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Cornwall Girls Hockey Association

Fundraising and Sponsorship Policy- Updated May 2023

(HL & Competitive)

Purpose:

All teams may raise funds for their respective team through approved fundraising initiatives. It is recognized that the funds raised through approved fundraising initiatives are to be used for the benefit of the team as a whole. When raising funds, members are also representing the Cornwall Girls Hockey Association (CGHA) and must project a positive image of the CGHA.

Teams may secure sponsorship within the community, so long as the sponsors meet the requirements outlined in the Fundraising and Sponsorship Policy document.

*All fundraising activities must adhere to the guidelines set forth in the Fundraising and Sponsorship Policy*

Definitions:

1. Association: Cornwall Girls Hockey Association (CGHA)  
2. Executive: The duly appointed executive members of CGHA  
3. Committee – Any authorized and recognized committee of the Association  
4. Participants – Any person directly or indirectly involved in an approved activity  
in the capacity of competitor, observer, athlete, coach, assistant coach, practice  
volunteer, trainer, manager, parent, official, spectator, employee, Committee  
Member or Association Member or any other person present or involved in the  
activity

Responsibility:

1. Direct public support can be requested for the purpose of fundraising and/or sponsorship  
2. Team budgets must be approved along with fundraising proposals by the designated  
director or executive (VP of House and VP of Competitive)  
3. All fundraising activities must be discussed and approved by the majority at a team  
parent meeting  
4. All fundraising activities must receive prior written approval before proceeding  
5. All monetary transactions relating to fundraising and/or sponsorship are to be documented in accordance with basic accounting principles and are subject to review by team parents and/or the CGHA executive. A final report (budget review) needs to be sent back to CGHA executive (treasurer) at the end of the season  
6. Fundraising activities may be subject to insurance approvals, which will be stipulated by the appropriate Director and the executive in conjunction with the proposed activity

Permitted Expenditures:

1. Tournament registration fees  
2. Team apparel, equipment bags  
3. Coaching and Trainers supplies  
4. Hotel expenses  
5. Team meals  
6. Costs for year-end banquets, team parties, trophies, and awards  
7. Additional ice time for practices, exhibition games and skills development  
8. Referee fee  
9. Miscellaneous team expenses as determined by the Head Coach

Other Expenditures:

Teams wishing to raise funds, through fundraising initiatives/sponsorship, for anything not listed must receive permission from the executive or appropriate VP before commencing. (VP of House and VP of Competitive)  
  
Prohibited Activities:

1. Breweries, wineries, distilleries, or tobacco companies shall not sponsor any team.  
2. Establishments that have adult entertainment as their primary business are not to sponsor any team  
3. 50/50 draws are prohibited  
4. ***Monies raised through fundraising cannot be dispersed to parents.***  
5. Monies raised cannot be used for CGHA up-charges  
6. House League teams are not allowed to have individual player sponsors for their jerseys as they have already been sponsored by a number of establishments that have supported CGHA.  
7. Competitive teams are allowed to have sponsors for their jerseys.

**Prohibited Sponsorship:**

1.Teams are not permitted to approach establishments, who have sponsored the association, for team sponsorship. Please refer to the CGHA website for Association Sponsors

2. Breweries, wineries, distilleries, or tobacco companies shall not sponsor any team.  
3. Establishments that have adult entertainment as their primary business are not to sponsor any team  
4. ***Monies raised through sponsorship cannot be dispersed to parents.***

5. Sponsor logos may be used on game announcements, jerseys, jackets, shirts, hoodies etc. so long as the logo is not larger than the CGHA logo and is not the main focal point of the apparel

Approvals and Reporting:

1. All requests for fundraising must be in writing and submitted to the appropriate  
VP (House or Competitive) at least 14 days prior to the event

2. Teams who have been successful in securing sponsorship for their team should send a list of sponsors, sponsorship amounts and intended use of funds to the appropriate VP (House or Competitive) as appropriate

2. The Fundraising Request Form can be found on the CGHA website  
3. The Secured Sponsorship Form can be found on the CGHA website

CGHA Events:

1. All CGHA members are encouraged to participate in CGHA fundraising events. Teams are encouraged not to make commitments in conflict with CGHA fundraising events (CGHA Tournament fundraising table)

**Liability and Penalty:**

***It should be noted that any team in violation of the CGHA Fundraising and Sponsorship Policy may be subject to the following:***

1. The CGHA executive shall not be held liable for any violation of this policy 2. Any breach of the Fundraising and Sponsorship Policy will result in a fine to the team and possible suspensions to the head coach. 3. Fundraising activities may be revoked or suspended at any time at the discretion of the CGHA executive

Thank you for your support!

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**Request for Fundraising Approval**

**(To be submitted directly to the VP of Competitive or VP of House)**

**Date of request:**

**Team level of play:**

**Contact Information:**

Coach:

Manager Name:

Manager Email:

**Fundraising Information:**

Fundraising activity:

Reason for fundraising:

Fundraiser activity:

Fundraiser start date:

Fundraiser end date:

**Has fundraiser been approved by parents? Y / N**