



## **CAMPBELL RIVER YOUTH SOCCER ASSOCIATION**

### **FUND RAISING POLICY**

#### **1) Team Fundraising**

- a) Teams that wish to fundraise must;
  - i) Get authorization from the CRYSA Administrator,
  - ii) Provide the CRYSA Administrator with a basic outline of what type of fundraising activities the team will be performing,
  - iii) Provide the CRYSA Administrator with an outline of what the funds raised will be used for.
- b) Team fund raisers may be, but are not limited to
  - i) Bottle drives,
  - ii) Chocolate sales,
  - iii) Raffles,
  - iv) Concessions,
  - v) 50/50 draws,
  - vi) Beer & Burger nights.
- c) Individual teams may approach businesses for donations "in kind" (i.e., pizza, gift for raffle, etc.) up to a maximum of \$100 per vendor, per fund raising activity.
- d) Teams are not to approach current Sponsors for donations without prior consent from the Administrator.
- e) Teams may not individually host tournaments as fund raisers. All tournaments must be hosted and be run by CRYSA. A team wishing to host a tournament must submit an application, complete with budget, to CRYSA for approval.

#### **2) Team Funds**

- a) Team funds are to be used based on a majority decision of the team members (players, parents and coaches), with the head coach abstaining from the vote. In the event of a tie the head coach will be the deciding vote. A team meeting is to be held at the beginning of the season to discuss the expectations of the team regarding tournaments, travel, facility rentals, etc. and should identify the expectations for funds required.
- b) The team, based on a majority decision will determine how raised funds (Non-cash call funds) shall be allocated to each team player member, to be used as per determined in 2 (a). Such allocations may be, but not limited to the following.
  - i) A flat hourly rate for players/parents participating in the fundraising activity.
  - ii) A percentage of monies raised for players/parents participating in the fundraising activity.
  - iii) 100% percent of monies raised allocated to players/parents participating in the fundraising activity.
  - iv) Monies evenly allocated to players regardless of participation in fundraising activities.



- c) These funds can be used to purchase items such as sweatshirts, assist with travel costs or to be used for soccer related activities.
  - i) All clothing items must adhere to the CRYSA branding regiment and require CRYSA approval.
- d) Funds allocated to a player shall be accounted for on a ledger maintained by the team manager and a parent volunteer, updated monthly and made available to members upon request.
- e) Team funds are generated by team/player fundraising or cash call.
  - i) Cash-call funds are monies received directly from members and not a result of fundraising.
- f) These two funds shall be deposited in the same general account, but will be accounted for separately.
- g) Funds raised by a team, with the exception of Cash-call funds, belong to the team and not to the individual players.
- h) Funds raised for out of Country/Province travel may carry over to subsequent years.

### 3) **Responsibility for Funds.**

- a) All teams must set-up a team bank account with 2-3 bank account signors (of which the head coach will not be one of) representing multiple families.
- b) All bank signors and any persons holding the position of treasurer for your team must have a current CRC on file with the CRYSA.
- c) The team manager and a parent volunteer will share responsibility for record keeping, safekeeping and expenditure of funds.
- d) An appointed parent volunteer along with the Team Manager will be responsible for the funds, including establishment and maintenance of bank account.
- e) All funds collected via cash call, or fundraising, must be deposited into a "Team Account". No funds shall be kept in a personal account.
- f) Financial records will need to be maintained for all team finances showing all transactions (debits/credits). These must be kept up to date and available to team members and the CRYSA.

### 4) **Reimbursement of Funds**

- a) Only funds raised via cash call events are eligible for return to players/parents, up to the time travel expenses must be paid. After this time, they are subjected to the policies of the airlines or other trip related providers.
- b) If a player leaves the team (voluntarily) and has a positive balance in their player fundraising ledger, the amount of those funds will be redistributed amongst the remaining players fundraising ledger.
- c) If fundraising is done for an out of Country/Province soccer travel, and a player opts out after fundraising is complete, the player is not entitled to any of the fundraising proceeds at the end of the season. All funds raised for a specific



- event, must be used for that event and funds that are not used for the specified event, will remain with the team.
- d) Funds raised via activities other than cash call remain with the team. These funds are not eligible to be returned to players for any reason.
  - e) If the team that has raised the funds ceases to exist in the following year the fundraising balance will revert to CRYSA and the cash call balance returned to the families.
- 5) CRYSA reserves the right to request all budget info. This includes but not limited to;
- a) fundraising agreements/templates,
  - b) working budget,
  - c) receipts,
  - d) bank statements.
- 6) This overall process is in place to ensure transparency in the fundraising processes and to ensure CRYSA is aware of the fund raising should any questions from the public or businesses be directed towards the organization, to avoid duplicate initiatives that may conflict with each other.