



# TEAM FUNDRAISING & SPONSORSHIP POLICY

The CBS Kiwanis Minor Baseball Association (CBSKMBA) has a responsibility to the community, our members and volunteers to ensure that money raised is used in accordance with the purpose for which it was obtained. To maintain accountability and integrity, team managers will be responsible for the funds raised and must ensure those funds are used in an appropriate manner.

- Board approval is required before any fundraising or sponsorship solicitation is permitted.
- All team player registration and any related fees must be paid in full prior to submitting a request to fundraise.
- Team Managers must submit a request for fundraising to the CBSKMBA in writing using the Team **Fundraising Request Form**. The form must be submitted a minimum of two weeks prior to the planned start of any fundraising (exceptions will be made for teams travelling to Atlantic's).
- Complete details of any fundraising must be included on the form, including the purpose, dates and location of fundraising, specific fundraising initiatives and the estimated budget.
- Teams are only permitted to fundraise for travel to a Baseball NL (BNL) sanctioned event.
- Limitations may be placed on the number of teams approved for fundraising in any season based on the number of requests and/or teams required to travel to provincials in any given season. Priority shall be given to teams fundraising for travel to Provincial Tournaments.
- Should a team choose to fundraise, a member of a team can choose to opt entirely out of fundraising activities but will be responsible for their portion of any/all fees or expenses pertaining to the cause for fundraising. Should a player wish to opt out it is to be communicated to the Team Manager in writing prior to fundraising commencing. a) Maximum allowable fundraising limits for travel to each provincial region may be reduced to adjust for number of players participating in fundraising on each team.

- Coaches and Team Manager costs can only be paid if they are independent volunteers with no child on the team. The fundraising team will be responsible for any reasonable costs incurred for the independent coach or Team Manager to travel including - economy air and/or ground transportation, accommodations and per diems.
- Fundraising teams may apply for one lottery license per season; exception will be made for a team that has to subsequently travel to the Atlantic Tournament. All provincial government rules and regulations pertaining to Lottery Licenses must be strictly adhered to. Failure to follow these rules and regulations may constitute illegal activity and/or result in approval for fundraising being revoked.
  - Team managers or assigned team representatives are responsible to complete the Lottery Licence Application and submit to the CBSKMBA Board for signature. Once the lottery licence has been approved the team manager may proceed with ticket printing and sale of tickets. When the draw has been completed the team manager is responsible to complete the Lottery Licence Expense Report and submit proper fees to Service NL. A copy of the Expense Report and proof of payment must be submitted to the CBSKMBA Secretary-Treasurer within 3 weeks of draw date.
- No teams shall be permitted to hold bank accounts in the name of CBSKMBA.
- Any team who withdraws from a tournament and does not travel will turn over any fundraising money to CBSKMBA. Exception may be made to transfer balance to provincial tournament should travel be required and the amount will not exceed allowable amounts for that region.
- CBSKMBA will not make loans to any teams.
- No monies raised from fundraising activities can be used to offset player registration fees.
- No monies raised from fundraising activities can be used to purchase clothing or other merchandise for individuals or travelling teams.
- No donations, sponsorship, or promotion of businesses whose sole purpose is the sale or distribution of alcohol, tobacco or cannabis products is permitted. No fundraising activities can involve the solicitation or promotion of related items as donations whether received from a business or individual.
- Adherence to this policy will be taken seriously and failure to follow the requirements set out may result in members being listed as not in good standing with the association.
- The Board of CBSKMBA may approve exceptions to this policy at its sole discretion.

**Fundraising Guidelines for Team:**

- Teams can fundraise for a maximum of two tournaments per season, one of which must be the provincial tournament.
- A tournament must require a minimum of one overnight stay and be off the Avalon Peninsula to be eligible for fundraising. This includes all provincial tournaments.
- The maximum dollar amount a team can fundraise for travel within the province, including provincial tournaments is as follows:
  - Avalon Peninsula - \$0
  - Central Region - \$7,500
  - Eastern Region - \$0
  - Western Region - \$10,000
- Out of province travel is only permitted for a team representing NL at the Atlantic Tournament. The maximum dollar amount a team can fundraise for out of province travel is \$30,000 per team.
- All proceeds from fundraising must be spent for players and independent coaching/team staff with no children on the team. Receipts must be obtained, and financial records kept detailing use of all funds.
- A detailed financial report must be submitted to the Secretary-Treasurer within 10 business days of travel having been completed, or within 14 days following the provincial tournament being hosted, as applicable.
- Any player fundraising for travel to a tournament that does not attend the tournament/travel will not be privy to any funds raised for this purpose. If there is a second tournament requiring travel within the same season, funds may be held for the player to be used for that purpose pending the player is able to attend/travel at that time. Otherwise, the funds raised will be divided equally between which ever players have partaken in the fundraising endeavors of the team.

**Host Team Fundraising & Sponsorship for Provincial Tournament:**

- Teams are required to raise 50% of the costs associated with hosting a Provincial Tournament.
- Sponsorship of the event may be considered but must receive prior approval from the Board. A detailed plan of provision of funds and opportunities being provided to sponsor must be agreed upon with the Board prior to any agreement.
- Host teams may apply for one lottery license.

- Eligible expenditures include:
  - Medals & awards for participating teams;
  - Umpiring costs;
  - Tournament Registration Fees; and
  - Any other associated fees with hosting provincial tournament that are approved by the Board of CBSKMBA.

**Team Sponsorship:**

- Team sponsorship is permitted; individuals are not permitted to solicit sponsorship for the sole purpose of direct contribution to one player.
- Funds shall be used appropriately in accordance with any related by-laws or other policies pertaining to travel, tournament hosting and fees and apparel purchases.
- If a team receives a cash donation as a form of sponsorship the team must submit in writing to the Board how the funds will be used. Acceptable items include team apparel and related merchandise, travel, tournament registration fees or hosting costs and year end team social events.
- Any cheques issued by sponsors shall be made payable to the CBS Kiwanis Minor Baseball Association referencing the team or initiative as a memo and will be disbursed to the Team Manager for use as authorized by the association.
- Any use of or reproduction of the Association name, Raiders name, wordmark and/or any of its accompanying logos on apparel or merchandise must be pre-approved by the Board.