**8.0 Fundraising**

FSJMHA is committed to the development of our players and coaching staff.

We encourage teams to use fundraising to support the teams for skill development opportunities and hockey related activities.

Fundraising is to provide opportunities where development is the motivating factor.

1. **Competitive Team Accounts**
2. Treasurers for Competitive teams are appointed for each team and approved by FSJMHA and are under the direct supervision of FSJMHA Treasurer.

* Signing authority will consist of two of the following: team treasurer, team manager and FSJMHA treasurer.
* All funds are deposited in bank accounts that have been preset by FSJMHA treasurer.
* All receipts and disbursements must transact through the team bank account.
* This mean NO CASH DISBURSEMENTS ARE ALLOWED.

1. **Donations**
2. Obtaining any gift given to the team.

* All funds or gifts in kind or donated are to be documented with the team treasurer.
* Any team gear donated in kind may not have any sponsor name other than that of the team sponsor.

1. Fundraising may or may not include raffle tickets, raffle tables or other fundraising activities.
2. FSJMHA governs all financial activities.
3. All funds raised and held by teams are always the property of FSJMHA as a society and shall be managed in accordance with the policies of FSJMHA.
4. All financial transactions, including fees paid by parents, fundraising activities, donations made by corporate sponsors and all expenses are done so under the authority of Fort St. John Minor Hockey Association.
5. All team officials and members of the association must follow the associations financial policies.
6. Misuse of funds on ineligible expenses and non-approved expenses will be flagged.
7. At end of season all team finances, documents, cheques, deposit books, receipts, will be delivered to the FSJ Minor Hockey office by May 01 of the current season.
8. **Sponsorship funds**
9. Monetary donation to a team that will be recognized through advertising on social media platforms and banners.

* Banner expenses will be paid from sponsor funds.

1. FSJMHA has an obligation as a not-for-profit to ensure our teams are using community raised funds in a responsible manner rather than personal interests, other than that of improving the skills of our players.
2. Sponsorship funds are separate from Jersey Sponsor.
3. Funds received from sponsors will be distributed as per operational costs listed on the team budget.
4. **Team Fees**
5. Team fees are separate from donations and sponsorships.
6. Each parent will pay a minimum of 100.00 per month per season from October to end of March.
7. Team fees will be deposited into team bank account and used for operational costs or team apparel or equipment.

* Registration fees cannot be paid by team fees.
* Minimum team fees are not refundable.
* Team fees paid in excess of minimum can be refunded at end of season after all expenses have been covered.

1. Parents in arrears for team fees or other fundraising commitments shall be documented by the Treasurer and brought forward to FSJMHA by the team manager.
2. Team fees may be used for coach gifts and photos and any other operational costs.

1. **Budget and Operational Costs**
2. All team treasurers are required to submit a budget to FSJMHA for approval by October 20th of the current season.
3. Team treasurers are an appointed position and will be approved by FSJMHA.
4. FSJMHA will provide a budget template for team treasurer to follow.
5. Approval of budget is required prior to commencement of fundraising.
6. Team treasurer will submit monthly follow-up financial statements to include receipts and bank statements to be handed into the FSJ Minor Hockey office the last Tuesday of every month at a designated meeting.
7. Cash balances, outstanding expenses, future expenses, or adjustments to team fees are reviewed regularly.
8. Team travel and hotel costs which refers to players traveling and staying together as a team.

* Parent or family traveling costs are not an eligible team expense even if players travel with them.

1. Team meal – excluding alcohol

* When all players from the team sit together in a restaurant with their coaching staff.
* HCSP and team manager are defined as bench staff NOT coaching staff (meal not covered).

1. Hotel room for head coach is an eligible expense, this can be declined by the coach.
2. Bus rental.
3. Driver expenses including hotel, meals and any payment made to driver.
4. Tournament fees.
5. Dryland training facility rental and instruction.
6. Championship expenses if attending and travelling which include.

* If you are traveling with your child, you may receive monetary relief for hotel room with submitted receipt.
* If you are not travelling with your child, you will not receive monetary relief.
* If you forgo your hotel and stay with family or friends there will no reimbursement.

1. Sponsorship funds raised are not for:

* Team apparel or player swag.
* Hockey equipment of any kind.
* Registration fees.
* Coach gifts.
* Pictures.

1. Direct sponsorship must be documented through the team treasurer.
2. No sponsorship fees or minimum team fees will be refunded to parents at the end of the current season.
3. Excess fees will remain in team account for upcoming season.