



1. FUND RAISING CLYDE PARK PRECINCT POLICY

2. SCOPE

- 2.1 Fund Raising Activities in the Toowoomba Hockey Association, Clyde Park Precinct including Club Glenvale premises.

3. CONDUCT

- 3.1 All fundraising conducted in the Toowoomba Hockey Association, Clyde Park Precinct including Club Glenvale premises must abide by the Fund Raising THA/Club Glenvale Policy and Procedures.
- 3.2 Individuals, clubs and other bodies are not allowed to fund raise within the Toowoomba Hockey Association, Clyde Park Precinct including Club Glenvale premises without prior approval from a THC Representative, THA Board Member or The General Manager of Club Glenvale i.e. school chocolate drives, raffles etc, all requests are to be submitted in writing.

4. RESPONSIBILITY

- 4.1 The Board of Directors are responsible for conduct and behaviour of any fund raising activities.
- 4.2 The Toowoomba Hockey Committee (THC) is responsible for approving and monitoring all fund raising activities at the Toowoomba Hockey Association, Club Glenvale.
- 4.3 The Representative Fundraising Coordinator is responsible for the promulgation and maintenance of the following:
- a) Club Rosters
 - b) Representative Team Rosters
 - c) Individual Fund Raising Rosters
 - d) Approval of Individual Player, Team Representative and other bodies Fund Raising requests
 - e) Monitoring of any unauthorised fund raising activities

5. OWNERSHIP

- 5.1 All funds raised and received, are the sole property of the fund raiser.

6. TYPES OF FUNDS

- 6.1 Acceptable forms of fundraising include but are not limited to:
- a) Chocolate drives;
 - b) Sausage sizzle;
 - c) Raffles.

7. REQUEST/APPROVAL

- 7.1 A fundraising request is to be submitted to the THC Fund Raising Coordinator for approval at least 14 days prior to the event.
- 7.2 The fundraising request must include:
- a) The purpose of the proposed funding activities;
 - b) The types and dates of the proposed fundraising activities;



8. FINANCIAL RECORDS – OTHER

- 8.1 It is the responsibility of the fund raising event organiser to ensure that all funds received are kept secured at all times, in a THA bank account.
- 8.2 All funds are to be accountable at all times
- 8.3 Records are to be maintained showing income, expenditure and disbursement of funds.

9. CONDUCT AND BEHAVIOUR

- 9.1 All fundraising activities must be supervised by an adult.
- 9.2 Players must wear authorised attire, ie walk out shirts.
- 9.3 Clubs selling raffles must wear their respective club walk out shirts.
- 9.4 No member is permitted to consume liquor while selling tickets.
- 9.5 All members are to abide by the THA Codes of Behaviour.

10. FAILURE TO ABIDE

- 10.1 Failure to abide to the Representative Funding Policy may result in disciplinary action, removal from the premises and or impounding of funds.

11. GOVERNANCE

11.1 Responsibility

Policy Owner	Toowoomba Hockey Committee
---------------------	----------------------------

11.2 Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
2014_V1	24/06/2014	Toowoomba Hockey Committee	Adoption and endorsement of Policy, Procedures & Roster
2014 FINAL	01/07/2014	Toowoomba Hockey Association	Resolved to Adopt
2014 FINAL	25/11/2014	Toowoomba Hockey Association	Change 3.2 to “a THC Representative, THA Board Member or The General Manager of Club Glenvale”