

Parkland Female Hockey Program Policy

Fundraising Guidelines



Purpose

The Parkland Female Hockey Association (PFHP) Board of Directors recognizes that teams may raise funds to support their respective teams. Funds raised are intended to benefit the team as a whole and support a positive, inclusive, and sustainable hockey experience for all participants.

The purpose of this document is to provide general guidelines for fundraising throughout the hockey season. It is not intended to address every possible situation. A common-sense approach should be taken, with the understanding that excessive fundraising by one team within the local community may negatively impact other teams and the overall reputation and sustainability of PFHP.

In the event of inquiries, complaints, or concerns regarding a team's fundraising activities, the PFHP Board reserves the right to review the matter. All decisions made by the PFHP Board will be final.

1. Program-Wide Fundraising

PFHP may, at its discretion, organize association-wide fundraising initiatives. When implemented, participation may be required of all registered PFHP teams and players. These funds will be used to support association-wide expenses such as jerseys, development programming, or other operational needs.

2. Team Fundraising Opportunities

Teams may pursue additional fundraising activities provided they adhere to the following conditions:

- All additional fundraising activities must be discussed and approved by a majority vote at a team parent/guardian meeting.
- PFHP reserves the right to limit the number, type, or scale of team fundraising activities if proposed budgets indicate excessive fundraising or if activities may negatively impact the association or community.
- Fundraising proceeds must be used for their stated purpose, specifically to offset team-related expenses such as game day costs and travel. Excess funds shall be remitted to PFHP to support programming for the following season.
- Families who choose not to participate in fundraising activities, for any reason, must be offered an alternative payment option in lieu of fundraising. This amount must be agreed upon by the team majority and clearly communicated.
- All fundraising activities must comply with applicable laws and regulations. It is the responsibility of individual teams to secure necessary SLGA licenses.
- PFHP assumes no responsibility for unpaid funds or financial shortfalls related to team fundraising, which remain the sole responsibility of the team. Use of PFHP logos, branding, or letterhead for fundraising purposes requires prior approval from the PFHP Board.

3. Financial Reporting and Accountability

All team fundraising activities must be accurately recorded and included in the team's financial reports. Teams are required to:

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- Submit a proposed team budget to PFHP within four (4) weeks of team formation; and
- Submit a year-end financial statement to PFHP within six (6) weeks of the completion of the team's season.

Copies of both the proposed budget and year-end financial statement must be provided to team parents/guardians at the same time they are submitted to PFHP.

5. Not-for-Profit Use of Funds

Team fundraising activities are strictly not-for-profit for individual families.

- No parent or player may personally profit from team fundraising.
- At season end, a family may not receive more money back than the actual cash amount they personally contributed.

Example: If a family contributes \$150 in direct payments and raises \$650 through fundraising (total \$800), but team expenses total \$600, the family may receive no more than \$150 back. Any remaining funds must be used for PFHP and team-approved purposes such as a team wind-up, player/coach gifts or PFHP programming.

Teams should ensure fundraising proceeds are used for their intended purpose —specifically to offset team-related expenses such as game day costs and travel. If a team wishes to fundraise for a specific purpose (e.g. out of province tournament), it should be identified in the fundraising or sponsorship request so that donors/sponsors are aware of what the money is being used for.

Approved by the Parkland Female Hockey Association Board.
Reviewed September 2026