

# ***Windsor Minor Hockey Association Fundraising Guidelines***

## **I. Philosophy**

All teams have the right to raise funds for their respective team. It is recognized that the funds raised are to be used for the betterment of the team as a whole. When raising funds, members are also representing the Windsor Minor Hockey Association (WMHA) and are encouraged to project a positive image of the WMHA. All fundraising activities must adhere to the guidelines set forth in the “*Fundraising Guidelines*”.

## **II. Guidelines**

- A. Direct public support can be requested for the purpose of fundraising;
- B. Team budgets must be approved by WMHA Budget Committee prior to any fundraising activities;
- C. All fundraising activities must be discussed and approved by the majority at a team parent meeting;
- D. All fundraising activities must receive prior approval by the Director of Fundraising;
- E. All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review;
- F. Fundraising activities may be subject to insurance approvals.

## **III. Permitted Activities**

Teams may raise funds for the following purposes:

- A. Tournament registration fees;
- B. Team apparel, equipment bags;
- C. Coaching and Trainers supplies;
- D. Travel expenses for recognized coaching staff that is not a parent of a player on the team;
- E. Team meals;
- F. Costs for year end banquets, trophies and awards;
- G. Additional ice time for practices, exhibition games and skill development;
- H. Referee fees;
- I. Travel fees;
- J. Miscellaneous team expenses (paper, fax/phone, etc.).

## **IV. Other Fundraising Activities**

Teams wishing to raise funds for anything not listed in item III, must receive permission from the Director of Fundraising and the Divisional Vice President.

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## **V. Prohibited Activities**

The following activities are prohibited:

- A. Teams are not permitted to raise funds through raffles or bingo activities;
- B. Breweries, wineries and distilleries shall not sponsor any team;
- C. Establishments that have adult entertainment as their primary business are not to sponsor any team;
- D. 50/50 draws are prohibited in House League;
- E. Alcoholic beverages are not permitted as prizes;
- F. Monies raised through fundraising cannot be dispersed to parents.

## **VI. Approvals and Reporting**

- A. All requests for fundraising must be submitted to the Director of Fundraising on the prescribed form at least 14 days prior to the event;
- B. A full accounting of each fundraising event is required to be submitted to the Director of Fundraising on the prescribed form within 14 days of holding or substantially completing the event.

## **VII. WMHA Sponsors**

- A. WMHA actively raises funds as an Association. As a result a number of establishments have sponsored the Association as a whole. Teams are not to approach establishments that have sponsored the Association. Visit the WMHA website for a list of WMHA sponsors.

## **VIII. WMHA Events**

- A. All WMHA members are encouraged to participate in WMHA fundraising events; Teams are encouraged not to make commitments in conflict with WMHA fundraising events.

## **IX. Reviews**

- A. All fundraising activities are subject to review by the WMHA;
- B. The WMHA may review fundraising activities at the request of team parents.

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## **X. Property of WMHA**

- A. All monies raised through fundraising are the property of the WMHA.
- B. WMHA Executive has the right to disperse monies raised through fundraising

## **XI. Extended funds**

- A. Teams are not permitted to carry over funds to the next season without the approval of the Director of Fundraising and the WMHA Executive.

## **XII. Liability**

- A. The WMHA shall not be held liable for any violation of this policy.

## **XIII. Penalty**

- A. Any team or member who violates the *Fundraising Guidelines* may be subject to penalties at the discretion of the Director of Fundraising and the Divisional Vice President;
- B. Fundraising activities may be revoked or suspended at any time at the discretion of the Director of Fundraising and the WMHA Executive.

**Windsor Minor Hockey Association  
Fundraising Approval Form**

*revised: June 20th, 2008*

Team: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Manager: \_\_\_\_\_

Manager e-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Fundraising Activity Requested:

\_\_\_\_\_

Has This Been Reviewed at a Team Parents Meeting? -  Yes  No

Is This Activity CHA Insured? -  Yes  No

Explanation of Fundraising Activity:

Date of Fundraiser: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

I have read the Fundraising Guidelines & understand them completely.  Yes  No

Head Coach or Manager Signature: \_\_\_\_\_

Fundraiser Approved

Fundraiser not approved

\_\_\_\_\_

\_\_\_\_\_

Signature, Director of Fundraising: \_\_\_\_\_

Date: \_\_\_\_\_