



## **Section 5: Fundraising & Sponsorship**

### **Section 5.1 Executive Guidelines for Fundraising**

- If Alcoholic beverages are used as prizes tickets must be bought and sold by adults of age, not in the arena and the winner must show proof of age.
- The assigned team representative responsible for fundraising will be required to provide a summary of activities and a supporting financial report to the DMHA Executive or designate by March 31<sup>st</sup>.
- Team management is responsible for ensuring that the DMHA guidelines are followed.
- Details of all team fundraising must be discussed and unanimously supported by the parents of affected teams. In addition, the DMHA fundraising form must be signed by all parents at a team parent meeting, then forwarded to the DMHA Fundraising Coordinator or designate for review and approval.

**NOTE:** For all team meetings a Director of the DMHA Executive who is not a parent or in a position of a conflict of interest with the team must be present.

- Teams may fundraise for the following purposes;
  - Tournament registration fees.
  - Purchase of additional ice time.
  - Team jackets, hats, equipment bags, warm up suits provided the clothing is per the DMHA Clothing Rules of Operation.
  - Team meals, celebrations, year- end banquets, trophies or team awards.
- Teams may NOT fundraise for the following purposes;
  - Travel expenses for recognized coaching staff.
  - For any purpose deemed unacceptable by the DMHA Board of Directors.
- Examples of acceptable fundraising activities include but are not limited to:
  - Bottle and Paper Drives. (No door to door soliciting)
  - Sale of product (cheese, garbage bags, Saran Wrap, etc.)
  - Garage and Yard Sales
  - Car Washes
  - Raffles, Games of Chance operating in accordance with all Ontario Alcohol and Gaming Commission rules and regulations.

### **Section 5.2 Team Fundraising**

All teams and participants have a responsibility to project a positive image of their team, DMHA and minor hockey in general. This conduct, either positive or otherwise, is a direct reflection on sponsors that assist us each year. As a result, the following guidelines must be adhered to when fundraising:

- All fundraising must be pre-approved by the DMHA Executive or a Director Designate. No group, team or individual shall be permitted to raise funds for purposes associated with DMHA without written consent from the DMHA Executive or a Director Designate
- All fundraising proposals must be submitted using the DMHA Request for Fundraising Form, to the DMHA Executive or a Director Designate. This form must be received 10 days prior to the start of the fundraising event. The DMHA Executive or an Director Designate must render a decision within 8 days of receiving the written proposal. The form must be filled out completely and accurately. Any missing information or lack of clarity will result in the application being sent back to the submitting party for re-submission.
- The application form designates a person overseeing the fundraising event. This person is the individual who shall be held accountable for all funds associated with the fundraiser. Coaching staff are not to have any part of the handling of the team money. Parent Reps are to look after the team accounts and accounting of them.
- Funds raised by any party must be used for the purpose or purposes stated on the application.
- A full accounting of all fundraising activity is required and will be submitted to the appropriate Director designate, who, will in turn, provide a copy to the DMHA Treasurer. This accounting includes appropriate books and records showing that the funds were used for the purpose for which they were raised.
- All applicable licenses as defined by the Ontario Alcohol & Gaming Commission must be obtained when required. Copies of all licenses applications, and approved licenses must be submitted to the Director designate prior to the start of the event. Copies of all fundraising reports must be filed with the Director designate by no latter then the 10<sup>th</sup> day following the end of fundraising event.
- At no time can any Business, Service Club, Association, Group Etc. be approached regarding a donation, sponsorship, or partial sponsorship of any fundraising event without the prior approval of the DMHA Board of Directors, or designate.
- A separate account, with two signing authorities must be set up for approved fundraising activities through which the monies generated will be managed.
- All funds generated must be used for the pre-approved purpose by March 31<sup>st</sup> unless prior approval has been received from the DMHA Executive or a Director Designate. Funds remaining on account after this date will be transferred to the DMHA General Account for use against the general operating expenses of the Association.
- For all Individual Team Fund Raising Events, a detailed financial report for each active fundraiser must be made available to each participant and the DMHA Executive by no latter then the 10<sup>th</sup> day following the end of the fundraising event.
- A full review of any/all fundraising activities may be requested at any time, and with-out prior notice, by the DMHA Executive, the team staff, or the parents of an individual team member.
- Fundraisers involving food products must ensure compliance with Ontario's Current Food Handling Legislation. A plan indicating how this legislation will be complied with must be provided with the event application.
- Any individual or team who fails to comply with any of these Fundraising Guidelines may be subject to sanctions by the DMHA as determined by the DMHA Executive.