - \$500 • Sept 1 - \$500 • Oct 1 - \$1,000 • Nov 1 - \$1,000 • Dec 1 - \$1,000 	<ul style="list-style-type: none"> • Sept 1 - \$1,000 • Oct 1 - \$1,000 • Nov 1 - \$1,000 • Dec 1 - \$500

*\$100 credit per season played with Sarnia-Lambton; player must have played for Sarnia-Lambton in their U16 season to qualify

Registration payments may be made by e-transfer to fees@lambtonjrsting.ca or cheques made out to Lambton AAA Hockey Association. The player's name and division must be noted in the message or on the cheque.

Registration fees may increase prior to the next season at the discretion of the Board.



SPONSORSHIP

Players can secure sponsorships for both Registration Fees and Team Fees. Receipts shall be issued to the company(ies) or other entity(ies) who sponsor a player upon request¹.

- Sponsorship dollars received are taken off the last payment to the association (if below \$4,000)
- Any sponsorship received above the \$4,000 can be used towards team fees, however, please note the following:
 - Ensure the sponsor makes the payment to your team instead of the association
 - If registration and team fees have been paid in full, any sponsored amount above that will be used towards the team budget or a team expense
- Sponsorships may be paid by cheque or e-transfer
- The Online Sponsorship Form must be completed, and the cheque or e-transfer received prior to any sponsorship advertising.

Additional Player Sponsorship Program Information can be found on the website:

[https://lambtonjrsting.ca/Articles/12624/2025-26 Player Sponsorship Program Information/](https://lambtonjrsting.ca/Articles/12624/2025-26%20Player%20Sponsorship%20Program%20Information/)

¹ This receipt is issued by a registered nonprofit organization and eligibility for a charitable tax deduction should be confirmed with your tax advisor, as sponsorships involving advertising or promotional benefits may not qualify as charitable donations under the Income Tax Act.



TEAM REQUIREMENTS

1. Each SLJS team must appoint a Team Treasurer, approved by the parent group. The Team Treasurer maintains responsibility for the books and records.
 - The Team Treasurer may not be related to any rostered team official or hold any other team position.
 - Once selected, the Team Treasurer and their contact information must be communicated to the Association Treasurer.
2. Each team must prepare a revenue and expenses draft budget that includes all anticipated team expenses. The [Hockey Canada budget templates](#) must be used. Instructions for the budget templates can be found [here](#).
3. Each team must open and maintain a two-to-sign bank account, with the Team Treasurer and Team Manager as the dual signing authorities. All team revenues and disbursements must be run through the team bank account.
4. The draft team budget must be distributed to parents in advance of the parent meeting for their review and consideration.
5. The budget must be presented for discussion at a parent meeting with a board member in attendance, where it may undergo adjustments.
6. Parents will hold a confidential vote to accept the budget; the majority of parents must agree for the budget to be approved and presented to the Board.
7. The parent-approved budget is required to be submitted to the Association Treasurer for Board approval.
8. No tournament subsidy or sponsorship monies will be provided until the team budget has been approved by the Board, and the team bank account has been opened.
9. Teams can start collecting team fees once the budget has been approved and the bank account opened. Teams can implement a payment schedule for the collection of team fees. All team fees must be collected in full by December 1.
10. Any decision to adjust the original approved budget over 5% must undergo a secondary vote by the parents (with majority acceptance), and Board approval.
11. Any unutilized parent contribution must be returned to the parents who contributed the funds to the team up to the maximum of the parent's personal contribution to team expenses.
12. A budget update must be provided to the Association Treasurer by November 30 for review at the December Board meeting.
13. The final budget must be submitted to the Association Treasurer within two weeks of the end of the team's season.
14. Final coach honorariums will be withheld until the final budget has been submitted and approved by the Board, team bank account closed to a 0 balance, and the team iPad returned to the Board.



TRAVEL EXPENSES – NON-PARENT COACHES

A non-parent team official must not have a child/dependent (immediate, step, or common-law) on their respective team to qualify for team travel reimbursement. If there is any uncertainty, submit a request in writing to the Association Treasurer for a decision when preparing the budget. A maximum of five (5) non-parent team officials will be compensated per team per travel event.

Meals

A maximum of \$50 a day per diem for away tournaments may be reimbursed to non-parent team officials. If only a partial day is required, the partial payments are as follows:

- Up-to \$10 breakfast; Up-to \$15 lunch; Up-to \$25 dinner

Receipts are not required for reimbursement and no alcoholic beverages are permitted to be reimbursed. Meals are not reimbursable if provided by the team.

Vehicle Expenses

Mileage may be charged for away games and tournament travel only; no mileage to home games or practices is warranted. It is expected that non-parent team officials will carpool as much as possible, within reason to reduce costs. Note: Mileage to and from Komoka Wellness Centre does not qualify for reimbursement.

- The reimbursement rate is defined as the CRA mileage rate, less 50%
- A maximum of 2 vehicles will be allowed to bill the team budget for transportation costs for each out-of-town travel event (away games and tournaments only)
- If the team travels by bus, it is expected that non-parent team officials will travel with the team and no mileage expenses will be reimbursed.

Other reimbursable vehicle expenses include parking and road tolls.

Hotels

Teams should make a reasonable effort to limit hotel use where possible. Example: if the team's first game of a tournament is at noon 2 hours away, a hotel the night before is optional for parents, and at the expense of the coach(s).

- Hotel rooms for overnight tournaments is a reimbursable expense only when the majority of parents stay in a hotel.
- Bench staff must stay at the same hotel as the team
- Hotel room sharing is expected (2 per room) to qualify for reimbursement



OTHER BUDGET CONSIDERATIONS

Affiliate Players

Teams are to collect \$15 per practice for any non-SLJS AP player.

Bench Staff Coats

The Association will reimburse up to \$680 per team for bench staff coats. It is expected that any jackets/coats worn by bench staff will be consistent and abide by our Dress Code Policy. A paid invoice must be submitted to the Alliance Treasurer for reimbursement. An approved AAA logo must be used to be eligible for reimbursement.

Bench Staff Remuneration

The Association provides non-parent head coaches who carry the required certification an honorarium. Additional bench staff remuneration must be provided through the team budget. Recommended payment is \$750 to a maximum of \$1,500.

The following milestones shall be used as payment thresholds. Bench staff are entitled to the following percent of total remuneration after achieving each milestone:

Date	Percentage
September 1	25%
November 1	25%
January 1	25%
Upon final approval of the team budget, Team bank account closed to a 0 balance, Team iPad returned to the Board	25%

Capital items

Teams are not permitted to purchase Capital Items through their budgets that have value greater than \$250 without permission from the SLJS Board. Capital items may instead be purchased by the Board (if approved) and will become the Board's property at the end of the season.

Championships – Alliance and OHF

The Association will provide each team who qualifies for Alliance Championships \$1,000 to be used at the discretion of the team for extra expenses incurred.

The Association will provide each team who qualifies for OHF Championships \$1,000 to be used at the discretion of the team for extra expenses incurred.

Tournaments

The Association provides each team a tournament subsidy of \$7,500. The maximum number of tournaments will be capped as directed by the Alliance. The maximum number of USA tournaments will be capped at one (1) per team, per season.



EXPENSE LEGEND

Item	Association	Team
Helmet Stickers (numbers and AAA logo)	X	
Ice – Extra practice		X
Ice and Referees – Exhibition		X
Ice and Referees – Regular Season/Playoffs	X	
Ice and Referees – Tryouts	X	
iPad	X	
Jerseys and Socks - Game	X	
Jerseys and Socks - Practice		X
Non-parent coach expenses (mileage, meals, hotels)		X
Non-parent coaching/bench staff honorarium		X
Non-parent head coach honorarium	X	
Pucks – Game and practice	X	
Scorekeepers/Music/Announcing		X
Team Apparel		X
Team Building/Team Events		X
Tournament Entry Fees		X
Trainer Kit and Supplies	X	
Travel permits	X	
Water bottles		X
Team officials/on ice helpers PVSCs, Respect In Sport course	X	

