

NMHA FUND RAISING GUIDELINES

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 both BC Gaming and BC Hockey regulations and DO NOT EXCEED established team fund raising limits.
2. It is recommended 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. All off-ice fundraising events that include players, i.e. bottle drives and hot dog sales, must be sanctioned by BC Hockey. A request for approval must then be submitted to the minor hockey office 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 minor hockey office, in writing, of the amount raised.
4. Any teams planning on conducting any form of gaming event (ticket raffle, pool etc.) MUST contact the minor hockey office, 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. After all fundraising events that involve a gaming license from BC Gaming, the follow-up report to BC Gaming must be done within two weeks of the fundraising event and submitted jointly to BC Gaming and the minor hockey office.
5. 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 must include a copy the team's bank account statement(s) 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 submitted by the 15th of each month for proceeding month to the minor hockey office. Failure to submit monthly reports in a timely manner will result in a suspension of practice ice.
6. 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.
7. Team management is responsible for ensuring that Association Guidelines and Municipal bylaws are followed.
8. 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 ENCOURAGED TO USE THE PRODUCTS OR SERVICES OF THESE SPONSORS.
9. Tag Days will NOT be approved for individual teams.

OLD WORDING:

10. 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) Hotel rooms for Coaches; at team discretion.
 - g) Hotel rooms for players; at team discretion.
 - h) Ferry cost; at team discretion
 - 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, or Provincial Championship apparel for players, team staff and sponsors only
 - n) Competitive team assessment fees
 - o) Non-parent coaches' expenses at team discretion.
 - p) Year-end Team Party, to a maximum of \$25 per player.
 - q) Year-end Team awards, to a maximum of \$25 per player

NEW WORDING:

10. 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) Hotel rooms for Coaching Staff
 - g) Per Diem for Coaching staff: \$60.00/day or \$15 breakfast/\$20 lunch/\$25 dinner
 - h) Hotel rooms for players; at team discretion.
 - i) Bus rental: at the team discretion
 - j) Ferry costs and mileage for team staff: .52/km
 - k) All team meals for players and coaching staff only.
 - l) Team equipment and repairs to such (pucks, pylons, first aid kits, etc.)
 - m) Other team expenses such as team websites, related phone bills, fund raising costs and mail
 - n) Team NMHA logo'd clothing and hats, or Provincial Championship apparel for players, team staff and sponsors only
 - o) Competitive team assessment fees
 - 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 WILL NOT BE APPROVED.

11. 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).

12. FUNDRAISING LIMITS:

a. Co-ed Competitive and Female competitive teams have a \$20,000 limit plus PCTEF contributions per year.

b. Traveling Teams (VIAHA Leagues) have a \$7500 limit per year.

c. Co-ed House teams have a \$5000 limit per year.

13. Provincial Championship Travel Emergency Fund PCTEF): 10% of all funds raised by Competitive teams will be remitted monthly to the minor hockey office. These funds are used to offset costs of teams traveling to BC Championships.

Budgeting for requests for this fund will follow the guidelines in bullet 10 above.

14. Competitive Teams are responsible for finding their own sponsors. All sponsors must be approved by minor hockey office. Teams must submit a copy of the signed sponsorship agreement to minor hockey office. This applies to primary as well as secondary sponsorships.

15. Teams who secure their own sponsorship are responsible to submit \$300 jersey fee per team to pay for jersey upkeep.

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