



## Carleton Place Soccer Club Inc.

Box 85, Carleton Place, Ontario K7C 3P3

(613) 257-8618

www.cpsoccer.ca



### Policy #6-2013

#### Fundraising Policy

1. Raising funds helps benefit our soccer teams in providing opportunities for members to realize team goals and alleviate additional personal financial challenges for our soccer families. It recognizes that parents and players will often undertake fund raising to support a variety of team requirements and activities.
2. All club members will need to follow the policy and guidelines below:
  - a. Club members will be allowed to raise funds for their team in support of soccer related endeavors, costs, equipment and/or tournaments. Individual teams will need to submit a brief written statement at a minimum of 2 weeks prior to the event describing the fundraiser, a written template is attached at Annex A. Financial records will need to be kept and submitted to the club prior to the end of the season;
  - b. Tournament/League groups who organize events on behalf of the club can contract out the canteen through a fair and open process. The interested group will need to notify the CPSC through the administrator of their intention to contract the canteen. Should more than one group apply, priority will be given to group(s) that have not already benefited from canteen proceeds in the past, all equal candidates will be chosen by random draw. Once a team is confirmed a deposit of \$100.00 will be required and will not be refunded if the team cancels within 3 weeks of the event;
  - c. Teams may not raise funds for individual team uniform, this being shirts, shorts or socks. Only the endorsed uniform approved by the CPSC is authorized;
  - d. CPSC is a not for profit club and is based on the commitment of volunteers including coaches to enable it to operate. Teams are not permitted to raise funds for coaches with the exception that teams may use the funds raised for small gifts to its coach(s) at season's end such as; soccer clothing or gift token to a restaurant. The value of the gift shall be in keeping with the spirit of volunteerism;

- e. Responsibility for funds. Two parents or players over the age of 18 will share responsibility for the recording, safe keeping and expenditure of funds. It is preferred that the parents or the team manager be responsible for the funds but if 2 volunteer's are not available, the coach may act as one. When funds less than \$500 are involved, one parent may assume these responsibilities
  - f. During the event, the group or team must visibly post the specific need/goal to raise funds. The group needs to have visible signage at the event; and
  - g. Use of Surplus funds at seasons end. At the end of the team's season, parents will vote to determine to either keep surplus funds with the team or to donate the surplus to the Club. At the end of the U-18 season, all surplus funds associated with that team will be donated to the Club. These funds will be funneled into the Clubs JKI program in order to purchase training aids for this level.
3. If in doubt please contact the Club Administrator for further clarification.

Policy Voted/Accepted at the Board of Director's meeting:

March 19<sup>th</sup> 2013

Policy Signed by: Bradley Simpson on March 19<sup>th</sup> 2013  
Bradley Simpson, President Date

Policy Signed by: Mark Dorland on 19 MAR 13  
Mark Dorland, Secretary Date

## **FUND RAISING APPLICATION FORM**

Ref: Fund Raising Policy #6-2012 (Carleton Place Soccer Club)

### **Team Info:**

<b>Team Name</b>		<b>Coach/Applicant</b>	
<b>Age Group</b>		<b>Division</b>	

### **Brief Outline:**

<b>Purpose</b>	
<b>Activity Planned</b>	

### **Application Signatures**

<b>Role</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Team Coach			
Team Manager			
Event Organizer			

### **Club Approval**

<b>Role</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Administrator (Received only)			
CPSC President			
Board Member			