****

**Team Fundraisers**

**Intent**

Participation in minor hockey may present some extra costs from time to time, such as ice time, team apparel, tournaments, etc. To ease the financial burden for parents, MLMHA has decided that teams will be allowed to fundraise if they so choose. In deciding this, MLMHA has adopted this Fundraising Policy which provides direction and guidelines on fundraising and fundraising activities. When raising funds, members are reminded that they are representing the Meadow Lake Minor Hockey Association (MLMHA) and must project a positive image of the MLMHA. AT ALL TIMES, THE PUBLIC IMAGE OF THE MLMHA MEMBERSHIP CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH. All fundraising activities must adhere to the guidelines set forth in the Fundraising Policy.

**Procedures**

1. ALL teams (including but not limited to, carded, tournament, Provincial, AA, NEAHL if applicable) MUST sell the MLMHA discount cards as their first fundraiser.
2. All additional fundraising activities and initiatives must be initially approved by the MLMHA Fundraising Committee including the division Commissioner of the team conducting the fundraising activity.
3. The team Manager can access the MLMHA Team Fundraising Application from the MLMHA website.
4. Managers should be prepared to disclose their team budget, a description of the fundraising activity, a timeline for the fundraiser, expected income, and a description of how the additional income will be allocated. The team budget must take into account any revenue that is expected to be generated throughout the season from events such as team fees, 50/50, entry (door) fees, etc. as well as any expected expenses that the team will incur throughout the season.
5. No teams in the Meadow Lake Minor Hockey Association will be allowed to hold raffles, draws, dances, etc., or hold any fundraising activity without the expressed permission of the Fundraising Committee.
6. Direct public support can be requested through activities such as candy sales, barbecues, etc.,

provided that they are in good taste as determined by MLMHA in its sole discretion.

1. All fundraising programs must be well supervised and controlled by the coaching staff or

designated team parents.

1. Fundraising programs should be carried out within our Association boundaries.
2. Prior to completing the MLMHA Team Fundraising Application, all plans for team fundraising must

be discussed and approved by a simple majority of the parents/guardians of member players at

a team meeting. The Divisional Commissioner must then be advised of the event or project and dates prior to commencement.

1. Team management is responsible for ensuring that Association guidelines and Municipal/Provincial bylaws are followed.
2. Teams may plan, budget, and fundraise only for the following purposes including:
* Tournament registration fees;
* The cost of hotel/motel rooms for coaching staff at an away tournament, if they are not parents of players on the team;
* Additional ice time;
* ~~Team articles such as jackets, shirts, ties;~~
* Costs for end of the year banquet and trophies/awards;
* Reimbursement to Manager or Coaches for team expenses such as faxes, phone calls, and correspondence;
* Mandatory apparel/equipment required by MLMHA;
* Coach travel for team Coaches, players, and parents;
* Other such team costs approved in advance by MLMHA
1. No team fundraising activities will occur without direct involvement and endorsement from the Coaching staff.
2. When funds are collected from a fundraising activity, the forwarding of said funds must be made

directly to the MLMHA. When funds are donated from someone or a company in the form of a

cheque, the cheque must be made payable to Meadow Lake Minor Hockey Association. No cheques shall be written directly to a team or individual person representing a team. MLMHA will apply the contribution to the team’s balance. Payment will be made back to the team to be used towards allowable expenditures (as noted above). If fundraising revenues are the result of an activity under the lottery license the same condition will apply.

1. **If a team fundraising initiative results in a person/business wanting to donate money in return for advertising recognition, this is a Sponsorship issue. Please refer to the Sponsorship Policy.**
2. **Teams should fundraise for amounts that they feel would assist their team. If a team has funds left over at the end of the season, those funds will be remitted back to MLMHA. The MLMHA Board will collectively decide how those funds will be spent.**

**Any MLMHA member undertaking any fundraising activity must ensure that they abide by this policy. The MLMHA Board will monitor all fundraising activities and events on a regular basis and if any fundraising activity is found to be in breach of this policy then that particular activity will be ceased immediately. Depending on the nature of the activity, the person/people responsible for that activity may be precluded from holding a fundraising activity or event for the next hockey season.**