



# Fundraising Policy

Effective Date: February 11, 2025

## Purpose

The purpose of this policy is to guide fundraising for individual Travel Teams.

The club recognizes that families and players will want to undertake fundraising to support a variety of Travel Team requirements or activities such as travel expenses. Fundraising in support of their team is a positive and helpful activity for families and players to undertake to ensure equity of participation irrespective of family financial circumstances. Common endeavour fundraising activities can nurture valuable life skills development for our youth and strengthen team bonds between both players and families.

It is necessary for the club to provide general guidelines and recommendations for appropriate and effective activities, and the management and use of funds.

## Scope

The club supports team-based fundraising opportunities open to all, and the scope of this policy covers these activities only. For the purpose of this policy fundraising includes money, goods, services or gifts in kind. These funds include those donated directly by parents, team members and from sources outside the team.

Individuals may undertake their own fundraising activities, but the club provides no support or endorsement, and will not provide receipts associated with individual activities.

## Use of Funds

Teams are encouraged to raise funds for their team in support of soccer related endeavours only.

Teams may raise funds for any of the following purposes:

- Travel expenses and fees for tournaments, exhibition games and training camps/clinics;
- Competition uniforms;
- Clothing and other special equipment, including but not limited to, track suits/fleece or similar warm up clothing, water bottles, t-shirts and hats, goalkeeper jerseys and gloves; team bags, etc.;
- Team-building social events and activities;
- Minor thank you gifts and recognitions of team volunteers such as coaches, managers & chaperones; &
- Any similar purposes approved in advance by the Club Manager.

Capital items (not clothing) purchased from fundraising will be owned and stored by the club to ensure they are retained and used for soccer related endeavours only. These items may be allocated for priority use by the team that raised the funds for their purchase.

## Permitted Activities

Team managers will notify the Club Manager of all activities in advance. The Club Manager may require the team to vary their proposed fundraising activity where it is found to conflict with this or any other club policy or fundraising activity, or where there is a conflict with another team's fundraising activity.

Teams are permitted to use a variety of fundraising methods, including, but not limited to:

- Concessions for sale of baked goods, cotton candy, soft beverages and similar refreshments;
- Sale of coffee, teas, cookie-dough, chocolate, and other similar items;
- Grocery bagging;
- Bottle drives;
- Litter pick-ups;
- Car washes;
- Yard work; and
- Any similar purposes approved in advance by the Club Manager.

If the Club Manager determines that an activity is significantly different in size or risk from the types of activities suggested above, they will seek approval from the Board in advance.

All food sales concessions will be approved in advance by the Club Manager. The Club Manager will ensure that a [Temporary Food Premises Permit](#) is in place for any food sales covered by food safety regulations.

### Sponsorship

Teams are permitted to seek one-time-only sponsorships from community businesses.

All sponsorships and campaigns will be approved in advance by the Club Manager. The Club Manager will not approve a sponsorship or campaign if it is found to conflict with a club-level sponsorship or campaign.

There will be no recognition of sponsorship on competition uniforms, but sponsorship may be recognized by:

- Clothing such as hoodies, tracksuits and backpacks;
- Portable tents, seating and other similar equipment;
- Social media postings;
- Media advertisements; and
- Any similar practices approved in advance by the Club Manager.

### Raffles

Teams are only permitted to undertake 50/50 raffles.

Full regular ticket raffles will only be undertaken by the club as a whole and collectively on behalf of all Travel Teams. The club will endeavour to operate one significant raffle each summer (July-September period) to support teams travelling to end-of-season tournaments, typically at Thanksgiving weekend.

All raffles will be approved in advance by the Board. The Club Manager will ensure that all raffles abide by all the administrative and regulatory requirements of the [Yukon Lottery Licensing Act Regulations](#).

## Management of Funds

The Club Manager will maintain administrative fundraising accounts for Travel Teams only. No individual player accounts will be held by the club.

All fundraising money will be deposited and held in the club Travel Management bank account separated from the club Operating Account.

All funds will be paid out by the end of each season at the latest (typically to support the end-of-season travel tournament) and the team administrative fundraising account balanced to zero.

### **Allocation of Funds**

Each team has a unique set of players, families, financial and other socio-economic circumstances and its own sporting history and culture. The club enables each team to decide its own most suitable approach to the allocation of funds to players from activities, such as:

- Collective team expenses;
- Equal split (typically limited to active participants);
- Pro-rated to participation level; and/or
- Prioritized to players in most need for assistance.

The club has adopted the [True Sport Principles](#) which include 'Give Back' and 'Include Everyone', to make a difference in the community and invite and welcome everybody into sport. Teams are encouraged to consider allocating funds raised in a way that ensures all team members can participate fully irrespective of family financial or other circumstances. The club believes this is in the long-term competitive interest of all teams.

The Team Manager (or delegated Team Fundraising Coordinator) will ensure that the intended allocation of funds methodology is clearly communicated and understood by all participants prior to the activity.

### **Responsibility for Funds**

The Team Manager (or delegated Team Fundraising Coordinator) is responsible for:

- Proper and accurate recording of revenues, expenses and net funds raised for each activity;
- Safe keeping and delivery of net funds raised to the Club Manager for deposit to the separate club Travel Management bank account;
- Recording and tracking of participation and funds allocated to each player, or team expense; and
- Final reconciliation and reporting of funds to be paid out to each player, or team expense.