



Approval & Version Control

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ST. THOMAS RINGETTE ASSOCIATION TEAM FUNDRAISING POLICY

Policy Statement and Purpose

The St. Thomas Ringette Association (STRA) has put in place this policy to ensure Team Fundraising is done in a manner that is transparent to parents and players and is consistent and reasonable across all teams in the Association.

Scope of Policy

This policy applies to all teams in the STRA.

Policy Requirements

All members of the STRA, including players, parents, coaching staff and other volunteers, shall abide by the team finances and fundraising policies and procedures, as described in this document, when planning team budgets, collecting team funds, fundraising and dispersing team funds.

Definitions

Team Budget: Represents a team's total expenses budgeted for the season (regardless of team sponsorships or how much a team fundraises).

Team Manager: An adult volunteer who prepares the team budget, collects team fees, and reports results to team members and the STRA treasurer.



Setting the Team Budget

Every STRA Team Manager and/or Head Coach will submit a proposal for where they intend to allocate any money fundraised throughout the season. The STRA Treasurer will approve any expense type before the money may be spent.

Each team shall keep the team expenses within the agreed budget parameters. All receipts and expenditures must be provided to the STRA Treasurer. Teams will maintain and submit budget updates and they will be submitted monthly to the STRA Treasurer.

Once a team manager has prepared a proposed budget with input from the head coach and any other parents involved in organizing team events, the team manager shall present it to the STRA Treasurer for review. The STRA Treasurer has final approval authority.



Collecting Fundraising:

1. The team manager and head coach (or their delegates) will be responsible for the procurement of team sponsorships. All teams are required to provide any potential donating company / person(s) a copy of the STRA Team Sponsorship Letter that explains we are a NOT-FOR-PROFIT organization. We cannot provide tax receipts. This can be obtained from the STRA President.
2. The amount a team can fundraise in a season is unlimited. However, all funds left over at the end of the season will be split evenly between next seasons teams at the beginning of the following season.
3. All funds raised are to be handed into the STRA treasurer who will provide the funds when requested to the teams in a timely manner.
4. All new sponsors must be reported to the Fundraising Administrator & STRA Treasurer. This is to ensure that STRA does not duplicate fundraising efforts.
5. No individual player or player(s) may receive a personal a sponsorship through this policy. This policy is intended for team fundraising only.
 - a. This does not apply to grant programs (like Jump-Start and others), that offer grants for families to more easily afford team sports.
 - b. If a team wishes to fundraise for a specific player, special dispensation may be allowed following a review by the STRA Executive. This requested will be submitted by the Head Coach.
6. Under no circumstances can coaches, player, bench-staff or parent use funds for anything contrary to our Code of Conduct and / or Substance Abuse Policies.
7. All funds raised will be held by the STRA Treasurer who will report on fundraising account activity to the STRA Treasurer monthly. A yearend report will be submitted by each team to the STRA Treasurer before the end of the season. Failure to comply with reporting will be handled through the STRA Discipline and Complaints Policy (STP 002).



8. Unless otherwise noted in this policy, STRA teams are free to undertake any lawful fundraising activity that the team members agree upon. For any activities requiring a government-issued license, including any raffles, the team shall only conduct that activity if they have a suitable license and if they conduct the activity in strict accordance with the terms of that license. Teams are **not** covered by STRA Licenses.
9. To conduct fundraising activities at events, such as tournaments, a team shall get permission from the event organizer.
10. To conduct fundraising activities on private property, a team shall get permission from the owner or operator of that property or business.
11. As part of the team's year-end and monthly financial reports to the STRA treasurer, a team shall submit a report of all fundraising activity, including the date, location and nature of the activity and the amount of funds raised.
12. If a team is sponsored by means of equipment (ex. Goalie pads, Ringette Pants etc.), the equipment becomes property of the STRA at the end of the season. This does not include next-to-skin items or equipment that are unhygienic to share between players (ex. T-shirts, hats, jerseys etc.) The STRA may choose to gift the items to the players at the end of the season, if deemed appropriate by the STRA Executive.
 - a. Donated Goalie Pads, Blockers and Goal Keeping Equipment
 - i. The equipment required by goalies in our sport is a significantly more expensive than any other position on the ice.
 - ii. In the event a corporate or private sponsor donates equipment to a Team, the equipment is property of the receiving team until the end of the season. At which time the STRA executive will determine what may be kept by the player vs the association.
 - iii. Coaches may request Pre-Approval of the player keeping specific donated goalie equipment from the STRA Executive.
 - b. See "Annex B" for more information
13. This policy applies to all teams under the STRA. (Fun-1 to Open (18+))



Monitoring/Contraventions

1. The STRA treasurer monitors team finances. If a team does not follow this policy, the team manager and head coach will be called to a hearing at the STRA level. Based on the findings the hearing, STRA may impose sanctions on the team or members of the team.
2. Any breaches of this policy must be reported to the STRA Executive.
3. If a breach of this policy occurs; the STRA President will:
 - a. As directed under the STRA Discipline and Complaints Policy (STP-002), will initiate the investigative process.
 - b. Report infraction to the STRA Executive within 24 hours.
 - c. Suspend all payments to the team in question pending the investigation conclusion.

For more information on this policy, contact the STRA treasurer.



Annex A - Responsibilities

Responsibilities of the STRA Treasurer

The Association treasurer does the following for team finances:

- Confirms that the team budget is within the budget limitations and approves that budget.
- In the case where it is requested, upon approval of the team budget, provides the team manager with access to the teams funds in a timely manor.
- Challenges and audits the team's accounts throughout the season, as needed;
- Approves any changes to budget limits during the season in accordance with decisions of the STRA Executive.
- Receives and challenges budgets and fundraising records at the end of the season.
- Disperses any residual funds in the team account, following the procedures in this policy.

Responsibilities of the Team Manager and Head Coach

The team manager does the following for team finances:

- Prepares the draft team budget with the head coach and other bench staff.
- Sends an email to the Association treasurer with the proposed season expenses.
- Pays all legitimate and approved team expenses.
- Keeps a ledger of all team income and expenses.
- Provides the Association treasurer and team members with regular financial Updates (Pre-Season, Monthly, and Season End Reports are required).
- Submits a complete financial report to the Association treasurer as soon as the season ends (the majority by the end of April, if not sooner).
- Conforms to this policy, seeks clarification when necessary.



Annex B – Pre-Approved Team Fundraising Expenditures

The STRA Executive has pre-approved the following items for teams to spend raised capital:

NOTE: Itemized receipts are required to be obtained for any purchase and provided to the STRA Treasurer. STRA maintains the right to amend this policy at any time. A decision on any expenditure, pre-approved or otherwise is subject to STRA Executive review if deemed necessary by the STRA Treasurer

- Tournament and or League Fees*
 - *(STRA currently covers LORL fees).
- Transportation to tournaments.
 - Must be through an insured provider, such as a coach/charter bus. Personal vehicle fuel expenses cannot not be covered.
- Team Dinners.
 - No alcohol purchases are authorized. The STRA Code of Conduct applies at any team function, in or outside of the arena.
 - All players must be given equal opportunity to attend.
- Team Building Events
 - Teams throughout the season may look to build team cohesion outside of the arena. This is encouraged by the STRA.
 - All players must be given equal opportunity to attend.
 - All STRA Policies and Ringette Ontario rules apply (i.e., Code of Conduct, Rule of Two Policy etc.)
 - Itemized receipts are to be submitted to the STRA treasurer.