



July 21, 2025

To Whom It May Concern:

Re: South Winnipeg Hockey Association (SWHA) – [Team Name]

Please be advised that I am the President of the South Winnipeg Hockey Association (SWHA), which operates a minor hockey program for children aged 5 to 17 residing in South Winnipeg and St. Norbert.

Each team within our association is responsible for managing its own finances, which typically cover costs such as practice ice, tournament fees, team socks/name bars, and other miscellaneous expenses. These financial activities are **not managed by SWHA**, but rather by the individual team staff.

For the above-mentioned team, **[Manager Name]** will serve as the **Team Manager** and will be coordinating the setup and management of the team's bank account. We recommend that the account be established with **dual signing authority**, requiring **two signatories** for all cheques. The second signatory will be **[Individual Name]**.

Please mail all bank statements and returned cheques to the following address:

[Team Name]

[Street Address]

[City, Province] [Postal Code]

We request that monthly statements and returned cheques be made available to the team to ensure transparency and proper accounting to the parents.

Thank you in advance for your cooperation in assisting with the setup of this account.

Sincerely,

Steve Mason

President, South Winnipeg Hockey Association (SWHA)

✉ president.swha@gmail.com