



CHBAMHA FUNDRAISING POLICY/TEAM BUDGET POLICY

POSITIONING STATEMENT

“CHBAMHA is a volunteer organization that administers the cost sharing of athletic programs to its members”. Further “we feel that in order for our organization to remain sustainable into the future we must find ways to provide our sport which is affordable with a reasonable amount of effort for parents – while not restricting teams and members that choose to provide more in their programs”

CHBAMHA supports allowing our teams & members to use fundraising activity to offset the cost of participation in our minor sports programs. The CHBAMHA Board of directors has developed a policy and accompanying set of guidelines to ensure that these monies are being utilized in program areas to;

- *Foster the Athletic Development*
- *Personal Development*
- *Enhance the Minor Sports experience*

Additionally our policies are designed to ensure that to the sustainability of these fundraising activities into the future as well as protect our volunteers from legal issues,

All Coaches and Managers must ensure that during all fundraising activities child safety is paramount. Additionally, 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.

1. DEFINITIONS

1.1. Fundraised Money - Fundraised money is defined as all funds (other than parental contribution) which are raised through approved Fundraising Events. This also includes all forms of sponsorship (even if a parent owns the company which has provided the sponsorship). *Some examples include (but are not limited to) bottle drives, auctions, jersey sponsorships, 50/50 raffle (which a License is required for). If you are unsure whether funds or a tangible item is considered as fundraised, it is your responsibility to contact the Manager Coordinator for clarification*

1.2. Sponsorship – Monies paid to a team directly to a team by a Business, Company or Corporation



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- 1.3. Fundraising Activity – A planned event intended to raise money for a team toward approved expenditures
- 1.4. Parental Contribution - funds received from a parent’s personal financial contribution per registered player.
- 1.5. Player Contribution – The total of the Parental Contribution and of proceed from Fundraising Events that a particular Player or Parent Member of a player contributes toward the Team Operating Budget
- 1.6. CHBAMHA – Cole Harbour Bel-Ayr Minor Hockey Association
- 1.7. Parent Member – Parent or Guardian of a player
- 1.8. Player Bank – The monetary sum of all Fundraising Activities including Sponsorship, Parental Contribution, Player Contribution and 50/50 raised by each Parent Member and/or player and applied to that player only towards the Team Operating Budget
- 1.9. Fundraising Deposit – Three (3) payments payable November 30th, December 31st, and January 31st if fundraising goals have not been met by the Player or Parent Member, to ensure all Parent Member(s) contribute equally to the Team Operating Budget.
- 1.10. Team Operating Expense – The total of Actual allowable and approved expenditures by a team in a given year upon conclusion of the season
- 1.11. Treasurer – Volunteer position on a team whose responsibilities (include but are not limited to) the following duties; manage the team bank account, manage the Team Budget and interim expenditures, collect Parental Contributions, collect Fundraised Monies. *The Team treasurer must be at arm’s length to the Coach and Team Manager. In no case should the team treasurer be the same person as the head coach or Manager.*
- 1.12. Team Budget – Projected Allowable Expenditures by a team for a given season
- 1.13. Interim Budget – The sum of Actual Allowable expenditures “to date” and Projected Allowable Expenditures by a team for a given season



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2. FUNDRAISING POLICY

- 2.1.** Funds for team use are available either through Parental Contributions, Sponsorships, 50/50, or fundraising activities.
- 2.2.** Each team will establish Player Banks to ensure each Family is contributing equally
 - 2.2.1.** Teams will establish fundraising deadlines, including dollar amounts, throughout their season. Three (3) payments will be determined by the Team Manager and Treasurer at the beginning of the season according to the Team Operating Budget. Fundraising deadlines are:
 - 2.2.1.1.-** November 30th: should have 50% raised
 - 2.2.1.2. -** December 31st should have 75% raised
 - 2.2.1.3. -** January 31st should have 100% raised.If these deadlines are not met financially, the Parent Member(s) will be responsible for the difference owing. Should Parent Member(s)/player fail to fundraise or provide their portion of the Team Operating Budget during the allowable period, CHBAMHA will retain their deposit
 - 2.2.2.** In the event a Parent Member(s) not raise 100% of the Player Bank by January 31st, a payment plan at the team level can be worked out. Should a Parent Member not fulfill the requirements of the payment plan, the CHBAMHA Board of Directors may withhold roster approval for those players from the Member Family for the remaining season and the upcoming season
 - 2.2.3.** Should a Parent Member not complete the Fundraising Duties to the satisfaction of the CHBAMHA Manager Coordinator during the given season and the Fundraising Deposit provided not be honoured (through bad cheque, cancelled cheque, or otherwise) at the completion of the same season, CHBAMHA Board of Directors has the authority to collect the Fundraising Deposit from the Member Family's parental contribution
 - 2.2.4.** Families will have the opportunity to make up the difference after January 31st by selling 50/50 tickets before March 30th.
 - 2.2.5.** The CHBAMHA Board of Directors may require payment by the Member Family before allowing registration of any players from the family in the following season.



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- 2.3. All Team Fundraiser Events must be registered with CHBAMHA Manager Coordinator. Fundraiser Approval Forms needs to be submitted to the Manager Coordinator by October 31st, for all fundraisers . If Players are going to be participating in attendance during the activity, the CHBAMHA Manager Coordinator must be made aware of this. Failure to report a Fundraising Event could result in disciplinary action from the CHBAMHA Board of Directors.
- 2.4. Proceeds from Fundraising Activities will be divided equally amongst the Player or Parent Member(s) that registered to participate in that Fundraising Activity and participated equally in the fundraising activity, and will count toward that individual Player Bank.
- 2.5. All Team Fundraising activities must be included in the Team Budget with monies accounted for by the team Treasurer. All income from Fundraising Activities (including but not limited to the following) will be deemed Fundraised Money;
 - 2.5.1. Monies received for auction items purchased and admittance fees whether they are made by parents or the general public
 - 2.5.2. All income, including cash donations, from bottle drives is considered fundraised money
 - 2.5.3. Monies received for “Sweater Sponsors”, whether or not the person or company is a parent of the team
 - 2.5.4. Monies received for 50/50 Lottery is considered fundraised money
- 2.6. All Team Fundraising activities must be coordinated and supervised by a team official (Coach, Assistant Coach, Manager, Fundraising Coordinator or adult from the team). Where Players are involved in a Fundraising Event, Players must be supervised by their parent or by a Coach, Assistant Coach or Manger listed on the teams approved roster
- 2.7. For Fundraising Activities where there is a Lottery (does not include CHBA 50/50), Raffle & Games of chance, if the following three elements are applicable
 - The disposition of property (a prize)
 - Any mode of chance whatsoever involved in obtaining the prize
 - Consideration exchanged for a chance to win the prize (i.e., paying money for a chance to win a prize)



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then the Activity will require a license from the Nova Scotia Department of Alcohol and Gaming be obtained for applicable events. Refer to <http://www.gov.ns.ca/lwd/agd/forms.asp>

Pursuant to Nova Scotia Alcohol and Gaming Authority Act, alcohol, or other similar items may not be used in part or in whole for a Fundraising Activity. Similarly, the promotion of gambling (i.e. Casino or Poker Nights) is not permitted. If a team knowingly breaches this act, CHBAMHA will not assume any responsibility for these actions or actions related to this breach

2.8. All team bottle drives will be assigned through the CHBAMHA Manager Coordinator. Teams will be provided with a date and given an area (with street map) within the CHBA boundaries

2.9. Teams may obtain one sponsor at a rate of \$125-200 per sweater

Each team will be responsible for obtaining sponsor name bars for their sponsors and having them attached **per our Sweater Policy**. The cost of Sponsor bars shall come from the sponsorship revenue and placed in the Player Equipment Expense Column

2.10. Teams must limit the total amount of fundraisers to Five (5) per season - unless otherwise approved by the CHBAMHA Manager Coordinator, which includes sweater sponsors

2.11. Fundraising Activities for Special events (such as Hosting Provincial Championship Tournaments, or travelling to Special Tournaments / Events) must be approved by the CHBAMHA Board of Directors

2.12. Teams may not show any approved Fundraising Activities as having a negative balance on the Team Expenditure worksheet. Should a Fundraising Event incur a loss, it should be entered on the Team Expenditure Worksheet as \$ 0.00. Teams will be permitted to make application for an additional fundraising event should an approved event incur a loss



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- 2.13. The CHBAMHA Board of Directors has the right to audit records and verify amounts at any time. All receipts and bank records must be provided within 48 hours of this request
- 2.14. All fundraised monies can only be withdrawn from the team account via cheque with 2 signatories and reference line filled in. Absolutely no CASH withdrawals are allowed
- 2.15. All fundraising activities will be completed by January 31st of the current season

3. ALLOWABLE EXPENDITURES

The purchase of any items not listed below, or the sum of purchases in excess of the approved limits must have prior approval from the appropriate CHBAMHA Director, or it will be deemed a non-eligible expense. All misappropriated funds will be charged back to the team's parental contribution allocation. If parental contribution money is not available, the amount will be charged back to each family equally.

- 3.1. The following is a list of items which are provided by CHBAMHA and billed to teams by the CHBAMHA and included on our Team Billings Worksheet where teams can use Fundraised Money to offset the total cost.
 - 3.1.1. Team / Player / Team Official Fees – This shall include all HNS registration fees
 - 3.1.2. Referee / Time Keepers Costs
 - 3.1.3. League Fees – CMHF / MMHF / SCF / Dartmouth Rec. League
 - 3.1.4. Coach Equipment - In Order to use Fundraised Monies, orders must be through CHBAMHA Equipment & Apparel Program and coordinated through the CHBAMHA Equipment Manager
 - 3.1.5. Banking Expenses
 - 3.1.6. Team Jersey Replacement Fees
- 3.2. The following is a list of Items included on the Team Expenditure Worksheet where Coaches and Managers have the ability to choose items not included in our regular program to enhance the athletic development, personal development or team building for their respective teams. Beside each of the line items (in parentheses) are the “not to exceed without prior approval” monetary limits for each item.



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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.

Should a team wish to exceed these following limits, without approval from the CHBAMHA Board of Directors they may do so from the team parental contributions

If a parent on a team wants to purchase jackets (as an example) with the money from his or her business then this transaction should not be run through the team budget, the money should go directly to the vendor. If this shows up on the team budget than this is considered fundraised money

- 3.2.1. Practice / Exhibition Game Ice Time (Max. \$13,000/Yr.) – aggregate cost of ice time charged by CHBAMHA and ice time solicited privately
- 3.2.2. Off-ice Development (Max. \$500/Yr.) – must be completed by March 1st, for every season. Must be Approved by CHBAMHA prior to commencement
- 3.2.3. 3rd Party Development (Max. \$1,500/Yr.) – 3rd Party Development must be approved by the appropriate CHBAMHA Coordinator. (i.e. – Goaltender Coach, Fitness Trainer, Power Skating Coach, etc.)
- 3.2.4. Team Equipment (Max. \$300/Yr.) – In Order to use Fundraised Monies, orders must be through CHBAMHA Equipment & Apparel Program and coordinated through the CHBAMHA Equipment Manager
- 3.2.5. Player Apparel (Max. \$125/Player/Yr.) – In Order to use Fundraised Monies, orders must be through CHBAMHA Equipment & Apparel Program and coordinated through the CHBAMHA Equipment Manager ONLY includes: 1 jacket (either winter jacket or track suit jacket), track pants, 1 hat (either toque or ball cap), 1 top (t-shirt, long sleeve t-shirt, hoodie, or golf shirt)
- 3.2.6. Player Equipment (Max. \$100/Player/Yr.) – Includes player socks (one set/player), practice jerseys (one set/team), sewing of name and sponsor bars (professionally sewn), helmet decals. Other items not listed above need to be approved by the CHBAMHA Equipment Manager. In order to



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use Fundraised Monies, orders must be through the CHBAMHA Equipment & Apparel Program

- 3.2.7. Coach Apparel (Max. \$150/Coach/Yr.) – In Order to use Fundraised Monies, orders must be through CHBAMHA Equipment & Apparel Program and coordinated through the CHBAMHA Equipment Manager
- 3.2.8. Year End Expenses (Max. \$1,000/Yr.)
- 3.2.9. Team Building (Max. \$750/Yr.)
- 3.2.10. Tournaments
 - 3.2.10.1. Tournament Entrance Cost (Max. \$5000/season)
 - 3.2.10.2. Transportation Rental - for the purpose of attending a tournament - maximum one per year. Must be approved by CHBAMHA Director
 - 3.2.10.3. Coach Expenses – Cost of one (1) hotel/motel room (per pair of non-parent coaches) for coaching staff at an away tournament; 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
 - 3.2.10.4. Away tournament. *Note that receipts are to be submitted to the team manager prior to reimbursement. NO CASH ADVANCES*
 - 3.2.10.5. Pins (\$500) - pins for teams going to provincials and one international tournament. *Must be approved by CHBAMHA Manager Coordinator*
 - 3.2.10.6. *Away tournaments are to a maximum of 3.*

4. DATES / CALENDER

CHBAMHA teams may fundraise between Oct 1 and March 30 of the current hockey season, excluding Development Weekend - *unless permission has otherwise been given by CHBAMHA Manager Coordinator*

- 4.1. Proposed expenditures (from the Team Expenditures Worksheet) are due by October 31. This budget should outline intended income sources (every fundraiser needs to be decided upon before submitting initial budget) and plans to cover expenses to run the team for the season. *Failure to do so could result CHBAMHA to approve game/travel permits or provide Referee/Time Keepers for Scheduled home games*



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- 4.2. The 2nd Team Expenditures Worksheet (Interim Budget) is due no later than January 15. This should be kept up-to-date and show all team financial activities are to date including all income and expenses. *Failure to do so could result CHBAMHA to approve game/travel permits or provide Referee/Time Keepers for Scheduled home games*
- 4.3. All team business should be concluded with Final Team Expenditures worksheet submitted to the CHBAMHA Manager Coordinator by April 30. All parental contribution refunds are to be held until the final Expenditures have been reviewed by the CHBAMHA Board of Directors. *Failure to do so could result in suspension or probation to Managers, Treasurers or Coaches by CHBAMHA for the following season.*

5. ASSIGNMENT OF PARENTAL CONTRIBUTIONS

The intention of the following guideline is that ALL Parent members of a team contribute equally to the financial liability required to operate. Parents have the option of participating in Fundraising Events or providing out of pocket Parental Contributions toward the teams operating costs.

- 5.1. Every Parent member of a team will be required to contribute equally (through Fundraising Activity or Parental Contribution) to the total Operating cost of the team. If a Parent member of a team individual fundraising Activity exceeds the amount contributed equally by other members, the excess will be distributed equally to all players of that team if player banks are not being used
- 5.2. Parental contributions which were collected by a team for operating costs not utilized by the end of a season for allowable expenses will be returned to Parent Members of a team once the CHBAMHA Board of Directors has approved all expenditures for that given season
- 5.3. The amount returned to Parent Members at the completion of the season cannot exceed the total amount collected as Parental Contributions. In the event that the Excess funds remaining (after all eligible expenses have been accounted for) at the conclusion of a season exceeds the total Parental Contribution toward the Team Operating Expenses, this excess will be returned to the CHBAMHA Board of Directors to be used at their discretion



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- 5.4. Excess Parental Contributions returned to Parent Members of a team will be tendered according to each Player's player bank.
- 5.5. Excess 50/50 funds will be returned to CHBAMHA, in accordance with the CHBAMHA 50/50 policy.