

## **Individual Team Fundraising/Sponsorship Solicitation Policy**

*Please read and share with all members of any team wishing to participate. Before taking any actions, please communicate your intentions with the board of directors. All fundraising and/or sponsorship solicitation*

*Amendment--All current procedures and policies remain in place individual teams will have discretion with:*

- *1. Use of funds (i.e, include but not limited to hotels, entry fees, team-building, coaches lost wages)*
- *2. Distribution of funds to families/coaches of individual teams. (i.e., may be shared, given based on individual earnings, hybrid based on clear discussion and agreement by families)*
- *3. The BOARD will review sponsorships and approve*
- *4. EACH team must document what the team has decided on how they are going to spend money and raise it*
- *5. Teams will need to continue to keep the spreadsheets up to date with sponsorship & fundraising*
- *APPROVED May 2020*

*Failure to adhere to the letter or intent of the below policy and/or failure to communicate intentions before taking action might, at the discretion of the board, result in sanctions. (See below.)*

**Rationale:** Club success and sustainability supersedes the needs of any individual and/or team. Minimize conflict and stress through honesty, transparency and efficiency. Maximize opportunity through encouragement of creative thinking, effort and reward.

## **Definitions:**

1. Fundraising: defined as “working for the money” Eg. Car wash, bake sales, selling pepperettes etc.
2. Sponsorships: defined as soliciting businesses / individuals to give money. E.g., Briwood
3. Hybrid: anything that seems to be a cross between the two above. E.g., Boston Pizza night.

## **Plan:**

Fundraising: 5% of all proceeds to club.

Sponsorships: <\$1000 = 20% to club. >\$1000 = 10% to club.

Hybrid: At the discretion of the board.

## **Limitations:**

Sponsorships may be obtained for significant and/or extra tournaments and/or festivals.

Sponsorships may NOT be solicited from past club sponsors. (List will confirm.)

Club has the first option to solicit a company for sponsorship for the season until **Oct. 1** of that competitive year.

Money MUST be used for costs associated with trips and before June 30 of the current year. i.e., a person who cannot or does not attend for any reason will not (at the discretion of the board) receive funds. No funds will be “carried over” to subsequent years.

## **Who may benefit from team fundraising/sponsorship?**

Rostered players and coaches ONLY. *The CLUB strongly recommends coaches are taken care of* NB - It is suggested that the number of coaches be limited to a maximum of two/three to ensure maximum return to players.

## **What a team must do:**

Before - Team manager or designate will submit an application which will include:

1. List of fundraising activities and/or potential sponsors. (May be amended.)
2. Budget including cost of hotels, registration fee for event, travel expenses.
3. A cap on total fundraising to be done. E.g., following the above limitations and respecting the spirit of this guideline a cap of \$20 000 is set and must be adhered to.(if teams are requesting a higher cap, a letter must be submitted to the board when the team budget has been completed) At the discretion of the club, excess funds may be forfeited to the club.
4. Open a bank account with two signatures (Libro) that does NOT include the word "Express". i.e., St Thomas Volleyball Team 17 U
5. One of the two signatures, at the discretion of the board, must be a non-partisan board member.

During (Once accepted by the board) - Team manager or designate will:

- Maintain an excel spreadsheet of all transactions
- Provide an updated copy of said spreadsheet upon request of the board
- Pay all sponsorship money owed to the club immediately upon receipt of said funds.
- Pay all fundraising money owed no later than ONE (1) week before a major event.

The Express Board recognizes the fact that different tournaments in Canada and the US will differ significantly in cost and therefore put the budget and CAP in place to help teams reach their financial goals.

Money raised will be given to coaches and players 1 week prior to trip.

After (Event) - Team manager or designate will:

- submit a final spreadsheet to club indicating how funds were used
- close bank account
- account for any remaining money including how it might be used

**Full Disclosure:** Team leadership (i.e., coaches/managers) who plan on taking a team to Nationals and/or Distant Experiences (i.e., Hawaii) where a significant cost will be incurred above and beyond that of regular participation with Express will declare their intentions as early as possible. i.e., before tryouts. Not only to the

board but to parents. Parents should be made aware of funding options such as JumpStart and Kidsport.

NB - A team may apply to the board mid-season with full disclosure to parents. The final decision always remains at the discretion of the board.

### **Sanctions**

Failure to adhere to the letter or intent of the above guidelines, misappropriation of funds or misrepresentation of ExpressVC.ca may result in warnings and/or expulsion from the club at the discretion of the board.

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