

Policy 4 – Team Fundraising



Applies To: All CMHA teams, team staff, parents, and volunteers involved in fundraising or sponsorship activities.

Purpose

To ensure all CMHA team fundraising and sponsorship activities are conducted transparently, ethically, and in compliance with association standards, while maintaining fairness for families and the integrity of the CMHA brand.

Section 1 – Definitions & Scope

4.1 Fundraising refers to all monies raised by the team or individuals on the team through events, activities, or direct contributions intended to generate revenue for team use.

4.2 This includes, but is not limited to: donations, raffles, events, sponsorships, and sale of goods.

4.3 Parents and players may choose to participate in fundraising efforts to reduce the out-of-pocket expenses associated with CMHA participation.

Section 2 – Oversight & Responsibility

4.4 Each team is responsible for managing its own fundraising in compliance with CMHA policy.

4.5 The Head Coach and Administrative Coordinator are jointly responsible for the oversight of all fundraising activities and financial reporting.

4.6 The designated co-signer on the team bank account must be a parent or guardian with no familial relationship to the Administrative Coordinator, Team Manager, or any member of the bench staff.

Section 3 – Fundraising Approval Process

4.7 Teams must submit a "Request to Fundraise" form and obtain written approval from the CMHA Director of Team Fundraising before executing any event or campaign.

4.8 The Director will evaluate and approve or reject all submissions within 14 days.

4.9 Any fundraising conducted without prior approval may result in a monetary fine equal to the full amount raised.

4.10 If alcohol is to be served at a fundraising event, it must be disclosed on the request form and adhere to AGCO rules:

- The venue must be licensed, or
- A caterer with a liquor license and endorsement must be used, with a contract in place assuming full responsibility.

4.11 Failure to follow AGCO regulations, including falsifying information, may result in significant legal penalties.

Section 4 – Budget Transparency & Financial Reporting

4.12 All fundraising revenue and expenditures must be clearly outlined in the team budget and communicated to parents.

4.13 Monthly financial statements must be issued by the Administrative Coordinator.

4.14 A detailed income and expense report must be submitted to the Director of Team Fundraising within 2 weeks of each fundraising event.

4.15 For any fundraiser involving cash, the final totals must be verified and signed off by the Team Manager, the designated co-signer, and one additional parent. These signed totals must be submitted along with the report when the fundraiser is completed.

Section 5 – Permitted Use of Funds

Fundraising funds may be used to offset the cost of the following:

- Ice time (games/practices)
- Referees and timekeepers (regular season and playoffs)
- Tournament entry fees
- Player development (on/off-ice)
- CMHA-approved team-building events
- Team apparel
- Team meals, gifts, and social events
- Team transportation (e.g., buses)
- Volunteer insurance for non-rostered staff

- Trainer first aid supplies

Section 6 – Prohibited Use of Funds

Fundraising funds may not be used for:

- Personal reimbursements outside CMHA policy
- Direct payment to coaches or staff (see Policy 3)
- Items unrelated to team operations or player development

Section 7 – Sponsorship Recognition & Logo Use

7.1 All corporate donations or sponsorships must be submitted as part of a fundraising request.

7.2 Teams must cover any recognition costs from their own funds. Acceptable formats include:

- Banners
- Thank-you plaques
- Newspaper or online mentions

7.3 Use of the CMHA Toro logo must be approved. Any third-party vendor must sign an agreement to destroy logo files after producing approved materials.

Section 8 – Surplus Funds

8.1 Teams may raise up to \$20,000 net per season without special approval.

8.2 Surplus funds at year-end may be used for:

- Team wrap-up event
- Equitable refunds (max \$200 per player)
- Donation to a registered charity

8.3 Any funds raised in excess of the limit must be returned to CMHA unless an exception is granted by the Treasurer and President.

8.4 Surplus fund decisions must be documented and shared with all team families.

Section 9 – Player Movement & Fundraising Allocation

9.1 Players leaving CMHA teams forfeit their right to fundraising proceeds, except in cases of:

- Medical withdrawal
- Relocation outside CMHA boundaries

9.2 Players transferring between CMHA teams will receive a fair share of net fundraising proceeds for events they participated in, minus applicable expenses.

9.3 Incoming players are expected to contribute equitably to future fundraising efforts.

9.4 Any disputes regarding fundraising refunds or contributions may be appealed to the CMHA Treasurer, whose decision shall be final.

Section 10 – CMHA Executive Oversight

10.1 The CMHA Executive reserves the right to review, audit, or intervene in any team fundraising activity.

10.2 Suspected misuse of funds may result in:

- Immediate suspension of fundraising
- Full financial audit
- Disciplinary action, up to and including removal of team staff or volunteers involved