

OGHA POLICIES & PROCEDURES

TEAM FUNDRAISING/FINANCE

FUNDRAISING

1. Complete the attached Fundraising Event Request Form for each fundraising event regardless of size.
2. Members of the team are encouraged to participate in fundraising. All profits must be shared equally.
3. Any Team Official or parents may not raise money or use any fundraised money in any way by soliciting to the public for their personal benefit or financial gain.
4. Any money raised cannot offset costs of base registration or representative fees. All fundraisers are to benefit the team. No fundraiser is to benefit an individual player.
5. No OGHA teams will be permitted to acquire a special occasion's permit or run a lottery of any nature that would require a license according to city regulations.
6. Team expenses could include but not limited to the following items:
 - Team Transportation
 - Tournament entry fees
 - Apparel – Only OGHA approved apparel may be purchased from the official provider
 - Ice rental for extra practice ice as per OGHA Practice Ice Policy
 - Dry land training as per OGHA Dryland Training Policy
 - Team Building Events
 - Team Meals
7. Teams are permitted to conduct 2 fundraisers per season. (Any additional fundraising requests will be considered by the Board for extenuating circumstances only.)

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FINANCE

1. All teams must prepare a budget for the season outlining expectations and submit to the Director of Fundraising for approval prior to collecting funds. A budget planner will be provided by the OGHA. The budget must outline:
 - a. Team fees
 - b. Fundraising
 - c. Tournaments
 - d. Banking Fees
 - e. Other (eg. Specialty/Team Instruction)
2. A revised budget can be prepared if further funds are required and presented to the team parents and then be resubmitted to the Director of Fundraising.
3. Each team must open a "Bank Account" at the TD Canada Trust.
4. Each account will be opened with two names/signatures on the account. The signatures shall consist of two team officials (coach, assistant coach, manager, or trainer and not two people from the same household)
5. The OGHA is not responsible for the administration of team's finances or bank accounts.
6. Any mismanagement of team finances is the responsibility of the team officials with signing authority on the account or anyone else who has financial responsibility for financial administration of the account.
7. The OGHA Team Official must provide a detailed accounting spreadsheet to the OGHA and team parents twice yearly. (December & one week after season is completed)
8. Any Team Official or any other person representing any team participating in the OGHA may not approach existing team sponsors for extra funds.
9. No monies shall remain at the end of the season.

Effective 2018 05 23