

Fundraising Policy and Guidelines

1. Introduction

Harbour City Lakers Ringette Association (HCLRA) fundraising policy is a set of general guidelines and recommendations to allow teams the widest possible options and clear guidance in designing their fundraising programs.

The HCLRA executive undertakes annual budget planning, setting of registration fees, and association fundraising planning in parallel to minimize costs for members and manage the association's finances responsibly. HCLRA endeavors to plan association wide fundraisers that provide a benefit to all members and that provide equitable opportunity for all members to participate in.

2. Purpose

The purpose of this "Fundraising Policy and Guidelines" is to ensure that HCLRA players, team managers, coaches, and parents understand the associations fundraising policies and authorized activities. HCLRA is registered as a nonprofit organization, and it is vital for the association to protect this nonprofit status. Any unauthorized use of funds or fundraising activities not carried out in accordance with provincial regulations could put the nonprofit status in jeopardy. Members must be aware it is both unethical and potentially illegal to solicit fundraising money for the purpose of supporting youth in sport, then using the funds for other purposes.

3. General Association Fundraising Guidelines

- a) Fundraising for HCLRA will be governed by this fundraising policy. This includes general association and individual team fundraising.
- b) All monies raised by general association and team fundraising shall be the property of HCLRA.
- c) Each player will be required to pay registration fees. Player registration fees do not always completely cover the costs associated with supporting HCLRA activities.
- d) A fundraising strategy for HCLRA will be determined and approved by the Executive prior to October of each year and will be a direct result of the annual budget review and forecast for the upcoming season.
- e) The fundraising strategy will be communicated to all members before the 15th of October.
- f) Association fundraising campaigns will be identified as operational (i.e. used to keep operational costs, registration costs down, purchase jerseys,) , crowdfunding (i.e. rafflebox), or discretionary fundraising (i.e. event ticket sales, clothing, decals). No caps or quotas shall be placed on crowdfunding or discretionary fundraising.
- g) All players will be required to actively participate and/or contribute financially to all operational association fundraisers.
- h) Recognizing that players have different opportunities and networks in place, benefits from association fundraisers will be applicable to all members and applied equally, regardless of level of participation.

4. Team Fundraising Usage

Team Fundraising Activities provide an opportunity for teams to raise funds to help offset additional team costs not covered by registration. Proceeds of fundraising activities must be used to pay ringette related expenses such as tournament costs. Teams may also use fundraising proceeds to plan team bonding activities such as pizza parties or team outings

and to purchase items outlined below. All proceeds of team fundraising activities must be utilized for the benefit of all members of the team. In no event should any funds raised through team fundraising activities be allocated to the benefit of a single player or a subset of players on the team. HCLRA is not responsible to manage the collection and disbursement of funds raised by teams.

In the event of a fundraising surplus in a team account:

- a) There will be no rebates of the initial registration fees previously paid to HCLRA
- b) The player may be reimbursed for team fundraising expenses up to the maximum of funds paid directly by the player, also known as “seed money” (a player cannot profit from fundraising/sponsorship).
- c) All funds raised are the property of the Harbour City Lakers Ringette Association. Any surplus remaining at the end of each season will automatically revert to the association. This transfer must be made no later than 60 days after the end of the season, which is typically on or around April 15th.

Teams may plan, budget and fundraise only for the following purposes:

- a) Tournament team registration fees
- b) Additional ice time
- c) Referees for exhibition games
- d) Costs for yearend banquet/team event
- e) Team building events
- f) Team costs including travel to major out of province tournaments must be budgeted for separately and approved by the Board. Travel costs (bus rentals/airfare) will not be approved for teams at the U7/9, U10, U12 divisions.

Team surplus funds can be used to purchase the following items, however parental contributions for the items outlined below is strongly encouraged. Specific fundraising for these items should not occur without written approval from the executive.

- a) Team jackets/sweaters
- b) Team track suits
- c) Team hats
- d) Team equipment bags
- e) Any personal ringette equipment i.e. waterbottles
- f) Tickets to sporting events or other entertainment
- g) Sweater name tag

5. Team Fundraising Procedures

- a) All teams must formulate a budget and circulate the budget to team parents/members
- b) Any fundraising events that require significant financial commitments on behalf of the player must be pre-approved by all players on the team.
- c) Any fundraising from government sources will be split equally amongst all players on the team.
- d) The team should determine whether the fundraising activity is pre-approved (see Section 6),

or whether approval is required by the Board.

- e) The Team will engage in the fundraising activity
- f) All funds from any fundraising opportunity must be deposited in the team bank account and accounted for on the team financial statement. Receipts should be retained by the team treasurer/manager until 60 days after the season end.
- g) All fundraising events must be well-supervised and controlled by team staff or designated guardians/parents.
- h) Team management is responsible for ensuring Association Guidelines and Municipal By -Laws are followed.

6. Team Pre-Approved Fundraising Activities

Teams that desire to engage in the following fundraising activities do not need to seek board approval:

- a) Bottle drives, Bake sales
- b) Team garage sales, flea markets
- c) Team fundraising organized product sales (i.e chocolate bars)
- d) Pancake breakfasts/restaurant takeover in partnership with local restaurants
- e) Fundraisers in conjunction with a local recognized fundraiser i.e. Value Village, Flipgive
- f) Teams may advertise sponsors on their jerseys for a minimum \$100 donation per jersey and have an advertising banner on the bench for a minimum \$300 donation. Purchase of banners is at the discretion of the team.
- g) 50/50, Raffles and other ticket sales must be conducted in accordance with the regulations set out by The **Alcohol, Gaming, Fuel and Tobacco Division of Service Nova Scotia**.
- h) In person sales should be conducted within HCL's boundaries.

Team Activities requiring Board Approval or Prohibited

- a) Any calendar or like-product featuring photographs of HCLRA players, coaches, or members
- b) Any item containing a HCLRA logo
- c) Alcoholic beverages, tobacco or cannabis products and/or related gift cards may not be used as prizes.
- d) Items sold should not conflict with or duplicate association fundraisers.

7. Team Sales of HCL Apparel or Gear for Fundraising Activities

All requests for fundraising sales of HCLRA apparel or gear must be submitted to the board for approval. Subject to the approval by the board, the following guidelines will apply:

- a) Examples or samples of any apparel or gear that is the subject of a proposed apparel or gear must be submitted to the board with the fundraising application (photographs, diagrams, or illustrations are acceptable if physical samples are not available).
- b) All apparel must be primarily offered in the HCLRA colors of red, white, and blue.
- c) If a team wishes to sell a product not offered by the HCLRA online store supplier the team may contract with a third-party manufacturer, but the Association shall not be responsible

to cover or reimburse for any financial losses that may result from the purchase of too much inventory.

- d) The Association will not “front” the costs of any HCLRA gear or apparel sales - this is the sole responsibility of the specific team.
- e) An HCLRA team may not claim “exclusivity” to any particular fundraising activity

8. No Assumption of Liability for Fundraising Activities

HCLRA will not assume responsibility for any loss, damages, claims or expenses of any kind whatsoever sustained or incurred by any individual resulting from or related to any fundraising activities, whether approved or unapproved.