



Leeds Minor Hockey Association

POLICY NAME:	INDIVIDUAL TEAM FUNDRAISING
POLICY NUMBER:	P02
DATE CREATED:	January 22, 2019
DATE FOR REVIEW:	January 30, 2020
DATE APPROVED:	

POLICY

- Participation in minor hockey may present some additional costs from time to time, including but not limited to:
- player development
 - extra ice time
 - team apparel/gifts
 - team social events
 - tournament participation; etc.

To ease the financial burden on players/families, Leeds Minor Hockey supports individual team fundraising. This policy provides direction and guidelines on fundraising and fundraising activities. When raising funds, members are reminded that they are representing the Leeds Minor Hockey Association and must act accordingly to project a positive image of the Association. All fundraising activities must adhere to the guidelines set forth herein.

When players/families are expected to make direct contributions to meet team expenses through fundraising efforts, they are intended to benefit the team and shall not provide financial benefit to an individual(s).

PROCEDURE

Teams may use a variety of fundraising methods. Examples of fundraising may include but are not limited to:

- the sale of various merchandise/food products
- donations from businesses
- bottle drives
- raffles

Individual team fundraising needs to be preapproved by the Executive through the Fundraising Director, prior to commencement, using the Fundraising Application form (Appendix A).

Fundraising is expected to be on a small scale.

When fundraising is used to purchase gifts, the value of the gifts shall be in keeping with the spirit of volunteerism and remain minimal.

Team fundraising goals will be reflected in the approved team budget presented to players/families at the start of the season. All fundraising event responsibilities will be shared equally amongst the players/families.

Team fundraising will be discussed and approved by a simple majority of players/families.

All fundraising initiatives must be supervised and controlled by the coaching staff or designated team parents and must be properly insured.

Team fundraising will not conflict with Association fundraising events.

The team manager assumes all responsibility for financial records, expenditures, and the funds themselves.

Managers shall submit a team financial statement to the player/families and the Treasurer no later than December 1st & March 1st of the current season.

Team funds are not to be used to pay parents out more than what they have contributed in team expenses (i.e. seed money or team fees).

At season's end, players/families will vote to determine how to utilize remaining surplus.

All excess monies shall be turned over to LMHA no later than March 31st of the current season.

Following March 31st, a request in writing may be made to the Fundraising Director to bring to the Executive for approval for unexpended funds. Following the Committee's approval, funds may be returned to the group for approved expenditures.

No team shall carry a balance into the following season, as all funds must be expensed.

ASSOCIATED POLICIES

P01 – Association Fundraising

APPENDICES

Appendix A Fundraising Application

Appendix A

Fundraising Application

Team: _____

Manager/Coach: _____

Fundraising method you are seeking approval for:

Fundraising goal amount:

Fundraising to be used for:

Signature of Applicant: _____ **Date:** _____