



# Full Time Travel Baseball/Softball Fundraiser Policy

## Philosophy & Guidance

The cost of Travel Baseball/Softball Programs has to be covered by income generated by those Programs. Income is generated through Registration Fees, Fundraiser Activities and/or supplemental parental payments.

Registration Fees are intended to provide for a reasonable, but minimum acceptable travel experience and include items such as home games, League/Tournament fees, uniforms, LZBSA fees, etc. (generally defined in Program Policy Documents)

Fundraisers and/or supplemental parental payments can be used to fund items such as:

- additional indoor practice time
- additional home games
- additional tournaments, including out-of-state events
- paid instructors

In addition, Fundraisers may be used to generate Registration Fee credit under conditions and controls described in Program Policy Documents or as approved by LZBSA Board of Directors (examples – FootballMania, Manna)

“Additional parent contributions” need to be considered carefully as a planned income method to avoid community perception of manipulating registration fees and the true cost of Travel participation. Key mitigating factors can include clear, timely communication and fundraising alternatives/supplements to parental check writing.

*Practically, this means that some planned expenses can be earmarked for fundraiser funding. This is particularly effective when there is uncertainty about a plan item/its cost, or if something would be “nice to have”, but could be eliminated if funding doesn’t materialize. Team bat bags would be an example of the later.*

## Regulations

### 1. Team Fundraising

1.1. Teams and Programs will be allowed to have team fund raising events, food sales, garage sales, golf outings, etc. with the funds used to support player training, travel (one tournament per year per team), equipment and tournament fees associated with game play.

1.1.1. For events with fees that include both game play and player room and/or board, only that portion of the fee related to game play is eligible for team/program fundraising.

1.1.1.1. Teams shall obtain a breakdown of game play vs. accommodation costs from the event organizer and submit that documentation as part of its fundraising plan.



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- 1.1.2. Each travel team shall be allowed to conduct fundraising to cover player transportation costs for one tournament per year.
  - 1.1.2.1. A player family is entitled to receive a transportation cost reimbursement out of earmarked fundraising funds up to the larger of:
    - a) \$500
    - b) An amount calculated by multiplying the current IRS business mileage reimbursement allowance by the shortest-distance Google Maps number of miles between Lake Zurich city center and the tournament site.
  - 1.1.2.2. Teams shall clearly define how funds will be credited to family reimbursement totals.
    - 1.1.2.2.1. *Guidance* - Activities that involve equal effort by all players/families might result in equal division of raised funds (*example* – car wash).
    - 1.1.2.2.2. *Guidance* - Activities where income is the result of an individual family's effort might result in crediting individual family reimbursement totals (*example* – Manna).
  - 1.1.2.3. Team Managers shall be responsible for clearly documenting family reimbursement totals and their sources.
  - 1.1.2.4. Team Managers are highly encouraged to discuss book keeping mechanics with the Program President and/or LZBSA Treasurer prior to fundraiser commencement.
- 1.2. Team fundraising activities are not to exceed an agreed to amount per player based on each individual teams approved season plans and associated budget.
  - 1.2.1. In-season Program/Team plan changes that require unanticipated fundraising shall be approved by the Program President in advance of any fundraising activities.
- 1.3. Direct solicitation of commercial, institutional, corporate, and similar sponsorship shall not be extended to entities located in in Lake Zurich, Hawthorn Woods, Long Grove, or Kildeer.
  - 1.3.1. Exception 1 – With prior approval of the Program President, when a player family member owns or is employed by the sponsorship candidate.
  - 1.3.2. Exception 2 – Others as specifically approved in advance by the LZBSA Board of Directors.
- 1.4. Travel teams may work with the LZBSA Fundraising Manager on coordinated programs involving local entities described above.
  - 1.4.1. *For example*, a restaurant may be a formal LZBSA sponsor, but willing to hold a "Travel Night" promotion. Funds so raised may be credited to the involved Travel team or Program.
- 1.5. All team revenue generated through fundraisers, commercial/institutional/private sponsorship or supplemental parental contributions (outside and in addition to Registration Fees) shall be



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turned over to the Program President for deposit into the LZBSA bank account and crediting to the Team Level account.

1.5.1. Team related expenses can be paid for out-of-pocket or by requesting an LZBSA check through the Program President.

1.5.2. Out-of-pocket expense can be reimbursed by filing a check request through the Program President

1.5.3. Check requests shall be fulfilled using current LZBSA processes.

## 2. Policy Violation

2.1. Violation of regulations specified in this Policy shall be investigated by the Program President and appropriate Vice Commissioner and be described in a written report to the Executive Committee of the Board of Directors.

2.2. The report shall include any recommended team sanctions and individual discipline.

2.2.1. Sanctions and/or discipline are not mandatory if violations are judged to be mistakes made in good faith efforts, especially if corrective action can bring matters back into compliance and there is no previous history of violations with the individual(s) involved.

2.2.2. Team sanctions may include action up to and including forfeiture of funds raised in violation of regulations and prohibition of further fundraising privileges for the rest of the year.

2.2.2.1. Violation of Par. 1.3 shall result in immediate forfeiture of funds by the team via transfer of funds to the LZBSA General Operating Account.

2.3. Individual discipline may include action up to and including immediate loss of Managerial privileges for the current year, with reinstatement of Managerial privileges in future years subject to Board review & approval.



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## **Annex – Revision History**

Ver 1.0 - Approved by LZBSA Board of Directors – 01/10/2013, published 01/11/2013