

## **Elmira Jackals Youth Hockey**

**The following policies are enacted by the Board of the Elmira Jackals Youth Hockey Organization to ensure compliance with the rules and regulations governing not for profit corporations:**

### Part 1 – Expenditures

- A. As a matter of practice all expenses shall be reviewed by the parties involved. Major expenses such as ice fees shall be reviewed by the scheduler prior to payment.
- B. Expenditures under \$100.00 as required for the ongoing operation of the league may be approved by the treasurer alone.
- C. Time sensitive expenditures over \$100.00 up to \$500.00 must be approved at a minimum by the board treasurer, president and vice president. Such expenses shall be reported by the treasurer at the next regular board meeting.
- D. Expenditures greater than \$500.00 shall be discussed and approved at a regular meeting of the board of directors. This approval may be performed via email poll where time sensitive. Pre-approval shall not be required for tournament fees paid for directly by the team.
- E. Expenditure approvals anticipated to be greater than \$500.00 shall be presented by the use of a written estimate whenever possible.
- F. Every financial transaction equal to or exceeding \$3,000.00 shall require the signatures of the President and Treasurer to negotiate the transaction.

### Part 2 – Fundraising

- A. All members shall be required to participate in league fundraising activities unless opt out fee is paid at the time of registration.
- B. Teams will be allowed to fundraise at a team level, however this shall not replace league level fundraising obligations. All fundraising monies shall be turned in and managed by the league treasurer.
- C. Team level fundraising must be approved by the board of directors as not to compete or conflict with any league wide fundraising activities.
- D. 50/50 or similar small (under \$100.00 anticipated total sales) raffles at individual games do not require approval, and the proceeds shall be maintained by the team manager or coach, or turned over to the league treasurer.
- E. Team level monies not utilized by the end of August become part of the leagues general fund.
- F. Photography, league and team apparel are considered league fundraisers. All teams shall participate in official league photography. All team and league photography shall be purchased through league partnered suppliers unless otherwise pre-approved by the Board.

### Part 3 – Donations & Sponsorship

- A. All donations and sponsorships shall be treated as general league revenue to be used for ongoing league expenses unless specified for another use by the donor.
- B. All donations and sponsorships shall be brought to the attention of the board, managed by the board treasurer and subject to review and approval by the board.
- C. Any donation or sponsorship ear-marked for a specific use or team shall be accompanied by a written statement from the donor specifying its intended use. In the event the intended use is not consistent with the laws governing not for profit corporations, the donor shall be given the opportunity to modify their earmark request, rescind the donation/sponsorship, or allow the league to treat the donation/sponsorship as general revenue.

#### Part 4 – Reimbursements

- A. Member reimbursements shall be limited to direct expenses of the league such as administrative supplies, educational materials and equipment. Travel and lodging for league meetings shall be approved by the board prior to attendance. Records and receipts shall be provided to the treasurer prior to reimbursement.
- B. Coaches reimbursements shall be limited to USA Hockey Coaching Clinics only and shall apply only to active coaches and assistant coaches. Any other party seeking reimbursement shall request board approval prior to attendance.
- C. Reimbursements will not be automatic and must be requested by the individual seeking reimbursement. Reimbursement not requested within 30 days incurring the expense will be not be reimbursed unless approved by the board.