

12.0 FUNDRAISING POLICY

12.1 DCMHA is committed to maintaining a positive public image, ensuring that all fundraising activities support the organization's goals without compromising integrity. Fundraising is intended to supplement registration fees and cover ice time and operational costs. All activities must be conducted without placing undue pressure on parents, families, friends, or community businesses.

Team Fundraising Guidelines

- *Fundraising Limits:*
 - Rep (Carded) teams may fundraise up to \$10,000 per season.
 - Recreational teams may fundraise up to \$5,000 per season.
 - Rep teams may also seek player sponsorships up to a maximum of \$500 per player.
- *Approval Requirements:*
 - All fundraising activities must be pre-approved by the DCMHA Fundraising Committee.
 - Teams must submit a Fundraiser Application Form for each fundraising activity prior to conducting the fundraiser.
 - Before any fundraising application is approved, teams are required to submit their team budget to the Fundraising Committee for review.

Note: No applications will be approved without a completed & approved team budget. Once reviewed, the application will be returned with signed approval before the fundraiser may begin.

12.2 All players and their parents/guardians are expected to support their team and Dawson Creek Minor Hockey Association (DCMHA) by participating in **appropriate fundraising activities**.

Appropriate fundraising refers to activities that:

- Comply with all DCMHA fundraising policies,
- Are approved by DCMHA's Fundraising Committee,
- Follow all applicable laws and BC Gaming regulations, and
- Are conducted ethically and in a manner that reflects positively on DCMHA.

To ensure compliance with legal and regulatory requirements—and to protect the status of DCMHA's gaming licenses—all fundraising activities must follow this policy in full.

12.3 Fundraising Approval Process

Pre-Approval Requirement

- All team fundraising efforts must be pre-approved by submitting a Fundraiser Application Form for each planned activity.

- The form must be reviewed and signed by the DCMHA Fundraising Committee before the fundraiser can proceed.
- Teams must also ensure that BC Hockey sanctions are in place, where required.

Committee Oversight

- The DCMHA Fundraising Committee is responsible for reviewing team-driven fundraising initiatives to ensure they:
 - Align with Association policies and standards.
 - Are appropriate and beneficial to the Association and broader community.

Approval Conditions

- Teams must receive written approval from the Fundraising Committee before beginning any fundraising activity.
- DCMHA reserves the right to limit the number of similar or repeated fundraisers across the Association to:
 - Avoid community oversaturation.
 - Maintain variety and effectiveness of fundraising efforts.
- Applications may be declined if the fundraiser is:
 - Deemed unnecessary.
 - Redundant.
 - Not in the best interest of the Association.

Consequences of Non-Compliance

- Failure to follow the approval process or obtain required sanctions may result in DCMHA withholding 50% of the proceeds as a penalty.
- If a team conducts a fundraiser that differs from what was approved, they risk forfeiting up to 100% of the funds raised.

12.4 Association-Wide Fundraiser – BC Gaming Licensed

- DCMHA will conduct an annual ticket fundraiser under a BC Gaming license to support Association-wide operational costs, such as ice rentals and to help keep registration fees reasonable for all members.
- The Fundraising Committee will propose the annual fundraiser plan to the Executive Board for review and approval prior to initiating any ticket sales.
- Participation is expected from all families. Each family will be provided with a set number of tickets to sell and is encouraged to make a full effort to support the initiative.
- All fundraising activities under this initiative will be conducted in accordance with BC Gaming regulations and licensing requirements.
- Proceeds from the fundraiser will be used exclusively for Association operations and allocated at the discretion of the Executive, based on recommendations from the Fundraising Committee.

12.5 All community business solicitations for team or association sponsorship must be coordinated through the Fundraising Committee. Teams are prohibited from directly soliciting local businesses.

12.6 Teams may conduct fundraising activities approved by the Fundraising Committee, including but not limited to car washes, 50/50 draws, bottle drives. Teams must secure a BC Gaming License, where applicable, and obtain all necessary BC Hockey sanctions prior to commencing any fundraising activities. Fundraising may only begin once team rosters are finalized, and all required approvals are in place.

12.7 Executive approval is required before collecting or soliciting funds between the end of one season and the start of the next, prior to the annual DCMHA manager/coach meeting. Funds raised during this off-season period become property of DCMHA and will be distributed after teams are finalized, as directed by the Executive.

12.8 By **April 1** of each calendar year, the team's fundraising parent, treasurer, or manager must submit complete and accurate team financials and year-end reports using the DCMHA-provided format. These documents must be submitted to the VP of Administration, Association Head Manager, and Office Manager. Funds contributed by parents may be returned equally to them. Under no circumstances will fundraising money be disbursed for purposes outside of this policy. Any excess funds will be transferred to the DCMHA general account. Failure to submit financials and reports by the deadline will result in ineligibility for coaching or team official positions for the following season.

50/50 and Raffle Gaming License

12.9 Teams planning to sell 50/50 tickets or hold raffles at events must obtain a Class 'D' Gaming License from the BC Ministry of Public Safety and Solicitor General's Gaming Policy and Enforcement Branch prior to conducting such activities. Only designated team officials—such as the team manager, treasurer, or fundraising coordinator—are authorized to submit these applications.

12.10 Failure to comply with gaming licensing requirements may result in suspension or revocation of current licenses, denial of future licenses, and loss of access to gaming grants or funds for DCMHA.

12.11 Failure to comply with BC Gaming Regulations will result in the team being prohibited from participating in any future fundraising activities, regardless of prior approval. Non-compliance can jeopardize the Association's standing with the Gaming Policy and Enforcement Branch and may lead to the loss of DCMHA's eligibility for all gaming licenses and grant funding.

12.12 For gaming guidelines, ticket raffle procedures, and application forms, visit: <http://www.pssg.gov.bc.ca/gaming/licences/index.htm> or call 250-387-5311.

Team Responsibilities

- Teams must apply for the appropriate gaming license and comply with BC Gaming regulations; failure to do so may result in forfeiture of up to 100% of the funds raised.
- Follow all standard ticket raffle procedures.
- Maintain detailed financial records in line with the Gaming Event License guidelines.
- Ensure funds are dispersed according to policy.

For assistance, contact the VP of Administration or Association Head Manager.

12.12 Teams must submit monthly financial statements to the VP of Administration, Association Head Manager, and Office Manager. Fundraising programs must be well supervised and documented by the team manager and team treasurer, including all expenditures and transactions, to ensure transparency and accountability for audit purposes. If monthly financial statements are not submitted as required, all fundraising activities will be halted until the reports are received, reviewed, and acknowledged by the VP of Administration. Fundraised monies must only be used for:

1. Tournament fees
2. Charter travel, team hotels, and meals
3. DCMHA-approved team apparel, including jackets, track suits, socks, and pant shells.

Use of funds for purposes outside this list requires prior Board approval. Excess funds cannot be divided among team parents.

12.13 This policy ensures that local businesses are only solicited once per year and solely through DCMHA. Contributions from parents, families, or their businesses are not considered fundraising under this policy.

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