



Edmonton Scottish United Soccer Club

Policy Name:	Fundraising Policy
Policy Number:	003
Policy Approval Date:	August 20, 2018
Policy Review Date:	January 22, 2022
Policy Purpose:	To articulate expectations and requirements for fundraising activities undertaken by, or in association with, the Edmonton Scottish United Soccer Club (“ESUSC”).
Policy Scope:	This policy applies to all fundraising activities undertaken by the Club, or Club teams.
Policy Statement:	ESUSC recognizes the need for the Club, and Club teams, to undertake fundraising activities in order to assist in offsetting costs for player families. Fundraising activities undertaken by the Club, and Club teams, reflect directly on all Club members and it is the expectation of the Board of Directors that all fundraising activities be undertaken transparently, fairly, and in accordance with all municipal, provincial, and federal laws and regulations governing fundraising.

Policy Elements/Procedures:

1. All fundraising activities undertaken by the Club, or Club teams, shall be developed or approved by the Board of Directors.
2. All fundraising activities undertaken by a team shall be developed and delivered by the team, and approved by the majority of the families on the team,
 - a. Club-level fundraising activities will be designed and developed by the Fundraising Committee, and approved by the Board of Directors;
 - b. Club teams may devise and design their own fundraising initiatives, but activities must be approved by the Fundraising Committee before they are undertaken.
3. Club-level fundraising activities will be communicated to all Club members based on the Fundraising Policy (Policy #002).
4. The Club's Alberta Liquor, and Gaming and Cannabis Commission (AGLC) number may only be used by the Club for fundraisers that directly benefit the Club's activities. The Club's AGLC number may not be used by individual teams under any circumstances.
 - a. Club sanctioned events, such as The Caledonia Cup, may be permitted to use the Club's AGLC number to apply for fundraising licenses, upon approval from the Board of Directors.
5. Club teams may apply for their own AGLC number and will only be approved and may only undertake activities regulated by the AGLC (eg. raffles, wine survivors) on the condition that they have gained the proper license(s):
 - a. In these circumstances the Fundraising Committee may conditionally approve a fundraising proposal, allowing a Team to proceed with the AGLC application process, but actual fundraising activities can only commence upon receipt of a license.
6. Teams undertaking fundraising are required to have a team bank account into which all fundraising proceeds will be deposited. The team account must be approved by the Board of Directors.
7. All team fundraising activities shall be fully articulated to player families before they are undertaken, and:
 - a. Shall support the team budget developed by the team coach and team manager, and submitted to the Club Executive Director at the beginning of each season:
 - i. The team budget shall be provided to families at the beginning of each season, and any changes should be communicated to families in a timely manner;

- ii. Teams are encouraged to not carry-forward significant excess funds without a plan on how those funds will be used;
 - a. A maximum of \$1,000 may be carried over from one season to another without a plan for using the funds.
 - b. If a team 'ages out' with funds remaining in their account, the proceeds from the account will be transferred to the Club's Chris Kooy fund.
 - iii. Teams may raise funds for major initiatives (such as to support out-of-town tournaments) over several seasons, but this intention must be communicated to families before any fundraising begins.
 - b. Shall be designed to support all players equally;
 - c. Shall not place an excessive burden on player families.
8. All funds raised by the Team shall be used to the benefit of the Team and not dispersed to players nor their families, unless an agreement among team families has been reached, documented, and provided to the Board of Directors, prior to fundraising taking place (a sample of equitable sharing may be requested from the Club Executive Director). If a player leaves the Club, is removed from the team, or fails to successfully make the team during tryouts / evaluations, any funds raised by that player shall remain in the team bank account, unless an agreement among families on the team has been reached, documented, and provided to the Board of Directors at the beginning of the season (a sample of equitable sharing may be requested from the Club Executive Director).
- a. Under no circumstances will any funds collected through an activity requiring a licence from the AGLC be disbursed to an individual. Funds raised through an AGLC licensed activity must be retained by the team and used to support the team.
9. Teams are encouraged to be creative in their fundraising activities, but should also be mindful that they are raising funds on behalf of youth soccer players, and design their initiatives accordingly. The Board of Directors may reject fundraising proposals that are not aligned with the overall spirit and culture of the Club.

Approved by: The Board of Directors