

PMHA - Fundraising Policy

(Effective August 14, 2018)

All funds raised by teams are done so in the name of Paradise Minor Hockey Association (PMHA). PMHA has a responsibility to our members, athletes, coaches, and the community to ensure that money raised is spent in a manner consistent with the purpose for which it was raised. To maintain integrity and accountability, Team Managers are responsible for the funds raised and must ensure those funds are spent in an appropriate manner.

Please note that team sponsorship is permitted, but such funds cannot be used for team travel. Please see By-Law No. 12 for further details.

The following process and procedures must be followed by each team requesting to fundraise:

1. Board approval is required before any fundraising is permitted. If fundraising is requested for travel purposes, preference will be given to those teams fundraising for provincial travel.
2. A minimum of 75% of a team must be in agreement to fundraise.
3. All player registration and any related fees must be paid in full prior to submitting a request to fundraise.
4. Team Managers must submit a request for fundraising to the PMHA Board in writing using the applicable form in Attachment A. **The form must be submitted a minimum of two weeks prior to the planned start of any fundraising.**
5. Complete details of any fundraising must be included on the form, including the purpose (registration, tournaments, etc), dates of fundraising, specific fundraising initiatives (bottle drives, sponsors, tickets, etc.), location of fundraising and the estimated budget.
6. No teams shall be permitted to hold bank accounts in the name of PMHA.
7. All funds raised and/or received via sponsorship are done so in the name of PMHA. As such, all funds must be delivered to the Minor Hockey Office so they can be deposited into the PMHA bank account.
8. All rules governing Lottery Licenses must be strictly adhered to. Please refer to Lottery License Requirements included in Attachment A. Failure to follow these rules may constitute illegal activity and/or result in approval for fundraising being revoked.
9. Funds will be distributed to the teams via cheque drawn on the bank account of PMHA. Proof of all eligible expenses must be provided.

10. Any team who withdraws from a tournament and does not travel will turn over any fundraising money to PMHA. Any teams with money remaining after player and coaching costs have been reimbursed will be retained by PMHA.
11. PMHA will not make loans to any teams.
12. A full financial report must be submitted to the Treasurer within 10 business days of travel having been completed, or within 10 days following the provincial tournament being hosted, as applicable. The financial report should use the applicable form in Attachment A.
13. Specific fundraising guidelines for individual teams are outlined below.

Fundraising Guidelines:

U7 and U9 Teams – no fundraising is permitted

House League Team Travel

1. Teams can fundraise for a maximum of one tournament per season.
2. A tournament must require a minimum of one overnight stay and be off the Avalon Peninsula to be eligible for fundraising.
3. The tournament must be sanctioned and approved by HNL.
4. The maximum dollar amount a team can fundraise, for an Invitational Tournament, is \$3,000.
5. All proceeds from fundraising must be spent for players and coaching staff with no children on the team. Receipts must be provided.
6. Eligible expenditures include:
 - a. Hotel: up to a maximum of \$150 per night for players and coaching staff with no children on the team. Maximum of 2 nights.
 - b. Meals: \$60 per day for players and coaching staff with no children on the team. Maximum 2 days.
 - c. Tournament Registration Fees: maximum of \$850 per team.
7. Teams may request a maximum of 1 lottery license. The request must be submitted to the Board a minimum of 4 weeks before the lottery license is required.

All Star and Development Team Travel

1. Teams can fundraise for a maximum of two tournaments per season, one of which must be the provincial tournament.
2. A tournament must require a minimum of one overnight stay and be off the Avalon Peninsula to be eligible for fundraising. This includes all provincial tournaments.
3. The maximum dollar amount a team can fundraise for out of province travel is \$25,000 per team.

4. The maximum dollar amount a team can fundraise for travel within the province, including provincial tournaments is as follows:
 - a. Avalon - \$0
 - b. Clarenville, Burin Peninsula, Bonavista Peninsula - \$12,000
 - c. Central (west of Clarenville to Deer Lake) - \$12,000
 - d. Western (including Port aux Basques, Corner Brook, Stephenville) - \$12,000
 - e. Northern Peninsula (north of and including Rocky Harbour) - \$12,000
 - f. Labrador - \$25,000
5. All proceeds from fundraising must be spent for players and coaching staff with no children on the team. Receipts must be provided.
6. Eligible expenditures include:
 - a. Hotel: up to a maximum of \$150 per night in province and \$200 for out of province for players and coaching staff with no children on the team. Maximum of 5 nights.
 - b. Airfare: up to \$750 per player and coaching staff with no children on the team. Tickets obtained via points will have no cash value.
 - c. Meals: \$60 per day for players and coaching staff with no children on the team. Maximum of 5 days.
 - d. Transportation:
 - i. Bus rental: maximum of \$2,000 per team.
 - ii. Rental cars: up to \$75 per day for players and coaching staff with no children on the team. Maximum of 5 days.
 - e. Tournament Registration Fees: maximum of \$850 per team.
7. Fundraising teams may apply for one lottery license per tournament, up to a maximum of two per season. *Only one lottery license per team may be open at a time.*

Host Team Fundraising for Provincial Tournament

1. Teams are required to raise 50% of the costs associated with hosting a Provincial Tournament.
2. Eligible expenditures include:
 - a. Medals & awards for participating teams.
 - b. Ice rental and officiating fees
 - c. Tournament Registration Fees: maximum of \$850 for host team
 - d. Any other associated fees with hosting provincial tournament that are approved by the Board of PMHA.
3. Host teams may apply for one lottery license.

Appendix B – Fundraising Request Forms

a) Provincial Host Team - Fundraising Request Form





PARADISE MINOR HOCKEY ASSOCIATION



Host Team Fundraising Request Form

TEAM NAME _____ HEAD COACH _____

TOURNAMENT NAME _____ LOCATION _____

TOURNAMENT DATE _____ TO _____ CONTACT _____

PROPOSED HOST BUDGET

MEDALS & AWARDS (Cost per person \$ _____ x _____ people) \$ _____

ICE RENTAL _____ \$ _____

OFFICIATING FEES _____ \$ _____

TOURNAMENT REGISTRATION FEES \$ _____

ADDITIONAL EXPENSES (Provide details, PMHA Executive Board approval required)

a) _____ \$ _____

b) _____ \$ _____

c) _____ \$ _____

d) _____ \$ _____

TOTAL REQUESTED COSTS \$ _____

***Complete 'FUNDRAISING ACTIVITIES PLANNED' section below and attach to this form before submitting for approval.**

- All player registration must be paid in full prior to submitting a request to fundraise.
- I have read and understand the fundraising policy as presented in PMHA by-laws.
- All monies in excess of eligible expenses approved by PMHA will be retained by PMHA.

All sold, unsold and winning ticket(s) with date, winners name and value of prize must be returned to PMHA Treasurer.

TEAM MANAGER _____ PHONE # _____

E-MAIL _____ DATE _____



PARADISE MINOR HOCKEY ASSOCIATION



Host Team Fundraising Request Form (Cont.)

FUNDRAISING ACTIVITIES PLANNED

(Please give detail of each fundraising activity below.)

1) _____

LOCATION _____ **DATE(S)** _____ **EXPECTED PROFIT \$** _____

2) _____

LOCATION _____ **DATE(S)** _____ **EXPECTED PROFIT \$** _____

3) _____

LOCATION _____ **DATE(S)** _____ **EXPECTED PROFIT \$** _____

4) _____

LOCATION _____ **DATE(S)** _____ **EXPECTED PROFIT \$** _____

TEAM NAME _____ **TOURNAMENT** _____ **DATE** _____

Appendix B – Fundraising Request Forms
b) Team Travel - Fundraising Request Form





PARADISE MINOR HOCKEY ASSOCIATION



Team Travel Fundraising Request Form

TEAM NAME _____ HEAD COACH _____

TOURNAMENT NAME _____ LOCATION _____

TOURNAMENT DATE _____ TO _____ CONTACT _____

PROPOSED TRAVEL BUDGET

NOTE: Costs MUST exclude parent travel costs as deemed ineligible as per PMHA Fundraising policy.

AIR TRANSPORTATION (Airfare per person \$ _____ x _____ people) \$ _____

GROUND TRANSPORTATION _____ \$ _____

ACCOMADATIONS (Cost per person \$ _____ x _____ night(s)) \$ _____

ADDITIONAL EXPENSES (Provide details)

a) _____ \$ _____

b) _____ \$ _____

c) _____ \$ _____

REGISTRATION FEES \$ _____

TOTAL REQUESTED COSTS \$ _____

REQUESTED COSTS PER PLAYER \$ _____

*Complete 'FUNDRAISING ACTIVITIES PLANNED' section below and attach to this form before submitting for approval.

- All player registration must be paid in full prior to submitting a request to fundraise.
- I have read and understand the fundraising policy as presented in PMHA By-Laws.
- All monies in excess of eligible expenses approved by PMHA will be retained by PMHA.

All sold, unsold and winning ticket(s) with date, winners name and value of prize must be returned to PMHA Treasurer.

TEAM MANAGER _____ PHONE # _____

E-MAIL _____ DATE _____



PARADISE MINOR HOCKEY ASSOCIATION



Team Travel Fundraising Request Form (Cont.)

FUNDRAISING ACTIVITIES PLANNED

(Please give detail of each fundraising activity below.)

1) _____

LOCATION _____ **DATE(S)** _____ **EXPECTED PROFIT \$** _____

2) _____

LOCATION _____ **DATE(S)** _____ **EXPECTED PROFIT \$** _____

3) _____

LOCATION _____ **DATE(S)** _____ **EXPECTED PROFIT \$** _____

4) _____

LOCATION _____ **DATE(S)** _____ **EXPECTED PROFIT \$** _____

TEAM NAME _____ **TOURNAMENT** _____ **DATE** _____

Appendix C – Lottery License



Lottery License

The Government of Newfoundland and Labrador, Service NL regulates lottery licenses. PMHA is allowed to apply for lottery licenses by virtue of our being in good standing with Hockey Newfoundland and Labrador, the sport governing body for ice hockey in the Province.

Teams may request that the Association obtain Lottery Licenses on their behalf. These Lottery Licenses require officers of the Association sign the application, and assume all legal responsibilities for the execution of the lottery. In addition to the reputation of PMHA being placed at risk, the individual officers who sign on behalf of the Association assume personal risk associated with the proper adherence to the rules and regulations established by Service NL, as laid forth in Newfoundland And Labrador Regulation 1/02 (“Lottery Licensing Regulations”) under the Criminal Code (M.C. 1081-82).

All rules and regulations as established by Service NL must be followed. Please visit the Service NL website for full rules and regulations prior to completing an application for a lottery license.

The Association does not assume financial responsibility for the ticket lottery. If there is insufficient revenue to provide the prizes as stated on the ticket, then the team, and by extension the player’s parents, will assume financial liability

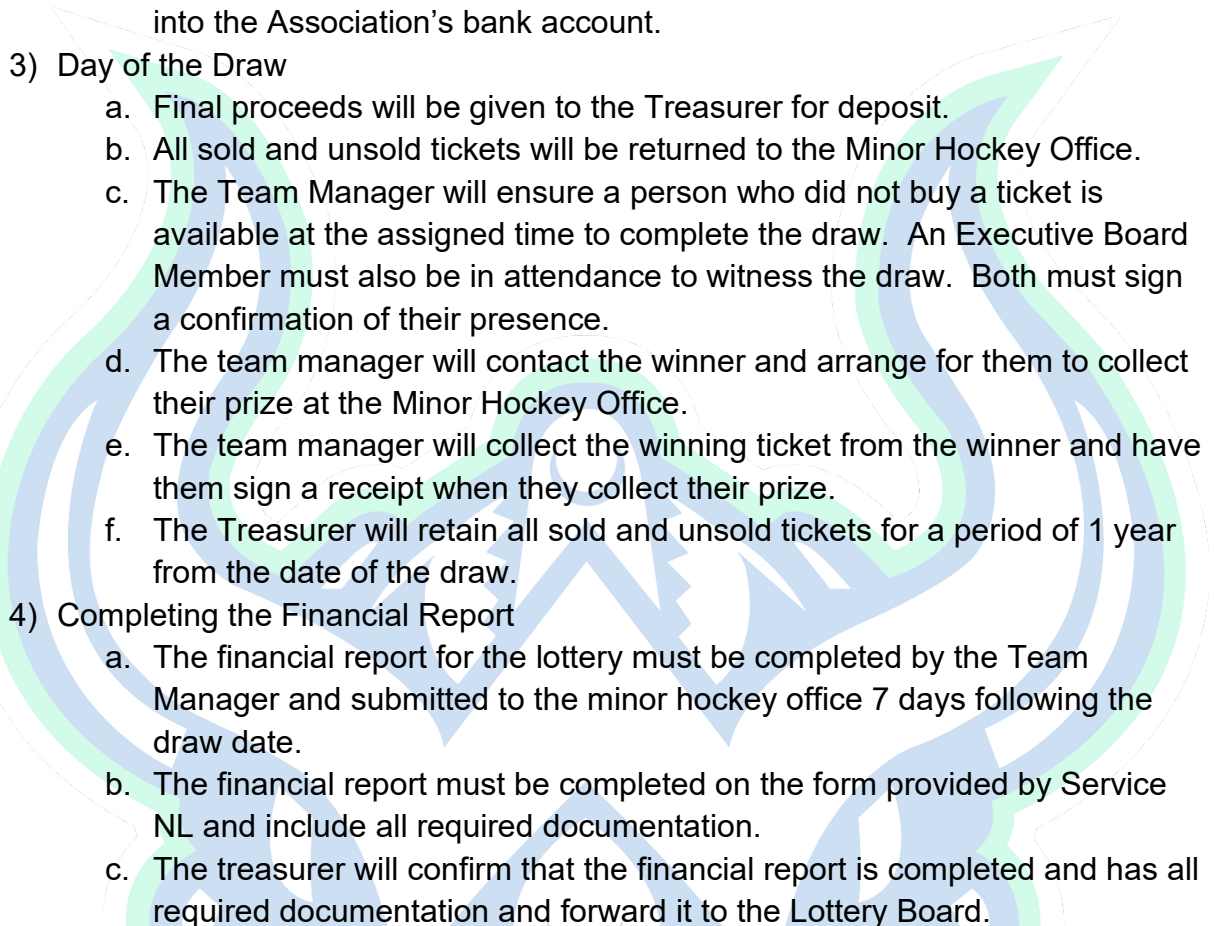
The following guidelines are meant to provide due diligence around the process of obtaining a Lottery License, and to establish control over the execution of the lottery to meet the requirements of the Lottery Licensing Regulations.

1) Obtaining a Lottery License

- a. Team Managers must complete a Lottery License Application form and submit it to the Minor Hockey Office a minimum of 4 weeks before the lottery license is required. The PMHA logo will appear on the sample ticket proof submitted with the application form.
- b. The application must include information on how the money raised through the lottery will be spent. (Acceptable use for money raised through the lottery must adhere to PMHA’s Fundraising policies.)
- c. Once approved by the Executive Board, the President and Treasurer will sign the lottery license application and forward to Service NL.
- d. The Treasurer will notify the Team Manager when the Lottery License has been received.

2) Managing a Ticket Lottery

- a. The Team Manager will proceed and have the tickets printed.

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- b. The Team Manager will prepare a ticket ledger identifying who is assigned blocks of tickets for sale. All sold and unsold tickets must be accounted for at all times.
 - c. PMHA will provide a receipt for all proceeds, and deposit the proceeds into the Association's bank account.
- 3) Day of the Draw
- a. Final proceeds will be given to the Treasurer for deposit.
 - b. All sold and unsold tickets will be returned to the Minor Hockey Office.
 - c. The Team Manager will ensure a person who did not buy a ticket is available at the assigned time to complete the draw. An Executive Board Member must also be in attendance to witness the draw. Both must sign a confirmation of their presence.
 - d. The team manager will contact the winner and arrange for them to collect their prize at the Minor Hockey Office.
 - e. The team manager will collect the winning ticket from the winner and have them sign a receipt when they collect their prize.
 - f. The Treasurer will retain all sold and unsold tickets for a period of 1 year from the date of the draw.
- 4) Completing the Financial Report
- a. The financial report for the lottery must be completed by the Team Manager and submitted to the minor hockey office 7 days following the draw date.
 - b. The financial report must be completed on the form provided by Service NL and include all required documentation.
 - c. The treasurer will confirm that the financial report is completed and has all required documentation and forward it to the Lottery Board.

iv. Financial Report for Fundraising & Related Expenses





**PARADISE MINOR HOCKEY ASSOCIATION
FINANCIAL REPORT FOR FUNDRAISING AND RELATED EXPENSES**



SECTION 1: TEAM INFORMATION

Team Name:

Head Coach:

Tournament Name:

Location:

Tournament Date:

Team Manager:

SECTION 2: PROCEEDS RAISED THROUGH FUNDRAISING:

Activity ⁽¹⁾	Date(s)	Proceeds Raised
1.		
2.		
3.		
4.		
5.		
Total Amount Raised		_____
		=====

SECTION 3: TEAM TRAVEL EXPENSES⁽²⁾:

Player/Coach Name ⁽³⁾	Parent Name ⁽⁴⁾	Flight	Hotel	Meals	Transportation	Other ⁽⁵⁾	Total
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total		-	-	-		-	-

- Notes:**
- ✓ (1) Fundraising activities listed should correspond with planned activities as stated on the team's fundraising request form previously submitted to the PMHA Board for approval.
 - ✓ (2) Teams must refer to PMHA's Fundraising Policy for expenditures eligible for reimbursement. Maximum amounts apply.
 - ✓ (3) Only coaching staff without children on the team are eligible for reimbursement.
 - ✓ (4) Required for reimbursement purposes.
 - ✓ (5) Please specify what expenditures relate to.