



## **SPMHA Team Budget and Fundraising Policy**

### **Team Budgets**

Each individual team shall establish a budget and be responsible for levying fees to team members, sufficient to pay for the team's operations for the entire season.

Once prepared the budget must be approved by a 90% (silent or anonymous) vote of the parents. One parent from each player shall be entitled to vote on the budget. The budget shall not exceed amounts outlined below without approval by the SPMHA VP Finance, and applicable Senior or Junior Director. All budgets must be submitted to the team's divisional director by November 1 of each hockey season.

Initiation 1	Initiation 2	Novice	Atom	Pee Wee	Bantam	Midget
\$1,650.00	\$2,450.00	\$6,800.00	\$7,000.00	\$9,800.00	\$9,400.00	\$9,400.00

Any amendments to the budget over the course of the season will require a new vote and must be approved by a 90% (silent or anonymous) vote of the parents.

In regards to cash calls or contributions from parents, the team can only require parents to contribute the amount set out below or 2/3rds of the budget amount, whichever is greater. The balance must be obtained by fundraising or team sponsorship. All cash calls from parents must be paid by January 10 of the current season.

Initiation 1	Initiation 2	Novice	Atom	Pee Wee	Bantam	Midget
\$75.00	\$100.00	\$250.00	\$250.00	\$300.00	\$300.00	\$300.00

Any concerns with a team budget or with the process by which a budget was approved should be directed to either the appropriate Divisional Director of the applicable VP Junior/Senior.

All payments must be receipted for the protection of Coaches and team officials. No expenses are to be paid without a receipt or, in the absence of a receipt, a written authorization from the Team Manager.

Following completion of the season refunds of credit balances held in individual team accounts shall not be distributed until all revenue has been collected and expenses paid. If there is an excess of funds after all team expenses have been paid, parents may be refunded to a maximum amount equivalent to the actual cash contributions provided by parents to the team over the course of the season. No team is allowed to refund a parent more than what was contributed "out of pocket" or for any fundraising amounts raised by parents over the course of the season. All excess team funds following refund of parent contributions shall be provided to the Association to be applied to the SPMHA Financial Assistance Program.

No parent or family can provide goods or services to the team and/or players where the parent, relatives of the family, or their place of business profits from the sale of goods or services without divulging such conflict to the team. In such case the parents on the team must approve the use of such conflicted parent by 90% vote (excluding the conflicted parent) and must obtain the applicable divisional directors approval.

## **Fundraising**

### **General Regulations for Team Fundraising:**

- 1) The only contributions to a team's budget which are not considered as fundraising are contributions made by parents. Fundraising must be conducted in such a manner and at such time, as to cover actual expenses, or anticipated expenses only. In no case, shall any member or team be permitted to engage in fundraising where it is not anticipated those funds will be used to cover team expenses as set forth in an approved budget. Any member of the Association who violates this Policy is liable to suspension or other sanction by the Association for a violation of the provisions hereof.
- 2) All fundraising must follow Hockey Alberta's or Hockey Canada's guidelines as may be established from time to time.
- 3) All fundraising activities shall be approved by the Association prior to the date of such fundraiser.
- 4) No fundraising activity will be permitted for any team without:
  - a. written authorization from the Association by way of the submission of an approved fundraising authorization form; and
  - b. a special event permit from Hockey Alberta authorized through the Association.
- 5) It is the responsibility of the team to comply with all requirements, licenses and approvals as dictated by the Alberta Gaming Commission and Strathcona County. **For clarity NO TEAM shall use the Association's Alberta Gaming Commission license number for any team fundraising activities but shall make such application under their own license.**

### **Team Fundraising Sources**

#### **Soliciting Funds from Businesses (Sponsorships)**

- 1) In regards to fundraising, teams shall not approach any existing SPMHA Sponsor for fundraising or sponsorship at any time. "Fundraising" includes any fundraising recognized as being a team effort to obtain funding including such activities as bottle drives, silent auctions, raffles, product sales, concession attendance or team sponsorship.
- 2) If any team encounters a business which expresses concern over the amount of times that they have been approached to provide funds to the Association or a team of the Association, they shall advise the Association. The Association will then in turn request that teams refrain from approaching this business.

## **General Guidelines**

- 1) Community fundraising activities may include product sales like chocolates, raffles, bottle drives, flyer delivery, social funds and other activities which do not involve solicitation of businesses.
- 2) No team shall be involved in a fundraiser which involves the sale or consumption of alcohol, tobacco products, marijuana or other substances not approved by the Association unless approval has been provided by the Association in accordance with this policy.
- 3) Any fundraiser proposal submitted that involves selling products from a source outside our community will need to include a cost comparison from our local suppliers to justify the choice to go outside our community. This does not mean that the proposal will be approved. The Association wishes to support the local business community as that community supports our program.

## **Specific Fundraising Guidelines**

### **Alcohol Based Gift Baskets**

- 1) The raffle of gift baskets that contain sealed alcohol beverages is allowed provided the tickets for such basket are only sold by adults (no minors), at the time of the winning the basket the alcohol cannot be consumed immediately at the location where the basket is presented and the raffle of such basket is not advertised as a “liquor raffle”, “booze basket” or similar term.

### **Auction Nights**

- 2) The Association may authorize teams to conduct an auction night/pub night upon the following terms and conditions:
  - a. No revenue is received from the sale of alcoholic beverages for consumption during such event including but not limited to shooter sales, a rebate of a percentage of alcohol sales from the establishment the event is being held or free drinks in exchange for a purchased ticket to such event.
  - b. The event is not advertised with any alcohol specials or alcohol brands and is not advertised as a “pub night”, “bar night” or any other similar term.
  - c. All alcohol sales and service is conducted by the staff of the location of the event and no member of the Association is involved in the serving of alcohol.
  - d. The team obtains a \$2,000,000.00 liability policy of insurance that includes the Association as an insured for the night of such event and provides the Association with copy of such policy.

### **Tournaments**

- 3) The Association may authorize teams to conduct a fundraiser hockey tournament upon the following terms and conditions:

- a. The tournament must not conflict in anyway with any Association tournament that is planned for the same division.
- b. The tournament must be a sanctioned Hockey Alberta tournament through the Association.
- c. The team will carry the full risk of profit or loss from such tournament and shall be responsible for obtaining all ice and referees for such tournament.
- d. A representative from the Association shall sit on the tournament committee for such tournament.
- e. All SPMHA teams of equivalent level as the host team of the tournament shall be offered a spot in the tournament.
- f. The team obtains such additional insurance as may be required above and beyond the coverage from Hockey Alberta as a sanctioned tournament.
- g. The Association receives the amount of \$500.00 from the team for its support of such tournament plus the team allows the Association the right to establish the hotel guidelines for such tournament, which in turns allows the Association to collect the hotel revenue from such tournament.