

## APPENDIX A - TEAM EXPENDITURE GUIDELINES

MPMHA supports allowing our A, B, and C All-Star teams to use fundraising activity to offset/subsidize the cost of participating in our minor sports programs. All funds raised by teams are done so in the name of MPMHA. MPMHA has a responsibility to our members, athletes, coaches, and the community to ensure that money raised is spent in a manner consistent with the purpose for which it was raised. The various teams associated with MPMHA can raise up to \$25,000 per team each season and the integrity of the system requires that Team Managers are accountable for the funds and that those funds are spent properly.

1. All fundraised money must only be spent on Players, Coaching Staff, and Managers. Fundraised money cannot be used to purchase items/prizes for fundraising or offset the cost of fundraising events without Board Approval.

### Per Diems

2. Per Diems may be issued for teams traveling to tournaments where overnight travel is required (beyond the Avalon Peninsula and outside of NL) under the following structure:
  - a. Coaching staff/Manager per diem – \$70.00/day
  - b. Players per diem - \$60.00/day
  - c. There is no partial per diem available for day trips

### Accommodations

3. Overnight accommodation expenses may only be reimbursed for travel outside the Avalon Peninsula or with the PRIOR APPROVAL of the Treasurer. Accommodations may be fully paid for overnight travel (max 4 nights) for the Provincial Tournaments (maximum per night is \$250.00 incl. tax).
4. Accommodations will be reimbursed for two team trips per season at the rate of \$250 including tax per room per night to a max of 8 nights in total. Any trip over 4 nights requires advance approval of the Treasurer. This includes “Provincials”. If for some reason the rate of \$250 has to be exceeded, advance approval of the Treasurer is required. If approval for more than two trips is requested, consideration shall be given to the number of nights used on previous trips.

## Coaches without players on the team

5. Coaches without players on the team are entitled to have their travel expenses paid for by the team. Managers are encouraged to include these expenses in the team budget presented to parents at the beginning of the year. These expenses include:
  - a. Gas expenses for the provincial tournament and one (1) other overnight trips per season are reimbursed based on submitted receipts.
  - b. Hotel expenses for any overnight trips
  - c. Per Diems as indicated above (i.e., \$50.00 per day)
  - d. Any other reasonable travel-related expenses (e.g., airfare, ferry, baggage fees)
6. The team may apply to the Board for support for non-parent coach travel when these expenses are extensive (e.g., flights to Labrador).

## Transportation

7. Bussing of teams will be permitted for overnight travel outside the Avalon Peninsula only. All buses used will be coach style with bathroom facilities. Teams must provide copies of **two quotes** for bus travel for funding to be approved. Buses are for the use of players and coaches primarily and parents as space permits. Consumption of alcohol by any passenger is strictly prohibited.

## Team Activity

8. Fundraising for out-of-town travel is limited to 1 trip per year, excluding provincial tournaments. Fundraising for a third trip will require direct approval of the Board. Fundraising is not permitted for extra-curricular activities when teams travel to attend tournaments. If money is fundraised but a team's provincial tournament is on the Avalon Peninsula, the funds raised may be used to offset the costs of one other hockey trip off the Avalon that has a minimum of 3 games. Hence, fundraising can be used to offset the cost of up to 2 trips per season – the provincial tournament and 1 other trip or if the provincial tournament is on the Avalon Peninsula, another 3-night trip may be substituted in its place.
9. Team uniform components (socks and name bars) can be purchased from fundraising monies. Purchase of Blades clothing apparel from team fundraised money will be limited to \$175 including tax per player/coaching staff/manager per season. All clothing must meet MPMHA-approved clothing guidelines and be purchased through the Association's clothing supplier, Sportscraft. Any request to purchase from a different supplier shall require Board approval.

10. A maximum of one team event (team party or team meal) will be approved for reimbursement to a maximum of \$750 with the submission of receipts.
11. Team Pictures – The cost of individual pictures is the responsibility of the player/parent. A team picture must be provided to each team's sponsor. The team picture can be paid for with fundraising money.
12. Ice/Gym Rental – Teams can budget for gym rental for dry land training and/or extra ice time to be purchased outside of their normal MPMHA hours up to a maximum of \$500 per season. Requests for expenditures beyond \$500 will be submitted to the Ways and Means Director and considered on a case-by-case basis.
13. MPMHA and HNL will contribute towards the cost of hosting a provincial tournament. Any team selected as a host team will be responsible for the remaining costs of the tournament. Fundraised money or donations can also be used to offset costs. Amounts have to be pre-approved by the MPMHA Board of Directors.
14. All fundraising activities must be approved in advance by the Ways and Means Director/ MPMHA Board. Teams will be limited to five (5) fundraisers per season unless otherwise approved by the Ways and Means Director. All funds received from fundraising must be under the control of the team manager and must be deposited intact to Karen Barnes, MPMHA bookkeeper within 3-5 business days. In any case, where a team is found to be not depositing funds per this policy, the Board reserves the right to subject the team to disciplinary action.
15. Applicable certificates or licenses for lotteries are subject to regulations and must be obtained from the lottery licensing board (Digital Government and Service NL). Team Managers are responsible for ensuring lottery returns are submitted by the required deadline. Team Managers shall notify the Ways and Means Director, MPMHA Administrator and Treasurer of each application and corresponding reference number upon submission.
15. Failure to report a fundraising event could result in disciplinary action from the MPMHA Board of Directors.
16. Managers are not permitted to use fundraised money to pay cash for team expenses.
17. All team bottle drive dates must be approved by the Ways and Means Director.

Teams will be assigned a given area within Mt. Pearl and Southlands and maps may be provided by the Director for approved dates.

## Budgeting

18. Team budgets must be submitted to the Treasurer no later than one (1) month after team selection. Budgets are to be submitted on the prescribed MPMHA budget forms.
19. Eligible expenditures will be considered only if they are included in an approved team budget.
20. Fundraising cap is \$25,000. Please note that any monetary donations to the team should be included in the \$25,000 cap. Donations for an auction, prize draws, gift cards, and team gear/swag are not included in the fundraising cap. Any exemptions must be approved by the MPMHA Board. Team Managers are required to submit written requests to the Treasurer and provide a detailed budget and explanation as to why more money is required. Requests will be reviewed on an individual basis and are not guaranteed. Teams are encouraged to make every reasonable effort to not exceed the fundraising cap.
21. Budget amendments must be submitted to the Treasurer promptly before approval will be granted for expenditures not itemized in the budget.
22. Requests for advances from MPMHA for expenses related to fund-raising activities would only be considered by the Board after the team budgets have been approved.
23. Teams are not to charge purchases to MPMHA accounts.
24. For expenditures to be considered eligible under these guidelines, they must be reasonable under the circumstances, and consistent with the purpose for which the funds were raised.
25. Every two months teams must submit interim financial and activity summaries to the MPMHA Treasurer which must be reconciled to team records and bank accounts. No team expenditures will be reimbursed by MPMHA unless such reports and reconciliations are received by the Treasurer and/or Bookkeeper.
26. All team business should be concluded with final team expenditures submitted to the Treasurer 2 weeks following the provincial tournament. All parental contribution

refunds are to be held until final expenditures have been reviewed by the MPMHA board of directors. Failure to do so could result in suspension or probation of Managers for the following season.

27. Any surplus remaining in team accounts at the end of a fiscal year is the property of MPMHA unless such contributions result from parent contributions.
28. Parental contributions to the team operating expenses (Blades socks, name bar, etc) must not exceed \$250 per player. After the season, any excess revenues will allow for parental contributions to be returned to a maximum of \$250 per player. Excess revenues when parental contributions have been received will be returned to parent members of the team equally.
29. If the excess funds remaining, after all eligible expenses are accounted for, after a season exceeds the total Parental Contributions toward the team operating expenses (\$250 per player), this excess will be returned to the MPMHA board of directors to be used at their discretion.
30. Provincial U18 Teams traveling off the Avalon Peninsula are permitted to fundraise a maximum of \$10,000 to offset/subsidize expenses. Eligible expenses include per diems (subject to the limits above), travel by bus, accommodations (subject to the limits above), and/or MPMHA-approved clothing up to \$115 incl. tax. per player and coaching staff/manager. No exceptions will be made to this guideline.
31. Provincial team clothing must meet MPMHA-approved clothing guidelines and be purchased through the Association's clothing supplier, Sportscraft.
32. Teams traveling to provincial tournaments in Labrador will be required to submit a budget to the board for approval. Eligible expenses include accommodations (\$250 incl. tax per night/4 nights), airfare (\$1500 max per player/coaching staff/ manager), bus/transportation (\$5000 maximum), and meal per-diems (subject to the limits above).
33. All-Star Teams are strongly encouraged to take a team approach to fundraising. All parents are expected to participate and contribute equally to team fundraising and costs. If a player does not contribute equally, then he/she will not avail of all of the team funds. Teams may however elect to go with an individual fundraising option. In this case, the team managers will have to track what players contribute to what fundraisers and will have to track those raised funds on a per-player basis.

34. Provincial teams (U18 A, B, and C) are strongly encouraged to take a team approach to fundraising, however, parents choosing to pay for their child's portion of the team's budget and forego fundraising activities will be permitted to do so.
35. The MPMHA Board of Directors has the right to audit records and verify amounts at any time. All receipts and bank records must be provided within 72 hours of the request.

