

**NMHA FUND RAISING GUIDELINES**  
**Revised October 10, 2012**

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

**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 both BC Gaming and BC Hockey 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.

For all fund raising events, a request must also 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. All off-ice fundraising events that include players, i.e. bottle drives and hot dog sale, must be sanctioned by BC Hockey.
4. Immediately after the event, the Team Manager or Fund Raising Coordinator is to notify the Ways & Means Director, in writing, of the amount raised.
5. Any teams planning on conducting any form of gaming event (ticket raffle, pool etc.) **MUST** contact the Association Ways & Means Director, to ensure that they apply for the appropriate gaming license and that all BC Gaming Regulations are understood and followed. **THIS IS CRITICAL!!** We cannot jeopardize the Community Gaming Grant. Every raffle **MUST** have approval from NMHA. After all fundraising events that involve a gaming license from BC Gaming, the follow-up report to BC Gaming must be completed by the team within two weeks of the fundraising event and submitted jointly to BC Gaming and the Ways & Means Director.
6. At the end of each month, all NMHA teams are required to submit a financial report to the Nanaimo Minor Hockey office, using the NMHA “**MONTHLY REPORT**” form. The report should account for all funds raised and allowable team expenditures for that month and should include applicable receipts. These reports are to be submitted to the Ways & Means Director by the 15th of each month for the preceding month. Failure to submit monthly reports in a timely manner will result in a suspension of practice ice. The

- report should include a copy of the most recent bank account statement.
7. 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. All unused funds are to be turned over to the Association.
  8. Team management is responsible for ensuring that NMHA Guidelines and Municipal bylaws are followed.
  9. Many local businesses and corporations make substantial contributions to NMHA through sponsorship of teams and events. **TEAMS SHOULD AVOID APPROACHING THESE SPONSORS FOR ADDITIONAL FUNDING AND WHENEVER POSSIBLE, NANAIMO MINOR HOCKEY TEAMS ARE ENCOURAGED TO USE THE PRODUCTS OR SERVICES OF THESE SPONSORS.**
  10. Tag Days will NOT be approved for individual teams.
  11. 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) Team fees for training, on or off the ice.
    - e) Referees for exhibition games
    - f) The cost of ONE hotel/motel room per night for coaching staff at any away tournament
    - g) Player room costs are at a ratio of 1 room for every 3 players plus one adult only. Percentages of family rooms are covered.
    - h) Ferry costs:
      - i. Fares for up to 5 vehicles only
      - ii. Gas bills for up to 5 vehicles only.
      - iii. Passenger fare for the players and team staff only
    - i) Bus rental at team discretion
    - j) All team meals for players and coaching staff only.
    - k) Team equipment and repairs to such (pucks, pylons, first aid kits, etc.)
    - l) Other team expenses such as faxes, team websites, 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) Non-parent coaches expenses supported by invoice to max of \$40 per day.
    - p) Year-end Team Party, to a maximum of \$25 per player.
    - q) Year-end Team awards, to a maximum of \$25 per player

**PROCEEDS FROM FUND RAISING ARE NEVER TO BE DISBURSED TO PARENTS, PLAYERS OR COACHES WITHOUT CORRESPONDING RECEIPTS. CASH, GIFT CERTIFICATES, OR GIFT CARDS TO PLAYERS ARE NOT PERMITTED.**

12. Should a player leave a team, he/she shall forfeit all right to any fundraising unless

the player is moving to another team within NMHA. Then the team manager will transfer the funds to the new team as quickly as possible. **AT NO TIME SHALL FUNDS BE RETURNED TO A PLAYER OR PARENT** (except prorated parental contributions).

13. **FUNDRAISING LIMITS:**
  - a. Co-ed Competitive and Female competitive teams have a \$15,000 limit per year plus PCTEF (Provincial Championship Travel Emergency Fund) contributions.
  - b. Traveling Teams (VIAHA Leagues) have a \$5000 limit per year.
  - c. Co-ed House teams have a \$3500 limit per year.
14. Competitive Teams are responsible for finding their own sponsors. All sponsors must be approved by Ways & Means. Teams must submit a copy of the signed sponsorship agreement to Ways & Means. This applies to primary as well as secondary sponsorships.
15. Teams who secure their own sponsorship are responsible to submit \$250 jersey fee per team to pay for jersey upkeep.

All fundraising activities must be approved by the Ways & Means Director and in accordance with the above noted guidelines. Failure to follow guidelines or failure to secure approval from Ways & Means **PRIOR TO FUNDRAISING EVENT** may result in forfeiture of funds raised, cancellation of fundraising privileges, and/or loss of practice ice.