Yellowknife Minor Hockey Association

Fundraising Policy

1.0 INTRODUCTION

To deliver its programs, the Association depends on financial support from several sources – registration fees, in-kind support, sponsorship, and fundraising. From time to time, players and parents may be expected to make a direct contribution to a team or group expenses through fundraising.

This policy is intended to:

- Ensure that fundraising activities are consistent with municipal bylaws and Association policies and guidelines;
- Ensure that fundraising is undertaken in a consistent and coordinated manner;
- Ensure that fundraising is undertaken in a transparent and accountable manner; and

Outline the procedures with respect to the planning and implementation of fundraising activities.

2.0 GUIDING PRINCIPLES

Transparency: consistent application of our policies and procedures in a fair and transparent manner.

Equity: all teams or groups shall have reasonable access to fundraising opportunities endorsed by the Association.

Respect: we will respect the application and reporting requirements of the relevant authorities.

3.0 DEFINITIONS

"Activity" refers to the actions undertaken by a team or program of the Association to raise funds for an event.

"Coordinator" refers to the person who has overall responsibility for a fundraising activity.

"Director" refers to the Director, Sponsorship and Fundraising Committee.

"Event" refers to a tournament, program or activity in which a team or group or the Association plans to participate or host.

4.0 GENERAL

- All fundraising activities must be carried out in the name of the Association. The name of the Association must be given prominence on any sign or other printed material. The name of the team or group can only be used in conjunction with the name of the Association. For example: “Yellowknife Minor Hockey Association – U11 Division”

- All fundraising activities, **regardless of the time of year**, must be approved by the Director, Sponsorship and Fundraising.
- All teams and groups have a responsibility to project a positive image of the Association and minor hockey.
- All plans for fundraising must be discussed and approved at a team or group meeting involving the coaches and parents. Email will be accepted as a form of communication.
- All fundraising activities must be supervised by an adult.
- All fundraising activities must be **in support of a specific event or need** and not just for the sake of raising funds.
- Alcoholic beverages may not be offered as prizes.
- All funds must be maintained in an account administered by the Association. Funds cannot be maintained in an account administered by a team or group, unless the team is a Development team.
- Development teams must reconcile their accounts with the Association on a monthly basis.

Team or program representatives must have approval from the Director, Sponsorship and Fundraising before approaching any business for sponsorship.

5.0 TYPES OF FUNDRAISING

Acceptable forms of fundraising include, but are not limited to:

5.1 Lotteries

Lotteries include: bingos, raffles, or 50/50 draws.

5.2 Sale of Merchandise

Merchandise sales include, but are not limited to: chocolate bars, beef jerky, pizzas, cookie dough, etc. Sales of merchandise should be approved by the Director, Sponsorship and Fundraising.

5.3 Services

Services include: car washes, bagging groceries, snow clearing, skate-a-thons, garbage clean-up, silent auctions, scorekeeping. Any services not included in this list should be approved by the Director, Sponsorship and Fundraising.

6.0 ACCEPTABLE EXPENDITURES

Funds may be used to pay for:

- Tournament registration fees.
- Accommodation, travel, and one special event team meal (per trip) for players, coaches, and chaperones traveling outside of Yellowknife.
- Ice rental fee for practices or games.
- Fees for on-ice officials.
- Awards ceremony or player recognition (maximum of $30/player)

The purchase of items which are not mentioned above must be subject to approval by the Director, Sponsorship and Fundraising.

Funds may not be used for items of a personal nature including:

- Jackets, hats, track suits
- Equipment bags, personal equipment, or name bars for uniforms
- Team or individual photographs
- Tickets to sporting events or other entertainment

7.0 COORDINATION AND APPROVAL

- All fundraising activities, regardless of the time of year, must be approved by the Director, Sponsorship and Fundraising.
- Fundraising plans should be submitted as soon as reasonably possible, and well in advance of any planned fundraising activities.
- Approval of fundraising plan will be subject to other activities which have already been approved and scheduled.

The fundraising plan must include:

- The purpose of the proposed fundraising activities; and
- The types and dates of the proposed fundraising activities; and
- A detailed breakdown of the costs associated with the proposed event; and
- The projected revenue from the fundraising activities.

Lotteries must operate in accordance with the policies and procedures of the City of Yellowknife.

Each application for a municipal lottery licence must be approved by the President of the Association and submitted at least two weeks in advance of the event.

Two persons, associated with a proposed lottery, are required to sign a waiver (see attached) accepting all legal and financial risks associated with the lottery. The waiver must be submitted to the President along with the application for the lottery licence.

Teams or groups must make their own applications to receive bingos from the organizations offering that service. In the case of raffles, the team or group must submit a sample ticket with the lottery application to the Director, Sponsorship and Fundraising for approval. Information on the ticket must include a location for the lottery license number, the draw date, the list of prizes, the name of the Association, and the logo of our major sponsor(s).

The travel permit for a team or group will be contingent upon the receipt, by the Director, Finance, of up-to-date financial statements.

8.0 FINANCIAL RECORDS

The team or group must maintain complete and up-to-date financial records for all activities which involve the generation or disbursement of funds.

The financial statement must be made available to all participants, parents, the Director, Sponsorship and Fundraising, and the Director, Finance upon request.

The financial statement and funds must be submitted to the Director, Sponsorship and Fundraising, and the Director, Finance within five days after a fundraising event.

9.0 STATEMENTS OF ACCOUNT

The coordinator must submit a statement of account, as required by the City, within 30 days after the event.

The statement must be signed by the President and Director, Finance.

Any team or program that fails to submit a statement(s) of account according to City requirements or in advance of the planned event may be subject to the forfeiture of its travel permit and suspension of the coach or team manager from the Association.

10.0 BANK ACCOUNTS

All proceeds from all fundraising activities must be kept in a separate Association account established for that purpose.

11.0 ACCESSING FUNDRAISING FUNDS

The Coordinator wishing to access the fundraising funds must:

Arrange for invoices for major expenditures (e.g. air travel, accommodation, registration fees, etc.) to be submitted directly to the Director, Finance.

Identify and quantify each anticipated cost for which an advance is being requested.

Provide the Director, Finance with a statement of account, including receipts, which details the expenditure of the advanced fund within seven days of the end of the event.

Return the excess funds to the Director, Finance within seven days of the end of the event.

12.0 EXCESS FUNDS

Any funds (excluding funds acquired under a City lottery licence) which remain after the completion of the activity or event shall be allocated as follows:

- to the general operations of the Association - 25%
- to the same team or program in the following year - 75%

YKMHA discourages over fundraising. Players/teams should only fundraise for their planned trips for the current season.

Additional excess funds may be retained for subsequent teams or programs as determined, on a case-by-case basis, by the Executive Committee.

Any funds raised through events licensed by the City must be used only for the purposes indicated on the licence applications unless otherwise approved by the City.

Any funds raised through events licensed by the City which remain at the end of the season may be retained for the subsequent season and used only for the purposes indicated on the original licence application.

The Director, Finance shall be responsible for seeking the appropriate approvals from the City.