


Title: Fundraising Policy		
Approved by CMHA Board of Directors		
Written by: <i>Director of Marketing</i>	Revision Date: 26/09/18	

Purpose:

All team fundraising events must be approved by the Marketing and Fundraising Director. This is to prevent a crossover of events the association is doing and to ensure we are aware of any events that may need special permits

Policy:

Hawks Logo Use

The Hawks logo is registered and trademarked. Written approval is required from the CMHA for Hawks branded merchandise. Legal action may be taken if unauthorized use is found to occur.


CMHA Sponsors

- CMHA 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, refer to the CMHA website for Association Sponsors.
- CMHA does not allow secondary banners to be displayed. Teams are not allowed to have secondary banners through team sponsorship requests. If a business wants to donate to a team, their logo/name can be added to practice jerseys, dressing room door magnets, or similar with approval. This is to avoid conflict with contracts that have been signed by Association sponsors. The sponsors on team banners have paid CMHA which in turn we use to pay the city for team ice times for practice and games, as well as uniforms (jerseys, socks, etc.), and the costs associated with travel hockey to the association.

To have secondary banners at games would be a direct violation of contracts signed with league sponsors and CMHA would be liable.

CMHA Events

- All CMHA members are encouraged to participate in CMHA fundraising events; Teams are encouraged not to make commitments in conflict with CMHA fundraising events
- All requests for fundraising must be in writing and submitted to the Director of Marketing on the prescribed form at least 14 days prior to the event. The form can be found on page 30 of the coaches manual and on our website in our online library.
- A financial report, on each approved fundraising project, must be submitted to the Board within 30 Days of the last date of the fundraising project.
- All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review by team parents and/or the CMHA Board.

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- Approval of fundraising projects will be subject, but not restricted to the following:
 - priority given projects involving divisions/groups
 - number of projects for same time period
 - number of teams involved in project
 - the type of project involved
 - all and proper information provided
 - all CMHA policies followed

Prohibited Activities

1. Teams are not permitted to raise funds through raffles, bingo, gambling or other games of chance in accordance with the Alcohol and Gaming Commission of Ontario. *Note: This may change if CMHA is approved for a gaming license.
 2. Breweries, wineries, distilleries or tobacco companies shall not sponsor any team.
 3. Establishments that have adult entertainment as their primary business are not to sponsor any team.
 4. Monies raised through fundraising cannot be dispersed to parents.
- Under no circumstances will a fundraising event be approved if it conflicts with Cambridge Minor Hockey Association run events. Cambridge Minor Hockey Association carries out many fundraising events and teams are cautioned not to make commitments until their event has been duly authorized.
 - Any permits must be filled out, approved and filed with the Cambridge Minor Hockey Association Board, prior to the fundraising event taking place.
 - Fundraising activities may be subject to insurance approvals, which will be stipulated by the Marketing Director in conjunction with approval.
 - It is to be recognized as a general policy of CMHA that the funds raised by teams shall be used to offset the expenses of running teams and not for acquiring equipment, which is considered the responsibility of CMHA. All team funds remaining at the end of the season shall be paid back to the parents with a year-end closing budget.

Permitted Expenditures

- Tournament registration fees.
- Team apparel, equipment bags.
- Coaching and Trainers supplies.
- Hotel expenses for recognized coaching staff that is not a parent of a player on the team.
- Team meals.
- Costs for year-end banquets, trophies and awards.
- Additional ice time for practices, exhibition games and skill development.

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- Referee fees.
- Miscellaneous team expenses (paper, fax/phone, etc.).

Other Expenditures

Teams wishing to raise funds for anything not listed must receive permission from the Marketing Director.

Note: no team shall carry monies over from one season to the next and no Coaching application from any of the team’s staff will be accepted without the approval of the season closing budget from the Treasurer.

Liability and Penalty

1. The CMHA Board shall not be held liable for any violation of this policy.
2. Any team or member who violates the Fundraising Policy may be subject to penalties at the discretion of the CMHA Board, including suspension of team personnel.
3. Fundraising activities may be revoked or suspended at any time at the discretion of the CMHA Board.