



Olds Minor Hockey Association:
Fundraising Policy and Procedure

Organization: Olds Minor Hockey Association (OMHA)

Policy Name: Fundraising Policy and Procedure

Date of Policy Adoption: October 3, 2024

Date of Policy Amendments: November 5, 2024/October 7, 2025/February 10, 2026

Policy Purpose:

The purpose of the Association's Fundraising Policy and Procedure is to establish standards for fundraising throughout Olds Minor Hockey Association. The policy also ensures that the Association is strategic with financial requests of potential community partners and supporters of Olds Minor Hockey, as well as Olds Minor Hockey families.

Applicable Hockey Canada Regulation(s): ☒ No ☐ Yes

Applicable Hockey Alberta Regulation(s): ☒ No ☐ Yes

Applicable Olds Minor Hockey Association Bylaw(s): ☐ No ☒ Yes

This policy is authorized under Article 3.7.a (i)(vi) of the Olds Minor Hockey Association Bylaws.

Olds Minor Hockey Association Policy and Procedure:

Compliance Expectations:

- All Olds Minor Hockey Association teams and representatives must comply with AGLC regulations, including eligibility criteria, reporting requirements, and proper use of proceeds.



Olds Minor Hockey Association:
Fundraising Policy and Procedure

Process Expectations for Team Fundraising that Requires AGLC Licensing:

Team Licensing Responsibilities:

- Each team is responsible for obtaining its own AGLC license for any fundraising activity requiring such a license including, but not limited to, 50/50 draws and raffles.

Licensing Application Process:

- Teams must submit AGLC license applications directly to AGLC, and follow its guidelines and timelines. Teams may review AGLC requirements at <https://aglc.ca>.

Documentation and Reporting:

- Upon obtaining an AGLC license, teams must provide a copy to the Executive Administrator at registrar@oldsminorhockey.com and the Fundraising Director at fundraising@oldsminorhockey.com for Association records and reporting.

Process Support:

- Teams may contact the Executive Administrator or the Fundraising Director for guidance on the AGLC application process, if needed.

Additional Expectations for Team Fundraisers with Projected Revenue Five-Thousand Dollars (\$5,000) and More:

- In addition to the requirements set out under “Process Expectations for Team Fundraising that Requires AGLC Licensing”, teams planning fundraisers expected to generate \$5,000 and more in total funds must also obtain prior approval from the Olds Minor Hockey Association Board of Directors.



Olds Minor Hockey Association:
Fundraising Policy and Procedure

- Requests for the consideration of the Board of Directors must be submitted to the Fundraising Director at fundraising@oldsminorhockey.com with reasonable advanced notice, and include the following information:
 - Description of the fundraising activity;
 - Proposed date(s) and location(s);
 - Estimated gross and net revenue; and
 - Intended purpose of the funds raised.
- The Fundraising Director will forward the request to the Board of Directors, and will present it to the Board of Directors for a decision.

Process Expectations for Association-Wide Fundraising that Requires AGLC Licensing:

Association Licensing Responsibilities:

- The Fundraising Director is responsible for obtaining AGLC licenses for any Association-wide fundraising initiatives requiring such a license including, but not limited to, Association-wide 50/50 draws and raffles. For purposes of the “Fundraising Policy and Procedure”, Association-wide fundraising initiatives are events or gaming activities that financially benefit the entire organization.
- The Board of Directors is the approving authority for Association-wide fundraisers. Association-wide fundraising considerations brought to the Board of Directors for consideration must include the following information:
 - Description of the fundraising activity;
 - Proposed date(s) and location;
 - Estimated gross and net revenue; and
 - Intended purpose of the funds raised.

Licensing Application Process:

- The Fundraising Director must submit AGLC license applications directly to the AGLC, following its guidelines and timelines.



Olds Minor Hockey Association: Fundraising Policy and Procedure

Documentation and Reporting:

- Upon obtaining an AGLC license, the Fundraising Director will ensure all licensing requirements are completed, and will circulate the appropriate documentation to the relevant Association representatives.

Net Tournament Revenue:

- Divisions designated to host tournaments in a season may generate revenue exceeding their tournament budget.
- To offset administrative and other Association costs, Olds Minor Hockey Association will charge a set tournament fee to the hosting division. This fee will be determined annually by the Board of Directors, is subject to change year to year, and is to be accounted for in the tournament budget and considered as part of (pre-profit) tournament expenses.
- After all tournament expenses are paid, the hosting teams within the division are permitted to keep and equally distribute one hundred percent (100%) of the net profits from the tournament.

Sponsorship:

- Individual teams may secure community sponsors to offset team costs, provided sponsorship commitments do not:
 - Extend beyond the current season;
 - Legally bind the Association to any terms or conditions;
 - Require the Association to expend funds to facilitate the sponsorship;
 - Contravene the vision, mission, values, or other requirements of Hockey Canada or Hockey Alberta;
 - Contravene requirements or standards set out by the Town of Olds for facility usage by policies or agreement; and/or
 - Contravene the bylaws, policies, procedures, or other requirements set out by Olds Minor Hockey Association.
- The Board of Directors reserves the right to suspend or cease any sponsorship that is in contravention of any of the above conditions.



Olds Minor Hockey Association: Fundraising Policy and Procedure

Advertising:

- The Association does not permit third-party advertising (that is not associated with sponsorship as permitted by this policy) on any of its assets, apparel, equipment, communications, or other representation of Olds Minor Hockey Association.

Team Budgets and Cash Calls:

- Team parents/guardians will vote on their team budgets at the beginning of the season, with one vote per family. Team budget voting will be conducted by secret ballot.
- If a team budget is defeated, a revised budget must be prepared and put to subsequent vote(s) until the team budget is approved.
- Teams are limited to a maximum of two cash calls per season.

Requests for Community Donations:

- Requests for community donations for tournaments, whether for financial support, tournament supplies, door prizes, or other value-in-kind, must be routed through the Fundraising Director. If there are special requests for community donations from a division hosting a tournament, the Division Coordinator must make a request to the Fundraising Director a minimum of three weeks in advance of the tournament.

Failure to Comply:

- Non-compliance may result in suspension of fundraising privileges, financial penalties, or other remedies as determined by AGLC or the Olds Minor Hockey Association Board of Directors in accordance with Association bylaws, policies, and procedures.



Olds Minor Hockey Association: Fundraising Policy and Procedure

AGLC Account Oversight and Management:

- The Fundraising Director is responsible for maintaining Olds Minor Hockey Association's AGLC account in good standing. This includes, but is not limited to, the following to ensure annual compliance with AGLC reporting requirements:
 - Updating Board of Directors information annually with the AGLC; and
 - Submitting annual reports in collaboration with the Association Treasurer and/or Bookkeeper.

Policy Review:

This policy will be reviewed annually by the Olds Minor Hockey Association Board of Directors.

Policy Oversight:

The Fundraising Director is primarily responsible for the implementation of this policy, although there are policy accountabilities for all Association affiliates.

Operational Appendix:

- *Alberta Gaming, Liquor, and Cannabis (AGLC) Resources:* <https://aglc.ca> (for licensing guidelines and application forms)