



EMHA Fundraising & Team Financial Policy Guidelines

Philosophy

All EMHA teams have the right to raise funds for their respective team expenses. 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 Ennismore Minor Hockey Association and are encouraged to project a positive image. All guidelines set forth in these policies and procedures must be adhered to. The EMHA reserves the right to change and modify any budget that may be deemed unrealistic and/or result in players withdrawing from participating in the EMHA hockey program. These guidelines are to ensure financial transparency, integrity and that team funds are consistently and properly managed throughout EMHA.

~ Policy ~

Teams That Operate In A Manner That Requires The Retaining of Team Funds For Operational Purposes Must Comply With The Following Guidelines:

1. Team Budget:

- Prior to the start of the regular season a meeting of the team Coaching staff and families is to be held for the purpose of discussing and the approval of the team budget and fundraising activities. The approval of a 70% team majority is required. Subsequent meetings or the consulting of team families should occur at intervals throughout the season should the need arise that requires a team majority approval for the outlaying of funds for items not previously approved. Failure to comply with the above practices or in the event that a team consensus cannot be attained, a team meeting with EMHA Executive representation will be held for mediation purposes.
- Each team Manager & Coaching staff must provide team members with a copy of the approved budget by Oct. 15th of the current season. Amendments and updates throughout the season must be documented and copies distributed to all team members within a timely matter (72 hrs). In addition a copy of the team budget must be forwarded to the EMHA Treasurer by the designated date.
- If, due to time restrictions and prior to the establishment of the team fund, the submission of a Tournament Entry Fee is required, the following assistance is available from the EMHA. The team Head Coach must submit a request in writing to the EMHA Treasurer. A copy of the tournament information stating the Entry Fee is required to accompany this request. Upon approval the EMHA will issue a cheque payable to the Tournament. This assistance is available for only 1 (one) Tournament per team and repayment to the EMHA is to be no later than October 1st (prior to the start of the official OMHA season).

Rep Teams: Due to time restrictions and limited availability, Rep team coaching staff is permitted to book ice rentals for an additional weekly team practice and, to submit (to a maximum of two) Tournament registrations prior to the commencement of team tryouts. This information must be relayed to all potential team members and families in writing prior to the start of tryouts.

2. Financial Management:

- If not already set by the team Coaching staff a team Treasurer must be appointed at the start of the season.
- Each team is to have a bank account opened in the name of the team (ie: EMHA Novice 'A' Team).

- Two signatures, one being the Team Treasurer, and the other a team parent as agreed upon by the team majority, are required for all team cheque disbursements.
- Each team within EMHA is required to maintain a record of all cash revenues earned, team fund contributions, as well as the disbursement of those funds for team requirements.
- All cash transactions must be evidenced by a receipt in writing.
- All disbursements must be supported by documentation/invoices.

3. Financial Reporting:

- A copy of the team forecast budget as approved by the majority must be provided to all team families by and the EMHA Treasurer by October 15th.
- A copy of the itemized team financials must be provided to all team families and the EMHA Treasurer by the following dates throughout the season: December 15th, February 15th, and a final closing statement as indicated below.
- At the end of each season bank accounts must be closed, a final financial statement provided, and any monies owing to the team families returned no later than the year end closing Award Ceremony/Banquet.

4. Team Members Responsibility:

- Payment of team player/family contributions towards the team fund must be paid within a timely manner and by the specified date as agreed upon by the team majority. Alternate arrangements may be granted under special circumstances as agreed upon by the team Coach, team Manager, and the family involved.
- All payments by cheque to the team fund must be payable to the team account directly.
- All payments by cash to the team should only be done so when a receipt is readily available.

5. Fundraising

- All fundraising activities must be discussed and approved by the majority at a team meeting held at the start of the season. If a team majority agrees on a fundraising event, those team members/families who do not wish to participate can opt to make a financial contribution in lieu of participation in the fundraising event. The minimum contribution amount is to be determined by and agreed upon by the team majority.
- Any teams or individuals wishing to seek funds through donations programs from outside sources may only do so with the direct consent of the EMHA Executive. All funds received through these programs must be payable to the team directly, deposited directly to the team account, and used in the manner for which they were intended for as agreed upon by the team majority.
- All monetary transactions relating to fundraising are to be documented
- Teams may fundraise for the following purposes:
 - ◆ Tournament registration fees.
 - ◆ Additional ice time for practices, exhibition games, and team skills development.
 - ◆ Team transportation (ie: bus)
 - ◆ Miscellaneous itemized team expenses (office supplies etc.)

- ◆ Miscellaneous itemized team expenses as agreed upon by the majority (ie: team room for tournaments, team meals)

- There are fundraising events that have previously led to injury claims or conflict and based on sound risk management these events have been disallowed by OMHA/OHF/Hockey Canada (ie: Road Blocks). A definitive 'No' list may be obtained through the OHF Insurance Guide* or from the EMHA Executive. The EMHA Executive must be advised of all proposed Fundraising 'events' for approval and any insurance required will be the responsibility of the team.

The above rules and guidelines are for the purpose of player safety and financial integrity. Some guidelines may be flexible. Any exceptions and dispensations must meet with team majority approval. However, no exception can be made to the rules relating to insurance matters, nor to the accounting of receipts, expenses, and to the reporting of budgets & financials.

* <http://www.OMHA.net> Risk Management - OHF Insurance Guide