



Athabasca & District Minor Hockey Association (ADMHA)

APPROVED:	February 2018 (<i>revised policy</i>)
POLICY:	FUNDRAISING / DONATIONS / SPONSORSHIP
PURPOSE:	To provide members of the association with guidelines for all fundraising, donations and sponsorships received or directed towards ADMHA and/or its individual teams within any division.
RESPONSIBLE:	ADMHA MEMBERSHIP & EXECUTIVE

1. ADMHA Annual MAJOR Fundraiser

ADMHA will organize at minimum one MAJOR annual fundraising event in order to promote association 'fellowship' and to raise additional finances. Money profited from this fundraiser MAY be used to cover costs of ADMHA general finances, special projects, provide opportunities for development of players, coaches and referees, equipment purchases such as jersey's & coaching tools, etc. The funds raised from the major Fundraiser and an essential part of ensuring the membership registration fees remain at a level that is affordable and manageable part its member families. In some instances donations to other local community non-profit organizations MAY be provided based on the discretion and approval of the ADMHA executive and its membership. It is the understanding by all registered members of ADMHA and the respective parent/guardian will be required to contribute to the major fundraisers through volunteering time, fundraising or donations as required.

2. Fund-Raising Committee(s)

FUND-RAISING COMMITTEE

A committee of not less than two people including the Fund-raising Chairperson shall be responsible for:

- Solicitation of all donations
- Collection of advertising dues
- Organization and supervision of fund-raising events by approval of Executive
- Operation of activities licensed by the Alberta Gaming Commission

A committee of not less than two people including the Fund-raising Chairperson shall be responsible for any major ADMHA fundraising event. Ad hoc committees will adhere to proper accounting procedures and will provide financial reports to the ADMHA Treasurer in a timely fashion. Ad hoc committees will adhere to government legislation with regards to permits and licenses, and will provide proper reports to the Fundraising Director and/or Treasurer. Responsibilities will also include:

- Solicitation of all donations
- Collection of advertising dues
- Organization and supervision of fund-raising events by approval of Executive
- Operation of activities licensed by the Alberta Gaming Commission

3. General Rules & Regulations – Fund-Raising / Solicitation of Donations

Policy #7 – Solicitation of Donations

The planning and organization of solicitation of donations is the responsibility of the Executive. No one shall solicit donations of money or goods without prior approval of the Executive.

The only contributions, which are not considered as fundraising, are contributions made by parents of members of the association. Fundraising must be conducted in such a manner and at such time, as to cover actual or anticipated (forecasted) expenses. In no case, shall any member or team be permitted to engage in fundraising where it is not anticipated those funds will be used to cover legitimate team expenses. Any member of the association who violates this policy is liable for the fines or penalties associated to the offence as per the ALGC regulations. Suspension or sanctions under the Code & Conduct Policy may also be imposed.

- 3.1 All fundraising must follow *Alberta Gaming & Liquor Commission (ALGC) Act*. <https://aglc.ca>
- 3.2 All potential fundraising requests that do not fall within the guidelines and regulations of the AGLC MUST be forwarded directly to the ADMHA executive (ADMHA Hockey Parents President, Hockey Parents Treasurer &/or ADMHA Treasurer).
- 3.3 All potential fundraising requests MUST be forwarded directly to the ADMHA executive and ADMHA Hockey Parents President (**refer to the Fundraising Form at the end of this policy and on the ADMHA website**).
- 3.4 No fundraising will be permitted until the Fundraising Form has been submitted, reviewed and approved by the ADMHA.
- 3.5 It is the responsibility of the team manager to comply with all requirements, permits, licenses, etc. as per *Alberta Gaming & Liquor Commission (ALGC) Act* <https://aglc.ca>
- 3.6 Any team funds that remain unused in the assigned bank accounts of each team at the end of the season will automatically be returned to ADMHA general accounts when the individual team's accounts are closed.
- 3.7 For any and all other special accounts that have been set up for a specific event or fundraiser – Provincials, Tournaments, etc. the accounts will be managed at the discretion of the ADMHA executive through the treasurer. Those funds that were earmarked for specific purposes will be channelled accordingly by the fundraising committee that was stood up to manage the fundraising event / activity.
- 3.8 Community fundraising activities may include product sales like chocolates, raffles, skate-a-thons, bottle drives, flyer delivery, social funds and other activities that CANNOT involve the solicitation of businesses.
- 3.9 No team shall host a fundraiser which involves alcohol, unless formally presented and approved by the ADMHA executive after following ALGC rules & regulations, along with the criteria set out in the **Fundraising Form**.
- 3.10 50/50 sales at individual team's home games (excluding tournaments) are considered a great source of funds for teams.
- 3.11 Any fundraiser proposal submitted that involves buying or selling products from a source outside our community will need cost comparisons from our local suppliers to justify the choice to go outside our community. The proposal MUST be brought to the executive or committee in charge of the fundraising for approval. At no time does it mean that the proposal will be approved by cost comparison results ONLY. ADMHA's core values will apply - "Let's buy local and support the community that supports us".

4. Team Bank Account Policy

- 4.1 All teams will have their own separate budgets, one assigned bank account as determined by the ADMHA Treasurer.
- 4.2 Bank Account names shall be opened by the ADMHA Treasurer containing the ADMHA team name (e.g. Bantam 1).
- 4.3 The signing officers of each team account shall include two designated individuals from the team named deemed as the Team Treasurer(s).
- 4.4 All account disbursements shall require two signatures. Signing authorities must be approved by the Treasurer of ADMHA.
- 4.5 All team receipts and disbursements shall be recorded through the Team Bank Account based on the requirements provided and directed by the ADMHA Treasurer.
- 4.6 All deposits shall be supported by appropriate documentation including:
 - i. List of cheques received
 - ii. List of amounts cash received and from whom
 - iii. Purpose of receipt, i.e., monthly fees, track suits, bottle drives, sponsorships
 - iv. In the case of sponsors who wish anonymity, such information must be available to the Treasurer upon request but may be otherwise kept confidential.
- 4.7 All team disbursements shall be supported by appropriate documentation including:
 - i. The payee
 - ii. The ultimate recipient
 - iii. The true purpose
 - iv. Approval by Team Officials
- 4.8 All team receipts shall be deposited intact to the Team Bank Account. To clarify, there shall be NO cash disbursements from un-deposited cash.

- 4.9 At the end of each season, each team must leave \$75 in its Team Bank Account. Teams cannot operate at a deficit and parents of the said team are responsible to ensure that there is \$75 in the account at the end of the season. This \$75 is the initial float amount the account was opened with by the ADMHA Treasurer.
- 4.10 Surpluses remaining in team Bank Account shall be transferred to the ADMHA general bank account
- 4.11 At the end of the season, all team Financial Spreadsheets, source documents, remaining unused cheques, deposit books, etc. will be turned over to the ADMHA Treasurer.
- 4.12 Teams failing to comply MAY be subject to sanctions under the Code & Conduct Policy.
- 4.13 All team activities MUST be completed and paid for prior to April 15, including wind up events.

5. **Team Financial Reporting Policy**

- 5.1 Each Team Treasurer shall prepare the team Financial Report and reconcile such Report to the Team Bank Account. **(Need to develop a spread sheet example of what is required.)**
- 5.2 Each Team Treasurer shall maintain an electronic copy of the Teams Financial Report providing the team parent group regular updates of not less than once every 2 months. This may be in the form of a pdf of the statement page in the spreadsheet. If parents request further detail the entire file may be sent. ADMHA Treasurer MUST also receive a copied on this same email.
- 5.3 The ADMHA Treasurer shall review the financial report, cross reference to the bank account statements, imported all information into the ADMHA Financial Reporting system.
- 5.4 The Treasurer shall review these Financial Reports to ensure compliance with the ADMHA Reporting processes and procedures.

6. **Restrictions on use of TEAM SPECIFIC Fundraising & Donation Profits**

Funds obtained from fundraising, employee volunteer time corporate sponsorship, individual team donations or money allocated from ADMHA may only be used towards expenses that enhance player, coach or team development or those governed under the Alberta Gaming Act.

- 6.1 **Examples of items that these funds can be directed towards may include:**
 - i. Travel expenses for bussing and other modes of team transportation that are used and involve greater than half the numbers on the respective team.
 - ii. Tournament entry fees
 - iii. Team meals
 - iv. Hotel room expenses for coaches having NO CHILD or relative on the team they are coaching for any sanctioned event the consists of an away game
 - v. Additional ice purchased within or outside Athabasca
 - vi. Dryland, yoga or other forms of alternative athletic training that is geared towards the benefit of the players; may include equipment rentals or purchases, gym rental, training consultant fees
 - vii. Provincial Championships expenses that fall within the guidelines and regulations of Alberta Gaming Commission
 - viii. Team hockey socks
 - ix. Team practice jerseys and/or sweater name bars
 - x. Costs for end of the year banquet or team party (to a maximum of \$500.00)
 - xi. ****Fundraising for any other items not mentioned above must be approved by the ADMHA executive***
- 6.2 **Under no circumstances can teams raise funds for items such as the following:**
 - i. Team jackets
 - ii. Team track suits
 - iii. Team hats
 - iv. Team equipment bags
 - v. Any personal hockey equipment
 - vi. Team and individual photographs
 - vii. Personal vehicle use

7 Fundraising & Donation Sources

Activities subject to limitations or restrictions imposed by ADMHA executive that require ADMHA executive approval at ALL times include:

- i. Soliciting funds from businesses includes donations of cash, products or services, as well as paying for advertising or promotions.
- ii. **Businesses who have provided funding to ADMHA in the form of jersey sponsorship, will display a sign in their business recognizing their contribution to the association. A list of these businesses will also be made available to each team manager as well as be posted on ADMHA website. These businesses should not be solicited for additional funding by ANY team unless a parent or player has a direct connection to the people who manage the business.**
- iii. If any team encounters a business which expresses concern over the amount of times that they have been approached to provide funds for ADMHA, they are asked to advise the ADMHA President or Vice President.
- iv. ADMHA executive can at any time request that teams refrain from approaching businesses.

8 Sponsorship

- i. All team sponsorships shall be the responsibility of the ADMHA. Team sponsorship revenues are an important and integral part of the associations budgeting each year. **ANY NEW sponsorships MUST be referred to the ADMHA Executive members FIRST in order to ensure fair and equally opportunity the benefits the entire association and its members.**
- ii. Sponsors will be assigned based on team affiliation and sponsor preference where possible, under the guidance and discretion of ADMHA executive.
- iii. The association arranges for team sponsors and fees paid are directed to general association funding. The sponsor is under no obligation to provide additional support to the team. ADMHA shall provide a list of these corporate sponsors. Individual Teams MUST avoid approaching these sponsors for additional funding.

Policy #11 – Other Financial Controls/Requirements

(Amended January 21, 2009)

11.1 Revenue Generating Opportunities/Receipts/Disbursement

- a) **All revenues must be reported in the deposit book.**
- b) **All disbursements from the revenue generating opportunity shall be supported by invoice or accompanying expense description.**
- c) **The committee treasurer shall keep a manual synoptic ledger or computerized journal for reporting purposes.**
- d) **The above policies are designed to and required to facilitate audit and/or review procedures.**

11.2 General Account

The Treasurer shall keep a manual synoptic ledger or computerized journal for financial reporting.

11.3 Funding of Provincial/League Winners

Shall be limited to the purchase of team picture and banner for the arena. Monetary amount to be set by the Executive.

11.4 Team Funds

- a) **Each team shall be allowed to spend their funds as they see fit.**
- b) **Team funds administration is subject to Bylaws 6.2(f) and 6.2(g).**

Policy # 12 – Donations

12.1 Copies of this Policy

Shall be distributed to all team officials, division officials and Association officials and all donors shall have access to a copy of this policy prior to the submission of their proposal.

12.2 Official List of Requirements and Requisitions

The Executive shall develop and maintain an annual Official List of Requirements and Requisitions. This list shall be an amalgamation of all the needs of teams, divisions and

the Association. The Executive shall develop and maintain, on an ongoing basis, an Official List of Donors. The Executive shall also purchase a large plaque to be prominently mounted in the arena to display the names of all donors.

12.3 Categories of Donation proposals:

- a. Individual or team oriented;
- b. Divisional oriented;
- c. Association oriented;
- d. Tournament oriented;
- e. Provincial oriented;

12.4 Routing of Donation Proposals

The Routing of Donation Proposals shall always be done in a forthright and open manner and shall specifically be presented through the following Association officials:

- a. For team donations – Team Manager, then Divisional Director, then to the Executive
- b. For Divisional Donations – Divisional Manager then the Executive
- c. For Association donations – directly to the Executive
- d. Team Managers and the Divisional Director shall provide proposals, in writing, to the Executive for team and divisional donations.
- e. All divisional donation proposals shall involve the Team Managers within the division.
- f. All Association donations shall be subject to consultation with the appropriate Teams and /or Divisions.
- g. All donation proposals shall be forwarded in the most expedient manner as possible.
- h. This clause shall also apply to Tournament donations.

12.5 Donors shall be kept informed of all actions taken with respect to the proposal, preferably in writing, via the Executive, Divisional Director or Team Manager, as appropriate.

12.6 Individual or Team Oriented Donations shall be permitted and governed by the following:

- a. Advertising is allowed.
- b. There is a limit of \$250.00 per team per year. Donation proposals over and above this amount shall be treated as a Divisional donation and Section 7 applies.
- c. Tournament donations are separate from team donations. Tournament donations are limited to 5 donors per tournament with no maximum dollar amount for donations.
- d. The Team Manager and Divisional Director must be informed of the donation.
- e. If the donation affects more than one team in a Division, then all Team Managers within that Division must be informed.
- f. The Divisional Director is responsible for informing the Executive as per Section 4.

12.7 Division Oriented Donations shall be permitted and governed by the following:

- a. Divisional Directors are responsible for informing the Executive as per Section 4.
- b. Divisional Directors shall consult with all Team Managers in their division before making a recommendation to the Executive.
- c. All donations exceeding \$1000.00 shall be immediately brought to the Executive.

12.8 Association Oriented Donations shall be permitted and governed by the following

- a. All donations shall be reviewed, recorded and documented by the Executive.
- b. The Executive shall be guided by the Official List of Requirements and Requisitions but may take exceptions as needed.

12.9 Recognition of Donors

- a. All donors, except those specifically requesting exemption in writing, shall be recognized by the placement of a name label on the permanent plaque.
- b. The costs associated with donor plaques shall be born by the Association and the Fundraising Committee shall be informed to ensure the update of the Official List of Donors.

Fundraising / Donation Proposal Form

Present Date: _____ Date Received by LMHA: _____

**** Please review the fundraising policies and guidelines found in ADMHA's Policy and Procedure's Manual prior to completing this form. In order to be approved, this form must be accompanied by your TEAM BUDGET.**

Start Date: _____ End Date: _____

Name of Team(s) & Division Level: _____

Contact Person(s) and Contact Information:

What is the profit from this fundraiser to be used for?

Approximately how much profit does your group hope to gain from this fundraiser?

Describe the major components of the Fundraiser / Donation. *(Use additional paper as required)*

Email or provide in person the completed form to the following ADMHA representatives for review & approval - ADMHA Hockey Parent President, ADMHA VP and Division Director