

# TEAM EXPENSES AND REVENUE



## PURPOSE

The purpose of this policy is to provide guidelines to teams within the Carstairs Minor Hockey Association as to appropriate expenses incurred during the course of the season and appropriate methods to raise funds necessary to cover those respective expenses.

## SECTION 1: TEAM FUND ADMINISTRATION

- 1.1 Each team is responsible for appointing a Treasurer that shall be responsible for the collection of revenue, payment of team expenses and ongoing reconciliation of team funds. The Treasurer shall be separate from the Manager position.
- 1.2 Each team will be provided a team account from the Carstairs Minor Hockey Association (CMHA) which shall be used for the deposit of all team related funds. No team funds shall be permitted to be deposited into any other account, unless an AGLC account is required which shall be done in collaboration with the CMHA Treasurer. Subsequently, these accounts shall also be used for the payment of team related expenses.
  - 1.2.1 Each team account shall have access for the team Treasurer as well as the CMHA Board Treasurer.
- 1.3 Team funds may only be used for the purposes as explicitly determined by the team members.
- 1.4 Following the conclusion of the season, any team funds remaining may be disbursed as follows:
  - 1.4.1 Equally divided amongst the members of the team that contributed to the team funds. At no point, shall the amount of funds returned to members of the team exceed the amount of funds provided by those team members. For greater clarity, fundraising for personal gain shall be prohibited.
  - 1.4.2 Returned to the Association for placement in the CMHA's overall fundraising budget for general purposes. In the event that there are funds remaining in any team account by March 31<sup>st</sup> of that season, funds shall automatically be returned to the Association.
- 1.5 Team Treasurers are responsible for providing a reconciliation of team funds prior to December 15<sup>th</sup> annually and at the conclusion of the season and/or within 10 days request by any team member.

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1.6 In addition to this reconciliation, the Team Treasurer shall also provide a tracking sheet (as supplied by the CMHA) to the CMHA Treasurer, along with all receipts, prior to March 31<sup>st</sup> annually.

## SECTION 2: TEAM EXPENSES

2.1 Teams are required to raise funds to cover any expenses incurred for their operations that are in addition to those offered by the Association. This may include:

2.1.1 Tournaments;

2.1.2 Exhibition games in excess of those two (2) offered by the Association;

2.1.3 Team apparel or supplies;

2.1.4 Team building activities or social events;

2.1.5 Transportation;

2.1.6 Other expenses approved by the members of the team that are not supplied by the Association.

2.2 Teams are encouraged to use e-transfer capabilities to pay for expenses wherever possible to maximize transparency and accountability of team funds and to minimize instances where individuals are paying for expenses out of pocket. In the event that a team member is required to be reimbursed, a copy of the receipt must be kept and maintained as part of the team reconciliation process. No funds shall be transferred to any individual without copy of transaction receipt or further Board approvals.

## SECTION 3: TEAM REVENUE

3.1 Teams are responsible for raising adequate revenue to cover their respective team expenses.

3.2 Teams may raise funds through either:

3.2.1 Cash call – Raising funds through soliciting equal contributions from each team member.

3.2.2 Fundraising – Raising funds through team initiated fundraising efforts.

3.2.3 Sponsorships – Raising funds through soliciting funds from third parties.

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3.2.4 Other sources as approved by the CMHA Board.

## SECTION 4: FUNDRAISING

- 4.1 Annually, by September 15<sup>th</sup>, the CMHA Board shall determine the fundraising initiatives that the Association will be undertaking in the upcoming season. These initiatives shall be documented and provided to Team Managers upon the establishment of teams.
- 4.2 In an effort to ensure that the first priority for fundraising dollars is to keep registration costs manageable for all CMHA families, teams, without explicit consent of the CMHA Board, are prohibited from undertaking fundraising initiatives that conflict with the Association's approved fundraising activities. Managers are encouraged to contact the CMHA Board prior to proceeding with team specific fundraising.
- 4.3 Team may seek independent sponsorships, including those of private businesses. Teams are encouraged to avoid contacting businesses that are current sponsors of the CMHA.
- 4.4 Teams are not permitted to alter the on-ice image of any CMHA team. This includes having alternate game jerseys. Teams may choose to allow sponsors to advertise on off-ice apparel, practice jerseys or other team issued equipment such as bags. Teams that secure large sponsorships that are seeking opportunities greater than the team level are encouraged to engage the CMHA Board to facilitate these donations and to identify the benefit that can be derived by the acquiring team.
- 4.5 Teams shall be responsible for compliance with all municipal, provincial or federal laws including those requirements of the Alberta Gaming Liquor and Cannabis Commission, including a requirement to have all AGLC proceeds deposited into a separate account to fund eligible expenses as defined by the AGLC. Teams shall be responsible for acquiring their own AGLC license where required unless previous approval is received by the CMHA Board.
- 4.6 At no time shall a parent or family of a player of the team derive benefit or profit from the sale of goods or services by the team without divulging such conflict to the team and obtaining the approval of the CMHA Board.