

## VIII. FUND RAISING GUIDELINES

All members of the Association, players and participants, have a responsibility to project a positive image of the Association, and conduct themselves above reproach, when presenting themselves as members of the WCMHA. This is particularly true when raising funds from the community for the use of teams.

Funds for team use are available either through parent contributions, direct or indirect, or fundraising activities.

The following guidelines for fundraising activities must be adhered to:

- fund raising activities should be carried out within the Association boundaries
- the activities must be included in the team budget approved by the team parents/guardians
- all activities must be well supervised and controlled
- team management is responsible for ensuring the Association policy and municipal bylaws are adhered to
- the Social/Fundraising Convenor must be advised of all fundraising events/activities, including their proposed dates at least two weeks prior to the commencement of the event/activity
- the WCMHA Board of Directors has the right to audit records and verify amounts raised
- the President must be advised of all special events held outside of rinks, such as public fundraising, in order that the ODMHA can or may need to be advised, to ensure all Hockey Canada and ODMHA insurance requirements are met.

With respect to the use of fundraised monies, versus those directly contributed by parents the following principle has been applied.

All purchases of a personal nature must be sourced from parent contributions. Expenditures in support of team activities may be sourced from fundraised revenues. Note that expenditures in support of team activities may also be sourced from parent contributions if the team agrees to reduce fundraising activities. Following are the categorization of expenditures by each category, along with any applicable limits.

### Personal - Parent Contributions

- personal clothing items, e.g. tickets, track suites, hats
- personal use equipment bags
- any personal use hockey equipment
- photographs - team or individual
- travel expenses other than as explicitly provided for through Fundraising, i.e. bus and coach's accommodation
- entertainment, including tickets to sporting events
- meals, at team events, e.g. beginning of season gathering, Christmas party, yearend banquet or at tournaments
- trophies
- coach's gifts

### Team – Fundraising

- tournament registration fees
- rental of a bus for the purpose of attending a tournament - maximum one per year
- the cost of one hotel/motel room for coaching staff at an away tournament – but

only if the coach is not a parent of a player on the team

- the cost of gas and/or tolls for the coach to attend an away tournament
- the cost of meals, excluding any alcohol, for the coaching staff at an away tournament
- ice costs
- dry-land training
- on-ice officials for exhibition games
- timekeepers
- other administration expenses in support of team activities, e.g. faxes, phone calls, correspondence
- team socks, one away and one home set
- name and sponsor bars
- expenses required for fundraising activities

Direct parent contribution will recognize that some component of fundraising is sourced from the parents themselves.

If a team wishes to fundraise for a cause other than their particular team the following conditions must be met:

- the charity must be clearly identified
- there must be 100% parent/guardian approval on the particular team
- the initiative must be pre-approved by the WCMHA Board of Directors