



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.

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 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>

SEMAHMOO 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/singleettransferdemo/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) 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 scotiabank 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

Here are the instructions for the new Team email accounts

Email Instructions Go to 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

Team	EMAIL
U7 C1	U7C1@semiahmooravens.ca
U7 C2	U7C2@semiahmooravens.ca
U7 C3	U7C3@semiahmooravens.ca
U7 C4	U7C4@semiahmooravens.ca
U7 C5	U7C5@semiahmooravens.ca
U7 C6	U7C6@semiahmooravens.ca
U7 C7	U7C7@semiahmooravens.ca
U7 C8	U7C8@semiahmooravens.ca
U9 C1	U9C1@semiahmooravens.ca
U9 C2	U9C2@semiahmooravens.ca
U9 C3	U9C3@semiahmooravens.ca
U9 C4	U9C4@semiahmooravens.ca
U9 C5	U9C5@semiahmooravens.ca
U9 C6	U9C6@semiahmooravens.ca
U9 C7	U9C7@semiahmooravens.ca
U9 C8	U9C8@semiahmooravens.ca
U9 C9	U9C9@semiahmooravens.ca
U9 C10	U9C10@semiahmooravens.ca
U9 C11	U9C11@semiahmooravens.ca
U9 C12	U9C12@semiahmooravens.ca
U11 C1	U11C1@semiahmooravens.ca
U11 C2	U11C2@semiahmooravens.ca
U11 C3	U11C3@semiahmooravens.ca
U11 C4	U11C4@semiahmooravens.ca
U11 C5	U11C5@semiahmooravens.ca
U11 C6	U11C6@semiahmooravens.ca
U11 A1	U11A1@semiahmooravens.ca
U11 A2	U11A2@semiahmooravens.ca
U11 A3	U11A3@semiahmooravens.ca
U11 A4	U11A4@semiahmooravens.ca
U11 A5	U11A5@semiahmooravens.ca
U13 C1	U13C1@semiahmooravens.ca
U13 C2	U13C2@semiahmooravens.ca
U13 C3	U13C3@semiahmooravens.ca
U13 C4	U13C4@semiahmooravens.ca
U13 C5	U13C5@semiahmooravens.ca
U13 C6	U13C6@semiahmooravens.ca
U13 PCEHL	U13PCEHL@semiahmooravens.ca
U13 A1	U13A1@semiahmooravens.ca
U13 A2	U13A2@semiahmooravens.ca
U13 A3	U13A3@semiahmooravens.ca

U13 A4	U13A4@semiahmooravens.ca
U15 C1	U15C1@semiahmooravens.ca
U15 C2	U15C2@semiahmooravens.ca
U15 C3	U15C3@semiahmooravens.ca
U15 C4	U15C4@semiahmooravens.ca
U15 C5	U15C5@semiahmooravens.ca
U15 A1	U15A1@semiahmooravens.ca
U15 A2	U15A2@semiahmooravens.ca
U18 C1	U18C1@semiahmooravens.ca
U18 C2	U18C2@semiahmooravens.ca
U18 C3	U18C3@semiahmooravens.ca
U18 C4	U18C4@semiahmooravens.ca
U18 C5	U18C5@semiahmooravens.ca
U18 C6	U18C6@semiahmooravens.ca
U18 A1	U18A1@semiahmooravens.ca
U18 A2	U18A2@semiahmooravens.ca
U21 C1	U21C1@semiahmooravens.ca