



# **SOUTH BURNABY**

## **METRO CLUB**

## **Team Fundraising Policy**

### **OBJECTIVE**

- To clearly communicate protocols for Team Fundraising activities

### **GUIDELINES**

SBMC realizes that it may be necessary for individual teams to funds for items such as travel, coaches' gifts, team events, etc. SBMC suggests these processes for managing team funds:

- Most banks offer a community plan with no or low fee. Club approval or documentation is not required to open an account. If the bank is asking for any type of documentation, please forward this request to the SBMC Soccer Treasurer
- A Management Committee should be established for the team account(s), that should consist of at least two parents (not related to each other) and may also include the team manager and/or a coach. Parents not functioning as coach or manager should form a majority of Committee members
- All funds raised are equally apportioned as credits to individual team members. Coaches and managers may also have individual credits. A record of credits for individual team members (and coaches and managers) will be maintained by the Committee and be open to inspection by parents of individual team members on request. Disputes over apportionment of funds, if not resolved by the Committee, will be resolved at a meeting of parents of team members (a majority of team members must be represented)
- Expenditures from team accounts require the approval of the majority of members from the Committee
- Signing authority on the team account(s) should be held jointly by two members of the Committee (both should be required to sign), at least one of whom is NOT a coach or manager
- Funds should be expended in the season in which they were raised and within a month of the final game, the committee should provide a statement of account to the team prior to the team disbanding for the season. Funds should not be carried over to the next eason and any excess should be distributed to team members equally unless a member has opted not to receive the excess monies