



PELHAM MINOR HOCKEY ASSOCIATION



FUNDRAISING POLICY

1. INTRODUCTION

Participation in minor hockey may present some extra costs from time to time, such as ice time, team apparel, tournaments etc. To ease the financial burden for parents, the PMHA has decided that teams will be allowed to fundraise if they so choose. In deciding this the PMHA has adopted this Fundraising Policy which provides direction and guidelines on fundraising and fundraising activities. When raising funds, members are reminded that they are representing the Pelham Minor Hockey Association (PMHA) and must project a positive image of the PMHA. **AT ALL TIMES, THE PUBLIC IMAGE OF THE PMHA MEMBERSHIP CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH.** All fundraising activities must adhere to the guidelines set forth in the Fundraising Policy.

2. Procedures

- a. All Fundraising activities and initiatives must be initially approved by a group of three PMHA Executive Board members, including the division Convenor of the team conducting the fundraising activity. This will be facilitated via the PMHA Team Fundraising Application that is attached to this Policy (Appendix A). For teams wanting to raise funds via Team Banners, please see section 3 for specific Banner requirements.
- b. **No teams in the Pelham Minor Hockey Association will be allowed to hold raffles, draws, dances, etc., or hold any fundraising activity that falls under the PMHA Lottery License without the expressed written permission of the executive.** Alcoholic beverages may not be used as prizes.
- c. Direct public support can be requested through activities such as candy sales, barbecues, etc., provided that they are in good taste as determined by PMHA in its sole discretion.
- d. All fund raising programs must be well supervised and controlled by the coaching staff or designated team parents.
- e. Fundraising programs should be carried out within our Association boundaries.
- f. Prior to completing the PMHA Team Fundraising Application, all plans for team fundraising must be discussed and approved by a simple majority of the parents/guardians of member players at

a team meeting. The Divisional convenor must then be advised of the event or project and dates prior to commencement.

- g. Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed.
- h. Any team undertaking a fundraising activity must provide a financial statement (see Appendix B) for every individual activity to the PMHA Treasurer within one (1) week of the completion of each activity.
- i. Teams may plan, budget and fundraise only for the following purposes including:
 - Tournament team registration fees;
 - The cost of one hotel/motel room for coaching staff at an away tournament, if they are not parents of players on the team;
 - Additional ice time;
 - Team articles such as jackets, shirts, ties;
 - Costs for end of the year banquet and trophies/awards;
 - Reimbursement to Manager or Coaches for team expenses such as faxes, phone calls and correspondence;
 - Mandatory apparel/equipment required by PMHA;
 - Coach travel for team coaches, players and parents
 - Other such team costs approved in advance by PMHA
- j. No team fundraising activities will occur without direct involvement and endorsement from the coaching staff.
- k. When funds are collected from a fundraising activity, the forwarding of said funds must be made directly to the PMHA. When funds are donated from someone or a company in the form of a cheque the cheque must be made payable to Pelham Minor Hockey Association. No cheques shall be written directly to a team or individual person representing a team. PMHA will apply the contribution to the team's balance first. If fully paid, payment will be made back to the team to be used towards allowable expenditures (as noted in i.) If fundraising revenues are the result of an activity under the lottery license the same condition will apply.
- l. If a team fundraising initiative results in a person/business wanting to donate money in return for advertising recognition, this is a Sponsorship issue. Please refer to the Sponsorship Policy.**
- m. Teams are required to submit their budgets to their VP (Rep or LL) prior to embarking on any fundraising activity. Teams should then fundraise for amounts that they feel would assist their team. If a team has funds left over at the end of the season, those funds will be remitted back to PMHA. The PMHA Executive Board will collectively decide how those funds will be spent.**

3. Team Banner Requirements

- a. All teams must refrain from soliciting any and all organizations supporting PMHA through jersey sponsorship for the current season. A list of league sponsors is available on the PMHA website. Team sponsors must not be solicited for additional funding in support banner activities. The

sponsor also has first right of refusal of any other contributor's name which is in direct competition of the sponsors business activities.

- b. All banners must be free standing. No banner shall fixed permanently or temporarily to walls, rink glass or windows. All banners must be displayed in areas that will not interfere with safety of players or patrons and must not interfere with other association banners already displayed during the same events.
- c. All banners must be of high quality and professionally printed. Banners must not contain Copyright or Trademarked images unless express authorization (in writing) is provided by the image owner.

Team Sponsor

All banners must predominately include the jersey sponsors name / high quality logo at the top or bottom of the banner indicating their sponsorship of the team.

Examples:

- Special Thanks to Team Sponsor ACME Construction
- Proudly Sponsored by ACME Drywall

PMHA Logo

All banners must predominately include the PMHA Logo in a high quality format see subsection: **Sizes Banner & Artwork** for more details. The PMHA logo must not be altered in any way.

Contributors Logos

Contributing organizations must not be listed as team sponsors. They must be listed as a team "Supporter" or "Contributor."

Acceptable Examples:

- Special Thanks to Our Valued Supporters
- Made possible by Our Supporters

The Head Coach or Manager is responsible for the collection of all artwork and banner creation. The PMHA is not responsible for any issues that arise from any controversy with artwork, logos etc. this is a team responsibility.

Sizes Banner & Artwork

Maximum Banner Size: **35' X 80' / 89cm X 203cm**

Minimum PMHA Logo Size: **5' X 5' / 13cm X 13cm**

Primary Sponsor Recognition: 100% of banner width with a minimum height of 4' / 10cm (top or bottom)

The PMHA reserves the right to review all final designs prior to printing to ensure compliance with this policy.

The head coach or manager will receive written notification of all Banner displays deemed not to be in compliance with these requirements and be given the opportunity to rectify identified issue(s) within 7 days of notice. Where the issues are not addressed all public display of the banners will be stopped until board review.

4. SUMMARY

Any PMHA member undertaking any fundraising activity must ensure that they abide by this policy. PMHA Exec will monitor all fundraising activities and events on a regular basis and if any fundraising activity is found to be in breach of this policy then that particular activity will be ceased immediately. Depending on the nature of the activity, the person/people responsible for that activity may be precluded from holding a fundraising activity or event for the next hockey season.

Date Submitted: _____

PMHA USE ONLY

PMHA Received: Date _____

Does Fundraising activity or event satisfy Policy guidelines?

Yes _____ NO _____

Application Approved:

Yes _____ NO _____

PMHA President: Signature _____ Date _____

APPENDIX B: FUNDRAISING ACTIVITY FINANCIAL REPORT

Activity	Total Revenue	Total Value of Prizes Awarded (if applicable)	Expenses	Net Profits

The above represents a complete and accurate summary of the results of the fundraising activity:

Team Contact Signature: _____

This report must be accompanied by a revenue form that itemizes cash, coins and cheques, and provides a total revenue amount. The form must be signed by two members of the coaching staff of the team running the fundraising activity. The report must also include any official receipts pertaining to expenses incurred for the activity.

Note: Any team undertaking a fundraising activity must provide this financial report for every individual activity to the PMHA Treasurer within one (1) week of the completion of each activity. Failure to comply with this requirement may result in the forfeiture of the profits of the activity to PMHA.