

LETHBRIDGE SOCCER ASSOCIATION - FUNDRAISING POLICY

CATEGORY: ADMIN	PURPOSE: Guidance on Fundraising – LFC Accounting & Reporting	
POLICY #: 2018-1	Implementation Date: Feb 2018	Review Date: Mar 2019

LETHBRIDGE FC - CLUB FUNDRAISING POLICY

Introduction

This policy statement covers fundraising for club wide activities. A separate policy statement has been prepared covering fundraising by individual teams within the club.

Purposes of Fundraising

Lethbridge FC will determine the purposes for fundraising on an as needed basis. Targets for fundraising may include the following:

1. Capital Projects being primarily field upgrades
2. New All-weather field(s)
3. Website
4. Team Sponsorship
5. Selected Equipment
6. Tournament or special events
7. Other projects deemed necessary

Funding Sources

Lethbridge FC may seek and obtain funding from a variety of donors. These donors may include local, provincial or national corporations and/or businesses of all sizes, lottery organizations, casinos, individuals, the community, banks, trusts, government and government agencies.

Donations will not be sought nor accepted from organizations that are considered to be inconsistent with the nature of Lethbridge FC as an organization dedicated to youth soccer or in conflict with LSA existing major sponsors.

Authorization and Approval

All donations proffered to Lethbridge FC for club wide purposes shall be subject to the approval of the Lethbridge FC Committee.

Agreements

Each donation or joint funding arrangement shall be the subject of an appropriate written agreement. The agreement shall clearly state the obligations that the club is making to the donor or joint funding partner and the intended use of the funds. The agreement shall be approved by the Lethbridge FC Committee and subsequently signed by two members of the LSA Board.

Accounting and Reporting

Upon request from the team manager, the office will share team fundraising amount totals.

Corporate Recognition

Lethbridge FC recognizes that donations may need to be acknowledged by corporate logos, signage or other forms of advertisement. Lethbridge FC will consider each recognition proposal on its individual merits. No logo may be placed on any Lethbridge FC clothing or gear. If team gets funding during the indoor season, the team will be eligible to have the funds carried over to the end of the outdoor season. If the corporate funding happens during the outdoor season team must use by the end of the outdoor season.

Forms of Donation

Donations may be money, goods, services or gifts in kind.

Joint Fundraising

Lethbridge FC may undertake joint fundraising with other sports organizations or local governments. The proposed arrangements for the sharing of costs and fundraising shall be subject to approval of the Lethbridge FC Committee.

Lethbridge FC/LSA Board Fundraising Committee

Lethbridge FC Committee and Lethbridge Soccer Association Board shall strike a Fundraising Committee to be chaired by the Chair of the Lethbridge FC Committee. The Committee shall be at least three in number including the Lethbridge FC Fundraising Rep. It shall report its activities to the Executive of the LSA on a monthly basis. Meetings shall be called as needed to deal with fundraising issues.

LETHBRIDGE FC - TEAM FUNDRAISING POLICY

Introduction

This policy has been approved by the Board of the Lethbridge Soccer Association to guide fundraising for individual Lethbridge FC teams. It recognizes that parents and players will often undertake fundraising to support a variety of team requirements or activities. While fundraising in support of their team is a useful activity for parents and players to undertake, some simple policies are necessary to guide this process. Lethbridge Soccer Association could be audited at any time for adhering to Gaming Regulations so it's important to keep detailed records and follow Alberta Gaming & Liquor Commission (AGLC) guidelines.

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.

Purposes of Fundraising

Teams may raise funds for any of the following reasons:

Please note: the terms 'Team Travel' and 'Team Accommodations' refer to players and coaches only

1. Team Travel transportation costs to and from competition and local transportation costs while at the competition.
2. Team Accommodations and meal costs during the period of competition, excluding liquor.
3. Payment of tournament registration fees.
4. Rental fees for a Facility for the teams sporting events.
5. Approved Lethbridge FC apparel or team gear.

Forms of Fundraising

The following is a list of types of fundraising teams may consider. ***You DO NOT need a licence or AGLC approval for:***

- ✓ Silent auctions
- ✓ Live auctions
- ✓ Bottle Drives
- ✓ Donations
- ✓ Free Giveaway Contests
- ✓ Fundraising sales - almonds, popcorn, meat
- ✓ Car Washes

Monies collected from non-gaming funds can be used for all purposes of fundraising as listed above. Teams may also use the funds for small gifts to its coach(s) at season's end - e.g. soccer clothing or a gift token to a restaurant. The value of the gifts shall be in keeping with the spirit of volunteerism.

LETHBRIDGE SOCCER ASSOCIATION - FUNDRAISING POLICY

Any fundraising amounts greater or equal to \$1000 must recognize the sponsor through a field wall advertising sticker at a cost to the team.

- \$1000 - \$1500 – required wall board sticker - 2ft x 2ft sticker x2
- \$1501 - \$2500 – required wall board sticker - 3ft x 3ft sticker x2
- \$2501 - \$3500 – required wall board sticker - 4ft x 4ft sticker x2

Any time you pay a price for a chance to win a prize, a raffle license is needed.

You DO need a license for (examples below):

- ✓ 50/50
- ✓ Grey Cup/NHL/Sport Draft Pools
- ✓ Gift Basket Draw
- ✓ Wine Basket Draw (no liquor license required)
- ✓ Table Draw
- ✓ Poker Rally
- ✓ Squares Board

Please read the Raffle Terms and Conditions in regards to the different types of raffles and detailed instructions on what is required for the particular raffle you are doing. All documentation and records as outlined must be completed –

[https://aglc.ca/sites/aglc.ca/files/users/user127/Raffle%20Terms%20and%20Conditions%20-%20%2410%2C000%20and%20Less%20\(5416-2\).pdf](https://aglc.ca/sites/aglc.ca/files/users/user127/Raffle%20Terms%20and%20Conditions%20-%20%2410%2C000%20and%20Less%20(5416-2).pdf)

Note: document is 16 pages

As listed above, those fundraisers that require a licence from AGLC have restrictions on how the money can be spent as per AGLC Use of Proceeds for Sports Guidelines –

[https://aglc.ca/sites/aglc.ca/files/aglc_files/Guidelines%20-%20Sports-Use%20of%20Proceeds%20\(5504\).pdf](https://aglc.ca/sites/aglc.ca/files/aglc_files/Guidelines%20-%20Sports-Use%20of%20Proceeds%20(5504).pdf)

Note: document is 1 page

Authorization and Approval

Requests to do a team fundraiser are submitted using Lethbridge FC Fundraising Form -

http://site4092.goalline.ca/files/lfc_fundraiser_and_logo_request_form.pdf

1. The form is to be submitted to the Lethbridge FC Fundraising Rep from either the team fundraising volunteer or team manager. Whoever is making the request to do the fundraiser is responsible to complete all necessary paperwork and report at the end of the fundraiser. All money collected, paperwork and draw slips must be turned into the office seven (7) working days following the final draw/fundraising date.
2. Any fundraiser not approved by the *Lethbridge FC Fundraising Representative* will result in the funds raised being kept by the club as a penalty.
3. Funds used for the purchase of Lethbridge FC apparel - or other team gear - must be approved by the Lethbridge FC Equipment Representative. No Corporate Sponsorship will be identified on playing gear unless it has been officially approved.
4. A special approval is required by AGLC for travel outside of your province if you are wanting to use gaming funds to do so. (see page one of link) - [https://aglc.ca/sites/aglc.ca/files/aglc_files/Interpretation%20Bulletin%20-%20Travel%20Out%20of%20Alberta%20\(5443-1\).pdf](https://aglc.ca/sites/aglc.ca/files/aglc_files/Interpretation%20Bulletin%20-%20Travel%20Out%20of%20Alberta%20(5443-1).pdf)
5. The following Travel Itinerary is required to be completed and approved before gaming funds can be used for travel outside of the province - https://aglc.ca/sites/aglc.ca/files/aglc_files/Travel_Itinerary_5443_.pdf

Responsibility for Funds

Funds will need to be reported to the LSA administration office and will be credited into your team's account.

Please note:

- a) *Reimbursements of funds require a receipt.*
- b) *A cheque will be issued no later than two weeks after the approval date.*

Reporting Funds

LETHBRIDGE SOCCER ASSOCIATION - FUNDRAISING POLICY

Teams shall submit to the Lethbridge FC Fundraising Representative and the LSA administration office their fundraising report by November 1 and April 15 each season. This report is a form summarizing proposed fundraising levels, activities and responsible individuals.

At the conclusion of the season (by March 31 and August 31) the team shall submit the same form recording how much funding or donations were accomplished and how this was spent. *Funds can only be used for the purpose initially identified.*

Lethbridge FC Fundraising Representative and the LSA administration office will maintain the submitted forms on file. Teams will only be contacted where a conflict with other team fundraising proposals are apparent or where the purpose or fundraising proposals conflicts with club policy.

Use of Extra Funds

1. Funds left over from a Lethbridge FC Fundraiser must receive approval to be used for another Team expense.
2. At the end of each season all surplus funds will be donated to the club.
3. If monies collected from a raffle are for a specific tournament and the team decides to cancel, money will stay with the club unless the team submits approval to attend a new tournament. If no new tournament is approved money will stay with the club after the team reimburses sponsors and raffle/draw expenses.

Lethbridge Soccer Association and the Lethbridge FC Committee will not be held responsible for any dispute within the team in regards to team funds