



Policy	CGHA-014
Effective Date	December 10, 2025
Revised	—
Board Approval	December 10, 2025
Review	Annually

## LOTTERY LICENSE POLICY

This Lottery License policy applies to: All members, volunteers, and committees involved in any lottery or raffle activities conducted under the Clarington Girls Hockey Association.

### 1. Purpose

The purpose of this policy is to ensure that all lotteries, raffles, and gaming events operated by the Clarington Girls Hockey Association (CGHA) are conducted in accordance with the Alcohol and Gaming Commission of Ontario (AGCO) regulations and that all funds raised are used exclusively for the benefit of minor hockey within the Association.

### 2. Policy Statement

- The Clarington Girls Hockey Association operates raffles, 50/50 draws, and other licensed lotteries strictly to support minor hockey programs.
- All net proceeds shall be used solely for eligible purposes, including but not limited to:
  - Player development programs and skill enhancement;
  - Equipment, ice time, and uniforms;
  - Coaching certification and development;
  - Tournament and league participation costs;

Facility and program improvements that directly benefit CGHA minor hockey participants. No lottery or raffle proceeds shall be used for non-minor hockey programs or development, administrative, political, or personal purposes.

### **3. Licensing and Compliance**

- The CGHA shall maintain Charitable Gaming Eligibility Confirmation with the AGCO.
- All raffles or lotteries will be licensed through the appropriate authority (AGCO or municipal), prior to ticket sales or promotion.
- All advertising, tickets, and draws will comply with the conditions of the issued license.
- All draws shall be conducted in a fair, transparent, and publicly verifiable manner.

### **4. Financial Controls**

- All lottery proceeds shall be deposited into a designated Lottery Trust Account as required by AGCO.
- All disbursements from the trust account must align with the purposes stated in Section 2 of this policy.
- Detailed records of income, expenses, and distributions shall be maintained and available for review by the CGHA Board members and AGCO.
- A financial report shall be submitted to the licensing authority within the prescribed time frame following each event.

### **5. Roles and Responsibilities**

#### CGHA Board of Directors:

- Ensures full compliance with AGCO and this policy.
- Approves all proposed lottery activities before licensing applications are submitted.
- Approves all expenditures of lottery proceeds.

#### Lottery Coordinator/Treasurer

- Manages all financial aspects of the lottery trust account.
- Maintains accurate and complete records for each event.
- Submits reports to AGCO and provides updates to the CGHA Board members.

### **6. Conflict of Interest**

Any individual directly involved in conducting or managing the raffle or lottery (e.g., draw official, treasurer, ticket seller, CGHA board members and their immediate family) is not permitted to purchase tickets or benefit personally from proceeds.

## **7. Transparency and Accountability**

All lottery funds and expenditures shall be documented and reported to the membership at the annual general meeting or through published financial statements.

The CGHA is committed to the ethical use of all charitable gaming proceeds for the continued development and enjoyment of minor hockey in the community.

## **8. Policy Review**

This policy will be reviewed annually by the CGHA Board members to ensure continued compliance with AGCO guidelines and to confirm that proceeds continue to be used exclusively for minor hockey purposes.