

## **FUNDRAISING**

CRYSA raises funds for its activities in various ways including registration fees, sponsorships, bingo, donations, hosting tournaments and tag day. This is not an all-inclusive list as other fundraising activities may be required. Funds raised by CRYSA are intended to carry out our mission statement and benefit all players within our organization.

## **SPONSORSHIP**

Sponsorship policy is set out in Section XXIV of this manual. Teams may be required to assist in other fundraising activities of CRYSA at the discretion of the Directors.

## **TAG DAY(S)**

Tots and mini-soccer players are encouraged to participate in tag day. Although participation is optional, this is a good fundraiser for our activities. Players in uniform attend to various locations in Campbell River at allotted times and places and provide tags to supporters of Youth Soccer in exchange for a donation.

## **TEAM FUNDRAISING**

### **General**

Many teams wish to engage in fundraising activities solely for the benefit of their team. Some common activities that teams engage in are bottle drives, sale of chocolates or carwashes. The aim of these fundraising activities usually is to provide extras for the team, such as team jackets, team sweat suits, or pay for travel to and from tournaments. Teams are free to engage in such fundraising activities provided the team has been given prior authorization for fundraising by the Board of Directors.

The intent of CRYSA is not to complicate or discourage fundraising efforts of the team. Approval of a team's fundraising activity is not to be unreasonably withheld by CRYSA.

### **Definition of Fundraising**

Fundraising is defined as raising money for the team. It includes contributions of money on request of the team or received by the team from a player or parent.

### **Use of Fundraising**

Use of funds must be in accordance with the mission statement of CRYSA and may include:

- 1) team social events and activities;
- 2) out of district travel, B.C. Island Cup Tournaments, exhibition games;
- 3) purchase of tracksuit, water bottles, special training equipment, balls, gloves, goalkeeper equipment, first aid kits;
- 4) payment of tournament entry fees.

The itemized list is not exclusive. Funds may be raised and used as long as they are in compliance with the mission statement of CRYSA.

Teams may not use fundraising for team uniforms or payment to coaches except a small gift to coaches or team personnel is permitted if the value of the gift is in keeping with the spirit of volunteerism.

### **Conditions of Fundraising**

Team fundraising is subject to the following conditions:

- (1) The CRYSA Board of the Directors must give prior approval for team fundraising for any fundraising activities.
- (2) The approval for team fundraising may be obtained directly from the President of CRYSA or the Administrator. Approval or denial shall be

provided to the team within one week of the request for fundraising approval, unless the President or Administrator finds it necessary to refer the issue to the Board of Directors.

- (3) The President and the Administrator will individually have authority to approve individual team fundraising but if President or the Administrator deny approval, then the team may refer the issue to the CRYSA executive for approval, in which case approval or denial must be made within one week of the request for fundraising.
- (4) Teams must have the consent of the majority of team players and parents for any fundraising activity.
- (5) Individual teams shall not approach sponsors for funds except in accordance with our sponsorship policy.
- (6) Teams may not individually host tournaments as fundraisers without CRYSA Board approval. All tournaments are generally hosted and run by CRYSA. If an individual team wishes to host a tournament, it may submit an application, including a budget to CRYSA for approval.
- (7) All funds collected by a team for the team are for the team. None of the funds are owned by an individual player.
- (8) With any fundraising effort, the team manager and coach must make it clear to all participants, including players and parents, that:
  - (i) the funds raised do not belong to the individual;
  - (ii) the purpose for which the funds are being raised;
  - (iii) if the purpose for the funds fail or the team collapses the funds will be donated to CRYSA as general revenue to be used by the directors as they may seem fit for the benefit of all CRYSA players;

- (iv) accurately advise members of the public when funds are requested the purpose for which the funds will be used.
- (9) Distributing funds back to individuals who raised funds is not an option. It is inappropriate to distribute funds donated by the public for a specific purpose back to individual players, their parents, coaches or managers of the team.
- (10) If a team wishes to make a material change to the purpose of its fundraising effort, the team may apply at any time to the President, Administrator or CRYSA Board of Directors to modify the purpose of the fundraising activity so long as the new purpose is consistent with the mission statement of CRYSA.

## **ACCOUNTING AND BUDGETING**

- (11) Each team shall appoint two representatives to be responsible for recording, safekeeping and expenditure of funds. The names of these representatives will be provided by October 15 of each season to the Board of Directors.
- (12) The team representatives shall provide a fundraising budget to CRYSA by October 15 of the season. The budget will include the proposed fundraising activities, level of fundraising and purpose for funds. A sample budget is attached. The budget may be amended by the team from time to time throughout the season, with amendments provided to CRYSA forthwith.
- (13) The team representatives shall:

- (a) keep the funds in a separate bank account requiring two signatures;
- (b) keep proper accounts of the funds raised and their disbursement;
- (c) ensure that the purpose of the fundraising activity is consistent with the mission statement of CRYSA;
- (d) provide a summary accounting of all funds raised and their disbursement to CRYSA at the end of each season;
- (e) the summary accounting will set out a statement of all revenues and expenditures. The team, upon specific request by CRYSA, may also have to provide bank records, receipts and invoices;
- (f) use the funds raised for the purpose of the fundraising or if there is material failure of the purpose of the fundraising, or the team fails, donate such funds to CRYSA.

### **End of Season**

- (14) Teams may maintain funds raised for use from season to season.
- (15) When a team reaches the end of the U18 season, any unused funds or equipment will be donated to CRYSA.
- (16) If a team folds or collapses then all unused funds or equipment will be donated to CRYSA.

### **Exceptions**

- (17) If a team limits fundraising to a maximum of \$500.00 per season, the team does not require the approval of its fundraising activities by CRYSA. The team does not need to submit a budget or summary accounting to CRYSA unless requested by CRYSA. (A separate bank account is not required). The team must still record and track revenues and expenditures.

### **Non-compliance**

- (18) In the event of non-compliance of this policy by any teams, CRYSA has the power to:
- a) order the team to comply with the policy forthwith;
  - b) order the team to pay its funds to CRYSA to be used for the benefit of all CRYSA players;
  - c) suspend team play;
  - d) suspend the Manager, coach or team fundraising representative.

### **LIABILITY**

1. CRYSA supervises team fundraising in accordance with this policy. It does not assume liability for any team's misuse of funds.
2. The liability for misuse of team funds is with the individual(s) who misuse the funds or team representatives who allow misuse of team funds.