

Metro East Inferno Fundraising Policy

FUNDRAISING POLICY

A) Teams have the option to draw upon Parent Contributions in lieu of Fundraising Activities to support their hockey season program. If this option is exercised, the majority of the parents must be in favor, by way of vote. In order for the vote to be valid, a minimum of 75% of the team families must participate. The results of this vote must be communicated to the Team and written documentation must be provided to the MEIFHA Financial Assistance Coordinator. Team Player banks should be made payable in a minimum of three installments with the final instalment due by Feb 15th of the season. Incoming sponsorship money can be accounted for/deducted when determining instalment amount owed per family.

B) Startup/seed funding can be requested within 30 days of the Team formation. Recommended amount is \$200 with a maximum ask of \$350.

C) All fundraising MUST be approved by the MEIFHA Financial Assistance Coordinator before teams will be allowed to proceed. Failure to follow this rule will see penalties or sanctions being assessed to the Team, including but not limited to denial of any future fundraising activities. Approval is obtained through the approval of the budget worksheet. If a Team wants to start activities in advance of the budget worksheet being submitted, please contact the Financial Assistance Coordinator.

D) Funds for Team use are available either through Parental Contributions, Sponsorships or Fundraising Activities.

E) All Team Fundraiser Events must be registered with the MEIFHA Financial Assistance Coordinator. If players are going to be participating in and/or in attendance during the activity, the MEIFHA Financial Assistance Coordinator must be made aware of this. Failure to report a Fundraising Activity could result in disciplinary action from the MEIFHA Executive Committee.

F) At the discretion of the Team, proceeds from Fundraising Activities will be divided equally amongst the Player or Parent Members that registered to participate in that Fundraising Activity, and count toward that individual Player Contribution. If individual level sponsorship is obtained and is contributed to a Player's contribution, funds can only be applied to a current hockey season's contribution.

G) All Team Fundraising activities must be included in the Team Budget with monies accounted for by the Team Treasurer. All income from Fundraising Activities (including but not limited to the following) will be deemed Fundraised Money;

- Monies received for auction items purchased and admittance fees whether they are made by parents or the general public;
- Monies received for “Jersey Sponsors”, whether or not the person or company is a parent of the team

H) All Team Fundraising activities must be coordinated and supervised by a Team Official (Coach, Assistant Coach, Team Manager, Team Treasurer or adult from the team). Where players are involved in a Fundraising Activity, Players must be supervised by their Parent or by a Coach, Assistant Coach or Team Manager listed on the Team's approved official roster.

I) For Fundraising Activities where there is a Lottery, Raffle or Games of chance, if the following three elements are applicable:

- The disposition of property (a prize);
- Any mode of chance whatsoever involved in obtaining the prize;
- Consideration exchanged for a chance to win the prize (i.e., paying money for a chance to win a prize); then the Activity will require a licence from the Nova Scotia Department of Alcohol and Gaming. This can be obtained for applicable events here:

Refer to: <https://novascotia.ca/sns/access/alcohol-gaming/forms-permits.asp>

“Pursuant to Nova Scotia Alcohol and Gaming Authority Act, alcohol, alcohol gift cards or other similar items may not be used in part or in whole for a Fundraising Activity. Similarly, the promotion of gambling (i.e. Casino or Poker Nights) is not permitted. If a team knowingly breaches this act, MEIFHA will not assume any responsibility for these actions or actions related to this breach.”

J) Association 50/50 proceeds sold by Team members will be sent from the Association to the Team Treasurer. Funds are to be applied to Team totals and/or individual Player banks; whatever is decided by the Team at the beginning of the season. The Team decision must be documented in an email to the Team. Once the Team budget is balanced/approved, any credit for the season under \$50 can be sent back directly to the Player's family. Any individual refund over \$50 will be returned by the Team Treasurer to the MEIFHA Vice-President of Finance. These funds will be credited to Player registration for the following season. Money can be transferred to another hockey Association for the following season but if a Player does not return to another hockey Association, the money will be retained by MEIFHA.

K) Jersey Sponsors - Teams may obtain one sponsor at a rate of no more than \$200 per jersey. Each Team will be responsible for obtaining sponsor name bars for their sponsors and having

them attached per our Equipment and Jerseys Policy. The cost of Sponsor bars shall come from the sponsorship revenue.

L) Teams must limit the total number of Team Fundraising Activities to four (4) per season - unless otherwise approved by the MEIFHA Financial Assistance Coordinator. The Association 50/50 fundraiser does NOT count as one of the four (4) Team Fundraising Activities

M) The MEIFHA Executive Committee must approve fundraising Activities for special events (such as Hosting Provincial Championship Tournaments, or travelling to Special Tournaments / Events).

N) Teams may not show any approved Fundraising Activities as having a negative balance on the Team Expenditure worksheet. Should a Fundraising Activity incur a loss, it should be entered on the Team Expenditure Worksheet as \$ 0.00. Teams will be permitted to submit an application for an additional Fundraising Activity should an approved event incur a loss.

O) The MEIFHA Executive Committee has the right to audit records and verify amounts at any time. All receipts and bank records must be provided within 48 hours of this request.

P) All Fundraised Monies can only be withdrawn from the Team account via cheque with two (2) signatories and reference line filled in. Absolutely no CASH withdrawals are allowed. Bank cards should be set with limits outlined by the account opening letter from MEIFHA

"Fundraised Money" – All funds (other than parental contributions) which are raised through an approved Fundraising Activity. This also includes all forms of Sponsorship (even if a parent owns the company which has provided the Sponsorship). If you are unsure whether funds or a tangible item is considered as fundraised, it is your responsibility to contact the Financial Assistance Coordinator for Clarification.

"Fundraising Activity" – A planned event that has been approved by the Financial Assistance Coordinator to raise money for a team toward approved expenditures.