

Updated and approved April 2009

CUGA POLICY FOR TEAM ACCOUNTS FOR MAJOR COMPETITIONS

The purpose of a team account is to reduce the amount of collections needed for payment of team expenses for teams going to a large underwater hockey competition. It is to also ensure that deadlines for fees are met and to ensure that only participants who have a serious interest in joining a team are considered for selection. All players accepting a position on a team for a major competition where the CUGA team account is used must agree to the terms of this CUGA team account policy.

Deposits made to team account are for expenses that are for the group as a whole. Individual team or personal expenses are discouraged. Any expenses that are outside basic team expenses must be approved by CUGA.

Basic expenses include: hotel, transportation, bathing suits, track suits, banquet tickets, registration fees, license fees, air travel to the competition if it is a group expense, medical supplies, water polo caps, items bought for the whole contingent, officials expenses. A \$2 per player fee will also be charged to cover banking fees associated with use of the CUGA team account.

Team manager

Every team must have a team manager designated. This team manager is the person who will act as a liaison with the Chef de Mission/CUGA on team needs (e.g. accommodation, sizes, etc.) and expenses. The team manager is also responsible for distributing information from the Chef de Mission/CUGA to the team. The Chef de Mission(s) will work with the CUGA treasurer. If a team has not appointed a team manager, then the CUGA executive will appoint one for the team.

The team managers will collect cheques from their respective team members and provide them to the CUGA treasurer.

5 months before competition

Teams are to notify CUGA 5 months before the competition of the list of players on each team. If a team of 12 has not been selected at this point, the list may include spares either traveling with the team or still being considered. All players on the above list must have a minimum of \$1500 in account at the 5 month deadline. Additional money may be required if costs exceed estimates (see below).

All players listed at this time are required to purchase a sport license, track suit and bathing suit regardless of whether they attend or not as these items have to be ordered in advance. This cost for these items amount is non-refundable.

2 months before competition

The Chef de Mission will estimate final costs for team members at least 2 months before the competition. At this time, the Chef de Mission will inform team managers if there is additional money required from team members.

1 month before competition

All team members must have deposited an amount equivalent to the final cost estimate by one month before the competition. Team members who have not paid their required deposits in full will not be allowed to participate in the competition until these fees are received and cheques have been cleared by the bank. It is not possible to pay these fees at the competition site.

After the competition

All invoices are to be turned into CUGA preferably before the competition, but no later than 4 weeks following. The CUGA treasurer will issue refunds no later than 8 weeks following the competition. If there is money owing by team members to the CUGA account, no refunds will be given until the money is received.

Payments/expenses from the team account

All requests for payment or ordering of items must be in writing (email is suitable). Every expense paid out of the team account must have a proper original receipt which includes sales and provincial tax. The receipts must be submitted prior to payment.

It is only possible to pay for expenses from the team account by cheque. If a vendor does not accept cheques then the amount must be paid by the manager or designate and the invoice submitted to CUGA for payment. In the case of foreign transactions such as hotel bills, proper notification must be given to the CUGA treasurer to ensure that there is enough time to ensure wire transactions or money orders can be generated as required. Some wire transactions may take a month or more.

Miscellaneous

Donations: All donations to the team must be submitted to the CUGA treasurer along with the current mailing address of the donor (for tax receipt). All donations must be made out to CUGA. CUGA will attribute the donation to the designated team or team member. Forfeited money by prospective team members is not eligible for a tax receipt.

Fundraising: no fundraising expenses may be taken out of team accounts. Fundraising must either be CUGA sanctioned and managed from the main

account (profits will be allotted to team or teams as indicated) or managed by the individuals or teams separately. Money raised through private fundraising can be forwarded to the team account to be distributed as specified.

Bank fees: CUGA will pay for monthly bank charges, however extra charges for NSF cheques, wire transactions etc. must be paid for by teams or individuals.

Accountability: the CUGA treasurer will manage the team accounts and these accounts are subject to audit with other CUGA accounts.

Item	Timing	Actual date
\$1500 deposit to the team account	5 months before competition	
Final team cost estimate available from Chef de Mission	2 months before competition	
Additional money to be deposited into the team account, if required	1 month before competition	
COMPETITION	COMPETITION	
Invoices submitted to CUGA treasurer	4 weeks after competition	
CUGA treasures pays refunds (if no money owing by team members)	8 weeks after competition	