



Nova Major Hockey Team		Association Policies & Procedures
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Fundraising & Media Guide Reimbursement Policy		

Purpose

The Novas recognize that participation in U15 Major hockey involves a significant financial commitment for families.

The purpose of this policy is to establish a clear process for fundraising opportunities connected to The Novas, including the annual media guide, sponsor advertising, family reimbursements, and any additional fundraising activities approved by the team.

Policy

Fundraising connected to The Novas must be organized, approved, and managed in a manner that protects the reputation of the team, supports the operation of the program, and ensures that funds are handled properly.

No player, parent, guardian, or other individual may conduct fundraising in the name of The Novas without prior approval from the President or Executive.

Media Guide Advertising

The annual media guide provides families with an opportunity to recover a portion of their registration costs through the sale of approved advertisements, community messages, and sponsorships.

A media guide sponsorship package will be made available each season outlining the advertisement options, pricing, deadlines, artwork requirements, and submission process.

All media guide sponsorship forms, sponsor information, advertising materials, and payments must be submitted to the team in the manner directed by the President or designated team representative.

Registration Fees and Media Guide Reimbursements

Registration fees must be paid in full before any media guide reimbursement will be issued.

Media guide sales do not reduce, defer, or replace the registration payment schedule. Parents and guardians remain responsible for paying all registration fees by the deadlines established by the team, regardless of anticipated media guide sales or expected reimbursement.



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Media guide reimbursements will only be issued after the player's registration account is paid in full, all related sponsor payments have been received by the team, and all required sponsorship forms and advertising materials have been properly submitted.

Media Guide Reimbursement Formula

Unless otherwise communicated for a specific season, approved media guide sponsorship revenue will be allocated as follows:

- Eighty percent (80%) of approved media guide sponsorship revenue sold by a player's family, up to a maximum of \$4,000 in sales, may be reimbursed to that family after the player's registration has been paid in full.
- Twenty percent (20%) of approved media guide sponsorship revenue sold by a player's family, up to a maximum of \$4,000 in sales, will remain with The Novas.
- Approved media guide sponsorship revenue sold above \$4,000 will be divided equally, with fifty percent (50%) eligible for reimbursement and fifty percent (50%) remaining with The Novas.

Funds retained by The Novas may be used for media guide production and printing, practice equipment, coaching tools, video equipment, player development resources, team operations, or other expenses deemed appropriate by the President or Executive.

Reimbursement Timing and Conditions

Media guide reimbursements are not considered immediate credits against registration fees and will not be issued until all required conditions have been met.

The President or designated team representative will determine when reimbursements are processed based on team accounting, collection of sponsor payments, completion of the media guide process, and confirmation that the family's registration account is paid in full.

No reimbursement will be issued for unpaid, uncollected, incomplete, cancelled, or unsupported sponsorships.

Any exceptional circumstance, unused reimbursement amount, disputed sponsorship amount, or proposed transfer of reimbursement eligibility must be reviewed and approved by the President or Executive.



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Additional Fundraising

Additional fundraising activities may be considered where families or the team identify a need for further fundraising support.

All additional fundraising activities must be approved in advance by the President or Executive before being promoted, organized, or conducted in the name of The Novas.

Approved fundraisers must clearly identify:

- the purpose of the fundraiser;
- who is responsible for organizing it;
- how funds will be collected;
- how funds will be allocated;
- whether funds are reimbursed to participating families, shared by participating families, or retained by the team;
- and any deadlines, reporting requirements, or restrictions.

The Novas may decline, modify, or discontinue any fundraiser that is not consistent with the interests, standards, or reputation of the team.

Financial Handling

All fundraising money collected in the name of The Novas must be submitted to the team or deposited as directed by the President or designated team representative.

Parents, guardians, players, or volunteers are not permitted to retain team fundraising money personally or make deductions from collected funds unless specifically authorized.

The team may require supporting forms, sponsor details, receipts, records, or other documentation for any fundraising activity.

Expectation

Fundraising is intended to support families, reduce participation costs where possible, and contribute to the operation and improvement of The Novas.

All fundraising must be conducted honestly, respectfully, and in a manner that reflects positively on the player, the family, and The Novas organization.