

Central Cascade Youth Football & Cheer

Standard Operating Procedures

Team/Association Fundraising

Effective 2020 Season
Date Issued: 2020 Season

SOP 014
Revised: 5/10/21

Purpose:

To document CCYFC's requirements for team and association fundraising and to provide a standard level of guidelines for funds raised by Board Members and Volunteers.

Responsibility:

Each team is responsible for carrying out this procedure for its team. The CCYFC Board of Directors is responsible for maintaining and enforcing this procedure.

Definition:

1. The "team" is defined as any person who has registered as a volunteer Head Coach, Assistant Coach, etc, as defined by the SOP 012 – Team and Association Volunteers.
 2. Approved Chaperons: Volunteering Rostered Team Staff or Volunteering parent (Via approved background check by CCYFC) to ensure the correct number of adult to child ratio is met. Team must ensure the appropriate gender of volunteer is maintained.
 3. Off-set: To not pay for the entire amount. A consideration or amount that diminishes or balances the effect of the overall one.
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Procedure for Organized Fundraising:

Organized fundraisers are defined as any organized fundraising activity conducted or set-up by any fundraising company, affiliation, or team.

Association Fundraising/Sponsorship:

The Association Fundraising Chairperson or designee will carry out fundraising and acquire Sponsors for CCYFC with guidance from the President and Executive Board. All funds raised are to benefit the running of the association and programs offered by CCYFC. No personal gain or influence, kick back to an individual in CCYFC in any position should be used. If the influence or gain benefits the Organization, it may be considered. (Discounted service for sponsorship, free items that would have been purchased to sell etc.). It is at the discretion of the Executive Board to have final say in matters of fundraising and to follow CCYFC's rules on fundraising.

Mandatory Fundraiser:

CCYFC will conduct an annual raffle for a sports related item or event to help offset the cost of playing, and purchase new equipment. It is mandatory that each participant will participate in this fundraiser. The required cost of this fundraiser will not exceed \$50.00 per participant. Scholarship recipients will be required to double the mandatory requirement to also help offset their registration. No Scholarship participants may have an option to “buy out” of this requirement at the full monetary value of the event. Incentives will be given to the participant that sells the most raffle tickets.

Team Fundraising/Sponsorship:

1. Team or Squad Postseason: (As defined as out of league games or events). All funds will be routed to the CCYFC treasurer. A detailed list of required items by Priority must be listed with costs to the treasurer at the beginning of the season.

A team or squad may raise funds to off-set for the following in these priorities: (It is encouraged to use parent involvement in the raising of funds)

Priority 1:

- a. Registration fee
- b. Athlete required forms/Id/Age verification (Player fees. Team fees if different then Registration fee)
- c. Insurance if not covered by the League.

Priority 2:

- a. As a secondary measure, after funds for items listed as Priority 1 are raised the team may also raise funds for: (It is encouraged to include parent donations in this level as well)
 1. 1. Travel can be used by funds raised only on the Board approved method and company by CCYFC it may only be used to offset the Rostered Athletes first, approved chaperons fall under priority 3 below. Lodging can be used by funds raised and must be used for the Board approved Location and company by CCYFC it may only be used to offset the Rostered Athletes first, approved chaperons fall under priority 3 below. (Chaperons must include rostered coaches and managers and approved parents with Background checks and only to insure the approved amount of adult to athlete ratio). All other travel for none rostered children, parents, family members will provide their own travel. If a coach refuses to be a chaperon they are responsible for their own travel and lodging. Funds may not be used to offset younger siblings or spouses (Family members). It is understood that chaperons are there to help look after and care for the athletes and not use this as a family vacation or travel to get from one place or another.
 2. Funds may be used for food to offset only the athlete’s meals during travel. All other food will be the responsibility of the family of the athlete.

Priority 3:

1. 1. Music offset can be raised for overage up to \$75.00 over the approved amount of music. CCYFC will vote on the approved amount annually. Any music or fee related

to music outside of the approved amount and the authorized \$75.00 overage amount is the responsibility of the Head Coach of that squad to cover. Unless voted on prior to the season, the approved amount is \$75.00.

2. Off-set of approved chaperons' expenses.

CCYFC may use Association funds if available to help offset the amount needed by a team for Priority 1 items only. This amount is not to exceed 5% of these items listed in the detailed list of required items by Priority. The executive Board has final authority on matters to offset percentage. This amount will be voted on at the beginning of the season and may not be adjusted for an increase.

1. Extra funds raised:

It is understood that all extra funds from Team fundraising will revert to the following unless otherwise approved:

- A. 100% to association.
- B. 50% to association 50% to next year's team participation in post Season play. (Head Coach must return to coach or Assistant Coach from the current Team returns to Coach in place of Head Coach.

2. Team Sponsors:

- a. A team may in the process of a season or for postseason play acquire a team sponsor. However, all CCYFC rules pertaining to sponsorship must be followed and CCYFC President/Executive Board must be informed of all Team Fundraising Via the proper Commissioner (Football/Cheer).
- b. Failure to follow these rules may result in the postseason play being denied or a fee to the Head Coach. **Any falsified information on any part of the required documents will be terms for immediate expulsion.**
- c. **Communication:**
- d. All Team/Squad Communication must come from the appropriate Commissioner (Football/Cheer) to the President or Executive board and approved by the Board of Directors.
 - a. If a detailed list of required items by Priority is not turned in by the start of regular season: (Last week of August) CCYFC funds may not be considered for offset.
 - b. No reimbursement Shall be approved for anything but Priority 1 Items.

REVISION LOG

REV #	DATE	AUTHOR	WHAT WAS CHANGED
0	6/5/20	Gerard Fillion	New/Created
1	5/10/21	Gerard Fillion	Updated wording for CCYFC
