



SOUTHERN SHORE MINOR HOCKEY ASSOCIATION (SSMHA) Fundraising Policy

Oct 2024

1. PREAMBLE

The Southern Shore Minor Hockey Association (SSMHA) has a responsibility to our members, athletes, coaches, and the community to ensure that any funds raised are spent in a manner consistent with the purpose for which it was raised.

All charitable lotteries and gaming events must be licensed to operate in Newfoundland and Labrador and must be conducted in accordance with the Lottery Licence Regulations under the Criminal Code of Canada. Anyone not adhering to the requirements would be guilty of an offense under the Criminal Code of Canada.

2. POLICY STATEMENT

This policy was implemented by the SSMHA Executive to ensure that money raised is spent in a manner consistent with the purpose for which it was raised and accounted for in a manner prescribed by the SSMHA. Fundraising shall be limited to hotel costs, meals, vehicle transportation expenses (i.e., fuel costs), tournament registration, or Airfare, in cases where out-of-province travel has been approved (non-essential items such as swag are not permitted fundraising expenses).

3. APPROVAL

- a) To be eligible for fundraising, a tournament must require a minimum of 1 overnight stay and be off the Avalon Peninsula.
- b) Applications to fundraise must be received by the SSMHA Treasurer a minimum of 30 days prior to the event. At the discretion of the SSMHA Executive, this clause may be waived.
- c) All fundraising undertaken by teams, team members, or coaches affiliated with the Southern Shore Minor Hockey Association must receive approval from the Southern Shore Minor Hockey Association executive prior to proceeding.
- d) Approval shall be sought by submitting a **Fundraising Request Form** to the SSMHA Executive and after receiving written approval from the same prior to commencing any fundraising efforts. The approval form is attached in **Appendix A** to this policy.



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- e) Upon approval, all funds raised by teams shall be carried out in the name of Southern Shore Minor Hockey Association (referenced as SSMHA) and must be submitted to the SSMHA Treasurer for tracking and dispersal.
- f) Approval to fundraise will be restricted to the maximum dollar amount by geographic region as follows:
 - i. Avalon - \$0 (unless you are a hosting provincial team)
 - ii. Clarenville, Burin Peninsula, Bonavista Peninsula - \$5,000
 - iii. Central (west of Clarenville to Deer Lake) - \$7,000
 - iv. Western (Including Port aux Basques, Corner Brook, Stephenville) - \$8,500
 - v. Northern Peninsula (north of and including Rocky Harbour) - \$10,000
 - vi. The maximum dollar amount for travel off the island is \$25,000 per team.
 - vii. Approved funds will be distributed to the teams via cheque drawn on the bank account of SSMHA (or EMT) and accounted for by the SSMHA.

Priority will be given to those teams that are fundraising for regular tournament travel within the province under the sanctioning of Hockey NL.

Approval to fundraise must be authorized by the Southern Shore Minor Hockey Association, approval is granted on the basis of demand, team requirements, and club priorities.

All travel must be first approved by Hockey NL prior to the SSMHA sanctioning a fundraising activity.

No team will be approved for travel outside of May 1st – October 30th of any year except in special circumstances and approved by the SSMHA Executive.

4. PARTICIPATION & DISPERSAL OF FUNDS

A minimum of 75% of a team must be in agreement to fundraise.

All community-based fundraised money must be spent on approved travel to tournaments.

To ensure fairness and to encourage participation in fundraising initiatives, funds shall be allocated and subsequently dispersed equally to players who participated in each fundraising event.

Along with team members, coaching staff with no children on the team are eligible to receive funds toward expenses provided no other funds have been provided by the SSMHA.



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Any team who withdraws from a tournament and does not travel will relinquish any fundraising money to the SSMHA.

5. ELIGIBLE EXPENDITURES

Hotel Cost: Up to a maximum of \$150 per night for players and coaching staff with no children on the team.

Meals: \$50 per day for players and coaching staff with no children on the team.

Tournament Registration Fees, to a maximum of \$1000 per team.

Transportation – vehicle/mileage/bus rental– maximum of \$2000 per team

Airfare: Up to \$2000 per player and coaching staff with no children on the team. Tickets obtained via points will have No Cash Value.

Proof of all eligible expenses (**Expenditure Report Appendix B**) shall be provided and submitted to the SSMHA Treasurer no longer than 10 business days after the conclusion of the respective tournament. Receipts for eligible expenses shall be attached to the expenditure report.

All fundraised money must be spent consistent with Article 2 by team members and coaching staff with no children on the team.

Any teams with money remaining after player and coach costs have been met will be retained by the SSMHA.

6. HOSTING OF TOURNAMENTS

All player Registration fees for the season must be paid in full prior to submitting a request to fundraise to the Executive Board.

Teams must submit a Fundraising Request Form to SSMHA Executive and receive written approval from the same prior to commencing any fundraising efforts.

Participating teams are required to raise a minimum of 50% of the costs associated with Hosting a Provincial Tournament.



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All funds raised and/or received via sponsorship are done so in the name of the SSMHA. As such, all funds **must** be submitted to SSMHA for accounting and dispersal.

Funds will be distributed to the team via cheque drawn from the bank account of SSMHA or via EMT. Proof of the eligible expense must be provided.

Eligible expenditures include:

- a) Medals & awards for participating teams.
- b) Tournament Registration Fees – Maximum of \$1100 for the host team.
- c) Any other associated fees with hosting a provincial tournament that is approved by the SSMHA Executive.

7. OTHER

All rules governing a SSMHA lottery license must be strictly adhered to. Please refer to the lottery license section for full details. Failure to follow these rules may constitute illegal activity and/or result in approval for fundraising being revoked.

Any team who withdraws from a tournament and does not travel will turn over any fundraising money to SSMHA. Any teams with money remaining after player and coaching costs have been met will be retained by SSMHA.

A team wishing to fundraise through the use of a lottery license must receive approval a minimum of 4 weeks in advance of the fundraising activity.

8. LOTTERY FUNDRAISING

- a. The Government of Newfoundland and Labrador, Service NL regulates lottery licenses.
- b. SSMHA is allowed to apply for lottery licenses by virtue of our being in good standing with Service NL and Hockey NL, hockey's governing body within the Province.
- c. Teams may request that the Association obtain Lottery Licenses on their behalf.
- d. The SSMHA reserves the right to retain 10% of funds raised over and above the prizes attributed.



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- e. Lottery Licenses require officers of the Association to sign the application and assume all legal responsibilities for the execution of the lottery.
- f. In addition to the reputation of SSMHA being placed at risk, the individual officers who sign on behalf of the Association assume the 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 \(M.C. 1081-82\)](#).
- g. 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.
- h. The Association does not assume financial responsibility for the ticket lottery.
- i. 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.
- j. The following guidelines are meant to provide due diligence around the process of obtaining a Lottery Licence and to establish control over the execution of the lottery to meet the requirements of the Lottery Licensing Regulations.
- k. Obtaining a Lottery Licence:
 - i. The SSMHA Executive or a Team Managers with the approval of the SSMHA Executive must complete a Lottery License Application form and submit it to the SSMHA Executive Treasurer a minimum of 4 weeks before the lottery license is required.
 - ii. The SSMHA logo will appear on the sample ticket proof submitted with the application form. Please see **APPENDIX C** for a **Ticket Example**.
 - iii. 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 SSMHA's Fundraising policies).
 - iv. Once approved by the SSMHA Executive, the President or Vice President and Treasurer will sign the lottery license application and forward it to Service NL.
 - v. The Treasurer will notify the Team Representative or Manager when the Lottery License has been received.



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1. Managing a Ticket Lottery

- i. The Team Representative or Manager will proceed and have the tickets printed, if required.
- ii. The Team Representative or Manager will prepare a ticket ledger/log identifying who is assigned blocks of tickets for sale.
- iii. All sold and unsold tickets must be accounted for at all times,
- iv. A full report along with all proceeds must be submitted to the treasurer of the Southern Shore Minor Hockey Association upon conclusion of the ticket drive.
- v. SSMHA will provide a receipt for all proceeds and account for funds, accordingly, providing the winner his/her prize along with the funds due to the participating team.



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APPENDIX A

Application for Fundraising Approval

Section 1: Details of Team

The team requesting approval to fundraise:	
Fundraising required for:	
Contact Information:	
Coach / Team Rep:	
Phone Number:	
Email address:	

Section 2: Estimated Costs of Travel

Description of Activity (list each activity separately)	Date of Activity (day/month/year)	Estimated Costs (net amount)	Approved
		\$	
		\$	
		\$	
		\$	
		\$	

Section 3: Details of Fundraising

Description of fundraising method (list each activity separately)	Date of Activity (day/month/year)	Fundraising Goal (net amount)	Approved
		\$	
		\$	
		\$	
		\$	

Status of Application: _____

Authorizing Representative: _____



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APPENDIX B

Expenditure Report

Section 1: Details of Team

Team Expending Funds:	
Funds Used for:	
Contact Information:	
Coach / Team Rep:	
Phone Number:	
Email address:	

Section 2: Expenditures by Item

Description of Activity (list each activity separately)	Date of Expenditure (day/month/year)	Cost Breakdown	Total Costs
E.g. Meal allowance per player	Oct 27, 2024	\$ 40 x 17	\$ 680.00
			\$
			\$
			\$
			\$
			\$

Consistent with Approval	Not Consistent with Approval	More Information Required
Signature	Signature	Signature
Name	Name	Name



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APPENDIX C SAMPLE TICKET

Various sample tickets can be viewed on the Digital Government and Service NL website. Ensure you use the appropriate format for the draw you are doing.

SAMPLE TICKET GUIDELINE

ABC COMMITTEE		ABC COMMITTEE	
NAME _____		TICKET LOTTERY	
ADDRESS _____		Draw Date: January 1, 2002	
TELEPHONE NO. _____		Location of Draw: Town Hall	
Ticket No. #####		Prize Description: TV/DVD	
Lottery Licence No. #####		Retail Value: \$800.00	
Ticket Price: \$2.00		Ticket No. #####	
No. of Tickets Printed: 1,000		Lottery Licence No. #####	
		Printer: Smith's Printing	

SAMPLE DISCOUNTED TICKET

ABC COMMITTEE		ABC COMMITTEE	
NAME _____		TICKET LOTTERY	
ADDRESS _____		Draw Date: January 1, 2002	
TELEPHONE NO. _____		Location of Draw: Town Hall	
Ticket No. #####		Prize Description: TV/DVD	
Lottery Licence No. #####		Retail Value: \$800.00	
Ticket Price: <input type="checkbox"/> \$1.00 ea.		Ticket No. #####	
<input type="checkbox"/> 3 for \$2.00		Lottery Licence No. #####	
No. of Tickets Printed: 2,000		Printer: Smith's Printing	

SAMPLE COPY OF TICKET (EARLY BIRD DRAW)

ABC COMMITTEE		ABC COMMITTEE	
NAME _____		TICKET LOTTERY	
ADDRESS _____		Draw Date: January 1, 2002	
TELEPHONE NO. _____		Early Bird Draw Date: April 1, 2002	
Ticket No. #####		Cut-off Date for Early Bird Draw Sale: March 15, 2002	
Lottery Licence No. #####		Early Bird Price: \$1,000 Cash	
Ticket Price: \$5.00		Location of Draw: Town Hall	
No. of Tickets Printed: 10,000		Grand Prize: \$20,000 Cash	
		Ticket No. #####	
		Lottery Licence No. #####	
		Printer: Smith's Printing	