

Salmon Arm Minor Hockey Association

Fundraising and Financial Reporting Guideline Booklet

2017-18





Salmon Arm Minor Hockey Association **Fundraising, Licenses and Financial Reporting**

All SAMHA Teams must comply with the SAMHA policies and Provincial regulations regarding fundraising.

All Teams planning fundraising initiatives of any type must receive pre-approval from the SAMHA Board. This can be done by filling out a **SAMHA Team Budget/Fundraising Plan** and submitting to your Division Director for the necessary approvals. All Teams must also complete and submit a Team Financial Report by December 15 and April 15. **The Team Financial Report must include copies of all receipts.** Both forms can be found on the [SAMHA website under Forms/Permits.](#)

Teams planning any type of ticket raffle must also obtain a Class D Gaming License issued by the BC Gaming Policy and Enforcement Branch.

1. Fundraisers requiring a Gaming License

All individual teams wishing to engage in any type of ticket raffle fundraiser, must apply for and obtain a Class D Gaming License and comply with the BC Gaming Policy and Enforcement Branch Rules. A Class D License will be issued to teams to earn revenue for eligible purposes. Teams must familiarize themselves with licensing requirements, maintaining proper records, reporting requirements, etc.

A Class D Gaming License is needed in order to be able to operate a gaming event in British Columbia. Under Canada's Criminal Code and BC's Gaming Control Act, a group or organization must be licensed to operate any type of event where there is a chance to win being sold.

Under a Class D License, eligible groups are limited to:

- Raising up to \$10,000 in gross gaming revenue in a 12 month period
- Up to \$5,000 gross revenue for each Class D License
- Individual prize values not exceeding \$500; and
- A \$2 maximum charge for each chance to win a prize.



Minors (under the age of 19 years) are prohibited from engaging in gaming events. Under a Class D gaming event license, minors:

- Are not permitted to buy raffle tickets
- May not sell raffle tickets on behalf of your group or organization

More information on how to apply and rules/procedures can be found at:

<http://www.hsd.gov.bc.ca/gaming/licences/docs/guide-d-licence.pdf>

There is a \$10 non-refundable charge to apply for each license. You must apply online with a credit card at:

<http://www.hsd.gov.bc.ca/gaming/licences/classD.htm>

Standard procedures on how to properly hold a ticket raffle can be found at:

<http://www.hsd.gov.bc.ca/gaming/licences/docs/procedures-d-licence.pdf>

A ticket raffle is defined as any type of event where a ticket is sold for an opportunity to win a prize. If an activity involves:

- 1) A game of chance
- 2) A mandatory payment to participate
- 3) A prize

It is then considered a gaming event, and a license is required. Ticket control sheets are attached to this guideline and are to be used during a licensed raffle event.

Examples of Ticket Raffles that require a license include:

- 50/50 draws at games
- Regular ticket raffles
- Sports pools
- Peel n Pay
- Loonie Stick (important changes are required for this type of raffle to be licensed and allowed)

Examples of Items licensed raffle profits can be used for:

- Tournament registration fees
- Additional ice time
- Player Developmental Sessions
- Dry land Training
- Hockey jackets, socks, special equipment
- Awards Presentations
- Team Equipment Bags
- Team Bus Rentals (for provincial competitions)
- Team meals (for players only)



- Any profit generated from any type of ticket raffle, must be used only to assist in the general purpose of your group...delivering hockey and anything that is essential for sustaining the team.
- In no way is profit generated from any type of fundraising event to be used for any personal gain.
- **All license applications must be made in the TEAM Name followed by the current season:** ie: Salmon Arm Atom **Development A 2017-18**, or Salmon Arm Midget Recreation Team **#1 2017-18**. SAMHA is not included or named in your application, and under no circumstances should SAMHA organization number be used on any Class D License application either.
- A total of three people need to be named on your application as responsible for the license. It is suggested to use the team treasurer, manager and the coach. All teams must deposit all funds raised into their team bank account.
- All teams must supply SAMHA with a copy of all Class D Raffle Licenses they hold, as soon as they are approved. This can be done by emailing a copy to the SAMHA office at: saminorhockey@shaw.ca
- All teams must apply for a 50/50 license if they wish to hold 50/50 sales at home games (Rep teams, this license also needs to include your home tournament 50/50 sales, so make sure those dates are included when applying). If there is more than one team involved in a tournament (Recreation teams), the tournament committee will need to apply for a 50/50 license. Those teams involved can then split the license cost and revenue raised.
- All teams must also apply for a separate Class D license for their home tournament raffle table draw. Again if there is more than one team involved in tournament (Recreation teams), the tournament committee will need to apply on behalf of all the teams involved.
- If a Team decides to sell tickets for specific prizes (Prize draw) sometime during the season, a separate Class D license must be applied for again. **Please note a win-your-purchase type of fundraiser is not an allowable raffle gaming event and absolutely no teams are allowed to hold this type of fundraiser.**

For each license a Team holds, a Gaming Event Revenue Report needs to be submitted to the BC Gaming Branch within 60 days of the expiry of the License. Teams may not be issued any other gaming licenses if these procedures are not followed.

<http://www.hsd.gov.bc.ca/gaming/licences/docs/form-event-revenue-rpt.rtf>



50/50 Procedures

When applying for your 50/50 license, you need to say when and where your sales and draws will take place. In order to streamline this process, as the Branch realizes times and places can change due to ice scheduling, state your draw times as follows:

- Draw Dates: All regular season home games, home exhibition games and possibly playoff games.
- Include Shaw Centre, Sicamous, and Enderby in the location of raffle, as these will be our home ice venues.
- If you are a Rep Team, be sure to include the dates and draws during your home tournament on the application as well.

Only numbered tickets in rolls are to be used for 50/50 sales (available at most dollar stores and stationery stores). If a team plans to sell discounted tickets i.e.: 1 for \$1, 3 for \$2, or 15 for \$5, you **must** have different colored rolls of tickets for each price category. When you apply for the license, you must specify on the application how many tickets in each price category you will have for sale.

example:

\$1 for 1 ticket – 100 tickets

\$2 for 3 tickets – 200 tickets

\$5 for 15 tickets - 500 tickets

You **must** also keep the winning ticket (both stubs), and document the winner's name, address, telephone number and prize amount.

Tournament Raffle Table Licensing Requirements

A tournament raffle table event is considered a regular ticket raffle, and if it is taking place at your home tournament, it will most likely be over a two or three day period. For an event where sales span longer than one day, the Class D license must be applied for as a **Regular Annual Series** type of license. If your raffle is taking place over a one day period, (ie: Pre-Novice tournament) the Class D license type required is a **Regular One Day Raffle**. Within the license you can then include all the prizes and different types of games you will be offering: ie: basket raffle, peel and pay raffle, and a loonie stick raffle. You will need to know what your prizes are and values when you apply. Allow for at least one week for you application to be approved, so plan ahead.

There are certain rules though, that need to be followed in order to comply with your gaming license requirements. If the raffle is a single day raffle, the numbered tickets in rolls (purchased from a dollar or stationery store) can be used. If the raffle spans longer than one day, please see the attached ticket samples, as these ticket procedures must be followed. Teams can either have Wickett Business Services (Contact: Ian-250.833.2889) print the tickets, for a very reasonable cost, or teams can print the tickets themselves, being sure to follow the criteria.



Wickett Business Services has all the information that is required for the tickets to meet the criteria, you will just have to let them know how many types of tickets in each category you will require (ie: Raffle basket tickets, peel & pay, loonie stick). Send them a copy of your gaming license. **Under no circumstances will alcohol or lottery tickets be offered as prizes in any type of raffles.**

- Basket Raffle

Whether donated by members, or purchased, these prize items need to be accounted for and costs kept track of for the license application and reporting purposes. Again, no single prize item can exceed \$500 in value. Remember if you are selling single basket tickets for \$2, and are also selling discounted tickets in a package deal i.e.: 1 program, 16 raffle basket tickets and a loonie stick ticket for a total price of \$20, the single \$2 basket tickets will need to be a different number sequence or colour from the discounted package tickets being sold.

- Peel & Pay Raffle

Only use the peel & pay boards provided with the tournament supplies. Each of these boards has a dollar value of \$200.00. There are 156 tickets available on each board. When applying for this particular type of raffle the ticket amounts to use are as follows for each board:

(don't input the free tickets in the license application, it won't accept \$0, but for ticket ordering and printing, you will need to account for the free tickets)

11 tickets @ Free

10 tickets @ .25

10 tickets @ .50

10 tickets @ .75

25 tickets @ 1.00

40 tickets @ 1.50

50 tickets @ 2.00

Total 156 tickets per board for \$200.00 value in ticket sales.

If you are using more than one board, make sure to include the total ticket values for all the boards you plan to sell. Tickets used for this particular game need to have a space available for the seller to write in the amount the ticket was purchased for, after the price is uncovered on the board by the purchaser. The tickets also need to be numbered and have two parts to them, where the purchaser has a half to keep, and the other half is entered into the draw bucket. See attached samples. Again, no single prize can be worth more than \$500.00 in value, and whether it was donated or purchased, the cost must be kept track of for license purposes.



- Loonie Stick Raffle

A loonie stick prize raffle is only allowed if the following procedures are followed. The stick is purchased for a certain amount. Loonies are then taped onto the stick. There **must** be a pre-determined amount of loonies on the stick already. When the license application is made, the cost of the stick, plus the predetermined amount of loonies included on the stick is the prize value. Under no circumstances should any extra loonies be added to the stick at all. Only the amount applied for and approved in the application process can be used. If this procedure is not followed, the loonie stick prize is then considered not an acceptable item to raffle, and a license will not be issued.

Example 1:

Stick cost	\$75.00
Loonies included on stick	<u>\$100.00</u>
Total Prize Value	\$175.00

Example 2:

Stick Cost	\$50.00
Loonies included on stick	<u>\$50.00</u>
Total Prize Value	\$100.00

Tickets can then be sold for a maximum price of \$2 each for this prize. Again, depending on the length of your raffle, certain ticket criteria must be followed, so see attached ticket samples.

2. Non- Gaming Fundraisers requiring Board Approval

All individual teams wishing to hold any type of fundraising event, must apply and receive approval by the SAMHA Board. All non-gaming type of fundraising events must also be a sanctioned event approved by BC Hockey

Examples of non-gaming type of fundraising events:

- Chocolate Bar Sales
- BBQ fundraising events
- Bottle Drives
- Car Washes
- Sandbagging
- Firewood sales
- Phonebook deliveries

Please note any type of off-ice team activity, whether its dry land training, fundraising, team fun day or any other type of event that all team members are required to participate in, must be sanctioned by BC Hockey. Some events may not qualify for sanctioning, and if this is the case, they cannot take place.



To apply for the sanction, download the Special Event Sanction Request Form from the BC Hockey website. Instructions on how to submit are listed on the form. Please allow approximately 7 - 10 business days for the sanction to be processed and approved, so plan well ahead.

<https://www.bchockey.net/AdminAppForms/Event%20Sanctioning%20-%20Form%20-%202010-03-31.pdf>

If you have any questions, or need help or guidance in any way, please do not hesitate to contact **Deb Petty (bookkeeper)** at bookkeeper@salmonarmminorhockey.com

Sample Raffle Control Sheets are attached
Sample Raffle Tickets are attached



SAMHA 50/50 Team Procedure

BOTH stubs of each draw MUST be kept.

Draw Date: _____ Draw Location: _____

Sellers' Name: _____

Ticket type	Yellow	Orange	Blue
Cost	1 for \$1.00	3 for \$2.00	15 for \$5.00
Start #			
Finish #			
Tickets sold			
Total \$ Each type			

Gross Sales:	
--------------	--

Prize amount:	
---------------	--

Winners Name: _____

Winners Address: _____

Winners Phone #: _____

Winners Signature: _____

By signing this form the winner hereby acknowledges receiving the prize amount listed above.



PRIZE WINNERS CONTROL SHEET

Winner's List Verification

Print Name/Signature of Volunteer # 1

Print Name/Signature of Volunteer # 2

Prize # (1 st ; 2 nd 3 rd etc)	Serial # of winning ticket	Name of Winner	Address & Telephone number	Signature

Tournament Chair

Team Manager/Division Manager

Print Name:

Print Name:



Organization Name _____

Date: _____ Time of draw: _____

Event: _____ License # _____

#

CASH COUNT for Seller or Place of Sale: _____

Cash		Total	
	X \$1.00		
	X \$2.00		
	X \$5.00		
	X \$ 10.00		
	X \$20.00		
	X \$50.00		
	coin		
Total Cash		\$ _____ —	
Cash over/short		\$ _____ —	
Less Float		\$ _____ —	
Cost of prizes		\$ _____ —	
Net Proceeds from Event		\$ _____ —	

Remitted by:

Deposited by:

Print name:

Print name:

Date Deposited:

Note: There should be one Cash Count Form for each seller listed in Ticket Reconciliation Control Sheet #1



Ticket #0001		Ticket #0002		Ticket #0003		Ticket #0004		Ticket #0005		Ticket #0006		Ticket #0007		Ticket #0008	
SA Silverdips Pee Wee Tier 3		SA Silverdips Pee Wee Tier 3		SA Silverdips Pee Wee Tier 3		SA Silverdips Pee Wee Tier 3		SA Silverdips Pee Wee Tier 3		SA Silverdips Pee Wee Tier 3		SA Silverdips Pee Wee Tier 3		SA Silverdips Pee Wee Tier 3	
Sunwave Centre, Salmon Arm, BC		Sunwave Centre, Salmon Arm, BC		Sunwave Centre, Salmon Arm, BC		Sunwave Centre, Salmon Arm, BC		Sunwave Centre, Salmon Arm, BC		Sunwave Centre, Salmon Arm, BC		Sunwave Centre, Salmon Arm, BC		Sunwave Centre, Salmon Arm, BC	
Loonie Stick Raffle		Loonie Stick Raffle		Loonie Stick Raffle		Loonie Stick Raffle		Loonie Stick Raffle		Loonie Stick Raffle		Loonie Stick Raffle		Loonie Stick Raffle	
Draw Date: November 28/09 @ 6:00pm BC Gaming Event License #000000		Draw Date: November 28/09 @ 6:00pm BC Gaming Event License #000000		Draw Date: November 28/09 @ 6:00pm BC Gaming Event License #000000		Draw Date: November 28/09 @ 6:00pm BC Gaming Event License #000000		Draw Date: November 28/09 @ 6:00pm BC Gaming Event License #000000		Draw Date: November 28/09 @ 6:00pm BC Gaming Event License #000000		Draw Date: November 28/09 @ 6:00pm BC Gaming Event License #000000		Draw Date: November 28/09 @ 6:00pm BC Gaming Event License #000000	
Ticket Holders do not have to be present to win		Ticket Holders do not have to be present to win		Ticket Holders do not have to be present to win		Ticket Holders do not have to be present to win		Ticket Holders do not have to be present to win		Ticket Holders do not have to be present to win		Ticket Holders do not have to be present to win		Ticket Holders do not have to be present to win	
Name		Name		Name		Name		Name		Name		Name		Name	
Street Address Suite#		Street Address Suite#		Street Address Suite#		Street Address Suite#		Street Address Suite#		Street Address Suite#		Street Address Suite#		Street Address Suite#	
City, State, Zip		City, State, Zip		City, State, Zip		City, State, Zip		City, State, Zip		City, State, Zip		City, State, Zip		City, State, Zip	
Phone		Phone		Phone		Phone		Phone		Phone		Phone		Phone	
BC Gaming Event License #000000		BC Gaming Event License #000000		BC Gaming Event License #000000		BC Gaming Event License #000000		BC Gaming Event License #000000		BC Gaming Event License #000000		BC Gaming Event License #000000		BC Gaming Event License #000000	
LOONIE STICK		LOONIE STICK		LOONIE STICK		LOONIE STICK		LOONIE STICK		LOONIE STICK		LOONIE STICK		LOONIE STICK	



Ticket #17		Ticket #21	
Peel N Pay Raffle Draw Nov 28/09 @ 6:00pm BC Gaming Event License #000000	Peel N Pay Raffle Draw Nov 28/09 @ 6:00pm BC Gaming Event License #000000		
Sunwave Centre, Salmon Arm, BC Tournament 2009	Sunwave Centre, Salmon Arm, BC Tournament 2009		
Silvertips Pee Wee Tier 3	Silvertips Pee Wee Tier 3		
Name _____ Phone/Address _____	Name _____ Phone/Address _____		
Peel N Pay Raffle Ticket Cost: _____ BC Gaming Event License #000000	Peel N Pay Raffle Ticket Cost: _____ BC Gaming Event License #000000		
Ticket #17	Ticket #21		

Ticket #18		Ticket #22	
Peel N Pay Raffle Draw Nov 28/09 @ 6:00pm BC Gaming Event License #000000	Peel N Pay Raffle Draw Nov 28/09 @ 6:00pm BC Gaming Event License #000000		
Sunwave Centre, Salmon Arm, BC Tournament 2009	Sunwave Centre, Salmon Arm, BC Tournament 2009		
Silvertips Pee Wee Tier 3	Silvertips Pee Wee Tier 3		
Name _____ Phone/Address _____	Name _____ Phone/Address _____		
Peel N Pay Raffle Ticket Cost: _____ BC Gaming Event License #000000	Peel N Pay Raffle Ticket Cost: _____ BC Gaming Event License #000000		
Ticket #18	Ticket #22		

Ticket #19		Ticket #23	
Peel N Pay Raffle Draw Nov 28/09 @ 6:00pm BC Gaming Event License #000000	Peel N Pay Raffle Draw Nov 28/09 @ 6:00pm BC Gaming Event License #000000		
Sunwave Centre, Salmon Arm, BC Tournament 2009	Sunwave Centre, Salmon Arm, BC Tournament 2009		
Silvertips Pee Wee Tier 3	Silvertips Pee Wee Tier 3		
Name _____ Phone/Address _____	Name _____ Phone/Address _____		
Peel N Pay Raffle Ticket Cost: _____ BC Gaming Event License #000000	Peel N Pay Raffle Ticket Cost: _____ BC Gaming Event License #000000		
Ticket #19	Ticket #23		

Ticket #20		Ticket #24	
Peel N Pay Raffle Draw Nov 28/09 @ 6:00pm BC Gaming Event License #000000	Peel N Pay Raffle Draw Nov 28/09 @ 6:00pm BC Gaming Event License #000000		
Sunwave Centre, Salmon Arm, BC Tournament 2009	Sunwave Centre, Salmon Arm, BC Tournament 2009		
Silvertips Pee Wee Tier 3	Silvertips Pee Wee Tier 3		
Name _____ Phone/Address _____	Name _____ Phone/Address _____		
Peel N Pay Raffle Ticket Cost: _____ BC Gaming Event License #000000	Peel N Pay Raffle Ticket Cost: _____ BC Gaming Event License #000000		
Ticket #20	Ticket #24		



Ticket #0007	Ticket #0008	Ticket #0009	Ticket #0010
<p>Sunwave Centre, Salmon Arm, BC Basket Raffle Pee Wee Tier 3 Tournament 2009 Draw Date: November 28/09 @ 6:00pm Ticket Holders do not have to be present to win BC Gaming Event Licence #000000</p>	<p>Sunwave Centre, Salmon Arm, BC Basket Raffle Pee Wee Tier 3 Tournament 2009 Draw Date: November 28/09 @ 6:00pm Ticket Holders do not have to be present to win BC Gaming Event Licence #000000</p>	<p>Sunwave Centre, Salmon Arm, BC Basket Raffle Pee Wee Tier 3 Tournament 2009 Draw Date: November 28/09 @ 6:00pm Ticket Holders do not have to be present to win BC Gaming Event Licence #000000</p>	<p>Sunwave Centre, Salmon Arm, BC Basket Raffle Pee Wee Tier 3 Tournament 2009 Draw Date: November 28/09 @ 6:00pm Ticket Holders do not have to be present to win BC Gaming Event Licence #000000</p>
<p>BC Gaming Event Licence #000000</p>	<p>BC Gaming Event Licence #000000</p>	<p>BC Gaming Event Licence #000000</p>	<p>BC Gaming Event Licence #000000</p>
<p>Phone</p>	<p>Phone</p>	<p>Phone</p>	<p>Phone</p>
<p>City, State, Zip</p>	<p>City, State, Zip</p>	<p>City, State, Zip</p>	<p>City, State, Zip</p>
<p>Street Address Suite#</p>	<p>Street Address Suite#</p>	<p>Street Address Suite#</p>	<p>Street Address Suite#</p>
<p>Name</p>	<p>Name</p>	<p>Name</p>	<p>Name</p>
<p>Ticket #0003</p>	<p>Ticket #0004</p>	<p>Ticket #0005</p>	<p>Ticket #0006</p>
<p>Sunwave Centre, Salmon Arm, BC Basket Raffle Pee Wee Tier 3 Tournament 2009 Draw Date: November 28/09 @ 6:00pm Ticket Holders do not have to be present to win BC Gaming Event Licence #000000</p>	<p>Sunwave Centre, Salmon Arm, BC Basket Raffle Pee Wee Tier 3 Tournament 2009 Draw Date: November 28/09 @ 6:00pm Ticket Holders do not have to be present to win BC Gaming Event Licence #000000</p>	<p>Sunwave Centre, Salmon Arm, BC Basket Raffle Pee Wee Tier 3 Tournament 2009 Draw Date: November 28/09 @ 6:00pm Ticket Holders do not have to be present to win BC Gaming Event Licence #000000</p>	<p>Sunwave Centre, Salmon Arm, BC Basket Raffle Pee Wee Tier 3 Tournament 2009 Draw Date: November 28/09 @ 6:00pm Ticket Holders do not have to be present to win BC Gaming Event Licence #000000</p>
<p>BC Gaming Event Licence #000000</p>	<p>BC Gaming Event Licence #000000</p>	<p>BC Gaming Event Licence #000000</p>	<p>BC Gaming Event Licence #000000</p>
<p>Phone</p>	<p>Phone</p>	<p>Phone</p>	<p>Phone</p>
<p>City, State, Zip</p>	<p>City, State, Zip</p>	<p>City, State, Zip</p>	<p>City, State, Zip</p>
<p>Street Address Suite#</p>	<p>Street Address Suite#</p>	<p>Street Address Suite#</p>	<p>Street Address Suite#</p>
<p>Name</p>	<p>Name</p>	<p>Name</p>	<p>Name</p>