

NMHA TEAM FUNDS AND FUNDRAISING GUIDELINES

The focus and goal of every hockey season should be player development and creating memorable team experiences that establish lasting friendships and enhance the love of hockey for the players.

1. TEAM FUNDS

Parents will be expected and required to meet team and association expenses. At the beginning of the season, parents may be asked to pay an initial start-up fee to open the team bank account, pay for tournaments and to have the funds on hand to pay for team expenditures.

The initial start-up fee cannot be more than the following:

- **\$200.00 for integrated and female competitive teams**
- **\$100.00 for integrated and female recreational teams**

The initial start-up fees are to be included in the team budget and parents should not expect to get their initial start-up fees returned. All funds collected from parents and all revenue generated through fundraising are to be utilized to pay for the teams' expenses incurred throughout the year.

****NOTE: The initial start-up fees are replacing what was previously referred to as "seed money".**

If teams choose to fundraise throughout the year, the fundraising revenue should be spent on the team. If there is money left in the team bank account at the end of the season, the amount left is to be divided equally between the families, not to exceed the initial start-up fee.

The amount returned to families cannot be more than the initial start-up fee and any money over and above the initial start-up fee will be gifted to Nanaimo Minor Hockey.

2. TEAM SPONSORSHIP BANNERS

Teams may choose to do a team sponsorship banner to generate revenue and help cover the teams' expenses for the season. Before parents start to canvas local businesses and organizations for sponsorship support, they must refer to the NMHA website sponsorship list to ensure that the current sponsors of the association are not approached.

The sponsorship revenue generated from the banner should align with the budgetary needs of the team. All funds generated from sponsorship must be used to offset the costs of team development, to pay for tournament travel for parents and other costs associated with team expenses. **The funds generated through sponsorship are to be spent on the team.**

The team banner **MUST** be displayed at all regular season home games, all exhibition games played at home, at tournaments either home or away, and during playoffs games either home or away. If teams are asking businesses for sponsorship dollars, teams should be diligent about displaying the banner and giving those businesses maximum recognition for their generosity.

3. TEAM FUNDRAISING GUIDELINES

All participants in fundraising activities have a responsibility and a duty to project a positive image of the team, our association, and Nanaimo Minor Hockey.

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

Before the start of the season, the head coach, along with the coaching staff, manager, and treasurer, will create and present a team budget. Once the budget has been discussed and decided on by the coaching staff, a mandatory parent meeting should be held at the NMHA office or in a quiet place conducive to holding a parent meeting.

The head coach will present the parents with a written team budget outlining an estimate of the

expenditures for the year. Parents will be expected and required to meet team and association expenses.

Along with the initial start-up fees, teams may then plan to participate in fundraising efforts. All team revenue raised through fundraising efforts belong to the team and should be utilized according to budget expenditures.

Once team budgets are agreed and approved by the parents, they are to be submitted to the Nanaimo Minor Hockey office.

Teams may plan, budget, and fundraise only for the following purposes:

- a. Tournament registration fees
- b. Additional ice rental
- c. Team fees for training, on or off the ice
- d. Referees for exhibition games
- e. Hotel rooms for non-parent coaches
- f. Per diem for non-parent coaching staff; \$60.00/day (\$15 breakfast, \$20 lunch, and \$25 dinner)
- g. Hotel rooms for players; at team discretion
- h. Bus rental; at team discretion
- i. Ferry costs and mileage for non-parent team staff: .52/km
- 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, fundraising 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

If fundraised revenue surpasses what is needed to run the team, any parents that wish to present opportunities for development or team bonding experiences can do so by **emailing the coaching staff**.

All ideas presented to the coaches should include a time frame and all associated costs. All opportunities should be considered if there is the time and money in the team budget.

The coaching staff can make the decision to move forward with requests or, if the request is significant, can put it out to a team vote.

If a request is declined without good reason, and a parent would like further explanation and clarification, parents can notify Debbie Harilstad, Board Member in Charge of Team Managers, at bantannmha@gmail.com and ask Debbie for assistance.

4. TEAM BUDGET AND FUNDRAISING LIMITS

PROCEEDS FROM FUNDRAISING 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.

1. Should a player leave a team, the player shall forfeit all right to any fundraising revenue 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.

2. AT NO TIME SHALL FUNDS BE RETURNED TO A PLAYER OR PARENT (except prorated parental contributions).

3. FUNDRAISING LIMITS:

- a. Integrated 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. Recreational teams U9 and below have a \$5000 limit per year.

- 4. Provincial Championship Travel Emergency Fund PCTEF): 10% of all funds raised by integrated competitive and female competitive teams will be remitted monthly to the minor hockey office. These funds are used to offset costs of teams traveling to BC Championships. This will be reviewed annually by the Board of Directors.
- 5. All Nanaimo teams that make the provincials and must travel to BC Championships will have to present a budget to the association. The PCTEF requests will be reviewed and decided by the Board of Directors.
- 6. Integrated competitive and female 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.
- 7. All fundraising activities must be approved by the minor hockey office and in accordance with the fundraising guidelines below. 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.**

THE FOLLOWING GUIDELINES MUST BE ADHERED TO:

- 1. A request for fundraising 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.**
- 2. Direct public support can be requested for activities such as: banner sponsorship, 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 fundraising limits.
- 3. It is recommended that every team appoint a fundraising coordinator to work with the coaches, team manager and team treasurer to organize fundraising. All plans for team fundraising activities must be discussed and agreed upon either at the team parent meeting or throughout the year via communication through email or TeamSnap. The team management and parents are REQUIRED to provide proper supervision to the players at all fundraising events. All off-ice fundraising events that include players (bottle drives and hot dog sales) must be sanctioned by BC Hockey.
- 4. Immediately after the event, the team manager or fundraising coordinator is to notify the minor hockey office, in writing, of the amount raised.
- 5. Any teams planning on conducting any form of gaming event (ticket raffle, 50/50, pool) 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.
- 6. 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.

7. At the end of each month, all NMHA team managers or treasurers are required to submit a financial report, using the appropriate NMHA "MONTHLY REPORT" form. The financial report is to be submitted to the Nanaimo Minor Hockey office and the team parents via TeamSnap. The report must include a copy the team 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 and any payments due 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.

8. At the end of the hockey season, no later than April 30th, a final financial statement indicating the closure of any held accounts is to be submitted to the Nanaimo Minor Hockey Association and to the parents of the team. All unused funds are to be transferred over to Nanaimo Minor Hockey Association.

9. Team management is responsible for ensuring that Association Guidelines and Municipal bylaws are followed.

10. Many local businesses and corporations make substantial contributions to the association through sponsorship of teams and events. AGAIN, 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.

11. Tag Days will NOT be approved for individual teams.