

Fund Raising Policy

PURPOSE

The purpose of this fund raising policy is to protect the interests of all Field Hockey Canada programs and members. Field Hockey Canada takes seriously its role to work on behalf of the entire hockey community we represent.

SCOPE AND APPLICATION OF POLICY

All funds raised on behalf of Field Hockey Canada programs, whether for a particular team or for the association as a whole, are the sole properties of Field Hockey Canada. Note: The Athlete Sponsorship Agreement does allow athletes to fund raise for funds to off-set their own personal expenses, however this agreement must be endorsed by FHC.

FUND RAISING PLANS

All fund raising working groups are asked to submit their annual fund raising plans for the year to the Board as part of their annual operating plans. If there are changes in the plan throughout the year, amendments should to be filed no later than 30 days prior to the fund raiser. Plans will be reviewed by the Board to confirm compliance with the FHC Policy/Guidelines.

Fund raising project plans must be submitted to the Board 90 days prior to the beginning of the project. Plans must include type of fund raiser, date to be held, target donor population and estimated gross proceeds. Not submitting the plan is an offense of this policy.

ACCOUNTABILITY FOR FISCAL MATTERS

Accountability for fiscal matters is stated in the FHC Bylaws as follows (Section 10. Officers, 10.2 The Treasurer): "The Treasurer shall cause to be kept proper accounting records as required by the Act; shall cause to be deposited all monies received by the Corporation in the Corporation's bank account; as directed by the Board shall supervise the financial management and the disbursement of funds of the Corporation; when required shall provide the Board with an account of the financial transactions and the financial position of the Corporation; and shall perform such other duties as may from time to time be established by the Board." A full accounting on all fund raising activity is required and will be submitted with financial statements to the national office, who will in turn provide the report to the Treasurer.

Each individual member/unit/team is responsible for participating in FHC fund raising activities.

Teams may fund raise to cover national team levies for approved projects included in the annual operating plans and budgets. Fund raising units may fund raise to cover expenses for approved projects included in their annual operating plans and budgets.

SOLICITATIONS OF AN ORGANIZATION, BUSINESS, CORPORATION OR

INDIVIDUAL

All solicitations of an organization, business, corporation, and/or an individual shall cease when said organization, business, corporation, or individual request that the only solicitations permitted shall be directly from Field Hockey Canada.

All individual members/units/teams' literature will identify that they are a Field Hockey Canada funded individual member/unit/team.

When violations of this fund raising policy are reported to Field Hockey Canada staff or volunteers they will be referred to the Executive Director. The Executive Director will review, research, and make a recommendation to the Board of Directors on the circumstances and sanctions the individual members/unit/teams could/should incur.

The Board of Directors' is responsible for final action on sanctions imposed on individual members/unit/teams violating the fund raising guidelines and policies. Expulsion of a member must be approved by the full Board. Generally sanctions are progressive but the Board reserves the right to use historical violations in determining sanctions.

CAPITAL CAMPAIGNS

Capital Campaigns are excluded from this fund raising policy. Individual members/unit/teams are required to meet with Field Hockey Canada to share capital campaign plans and sign an agreement outlining the capital campaign plan.

Approved in principle by the
FHC Board of Directors, 10 December 2002