



EHMHA Team Fundraising and Finance Policy

Purpose

To ensure all EHMHA members know their responsibilities when dealing with corporate sponsors, team finances, risk management and East Hants Minor Hockey 50/50 Sales.

Scope

All EHMHA members without exception, including team staff.

Effective Date

October 1, 2019.

Philosophy

All teams have the opportunity to raise funds for their respective team and to use those funds for the betterment of the team as a whole. When raising funds, members are representing the East Hants Minor Hockey Association (EHMHA) and must project a positive image of the EHMHA. All fundraising activities must adhere to the guidelines set forth in the ***Fundraising Guidelines*** section of this document.

Team Operations

Financial Control

To ensure appropriate internal controls at the team level, there shall be two signing authorities for all EHMHA Team bank accounts. These two signing authorities shall not be related in any way, by either birth or marriage.

Team Budget

1. The treasurer will use the provided template for creating a team budget.
2. Each team will hold a parent meeting as early as possible once the team is formed to establish the team's fundraising goals and payment schedule for the playing season.



The team treasurer will create a forecasted budget for the entire season and clearly show how much each player is responsible to pay, get sponsorship for, and fundraise based on that first parent meeting.

3. All items within the team budget will be discussed with parents and voted upon; majority of those present, at a duly called meeting with a minimum of 24 hours notice, rules.
4. Once the initial team meeting has taken place, the treasurer will submit the budget ensuring both the treasurer and head coach of the team sign it.
5. EHMHA VP Administration must approve all team budgets.
6. Budget statements must be forwarded to the VP Administration on these dates and must contain a spreadsheet outlining parents' payments status for their share of the team's budget. It will show what has been paid and not paid:
 - a. by October 30th (must include the teams agreed upon proposed budget for the playing season)
 - b. January 15th
 - c. April 15th (must include bank account closure statement and any funds remaining in the team account payable to East Hants Minor Hockey by money order) .

Permitted Team Expenses

Teams may raise funds for the following purposes:

1. Tournament registration fees
2. Exhibition games (ice and associated referee fees)
3. Coaching and Trainers supplies
4. Travel expenses for recognized coaching staff that is not a parent of a player on the team as per the EHMHA Allowable Coaching Expenses Policy.
5. Reasonable team meals.
6. Reasonable costs for year-end banquets, trophies and awards (must be prior approved by the VP Administration)
7. Additional ice time as per the EHMHA Team Ice Policy.
8. Miscellaneous team expenses (receipt book, bank fees, paper, fax/phone expenses, etc.).

* Teams wishing to raise funds for anything not listed must receive permission from the VP Administration.



Expenses Not Permitted

In order to maintain the credibility of our programs with our corporate sponsors and those supporting the fundraising efforts of EHMHA, the following expenses are not permitted from team funds:

1. Player or team staff apparel.
2. Player personal equipment (helmet, stick, gloves, etc.).
3. Parent meals or travel expenses (including renting of buses for away games).
4. Gift/Credit cards for players, team staff, or parents.
5. Travel expenses for recognized team staff who is a parent of a player on the team.
6. Admission to movies or other events such as QMJHL games, etc.

Payments from Parents (parent contribution)

1. Parents of players on representative (REP) teams are responsible for at least 25% of the total team budget; this means a personal cheque, money order, 50/50 proceeds from a player bank or cash.
2. It is also common for recreation (REC) teams to require a certain amount of personal contribution to the team to get them started for the season (amount to be determined at the first parent meeting). This means a personal cheque, money order, 50/50 proceeds from a player bank or cash.
3. All funds owed by parents to the team must be paid to their team treasurer and not to the coach or team manager.
4. Cheques from parents must be made payable to their team.
5. The team treasurer will have a receipt book and must give the parent a receipt for the amount given.

Team Accounting

1. Each team must appoint a Treasurer to be responsible for tracking all team expenses and disbursements.
2. All teams will open a team bank account and have two co-signers on the account to make payments by cheque for expenses incurred; one has to be the treasurer and the other should be either the team manager or the head coach.
 - a. Debit/Credit cards are not to be issued; cheques and money orders are to be exclusively used to pay any team expense.



3. The head coach is ultimately responsible for all team activities including the team bank account (deposits and disbursements).
4. Every parent has the right to see the status of team payments for every player on the team (the team with which he or she is associated) at any time within reason.
5. East Hants Minor Hockey directors can request to see team accounting at any time throughout the season.
6. Once the team's season is over and all returned deposits are received, all remaining funds in the team bank account will be turned over to the EHMHA.
7. The treasurer should provide all parents with an updated Budget at the same time statements are submitted to the Fundraising Committee (Jan 15, April 15th).
8. Fees to attend tournaments must be made by team cheque or money order or request that EHMHA pay for the tournament and invoice the team. Where time is of the essence, the coach may register the team using a personal credit card; reimbursement from the team is between the team and the card holder.
9. Teams should strive to have all parent contribution and corporate sponsorship submitted to cover the REP fees by December 31st. 50/50 sales from January may also be used to balance the team account with the Association.
10. Any issues with player payments should be reported to the VP Administration before December 31st. Generally, if player payments have not been received by the team by December 31st, the player may be removed from the ice until payment is received.

Handling Expenses

1. Expense payments are to be made by cheque or money order direct to the supplier upon presentation of an invoice or with adequate supporting detail.
2. If an individual seeks an expense reimbursed by the team, that individual must present a receipt and adequate supporting detail.

Donor Identification and Tax Receipts

1. Donations for individual players, as opposed to team donations, are not deductible for tax purposes as charitable contributions.
 - a. The team will not give tax receipts for such donations.
 - b. No representation is to be made concerning the deductibility of such donations.
2. Whether a donation is deductible as a business expense is a matter for the donor with which the team shall not be concerned.



3. A receipt may be provided for a donor requesting one, but such receipt will make clear that it is not a charitable contribution tax receipt.

End of Season

1. At the end of the season, the treasurer must provide the VP Admin an account statement reconciliation including the ending bank statement.
2. The VP Administration may seek all supporting documentation for expenses and disbursements.
3. All documentation must be turned in with the final year statement on or before April 15th of each playing year or 30 days prior to the AGM, whichever comes first.

Refunds

The purpose of the ***Fundraising and Financial Policy*** is to protect the team interests and maintain credibility with the corporate sponsors in the community.

1. All sponsorship and fundraising funds are non-refundable.
 - a. All amounts in this category have to be used in accordance with the team budget amounts or, if there are funds remaining in the team bank account at the end of the playing season, the funds will be turned over the EHMHA.
 2. All parent contributions are non-refundable:
 - a. Unless an expense incurred is returned to the team. For example, if the team enters a tournament and the tournament fee is returned for various reasons.
 - i. In the case of REP teams, parents would be entitled to a 25% refund of the tournament expense if they paid the minimum 25% of the total team budget if no other tournament was entered in lieu of the one refunded. If parents were required to pay more than the minimum 25%, they would be entitled to that percentage refund if no other tournament was entered in lieu of the one refunded.
 - b. Unless there has been NO fundraising or sponsorship whatsoever; meaning the entire team budget is parent contribution via personal cheque, money order, or cash.
 - i. Any monies left in the team bank account after all expenses are paid can be equally distributed back to parents in this case.
 3. Once monies enter the team bank account, meaning the team has reasonable expectations to use those funds for the playing season, that money is non-refundable except under the circumstance outlined in point #2.
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- a. Team staff, coaches, and parents have a mutual responsibility to ensure the team is only collecting for the expenses they intend to incur and that those monies are appropriately used according to the agreed upon budget.

Fundraising Guidelines

Sponsorship Guidelines

All sponsorships shall be the responsibility of the individual teams.

1. Corporate sponsorship may be sought for:
 - a Advertising Banners, bench or pull up banners
 - b Jersey Sponsor Bars
 - c Auction Items for a team approved auction
2. Teams may obtain one sponsor per jersey.
 - a. The minimum amount is \$150 per jersey, or \$300 per set, but teams may choose to increase the minimum amount at your first parent meeting.
 - b. If a player does not secure a jersey sponsors the parents can pay for that portion of the team fundraising or another player can secure more than one sponsorship on behalf of that player.
3. Each team is responsible for obtaining sponsor name bars for their sponsors and having them sewn on. Name bars must be in accordance with the ***Logo and Colour Usage Policy*** as well as the ***Jersey Policy*** (attachments and removal).
4. Name bars should be purchased from the EHMHA Official Supplier as they have the approved colors.

Team managers have the following duties regarding sponsors:

1. Provide background about the team (level, league etc.), when they play and practice and welcome the sponsor to visit any time. It is important that the team manager maintain regular verbal and/or written contact with the sponsor(s) unless the sponsor expressly advises otherwise.
2. Ensure commitments to corporate sponsors are kept (i.e. banner put up at every game).
3. Ensure that name bars on the back bottom of the team sweaters are uniformly consistent with the name of the sponsor.



Fundraising Opportunities

East Hants Minor Hockey operates an Association wide 50/50 fundraiser that shall be the only ticket fundraising permitted at the team level except for game day 50/50 ticket sales (all administration for game day 50/50s are the team responsibility). No individual fundraising in the name of East Hants Minor Hockey or for the explicit purpose to support a minor hockey player in this Association is permitted.

The following rules are intended to ensure that selling 50/50 tickets are handled in an appropriate manner. Please see the 50/50 Guidelines for governance information.

50/50 Ticket Banks

Ticket sales will be tracked by member. Once team funding has been met for the year, individual member accounts will be credited with proceeds from ticket sales. Funds in an individual member account can be used towards EHMHA Registration or parent fees for the following year. The balance in a member's bank at August 31st will automatically be applied to the current registration in Hockey Canada Registry.

Members have sold tickets to customers who are buying tickets to support the player in their hockey efforts. If a member ceases to be a member and there is a balance remaining in the member bank, one of the following actions can be taken:

- Transfer funds to a siblings account (this is defined as two children who share a parent or legal guardian; EHMHA reserves the right to seek approval from both parents/guardians on file before transferring any funds);
- Request a cheque be issued to another Hockey Nova Scotia affiliated hockey program as a credit towards the member's registration (i.e. a major bantam team, female league, etc.); please allow up to three weeks to process the cheque;
- Donate the balance of the account to the Hockey Assistance Program, a fund to help those who struggle to pay for hockey registration due to their life circumstances;
- Transfer funds to another member in the Association. This must be done free of any compensation – members who pay for the bank balance transfer will have the transfer cancelled and all funds will revert to the Association.

50/50 Association Responsibilities

The EHMHA is responsible for the following:



- Creation and team distribution of tickets
- Creation of any marketing material created pertaining to the draws
- Scheduling and overseeing the draws (each month, October through March)
- Distribution of all prizes
- Crediting any account that has money collected towards the following years registration
- Submission of regulatory payments and reporting to the NS Alcohol and Gaming Authority

50/50 Team Responsibilities

Each team is responsible for nominating a coordinator for the collection and distribution of tickets and funds for the team. They will track ticket distribution and money collection by player, by month using an EHMHA provided spreadsheet.

Each month (on the Tuesday prior to the draw), the team coordinators will drop off a cheque made out to EHMHA for 54% of the money collected that month along with the tickets, including the purchaser's name and contact number/email. The number of tickets sold should be written eligibly in the memo line on the cheque and should balance to the spreadsheet, which must be submitted by email to the Fundraising Chair.

Prior to the March draw, each 50-50 Coordinator, in addition to the cheque and tickets sold, will provide a final digital copy of the tracking spreadsheet and any unsold tickets bundled with the team name and ticket quantity labeled.

The sale of tickets will be the sole responsibility of the teams involved. No third party seller will be permitted unless approved by the Board.

Teams are responsible for obtaining any permits for events that include selling 50/50 tickets as a team operation.

50/50 Parent/Guardian Responsibilities

Parents will remain responsible for raising any extra monies required by the team as per the budget.



The method through which this is achieved is the sale of 50/50 tickets. The parent/guardian is accountable for the totaling of sales and submission of funds each month prior to the team submission.

Any tickets signed out to the parent/guardian by the coordinator are their responsibility and lost or missing tickets must be paid for out of pocket unless arrangements are made with the EHMA fundraising coordinator. In this situation, any tickets lost will be logged and deemed inadmissible for draws.

Parents who wish to continue to sell tickets at the end of the hockey season can continue to do so. The tickets must be reconciled monthly by the team coordinator from the prior season and submitted to the Fundraising Chair. September's draw will cover sales from April, May, June, July and August.

Risk Management

Insurance - Who is insured?

The only people who are covered by the National Insurance Program are those individuals registered as Hockey Canada Participants (players, officials, coaches, trainers, named volunteers and staff). A facility or individual may be added to the policy as "Additional Insured" for a specified event, and that event only. Even though an event may be sanctioned, not all parties are necessarily insured. For instance, parents may be participating in a fundraiser, but not in a capacity that grants coverage. In such cases, additional coverage may be purchased from a local broker for a special event.

There are also circumstances where an event falls outside the scope of the insurance policy or the guidelines established by Hockey Canada and the HNS and as a result there is no coverage afforded to any participants. When this situation arises and event organizers intend to proceed with the event they must indicate to the participants in some reasonable way that the event is not covered by Hockey Canada Insurance. As a protective measure for both the participants and the organizers it is highly recommended that an alternative source of insurance be attained to cover the event. Special Events policies can be sourced through local brokers, or through Hockey Canada's broker.



Members are encouraged to familiarize themselves with the following documents:

[Hockey Canada Risk and Safety Management Resource Manual](#)

[Hockey Nova Scotia Risk Management](#)

Risk Management - The Definite “No” List

Teams are permitted to sell 50/50 tickets at sanctioned events and have team events that promote healthy team building. There are events that have previously led to injury claims or conflict with HNS programs, regulations or philosophy. Based on sound risk management, **these events have been disallowed within HNS**. As a result, these events are not covered by Hockey Canada and in turn not sanctioned by East Hants Minor Hockey. The following is an on-going list of events that are not sanctioned by the HNS:

1. Road Blocks
2. Non-Hockey Related Activities
3. Car Rallies
4. Community Festivals *
5. Other Sport Activities, including but not limited to:
 - a. Inline Hockey
 - b. Ball Hockey
 - c. Swimming
 - d. Soccer
 - e. Slow pitch
 - f. Basketball
 - g. Bowling
 - h. Golf
6. Community Parades **
7. Road Side Clean Up
8. Concerts
9. Wood-Splitting
10. Grass Cutting
11. Bon fires
12. Teen dances with no alcohol
13. Tobogganing Parties



14. Dunk tanks
15. Team assisting putting up Christmas Lights
16. Rock Climbing
17. Blueline Club, Canteen, Beer Tent
18. Non-Sanctioned Summer Hockey – Camps, Practices, Leagues
19. Any lease agreement with a clause that transfers the financial burden to the team for facility negligence
20. Dances (as fundraisers for players or parents)
21. Swimming or water activities such as tubing
22. Exhibition games involving non-registered participants, including but not limited to parents, siblings, celebrities and outlaw leagues
23. Bake sales and potluck dinners

* Community Festivals will likely have their own insurance. Hockey Canada will not cover the event; rather provide coverage for registered hockey participants only.

**Community Parade participation may be permitted for teams entering to walk, but not on floats or other motorized vehicles. Coverage for parades will not be extended to the organizing group, only the registered hockey participants.

Administration

This policy is to be flexible and applied with common sense:

1. Exceptions and dispensations should be requested from the VP Administration. No exceptions can be made to the rules relating to handling and accounting for receipts and expenses.
2. If the Guidelines within this document are not followed, a team's fundraising ability may be revoked by the EHMHA Board.
3. The VP Administration will attempt to resolve any conflict between the policy and a team or individual's interpretation of the policy.
 1. If a conflict cannot come to a mutually agreed upon end, the East Hants Minor Hockey Board will be asked to resolve the conflict.



I acknowledge having received and read the rules as outlined in the ***EHMHA Fundraising and Financial Policy***:

Team Name

Head Coach

Date

Treasurer

Date

Manager

Date

50/50 Coordinator

Date



Fundraising Approval Request Form

Team: _____

Head Coach: _____

Phone: _____ Email: _____

Manager: _____

Phone: _____ Email: _____

Fundraising Activity Requested: _____

Donation to the team in lieu of participation in the event: \$ _____

Has this been reviewed at a Team Parents Meeting? Yes / No (circle one)

Is this activity HNS Insured: Yes / No (circle one)

Activity Location: _____

Activity Date: _____ Activity Time: _____ to _____

We, representatives of _____, have read the EHMHA Fundraising and Financial Policy and we agree on behalf of the named team to abide by this policy.

Head Coach and Manager Signature

(C) _____ Date: _____

(M) _____ Date: _____

