



THA FUND RAISING PROCEDURES

1 INTRODUCTION

The Toowoomba Hockey Association and its business entities exist to provide facilities for, and to promote, the sport of Hockey in the Toowoomba area and its surrounds. Included in this is the opportunity to provide affiliated Clubs, players and ordinary members, the opportunity to raise funds through engaging in appropriate activities within the Toowoomba Hockey Centre, Clyde Park Precinct including Club Glenvale premises.

2 SCOPE

All fund raising conducted in the Toowoomba Hockey Association, Clyde Park Precinct including Club Glenvale premises.

3 OBJECTIVES

Procedures are developed that outlines the appropriate fundraising activities at the Toowoomba Hockey Centre, Clyde Park Precinct including Club Glenvale premises.

All affiliated Clubs, Players, Toowoomba Representative Teams and ordinary members, are aware of the minimum standards in relation to presentation and quality that is expected when conducting fundraising activities.

All fundraising activities conducted in such a manner that they reflect positively on the Toowoomba Hockey Association.

Procedures have been developed to ensure all fund raising activities meet the Toowoomba Hockey Association Policy and that all participants follow the same procedures.

4 RESPONSIBILITY

The Toowoomba Hockey Committee (THC) is responsible for approving and monitoring all fund raising activities at the Toowoomba Hockey Association, Club Glenvale.

The Representative Fundraising Coordinator is responsible for the promulgation and maintenance of the following:

- Club Rosters
- Representative Team Rosters
- Individual Fund Raising Rosters
- Approval of Individual Player and Team Representative Fund Raising requests
- Monitoring of any unauthorised fund raising activities
- Fund Raising Plan

The reception is responsible for ordering meat trays as required.

The reception staff is responsible on behalf of the Fundraising Coordinator for confirming raffle seller availabilities on a weekly basis – no later than Wednesday

Toowoomba Hockey Association is not responsible in any way for conducting or maintaining records regarding Raffles.



5 CONDUCT AND BEHAVIOUR

All fundraising activities must be supervised by an adult.

Players and or Team Management must wear authorised THA attire, ie walk out shirts.

Clubs selling raffles must wear their respective club walk out shirts.

No member is permitted to consume liquor while selling tickets.

All members are to abide by the THA Codes of Behaviour.

6 CONDITIONS OF ENTRY

Information on How to enter and prizes form part of these Procedures

Entry into this promotion deems acceptance of these Conditions of Entry

Entry is open to all Members and Bonafide Guests of Toowoomba Hockey Association Inc

Competitions are run Thursday and Friday evenings, Saturday's and Sunday's and run until terminated

Draws will take place at the Club Glenvale after all tickets are sold

There will be 100 tickets sold in each draw sold at \$1.00 per ticket

Value of Meat Trays is \$30 per tray

Extra raffles prize values and ticket prices are to remain the same as meat trays

Promoter's decision is final

The promoter shall not be liable for any loss or damage what so ever which is suffered (including but not limited to indirect or consequential loss) or for any personal injury suffered or sustained as a consequence of the use and enjoyment of the prize, except for any liability which cannot be excluded by law

No responsibility is accepted for late, lost or mis-directed entries

The promoter will be either a Hockey club and or members affiliated with the Toowoomba Hockey Association Inc and will be rostered by THA

7 NON ATTENDANCE

Representatives that fail to turn up on their allocated raffle day/night will be invoiced the cost of meat trays.

8 FAILURE TO ABIDE

Failure to abide to the Representative Funding Procedures may result in disciplinary action, removal from the premises and or impounding of funds.



APPENDIX 1 – CLUB RAFFLES PROCEDURE – FRIDAY NIGHT

1. RESPONSIBILITY

- 1.1 THA will purchase 5 meat trays to the value of \$30.00 in order to maintain consistency and quality. Any additional trays must be ordered from The General Manger before 5 pm on the Wednesday of the week that raffles are allocated.
- 1.2 Clubs must keep records of the following:
 - a. ticket serial numbers
 - b. invoice – meat tray
 - c. winners – name and contact number
 - d. prize value
 - e. and any other legal requirements,
- 1.3 Club Glenvale will provide a float of \$50.00

2. COMMENCEMENT

- 2.1 Raffles are to commence between 5pm to 5.30pm, not later than 5.30 pm.

3. PROCEDURE

- 3.1 Club representative are to obtain float, tickets and paperwork from THA gaming room counter
- 3.2 Club representative must sell 100 tickets per raffle – raffle sheet – can utilize reception for announcements
- 3.3 TICKETS WILL BE \$1.00 PER TICKET OR 6 TICKETS FOR \$5.
- 3.4 Club representative will organize with bar staff to draw the raffle winner using the raffle machine after all tickets have been sold for each sheet before commencing the next sheet
- 3.5 Club representative is to notify reception of winning raffle ticket number and colour for announcement
- 3.6 Club representative is to locate the winner
- 3.7 Winners details are to be written down on form including contact number
- 3.8 Winners are to pick up meat tray from bar
- 3.9 Additional Prizes can be raffled as long as it does not conflict with what you can buy from Club Glenvale ie alcohol
- 3.10 At completion of raffle sales the Club representative is to return to the gaming room counter (Duty Manager) to:
 - a. reconcile monies collected
 - b. return float and pay for meat trays
 - c. complete paperwork
 - d. take photocopy of paperwork for club records
 - e. THA retain copy of paperwork for meat tray collection and float return
 - f. Club Representative will receive payment after all costs have been accounted for



Friday Night Raffle

Date: _____	Club: _____
Name Float Collected By: _____	Name Float Returned By: _____

Prize Winner

Name in Full	Phone – Mobile	Prize Won	Ticket No Colour	Prize Collected by Signature of Winner
1				
2				
3				
4				
5				
6				
7				
8				

Money Reconciliation Sheet

Denomination	Quantity	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
50c		
20c		
10c		
5c		
Total		\$
Less – Float/Meat Trays		\$200
Total - Club		

Notes:

Float - \$50

Meat Tray Value -\$30 per tray total \$150 – mixed rump and T Bone (check before commencing raffles)

\$1.00 per ticket or six (6) tickets for \$5.00



APPENDIX 2 – REPRESENTATIVE TEAM PROCEDURE – SATURDAY NIGHT

1 RESPONSIBILITY

- 1.1 THA will purchase 5 meat trays to the value of \$30.00 in order to maintain consistency and quality. Any additional trays must be ordered from The General Manger before 5 pm on the Wednesday of the week that raffles are allocated.
- 1.2 Team representative must keep records of the following:
 - a. ticket serial numbers
 - b. invoice – meat tray
 - c. winners – name and contact number
 - d. prize value
 - e. and any other legal requirements
- 1.3 Club Glenvale will provide a float of \$50.00

2 COMMENCEMENT

- 3.1 Raffles are to commence between 5pm to 5.30pm, not later than 5.30 pm.

3 PROCEDURE

- 3.1 Team representatives are to obtain float, tickets and paperwork from THA gaming room counter
- 3.2 Team representative must sell 100 tickets per raffle – raffle sheet – can utilize reception for announcements
- 3.3 TICKETS WILL BE \$1.00 PER TICKET OR 6 TICKETS FOR \$5.
- 3.4 Team representative will organize with bar staff to draw the raffle winner using the raffle machine after all tickets have been sold for each sheet before commencing the next sheet
- 3.5 Team representative is to notify reception of winning raffle ticket number and colour for announcement
- 3.6 Team representative is to locate the winner
- 3.7 Winners details are to be written down on form including contact number
- 3.8 Winners are to pick up meat tray from bar
- 3.9 Additional Prizes can be raffled as long as it does not conflict with what you can buy from Club Glenvale ie alcohol
- 3.10 At completion of raffle sales the Team representative is to return to the gaming room counter (Duty Manager) to:
 - a. reconcile monies collected
 - b. return float and pay for meat trays
 - c. complete paperwork
 - d. take photocopy of paperwork for own records
 - e. THA will retain monies, copy of paperwork for meat tray collection and float return



Saturday Night Raffle

Representative Team: _____	Date : _____
Name Float Collected By: _____	Name Float Returned By: _____

Prize Winner

<i>Name in Full</i>	<i>Phone – Mobile</i>	<i>Prize Won</i>	<i>Ticket No Colour</i>	<i>Prize Collected by Signature of Winner</i>
1				
2				
3				
4				
5				
6				
7				
8				

Money Reconciliation Sheet

Denomination	Quantity	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
50c		
20c		
10c		
5c		
Total		\$
Less – Float/Meat Trays		\$200
Total –Representative Team (to be held in safe)		

Notes:

Float - \$50

Meat Tray Value -\$30 per tray total \$150 – mixed rump and T Bone (check before commencing raffles)

\$1.00 per ticket or six (6) tickets for \$5.00



APPENDIX 3 – INDIVIDUAL PLAYER/REPRESENTATIVE TEAM PROCEDURE

SATURDAY/THURSDAY/SUNDAY

1 RESPONSIBILITY

- 1.1 Representative is responsible for organizing raffle prizes - Representatives can request THA reception to order meat trays on their behalf.
- 1.2 Representative is responsible for their own raffles tickets
- 1.3 Representative is responsible for their own float (note Club Glenvale can provide a float is required) – prior arrangement will be required ie speak to Suellen at reception
- 1.2 Representatives must keep records of the following:
 - a. ticket serial numbers
 - b. proof of purchase price for raffle prize – if possible ie invoice
 - c. winners – name and contact number
 - d. prize value
 - e. and any other legal requirements,

2 COMMENCEMENT

- 2.1 Raffles are to commence between 5pm to 5.30pm, not later than 5.30 pm on Thursday's
- 2.2 Raffles are to commence at 12 noon and conclude by 2pm during Sunday lunch
- 2.3 Raffles are to commence at 0700am on Saturday mornings and conclude at 5pm on

3 PROCEDURE

- 3.1 Representatives can obtain float, tickets and paperwork from THA gaming room counter or use their own
- 3.2 Representative conduct sale of tickets – can utilize reception and or match directors for announcements
- 3.3 Representative will organize with bar staff to draw the raffle winner using the raffle machine after all tickets have been sold before commencing the next raffle (if applicable)
- 3.4 Representative is to notify reception and or match director of winning raffle ticket number and colour for announcement
- 3.5 Representative is to locate and or notify the winner
- 3.6 Winners details are to be written down on form including contact number
- 3.7 Representative are responsible for giving raffle prize to winner
- 3.8 Raffle prizes are not to conflict with what you can buy from Club Glenvale ie alcohol
- 3.9 At completion of raffle sales the Team representative is to return to the gaming room counter (Duty Manager) to:
 - a. reconcile monies collected
 - b. return float and pay for meat trays (if applicable)
 - c. complete paperwork
 - d. take photocopy of paperwork for own records
 - e. THA will retain monies, copy of paperwork and float return



Saturday/Thursday/Sunday Raffle

Representative Team/Player Name: _____	Date : _____
Name Float Collected By: _____ <i>(If applicable)</i>	Name Float Returned By: _____ <i>(If applicable)</i>

Prize Winner

Name in Full	Phone – Mobile	Prize Won	Ticket No Colour	Prize Collected by Signature of Winner
1				
2				
3				
4				
5				
6				
7				
8				

Money Reconciliation Sheet

Denomination	Quantity	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
50c		
20c		
10c		
5c		
Total		\$

Less – Float/Meat Trays – if applicable

\$200

Total –Representative (to be held in safe)

