

# Shuswap Ringette Association

## Fundraising Policy, Guidelines and Gaming Licenses

All fundraising initiatives by either Shuswap Ringette Association (SRA) or Shuswap Ringette Association Teams must comply with the most recent Gaming Policy established by the Ministry of Housing and Social Development/Gaming Policy and Enforcement Branch.

Current information can be found on the website at: <http://www.hsd.gov.bc.ca/gaming/licences>.

Fundraising events initiated by the Board (i.e. Play Days, Pub Night, Team Jersey Sponsorship Program)– All funds will be deposited into the Shuswap Ringette Association General Account, to be used for the association as a whole.

Fundraising events initiated by an Individual Team (i.e. Car Wash, Bottle Drives, Chocolate Sales, Work Bee's)-All funds will be deposited into a Team Bank Account, to be used by that team according to this Policy and Guidelines.

Once an individual team has decided they would like to do fundraising for their team, a Team Bank Account with a minimum of two signing officers should be established. The co-ordinator of the bank account must keep accurate bank records regarding all transactions. When the bank account is closed at the end of the season, copies of all bank accounts must be submitted to the Treasurer within 30 days of the close of the account. See attached Establishing a Team Bank Account.

All teams planning fundraising initiatives of **any** type require pre-approval from the SRA Board. Contact the SRA President before applying for a Gaming License, your event may be covered under the umbrella of the SRA Class B Gaming License. This can be done by completing the attached Fundraising Plan and submitting the plan to the SRA President for approval.

Teams planning any type of ticket raffle, outside of the SRA Class B Gaming License, must obtain a separate Class D Gaming License issued by the BC Gaming Policy and Enforcement Branch.

### **1. Fundraisers requiring a Government Issued Gaming License**

All individual teams wishing to engage in any type of ticket raffle fundraiser, must apply for and obtain a Class D Gaming License and comply with the BC Gaming Policy and Enforcement Branch Rules. A Class D License will be issued to teams to earn revenue for eligible purposes. Teams must familiarize themselves with licensing requirements; maintain proper records and reporting requirements.

A Class D Gaming License is needed in order to be able to operate a gaming event in BC. Under Canada's Criminal Code of BC's Gaming Control Act, a group or organization must be licensed to operate any type of event where there is a chance "To Win" is being sold.

Under a Class D License, eligible groups are limited to:

- Raising up to \$10,000 in gross gaming revenue in a 12 month period
- Up to \$5,000 gross revenue for each Class D License
- Individual prize values must not exceeding \$500; and
- A \$2.00 maximum charge for each chance to win a prize.

Minors (under the age of 19 years) are prohibited from engaging in gaming events. Under a Class D gaming event license, minors:

- Are not permitted to buy raffle tickets
- May not sell raffle tickets on behalf of your group or organization

Further information regarding the application process, how to apply, rules, procedures, and how to properly hold a ticket raffle can be found on the website at <http://www.hsd.gov.bc.ca/gaming/licences/classD.htm#one>

A ticket raffle is defined as any type of event where a ticket is sold for an opportunity to win a prize. If an activity involves; a game of chance, a mandatory payment to participate or a prize, it is then considered a gaming event, and a license is required. Ticket control sheets are attached to this guideline and are to be used during a licensed raffle event.

**Examples of Ticket Raffles that require a license include:**

- 50/50 draws at games
- Regular ticket raffles
- Sports pools
- Peel n Pay
- Baskets
- Loonie Stick (important changes are required for this type of raffle to be licensed and allowed)

**Examples of Items licensed raffle profits can be used for:**

- Tournament Registration Fees
  - Additional Ice Time
  - Player Developmental Sessions
  - Dry Land Training
  - Team Apparel (Jackets, Hoodies, Sweat Pants, T-Shirts, etc.)
  - Team Bus Rentals for Tournaments
  - Team Meals (for players only)
- Any profit generated from any type of ticket raffle, must be used **only** to assist in the general purpose of your team to play Ringette and anything that is essential to sustain the team.
- Profit from any type of fundraising event **MUST NOT** be used for personal gain.

## **50/50 Procedures**

When applying for your 50/50 license, you need to know when and where your sales and draws will take place. In order to streamline this process, as the Branch realizes times and places can change due to ice scheduling, state your draw times as follows:

- Draw Dates: All regular season home games, home exhibition games or the last date of a tournament (i.e. The last ice time during Play Days)
- Include Sunwave Centre (2600 10 Ave Ne Salmon Arm, BC V1E 2S4), as this is usually the home ice venue.

Only numbered tickets in rolls are to be used for 50/50 sales (available at most Dollar or Stationary Stores). If a team plans to sell discounted tickets, i.e.: 1 for \$1.00, 3 for \$2.00 or 15 for \$5.00, you **must** have a different coloured roll of tickets for each price category. When you apply for the license, you must specify on the application how many tickets in each price category you will have for sale.

### **Example:**

\$1.00 for 1 Ticket – 100 Tickets  
\$2.00 for 3 Tickets – 200 Tickets  
\$5.00 for 15 Tickets – 500 Tickets

You must keep the winning ticket (both stubs) and document the winner's name, address, telephone number and prize amount, see Control Sheet #4 50/50 Draw.

## **Raffle Table Licensing Requirements**

Shuswap Ringette Annual Play Days Raffle Table will be covered under the Class B License, but must follow the guidelines as described below.

A tournament raffle table event is considered a regular ticket raffle, and if it is taking place during Play Days, it will most likely be over a two or three days period. For an event where sales span longer than one day, the Class D license must be applied for as a “**Regular Annual Series**” type of license. If the raffle is taking place over a one day period, i.e. Pub Night, the Class D license type required is a “**Regular One Day Raffle**”. Within the license you can then include all the prizes and different types of games you will be offering: Basket Raffle, Peel n Play, Loonie Stick. You will need to know what your prizes are and values when you apply. Allow at least one week for your application to be approved, so plan ahead. Before you apply for this license, check with the President to see if your raffle can be added to the Shuswap Ringette Class B License.

There are certain rules that need to be followed in order to comply with the gaming license requirements. If the raffle is a single day raffle, the numbered tickets in rolls (purchased from a Dollar or Stationary Store) can be used.

**\*Under no circumstances can any alcohol or lottery tickets be offered as prizes in any type of raffles.**

- Basket Raffle

Whether donated by members, or purchased, these prize items need to be accounted for and costs kept track of for the license application and reporting purposes, see Control Sheet #1. Again, no single prize item can exceed \$500 in value. When each basket is donated by a team, you must ask how much the value of the basket is.

- Loonie Stick Raffle

A Loonie Stick prize raffle is only allowed if the following procedures are followed:

- The stick is purchased for a certain amount
- Loonies are then taped onto the stick
- There **must** be a pre-determined amount of loonies on the stick already
- When the license application is made, the cost of the stick, plus the predetermined amount of the loonies included on the stick is the prize value.
- Under no circumstances should any extra loonies be added to the stick at all.
- Only the amount applied for and approved in the application process can be used.
- Tickets can only be sold for a maximum price of \$2.00 each.
- If this procedure is not followed, the loonie stick prize is the considered not an acceptable item to raffle, and a license will not be issued.

- **Example 1:**

Stick Cost	\$ 75.00
Loonies included on stick	\$100.00
<b>Total Prize Value</b>	<b>\$175.00</b>

- **Example 2:**

Stick Cost	\$ 50.00
Loonies included on stick	\$ 50.00
<b>Total Prize Value</b>	<b>\$100.00</b>

## 2. Non-Gaming Fundraisers requiring SRA Board Approval

All individual teams wishing to hold any other type of fundraising event, must apply (see attached Fund Raising Plan) and receive approval from the SRA Board. This is so that all players will be covered under our Insurance Policy.

Examples of non-gaming type of fundraising events:

- Chocolate Bar Sales
- BBQ's (Hot Dogs/Hamburger Sales)
- Bottle Drives
- Car Washes
- Sandbagging
- Firewood sales
- Phonebook Delivers
- Any other event where you will be representing yourselves as a Shuswap Ringette Team and raising funds.

## Establishing a Team Bank Account

If you follow these guidelines when establishing a Team Bank Account it will save you time and frustration at the bank:

- Once the Coaches/Manager has decided you need a Team Bank Account, you need to host a Parent meeting notifying the Parents that the Team Account will be established and what the account will be used for.
- At this meeting, you need to take a set of Minutes (the bank will ask for a signed copy) that say something like:
  - Date/Time/Location of Meeting
  - Minutes for Shuswap Ringette Team (Insert your Team Name)
    1. Establish Team Bank Account – Team Manager and Assistant Coach will have signing authority, funds will be used for Tournament Fees and Team Jackets.
    2. Ice Times
    3. Practises
    4. Etc.

Minutes need to be signed by the Team Manager, Shuswap Ringette President and Treasurer.

- Call ahead to your local bank to make an appointment, some local banks insists that both co-signers be present.
- Establish a Team Bank Account Name, i.e. Shuswap Ringette Team Red and establish whose mailing address the account records will be sent to.
- Keep accurate banking records of all transactions.
- Any funds remaining in the account at the end of the season can either be:
  - Returned to the player's parent/guardian in a manner agreed upon by the team i.e. equally, percentage based on team fundraising participation. Have parent/guardian sign a release form.
  - Donate funds to a charity of the teams choosing, i.e. Shuswap Ringette Association or Kids Sport
- When the bank account is closed at the end of the season, copies of all bank records must be submitted to the SRA Treasurer within 30 days of the close of the account.

# Shuswap Ringette Association

## FUNDRAISING PLAN

Team Name: \_\_\_\_\_ Division \_\_\_\_\_

Team Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Describe fundraising activities, include location:

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Date(s) of Event: \_\_\_\_\_ Estimated Profit \$ \_\_\_\_\_

How will the funds be used, i.e. Team Jackets, Tournament fees:

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**IMPORANT:**

**Make sure you read through and understand all of the requirements for a Gaming License.**

Does your event need a Gaming License? No  Proceed to Step 3 Yes  Proceed to Step 1

Step 1. Contact the Shuswap Ringette President to determine if your event can be added to the Association's Class B License.  Yes-Proceed to Step 3  No-Proceed to Step 2

Step 2. Apply for an Individual Sports Team Class D License at <http://www.hsd.gov.bc.ca/gaming/licences/classD.htm#one>

BC Gaming Event License # \_\_\_\_\_ Attach Copies

Step 3. Submit completed form to the Shuswap Ringette President at least one week prior to event.

I \_\_\_\_\_ have read the Shuswap Ringette Policy and I have followed all of the Procedures.

\_\_\_\_\_  
Signature Team Coach/Manager

\_\_\_\_\_  
Date

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Fundraising Plan Approved Yes  No  Please see comments below, and resubmit for approval.

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\_\_\_\_\_  
Shuswap Ringette Association President

\_\_\_\_\_  
Date





**CONTROL SHEET #3  
Net Proceeds**

Organization/Team Name \_\_\_\_\_

Date: \_\_\_\_\_ Time of Draw: \_\_\_\_\_

Event: \_\_\_\_\_ License # \_\_\_\_\_

**CASH COUNT**

<b>Cash</b>	<b>Total</b>
X \$ 5.00	
X \$ 10.00	
X \$ 20.00	
X \$ 50.00	
X \$100.00	
Coin	
Cheques	
<b>TOTAL CASH</b>	
<b>Less Float</b>	
<b>Cash Over/Under</b>	
<b>Cost of Prizes</b>	
<b>Net Proceeds from Event</b>	

Remitted by: \_\_\_\_\_  
Print Name/Signature

Deposited by: \_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_ Date of Deposit

Copies of the Control Sheets should be submitted to the Shuswap Ringette Treasurer within 30 Days after your event.

**CONTROL SHEET #4**

**50/50 DRAW**

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\$50    X \_\_\_\_\_ = \_\_\_\_\_  
 \$20    X \_\_\_\_\_ = \_\_\_\_\_  
 \$10    X \_\_\_\_\_ = \_\_\_\_\_  
 \$5      X \_\_\_\_\_ = \_\_\_\_\_

Color \_\_\_\_\_  
 Start Number \_\_\_\_\_  
 End Number \_\_\_\_\_  
 # of tickets \_\_\_\_\_  
 Price of Tickets \_\_\_\_\_  
 Total Collected \_\_\_\_\_

Total Bills \_\_\_\_\_

\$0.25    X \_\_\_\_\_ = \_\_\_\_\_  
 \$1.00    X \_\_\_\_\_ = \_\_\_\_\_  
 \$2.00    X \_\_\_\_\_ = \_\_\_\_\_  
 Other Change = \_\_\_\_\_

Color \_\_\_\_\_  
 Start Number \_\_\_\_\_  
 End Number \_\_\_\_\_  
 # of tickets \_\_\_\_\_  
 Price of Tickets \_\_\_\_\_  
 Total Collected \_\_\_\_\_

Total Change \_\_\_\_\_

Total Cash \_\_\_\_\_  
 Less Float \_\_\_\_\_  
 Total 50/50 Pot \_\_\_\_\_

Color \_\_\_\_\_  
 Start Number \_\_\_\_\_  
 End Number \_\_\_\_\_  
 # of tickets \_\_\_\_\_  
 Price of Tickets \_\_\_\_\_  
 Total Collected \_\_\_\_\_

**KEEP WINNING TICKET STUBS!**

Total Tickets Sold \_\_\_\_\_  
 Total Money Collected \_\_\_\_\_

**PAYOUTS**

Ticket Color	Ticket #	Prize	Winner's Name
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
	Total Payouts	\$ _____	
	Balance	\$ _____	

Copies of the Control Sheets should be submitted to the Shuswap Ringette Treasurer within 30 Days after your event.

## Shuswap Ringette Association Fundraising Policy

<b>SRA Board Initiated Fundraising</b>	<b>SRA Team Sponsorship Program</b>	<b>Individual Team Fundraising</b>
Funds are deposited into SRA General Revenue	Funds are deposited into SRA General Revenue	All profits stay with the team
Fundraising must conform with Policy and Gaming License	\$800 per Team	Fundraising must conform with Policy and Gaming License
Playdays	18 Team Jersey Name Bars	Teams must establish Team Bank Account
Pub Night	Team write up in paper	SRA must pre-approve all fundraising events
	Sponsor Name on Thank-you Sign in Arena	Teams should not solicit funding from established SRA Team Sponsors
	Team Picture with Sponsor Name	
	Sponsor Logo and link to business on SRA Website	

## SRA Team Sponsorship Program Policy

SRA will solicit local businesses to establish funds to help sustain teams within the Association, and will maintain an open and transparent relationship with all commercial sponsors.

Before accepting funding from a commercial sponsor the Board must be satisfied that:

- There are strong grounds for believing the sponsorship will result in benefit to the Association and its members.
- No adverse publicity will result from accepting the funds

A sponsor's support will be acknowledged in an appropriate way following discussions with the company concerned.

Each division will be allowed only one official sponsor. Each division will consist of 18 sets of Jerseys. When there are enough players to make two teams within a division there may be more than one sponsor per team. The team jerseys will bear the sponsor bar of their official sponsor(s) on both home and away jerseys and will be sewn onto the jerseys prior to the end of October of the current playing .

The cost of being an official sponsor will be \$800 per division, per season. The payment of sponsorship is to be made to the Shuswap Ringette Association and not to an individual team. The Association cannot guarantee a sponsor the division of their choice, but every effort will be made to accommodate the sponsor in this respect. The Board will look to such criteria as whether the sponsor is a local business, has previously sponsored the same division, has a family member or friend playing for the team and such other matters as it deems appropriate in its discretion.

In addition to sponsoring a division, an official sponsor can make a separate donation to an individual team of their choosing if they wish to do so. A sponsor's support of an individual team will be acknowledged in an appropriate way following discussions with the company concerned. This payment is to be made directly to the Coach or Team Manager of that specific team. The donations must be used **only** to assist in the general purpose of the team to play Ringette and anything that is essential to sustain the team, as listed below:

- Tournament Registration Rees
- Additional Ice Time
- Player Developmental Sessions
- Dry Land Training
- Team Apparel (Jackets, Hoodies, Sweat Pants, T-Shirts, etc.)
- Team Bus Rentals for Tournaments
- Team Meals (for players only)

**Shuswap Ringette Association  
Sponsorship Agreement**

**Company Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Email address** \_\_\_\_\_

The above company would like to participate in the Shuswap Ringette Association Sponsorship Program, as set out in the SRA Team Sponsorship Program.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Indicate which Division you would like to Sponsor**

- Bunnies     Novice     Petite     Tween     Junior     Belle

**Exact Name to Appear on Jersey Name Bar, please print clearly:**

\_\_\_\_\_

You can choose to sponsor a division for more than one year, please indicate how many seasons you wish to sponsor. The Association will invoice your company at the beginning of each season. I would like to sponsor the division for \_\_\_\_\_ year(s).

Please make cheque payable to the *Shuswap Ringette Association*.  
Thank you for your sponsorship.

Shuswap Ringette Association  
Box 866  
Salmon Arm, B.C.  
V1E 4N9