



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANGER HANDBOOK

Yellowjackets Team:

Team Manager:

Date:

Date	Description of Donation	Deposits
Total		\$
Date	Expenditures	Amount
Total		\$
Balance in Account		\$



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANGER HANDBOOK

When you need to request a check (drawn from money in your team account), please follow the following steps below:

1. Fill out a check request form; please provide receipts on all check requests (where applicable). If requesting a check for a tournament, please provide a copy of the tournament flyer with the check request.
2. Once you have filled out the check request form, you can either mail directly to Treasurer or put in a sealed envelope and leave in the YJ hockey office in the Treasurer box. If you email the check request, you must provide receipts to Treasurer.
3. The treasurer will email the requester when the check is ready and it will be left in the Team Manager box. Each team has a team box.

When you need to deposit money into your team account, please follow the steps below:

1. Fill out the Team Deposit form provided.
2. Attach all checks or cash with the deposit form.
3. Make copy of the Team Deposit Forms, checks for your files.
4. Make a set of copies of checks and cash receipts for Treasurer.
5. Provide a copy of the Team Deposit Form via email to the Treasurer, if needed.

Tips/things you need to know.

- You should not be handling any monetary transactions from your personal banking accounts.
- If you are requesting a check and your account is empty, you will need to collect money from your team to deposit before you can request a check.
- You will need to have money in the team account to pay for tournament fees, Coaches expenses, and other various items. A key strategy from year to year is to ask for money at the beginning of the season from each family to put into the team account. Instead of asking for money each time your team has an expense, you can better manage your expenses.
- Make copies of everything and keep in your Team Manager binder.
- Plan ahead for check requests. Emergencies do happen, but for the Treasurer to better manage their time, please give them enough time to process check requests.
- Keep receipts for everything.
- Update your balance sheet immediately after each check request and/or deposits into your account. If you wait, there are always things forgotten or problems with the account.



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANGER HANDBOOK

Yellowjackets - Team

Team Manager:

Date:

Item#	Player/Payer	Check #	Amount	Comment
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total			\$	



Team Manager Handbook

FIRE WAGON HOCKEY INC – TEAM MANGER HANDBOOK

CHECK REQUEST FORM

To Be Filled Out By Team Manager or Event Requestor	
Date	
Team Event	
Requestor Phone Number	
Purpose	
Amount	
Make Check Payable To	
Date Check Needed	
Signature of Requestor	

For Board of Directors Use Only	
Date Received Request	
Check Number & Amounts	
Executive Signature	
Date Check Given	