

## **FUNDRAISING GUIDELINES**



All members of the Association, players and participants, have a responsibility to project a positive image of the Association, and conduct themselves above reproach, when presenting themselves as members of the CHBAMHA.

### **Important Dates**

**Regular Hockey Season:** HNS mandates the normal hockey season shall be interpreted to be from September 1 to April 30 of the calendar year during which Hockey Canada rules must be adhered to. Therefore, all CHBA teams cease to exist as of April 30 of the current hockey season and all team business should be concluded.

### **Budgets:**

The Proposed Budget is due no later than October 31. This is the first budget of the new hockey season which gives the plans for the income sources required to cover the expenses to run the team for the year.

\*Teams cannot add any new fundraisers or sponsorships to future budgets without written permission from the Fundraising Coordinator after October 31.

The Interim Budget is due no later than January 15. This is the second budget which shows where your team financial activities are to date. You include all income and expenses that have occurred up to January 15. This report will have 3 columns. The first column will have the original budget you submitted, the second column will include your actual numbers to date as of January 15th and the 3<sup>rd</sup> column should include where you think your expenses will be at the end of the year.

\*\*If these budgets are not received on time, all travel/exhibition permits will be withheld until they are received.

Final budgets are to be submitted to the Fundraising Coordinator no later than April 30.

\* All parental contribution refunds are to be held until the final budget is processed.

\*\* The first \$500 in team 50/50 funds will be held until the final budget is received and processed. It will be released once the receipts, income and expense allocations are deemed to be in good order. The team will forfeit their 50/50 team funds if budgets and receipts are received after April 30th.

Funds for team use are available either through parent contributions, sponsorships or fundraising activities. Note that all forms of sponsorship are considered fundraised money even if the parent owns the company.

**Parental Contribution** is defined as funds received from a parent's personal financial contribution. For example, the direct payments requested from a parent toward team costs, or the game of "Last Goal" is considered parental contribution as the proceeds are collected from the players' families only.

**Fundraised money** is defined as all funds other than parental contribution. For example, a bottle drive, jersey sponsorship, 50/50 home game or any other form of income or tangible items are all considered fundraised. If you are unsure whether funds or a tangible item is considered as fundraised, it is your responsibility to contact the Fundraising Coordinator for clarification.

**NOTE:** The use of fundraised money to pay for items that are not on the list below will be charged back to the team's parental contribution fund. If parental contribution money is not available, the amount will be charged back to each family equally. If the amount is not received, it will be added to the following year's registration total due and must be paid prior to the player going on the ice.

The following guidelines for fundraising activities must be adhered to:



- Fundraising activities must be carried out within the CHBA Association boundaries
- The activities must be included in the team budget approved by the team parents/guardians
- All activities must be well supervised and controlled
- All team auctions and bottle drives must be booked through the Fundraising Coordinator
- The CHBA executive has the right to audit records and verify amounts at any time. All receipts and bank records must be provided within 48 hours of the request

With respect to the use of fundraised monies, versus those directly contributed by parents the following principle has been applied:

Category 1 - All purchases of a personal nature must be sourced from parent contributions.

Category 2 - Expenditures in support of approved team activities may be sourced from fundraised revenues.

\*Note that expenditures in support of approved team activities may also be sourced from parent contributions if the team agrees to reduce fundraising activities.

The following is a list of expenditures, along with any applicable limits that are approved uses for fundraised money. Any expenditure not on the list is to be considered NOT APPROVED until written approval is received from the Fundraising Coordinator.

Direct parent contribution is team funds which are sourced from the parents' personal funds themselves.

### **Fundraised Money Approved Expenditure List**

- Team Tournament entrance registration fees. **The maximum away tournaments with overnight stay are 3 per season.**
- Rental of a bus for the purpose of attending a tournament - maximum one per year
- The cost of one hotel/motel room (per pair of coaches) for coaching staff at an away tournament – but only if the coach is not a parent of a player on the team
- The cost of gas and/or tolls for the non-parent coach to attend an away tournament
- The cost of meals to a maximum of \$40/day, excluding any alcohol, for the non – parent coaching staff at an away tournament. Note that receipts are to be submitted to the team manager prior to reimbursement. **NO CASH ADVANCES**
- Ice costs - both billed by the CHBA and any other used by the team for development or exhibition games
- Dry-land training - as defined as a team development program. This program is for a progressive form of development that will directly benefit the on ice performance of the players and must be completed by March 1. Approval must be received from the Fundraising Coordinator prior to purchasing a program if fundraised money is to be used.
- On-ice officials for exhibition games.
- Year end banquet up to the maximum allowance of \$1000 out of fundraised money. Any amount over this must be paid by parental contribution.
- Team Jersey replacement fee as set by CHBA. Note that this is not for the damage deposit required by each family for their players individual jerseys
- HNS competitive teams fee of \$200.00 for AAA and \$100.00 for AA, A & B
- Timekeepers & Referees
- Reasonable Team equipment items, e.g. pylons, pucks, first aid kits & team water bottles
- Expenses required for fundraising activities e.g. 50/50 home game tickets, auctioneer fee, sponsor bars for sponsors only etc.
- Up to \$250.00 for pins for teams going to provincials and one international tournament on approval
- \$250.00 can be used to purchase food for your team shift in the Hospitality room at the Joe Tournament
- \$100 can be used to purchase items to donate to the Joe Tournament Penny Auction
- Bank fees

\*\*Be aware that alcohol and lottery tickets are not covered as an expense and the Association does not endorse the use of them as prizes for fundraising as they are illegal as per The Alcohol and Gaming Authority Act. Teams choosing to do so can be charged and CHBAMHA will not assume any responsibility.



**\*\*The purchase of any items, not listed above must have prior approval of the CHBA Fundraising Coordinator. All misappropriated funds will be charged back to the team's parental contribution funds. If parental contribution money is not available, the amount will be charged back to each family equally.**

### **SPONSORSHIP Donations**

All forms of sponsorship are considered as a source of fundraised money.

Teams may obtain more than one sponsor at a rate of \$125 per sweater (\$250 for both home and away sweaters for one player).

Each team will be responsible for obtaining sponsor name bars for their sponsors and having them sewn on properly.

### **AUCTIONS & BOTTLE DRIVES**

All income from team auctions is deemed to be fundraised money. This includes all monies received for auction items purchased and admittance fees whether they are made by parents or the general public.

Auction dates must be booked through the Fundraising Coordinator.

Bottle Drive dates must be booked through the Fundraising Coordinator. An area and street map within the CHBA boundaries will be provided to each team.

All income, including cash donations, from bottle drives is considered fundraised money.

### **LOTTERIES, RAFFLES & GAMES of CHANCE**

If you choose to hold a lottery or game of chance of any kind, you must apply for a licence through the Alcohol & Gaming Authority. IF the following three elements are met than you need a licence:

1. The disposition of property (a prize).
2. Any mode of chance whatsoever involved in obtaining the prize (chance).
3. Consideration exchanged for a chance to win the prize (i.e., paying money for a chance to win a prize).

Link: <http://www.gov.ns.ca/lwd/agd/forms.asp>