



## Team Fundraising Policy

ASC Policy

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**Date of Approval: Jan 24th 2020**

**Approval Responsibility:** ASC President

### Policy Statement

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Raising funds helps benefit our soccer teams by providing opportunities for members to identify team goals and alleviate personal financial challenges for our soccer families. It recognizes that parents and players will often undertake fund raising to support a variety of team requirements and activities.

Teams will be allowed raise funds for their team in support of soccer related endeavors, costs, equipment, travel and tournaments.

### Guidelines

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- 1) Teams may NOT raise funds for individual team uniforms. Only the endorsed Ardrossan Soccer Club (ASC) uniforms are permitted.
- 2) Individual teams must submit to the ASC for review and approval a complete fundraising proposal at the start of each season. The proposal must include the following: Team fundraising goals, designation of raised funds (anticipated expenses, planned fundraising activities and cash call) prior to opening a team bank account.
  - a) The proposal must be submitted to the ASC President or delegate within 30 business days for approval after commencing the season. This proposal must also be shared and approved by the team manager, prior to submitting to the ASC for approval.
  - b) If proposal changes are required during the season an updated proposal must be submitted to the ASC after approval by the team.
- 3) Responsibility for funds.
  - a) Two volunteers approved by the team, who will act as 1<sup>st</sup> and 2<sup>nd</sup> signers for the team account. The signers must be over the age of 18 and will share responsibility for record keeping, safekeeping and expenditure of funds.
  - b) A third volunteer will be the assigned team manager or delegate who will oversee the proposal and submission to ASC for approval.
  - c) Regardless of the amount of funds collected via cash call, or fundraising, all funds received must be deposited into a "Team Account" bank account identified with the following format  
ASC /age group / Boys or Girls/ Head Coach last name i.e. ASC U15 Girls Smith. No funds shall be kept in a personal account.
  - d) Financial records will need to be maintained for all team finances showing all transactions

(debits/credits). These must be kept up to date and available to team members and the ASC administration at any time. An example of financial records is attached - account register in Appendix A.

- e) ASC Executive members due to conflict of interest, may not hold any of the above mentioned duties as described in section 3a, 3b of this policy.

4) Team funds will be used based on consensus of the team members (players, parents and coaches). A team meeting will be held at the beginning of the season to discuss the expectations of the team regarding tournaments, facility rentals, etc. If proposal changes are required as the season progresses an additional team meeting shall be held.

- 5) ASC is a non-profit association and is based on the commitment of volunteers including coaches to enable it to operate. Teams are NOT permitted to raise funds to attract or pay coaches with the exception that teams may use the funds raised for small gifts to its coach(s) at the seasons end such as; restaurant gift certificates, soccer clothing, etc. The value of the gift shall be in keeping with the spirit of volunteerism (\$50.00 maximum value). Expenses for technical training are deemed as eligible expenses.

- 6) Surplus funds at seasons end.

- a) Only funds raised via cash call events are eligible for return to players/parents.
  - i) In the event that a player leaves the team voluntarily during the season, eligible funds will be divided by the number of players on the team and those players leaving will be returned the amount equivalent to one player.
  - ii) If fundraising is done for an out of Country/Province tournament, and a player opts out of the tournament after fundraising is complete, the player is not entitled to any of the fundraising proceeds at the end of the season. All funds raised for a specific event, must be used for that event and funds that are not used for the specified event, will remain with the team.
- b) Funds raised via other activities (grants, ALGC events, bottle drives, etc.) remain with the team. These funds are not eligible to be returned to players/parents for any reason.
- c) Team accounts must be drawn down to a balance of zero dollars and the team account is to be closed within 7 business days of season end. ASC to be provided a copy of the season's transaction records at seasons end or as requested by ASC. Any remaining unused funds outside of cash calls will be transferred to ASC.
  - i) A team fundraising agreement must be signed by all members on the team, agreeing to the team proposal and outline of the ASC's fundraising policy.
- d) If a team is not assembled in the same age category (birth year) and tier, the funds will revert back to the ASC.

- 7) Fundraising Activities

- a) Alberta Liquor and Gaming Commission (ALGC) rules and regulations govern many fundraising activities. These rules and regulations must be followed regarding the use of funds and appropriate records maintained. In the event of an audit records must be available.
  - i) Online Applications must be submitted to the ASC Administration Team for approval a minimum of 15 business days prior to commencement of the activity.
  - ii) The following types fundraisers/activities require AGLC licenses as shown in the following table:

Types fundraisers/activities require AGLC licenses

50/50	Grey Cup/NHL/Sports Draft Pools	Chase the Ace	Wine Survivor
Gift Basket Draws	Wine Basket Draws	Table Draws	Poker Rally
Squares Board			

- b) Any money received from type of event listed in 7a ii) must be deposited with the Club in the Casino bank account as per the AGLC. Requirements. This kind of money can only be used for items in shown in the following table:

AGLC funds are approved to be used on the following items

Rental fees of facility for groups sporting events	Officiating Fees	Certifying Officials including training and education costs	Coaching/Instructor fees (that cannot be reasonably performed by a volunteer)
Purchase uniforms (ownership to remain with group) Equipment (ownership to remain with group)	Registration to Tournaments	Insurance fees	Membership fees to local, provincial, national or international governing bodies
Costs for travel while attending a competition away from the home facility	Transportation to and from	Local transportation while at the competition	Accommodation and meal costs during competition, excluding adult drinks
Awards including trophies, plaques and ribbons. Not volunteer appreciation awards.			

- c) The following types of team fundraising do not require a AGLC license as long as you notify the ASC in advance (as long as funds raised are under \$20,000). As shown in the table below;

Types of fundraising not requiring a AGLC license

Silent Auction	Live Auction	Bottle Drive
Receive Donations	Free Giveaway Contests	

- 8) For proposed fundraising or team fund management questions please contact the ASC Administration Team
- 9) The ASC and parents involved with the associated team, reserves the right to request the fundraising proposal info, receipts, bank statements within 3 business days.

## **Procedure**

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- 1) Team coach / manager to draw up a team fundraising proposal for the season.
- 2) Proposal is presented at the preseason team meeting for parent's approval.
- 3) Approved proposal is submitted to the ASC Administration office prior to commencement of fundraising activities.
- 4) Upon approval of the team proposal, Notice of approval – will be sent to the team manger.

**Appendix A**

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Account Register Sample

My Bank 234 Southside St. Anytown, CA 91001				
Statement June 2004				
Checking Account				
Posting	Description/Transaction	Debits	Credits	Balance
JUN 1	Beginning Balance			817.02
JUN 13	CHECK NO. 3500 Trace #3147	68.79		748.23
JUN 13	CHECK NO. 3502 Trace #2166	148.00		600.23
JUN 15	CHECK DEPOSIT		440.02	1040.25
JUN 20	CHECK DEPOSIT		1500.00	2540.25
JUN 20	WITHDRAWAL	100.00		2440.25
JUN 25	CHECK NO. 3503 Trace #1065	1895.00		545.25
JUN 25	CHECK NO. 3504 Trace #1278	49.83		495.42
JUN 26	ATM WITHDRAWAL	60.00		435.42
JUN 28	CHECK NO. 3506 Trace #3097	10.13		425.29
JUN 30	Check Fees	1.25		424.04
JUN 30	Closing Date...Ending Balance			424.04
Savings Account				
Posting	Transaction	Debits	Credits	Balance
JUN 1	Beginning Balance			1102.00
JUN 11	Deposit		100.00	1102.00
JUN 25	Deposit		100.00	1202.00
JUN 30	Interest Earned (1.5%)		18.03	1220.03

## Budget Template

Team Proposal for: U11 U13 U15 U17 U19

Tier: I II III IV

Girls / Boys

Coach Name:

Season: Indoor / Outdoor Year: \_\_\_\_\_

Expenses:	Total	Revenue:	Total
<b><i>Tournament Fees:</i></b>		Cash Call Amt /player \$	\$
Tournament:	\$	Bottle Drive	\$
Tournament:	\$	Bottle Drive	\$
Tournament:	\$	Bottle Drive	\$
Tournament:	\$	Silent Auction	\$
Tournament:	\$	Silent Auction	\$
Tournament:	\$	Silent Auction	\$
		Other Fundraising:	\$
<b><i>Exhibition Games (Fields &amp; Referee):</i></b>		Other Fundraising:	\$
Game Date:	\$	Other Fundraising:	\$
Game Date:	\$	Other Fundraising:	\$
Game Date:	\$	Other Fundraising:	\$
Game Date:	\$		
Game Date:	\$		
Game Date:	\$		
Team Building	\$		
Team Party	\$		
Team Pictures	\$		
Team Apparel	\$		
Team Fines	\$		
Technical Training	\$		
Travel	\$		
Fitness Training	\$		
Coach / Manager Gift	\$		
<b><i>Total Expenses:</i></b>	<b>\$</b>	<b><i>Total Revenue:</i></b>	<b>\$</b>