



Policy	CGHA-0003
Revised Date	March 9, 2022
Board Approval	March 9, 2022
Review	Annually

Sponsorship and Fundraising Policy

Purpose

All teams may raise funds for their respective teams. All fundraising activities must adhere to the guidelines outlined in the Sponsorship and Fundraising Policy.

Definitions

- Association: Clarington Girls Hockey Association (CGHA)
- Board or Executive Members: The duly appointed board members of CGHA.
- Committee – Any authorized and recognized committee of the Association.
- Participants: Any person directly or indirectly involved in an approved activity in the capacity of the competitor, observer, athlete, coach, assistant coach, practice volunteer, trainer, manager, parent, official, spectator, employee, Committee Member or Association Member or any other person present or involved in the activity.

Responsibility

All fundraising activities must first be discussed and approved by the majority (75% of families – one vote per family, in the event of blended families, both groups have a vote) at a team parent meeting before being presented to the board.

All fundraising activities must receive prior written approval by the Director of Fundraising, who will present and seek approval from the Board. Requests can be made via email to fundraising@cgaha.ca.

All monetary transactions relating to fundraising must be documented following basic accounting principles (revenue and expense) and are subject to review by team parents and the CGHA Board.

Fundraising activities may be subject to insurance approval, which will be stipulated by the Director of Fundraising in conjunction with the Board.

Logo Application:

Teams are required to seek permission to use the CGHA logo. Requests can be made via email to fundraising@cgaha.ca and will be presented to the board.

The use of any modified version of the CGHA logo will not be accepted, as the community must associate our organization with the current CGHA logo.

Permitted Expenditures

- Tournament registration fees;
- Team apparel, equipment bags;
- Coaching and Trainers supplies;
- Hotel expenses for recognized coaching staff that is not a parent of a player on the team;
- Team meals;
- Costs for year-end banquets, trophies and awards;
- Additional time for practices, exhibition games, and skill development;
- Official and timekeeper fees;
- Team building activities as per the direction of team Coach or Manager

Other Expenditures

Teams wishing to raise funds for anything not listed must receive permission from the Director of Fundraising.

Prohibited Activities

Teams are not permitted to raise funds through raffles, bingo, gambling, or other games of chance, as these types of activities require a license and individual teams are not eligible to apply for this.

Any team conducting a raffle or lottery without a proper license puts our associations' status with the Canada Revenue Agency at risk. Any team conducting a raffle or lottery without a license from the Alcohol & Gaming Commission of Ontario violates the Criminal Code of Canada and the Alcohol & Gaming Commission of Ontario.

No team may be sponsored by breweries, wineries, cannabis, distilleries, or tobacco companies or a business that conducts adult entertainment.

Alcoholic beverages are not permitted as prizes.

Approvals and Reporting

All fundraising requests must be in writing (email) and submitted to the Director of Fundraising at least 30 days before the event or start of the initiative.

CGHA Sponsors

CGHA actively raises funds as an Association. As a result, several organizations have sponsored the Association as a whole. Please do not approach organizations that have sponsored the association. Please refer to the CGHA website for association sponsors.

CGHA Events

All CGHA members are encouraged to participate in CGHA fundraising events; Teams are encouraged not to make commitments that conflict with CGHA fundraising events.

Reviews

All fundraising activities are subject to review by the CGHA Board.

The CGHA Board may review fundraising activities at the request of team parents and/or Board Members.

Property of CGHA

All funds raised through fundraising are the property of the CGHA.

The CGHA Board has the right to disperse funds raised through fundraising.

Teams are not allowed to carry funds over to the next season.

Families cannot receive a reimbursement at the end of the season that exceeds the individual team fees paid to register to the player.

Liability and Penalties

The CGHA Board shall not be held liable for any violation of this policy.

Any team or member who violates the Sponsorship and Fundraising Policy may be subject to penalties at the discretion of the CGHA Board.

At any time, the Board of the CGHA can stop or revoke fundraising events or activities.

Canadian Anti-Spam Legislation (CASL)

Teams should be cognisant of the "CASL" guidelines when sending emails or electronic communications. Teams may send emails to their family and friends when requesting support for fundraisers. However, simply sending "mass emails" to everyone in one's contact list is not acceptable. Parents should be exempt when communicating about fundraising due to a piece of legislation called the "Personal Relationship Exemption". As long as the email/text sender, Twitter, Instagram, Facebook poster, etc. is an individual, they can send personal messages to people they know to offer a product or service.