

LMHA Team Budget and Fundraising Policy

Created June 2024

Amendments

- o CAS AA cash call maximum increased for 25/26 (effective April 2025)
- o Streamlined process to increase clarity (August 2025 -approved at Operating Committee August 13)



Section 1: Team Budget

Roles & Responsibilities

LMHA Executive will be approving all Team Managers, Parent Liaisons, and Treasurers.

The Team Treasurer will:

- Work with coach and team manager to prepare draft budget and ensure it is approved by team
- Prepare the draft budget and ensure it is approved by the Team
- Monitor and maintain the budget throughout the year
- Communicate the budget and any changes to the team
- Maintain confidentiality of parents/families who may divulge financial information/circumstances

Team Budget Overview

All teams must use LMHA Bank accounts created for each team.

Any concerns with a team budget or with the process by which a budget was approved or amended should be directed first to the Team Treasurer and Manager. If unable to resolve at the team level, the Division Director and LMHA Treasurer should be contacted.

LMHA is not responsible for any costs associated with banking, including bounced cheques, overdraft charges, cheque printing etc.

No parent or family can provide goods or services to the team and/or players where the parent, relatives of the family, or their place of business profits from the sale of goods or services without divulging such conflict to the entire team. In such case the parents on the team must approve the use of such conflicted parents by 90% vote (excluding the conflicted parent) and must obtain the applicable Divisional Directors and LMHA Treasurer approval.

1. Create the Budget

Each individual team shall establish a budget and be responsible for levying fees to team members, sufficient to pay for the team's operations for the entire season.

Parents should be given options for the budget including fundraising or no fundraising and should have net proceeds of \$0. See appendix A for sample budgets.

The total budget shall not exceed amounts outlined below without approval by the LMHA Treasurer, and applicable Director.

Max Total Budget per team by division*						
U7	U9	U11	U13	U15	U18	CAS AA
\$4,500	\$7,000	\$9,500	\$9,500	\$9,500	\$9,500	\$35,000

**Note: These are not mandated budgets but recommended limits to ensure that playing hockey remains affordable for all team members.*

Expenses

Budgets can only include expenses that are for the hockey season:

- Away Tournament
- Team Bus Transportation
- Team Wear (Helmet Stickers, Practice Jerseys, Warm up Gear etc)
- Team Training (extra ice, dryland, development etc)
- Jersey Cleaning (U11 & Up \$200)
- First Aid Kit refill
 - U7 and U9 Divisions will have a \$25 and U11+ a \$50 med kit restock fee to ensure that kits have all proper supplies when signed out at the beginning of the year
- Miscellaneous (e.g. label stickers)

Expenses are not to include team parties or gifts.

Income

Income can come from five places:

- Slush Funds
- Home Tournament
- Fundraising
- Sponsorship/donations
- LMHA Fundraising Kickback

Slush Funds

This is an initial call for cash from parents/caregivers to support initial team start-up expenses. The amount cannot exceed the amount set out below or 2/3 of the budget amount – whichever is greater.

LMHA wants hockey to remain affordable for all families and it is expected that all slush funds are returned to parents at the end of the year **prior to spending money on any gifts (player, coaches) and paying for a team windup.**

All slush funds must be paid by November 30 of the current season.

Max Slush Fund per player by division						
U7	U9	U11	U13	U15	U18	CAS AA

\$150	\$200	\$250	\$300	\$300	\$300	\$800
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Budget Guidelines

- No expenses shall be paid to parent coaches, even when the player is injured.
- Teams with unpaid non-parent coaches can cover reasonable expenses such as hotel cost as approved in the team budget
- Teams with paid coaches are not required to cover any expenses for them, if the team would like to cover any costs for coaches this needs to be voted in by at least 90% of the parents (excluding any paid coach families)

2. Budget Approval

- Team budget must be approved no later than November 1 and submitted to the Division Director and LMHA Treasurer. It must be approved by 90% of the players/caregivers (1 vote per player)
 - The vote can take place in person, by email or through a survey.
 - A record of who approved and did not approve the budget must be kept.
 - It is recommended that a timeline be given to complete the vote. Failure to vote will be assumed as acceptance of the recommendation.
 - No variances from the budget creation guidelines are permitted (e.g. additional expenses or slush funds) – any variances, including rationale, must be sent to the Divisional Director and LMHA Treasurer for approval.
- Teams will not be approved for fundraising and will not receive their banking information from their Division Director until budgets are approved and submitted.

3. Budget Tracking and Amendments

Teams must use the LMHA budget tracking sheet to track deposits and expenses, see appendix B

All payments must be receipted for the protection of Coaches and team officials. No expenses are to be paid without a receipt or, in the absence of a receipt, a written authorization from the Team Manager.

Any amendments to the budget over the course of the season will require a new vote and must be approved by a 90% vote of the parents. If an amended budget is passed, it must be sent to the division director and LMHA treasurer.

4. Mid Year Check

By December 31st, the Team treasurer must submit their team with an updated budget and current financial status.

The team budget update is to be shared with the Division Director and LMHA Treasurer.

If the budget update has not been provided to the team or budget amounts have been exceeded, the team will have 7 days to hold a parent meeting to have the budget amended and approved by 90% of the parents/caregivers.

Failure to do so will result in the team losing all practices until this has been completed.

5. End of Year

- Prepare the final budget with actual final amounts – ensure all cheques written are accounted for. A column with budgeted and a column with actual should appear.

- Before issuing any slush fund refunds, all allowable expenses must be accounted for.
 - Parents cannot receive more back than the slush fund they contributed (e.g. \$150 slush fund equals \$150 max return to parents).
 - Year end gifts or team events **must not** be included in the final budget
 - It is recommended that slush funds not be distributed until all revenue has been collected and expenses paid.
- If there are funds remaining, after slush funds have been returned, teams can look at additional items such as year end appreciation or wrap up events.
 - Gifts given to team staff may not exceed \$50 per team staff member and year end wrap up events shall not exceed more than \$50 per player (including activity, food, etc)
 - As LMHA is a non-profit organization, any excess team funds shall be provided to the Association to be applied to the LMHA equipment fund or other fund deemed appropriate by the Operating Committee.
- The final budget must be approved by a 90% vote of the parents/caregivers. One parent from each player shall be entitled to vote on the final budget.
 - Any changes from end of year guidelines (e.g. slush fund return, gifts, year end party) should be conducted via an email vote by the Team Treasurer (this ensures anonymity on the team for those who may require their slush fund returned)
 - Slush funds can be returned once the final budget is approved.
- The final budget, once approved by parents, is submitted to the Division Director and LMHA Treasurer **no later than March 15**.
 - Requests for extension should be submitted to the LMHA Treasurer and Division Director
- All funds remaining in team accounts by June 30 will be forfeited, excluding CAS bank accounts unless prior arrangements have been made with the LMHA Treasurer.

Special Event Budget

Should a team plan a large special event such as attending a tournament out of province or hosting provincials or another event of equivalent nature, a special event budget should be created and funds should be treated separate from team funds. This includes a separate cash call from parents and separate fundraising. The budget and approval to attend the event needs to be approved by the LMHA Executive prior to any fundraising or spending occurs and 90% of parent group (one vote per player).

Section 2: Fundraising

Fundraising, if approved by the team, is meant to support the allowable expenses noted in Section 1 and meet the team budget expenses and enable slush funds to be returned. **Teams are strongly encouraged not to over-fundraise and to keep in mind that LMHA also seeks community support through overall association sponsorship.**

1. The only contributions to a team's budget which are not considered as fundraising are contributions made by parents. Fundraising must be conducted in such a manner and at such time, as to cover actual expenses, or anticipated expenses only. 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 team expenses as set forth in an approved budget. Any member of the Association who violates this Policy is liable to suspension or other sanction by the Association for a violation of the provisions hereof.

2. All fundraising must follow Hockey Alberta's or Hockey Canada's guidelines as may be established from time to time.
3. All fundraising activities shall be approved by the LMHA Executive prior to the date of such fundraiser.
4. It is the responsibility of the team to comply with all requirements, licenses and approvals as dictated by the Alberta Gaming Liquor & Cannabis Commission or equivalent. If not in compliance with the license guidelines, the team and its member may lose their fundraising privileges.

For clarity NO TEAM shall use the Association's Alberta Gaming Commission license number for any team fundraising activities but shall make such application under their own license.

Team Fundraising Approval

All team fundraising must be approved by Executive including bottle drives. This ensures that we do not have multiple teams doing the same or similar fundraising at the same time and that teams are not over-fundraising.

If a team goes ahead with fundraising without approval they may be fined 25% of their fundraising profits or \$200 whichever is greater. LMHA Executive reserves the right to remove up to all fundraised profits from the team dependent on the severity of the situation.

See [here](#) for the Fundraising Application Form on the LMHA website.

Soliciting Funds from Businesses (Sponsorships)

1. In regard to fundraising, teams shall not approach any existing LMHA Sponsor for fundraising or sponsorship at any time unless permission is granted from the LMHA Sponsorship Chair. "Fundraising" includes any fundraising recognized as being a team effort to obtain funding including such activities as bottle drives, silent auctions, raffles, product sales, concession attendance or team sponsorship.
2. If any team encounters a business which expresses concern over the amount of times that they have been approached to provide funds to the Association or a team of the Association, they shall advise the LMHA Treasurer and Sponsorship Chair as soon as possible. This business will be added to the LMHA website under the Sponsorship page.
3. Any funds received through sponsorship may not be returned to parents by way of cash or gift cards.

General Guidelines

1. Community fundraising activities may include product sales like chocolates, raffles, bottle drives, flyer delivery, social funds and other activities which do not involve solicitation of businesses.
2. No team shall be involved in a fundraiser which involves the sale or consumption of alcohol, tobacco products, marijuana or other substances not approved by the Association unless approval has been provided by the Association in accordance with this policy.
3. Any fundraiser proposal submitted that involves selling products from a source outside our community will need to include a cost comparison from our local suppliers to justify the choice to go outside our community. This does not mean that the proposal will be approved. The Association wishes to support the local business community as that community supports our

program.

Non-AGLC Licensed Fundraising

For Non-Licensed (no license required) fundraising for your team, you may choose to raise funds through other means. These could include:

- Collecting slush funds from each player on the team at the start of the season. This is usually the case if you are applying for tournaments that are scheduled early in the season, before you get any fundraisers going.
- Company sponsored funds
 - If a family on your team works for or knows a company that wants to sponsor your team, find out from that company what they would like the money to be used for (clothing with their logo on it, tournament fees, etc.). If apparel, please see the LMHA Handbook Section 8.1.
- Selling products that do not require a gaming license. Examples are below.

Fundraising ideas that **do not** require a license:

- Bottle drives (you **MUST** email the fundraising executive with a date, so that we don't have multiple teams out on the same day or week)
- Silent/Live Auctions
- Fundraising Sales – 6th on the Block, Bear Tracks, Gift Cards, etc

Non-Licensed funds Can be used for (examples):

- Tournament entry fees
- Ice rental fees
- Team meals or team training
- Out of town travel costs (bus expense, etc.)
- Team apparel
- Ref/official fees
- Team social events (team bonding, wind up parties, etc.)
- Coach & assistant coaches, players, manager and/or volunteer appreciation gifts

Team funds CANNOT be spent on alcoholic beverages OR be given back to families if NO seed money was collected (no personal gain)

AGLC Licensed Fundraising

The following are things that you **must** have an AGLC license for:

- 50/50 and Raffle Draws
- Wine Survivor
- Gift Basket Draws
- Christmas Cheer Draws
- Poker Rally

It is the responsibility of the fundraising rep on your team to apply for the AGLC license and follow all guidelines outlined in the AGLC [Charitable Gaming Policies Handbook](#).

Here is how to apply for a license:

- To apply for approval to conduct raffle licenses fill out the Eligibility for Raffle Licence (Total Ticket Value \$20,000 and Less Only) which includes an Internet Account Request Form to get your AGLC ID Number. There is no fee to apply for eligibility or the internet account. Return completed forms to

AGLC at gaming.licensing@aglc.ca or Fax: 780-447-8911. **This application can take up to 6 weeks to review and obtain so please ensure you plan ahead – if your team is contemplating any licensed activities, apply early!

- Once you have your Internet Account Request Form and AGLC ID Number, you need to apply for the Gaming License. This will require:
 - o A description of the gaming activity
 - o List of dates, times and locations of all draws
 - o Cost of individual tickets
 - o Colour of tickets to be used
 - o Number of tickets available to be sold
 - o Percentage of prize distribution OR value of prize(s) being awarded
 - o Estimated expenses for operating the draws (cost of buying tickets, advertising, etc)

Funds received through a gaming license have restrictions on what you can use them on. Here is what you **can** use gaming funds for:

- Tournament entry fees
- Ice rental fees
- Referee/Official fees
- Team meals and accommodation for an away tournament only
- Team training (e.g. power skating practice)
- Equipment that will remain the property of LMHA (not personal player equipment)

Gaming funds **cannot** be used for:

- Team apparel
- Team social events
- Coach/team/volunteer appreciation gifts
- Alcoholic beverages

Appendix A

ROCKETS BUDGET (\$200/Player)			
INCOME *not guaranteed income		EXPENSES ** optional expense	
Slush Fund	\$3800.00	Name Bars (Creation, adding and removing)**	\$635.50
LMHA Raffle*	\$800.00	Away Tournament**	\$1600.00
LMHA Tournament Proceeds* <i>See LMHA Tournament Policy for more information</i>	\$500.00	Jersey Cleaning	\$200.00
		Miscellaneous Team Expenses (Helmet Stickers, Labels, etc)	\$700.00
		Dryland Gear (T-shirt and Shorts)**	\$760.00
		Med Kit Re-Stock (U7/U9 - \$25; U11+ \$50)	\$25/50
TOTAL INCOME	\$5100.00	TOTAL EXPENSES	\$4745.50
ROCKETS BUDGET (\$250/player)			
INCOME *not guaranteed income		EXPENSES ** optional expense	
Slush Fund	\$4250.00	Name Bars (Creation, adding and removing)**	\$635.50
LMHA Raffle*	\$1000.00	Tournament**	\$2000.00
LMHA Tournament Proceeds*	\$500.00	Jersey Cleaning	\$200.00
		Miscellaneous Team Expenses (Helmet Stickers, Labels, Team Functions etc)	\$700.00
		LMHA Tournament	\$850.00
		Dryland Gear (T-shirt and Shorts)**	\$680.00
		Med Kit Re-Stock (U7/U9 - \$25; U11+ \$50)	\$25/50
TOTAL INCOME	\$5750.00	TOTAL EXPENSES	\$5065.50

ROCKETS BUDGET (\$150/player) with Fundraising

INCOME *not guaranteed income		EXPENSES ** optional expense	
Slush Fund	\$2550.00	Name Bars (Creation, adding and removing)**	\$635.50
LMHA Raffle*	\$1000.00	Tournament**	\$2000.00
Fundraising*	\$1100.00	Jersey Cleaning	\$200.00
LMHA Tournament Proceeds*	\$500.00	Miscellaneous Team Expenses (Helmet Stickers, Labels, Team Functions etc)	\$700.00
		LMHA Tournament	\$850.00
		Dryland Gear (T-shirt and Shorts)**	\$680.00
		Med Kit Re-Stock (U7/U9 - \$25; U11+ \$50)	\$25/50
TOTAL INCOME	\$5150.00	TOTAL EXPENSES	\$5065.50