

ORILLIA MINOR HOCKEY ASSOCIATION REPRESENTATIVE AND SELECT TEAM FINANCE AND FUNDRAISING POLICY

BUDGET REQUIREMENT & SUBMISSION

1. Every OrilliaMHA Representative and Select team must prepare a fiscal budget for the operation and management of the team.
2. The budget must be prepared by a designated manager/coach of the team and approved by all team coaches and administrative staff.
3. All team coaches and administrative staff are responsible to review and understand the OrilliaMHA Team Budget Policy.
4. Rep Teams and Select Teams must submit a proposed opening budget using the template provided by the OrilliaMHA at the first team parent meeting within 2 weeks of the last evaluation.
5. After discussion and revisions, ALL players must have one parent sign off on the opening budget. Additional team fees are not to be collected until the budget has been finalized. The parent approved opening budget is to be sent to the OrMHA Secretary/Treasurer within one week of the team parent meeting.
6. The interim and actual final financial results of the team for the season must be submitted to the Secretary by December 1st and March 31th for all OrilliaMHA teams. If the team plays beyond this date, then the financial results must be submitted within 2 weeks following the team's final game.
7. At the interim budget submission, a revised budget can be prepared if further funds are required and presented to the team parents.
8. All budget and financial disclosures must also be presented to the family contact of each team player.

BUDGET DISCLOSURE

1. The team budget must separately disclose each source of revenue. Sources of revenue can include rep/select team fees, sponsorship and team fundraising events.
2. The team budget must separately disclose each type of expenditure. Expenditures can include tournament fees, exhibition games (including costs of referees, timekeepers and ice), specialty team clothing from approved apparels vendor, hockey skills training, team celebrations or team building events, team equipment and supplies (pucks, first aid kit, etc.), sponsorship/team recognition banners, banking fees, TeamSnap fees, non parent coach hotel accommodations, payment for extra practice ice or dry land training.
3. All expenditure and revenue budget categories must be specifically identified on the budget. No unidentified or miscellaneous budget expenditures are permitted.
4. For the updated budgets presented on December 1st and March 31th, each revenue source by fundraising event and by each sponsor/parent contribution must be disclosed. Furthermore, the respective vendor for each expenditure must also be separately disclosed.
5. The remaining monies in the team account at the completion of the season may be returned to parents that contributed team fees to the team budget to a maximum limit of such contribution.

6. All monies in excess of the original team fee derived from sponsorship and fundraising activities that remain at the end of the year (March 31) will become the property of OrilliaMHA. The monies will be designated to the skill programs.

GUIDELINES FOR NON-PARENT BENCH STAFF EXPENSES

If the bench staff consists of any Non-parent bench staff, the guidelines for away tournament hotel accommodations must be discussed at a team meeting prior to the beginning of the season. The terms must be conveyed to the Non-parent bench staff and to the Director of Rep Hockey. Hotel accommodations for Non-parent bench staff must not exceed the cost of the average room price for the team rooms. Non-parent Head Coach hotel accommodations are paid for by OrilliaMHA, while all other Non-parent bench staff hotel rooms are to be paid for using Team fees. Mileage, meals, and all other travel expenses are to be paid for by the Non-parent bench staff, and not through the use of Team fees.

BOOKS & RECORDS

1. Each team must maintain a separate bank account to manage all team revenues and expenditures and have a minimum of two signing officers. The signatures shall consist of two team officials (coach, assistant coach, manager, or trainer)
2. The team bank account must be a "Community Bank Account". Bank letters are available through the OrilliaMHA Secretary. All team revenues must be deposited into the team bank account.
3. All team expenditures must be paid from the team bank account. Where an expenditure is required to be paid by cash or credit card by a team member, a receipt documenting the payment must be submitted. Reimbursement to the payor must be made via cheque from the team bank account.
4. Receipts for all team expenditures and expense reports along with monthly bank statements, cheque and deposit records, and fundraising activities must be maintained by the designated Team Manager at all times during the season and for a period of 6 months subsequent to the end of the season.
5. The designated Team Manager maintains the responsibility for the books and records.
6. The OrilliaMHA is not responsible for the administration of team' finances or bank accounts.
7. Any mismanagement of team finances is the responsibility of the team officials with signing authority on the account or anyone else who has financial responsibility for financial administration of the account.
8. Any Team Official or any other person representing any team participating in the OrilliaMHA may not approach existing team sponsors for extra funds.

FUNDRAISING

1. OrilliaMHA is a non-profit organization that is exempt from corporate federal income tax pursuant to paragraph 149(1)(l) of the Income Tax Act. OrilliaMHA is an association organized for social welfare through the promotion of amateur athletics. OrilliaMHA is not a registered charity.
2. Any team fundraising efforts should disclose the status of OrilliaMHA.

3. Team fundraising events must not represent the Team or OrilliaMHA as a charitable organization and no representation can be made regarding the tax deductibility of funds contributed for personal/corporate purposes.
4. The Team or OrilliaMHA will not issue charitable donation receipts for any fundraising activities. Teams may choose to issue receipts for sponsorships if requested. OrilliaMHA letterhead is available through the Administrator to use for this purpose
5. The Team must complete the attached Fundraising Event Request Form for each fundraising event regardless of size.
6. Members of the Team are expected to participate in all fundraisers. All profits must be shared equally.
7. Any Team Official or parents may not raise money or use any fundraised money in any way by soliciting to the public for their personal benefit or financial gain.
8. Any money raised cannot offset costs of base registration or representative fees. All fundraisers are to benefit the team. No fundraiser is to benefit an individual player.
9. Total amount of fundraising (including Team Banner fundraiser) cannot exceed budget need.
10. No OrilliaMHA teams will be permitted to acquire a special occasion's permit or run a lottery of any nature that would require a license according to city regulations.
11. Fundraising will be allowed only to cover team expenses. Expenses are for players only and/or coaching expenses. Team expenses could include but not limited to the following items:
 - a. Team Transportation
 - b. Tournament entry fees
 - c. Team Practice and Safety Equipment (pucks, pylons, first aid kits, etc.)
 - d. Coaching equipment- pylons, water bottles etc.
 - e. Apparel – Only OrilliaMHA approved apparel may be purchased from the official provider
 - f. Specialty Player/Team Instruction or Skills Training
 - g. Ice rental for extra practice ice or exhibition games as per OrilliaMHA Policy
 - h. Dry land training
 - i. Team Building Events i.e. pizza dinner (players only)
 - j. Non parent coach hotel accommodations
 - k. TeamSnap and bank fees
 - l. Sponsorship/team recognition banner
12. Teams are permitted to conduct 2 fundraisers per season. (Any additional fundraising requests will be considered by the Board for extenuating circumstances only.)

TEAM BANNER FUNDRAISER

Team banners utilized by teams are an approved form of team fundraising, and the Fundraising section above applies. All banners must prominently display the main team sponsor as assigned by OrilliaMHA. This banner should be displayed at the entrance of the rink for maximum visibility. Only one banner per team will be permitted.

A standard letter template can be found on the OrilliaMHA website, labeled, Example Banner Sponsorship Letter. This letter will outline the banner program to both sponsors and potential supporters. The team sponsor will not be approached for further funding for the banner.

OrilliaMHA is not responsible for any issues that arise from any issues with sponsors, this is a team responsibility.

Banner design to include:

- Team Sponsor logo as largest logo
- Sponsor logos or names
- Orillia Minor Hockey Association and team name wording to be included in the top of the banner
- Player names and numbers is optional

REP TEAM FEES

1. OrilliaMHA assesses Rep and Select Teams an additional amount of funds sufficient to pay budgeted Rep and Select Program costs in excess of the initial registration fee collected.
2. Rep Team fees must be paid in full within two weeks of signing Team Commitment Letters, unless arrangements are made through the OrilliaMHA Administrator.
3. Select Team fees must be paid by November 15th.
4. OrilliaMHA provides ice for the Rep and Select program on a best efforts basis to cover the season and estimated playoff needs.

NON SOLICITATION

1. Any coaching or administrative member of a team may not offer for sale, directly or indirectly through related parties, any product or service of any nature to a player or parent of a player on the respective team.
2. Related parties include individuals related by blood, marriage, or business relationship to a member of the team coaching/administrative staff.
3. Financial transactions between a team and the coaching/administrative staff or related parties are considered to be a conflict of interest and must be reported to OrilliaMHA in writing by any member of the team management, once identified.
4. The designated Team Manager must not release any team funds to any coaching/administrative member of a team or related party for services or products sold to the team by such parties.
5. All efforts by team coaches, trainers, and administration staff towards the operation and management of the team must occur on a volunteer basis without compensation of any nature including but not limited to monies, services, or product in kind received in exchange for the volunteer activities.

EXCEPTIONS TO TEAM BUDGET POLICY

1. If a team encounters special circumstances and requires relief from a OrilliaMHA team budget policy, the designated team manager/coach must submit a request for exception to the OrilliaMHA.
2. The request for exception must be in writing and must outline the provision of the OrilliaMHA Team Budget Policy that such team requires relief from along with an explanation.
3. The request for exception must be submitted before any expenditure is approved or incurred that violates a OrilliaMHA Team Budget Policy.
4. All decisions for exemptions will be made by the OrilliaMHA Board and must be submitted in writing.

INTERNAL AUDIT PROCESS

1. OrilliaMHA may conduct an internal audit of any team budget at any time at OrilliaMHAs sole discretion during the season or up to 6 months following the end of the season.
2. Upon the selection of a team budget for internal audit, OrilliaMHA will inform the designated Team Manager of the team in writing.
3. The designated Team Manager, upon receiving notice of an internal audit by OrilliaMHA of the team budget, must gather copies of all team bank account monthly statements, receipts for all team expenditures, records of all fundraising activities, copies of all cheques, and records of all deposits. The designated Team Manager must submit the records to OrilliaMHA within 10 days of receipt of notification by OrilliaMHA of the internal audit.
4. The conduct of an internal audit by OrilliaMHA may also involve interviews with team coaches, administrative staff, players and parents.

VIOLATION REVIEW & DISCIPLINE

1. Violation of OrilliaMHA Team Budget Policy may result in any or all of the following disciplinary measures:
 - Issuance of a disciplinary warning;
 - Suspension of team coaches and/or administrative staff for a period designated by OrilliaMHA;
 - Loss of team for current or future years;
 - Assumption of team budget control by OrilliaMHA for current or future years, and/or
 - Expulsion from OrilliaMHA.
2. The assessment of violation of OrilliaMHA Team Budget Policy and resulting disciplinary action will be decided by the OrilliaMHA Board.
3. A review for violations may occur at the discretion of OrilliaMHA and/or at the request of a OrilliaMHA member.
4. The OrilliaMHA Board will inform the individual(s) under review for team budget violations in writing with disclosure of relevant timelines for the review process.

5. Individual(s) under disciplinary review will have the opportunity to examine all records available to the OrilliaMHA Board relevant to their case and submit their personal evidence and explanations.
6. The final findings of the OrilliaMHA Board and any resulting disciplinary action will be documented in writing.