

SSMHA Fundraising Policy October 6, 2019

All teams and participants shall support any fundraising events promoted by the South Shore Minor Hockey Association and each will have a responsibility to project a positive image of the team, our Association and Minor Hockey. Failure to comply with these guidelines may result in loss of game permits / ice time as well as the removal of the Head Coach &/or Manager from the team.

The following guidelines for fundraising activities must be adhered to:

- Effective the 2015-16 Season, all teams are required to remit 10% of their gross fundraising revenue to SSMHA. This 10% levy is to be paid to SSMHA at the conclusion of each fundraising activity.
- All fundraising must be included in the Team Budget and approved by the team's parents.
- A Team Budget must be submitted to their level Coordinator and approved prior to any fundraising. Team Budgets are to be submitted via email by October 31st. Monthly bank statements and a half year Financial Report are to be submitted to the Level Coordinator by December 31st. Monthly bank statements are to be submitted during the 2nd half of the season and a final budget is due no later than April 15th. All to be submitted to the Level Coordinator.
- Care should be taken to ensure that only the amount of money needed to run a team is raised. In the event a team is left with a surplus at the end of the season, those funds must be returned to SSMHA.

Teams are not encouraged to do individual fundraising. It is strongly recommended that a group of teams do a joint fundraiser together.

- All fundraising requests must be submitted to the SSMHA Fundraising Chair for Executive Approval
- All fundraising programs must be well supervised and controlled.
- The Head Coach and Team Manager are to ensure that the SSMHA Guidelines and Municipal Bylaws are followed.
- The SSMHA Executive has the right to verify all monies raised through fundraising.
- Any fundraising conducted outside of the rink also requires HNS approval to ensure all requirements of Hockey Canada and HNS insurance requirements are met.
- Only the highest-level team at each division (i.e. Atom, PeeWee, etc.) may participate in SSMHA's individual jersey sponsorship program—\$100 per single jersey, \$200 per set. All other teams are permitted to have a single corporate sponsor for a complete set of home and/or away jerseys. The minimum per set is \$1,000.

The following expenditures may be made from Team Fundraising:

- Tournament registration fees
- For non-parent coaching staff, the cost of one hotel room while attending away tournaments or road games that require the team to have an overnight stay. In addition, the cost of gas, tolls, and meals up to a maximum of \$40 per day for non- parent coaching staff.

Receipts are to be submitted to the Team Manager prior to reimbursement.

- Team socks - one home pair and one away pair – must be Winnipeg Jet colors and we would like teams to match their brand and colors.
- Dryland / off-ice training
- Specialized guest instructors and extra ice time costs (goalie coach, powerskating instructor, etc.)
- Team equipment such as pucks, pylons, coaching board, First Aid-kit
- Name bars
- Miscellaneous team administration costs such as fax, phone, and correspondence.
- Miscellaneous expenses required for fundraising.
- Off-Ice officials - timekeepers, scorekeepers