



PARADISE SOCCER CLUB

Fundraising Policy

1. PREAMBLE

PSC has a responsibility to our members, athletes, coaches, and the community to ensure that any funds raised is spent in a manner consistent with the purpose for which it was raised.

2. POLICY STATEMENT

This policy was implemented by the Paradise Soccer Club to ensure that money raised is spent in a manner consistent with the purpose for which it was raised and accounted for in a manner prescribed by the PSC. Fundraising shall be limited to hotel costs, meals, vehicle transportation expenses (i.e. fuel costs), tournament registration or Airfare, in cases where out of the province travel has been approved.

3. APPROVAL

- a) To be eligible for fundraising, a tournament must require a minimum of 1 overnight stay and be off the Avalon Peninsula.
- b) Applications to fund raise must be received by the PSC Treasurer a minimum of 30 days prior to the event. At the discretion of the PSC Executive this clause may be waived.
- c) All fund raising undertaken by teams, team members or coaches affiliated with the Paradise Soccer Club must receive approval from the Paradise Soccer Club executive prior to proceeding.
- d) Approval shall be sought by submitting a Fundraising Request Form to the PSC Executive and after receiving written approval from same prior to commencing any fundraising efforts. The approval form is attached in Appendix A to this policy.
- e) Upon approval, all funds raised by teams shall be carried out in the name of Paradise Soccer Club (referenced as PSC) and must be submitted to the accounting committee for tracking and dispersal.
- f) Approval to fundraise will be restricted to the maximum dollar amount by geographic region as follows:
 - i. Avalon - \$0



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- ii. Clarenville, Burin Peninsula, Bonavista Peninsula - \$5,000
- iii. Central (west of Clarenville to Deer Lake) - \$7,000
- iv. Western (Including Port aux Basques, Corner Brook, Stephenville) - \$8,500
- v. Northern Peninsula (north of and including Rocky Harbour) - \$10,000
- vi. Labrador - \$15,000
- vii. The maximum dollar amount for travel out of Province is \$25,000 per team.
- viii. Approved funds will be distributed to the teams via cheque drawn on the bank account of PSC and accounted for by the PSC.

Priority will be given to those teams that are fundraising for regular tournament travel within the province under the sanctioning of NLSA.

Approval to fundraise must be authorized by the Paradise Soccer Club, approval being granted on the basis of demand, team requirements and club priorities.

No team will be approved for travel outside of May 1st – October 30th of any year except in special circumstances and approved by the PSC Executive.

4. PARTICIPATION & DISPERSAL OF FUNDS

A minimum of 75% of a team must be in agreement to fundraise.

All community based fundraised money must be spent on approved travel to tournaments.

To ensure fairness and to encourage participation in fundraising initiatives, funds shall be allocated and subsequently dispersed equally to players who participated in each fundraising event.

Along with team members, coaching staff with no children on the team are eligible to receive funds toward expenses provided no other funds have been provided by the PSC.

Any team who withdraws from a tournament and do not travel will relinquish any fundraising money to the PSC.

5. ELIGIBLE EXPENDITURES

Hotel Cost: Up to a maximum of \$150 per night for players and coaching staff with no children on the team.

Meals: \$40 per day for players and coaching staff with no children on the team.

Tournament Registration Fees, to a maximum of \$850 per team.



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Transportation – vehicle/mileage/bus rental– maximum of \$2000 per team

Airfare: Up to \$750 per player and coaching staff with no children on the team. Tickets obtained via points will have No Cash Value.

Proof of all eligible expenses (expenditure report Appendix B) shall be provided and submitted to the PSC Treasurer not longer than 10 business days after the conclusion of the respective tournament. Receipts for eligible expences shall be attached to the expenditure report.

All fundraised money must be spent consistent with Article 2 and by team members and coaching staff with no children on the team.

Any teams with money remaining after player and coach costs have been met will be retained by PSC.

6. HOSTING OF TOURNAMENTS

All player Registration must be paid in full prior to submitting a request to fundraise to the Executive Board.

Teams must submit a Fundraising Request Form to PSC Executive and receive written approval from same prior to commencing any fundraising efforts.

A minimum of 75% of a team must be in agreement to fundraise.

Participating teams are required to raise 50% of the costs associated with Hosting a Provincial Tournament.

All funds raised and/or received via sponsorship are done so in the name of PSC. As such, all funds must be submitted to PSC for accounting and dispersal.

Funds will be distributed to the team via cheque drawn on the bank account of PSC. Proof of the eligible expense must be provided.

Eligible expenditures include:

- a) Medals & awards for participating teams.
- b) Tournament Registration Fees – Maximum of \$850 for host team.
- c) Any other associated fees with hosting provincial tournament that are approved by the Executive Board of PSC.



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7. **OTHER**

All rules governing a PSC lottery licence must be strictly adhered to. Please refer to the lottery licence section for full details. Failure to follow these rules may constitute illegal activity and/or result in approval for fundraising being revoked.

Any team who withdraws from a tournament and do not travel will turn over any fundraising money to PSC. Any teams with money remaining after player and coaching costs have been met will be retained by PSC.

Team wishing to fundraising through the use of a lottery licence must receive approval a minimum of 4 weeks in advance of the fundraising activity.

8. **LOTTERY FUNDRAISING**

- a. The Government of Newfoundland and Labrador, Service NL regulates lottery licenses.
- b. PSC is allowed to apply for lottery licenses by virtue of our being in good standing with Newfoundland & Labrador Soccer Association, soccer's governing body within the Province.
- c. Teams may request that the Association obtain Lottery Licenses on their behalf.
- d. The PSC reserves the right to retain 10 % of funds raised over and above prizes attributed.
- e. Lottery Licenses require officers of the Association sign the application, and assume all legal responsibilities for the execution of the lottery.
- f. In addition to the reputation of PSC being placed at risk, the individual officers who sign on behalf of the Association assume personal risk associated with the proper adherence to the rules and regulations established by Service NL, as laid forth in Newfoundland And Labrador Regulation 1/02 ("Lottery Licensing Regulations") under the Criminal Code (M.C. 1081-82).
- g. All rules and regulations as established by Service NL must be followed. Please visit the Service NL website for full rules and regulations prior to completing an application for a lottery licence.



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- h. The Association does not assume financial responsibility for the ticket lottery.
- i. If there is insufficient revenue to provide the prizes as stated on the ticket, then the team, and by extension the player's parents, will assume financial liability.
- j. The following guidelines are meant to provide due diligence around the process of obtaining a Lottery Licence, and to establish control over the execution of the lottery to meet the requirements of the Lottery Licensing Regulations.
- k. Obtaining a Lottery Licence:
 - i. Team Managers must complete a Lottery License Application form and submit it to the PSC Executive Treasurer a minimum of 4 weeks before the lottery license is required.
 - ii. The PSC logo will appear on the sample ticket proof submitted with the application form.
 - iii. The application must include information on how the money raised through the lottery will be spent. (Acceptable use for money raised through the lottery must adhere to PSC's Fundraising policies).
 - iv. Once approved by the Executive Board, the Chair or Vice Chair and Treasurer will sign the lottery license application and forward to Service NL.
 - v. The Treasurer will notify the Team Representative or Manager when the Lottery License has been received.
- l. Managing a Ticket Lottery
 - i. The Team Representative or Manager will proceed and have the tickets printed.
 - ii. The Team Representative or Manager will prepare a ticket ledger identifying who is assigned blocks of tickets for sale.
 - iii. All sold and unsold tickets must be accounted for at all times,
 - iv. A full report along with all proceeds must be submitted to the treasure of the Paradise Soccer Club upon conclusion of the ticket drive.
 - v. PSC will provide a receipt for all proceeds and account for funds accordingly, providing the winner his/her prize along with the funds due the participating team.



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APPENDIX A

Application for Fundraising Approval

Section 1: Details of Team

Team requesting approval to fundraise:	
Fundraising required for:	
Contact Information:	
Coach / Team Rep:	
Phone Number:	
Email address:	

Section 2: Estimated Costs of Travel

Description of Activity (list each activity separately)	Date of Activity (day/month/year)	Estimated Costs (net amount)	Approved
		\$	
		\$	
		\$	
		\$	
		\$	

Section 3: Details of Fundraising

Description of fundraising method (list each activity separately)	Date of Activity (day/month/year)	Fundraising Goal (net amount)	Approved
		\$	
		\$	
		\$	
		\$	
		\$	

Status of Application: _____

Authorizing Representative: _____



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APPENDIX B

Expenditure Report

Section 1: Details of Team

Team Expending Funds:	
Funds Used for:	
Contact Information:	
Coach / Team Rep:	
Phone Number:	
Email address:	

Section 2: Expenditures by Item

Description of Activity (list each activity separately)	Date of Expenditure (day/month/year)	Cost Breakdown	Total Costs
E.g. Meal allowance per player	Aug 4, 2017	\$ 40 x 16	\$ 640.00
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Consistent with Approval	Not Consistent with Approval	More information Required
Signature	Signature	Signature
Name	Name	Name