



## Semiahmoo Ravens Hockey

### Team Treasurer Tasks

#### TEAM FINANCES

The Team Manager is also responsible for team finances; however, you should appoint a Team Treasurer. Semiahmoo Ravens Hockey opens all bank accounts at Scotia Bank in White Rock - 15190 North Bluff Road. The person responsible for the finances collects, banks, and distributes all the funds. The bank accounts are set up with two signers. There will be an email sent to the treasurers with information on how to set up their ScotiaConnect account.

- **CRIMINAL RECORD CHECK**

As part of our risk management process, we require that all team rostered personnel and non-rostered volunteers who have contact with children undergo a criminal background check. Please complete your check online as per the Team Manager Resource page. Fill out your CRC HERE <https://justice.gov.bc.ca/screening/crrpa/org-access>. Your result will be emailed directly to the association. All Coaches, Managers and Safety personnel must have a current criminal record check completed prior to the start of the season in order to be rostered on an official Hockey Canada Registry Roster and it must be redone every three years. Your Team Treasurer must also submit a criminal records check

- Teams MUST utilize the team Scotia Bank account and are not permitted to run any finances through a personal account,

- Team bank accounts will be randomly audited by the association Treasurer.

*NOTE: These accounts are in the process of being set up. PLEASE do not go into the branch to open the accounts.*

## **BUDGETING**

There are budgeting worksheets on the Team Manager Resources page of our website. Budget steps are as follows:

- Create the team budget alongside your team Manager,
- Share your budget with the other Team Managers and Division Manager within your division to ensure all are within a similar amount.
- Rep Teams: once the above steps have been completed, please submit your draft budget to [treasurer@semiahmooravens](mailto:treasurer@semiahmooravens) for approval.

## **BILLING FROM THE ASSOCIATION**

Additional expenses owed to the association for additional Rep ice, coaching, skill development, tournaments, socks and equipment will be tracked and billed to the teams in two installments, typically one at the end of December and again in early March.

## **KEEP ALL RECEIPTS/INVOICES**

Please keep all invoices/receipts for the entire season.

## **FUNDRAISING AND SPONSORSHIP**

Funds can be raised via many activities, including sales (chocolates, entertainment books, car washes, bottle drives, sponsors and 50/50). It is imperative that one conveys a positive image of Semiahmoo Minor when raising funds. The Executive Director must approve all fundraising initiatives. All fundraising activities must be well supervised and monitored. All individual teams must apply for a Class "D" license from the BC Gaming Policy and Enforcement Branch if they wish to sell 50/50 tickets or similar raffles. This is easily obtained by applying online: [Gambling event licence fundraising - Province of British Columbia](#) Limitations and guidelines for the Class "D" license are clearly outlined.

Before pursuing any fundraising activity, please read the appropriate sections N and O in [Semiahmoo Ravens Hockey's Policy](#).

Semiahmoo Ravens Hockey has several Ravens family partner benefits – please visit our website to learn more <https://www.semiahmooravens.ca/ravenspremiumpartners>

SEMIAHMOO MINOR HOCKEY ASSOCIATION  
SCOTIACONNECT GUIDE

1. Registration/Sign Up
  - a. Video tutorial link
    - i. <https://share.vidyard.com/watch/kEab855LfBV8PBusc4V7mQ>
  - b. 2 emails will be sent
    - i. Registration email from Scotiacconnect with link to register that will have the Reference Code
    - ii. Email from association (Carla Reid) with Authorization Code.
    - iii. If you are NOT able to register with the emails sent you will need to CALL SCOTIACONNECT and the TEMPORARY SECRET WORD is Hockey26.
2. You will need two devices
  - a. Registration email and steps to be completed on laptop/desktop
  - b. Digital Token App to be downloaded to phone/ipad, and QR code on registration page will be scanned via digital token phone app (ensure camera setting allows QR code scanning)
3. **Secret Word – it is extremely important that you create a secret word that you will remember/keep safe. You will need this when you contact Scotiacconnect help desk for any reason**
4. E-Transfers
  - a. Video tutorial:  
[https://www.scotiabank.com/gtb/en/files/singleetransferdemo/story\\_html5.html](https://www.scotiabank.com/gtb/en/files/singleetransferdemo/story_html5.html)
    - i. Approval process is required.
    - ii. User A set-up e-transfer, User B will approve.
    - iii. User A will submit once approved
  - b. Incoming e-transfers will be auto deposited to the team account using the team email account (ie [u7c1@semiahmooravens.ca](mailto:u7c1@semiahmooravens.ca)) EMAIL ACCOUNT SET UP IS ATTACHED
5. Scotiacconnect Help Desk: 1-800-265-5613
  - a. For assistance with any Scotiacconnect related issues
    - i. Secret Word required to confirm access and identity.
    - ii. Team Name (“Business Name”) will be required (ie U7 C1 Semiahmoo Ravens)
6. Scotiacconnect Main Information Link
  - a. <https://www.scotiabank.com/ca/en/commercial-banking/getting-started-with-scotiacconnect.html>
7. FEES – Scotia Community Account Plan  
Scotiacconnect  
\$10 monthly fee  
Send e-transfer through scotiacconnect. First 20 are free \$1.25 per transaction  
Receiving e-transfer – free

Bank Account

\$3.00 per month

10 transactions included

\*note free etransfers sent at no charge through scoticonnect are still consider transactions on the bank account.

Guide to Fees and Schedules. Pg 13 lists the various transaction fees

[https://www.scotiabank.com/content/dam/scotiabank/refresh/documents/bank-accounts/english/fees\\_interest\\_schedules.pdf](https://www.scotiabank.com/content/dam/scotiabank/refresh/documents/bank-accounts/english/fees_interest_schedules.pdf)

## **Here are the instructions for the new Team email accounts**

Email Instructions Go to [www.office.com](http://www.office.com) > Click Sign in button > Enter your team email and password below to login and it will prompt you to set a new password.

Pass: SRH#1234

You can now access your email through the Outlook Web App, connect it to mobile phones or Outlook Desktop Apps.

You can access the Outlook web app by selecting the blue Outlook icon on the left side-bar.

MacOS Mail App Setup Instructions [Add email accounts in Mail on Mac - Apple Support \(CA\)](#)  
Windows Desktop Outlook Setup Instructions [Add an email account to Outlook for Windows - Microsoft Support](#)

iOS Mail App Setup Instructions [Set up an Outlook account on the iOS Mail app - Microsoft Support](#)

Android Samsung and Gmail Setup Instructions [Set up email in Android email app - Microsoft Support](#)

iOS Outlook App Setup Instructions [Set up the Outlook app for iOS - Microsoft Support](#)

Android Outlook App Setup Instructions [Set up email in the Outlook for Android app - Microsoft Support](#)