	Fundraising Policy	
	Approved by: CMHA Board of Directors	Approved: Sept 2018
		Revised: Nov 28 2023

Purpose:

The Fundraising Policy was developed to prevent a crossover of events the association is doing with those of individual teams, to ensure The Board of Directors and CMHA Staff are aware of any events that may need special permits, and to ensure proposed fundraisers align with CMHA’s policies.

Policy:

All team fundraising events and fundraisers must be approved by the Director of Marketing and Fundraising and/or the CMHA Board of Directors.

1. Hawks Logo Use


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

2. Sponsorship

- 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 are actively sponsoring the Association- refer to the CMHA website for Association Sponsors. If a team is approached by an establishment that is an active sponsor to provide an additional donation, the team is permitted to accept the donation so long as the donation was not solicited.
- Teams are permitted to display team sponsors on practice jerseys, dressing room door magnets, and similar item, including team banners which can display team sponsor logos and player names. Teams must submit a fundraising application (INSERT LINK) prior to reaching out to the community for support and must confirm with the Director of Sponsorship there is no conflict with association sponsors.
- Rep teams are not permitted to add sponsors to game jerseys. Sponsorship logos/ names may be added to Rec jerseys at the discretion of the Board.
- **Prohibited Sponsorships:**
 - Breweries, wineries, distilleries, tobacco or cannabis dispensaries companies shall not sponsor any teams.
 - Establishments that have adult entertainment as their primary business are not to sponsor any team.

3. Team Fundraising

- All requests for fundraising must be in writing and submitted to the Director of Marketing and Fundraising, or a designate, on the prescribed form at least 14 days

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prior to the commencement of a fundraising initiative. The form can be found on page 30 of the Coaches Manual, and on the CMHA website in our online library. Fundraising activities that commence prior to application approvals will not be approved.

- Approval of fundraising projects will be subject, but not restricted to the following:
 - Priority given projects involving divisions/groups
 - Number of projects for the same time period
 - Number of teams involved in the project
 - The type of project involved (see list of prohibited activities below)
 - Detailed and proper information provided
 - All CMHA polices followed including permitted expenditures (see below).

Fundraising activities may be subject to insurance approvals, which will be stipulated by the Director of Marketing and Fundraising in conjunction with approval.

- Raffles and/or other lottery type activities (bingo, gambling, etc.,) where the chance to win a prize in exchange for money are considered games of chance by the Alcohol and Gaming Commission of Ontario (AGCO). Should a team wish to conduct a game of chance fundraising activity, the Head Coach and/or Team Manager is responsible to ensure that **all** legal requirements are met, including obtaining proper permits and/or licenses from the City of Cambridge or AGCO as appropriate. Once all legal requirements are met, teams must submit a request as outlined above. The team will be responsible for any ongoing legal requirements from the City of Cambridge or AGCO including reporting.
 - CMHA's name and/or logo is not permitted to be used for any activity that requires a license or permit without written approval from the Board.
- 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.
- Monies raised through fundraising cannot be dispersed to parents as part of year-end closing budgets.
 - Note: No team shall carry monies over from one season to the next
Coaching applications from any of the team's staff will be accepted without the approval of the prior season's closing budget from the Treasurer.
- **Permitted Expenditures:**

It is to be recognized as a general policy of CMHA that the funds raised by teams

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shall be used to offset the expenses of running teams and not for acquiring equipment, which is considered the responsibility of CMHA.

Permitted expenditures include:

- Tournament registration fees
- Team apparel and/or equipment bags
- Coaching and Trainer 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
- Referee fees
- Miscellaneous team expenses (paper, fax/phone, ect.,)

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

4. CMHA Events

- All CMHA members are encouraged to participate in CMHA fundraising events; teams are encouraged to not make commitments in conflict with CMHA fundraising events.
- 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 external permits must be filled out and approved, and then filed with the Cambridge Minor Hockey Association, prior to the fundraising event taking place.
- Fundraising events may be subject to insurance approvals and must be confirmed and secured prior to the fundraising event date.

5. Liability and Penalty

- The CMHA Board shall not be held liable for any violation of this policy.
- 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.
- Fundraising activities may be revoked or suspended at any time at the discretion of the CMHA Board.