



# SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383  
SOOKE, BC V9Z 1G1  
[www.sookeminorhockey.ca](http://www.sookeminorhockey.ca)

## Sooke & District Minor Hockey Association (SDMHA) Team Fundraising, Sponsorship, & Budget Policy

### Introduction

SDMHA recognizes that participation in hockey involves costs such as player fees, tournament registration, and travel expenses, which vary by age and level of play. This policy provides clear guidelines to support teams and members in meeting financial obligations through fundraising and sponsorship, while fostering community spirit and strengthening association camaraderie.

### Effective Date

August 2025 – amended January 2026

### Purpose

This policy ensures that SDMHA team managers, coaches, and parents understand the guidelines for team fundraising, sponsorship, and budgeting. It promotes ethical practices, financial transparency, and a positive public image for the Association and its members.

### Scope

This policy applies to all fundraising and sponsorship activities conducted under the name of SDMHA. It governs all SDMHA teams, team officials, volunteers, parents or guardians, and any individuals or organizations engaged in raising funds or securing sponsorships on behalf of the association or its teams. All fundraising and sponsorship initiatives must comply with the standards, approval processes, and ethical guidelines outlined in this policy to ensure fairness, transparency, and alignment with SDMHA's values and objectives.

### Guidelines

- Gaming activities (lotteries, raffles) are not permitted due to the nature of the SDMHA Gaming license.
- All fundraising activities must be documented and approved by the SDMHA Fundraising Committee before they commence.
- Each team may request approval for up to 3 fundraisers per season. This limit is intended to ensure fair access to community resources and fundraising opportunities for all SDMHA teams.
  - Fundraiser dates may need to be adjusted to avoid conflict with other teams' activities, and requests may be denied at the discretion of the Fundraising Committee.
  - Additional fundraisers may be considered if a clear justification is provided and approval is granted by the Fundraising Committee.
- Planned fundraising events must be submitted at least 14 days prior to the start of the event.
- Each team must appoint a team treasurer and maintain a separate team bank account for proper financial oversight.
- All funds raised must be used for team related expenses and may not benefit a single player or a subset of players.
- Teams must have a clear spending plan for fundraising revenue.
- Raising amounts above \$8000 per team per season requires additional approval by the SDMHA Executive. Please note, raising excessive funds without a defined plan is not permitted.
- Cash or gift card payouts to team members are not allowed – seed money may be given back at the discretion of the team treasurer. All unused funds at the end of the season must be transferred to SDMHA.
- The SDMHA Team Budget Form, SDMHA Team Fundraiser Authorization Request Form, and SDMHA Team Sponsorship Authorization Request Form must be submitted by October 15th. These documents must outline all planned fundraising events, sponsorship requests/income, and anticipated expenses.
  - Teams may resubmit forms if necessary.
- Teams must report fundraising profits and income from sponsorship to the SDMHA Fundraising Committee within one week of completing each fundraiser/receiving funds from a sponsor.



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## Fundraising Oversight

- Teams must submit the SDMHA Team Budget Form, SDMHA Team Fundraiser Authorization Request Form, and SDMHA Team Sponsorship Authorization Request Form and receive approval before conducting any fundraiser.
- A fundraising subcommittee—consisting of the SDMHA Treasurer, Fundraising Coordinator, and at least one additional SDMHA Director—will review and approve or deny all team fundraiser and sponsorship requests.

## Recommended Fundraising Activities

- **Group A (Community Involvement Activities):** Car washes, bottle drives, etc. These events require a BC Hockey sanction (insurance). The team manager or team treasurer must apply for the sanction.
- **Group B (Product Sales):** Coffee, donuts, cheese, poinsettias, and similar sales. No sanction is required.

## Team Sponsorship Oversight

- Teams may seek individual sponsorships from family or friends, without SDMHA approval.
- The team is responsible for informing the sponsor how their funds will be allocated. These funds must be included in the SDMHA Team Budget Form.
- To maintain strong and respectful relationships with local businesses, SDMHA manages all community sponsorships directly. If a team has a specific sponsor in mind, they may submit a Team Sponsorship Authorization Request for consideration at least 14 days prior to asking the business for sponsorship.
- Teams must report all sponsorship income to the SDMHA Fundraising Coordinator within one week of receiving the funds.

## Financial Oversight

- A budget summary must be approved by at least 70% of team families to ensure transparency.
- All team accounts must contain only transactions directly related to team activities.
- A full reconciliation, including all revenues, expenditures, and any loan-to-from transactions, must be recorded on the SDMHA Team Budget Form. A bank statement must be submitted to the team's respective coordinator by the SDMHA AGM (mid April).
- All remaining funds in the team account must be returned to SDMHA. These funds may be allocated toward scholarships, bursaries, or the general operating fund at the discretion of the Executive, by majority vote.

## Team Seed Money

- Teams may require monetary contributions from each player's parent/guardian before fundraising begins. The team treasurer or manager must inform members at the first team meeting about expectations regarding seed money. Teams may determine whether seed money will be reimbursed later or used to offset team costs without reimbursement, depending on team needs.

## Documents

[Team Budget Form](#)  
[Team Fundraising Authorization Request](#)  
[Team Sponsorship Authorization Request](#)  
[Team Sponsorship Letter Template](#)

## Disciplinary Actions

Failure to comply with this policy will result in disciplinary actions that may include, but are not limited to: suspension of fundraising/sponsorship privileges, a requirement to return funds to the association, or further action at the discretion of the SDMHA Executive.

## Policy Exceptions

The SDMHA Executive reserves the right to amend or waive policy requirements based on specific circumstances.