

Guelph Soccer Team Event and Fundraising Policies

Purpose:

This policy provides guidance with respect to fundraising activities conducted by teams, Members, representatives or groups of Guelph Soccer.

Policy:

All fundraising activities must follow this policy.

Any fundraising or sponsorship activity conducted by teams, Members, representatives or groups of Guelph Soccer must be specifically approved by the Executive Director prior to the commencement of that fundraising activity, unless the activity is listed below. If approval is necessary, it must be obtained before any venues are booked or expenses are paid.

The use of the Club's name, shield or logo is not permitted without the expressed written consent of the Executive Director. For information about the use of the Club logo, please consult the Guelph Soccer Website Policy.

Coaching staff should note that they are not covered by liability insurance and may be held personally liable for damage, injuries etc. that occur at team events. Safety must be a primary consideration in all fundraising activities. Team officials, parents, players and Members must take full responsibility for any activity and any consequences thereof.

Fundraising activities should be consistent with Guelph Soccer's mission, vision and values and not bring the club into disrepute. Activities should support player/Member achievement and not detract from the Guelph Soccer environment. Fundraising activities should not compete directly with any charitable organization or official club sponsor.

Fundraising activities must supply a service or product. Fundraising activities must be age appropriate for the participants.

Fundraising activities must also be compliant with municipal, provincial and federal legislation.

Fundraising should have a designated purpose and the proceeds should be for that purpose, as intended. Transparent financial reporting practices should be in place.

Examples of the types of fundraising activities permitted by Guelph Soccer, providing they are planned and documented appropriately, include:

- Social events where tickets are sold.

- Car washes.
- Bottle drives
- Selling of merchandise (e.g. chocolate bars, food etc.) or gift cards, as long as it is through a registered company.
- Sponsorship/advertisement books.
- BBQs (special precautions should be taken when preparing food).
- Adult events (e.g. dances, card games, etc), provided no alcohol is sold by the team at the venue. Where alcohol is sold by the venue, proof of liability insurance from the venue owner is required.
- Raffles, with an appropriate lottery licence.
- 50/50 Draws at events, with permission of the venue/organizer.

Guelph Soccer wishes to project a certain image in our community. Thus, collecting money (i.e. begging) outside local establishments not related to selling of items is not acceptable.

If a venue requires a "Certificate of Insurance", teams must complete the "Certificate of Insurance" request form at <http://www.hkmb.com/industry/sportsent/OSA.asp> and submit it to the Executive Director of Guelph Soccer. Please provide at least five business days for this certificate to be returned to you.

For activities not listed above, the team or group must submit a proposal in writing, citing the details of the activity. The submission must include:

- Team/Group name
- Purpose/goal of the activity
- The location and time period of the fundraising activity
- A complete description of the activity, including a copy of any permits required
- A copy of the team's budget showing the necessity for fundraising
- What will happen should there be: excess funds or a shortfall
- Copy of email notification to entire team

These submissions will be reviewed by the Executive Director of Guelph Soccer, who may consult with Directors of the Board if he or she deems it necessary to do so. Submissions should be sent to the Executive Director at least three weeks in advance of the proposed fundraising activity and the Executive Director will respond within five business days. If the Executive Director determines that s/he should consult with the Board of Directors, s/he will respond within ten business days.

Once approval is granted by the Executive Director to conduct a fundraising activity, the activity must take place within a year. Activities may not extend beyond the time period for which the purpose for the fundraising is undertaken.

Fundraising activities, for which the purpose of the fundraising is undertaken that is beyond one year, requires a renewal of the application after each year.

With respect to fundraising that will be conducted over more than one year, or in the situation where the proceeds of the fundraising are applied to an event that will occur in subsequent soccer seasons, it will be the responsibility of the team to ensure that issues are addressed in a fair and equitable manner. All participants must sign a Memorandum of Understanding should any of the participants leave the group or team or new participants join.