

Fostering the growth and development of hockey throughout New Zealand



HOCKEY FOUNDATION SUPPORTER PACK

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PURPOSE OF THE SUPPORTER PACK

The purpose of this document is to ensure transparency in all dealings the Hockey Foundation has with its supporters.

1. HOCKEY FOUNDATION – TRUST DEED

The Trust Deed sets out the objects of the Foundation and the powers granted to the Trustees for the administration, management and investment of the Trust Fund.

Note: A full copy of the Trust Deed is included as a separate document.

Objects of the Hockey Foundation

The Hockey Foundation Trust Deed sets out the key objects (purposes) of the Trust Fund as follows:

- To promote participation in the amateur sport of hockey in New Zealand

- To educate New Zealanders through the amateur sport of hockey by:
 - the promotion of participation in hockey;
 - the education of the public as to the health benefits of hockey (physical and mental) for themselves and the community in general;
 - the organisation, provision and assistance of tuition, travel, lectures, umpiring, coaching and mentoring for all those participating, whether as administrators, coaches, umpires, referees, players or otherwise in hockey;
 - the promotion or provision, or the assistance in the promotion or provision of programmes and other activities for the purpose of training or assisting coaches, umpires, referees, players and other persons, in hockey; and
 - the establishment of scholarships and grants for those participating in hockey.
- To promote the health benefits of hockey through:
 - the organisation, provision and assistance in the organisation and provision of facilities, amenities and funding for participation in hockey;
 - the provision of equipment or other forms of support of every kind necessary for, or ancillary to, the participation in hockey and the achievement of the vision.

Trustees of the Hockey Foundation

The Trust Deed sets out that the Trustees of the Foundation will consist of a majority of trustees appointed by the Hockey New Zealand Board and that at least one and up to two of the Hockey New Zealand appointed Trustees will also be current Hockey New Zealand Board Members. Further, there must never be less than three, nor more than eight Trustees at any one time.

2. HOCKEY FOUNDATION – POLICIES

The following policies have been established by the Hockey Foundation. Each policy will be reviewed at least annually. The policies cover:

- Gift acceptance policy
- Donor recognition policy
- Gift disbursement policy
- Financial Management policy

2.1 GIFT ACCEPTANCE POLICY

The gift acceptance policy is intended to assist the Board in meeting its donors' philanthropic needs, and responding appropriately and promptly to the needs and circumstances of its donors and prospective donors.

Receipt of gifts

The Trustees of the Hockey Foundation may receive solicited and unsolicited gifts of any real or personal property that will serve to achieve the purposes for which the Hockey Foundation was established.

Types of gifts

These may include:

- Cash
- Pledges
- Publicly traded securities
- Bequests (Planned Giving)
- Real estate
- Life insurance
- Other assets including, art, jewelry, collectables and other income producing assets
- A loan (of money or other assets to the Foundation enabling it to earn tax free income. After a specified time, the capital could be returned to the lender)

Designated gifts

If the Trustees accept a designated gift, they must keep that designated gift and any income derived from it separate from the general assets of the Trust Fund, and administer it as a trust (a separate bank account meets this requirement). Donors of gifts that are designated or restricted as to purpose shall be encouraged to include alternative purposes for the use of narrowly restricted or designated gifts at the time the gift is made.

Refusing gifts

The Hockey Foundation reserves the right to refuse any contributions or grant, including, but not limited to, those that:

- Do not further the objectives of the Hockey Foundation

- Inhibit the procurement of other gifts from other donors
- Are not financially beneficial to the interests of the Hockey Foundation
- Involve actual or potential liability that could represent a future liability against its assets or resources. Eg. A gift of real estate with substantial mortgages, environmental liabilities, operating costs, or costs of sale that may exceed the value of the property
- Break the law, including gifts that discriminate certain groups within society eg. Race, colour, creed, ethnic or national identity.

Gift valuations

The Hockey Foundation will not knowingly, or through negligence, be party to inflating the value of a gift above the true fair market value in order to provide a charitable taxation advantage to a donor.

Payment of fees

All gifts are presumed to be made for the ultimate benefit of the Hockey Foundation. Any fees and expenses related to gifts are expected to be paid by the donor.

2.2 DONOR RECOGNITION POLICY

The Hockey Foundation will establish and deliver appropriate ongoing donor recognition programmes which ensure donors are kept well informed about the work of the Foundation, its goals and achievements.

An up-to-date register of all donors will be maintained, ensuring requests to be publicly acknowledged or to remain anonymous are clearly adhered to and that specific recognition expectations are met on an ongoing basis.

In return for your support

As a supporter of the Foundation you will receive a number of benefits depending on availability and the level of your support, such as:

- Invitations to Foundation events
- Complimentary VIP tickets to Black Sticks International Test matches in New Zealand; National Hockey League finals and Domestic Tournament events
- Complimentary guest passes to hospitality areas managed by Hockey New Zealand at international and domestic tournaments
- Invitations to 'off field' functions hosted by Hockey New Zealand
- Opportunities to meet our Black Sticks teams and share in their success.

Suggested levels of support

All donations are greatly appreciated and there is no minimum amount for a donation. The following are suggested levels only. You may choose to donate in a lump sum or over a period of time.

\$50,000 plus - Cornerstone Donor, member of the Hockey Foundation First XI

\$20,000 or more - Platinum Donor

\$10,000 - \$20,000 - Gold Donor

\$2,000 - \$10,000 - Silver Donor

Less than \$2,000 - Bronze Donor

2.3 GIFT DISBURSEMENT POLICY

All Grant Applications received by the Foundation will be reviewed by the Hockey Foundation's Grants Committee. This Committee will meet at least one week prior to the Hockey Foundation board meetings and provide recommendations to the Board for final approval.

Funding categories: What can we fund?

- Regional development
- Player scholarships
- Specific initiatives as agreed with Hockey New Zealand

Eligibility: Who can apply for a grant? (beneficiaries)

- Registered players
- Registered coaches
- Hockey Clubs
- Schools
- Hockey Associations
- Regional bodies

Grant application and approval process: How do I apply for a grant? How often can I apply for a grant?

- Grant application forms can be obtained from the Hockey New Zealand office
- There will be four grant making rounds per annum – the dates will be published on the Hockey Foundation webpage
- Application deadlines will be published on the Hockey Foundation webpage

2.4. FINANCIAL MANAGEMENT POLICY

Funds held by the Foundation will be managed by the Foundation's Finance and Investment Committee. This Committee functions to maximise returns on reserve investment funds held by the Hockey Foundation.

The committee monitors investment performance monthly, via electronic reporting. It meets at least one week prior to the Hockey Foundation board meetings and reports to the Trustees. It receives quarterly investment reports and advice from (investment manager tbc). The Investment Committee is chaired by Geoffrey Laurence.

Risk profile of investment portfolio: conservative and risk averse profile

Asset allocation: bank deposits; bonds; equities

Asset quality: All debt instruments must have a Standards and Poor's credit rating of at least A- (or equivalent rating)

Liquidity profile: Must retain 10% of the core portfolio on cash and short term (less than 180 day) deposits

Audit process: The financial accounts of the Hockey Foundation to be ready for annual audit within 60 days of Financial Year End (December 31st)

The Auditor is to be appointed annually. The current Auditor is BDO Auckland.

3. FREQUENTLY ASKED QUESTIONS

Who will benefit from my gift?

All those that participate in the sport of hockey in New Zealand will benefit from the work of the Foundation through its investment in programmes and activities that foster the growth and development of Hockey throughout New Zealand.

How can I make a gift?

There is a variety of ways that you can contribute to the Hockey Foundation. Generally contributions are by way of cash donations, sometimes spread over a period of time. All inquiries about the Hockey Foundation should be directed to the fundraising coordinator at Hockey New Zealand who will be able to talk to you about your intentions and provide you with detailed information about the Foundation, its fundraising initiatives, including current status and future plans.

How much of my gift will go directly to the work of the Foundation?

100% of donations made to the Hockey Foundation will go directly to the Foundation. All costs of fundraising for the Foundation ie. operating costs will be met by the New Zealand Hockey Federation.

Are donations tax deductible?

Yes. You will receive a tax receipt and letter of acknowledgement for donations to the Hockey Foundation. Please refer to the Taxation Matters on page 4 of this document for details on how you can claim a one-third tax credit.

Do I have to pay upfront or can I delay / pledge my payments?

It will help the Foundation if your donation can be made upfront, however we understand that this may not be possible or preferable in some cases. As a result you may wish to take advantage of the opportunity to make an initial payment followed by regular annual payments over an agreed period eg. 3 years. Both the amount of payments and the timing of these are at your discretion.

Does my gift need to be publicly acknowledged?

All information will be kept confidential unless you specify that you are comfortable for us to promote you as a financial supporter and / or the value of your gift. Since generally "giving promotes giving" we would be grateful for your permission to acknowledge your support so that it may inspire others to give as well.

How will Hockey New Zealand and the Foundation work together?

The Hockey Foundation is very supportive of the strategic plan that Hockey New Zealand has put in place. The Foundation will work closely with Hockey New Zealand to ensure grants from the Foundation are directed to the projects most in need.

The Hockey Foundation is a separate entity to the New Zealand Hockey Federation, however the majority of Trustees of the Hockey Foundation are appointed by the Federation Board and therefore the Federation has overall control of the Foundation and the financial accounts of the Foundation are consolidated with the Federation's Financial Accounts.

4. TAXATION MATTERS

Foundation tax status

The Hockey Foundation is registered with the The Charities Commission, registration number CC40226 and has been approved by Inland Revenue as a donee organisation.

Gifts by an individual

April 2008 tax changes removed the limit on tax rebates available for donations to charities such as the Foundation. Individuals can now claim a tax credit (formerly 'rebate') of one-third of their cash donations up to the level of their taxable income. Each year the Foundation will send you an official receipt which you will need to provide to Inland Revenue to claim your tax credit.

Gifts by trusts

Your family trust may allow trustees to:

- Make contributions for charitable purposes which are broad enough to include the Foundation, or
- Include the Foundation as a beneficiary under the terms of the trust deed.

If your family trust permits trustees may make a distribution of current year income to the Foundation. There is no maximum amount that can be distributed tax-free in this manner. As tax laws do periodically change, we recommend that you seek independent advice.

HOCKEY FOUNDATION BOARD

John Tanner (Chairman)
Elaine McCaw
John Williamson
Wayne Boyd
Graham Child
Geoff Laurence

HOCKEY NEW ZEALAND BOARD (New Zealand Hockey Federation)

John Williamson (Chairman)
Tone Borren
Sue Brewster
Catherine Drayton
Chris Maister
Brent Miskimmin
Elaine McCaw
Andy Rowe
Mary Devine

FOR FURTHER DETAILS

Contact:

Nicki McDonald
The Hockey Foundation
c/- Hockey New Zealand
Telephone:
+64 9 632 1840
Email:
nicki.mcdonald@hockeynz.co.nz

Address:
PO Box 67-088, Mt Eden
Auckland 1349