



CALGARY WEST SOCCER CLUB FUNDRAISING POLICY

INTENT

The purpose of this document is to identify Calgary West Soccer Club position on fundraising practice and to document the standards expected in raising funds or grants from the community or other entities, such as government or private sector.

It is the intention of this policy to align with the Vision and Goals of the Calgary West Soccer Club while ensuring the highest standards and ethical behavior are observed when anyone engages in any fundraising activities on behalf of the Calgary West Soccer Club.

All fundraising activities should be conducted mindfully of the strategic alignment to the Vision, Mission, and Strategic Goals of the Calgary West Soccer Club.

GUIDELINES

Calgary West Soccer Club fundraising principles are as follows:

- All fundraising activities will be regulated by the boundaries of this policy.
- Guidelines are approved by the board and described on this document.
- Full disclosure will be a cornerstone of the fundraising policy of the Calgary West Soccer Club and information regarding the allocation of proceeds or grants from fundraising will be documented and made available to donors or authorities upon request.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the Calgary West Soccer Club stated vision, mission, and goals.
- All personal information collected by Calgary West Soccer Club is confidential and is not for sale or to be given away or disclosed to any third party without prior written consent.
- Nobody directly or indirectly employed by or volunteering for Calgary West Soccer Club shall accept commissions, bonuses, payments, or discounts for fundraising activities.
- All attempt to avoid conflict of interest in the promotion of transparency will be followed. It is highly advised that at the team level there be a clear separation of roles on any fundraising committee between team officials including coaches, assistant coaches and managers, and treasurer/financial positions.
- If the team plans to open a bank account and the bank requires a letter from CWSC (Calgary West Soccer Club), please submit this request to executivedirector@calgarywestsoccer.com
- We also highly recommend that all bank accounts have two signatures.

LIABILITY

The Calgary West Soccer Club will report any unethical or illegal behavior regarding fundraising by internal or external individuals to the respective authorities.

CLUB INSIGNIA/LOGO

Note that the club insignia and name cannot be used on any clothing, letters, signage, or advertising without the express permission of the club.

GUIDELINES FOR ACTIVITIES

- All sellers must know the AGLC rules regarding raffles and 50/50 draws.
- All issues or discrepancies must be brought to the CWSC Board.

CORPORATE DONATIONS

All corporate donations are to be allocated to the general funds of the group and not to an individual participant. For large donations, please refer to CWSC sponsorship program as it may benefit your fundraising efforts.

PLAYER WITHDRAWALS/ADDITIONS

- a) Should a player withdraw from the trip/team for any reason, they will be refunded to the maximum of their cash calls but not their fundraiser top ups. The remaining balance allocated to the player will be re-allocated to the remaining players.
- b) Should a new player be introduced to replace the leaving player, the remaining balance allocated to the leaving player will be reallocated to the new one.
- c) Should a new player be introduced a cash call will be made to bring the new player account up to the average of the other players. The new player and parent will sign and be bound by this agreement.

EXCESS FUNDS

If at the end of the season or event if there are excess funds in the group account, the member group will distribute the funds as follows:

- a) If after the trip and after all expenses have been paid the bank balance is greater than \$1000, excess funds will be divided and refunded to travelling players to the maximum of the players cash calls. Otherwise, the funds will stay in the team bank account.
- b) For the purposes of excess funds at the end of the season, if the NAMED TEAM is dissolved, funds will be equally distributed back to roster players to the maximum of the players cash calls.
- c) If the team remains intact at the end of the season, (even though players may shift) the funds will stay in the team bank account.