

CATEGORY: Sponsorship & Fundraising	LAST REVIEW: NEW
POLICY NUMBER: 7.2	DATE APPROVED: June 23, 2025
TITLE: Team Budgeting Guidelines Policy	
PURPOSE: To provide clear, consistent financial guidelines for team managers and coaches in the creation, management, and reporting of seasonal team budgets, ensuring transparency, accountability, and equitable experiences across all CCMHA teams.	
RELATED GUIDELINES/DOCUMENTS:	

1. INTRODUCTION

Effective financial management is essential to ensuring a fair, transparent, and positive experience for all teams within CCMHA. These Team Budgeting Guidelines are designed to help team staff navigate budgeting responsibilities with confidence and consistency, while aligning with the values and policies of the association.

2. SCOPE

This policy applies to all CCMHA-sanctioned teams, team staff, and any individual responsible for team finances.

3. BUDGET CREATION

3.1 Timeline

- Preliminary budgets must be submitted to the CCMHA Board by the specified date the Board has communicated.
- NO fundraising and sponsorship procurement shall begin until the Board has approved the proposed budget. Approvals will be communicated to the Team Manager and/or Head coach by the Division Coordinator in a timely manner.
- Midterm budgets, must be submitted to the Division Coordinators by January 15. Failure to do so shall lead to a Manager and Head Coach in bad standing.
- Final budgets shall be submitted to the Division Coordinators, who will present to the Board. This date will be set by the Board and communicated to teams through the Division Coordinators.

4. BUDGET COMPONENTS

Budgets must include the following:

- Revenues: Player fees, Sponsorships, Fundraising proceeds, Non-Parent Coaching Fees, etc.
- Expenses: Jersey and Pant Shell Rental Fee (fixed \$250 per colour set of jerseys and \$50 per set of pant shells per team), Tournament entry fees, Ice time (above regular CCMHA allocation), Travel/accommodation subsidies (for non-parent coaches), Team equipment, Time Keeping, Miscellaneous (e.g. team building, etc.).

5. BUDGET MAXIMUMS

A team's total seasonal budget must not exceed the sum of the number of players multiplied by the CCMHA-approved player fee for that season. This ensures financial equity across all teams and prevents unnecessary fundraising or excess spending.

6. FUNDRAISING AND SPONSORSHIP GUIDELINES

Fundraising activities are to be submitted with the preliminary budget and must be approved by CCMHA before taking place.

Each team is limited to a maximum of 4 fundraisers per season.

Fundraising proceeds must be used to reduce overall player costs ie: tournament fees, extra ice, jersey fees, etc.

Funds raised through fundraising shall not be used for the purchase of supplementary team clothing. Sponsorship moneys can however be allocated for the purchase of team clothing.

All fundraising and sponsorship revenue must be accurately recorded in the team's budget.

Please refer to the complete Fundraising and Sponsorship Policy for a complete list of rules and guidelines.

7. MID SEASON BUDGET REVIEW

Budgets must be submitted to Division Coordinators by January 15 for review and approval.

Failure to do so shall lead to Manager and Head Coach in not good standing.

Team's whose budgets are reviewed and not approved by the Board, will be notified by Division Coordinators and a meeting to discuss and/or clarify items will be scheduled.

8. END OF SEASON REPORTING

Teams must submit a Final Financial Report to the CCMHA Treasurer by April 15.

Any surplus funds must be returned to CCMHA.

9. NON COMPLIANCE

Failure to comply with this policy may result in:

Ineligibility for future team staff roles, withholding of CCMHA resources (e.g., ice time, tournament entry), and/or financial audit or disciplinary action by the Board. Failure to do so shall lead to a Manager and Head Coach in not good standing.

10. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.