

Competitive Team Financial Guidelines

Purpose:

To ensure the prudent and responsible use of money by Puslinch Minor Soccer Club (PMSC) Competitive Teams.

Policy:

All PMSC Competitive teams are required to adhere to these policies:

- Each Comp Team Head Coach must appoint a Team Manager. Each team must open a bank account with at least two people having signing authority. The Head Coach may not be a signing authority. The people with signing authority cannot be relatives.
- **A Parent Meeting must be held prior to the start of each soccer season.**
- At the Parent Meeting, a detailed list of anticipated expenses should be presented (Team Budget) and parents/guardians are entitled to know at approximately what intervals the funds will be collected.
- At the Parent Meeting, parents/guardians must agree by majority vote to the manner in which sponsorship funds, fundraising and player fees are to be allocated within the Team Budget.
- The order in which team funds are spent:
 1. Sponsorship Funds
 2. Fundraising Funds
 3. Family/Player Contributions
- **Once presented to Parents, a copy of the Team Budget is to be forwarded to PMSC.**
- A Team Budget cannot be changed without notifying the parents/guardians. This includes redirecting funds (or unspent funds) from one component of the Team Budget to another.
- Manager is responsible for maintaining an accurate, up to date accounting of all monetary transactions. **This can be requested by PMSC Treasurer at any time.**
- Any person designated by the team as the Team Fundraiser will provide to the Team Manager a detailed financial accounting of revenue and expenses. This accounting must be included in the team's Financial Statement.
- **A final Financial Statement and the September Bank Statement**, or a snapshot of the online account balance as of the date they prepare the statement, must be provided by September 30th to the parents/guardians and PMSC.
- Any outstanding monies owed to PMSC, including fines, must be paid on demand to the Club no later than the end of each outdoor season (September 30th). If outstanding monies are not paid by September 30th, the Team Manager, Head Coach and the team will face sanctions until all monies are paid in full.
- If a team receives/raises more Sponsorship/Fundraising funds than its total team expenses, the remaining Sponsorship/Fundraising funds cannot be disbursed to parents/guardians. These funds must remain with the team.
- **At the end of season, parents/guardians can request a refund for unused family deposits (not Sponsorship/Fundraising funds).** Otherwise, the team bank balance will carry forward to next season.
- If the team folds, all money left in the team bank account, after disbursing unused family deposits, must be turned over to PMSC.
- If a player leaves the team, parents/guardians can request a refund for any unused family deposit.
- It is the Team Manager's responsibility to handle team funds exclusively. The Team Manager and the Team Fundraiser (if appointed) will be held responsible for any missing, mishandled or mismanaged team funds.

Setting up a Team Account

PMSC Treasurer will provide a letter for the team representative to take to the bank.

PMSC requires the following for a new account:

- Name of Account e.g., "2001 PMSC Predators Boys"
- Name and Address of Financial Institution
- Signatories (generally team manager and a parent. Head Coach is NOT allowed to be a signatory).

For accounts taken over from previous officials, PMSC requires:

- Same as above, plus the name(s) to be removed and the name(s) to be added.

Team Event and Fundraising Policies

Purpose:

This policy provides guidance with respect to fundraising activities conducted by teams, Members, representatives or groups of Puslinch Minor Soccer Club (PMSC).

Policy:

All fundraising activities must follow this policy:

- Fundraising activities should be consistent with PMSC vision and values and not bring the club into disrepute. Activities should support player/member achievement and not detract from the PMSC environment. Fundraising activities should not compete directly with any charitable organization or official club sponsor.
- PMSC 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. Fundraising activities must supply a service or product.
- Fundraising should have a designated purpose and the proceeds should be for that purpose, as intended. **Transparent financial reporting practices should be in place.**
- Fundraising activities must be age appropriate for the participants.
- Fundraising activities must be compliant with municipal, provincial and federal legislation.

Examples of the types of fundraising activities approved by PMSC, 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, 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.
- 50/50 Draws at events, with permission of the venue/organizer

For activities not listed above, the team or group must submit a proposal in writing, to the PMSC Board, for approval prior to the commencement of that fundraising activity. If approval is necessary, it must be obtained before any venues are booked or expenses are paid. Details for submissions 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
- Copy of email notification to entire team

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.

If a venue requires a "Certificate of Insurance", teams must complete the "Certificate of Insurance" request form at www.ontariosoccer.net/clubs-districts-insurance and submit it president@puslinchsoccer.ca. Please provide at least five business days for this certificate to be returned to you.