**Fundraising Guidelines**

All teams and participants in fund raising have a responsibility and a duty to project a positive image of the team, DCMHA and our community.

AT ALL TIMES, THE PUBLIC IMAGE, CONDUCT AND APPEARANCE OF THE DCMHA MEMBERSHIP MUST BE ABOVE REPROACH.

From time to time, parents and players will be expected and required to help meet Team and Association expenses through fund raising efforts.

The following guidelines must be adhered to:

1. Direct public support can be requested through activities such as products sales, 50/50 draws, etc. provided that they are in good taste, comply with both BC Gaming and BC Hockey regulations and DO NOT EXCEED established team fund raising limits.
2. We recommend that every team appoint a fund raising co-ordinator to work with the team manager to organize fund raising. All plans for team fund raising activities must be discussed and agreed upon at a team parent meeting. The team management and parents are REQUIRED to provide proper supervision to the players at all fund raising events.

For all fund raising events, a request must also be submitted to the DCMHA Fund Raising Director for approval. Requests must be submitted IN WRITING, using the “REQUEST FOR FUND RAISING” form. Information concerning the nature of the event, date, time, location and team conducting the event must be provided.

1. All off ice fund raising events that include players, i.e. bottle drives, food sales, must be sanctioned by BC Hockey.
2. Immediately after the event, the Team Manager or Fund Raising

Co-ordinator is to notify the Fund Raising Director, in writing, of the amount raised.

1. Any team planning on conducting any form of gaming event (ticket raffle, pool etc.) MUST contact the Association Fundraising Director or DCMHA Office Manager to ensure that they apply for the appropriate gaming license and that all BC Gaming Regulations are understood and followed. THIS IS CRITICAL!! We cannot jeopardize the Community Gaming Grant. Every raffle MUST have approval from DCMHA. After all fundraising events that involve a gaming license from BC Gaming, the follow up report to BC Gaming must be completed by the team within 2 weeks of the fundraising event and submitted jointly to BC Gaming and DCMHA.
2. At the end of each month all DCMHA teams are required to submit a financial report to DCMHA office using the DCMHA “Monthly Report” form. The report should account for ALL funds raised and allowable team expenditures, as well as sponsorship funds, for that month and shall include applicable receipts. These reports are to be submitted to the DCMHA Office or the Fundraising Director by the 15th of each month for the preceding month. The report should include a copy of the most recent bank statement. **Failure to submit monthly reports in a timely manner will result in a suspension of practice ice.**
3. At the end of hockey season and by no later than April 30th a final financial statement indicating the closure of any held accounts is to be submitted. All unused funds are to be turned over to the Association.
4. Team management is responsible for ensuring that DCMHA Guidelines and Municipal bylaws are followed.
5. Many local businesses and corporations make substantial contributions to DCMHA through sponsorship of teams or events. TEAM SHOULD AVOID APPROACHING THESE SPONSORS FOR ADDITIONAL FUNDING AND WHENEVER POSSIBLE DCMHA TEAMS ARE ENCOURAGED TO USE THE PRODUCTS OR SERVICES OF THESE SPONSORS.
6. Teams may plan, budget and fundraise only for the following purposes:
7. Tournament team registration fees
8. Team hockey socks, one away and one home set, as required
9. Additional ice rental
10. Team fees for training on or off the ice
11. Referees for exhibition games
12. The cost of ONE hotel/motel per night for coaching staff at any away tournament.
13. Ferry costs:
14. Fares up to 5 vehicles
15. Gas bills for up to 5 vehicles
16. Passenger fares for players and team staff only.
17. Bus rental at team discretion
18. All team meals for players and coaching staff only
19. Team equipment and repairs to such (pucks, pylons, first aid kits, etc.)
20. Other team expenses such as faxes, related phone bills, fundraising costs and postage.
21. Team (DCMHA) logoed clothing and hats for players, coaches and sponsors only.
22. Non-parent coaches expenses supported by invoice to a maximum of $40.00/day.
23. Year-end party or awards to a maximum of $20.00 per player.

PROCEEDS FROM FUND RAISING ARE NEVER TO BE DISPERSED TO PARENTS, PLAYERS OR COACHES WITHOUT CORRESPONDING RECEIPTS. CASH, GIFT CERTIFICATES OR GIFT CARDS TO PLAYERS ARE NOT PERMITTED.

1. If a player should leave a team he/she shall forfeit all right to any fundraising. AT NO TIME WILL FUNDS BE RETURNED TO A PLAYER OR PARENT (except prorated parental contributions).
2. FUNDRAISING LIMITS:
3. Rep Teams and Female Competitive teams have a $10,000.00 limit per year.
4. NERHL or Intra-District teams have a $5,000.00 limit per year.
5. Initiation teams have a $3,500.00 limit per year. This does not include home tournament raffle tables.
6. Competitive teams are responsible for finding their own sponsors (with the exception of team jersey sponsors). All sponsors must be approved by Ways & Means. This applies to all team clothing, equipment or hockey bags etc.

**All fundraising activities must be approved by the Ways & Means or Fundraising Director and in accordance with the above noted guidelines. Failure to follow guidelines or failure to secure approval from Ways & Means of the Fundraising Director PRIOR TO FUNDRAISING EVENT may result in forfeiture of funds raised, cancellation of fundraising privileges and/or loss of practice ice.**

**In the event of a conflict between Hockey Canada fundraising guidelines and DCMHA Fundraising Guidelines, DCMHA policy and guidelines will be followed.**