

Guelph Soccer Fundraising Policy

Effective: November 13, 2008

Cancels:

Dated: November 13, 2008

Signature: Brent Barr

Position: President

Preamble:

This policy provides guidance with respect to fundraising activities conducted by teams, members, representatives or groups within Guelph Soccer.

Policy

Any fundraising or sponsorship activity conducted by teams, members, representatives or groups of Guelph Soccer must be approved by the club Executive Director prior to the commencement of that fundraising activity.

A submission shall be made in writing by the members or representatives citing the details of the activity. The submission **must** include:

- Team name
- Purpose/ goal of the activity
- The team budget showing the necessity for fundraising
- The location
- The time period during which the activity will occur
- What will happen should there be: excess funds or a shortfall
- Copy of email notification to entire team

Procedure

All submissions shall be reviewed by the Guelph Soccer Executive Director in consultation with members of the Board of Directors. Submissions must meet the Fundraising Policy Criteria listed below to gain approval.

Disputes shall be adjudicated under the Guelph soccer Dispute Resolution Policy. Appeals can be made to the Guelph Soccer Board of Directors.

Criteria

- No alcohol related events or soliciting at LCBO or Beer Stores
- Please note, bottle drives are permitted and do not require pre-approval from the Executive Director.
- Where required, proper permits must be obtained and copies included in the submission to the Executive Director.
- Teams will not compete directly with any charitable organization or official club sponsor.
- The fundraising project must supply a service or product.
- Dances must be supervised by a minimum ratio of 1 adult per 20 children. Adult must be parent/ guardian of child on team involved in the fundraising activity.
- Approvals for a fundraising activity may not extend beyond the time period for which the purpose for the fundraising is undertaken, to a maximum of one year.
- Fundraising activities for which the purpose of the fundraising is undertaken that are beyond one year, require renewal of the application after each year (see Long Term Fundraising)
- The activity must be age appropriate for the participants.
- The activity must not bring the club into disrepute.
- The use of the Clubs name, shield or logo is not permitted without the expressed written consent of the Executive Director.
- Team officials, parents, players and members must take full responsibility for any activity and any consequences thereof.
- All funds must be collected into a bank account held in the name of the group or team with 3 signatories. One of the signatories must be the Treasurer of Guelph Soccer.

Long Term Activities

With respect to fundraising that will be conducted over more than one year, or in the situation where the proceeds of the fundraising are applied to an event that will occur in subsequent soccer seasons, it will be the responsibility of the team to ensure that issues are addressed in a fair and equitable manner. All participants must sign a Memorandum of Understanding should any of the participants leave the group or team or new participants join.

Guelph Soccer recommends this process for all fundraising activities:

1. Develop a measurable goal or objective with clear expectations.
2. Establish a budget for the activity to which the proceeds of the fundraising will apply.
3. Obtain agreement on the budget and the fundraising activity from the participants well in advance of the planned activity.
4. All participants must sign a Memorandum of Understanding.
5. Evaluate the proposed activity against the policy criteria listed above.
6. Consult the Executive Director on the proposed fundraising activity and collect feedback on its viability.
7. Use the club as a resource to continue to develop the proposal.
8. Submit the proposal to the Executive Director at least 4 weeks prior to the proposed commencement date of the activity.
9. Official response will be provided within 2 weeks of submission.
10. Complete the activity and submit a written report to the Executive Director within 2 weeks of event completion.