



Windsor 'AAA' Zone

FUNDRAISING GUIDELINES

I. Philosophy

All teams have the right to raise funds for their respective team. It is recognized that the funds raised are to be used for the betterment of the team as a whole. When raising funds, members are also representing the Windsor 'AAA' Zone and are encouraged to project a positive image of the Zone. All fundraising activities must adhere to the guidelines set forth in the "*Fundraising Guidelines*".

II. Guidelines

- A. Direct public support can be requested for the purpose of fundraising;
- B. Team budgets must be approved by Zone Treasurer & the Director of Fundraising prior to any fundraising activities;
- C. Teams can raise funds to offset 60% of their approved budget. Any additional revenue must be approved by Zone Treasurer & the Director of Fundraising.
- D. All fundraising activities must be discussed and approved by the majority at a team parent meeting;
- E. All fundraising activities must receive prior approval by the Director of Fundraising;
- F. All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review;
- G. Fundraising activities may be subject to insurance approvals.

III. Permitted Activities

Teams may raise funds for the following purposes:

- A. Tournament registration fees;
- B. Team apparel, equipment bags;
- C. Coaching and Trainers supplies;
- D. Travel expenses for recognized coaching staff that is not a parent of a player on the team;
- E. Team meals;
- F. Costs for year end banquets, trophies and awards;
- G. Additional ice time for practices, exhibition games and skill development;
- H. Referee fees;
- I. Ice fees
- J. Miscellaneous team expenses (paper, fax/phone, etc.).



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IV. Other Fundraising Activities

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

V. Prohibited Activities

The following activities are prohibited:

- A. Teams are not permitted to raise funds through raffles or bingo activities;
- B. Breweries, wineries and distilleries shall not sponsor any team;
- C. Establishments that have adult entertainment as their primary business are not to sponsor any team;
- D. 50/50 draws are prohibited in House League;
- E. Alcoholic beverages are not permitted as prizes;
- F. Monies raised through fundraising cannot be dispersed to parents.

VI. Approvals and Reporting

- A. All requests for fundraising must be submitted to the Director of Fundraising on the prescribed form at least 14 days prior to the event;
- B. A full accounting of each fundraising event is required to be submitted to the Director of Fundraising on the prescribed form within 14 days of holding or substantially completing the event.

VII. Zone Sponsors

- A. The Zone actively raises funds as an Association. As a result a number of establishments have sponsored the Zone as a whole. Teams are not to approach establishments that have sponsored the Zone.

VIII. Zone Events

- A. All Zone members are encouraged to participate in Zone fundraising events; Teams are encouraged not to make commitments in conflict with Zone fundraising events.



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IX. Reviews

- A. All fundraising activities are subject to review by the Zone;
- B. The Zone may review fundraising activities at the request of team parents.

X. Property of Zone

- A. All monies raised through fundraising are the property of the Zone.
- B. The Zone Executive has the right to disperse monies raised through fundraising.

XI. Extended funds

- A. Teams are not permitted to carry over funds to the next season without the approval of the Zone Executive and the Director of Fundraising.

XII. Liability

- A. The Zone shall not be held liable for any violation of this policy.

XIII. Penalty

- A. Any team or member who violates the *Fundraising Guidelines* may be subject to penalties at the discretion of the Chairman;
- B. Fundraising activities may be revoked or suspended at any time at the discretion of the Director of Fundraising and/or the Zone Executive.