



NEMHA TEAM FUNDRAISING, SPONSORSHIP & EXPENDITURE RULES

All funds generated by teams are collected under the banner of Northeast Minor Hockey Association (NEMHA). NEMHA is committed to our players, coaches, and the community to ensure that these funds are utilized in alignment with their intended purpose. In order to uphold transparency and accountability, Team Managers hold the responsibility for overseeing the funds raised and must ensure they are spent appropriately.

1. All fundraised monies will be for the benefit of players and coaching staff only. At no time will parent/guardian related costs be paid for directly or indirectly from the proceeds of fundraising.
2. Only All-Star and Female B Provincial Travel teams are permitted to engage in team fundraising activities.
3. **Prior to undertaking any fundraising activity as per the NEMHA Bylaws, the Team must seek and obtain approval from the Fundraising & Sponsorship Committee in writing.**
 - a. Team Managers must submit a request to undertake fundraising activities using the Request to Fundraise form. **The form must be submitted a minimum of two weeks prior to the planned start of any fundraising.**
 - b. Complete details of any fundraising must include on the form, including the nature of the proposed fundraising activity, dates of fundraising, the name of the Team's designated person in charge of administering the Team's fundraising activities, location of fundraising and such further information as the Fundraising & Sponsorship Committee requires.
4. Failure to obtain approval for Team Fundraising will be reported to the Board of Director's Disciplinary Committee and may result in the Team being denied approval for future fundraising.
5. It is important that all fundraisers abide by the law. Under no circumstances is any team permitted to:
 - a. Minors are not allowed to sell or distribute liquor.
 - b. No lotteries are permitted without a license.
6. Any Team wishing to fundraise must first submit a Team Budget for the review and approval of the Board.

- a. All Star Team budgets should be submitted by **30 November**.
- b. Female Provincial B Provincial Travel Teams are to submit budgets by **30 January**.

The submitted Team Budget shall include particulars as to the forecasted expenses of the Team for the season.

The budget template must be completed and made available online for review by the parents/guardians of team players. The budget will be updated on a monthly basis by the Team Manager.

7. Funds that are received from a team sponsor must be used only for the expense categories listed in the Fundraising Guidelines section.
8. All fundraising efforts by teams, whether through fundraising efforts or through a Team Sponsor, shall be in the name of NEMHA and all funds received shall be provided to Executive Director who shall deposit the same in NEMHA's account and therefore disperse the funds for the benefit of the individual teams upon provision of proof of the eligible expense incurred or to be incurred.
 - a. Funds can be submitted to Executive Director or Office Staff by cheque or EMT to office@northeasteagles.ca
 - b. The following information **MUST** accompany the funds:
 - i. Identification of the Team: Please specify the team designated to utilize the funds.
 - ii. Sponsorship Details: Indicate whether the funds are sourced from a sponsor, including the level of sponsorship. Please provide the sponsor's name and clarify if they wish to remain anonymous.
 - iii. Receipt Requirements: Confirm if a receipt is needed. If so, please specify the name to which the receipt should be issued.
9. Teams shall submit a year-end financial summary to the Treasurer of NEMHA by no later than 31 May.
10. Teams, eligible to fundraise, who are required to travel to Labrador or choose to attend a tournament outside the province, may seek to deviate from this policy by way of a special request to the Board of Directors which shall consider the circumstances of the matter.

Player costs and costs incurred by coaches of travelling teams may be offset by team fundraising only if the majority of the parents on the team are in agreement. Coaches' costs can only be paid if they are independent coaches with no child on the team.

Information related to voting for travel is currently under review and will be updated in the near future.

11. Any surplus funds remaining in team accounts at the end of the season are the property of NEMHA as per NEMHA's Policy and Procedures Manual.
12. A minimum of 75% of a team must agree to fundraise.
13. A minimum of 75% of a team must agree with a particular fundraiser.
14. No teams shall be permitted to hold bank accounts in the name of NEMHA
15. Sponsors involved with the NEMHA should not be approached for funds without prior permission from the Board of Directors of the NEMHA.
16. All regulations governing Lottery Licenses must be strictly observed. Please refer to the Lottery License requirements for detailed information. Noncompliance with these regulations may be deemed illegal and may result in the revocation of fundraising approval.
 - a. Teams may request that the Association obtain Lottery Licenses on their behalf. Please note that such licenses necessitate the signatures of Association officers on the application, thereby assuming all legal responsibilities associated with the execution of the lottery.
 - b. Teams are responsible for completing the Lottery License application and submitting it to the Fundraising & Sponsorship Committee. The Committee will review the application, after which a designated officer of the Association will submit the application for approval.
 - c. Teams must complete the Lottery License Expense Report (page two) and submit it to the Executive Fundraising Committee to ensure the report is finalized within 14 days of the draw date.

Fundraising Guidelines

U7 and U9 House League Teams - no fundraising is permitted

U9 Select Teams

1. No fundraising is permitted.
2. U9 Select Teams are permitted to obtain sponsorship to offset the cost of the following expense categories only, up to a maximum of \$5,000 after the team is announced for each Select Team.

The expense categories include:

- a. Tournament Registration Fees
- b. Specified number of ice times
- c. Team apparel
- d. Team meal
- e. Team party

Female B Provincial Travel Team

1. Female B Provincial Travel Teams are permitted to fundraise to offset the cost of the following expense categories only, up to a maximum of \$5,000 per hockey season for each Female B Provincial Travel Team.
 - a. The team must be attending a provincial tournament sanctioned and approved by HNL.

The expense categories include:

- b. Tournament Registration Fees
- c. Additional ice time
- d. Team apparel
- e. Team meal
- f. Team party

2. Fundraising cannot start until after the Team budget has been approved.

All Star Team

1. All Star Teams (Mixed and Female) are permitted to fundraise to offset the costs of the following expense categories only, up to a maximum of \$10,000 per hockey season for each All-Star team.
 - a. The expense categories include:
 - i. Team Apparel
 - ii. Exhibition games cost
 - iii. Extra ice time / Gym rental costs
 - iv. Team equipment / Aids

- v. Team meals
- vi. Team party

2. Fundraising cannot start until after the Team budget has been approved.

Host Team Fundraising for Provincial Tournaments

This section is currently under review and will be updated in the near future.

