

QUEENS COUNTY MINOR HOCKEY ASSOCIATION

Policy — Team Fundraising and Financial Management

Status: APPROVED — By QCMHA Board

Effective Date: October 28, 2026

Responsible: QCMHA Board of Directors and Treasurer

Review: Annually

1. PHILOSOPHY

Queens County Minor Hockey Association (QCMHA) recognizes that fundraising plays an important role in supporting team activities and reducing costs for families. All QCMHA teams have the opportunity to raise funds for approved team expenses, subject to Association oversight and approval. Fundraising should be reasonable and based on the actual financial needs of the team. Teams are expected to raise only the funds necessary to cover their anticipated expenses and should not fundraise for the purpose of accumulating excess funds. All fundraising activities must comply with QCMHA policies, Hockey Nova Scotia requirements and applicable provincial legislation. Funds raised through licensed lotteries, including 50/50 draws and raffles, belong to QCMHA and must be used for approved charitable purposes in accordance with provincial gaming regulations.

2. POLICY AND RESPONSIBILITIES

All QCMHA teams must adhere to the following:

1. Team Budget: Teams must identify their anticipated expenses and planned fundraising activities at the beginning of the season. Fundraising should be limited to what is reasonably needed to cover those expenses.
2. Fundraising Approval: Any additional fundraising activities outside the team's original plan must be brought forward to the QCMHA Board for approval before proceeding.
3. Financial Accountability: All fundraising revenues and expenditures must be properly documented and accounted for through the QCMHA Treasurer.
4. Approved Expenditures: Fundraising money must be used for approved team expenses and in accordance with this policy. Any exceptions require prior Board approval.

3. APPROVED GENERAL FUNDRAISING EXPENDITURES

General fundraising includes sponsorships, donations, bottle drives, merchandise sales, auctions and other fundraising activities that do not involve a licensed lottery. Subject to the approved team budget, general fundraising money may be used for the following:

Tournament and Competition Expenses

- Tournament registration fees.
- Additional ice time, practices and exhibition games.
- Referee and timekeeper fees not otherwise covered by QCMHA.
- Approved competition and league expenses.

Player Development

- Skating, skills and goaltender development.

- Dry-land training and approved instruction.
- Additional development-related ice time.

Team Equipment and Supplies

- Pucks, pylons and training aids.
- First aid kits and supplies.
- Approved team equipment.
- Hockey socks, jersey name bars and practice jerseys.

Team Activities and Apparel

- Team celebrations, banquets and year-end events.
- Trophies, awards and recognition items.
- Team hoodies, jackets, hats and other apparel.
- Other team-related purchases approved by the Board.

These expenses may be paid through approved general fundraising, sponsorships or parental contributions. Approval under this section does not authorize the use of licensed lottery proceeds for these expenses.

4. LICENSED LOTTERY FUNDRAISING

All lottery fundraising activities, including 50/50 draws, raffles, squares and other games of chance, must comply with Nova Scotia Alcohol, Gaming, Fuel and Tobacco Division (AGFT) requirements. The appropriate lottery licence or permit must be obtained before conducting these activities. All lottery proceeds belong to QCMHA, not individual players or teams, and must remain under the Association's financial control.

4.1 Eligible Lottery Expenditures

Licensed lottery proceeds may be used for the following purposes, provided the expenses are permitted under provincial gaming regulations and approved under the applicable lottery licence:

- Reducing hockey registration costs.
- Additional ice time.
- Referee and official fees.
- Association-wide training and development sessions.
- Team equipment that remains the property of QCMHA.
- Tournament registration fees, where permitted under the applicable lottery licence.

All lottery proceeds must remain under QCMHA's financial control and be used for approved charitable minor hockey purposes. Lottery proceeds cannot be distributed directly to individual players or parents.

4.2 Restricted Uses of Lottery Proceeds

Lottery proceeds cannot be used for:

- Private skill-development clinics for individual players.
- Personal hockey equipment, including skates, sticks and gloves.
- Personal team apparel, including hoodies, jackets and hats.
- Exhibition or recreational travel unrelated to sanctioned qualifying competition.
- Cash payouts or refunds to players or parents.

- Registration or equipment for another sport.
- Expenses not approved under the lottery licence.

Team celebrations, banquets, meals, gifts and similar expenses are not permitted unless specifically authorized by AGFT and the applicable licence. Expenses permitted under general fundraising are not automatically eligible to be paid using lottery proceeds.

4.3 Lottery Financial Requirements

1. All lottery proceeds must be recorded and tracked separately from general fundraising revenues.
2. Team managers must receive approval from the QCMHA Treasurer before committing lottery funds to an expense.
3. Lottery-related financial records, including bank records, ticket records, winner lists, receipts and invoices, must be retained for a minimum of three years.
4. Lottery proceeds cannot be used for personal financial gain. Any wages or commissions require specific regulatory approval.
5. Where the eligibility of an expense is unclear, clarification must be obtained from AGFT before the funds are spent.

5. EXCESS TEAM FUNDS

All teams must reconcile their finances at the conclusion of the hockey season. Any unused general fundraising money remaining after approved team expenses have been paid will return to QCMHA's general Association funds. These funds will be used to support the Association's ongoing operations, player development, equipment, programs and other approved minor hockey expenses. Unused licensed lottery proceeds will remain with QCMHA and may only be used for eligible charitable minor hockey purposes in accordance with provincial gaming regulations. Direct parental contributions are separate from fundraising revenues. Any unused parental contributions may be refunded or otherwise addressed as approved by the Board. Fundraising proceeds are not the personal property of individual players, parents or team staff and cannot be distributed as personal cash payments.

6. COMPLIANCE AND REVIEW

All teams, managers and volunteers are expected to comply with this policy. Failure to follow the policy may result in suspension of fundraising privileges, rejection of unauthorized expenditures or further action by the QCMHA Board. This policy will be reviewed annually and updated as necessary to reflect changes in Association needs, Hockey Nova Scotia requirements or provincial gaming regulations. Where this policy conflicts with applicable legislation or lottery licence conditions, those requirements shall prevail.