

a team meeting. The Divisional convenor must then be advised of the event or project and dates prior to commencement.

- g. Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed.
- h. Any team undertaking a fundraising activity must provide a financial statement (see Appendix B) for every individual activity to the TAAA Treasurer within one (1) week of the completion of each activity.
- i. Teams may plan, budget and fundraise only for the following purposes including:
 - The cost of hotel/motel room for coaching staff (to be doubled up) at an away tournament, if they are not parents of players on the team; to include gas subsidy
 - Additional ice time;
 - Team articles such as jackets, shirts, ties;
 - Costs for Christmas gathering and end of the year gatherings
 - Reimbursement to Manager or Coaches for team expenses such as faxes, phone calls and correspondence;
 - Mandatory apparel/equipment required by TAAA;
 - Coach travel for team coaches, players and parents
 - Other such team costs as included in the Team Budget Expense Categories
- j. No team fundraising activities will occur without direct involvement and endorsement from the coaching staff.
- k. When funds are collected from a sponsorship, the forwarding of said funds must be made directly to the TAAA. When funds are donated from someone or a company in the form of a cheque the cheque must be made payable to TAAA. No cheques shall be written directly to a team or individual person representing a team. TAAA will apply the contribution to the team's balance first. If fully paid, payment will be made back to the team to be used towards allowable expenditures (as noted in i.) If fundraising revenues are the result of an activity under the lottery license the same condition will apply.
- l. If a team fundraising initiative results in a person/business wanting to donate money in return for advertising recognition, this is a Sponsorship issue. Please refer to the Sponsorship Policy . At no time will the sponsors be acknowledged on the Team Jerseys/ TAAA Website without a formal TAAA team Sponsorship. YOU MUST PROVIDE ACKNOWLEDGEMENT TO THE SPONSOR IN ANOTHER WAY (BANNER ETC) NO MATTER HOW MANY SPONSORS THERE ARE. YOU MUST PROVIDE FROM THE TEAM REP IN WRITING TO YOUR SPONSOR YOUR INTENTION OF SPONSORSHIP ACKNOWLEDGEMENT.**
- m. Teams are required to submit their budgets to their (Rep or LL) prior to embarking on any fundraising activity. Teams should then fundraise for amounts that they feel would assist their team. If a team has funds left over at the end of the season, those funds will be remitted back to TAAA as per the Team Budget criteria. see team budget policy

3. TEAM BANNER REQUIREMENT

- a. All teams must refrain from soliciting any and all organizations supporting TAAA through jersey sponsorship for the current season. A list of league sponsors is available on the TAAA website. Team sponsors must not be solicited for additional funding in support banner activities.

- b. All banners must be free standing. No banner shall fixed permanently or temporarily to walls, rink glass or windows. All banners must be displayed in areas that will not interfere with safety of players or patrons and must not interfere with other association banners already displayed during the same events.
- c. All banners must be of high quality and professionally printed. Banners must not contain Copyright or Trademarked images unless express authorization (in writing) is provided by the image owner.

Team Sponsor

All banners must predominately include the jersey sponsors name / high quality logo at the top or bottom of the banner indicating their sponsorship of the team.

Examples:

- Special Thanks to Team Sponsor ACME Construction
- Proudly Sponsored by ACME Drywall

TAAA Logo

All banners must predominately include the TAAA Logo in a high quality format see subsection:

Sizes Banner & Artwork for more details. The TAAA logo must not be altered in any way.

Contributors Logos

Contributing organizations must not be listed as team sponsors. They must be listed as a team "Supporter" or "Contributor."

Acceptable Examples:

- Special Thanks to Our Valued Supporters
- Made possible by Our Supporters

The Team Representative is responsible for the collection of all artwork and banner creation. The TAAA is not responsible for any issues that arise from any controversy with artwork, logos etc. this is a team responsibility.

Sizes Banner & Artwork

Maximum Banner Size: **35" X 80" / 89cm X 203cm**

Minimum TAAA Logo Size: **5" X 5" / 13cm X 13cm**

Primary Sponsor Recognition: 100% of banner width with a minimum height of 4" / 10cm (top or bottom)

The TAAA reserves the right to review all final designs prior to printing to ensure compliance with this policy.

The head coach or manager will receive written notification of all Banner displays deemed not to be in compliance with these requirements and be given the opportunity to rectify identified issue(s) within 7 days of notice. Where the issues are not addressed all public display of the banners will be stopped until board review.

4. SUMMARY

Any TAAA member undertaking any fundraising activity must ensure that they abide by this policy. TAAA Exec will monitor all fundraising activities and events on a regular basis and if any fundraising activity is found to be in breach of this policy then that particular activity will be ceased immediately. Depending on the nature of the activity, the person/people responsible for that activity may be precluded from holding a fundraising activity or event for the next hockey season.

Special Notes

TAAA Suppliers have the appropriate LOGO files for printing: If you have been granted acceptance to current TAAA Suppliers, please contact admin@thoroldminorhockey.com

Insurance

You are not covered by any Hockey Canada Insurance for your fundraising event .

You must apply for additional insurance request from TAAA (via admin@thoroldminorhockey.com) for your fundraising event . A minimum of 20 days is required to obtain this insurance from Hockey Canada .

This is for the protection of your Hockey Canada Participants.

Date Submitted: _____

TAAA USE ONLY TAAA

Received: Date _____ Does

Fundraising activity or event satisfy Policy guidelines? Yes _____

NO _____

Application Approved:

Yes _____ NO _____

TAAA President: Signature _____ Date _____

APPENDIX B: FUNDRAISING ACTIVITY FINANCIAL REPORT

Activity	Total Revenue	Total Value of Prizes Awarded (if applicable)	Expenses	Net Profits

The above represents a complete and accurate summary of the results of the fundraising activity:

Team Contact Signature: _____

This report must be accompanied by a revenue form that itemizes cash, coins and cheques, and provides a total revenue amount. The form must be signed by two members of the coaching staff of the team running the fundraising activity. The report must also include any official receipts pertaining to expenses incurred for the activity.

Note: Any team undertaking a fundraising activity must provide this financial report for every individual activity to the TAAA Treasurer within one (1) week of the completion of each activity. Failure to comply with this requirement may result in the forfeiture of the profits of the activity to TAAA.