



Winnipeg Phoenix Football Club

POLICIES AND PROCEDURES

FUNDRAISING

POLICY STATEMENT

Fundraising activities shall be a team activity and responsibility. The Club does recognise the desirability for individual teams to participate in fund-raising activities to defray the costs of tournaments and travel, etc. Teams and individuals that undertake such activities are representing the Club (intentionally or not) and are therefore subject to the Club guidelines and accountable for their actions.

Rules & Guidelines

Fund-raising is an essential component of the Premier-League Team experience since travel is strongly recommended for this level. WPFC will endeavour to provide opportunities for all teams to travel.

Fund-raising is to be kept to a reasonable level for justifiable soccer team expenses.

All fund-raising activity is to be documented, collected, disbursed and recorded as outlined below.

Allocation of Funds Raised

Broadly speaking, there are two categories of team-level fundraising activities that WPFC authorizes.

The first includes those activities that are "event-based", such as car washes, bottle drives, and Bud & Spud evenings, where the majority of the players and their families participate. The second category includes those activities where monies are raised based on an individual's activities, such as Momentum gift card sales, or other coupon based sales.

The WPFC Fundraising Policy includes the following guidelines that will help determine how funds are to be allocated based on the types of fundraising activities.

1. Monies that are raised by individual players through activities such as the Momentum gift cards, coupon book sales, or other similar individual fundraising efforts undertaken as WPFC and/or the team sees fit, are to be recorded on a separate statement or in a player's virtual account (Excel spreadsheet or similar digital record held by the team fund manager). All the "player accounts" funds can be combined with the team's general bank account.
2. In cases where funds are raised through an event-based team effort (similar to a car wash, hotdog cart sale, bottle drive etc.), where one cannot attribute the funds directly to a specific player the following would apply:
 - a. If at the event only a minority of the players participate then the funds collected may be divided equally between only those who participated and credited to their individual virtual accounts.



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- b. If at the event the majority of the players participate in some form or fashion, (pre-event planning, post event clean-up, prize donations) then the funds collected may be equally divided amongst all team players and applied to their individual virtual accounts.
- c. The coaching staff and the team manager will use common sense in this area and arrive at a just and equitable formula to divide the funds received.

Refunding of Fundraised Monies – End of Season

A general principle behind all club-related fundraising activities, regardless of whether the funds are raised through group activities or individual efforts, is that all monies raised can only be used for soccer related purposes. It is both unethical and potentially illegal to solicit funds for the purpose of supporting youth sport and then using the funds raised for other purposes.

This principle also applies at the end of season when team player accounts are closed.

These can include: registration for leagues, camp or academy soccer programs, travel costs, and equipment.

General Principals

Team fund-raising and additional sponsorship from a team sponsor, other Club sponsors and Winnipeg businesses is discouraged. Interest in this type of sponsorship should be referred to the sponsorship Director. Teams should use the WPFC Fundraising Programme Guidelines.

Certain activities, such as raffles, require approval and licensing by the Manitoba Lotteries commission. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and the Club is not penalised.

Use of the Club name, Club logo or other property of the Club for fund-raising purposes requires the prior written approval of the Board.

These guidelines apply to groups of teams (e.g. tournament committees) and their constituents as well as individual teams and their members.

APPROVED BY:

PHOENIX SOCCER Inc. Board

DATE OF APPROVAL

AUGUST 7, 2023