



NEMHA TEAM FUNDRAISING, SPONSORSHIP & EXPENDITURE RULES

All funds generated by teams are collected under the banner of North East 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 directly or indirectly from the proceeds of fundraising.
2. **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.
3. 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.
4. 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.
5. Any team wishing to fundraise must first submit a Team Budget for the review and approval of the Board.

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.

6. Funds that are received from a team sponsor must be used only for the expense categories listed in the Fundraising Guidelines section.
7. 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 Office where it 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 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.
8. Teams shall submit a year-end financial summary to the Treasurer of NEMHA by no later than 30 April.
9. 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.
10. Teams considering travelling off island for a tournament must submit an Expression of Interest for consideration to the Executive by no later than November 15th.
11. 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.
12. A minimum of 75% of a team must agree to travel where an overnight stay is required, and the use of team funds is required. A private vote must be conducted, and the process must be overseen by a member of the NEMHA Executive or a delegate.

13. 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.
14. NEMHA encourages a team approached to fundraising, however individuals may choose to opt out of the fundraising and pay for their own child's portion of the team's budget.
15. A minimum of 75% of a team must agree with a particular fundraiser.
16. No teams shall be permitted to hold bank accounts in the name of NEMHA
17. Sponsors involved with the NEMHA should not be approached for funds without prior permission from the Board of Directors of the NEMHA.
18. 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 - no fundraising is permitted

U9 Transition Teams

Due to the proposed changes from Hockey Newfoundland and Labrador (HNL) for the upcoming season, the fundraising policy for U9 Transition Teams is currently under review and as such, an updated policy will be provided at a later date once all details are confirmed.

House League Teams – no fundraising is permitted

Teams that are Attending Provincials (Teams must appear on HNL's 2nd Grading Report to be eligible to fundraise)

1. Minor and Female teams are attending Provincials are permitted to fundraise to offset the costs of the following expense categories only, up to a maximum of \$15,000 per hockey season. Teams are permitted to only apply for one lottery license per season.
 - a. The expense categories include:
 - i. One Invitational Tournament
 - Tournament Registration Fees
 - Tournament Travel (Outside the Avalon Region – four-day max)
 - Hotel (\$250 per night Max – receipts required)
 - Meals (\$60 per day – receipts required)
 - ii. One Provincial Tournament
 - Tournament Registration Fees (where necessary)
 - Tournament Travel (Outside the Avalon Region – four-day max)
 - Hotel (\$250 per night Max – receipts required)
 - Meals (\$60 per day – receipts required)
 - iii. Team Apparel – Max \$175 per player per season.
 - iv. Exhibition games cost
 - v. Extra ice time / Gym rental costs
 - vi. Team meals – Max \$1000 per season
 - vii. Team party (One Per Season – Max \$750)
2. Fundraising cannot start until after the Team budget has been approved.

Host Team Fundraising for Provincial Tournaments

Host Team Fundraising for Provincial Tournament. Teams are permitted to fundraise (Up to \$10,000) to cover the costs associated with hosting a Provincial Tournament. Examples of Eligible expenditures include Player of the Game awards; Warm Room food; Welcome bags; Dressing Room snacks; decorations; Ice time, Officials, etc. Tournament budget and fundraising plan must be approved by the Executive of NEMHA before fundraising begins.