



Nepean Minor Hockey Association
203-100 Malvern Dr.
Nepean ON
K2J 2G5
office@nepeanhockey.on.ca

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To: Team Managers and Coaches of NMHA
From: Wendy Tyman, Treasurer, Nepean Minor Hockey Association
Subject: House League & Competitive Team Banking Procedures

To whom it may concern:

The Nepean Minor Hockey Association (NMHA) has approximately 135 House League teams, and 24 Competitive teams go through its system every hockey season. Listed below is the team banking procedure the association has set for each team manager to follow. Banks in the Nepean area are fully advised on how our teams are to operate their banking.

The procedure is as follows:

- One team bank account, with chequing and deposit book privileges only.
- ABM cards may be issued on a deposit-only basis on the team account (no withdrawals under any circumstances).
- Request a Community Service Account to minimize service charges.
- Each team bank account requires two signing authorities and cannot be the coach, assistant coach or anyone related to the coaches, including spouses. Typically, it is the team manager and team treasurer.
- The team cannot represent themselves as the NMHA, as we are a separate entity. The account is to be open under the team name. For example: NMHA Atom A Team B. The NMHA claims no responsibility for the team's banking activities.

All teams are to operate their bank account for the current season and is responsible to close their bank account promptly once all of the financial affairs are taken care at season's end, no later than June 1. Under no circumstances are our teams to facilitate banking through personal accounts. The NMHA does reserve the right to audit the team finances at any time. All financial documentation encompassing the team would be required to be turned over to the NMHA Audit Team.

Please contact me directly for any concerns

Sincerely,
Wendy Tyman
Nepean Minor Hockey Association