

NMHA FUND RAISING GUIDELINES
(Revised October 2007)

All teams and participants in fund raising activities have a responsibility and a duty to project a positive image of the team, our Association and Minor Hockey.

AT ALL TIMES, THE PUBLIC IMAGE, CONDUCT AND APPEARANCE OF THE NMHA MEMBERSHIP MUST BE ABOVE REPROACH.

From time to time, parents and players will be expected and required to help meet Team and Association expenses through fund raising efforts.

The following guidelines must be adhered to:

1. Direct public support can be requested through activities such as product sales, car washes, 50/50 draws, etc. provided that they are in good taste, comply with BC Gaming regulations and DO NOT EXCEED established team fund raising limits.
2. We recommend that every team appoint a fund raising co-coordinator to work with the team manager to organize fund raising. All plans for team fund raising activities must be discussed and agreed upon at a team parent meeting. The team Management and parents are REQUIRED to provide proper supervision to the players at all fund raising events.

A request for approval must then be submitted to the Ways & Means Director for approval. Requests must be submitted IN WRITING, using the "REQUEST FOR FUND RAISING" form. Information concerning the nature of the event, date, time, location and team conducting the event must be provided.

3. Immediately after the event, the Team Manager or Fund Raising Coordinator is to notify the Ways & Means Director, in writing, of the amount raised.
4. At the end of each month, each team is required to submit a written financial report to the Nanaimo Minor Hockey office identifying the locations of any bank accounts held in the teams' name or for the use of holding the teams' money and account for all funds raised and allowable team expenditures for that month. (Photocopies of receipts or originals may be required). These reports are to be turned in by the 15th of each month for proceeding month.
5. At the end of the hockey season and by no later than April 30th, a final financial statement indicating the closure of any held accounts is to be submitted and all unused funds are to be turned over to the Association.
6. Team management is responsible for ensuring that Association Guidelines and Municipal bylaws are followed.
7. Many local businesses and corporations make substantial contributions to the Association through sponsorship of teams and events. TEAMS SHOULD AVOID APPROACHING THESE SPONSORS FOR ADDITIONAL FUNDING AND WHENEVER POSSIBLE, NANAIMO MINOR HOCKEY TEAMS ARE TO USE THE PRODUCTS OR SERVICES OF THESE SPONSORS.
8. Tag Days will NOT be approved for individual teams. However Association Tag Days will be held at the discretion of the Board of Directors and Tag Day events will be coordinated by the Board and Your Managing Director. The teams will be advised about participation. The funds generated by Tag Days are the property of the Nanaimo Minor Hockey Association and will be put into general revenue. These funds help keep the cost of Initiation Registration as low and affordable as possible.

9. Teams may plan, budget and fund raise only for the following purposes:

- a) tournament team registration fees
- b) team hockey socks, one away and one home set, as required
- c) additional ice rental
- d) dry land training facilities or team player fees for training as a team
- e) referees for exhibition games
- f) the cost of ONE hotel/motel room per night for coaching staff at any away tournament and player room costs are at a ratio of 1 room for every 3 players traveling.
- g) Ferry cost:
 - 1) fares for up to 4 vehicles only
 - 2) passenger fare for the players and team staff only
- h) gas bills for the above vehicles (4only)
- i) bus rental at team discretion
- j) all players' meals as a team.
- k) team equipment and repairs to such (pucks, pylons, first aid kits, etc.)
- l) other team expenses such as faxes, related phone bills, fund raising costs and mail
- m) team NMHA logo'd clothing and hats for players, coaches and sponsors only
- n) competitive team assessment fees
- o) Fund raising for other reasons not on this list **MUST BE APPROVED BY THE NMHA BOARD**, on application, prior to event.
- p) Non parent coaches expenses supported by invoice to max of \$40 per day.

(PROCEEDS FROM FUND RAISING ARE NEVER TO BE DISBURSED TO PARENTS, PLAYERS OR COACHES WITHOUT CORRESPONDING RECEIPTS)

10. Any teams planning on conducting any form of gaming event (ticket raffle, pool etc.) **MUST** contact the Association Ways & Means Director, to ensure that the appropriate gaming license is obtained and that all BC Gaming Regulations are understood and followed. **THIS IS CRITICAL!!** We cannot jeopardize the Bingo or B license that we now have. Every raffle **MUST** have approval from the Association. Get the approval sheet from the Access Centre/BC Gaming Commission and present to the President of Nanaimo Minor Hockey Association for sanctioning. Should a player leave a team, he/she shall forfeit all right to any funds unless the player is moving to another team within NMHA, then the funds will be moved by the team manager as quickly as possible. **AT NO TIME SHALL FUNDS BE RETURNED TO A PLAYER OR PARENT (except prorated parental contributions).**

Failure to follow these presented guidelines will result in the cancellation of your fund raising privileges or could result in the **APPLICATION OF A FINANCIAL PENALTY TO THE TEAM.**

11. **FUNDRAISING LIMITS:**

- Co-ed Competitive and Female competitive teams have a \$15,000 limit per year.
- Traveling Teams (VIHA League) have a \$10,000 limit per year.
- Co-ed House teams have a \$3500 limit per year.

12. Provincial Championship Travel Emergency Fund (BCTF)

10% of all funds raised by Competitive teams will be remitted monthly to the Association Treasurer to assist funding to those teams traveling to Provincial Championships.

Competitive Teams are responsible for finding their own sponsors.

Teams are responsible to submit \$250 jersey fee per year per team to pay for jersey upkeep, if not sponsored through Nanaimo MHA.

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