



## DJHL Team Fundraising Policy

**This policy establishes the DJHL policy with respect to fundraising activities carried out by pooled Peewee and Bantam teams under the League's jurisdiction. The intent of this policy is to monitor fundraising activities for which the League is ultimately liable and to establish a proper level of due diligence between the League and teams regarding those activities.**

1. The DJHL operates all Bantam and Peewee pooled team fundraising activities in full compliance with the Government of Newfoundland and Labrador's rules for ticket lotteries. Therefore, teams are only required to submit a DJHL Team Fundraising Request Form to the League for activities that require the League Operating Committee to obtain a Lottery License on the team's behalf. Fundraising not covered under the Provincial Government's rules for ticket lotteries, such as bottle drives and vegetable hamper sales, does not require League approval. However, Managers should keep the DJHL Financial Administrator informed of all fundraising plans.
2. Once League approval is given to proceed with a Lottery Board application, the Team Manager is responsible for preparing it, obtaining proper DJHL Operating Committee sign-off and submitting it to the Lottery License Board thereafter. Once the lottery license has been approved by the Provincial Government then the Team Manager may commence with ticket printing and sale of tickets.
3. Funds from any fundraising activities conducted through a lottery license must be deposited with the League's Financial Administrator. The League will disburse funds by cheque thereafter on the team's behalf in accordance with the pre-approved trip budget, proof of expenses having been incurred, and in consultation with the respective Team Manager.
4. Any teams attending an out-of-province or provincial tournament, or travelling for sanctioned tournament or exhibition play are eligible to raise funds using a lottery license.
5. Any tournament trip requiring fundraising must have a minimum of 14 player families in agreement to travel and participate in fundraising. This number must be determined by secret ballot.
6. Fundraising budgets will only cover the transportation, meals and accommodations of any non-parent members on the team staff. Parents on team staffs are expected to cover their own expenses similar to all other parents.
7. Teams may fundraise for a maximum of 2 trips per season and only one of which can be an out-of-province trip. Preference will be given to fundraising requests for provincial tournaments where out of town travel is required.
8. The maximum net amount a team can fundraise is \$25,000 for an out-of-province trip, and \$7,500 for a provincial tournament.
9. DJHL will only approve fundraising or team travel that occurs during the DJHL hockey season.
10. Soliciting donations or sponsorship from DJHL's title sponsor (RBC), or any of its competitors, is not permitted.
11. No monies raised from fundraising activities can be used to offset player registration fees or team wear.
12. Ticket draws must be witnessed by at least one DJHL Operating Committee Member. The DJHL logo should appear on all tickets. Winning ticket #, winners' names and names of individuals involved in the draw must be submitted to DJHL for public release. Once the draw has been completed the Team Manager is responsible to complete the Ticket Lottery Financial Report and provide the League with sufficient revenue to cover applicable fees owing to the Government of Newfoundland and Labrador. A copy of the Financial Report submitted to the Provincial Government must be submitted to DJHL within 2 weeks of draw date.
13. Any team which withdraws from a tournament, or does not travel as planned and fundraised for, will turn over any related fundraising money to the DJHL. Likewise, any residual funds held on account for a team will become the property of the League once a team has disbanded for the year and once all team related expenses have been paid in full.
14. Any team fundraising outside these guidelines will face League disciplinary action and be banned from any fundraising for the balance of the season.