

Edmonton Minor Soccer Association (“EMSA”)

Board of Directors Policy

Team Fundraising Policy

1. Background

- (a) EMSA soccer teams are established by member communities, clubs and zone organizations for each indoor and outdoor season, with players assigned to a team only for the duration of the particular season.
- (b) Each team participates in seasonal leagues organized by either EMSA (city wide and club program) or a zone organization (zone program) consisting of regular soccer games against other teams (league play).
- (c) The team officials and parents (or guardians) associated with a team may elect for the players of a team to participate in activities in the current or a future season that are in addition to league play, such as playing in a tournament or acquiring additional player skills training. The team officials and parents (or guardians) have the sole responsibility to arrange for, and to pay for the costs of, these additional activities.
- (d) Team officials and parents (or guardians) may elect to engage in fundraising activities to cover all or a portion of the costs of additional activities.

2. Purpose

To ensure that team fundraising activities, and the associated expectations of team officials and parents (or guardians), are clear, transparent and prudent.

3. Policy

Team fundraising activities must comply with the following requirements:

(a) Disclosure

The material details of the purpose for the fundraising and the proposed fundraising activities must be disclosed to team officials and the parents (or guardians) of all players, including the following specific information:

- (i) the details of the additional activities, including as applicable the dates, times, location and supplier of the additional activities;

- (ii) the estimated total costs of the additional activities and timing for payment, including as applicable the fees payable, equipment costs, facility rental costs and travel costs;
- (iii) the estimated costs that team officials and parents (or guardians) are expected to pay and the timing for payment, and the estimated costs that will be covered through fundraising;
- (iv) the proposed fundraising activities and timelines, and the estimated resulting proceeds;
- (v) the expectation of team officials, parents (or guardians) and players to participate in the proposed fundraising activities, including proposed assignment of roles or responsibilities;
- (vi) the expectations and consequences in the event of any shortfall in fundraising;
- (vii) the use or allocation of any unused or surplus funds;
- (viii) if the fundraising activities are for or include additional activities in a future season, the expectations and consequences if a current player is no longer on the roster of the team during that future season;
- (ix) the process to obtain approval to any changes to the fundraising purpose or activities;
- (x) the closing or continuation of the bank account established for the team upon the conclusion of the season and the associated consequences; and
- (xi) disclosure of any conflicts of interest that a team official or parent (or guardian) may have in respect of the additional activities or any fundraising activities.

A detailed line-item budget should be presented in conjunction with the above information.

(b) Unanimous Agreement

Team fundraising activities in accordance with the details disclosed must be agreed to by all team officials and by at least one parent (or guardian) of every team player.

(c) Financial Management and Controls

Funds received from team officials and parents (or guardians), and the proceeds of fundraising, must be handled as follows:

- (i) all funds must be deposited in a bank account established at a financial institution for the team, with standard operating business controls including the requirement that withdrawals and disbursements from the bank account (including any electronic transactions) can only be made upon the authorization of at least 2 different individuals, one of whom must be a team official and the other of whom must be a parent (or guardian) who is not a team official, and neither of whom may be the recipient of the funds withdrawn or disbursed, whether directly or indirectly (a recipient is considered to indirectly receive funds if the funds are paid to a business enterprise controlled by the recipient or to an immediate family member of the recipient);
- (ii) cash payments or receipts (which should be discouraged unless necessary in the circumstances) must be verified and confirmed contemporaneously by the recipient with at least one other individual; if the recipient is a team official the other individual must be a parent (or guardian) who is not a team official; if the recipient is a parent (or guardian) the other individual must be a team official;
- (iii) withdrawals and disbursements (including any electronic transactions) from the bank account must only be made to:
 - (A) pay for fees that are evidenced by an invoice;
 - (B) reimburse a team official or parent (or guardian) for fees that they have paid on behalf of the team that are evidenced by an invoice; or
 - (C) return to a team official or a parent (or guardian) contributions they have made towards the fundraising that are no longer required;
- (iv) deposits to the bank account, and withdrawals or disbursements from the bank account (including any electronic transactions), must be verified by sending evidence of the deposit, or of the withdrawal or disbursement, to all team officials and parents (or guardians) by email or other electronic means within 2 days, and in the case of a withdrawal or

disbursement a copy of the invoice paid or reimbursed must also be sent (if applicable);

- (v) monthly bank account statements must be sent to all team officials and parents (or guardians) by email or other electronic means within 5 days of the issuance of the statement by the financial institution; and
- (vi) within 30 days after the end of a season, a reconciliation of all funds received and disbursed must be provided to all team officials and parents (or guardians) by email or other electronic means.

(d) Records

A team official or parent (or guardian) must maintain accurate and complete records of all additional activities and all fundraising disclosures, activities and financial records, and must record the unanimous agreement of team officials and parents (or guardians) referred to above. Upon the request of EMSA, or of the EMSA member community, club or zone organization that formed the team, the team official or parent (or guardian) must produce these records for review or audit.

(e) Out-of-Province Travel Permit

If travel outside of Alberta is required to participate in an additional activity (a tournament), the support of EMSA for the team to obtain the required travel permit from the Alberta Soccer Association (ASA) is subject to the team's compliance with this Policy. EMSA may require a team official to certify compliance with this Policy, and may require evidence of the team's financial resources to participate in the additional activity, prior to approving and forwarding an application for a travel permit to the ASA.

4. Exceptions

- (a) This Policy does not apply to fundraising activities that are intended to raise no more than \$2,000 for a particular additional activity.
- (b) EMSA member communities, clubs and zone organizations may impose additional team fundraising requirements on teams formed by them that are in addition to, and that may be more onerous than, the above provisions.

5. Period in Effect

This Policy is in effect until revoked by the EMSA Board of Directors.

Adopted by the EMSA Board of Directors by resolution passed on [insert].