

2025-2026

Fundraising & Financial Reporting Guide



Salmon Arm Minor Hockey Association



SALMON ARM MINOR HOCKEY
2025-2026



SAMHA Fundraising and Financial Reporting Guidelines

NO ALCOHOL OR CANABIS PRODUCTS ARE PERMITTED FOR ANY FUNDRAISING ACTIVITIES, AS PER BC HOCKEY POLICY 4.06

All SAMHA teams will have the opportunity to participate in a minimum of two fundraisers to offset team expenses. They are the Association-wide hockey pool fundraiser (mandatory for all teams and organized by SAMHA), and their own home tournament (please see tournament guide for more info). The senior rep teams will also participate in the sandbagging fundraiser and the U11 Dev teams will have exclusivity in the beginning of season to do a Purdy's chocolate fundraiser. If additional fundraising activities or events are planned, they must be submitted for approval to the fundraising committee (fundraising@salmonarmminorhockey.com) and noted on your team budget.

Please use the [Team financial report](#) from the *Team Officials – Managers* section of the SAMHA website to prepare your budget. Financial reports must be submitted by every team (Interim due Dec 15, final due April 15). Receipts may be requested by the treasurer or the fundraising committee.

All non-gaming type fundraising events must be pre-approved by SAMHA and also be a sanctioned event approved by BC Hockey. (To apply for the sanction, download [Special Event Sanction Request Form](#) from the BC Hockey website). Examples of non-gaming type of fundraising events are chocolate bar sales, BBQ/Bake sale events, bottle drives, silent auctions, Mom's pantry/Epicure/Penguin Meats, etc. **Failure to request approval for fundraiser may result in loss of raised funds**, which will then be put into one of SAMHA's assistance funds. This is to alleviate the pressure fundraisers can put on our community and to ensure that all teams get a fair opportunity.

All SAMHA Teams must comply with the SAMHA policies and Provincial regulations regarding fundraising. Teams planning any type of ticket raffle must obtain a Class D Gaming License issued by the [BC Gaming Policy and Enforcement Branch](#). 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, and a prize then it is considered a gaming event, and a license is required.

Examples of gaming type fundraising events include: 50/50 draws, regular ticket raffles, sports pools, peel and play, buy a square, and loonie Stick.

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

- Raising up to \$20,000 in gross gaming revenue in a 12-month period
- Up to \$5000 gross revenue for each class D license
- Individual prize values not exceeding \$500; and
- A \$2 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 license, minors:



- Are not permitted to buy raffle tickets
 - May not sell raffle tickets on behalf of your group or organization
- Only BC residents may participate in licensed gaming events.

If your raffle does not meet the criteria for a Class D license and it has been approved by the fundraising committee, you will need to work with SAMHA to apply for a Class B license. A class B license is only available to non-profit organizations and must be applied for in the name of SAMHA. There is a \$25 fee to be paid by the team or tournament and this application may only be submitted with SAMHA Treasurer approval.

Restrictions for class B license

- May only be applied for with permission of SAMHA Treasurer.
- An allowed maximum of up to \$20,000 in gross revenue per license.
- No limit on individual prize values.
- No limit on price per ticket.
- Rafflebox- see SAMHA procedure details on page 8.

Important reminders:

- Any profit generated through a gaming event must be used only to assist in the general purpose of your group. Delivering hockey and anything that is essential for sustaining the team. Including tournament registration fees, additional ice time, player development sessions, dryland training, dryland gear, team meals, team building, etc.
- In no way is profit generated from any type of fundraising event to be used for any personal gain.
- All license applications must be made in the team or tournament name followed by the year i.e.: Salmon Arm U11 Dev 2017-2018, or Salmon Arm U18 Rec #1 2017-2018. SAMHA is not included in or named in your application, and under no circumstances should SAMHA organization number be used on a class D license application.
- All funds raised must be deposited into the team account.
- You will need a credit card to complete the application online, there is a \$10 fee.
- All teams must supply SAMHA with a copy of all Class D licenses as soon as they are received. Email a copy to treasurer@salmonarmminorhockey.com
- For each license a team holds, a Gaming event revenue report needs to be submitted to the BC Gaming Branch within 60 days of expiry of the license. If these procedures are not followed Team contra funds will be withheld until the reports have been filed. The gaming event revenue report must be shared with the SAMHA Treasurer treasurer@salmonarmminorhockey.com and Fundraising Committee fundraising@salmonarmminorhockey.com when submitted.

Consult the [BC Gaming website](#) for a full list of rules and requirements for your gaming event, you are responsible to following all of these rules when you submit a license application.



General Gaming Information

- Alcohol, Tobacco, Cannabis, liquor and/or lottery tickets are not permissible prizes for a raffle.
- You will need to know the ticket prices, date/time of draw(s) and prize values when you apply for your license.
- Multiple fundraisers require multiple licenses (50/50, raffle table, Loonie stick, would all need their own license).

50/50 Procedures

If your team is running 50/50 (not online) throughout the season:

- List draw dates as all regular season home games, home exhibition games and possibly playoff games.
- Include Rogers Rink, Sicamous and Enderby in the location of raffle, as these will be our home ice venues.
- Be sure to include the dates and draws during your home tournament on the application as well

Only numbered tickets in rolls are to be used for 50/50 sales (available at most dollar stores and stationary stores). If a team plans to sell discounted tickets i.e.: 1 for \$1, 3 for \$2, or 15 for \$5, you **must** have different colored rolls of for each price category so that you can properly calculate your sales. Most teams just use one price or two now to simplify. 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 for 1 ticket- 100 tickets \$2 for 3 tickets- 200 tickets \$5 for 15- 500 tickets

You **must** also keep the winning ticket (both stubs), and document the winner's name, address, telephone number and prize amount. **Please see attached sample control sheet for reference.**

Tournament Raffle Table Licensing Requirements

A tournament raffle table event is considered a regular ticket raffle, and if it is taking place at your home tournament, it will most likely be over a two or three-day 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 license. If your raffles are taking place over a one-day period (i.e.: U7 tournament), the Class D license type required is a **Regular One Day Raffle**. You will need to know what your prizes are and values when you apply. Allow for at least 10 business days for your application to be approved.

There are certain rules though, that need to be followed in order to comply with your 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. If the raffle spans longer than one day, ticket procedures must be followed. Teams can either have Wickett Business Services or Wayside to print the tickets, for a very reasonable cost, or teams can print the tickets themselves, being sure to follow the criteria. Please be



sure to follow the instructions set out by BC Gaming on what needs to be printed on the tickets. All of the information will be on your gaming license. We have used (and got clearance from BC gaming) a regular numbered ticket and a list/book where people write their name, number, email address on for contact for raffle table, must have the license number on that booklet.

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. Again, no single prize item can exceed \$500 in value. Remember if you are selling single basket tickets for \$2 and are also selling discounted tickets in a package deal i.e.: 1 program, 16 basket tickets and a loonie stick ticket for a total price of \$20, the single \$2 basket tickets will need to be a different number sequence or colour from the discounted package tickets being sold.

Buy-A-Square Raffle

These can have either a larger prize that is bought by the tournament committee or perhaps donated by someone in the parent group. Squares are bought on a large board and then a draw is done with the numbers of the squares.

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 number of loonies on the stick already. When the license application is made, the cost of the stick, plus the pre-determined amount of 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. If this procedure is not followed, the loonie stick prize is then considered not an acceptable item to raffle, and a license will not be issued. \$2/ticket max.

Example 1:

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

Example 2:

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



SAMHA 50/50 Tracking

BOTH stubs of each draw MUST be kept.

Draw Date: _____ Draw Location: _____

Sellers' Name: _____

Ticket Type	Yellow	Orange	Blue
Cost	1 for \$1.00	3 for \$2.00	15 for \$5.00
Start #			
Finish #			
Tickets Sold			
Total \$ Each type			

Gross Sales:	
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Prize Amount:	
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Winners Name: _____

Winners Address: _____

Winners Phone #: _____

Winners Signature: _____

By signing this form, the winner hereby acknowledges receiving the prize amount listed above.



RAFFLE PRIZE WINNERS CONTROL SHEET (Attach both halves of winning tickets)

Winner's List Verification

Print Name/ Signature of Volunteer #1

Print Name/ Signature of Volunteer #2

Prize #	Serial # of winning ticket	Name of Winner	Address & Phone Number of Winner	Signature

Tournament Chair

Team Manager/ Division Manager

Print Name: _____ Print Name: _____



CASH COUNT SHEET

Organization Name: _____

Date: _____ Time of Draw: _____

Event: _____ License #: _____

#

CASH COUNT for Seller of Place of Sale: _____

CASH		Total	
	X \$1.00		
	X \$2.00		
	X \$5.00		
	X \$10.00		
	X \$20.00		
	X \$50.00		
	coin		
Total Cash		\$	
Cash Over/Short		\$	
Less Float		\$	
Cost of Prizes		\$	
Net-Proceeds from Event		\$	

Remitted by: _____

Deposited by: _____

Print Name: _____

Print Name:

Date Deposited: _____

There should be one Cash Count Form for each seller listed in Ticket Reconciliation Control Sheet



Rafflebox procedure:

- 1) Request approval from Treasurer at treasurer@salmonarmminorhockey.com for a BC gaming License B.
- 2) Apply for BC Gaming License B using the following information:
 - L&G File Number: 112191
 - Percentage draw.
 - Dates must ONLY be the day the tournament starts until the last day of tournament. You will need to also indicate the draw date and exact location.
 - Contact person: tournament applicant.
 - Responsible person (SAMHA)- Eric Penner; treasurer:
treasurer@salmonarmminorhockey.com; 250-832-0095.
 - Responsible person (SAMHA)- John White: president:
president@salmonarmminorhockey.com; 250-832-0095.
 - Address: 2600 10th Ave NE. Salmon Arm, BC.
- 3) Once the license is approved, you must send a copy of the license to Treasurer.
- 4) Rafflebox events can only be from midnight the starting day of the tournament (midnight between the Thursday and Friday) until the last game of the tournament.
- 5) Rafflebox event will be set up on your behalf, you will not have access to the Rafflebox account. You will get a link to the raffle once it is active to share to your visiting teams and/or to create a QR code if you choose. QR codes can be generated through multiple online companies.
- 6) Send Fundraising committee or Treasurer the name of your tournament, any logos you want to use, and the description and raffle rules for Rafflebox (I have included examples at the end of this procedure).
- 7) You will be given weekend login details by Fundraising committee or Treasurer so that you can do your draw at the end of the tournament. Those details will be changed after each event.
- 8) To draw your winner, you will go your raffle in the Rafflebox account, go to the “Prize and Winner” tab, and then follow the instructions on generating the winner. I suggest having someone video this procedure.
- 9) Once the event is closed on Rafflebox, you can contact the winner, and remind them that it will take some time for the money to clear. Rafflebox takes around 5-10 days to collect all the money from the credit card companies. Then once the full balance is available in Rafflebox, Fundraising committee or Treasurer will transfer the money from the Stripe account in Rafflebox to our SAMHA bank account. On the next business day, Rafflebox will do the transfer, which can take up to 5 days to show in our SAMHA bank account.



- 10) Charges from Rafflebox: There is an automatic Stripe fee (which is the credit card fee) which is approximately \$0.30 + 2.9% (depending on the credit cards used) that comes off directly from Rafflebox. Then you will also receive an invoice to pay Rafflebox 7%.
- 11) Once you are finished your GERR (gaming event revenue report) for BC gaming, directly after your tournament is over, you will send that to Treasurer and Bookkeeper, and Bookkeeper will release a cheque to your team in the total amount (once it is received from Rafflebox and she has time to cut cheques). Your team will then e-transfer the winner. There will be a note in the rules on the Rafflebox event that this is the procedure and to expect a bit of delay in payment, but it would be good to include this in any communication you have with visiting teams. (If your team has enough money to transfer to the winner straight away, you can choose to do that as well, and then you will keep the cheque from Bookkeeper).
- 12) Max earnings for teams will be \$3000 for single-team tournaments and \$2000/team for multiple-team tournaments. Anything over and above those amounts will go into a pot to share amongst SAMHA teams.

Description EXAMPLE:

Please support the U15 T2 Salmon Arm Silverbacks Hockey team in their home tournament on November 3-5, 2023. Twelve teams will battle it out for the gold medal!

Thank you for your support of these athletes.

Email ticket body:

Salmon Arm Minor Hockey Association - 2600 10th Ave NE, Salmon Arm BC, V1E 2S4
SERIES A = 1 FOR \$10, SERIES B = 4 FOR \$20, SERIES C = 20 FOR \$50, SERIES D = 100 FOR \$100
Winner receives 50% of ticket sales with a Maximum sale of \$20,000.

Payment is made through SAMHA. Therefore, there will be a slight delay in payment while our bookkeeper processes payments.

Ticket purchasers must be 19 years of age or older. If a winning ticket bears a minor's name, the prize will be lawfully delivered to the minor's parent, legal guardian, or trustee.

Winner's consent to the release of their names by the licensee

Licensee contact information: Cole Slaney, 250-831-0095

BC Gaming Event Licence #145796



50/50 RAFFLE RULES

1. Players must reside in British Columbia or be in the province at time of purchase, be 19 years or older, and use a major credit card, Visa Debit or MasterCard Debit.
2. Tickets will be available online and sold at a rate of:
 - 1 for \$ 10 – 20 tickets available
 - 4 for \$ 20 – 1540 tickets available
 - 20 for \$50 – 2240 tickets available
 - 100 for \$100 – 6500 tickets available
3. Draw is November 5, 2023, at 12:00 pm.
4. The winner will receive 50% of ticket sales.
5. All ticket numbers will be emailed to ticket purchasers by the registered Electronic Raffle Supplier (ERS) (Rafflebox).
6. The winner will be determined by a random draw utilizing a registered Electronic Raffle Supplier (ERS) Random Number Generator (RNG).
7. The winner will be contacted by phone and email. The winner has 90 days to claim their prize, a second draw from the same numbers will occur after 90 days if the prize goes unclaimed.
8. Draw results will appear under the "Winners" tab found on the main raffle page.
9. By playing you consent to having your name and winning numbers published.
10. Prize money goes through SAMHA account. Therefore, there will be a slight delay while our bookkeeper processes payments.