



**NWT SOCCER**  
**Fundraising Policy**  
**Approved: June 13, 2018**

This policy covers fundraising for the NWT Soccer Association (NWT Soccer) and teams affiliated with NWT Soccer. All funds raised are to be used for the betterment of the Association as a whole. While raising funds, members are representing NWT Soccer and have a responsibility to project a positive image of the Association and the sport.

This policy provides guidance and direction for members and affiliates wishing to pursue fundraising opportunities.

Fundraising purposes recognized by NWT Soccer include:

1. Capital projects
2. Team NWT programs
3. Coach and referee development
4. Administration
5. Scholarships
6. Equipment
7. Tournaments and special events

**Funding Sources**

NWT Soccer may seek and obtain funding from a variety of donors. Donors may include local and national corporations and businesses of all sizes, lottery organizations, individuals, community groups, banks, trusts, governments, and government agencies.

**Authorization and Approval**

All donations offered to NWT Soccer and its affiliates shall be received subject to NWT Soccer's approval.

Teams soliciting funding from local businesses must notify NWT Soccer before issuing funding requests.

**Agreements**

NWT Soccer and its affiliates agree to appropriately recognize the contribution of funders.

Each donation or joint funding arrangement shall be the subject of an appropriate written agreement (Appendix A). The agreement shall clearly state the obligations of NWT Soccer and/or its affiliates and the intended use of the funds. The agreement shall be signed off by the Association.

**Accounting and Reporting**

Accounting records will be kept and updated according to the provisions of each agreement, the bylaws and governance policies of the Association, and the requirements of funding bodies as outlined prior to the approval of each agreement.



It is up to the Coaching Staff of the team to determine how fundraised money will be split amongst the team.

### **Forms of Donation**

Donations may take the form of money, goods, or services.

### **Forms of Fundraising**

Acceptable forms of fundraising include but are not limited to: the sale of coffee at games, donations from businesses, sale of baked goods, and car washes. NWT Soccer may request that teams vary proposed fundraising activities where they may conflict with another team or affiliate's fundraising initiatives.

### **Joint Fundraising**

NWT Soccer and its affiliates may undertake joint fundraising with other sports organizations, local governments, non-profits, or private enterprises. Arrangements for the sharing of costs and fundraising shall be subject to the approval of NWT Soccer.

### **Responsible Individuals**

Teams are required to nominate a minimum of two (2) Responsible Individuals aged 19 or over to share responsibility for the recording, safekeeping, and expenditure of funds, and the meeting of Association-imposed fundraising deadlines.

### **Recording Funds**

All applicable funds and reports must be submitted to NWT Soccer within 30 days of a fundraising activity taking place or as per agreed Payment Plans, whichever falls earlier.

### **Payment Plan**

Non-refundable deposits – as mandated by NWT Soccer in a Payment Plan schedule provided at each program's outset – are to be paid by players to meet program costs. Program costs are divided into installments paid by players throughout a program cycle. Players are entitled to raise more than the value of any given installment – any excess funds raised on the installment due date may be applied to the next installment's value. On the date the final installment is due, excess funds raised may not be refunded.

Teams and their nominated Responsible Individuals are entirely responsible for internal management of fundraising campaigns and the meeting of fundraising deadlines established by NWT Soccer.

In the event that Payment Plan deadlines are not met by a team, NWT Soccer reserves the right to alter or cancel a program in order to offset any financial risk perceived by the Association. Such action must be approved by a simple majority of the Board of the Association and is intended as a last resort. The Association will work with teams/affiliates in good faith to restore good standing wherever possible.



### **Team NWT Programs - Use of Surplus Funds**

Team NWT programs are as follows:

- Canada Summer Games (CSG)
- North American Indigenous Games (NAIG)
- Arctic Winter Games (AWG)

Fundraising takes place as a team. Individual team members may not apply to carry excess funds raised from one program to another.

At the end of the CSG program, all surplus funds raised will be directed to a CSG program account for equal division between the next CSG male and female teams.

At the end of the NAIG program, all surplus funds raised will be directed to a NAIG program account for equal division between the next NAIG male and female teams.

At the end of the AWG program, all surplus funds raised will be directed to an AWG program account for equal division between the next AWG male and female teams.



## APPENDIX A: Funding Agreement

This agreement is made on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and entered into between \_\_\_\_\_ (hereinafter called the Donor/Sponsor), and NWT Soccer Association.

### Agreement Parameters

The Donor/Sponsor agrees to transfer by gift/donation/sponsorship, \_\_\_\_\_ [description of gift including dollar amount], to NWT Soccer to be used as follows [please check one of the boxes]:

- ☐ AN UNRESTRICTED GIFT TO NWT SOCCER. An unrestricted gift to the NWT Soccer may be used by the Association for any purpose at any time.
- ☐ A RESTRICTED GIFT FOR:
- ☐ OTHER [please be specific]:

NWT Soccer will recognize the organization in the following ways [please check all boxes that]:

- ☐ Formal announcement on website, print and social media.\*
- ☐ Logo placement on clothing.\*
- ☐ Other [please be specific]:

\*NWT Soccer is unable to meet these requirements to an organization that cannot sell to people under the age of majority.

### Donor/Sponsorship

By \_\_\_\_\_  
[Name] [Signature]

Date \_\_\_\_\_

### NWT Soccer Association

By \_\_\_\_\_  
[Name] [Signature]

Date \_\_\_\_\_