**How to open a team bank account**

Most banks require a booked meeting to open any bank account- please contact the bank of

your choice to book an appointment to open a team account. Make sure to get the name and

email address of the person that will be opening your account.

Prior to going to a bank to open a team bank account you will need to email the KMHA office

for a permission document for the bank.

The head coach or team manager should send the request in via email to info@kmha.ca in

order to open a team bank account with the following information:

· The team name- i.e. Novice A 1

· The 3 names, address and telephone numbers of the signing officers

· The contact name and email address of your bank contact, so that the permission letter will be emailed directly to the bank

Remember the Head coach does not need to be a signing officer. But every team needs 3 signing officers. No 2 people from the same family can be signing officers for the same team.

Finally to remember ever cheque written by the team must be signed by no less than 2 of the signing officers