

**Calgary Blizzard
Soccer Club
Policies &
Procedures**

Chapter:
**FUNDRAISING & CORPORATE
SPONSORSHIPS**
Subject:
**TEAM FUNDRAISING – FINANCIAL
AGREEMENTS**
Authorization:
N/A
White Paper:
N/A

Date:

POLICY NUMBER: 13-1**REFERENCE:****POLICY:**

Each team that participates in fundraising, regardless of the scale, should discuss and develop a Financial Agreement. This is a requirement of the Calgary Blizzard Soccer Club (CBSC) Travelling Team Policy. The purpose of a financial agreement is to lay out expectations for fundraising, participation and record keeping by the team. The Agreement should be developed by a group of parents including the team manager and treasurer. This document is a guideline and each team's agreement should be developed independently but guidance will be available from a member of the CBSC Board.

DETAIL THE PLACE AND DATES OF TRAVEL:

DETAIL PARTICIPATION EXPECTATIONS: (for example)

- a) Initial or ongoing cash calls will be \$ XXX and date(s) of expected payment.
- b) Each player and one parent will agree to participate in the prescheduled NAME PLANNED FUNDRAISERS and other team fundraising events.
- c) Additional siblings or adults are welcome but will not receive additional "credit".
- d) Two adults or an adult and a sibling can replace the adult and player if player is unavailable.



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DETAIL HOW FUNDS RAISED WILL BE ALLOCATED TO PLAYERS:
(for example)

- a) Funds raised or donated will be allocated to each travelling player.
- b) If Player and / or parent do not participate in the fundraising event, the family will contribute by a top up to the team account. This will be expected within one week of the end of the event.
- c) The top up amount to be calculated by the fundraising committee (suggested group of three: treasurer, manager and another parent as agreed to by the team) and will be based on amount raised and number of participants.
- d) If participation is only for a partial day, their additional cash call contribution will be prorated accordingly.

DETAIL HOW DONATIONS TO THE TEAM: (for example)

- a) Donations to the team will be allocated to all players. OR
- b) Donations received by the initiative of a single player or a small group shall be allocated to the said player(s) and will be treated as a top up.
- c) There is also provision for families to donate a cash equivalent or needed items of equivalent value (i.e. airline tickets and/or hotel accommodation for coaches). The decision as to the whether or not these constitute equivalent value to replace all or part of the fundraising expectation rests with the fundraising committee.

DETAIL HOW SHORTFALLS OR PLAYERS WITH EXTRAORDINARY CIRCUMSTANCES WILL BE HANDLED: (for example)

- a) Occasional “cash calls” will be made by the fundraising committee to offset any expected fundraising shortfalls. These amounts will be accounted for on a per player



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basis.

- b) The team agrees to assist player (number or name) by reviewing cash calls. The player and family are bound by this agreement in all other aspects. Decisions to be made by the fundraising committee.

DETAIL WHAT HAPPENS TO FUNDS IF A TRAVELLING PLAYER WITHDRAWLS FROM THE TRIP OR A NEW PLAYER COMES ON BOARD: (for example)

- a) Should a player withdraw from the trip 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 re---allocated to the new one. A cash call may also be made. The amount will be determined by the fundraising committee.
- c) Should a new player be introduced a cash call will be made to bring the player account up to the average of the other players. The new player and parent will sign and be bound by this agreement. The amount will be determined by the fundraising committee.

DETAIL WHAT HAPPENS TO FUNDS AFTER THE TRIP AND AT THE END OF THE SEASON: (for example)

- a) If after the trip and after all expenses have been paid the bank balance be greater that \$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.



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- b) For the purposes of excess funds at the end of the season, if the NAMED TEAM is dissolved (LIKE WHEN THE '93 MUSTANGS CEASED TO EXIST), 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.

Team members agree to be bound by decisions of a CBSC Board appointed panel should a written request be received by the CBSC Board.

I have read and agree to be bound by the terms of this agreement:

Player

Date

Parent

Date

INTERPRETATION

