



1. THA REPRESENTATIVE FUNDRAISING POLICY

2. REPRESENTATIVE FUNDING COMMITTEE CHARTER

- 2.1 The Toowoomba Hockey Committee is responsible for the calling of meetings, management, coordination and secretariat of the Representative Funding Committee.
- 2.2 The representative fundraising committee will comprise of the President Toowoomba Hockey Association Inc (THA), Board of Directors sponsorship portfolio holder or another allocated Director, life member and the Toowoomba Hockey Committee (THC) portfolio holder or another THC member.
- 2.3 The committee will make a recommendation in writing to the Board of Directors regarding the amount of money that will be released from the accumulated funds and what the funds are to be used for (see acceptable expenditure).
- 2.4 There are no restrictions in relation to funds released annually or who can be the beneficiary of the funds.

3. SCOPE AND APPLICATION

- 3.1 All funds raised by the Representative Fundraising Committee on behalf of the Toowoomba Hockey Association Inc (THA), whether for a particular team or for the Association as a whole is the sole property of the THA.
- 3.2 All fundraising activities must be carried out in the name of the Association. The name of the Association must be given prominence on any sign or other printed material. The name of the team or group can only be used in conjunction with the name of the Association, for example Toowoomba Hockey Association Inc. – under 13 girls.

4. GENERAL

- 4.1 All fundraising activities must be supervised by an adult.
- 4.2 All funds must be maintained in an account administered by the Association. Funds cannot be maintained in an account administered by a team or the Representative Fundraising Committee.

5. TYPES OF FUNDRAISING

- 5.1 Acceptable forms of fundraising include but are not limited to:
 - a) Chocolate drives;
 - b) Sausage sizzle;
 - c) Race day/s;
 - d) Raffles.

6. ACCEPTABLE EXPENDITURE

- 6.1 Funds may be used to reduce the costs of representative teams/players attending championships that are conducted under the auspice of Hockey Queensland and Hockey Australia as follows:
 - a) Tournament registration fees;
 - b) Accommodation and travel for players;
 - c) Administrative expenses such as phone calls, internet usage or correspondence.
- 6.2 The purchases of items which are not mentioned above are subject to approval by the Board of Directors.
- 6.3 Funds may not be used for items of a personal nature including:



- a) Uniforms, including jackets, walk-out shirts, tracksuits etc.
- b) Equipment bags;
- c) Team or individual photographs;

7. COORDINATION AND APPROVAL

- 7.1 All fundraising activities, regardless of the time of the year, must be approved by the Board of Directors. The Board of Directors are responsible for monitoring the fundraising and ensuring transparency in the collection of funds.
- 7.2 A fundraising plan should be submitted by the second week in March prior to the commencement of the following season.
- 7.3 The fundraising plan must include:
- a) The purpose of the proposed funding activities;
 - b) The types and dates of the proposed fundraising activities;
 - c) A detailed breakdown of the costs associated with the proposed event;
 - d) The projected revenue from the fundraising activities.

8. FINANCIAL RECORDS

- 8.1 All proceeds from all fundraising must be kept in a separate Association account established for that purpose.
- 8.2 Funds allocated by the committee are to be publicised once approved by the Board of Directors via Facebook, website, noticeboard, newsletter and announced over PA during junior fixtures on Saturday morning.
- 8.3 Recipients of the funds are to be informed in writing.

9. GOVERNANCE

9.1 Responsibility

Policy Owner	Toowoomba Hockey Committee
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9.2 Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
3	24/06/2014	Toowoomba Hockey Committee	Adoption and endorsement of Policy, Procedures & Roster
3- FINAL	1/07/2014	Toowoomba Hockey Association	Resolved to Adopt
4	14 th August 2015	THC & THA	2. Representative Funding Committee Charter – 2.1/2.2/2.3 & 2.4(Added)