



May 15, 2019

East Gwillimbury Minor Hockey Association Fundraising Policy 2019

Purpose

The East Gwillimbury Minor Hockey Association (EGMHA) has developed this policy to assist the Representative and Select Teams to understand acceptable fundraising processes.

Policies

1. The head coach is ultimately responsible for the team. The manager is the primary contact for all communication and co-ordinates all financial activities, including fundraising, ensuring that fundraising efforts are conducted legally and in good taste.
2. All fundraising activities at the team level must have approval from the EGMHA Sponsorship & Fundraising Executive member by email at least 7 days prior to promoting and beginning the fundraiser.
3. Fundraisers will be approved in a timely manner and on a first come first served basis. A schedule of approved fundraisers will be kept in order and circulated to the team managers on an ongoing basis to ensure that fundraisers do not overlap.
4. All fundraising activities must be discussed and approved by the majority at a team parent meeting.
5. No fundraising activities will be approved by the EGMHA Sponsorship & Fundraising Executive member until all the teams have concluded the initial parent meetings.
6. Teams are permitted to conduct 3 fundraisers per season. These items will include but not limited to; bottle drives, sale of items, raffles and hosting of events. (Any additional fundraising requests will be considered by the EGMHA Executive Committee for extenuating circumstances only).
7. Special Events that are similar in nature will not be permitted to be held within the same calendar month.
8. Teams wishing to hold special events must acquire any permits necessary to host their event.

9. The Representative and Select Teams in the EGMHA are eligible to raise funds only to cover team expenses for players only and/or coaching expenses. Team expenses could include but not limited to the following items:
 - a. Team Transportation
 - b. Tournament entry fees
 - c. Team Practice and Safety Equipment
 - d. Coaching equipment- pylons, water bottles etc.
 - e. Apparel – Only EGMHA approved apparel may be purchased from the official provider
 - f. Specialty Player/Team Instruction
 - g. Ice rental for extra practice ice
 - h. Dry land training
 - i. Team Building Events i.e. pizza dinner (players only)
10. Members of the team are expected to participate in all fundraisers. All profits must be shared equally.
11. Raffles are required to be planned well in advance, with their draw dates and prize values established. Winners are required to answer a skill testing question to formally accept any winnings.
12. Teams are not permitted to raffle any alcoholic beverages, including gift baskets containing alcoholic beverages (LCBO and Beer Store gift cards are acceptable).
13. Any use of the EGMHA Eagles logo will require the additional approval of the EGMHA VP of Parent Auxiliary.
14. The EGMHA Eagle logo should be the most prominent logo on any promotional material. All printed material will require the approval of the EGMHA Sponsorship & Fundraising Executive member.
15. All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review by team parents and/or the EGMHA Executive Committee.
16. Monies raised through fundraising cannot be dispersed to parents. Teams are not allowed to carry funds over to the next season.

Any team or member who violates the Fundraising Policy may be subject to penalties at the discretion of the EGMHA Executive Committee.