



SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383
SOOKE, BC V9Z 1G1
www.sookeminorhockey.ca

Team Fundraising, Sponsorship, & Budget Policy

Introduction

Sooke & District Minor Hockey Association (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 guidelines to assist teams and members in meeting financial obligations through fundraising and sponsorship while fostering community spirit and association camaraderie.

Key Principles

- Team fundraising must be for a specific, team-oriented goal, ensuring transparency for contributors.
- Establishing a team treasurer and separate team bank account is required for financial oversight.
- Fundraisers must be approved.
- Teams are encouraged to seek individual sponsorship, defined as: family and friends who own businesses, personally owned businesses of team members, or their family members without approval.
- Teams may request community sponsorship, approval from SDMHA is required.
- The team Treasurer must submit their team budget and fundraising request forms to their respective coordinator by October 15th.

Effective Date

August, 2025

Purpose

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

Scope:

This policy applies to all teams, team officials, players, and parents or guardians involved in SDMHA activities. It governs all team-related fundraising, sponsorship efforts, and financial practices during the hockey season.

Guidelines

- Gaming activities (lotteries, raffles) are not permitted.
- Fundraising activities must be documented and approved by SDMHA.
- Each team may organize up to three fundraisers per season, ensuring fair access to community resources and involvement for all teams.
- The team treasurer must have a separate bank account for team fund management. This may be a personal account designated for the team - only team money in and out.
- All funds raised must be used for team-related expenses and cannot benefit a single player or subset of players.
- Teams must have a clear plan on how fundraising money will be spent. Raising excessive funds without a spending plan is not permitted.
- Cash/gift card payouts to team members are not allowed. If a team has unused funds at the end of the season, the team will forfeit the rights to the funds and must transfer the remaining to SDMHA.
- A **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 list all planned fundraising events, planned sponsorship requests/income, and expenses. Teams may resubmit forms if necessary.



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Fundraising Oversight

- Teams are required to submit the **SDMHA Team Budget Form**, **SDMHA Team Fundraiser Authorization Request form**, and **SDMHA Team Sponsorship Authorization Request** and wait for approval before conducting the requested fundraiser.
- A fundraising subcommittee, consisting of the SDMHA Treasurer, Fundraising Coordinator, and at least one other SDMHA Director will review and approve/deny all team fundraiser and team sponsorship requests.

Recommended Fundraising Activities

- Group A (Community Involvement Activities): Car Wash, Bottle Drive. This type of event requires a BC Hockey Sanction (insurance), the team Manager or Treasurer **MUST** apply for a BC Hockey sanction.
- Group B (Product Sales): Coffee, Donuts, Cheese, Poinsettias, etc.

Team Sponsorship Oversight

- Teams may secure individual sponsorship as outlined, but are not required to do so. If a team has a individual sponsor, it is the sole responsibility of the team to inform the sponsor on how their funds will be allocated. These funds must be added to the **SDMHA Team Budget Form**.
- To help 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.

Financial Oversight

- A budget summary must be signed off by 70% of the team families to increase transparency.
- All team accounts must contain only transactions directly related to team activities.
- A full reconciliation, (including a loan-to-from transaction record, if applicable), including all revenues and expenditures must be recorded on the SDMHA Team Budget Form and a bank financial statement must be submitted to the team's respective coordinator by the SDMHA AGM (mid April).
- All remaining funds in 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 members by majority vote.

Team Seed Money:

Teams may require monetary contributions from each player's parent/guardian before a team has a chance to run a fundraiser. Team Treasurer/Manager is required to inform the members during their first team meeting on expectations regarding seed money. Teams may decide seed money will be reimbursed at a later date, or will be distributed to cover costs for the team, and not reimbursed. This is to be determined by each team and their needs.

Policy Exceptions

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