

Purpose: To describe the HNorth policies and procedures relating to fundraising in support of HNorth Programs.

Audience: HNorth members, team personnel parents and players involved in fundraising

Scope: all potential fundraising activities relating to the HNorth programs anywhere in the Branch.

HOCKEY NORTH

FUNDRAISING

POLICIES AND PROCEDURES

Approved:

1.0 INTRODUCTION

From time to time, players and/or teams within Hockey North (the Branch) jurisdiction participate in advanced competition. The selection of players and preparation of the team requires a concerted effort and substantial financial resources. The Branch depends on financial support from a number of sources – registration fees, in-kind support, sponsorships - to deliver its programs. It is not able to provide direct financial support in these endeavours. Generally, the players and team personnel will be required to make a direct contribution to team, group or program expenses through fund raising.

Generally, fundraising is administered on behalf of Hockey North by each of its component associations – Hockey NWT and Hockey Nunavut. This statement is intended to:

- Ensure that fund raising activities are consistent with municipal bylaws and Branch policies and guidelines;
- Ensure that fund raising is undertaken in a consistent and coordinated manner;
- Ensure that fund raising is undertaken in a transparent and accountable manner; and
- Outline the procedures with respect to the planning and implementation of fund raising activities.

2.0 GUIDING PRINCIPLES

Transparency: consistent application of our policies and procedures in a fair and transparent manner.

Equity: all teams or groups shall have reasonable access to fundraising opportunities endorsed by the Association.

Respect: we will respect the application process and reporting requirements of the relevant authorities.

3.0 DEFINITIONS

“Activity” refers to the actions undertaken by a team, group or program to raise funds for a specific event or purpose.

“Association” refers to the Northwest Territories Amateur Hockey Association or Hockey **Nunavut** depending upon the geographic location of the fundraising activity.

“Coordinator” refers to the person who has overall responsibility for a specific fundraising activity.

“Event” refers to a tournament, game or activity in which a team or group plans to participate or host.

4.0 GENERAL

- All fund raising activities must be carried out in the name of the Association. The name of the Association must be given prominence on any electronic or printed medium. The name of the team or group can only be used in conjunction with the name of the Association. For example: “ Hockey NWT – Male CWG Team ” or:

HOCKEY NWT
Female AWG Team

- All fund raising activities, **regardless of the time of year**, must be approved in advance by the Association..
- All teams and groups have a responsibility to project a positive image of the Branch, the relevant Association(s) and minor hockey in general.
- All plans for fund raising must be discussed and approved at a team or group meeting involving the relevant coaches and parents.
- All fund raising activities must be supervised by a designated adult who shall be identified in the application to the Association.
- All fund raising activities must be in support of **a specific event or need** and not just for the sake of raising funds
- Alcoholic beverages may not be offered as prizes.
- All funds must be maintained in an account administered by the Association. Funds cannot be maintained in an account administered by a team or group.
- Team or program representatives must have approval from the Director, Sponsorship and Fundraising before approaching an Association sponsor.

5.0 TYPES OF FUND RAISING

Acceptable forms of fundraising include, but are not limited to:

5.1 Lotteries

Lotteries include: bingos, raffles or 50/50 draws.

5.2 Sale of Merchandise

Merchandise sales include: chocolate bars, beef jerky, pizzas, cookie dough.

5.3 Services

Services include: car washes, bagging groceries, snow clearing, skate-a-thons, garbage clean-up, silent auctions, scorekeeping.

5.4 Unacceptable Forms of Fund-raising

The utmost concern for fund-raising comes from events which involve the serving of alcoholic beverages, either as beer gardens or as part of an all-inclusive event. This type of involvement is not acceptable as a fund-raising event for Minor Hockey. Third Party Liability is a significant concern.

6.0 ACCEPTABLE EXPENDITURES

Funds may be used to pay for:

- Tournament registration fees
- Accommodation, travel and one special event team meal (per trip) for players, coaches and team personnel traveling outside their community or Territory.
- Ice rental fee for practices or games
- Fees for on-ice officials
- Visible personal equipment such as helmets, gloves, and pants.
- Uniforms, jackets or track suits for team members
- Equipment bags for team members
- Administrative expenses such as phone calls, faxes or correspondence

The purchase of items which are not mentioned above must be approved in advance by the Association.

Funds may not be used for:

- Hockey skates Team or individual photographs
- Tickets to sporting events or other entertainment
- *Other*”?

7.0 COORDINATION AND APPROVAL

- All fundraising activities, regardless of the time of year, must be approved by the Association.
- Fundraising plans should be submitted by 01 November.
- A fundraising plan will be considered at any date but it will be subject to other activities which have already been approved and scheduled.
- The fundraising plan must include:
 - The purpose of the proposed fundraising activities;
 - The types and dates of the proposed fundraising activities;
 - A detailed breakdown of the costs associated with the proposed event;
 - The projected revenue from the fundraising activities.
- Lotteries must operate in accordance with the policies and procedures of the relevant municipality.
- Each application for a municipal lottery licence must be approved by the President or a designated Executive member of the Association and submitted at least two weeks in advance of the event.

- Two persons, associated with a proposed lottery, are required to sign a waiver (see attached) accepting all legal and financial risks associated with the lottery. The waiver must be submitted to the President or a designated Executive member of the Association along with the application for the lottery licence.
- Teams or groups must make their own applications to receive bingos from the organizations offering that service. However, prior approval must be obtained from the President or designated Executive member of the Association to do so.
- In the case of raffles, the team or group must submit a sample ticket with the lottery application to the Association for approval. Information on the ticket must include a location for the lottery license number, the draw date, the list of prizes, the name of the Association, and the logo of our major sponsor.

8.0 FINANCIAL RECORDS

- The team or group must maintain complete and up-to-date financial records for all activities which involve the generation or disbursement of funds.
- The team or group shall identify the person, to the Association who is responsible for maintaining the financial records.
- The financial statement must be made available to all participants, parents, and team personnel upon request through the Association President or the Treasurer.
- The financial statement and funds must be submitted to the Association President or Treasurer within five days after a fundraising event.
- A current financial statement for a fund raising account must be submitted to the Treasurer and the President within seven days of the first day of each month.

9.0 STATEMENTS OF ACCOUNT

- The coordinator must submit a statement of account, as required by the relevant municipality within 30 days after the event.
- The statement must be signed by the Association President and Treasurer.
- Any team or program that fails to submit a statement(s) of account according to municipal requirements or in advance of the planned event may be subject to the forfeiture of its travel permit and suspension of the coach or program leader from the Association.

10.0 BANK ACCOUNTS

- All proceeds from all fund raising activities must be kept in a separate Association account established for that purpose.
- Funds raised by different teams or programs will be kept in the same account but tracked through separate financial statements.

11.0 PERMITS AND APPROVALS

The provision of Branch travel permits or other approvals for a team or group will be contingent upon the receipt, by the Treasurer, of up-to-date financial statements as described in this policy.

12.0 ACCESSING FUNDS

The Coordinator wishing to access the funds must:

- Arrange for invoices for major expenditures (e.g. air travel, accommodation, registration fees, etc.) to be submitted directly to the Treasurer.
- Identify and quantify each anticipated cost for which an advance is being requested.
- Provide the Treasurer with a statement of account, including receipts, which details the expenditure of the advanced fund within seven days of the end of the event.
- Return the excess funds to the Treasurer within seven days of the end of the event.

13.0 EXCESS FUNDS

- Any funds that remain after the completion of the activity or event shall be retained in the Association fund-raising account for the benefit of the designated team or program.
- Additional excess funds may be retained for subsequent teams or programs as determined, on a case-by-case basis, by the Executive Committee.
- Any funds raised through events licensed by a municipality must be used only for the purposes indicated on the licence applications unless otherwise approved by that municipality.
- Any funds raised through events licensed by a municipality that remain at the end of the season may be retained for the subsequent season and used only for the purposes indicated on the original licence application.
- The Treasurer or another Executive member shall be responsible for seeking the appropriate approvals from the relevant municipality.

