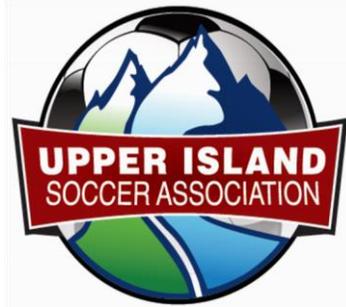


UISA VIPL Fundraising Policy

Rev. Apr 2018

- 1) Individual teams must submit to Upper Island Soccer (UISA) a budget at the start of each season including; expected expenses, planned fundraising activities and cash call.
 - a) The budget must be submitted to UISA by October 1st. for approval. This budget must also be shared and approved by the team, prior to submitting to UISA
 - b) If budget changes are required during the season an updated budget must be submitted to UISA after approval by the team.
- 2) Responsibility for funds.
 - a) Two parent volunteers will share responsibility for record keeping, safekeeping and expenditure of funds.
 - i) Two volunteers will be appointed and be responsible for the funds, including establishment and maintenance of bank account.
 - ii) Regardless of the amount of funds collected via cash call, or fundraising, all funds received must be deposited into a "Team Account". No funds shall be kept in a personal account.
 - b) Financial records will need to be maintained for all team finances showing all transactions (debits/credits). These must be kept up to date and available to team members or UISA at any time.
- 3) Team funds should be used based on consensus of the team members (players, parents and coaches). A team meeting at the beginning of the season to discuss the expectations of the team regarding tournaments, facility rentals, etc. should identify the expectations for funds required. If team parents are evenly split on fundraising tactics, the team staff (coaches, manager) may make the decision about which option(s) to proceed with. Disputes that cannot be resolved by the team will be referred to a mediator appointed by UISA. If 2 budgetary changes are required as the season progresses an additional team meeting shall be held.
- 4) Team funds are generally generated by team/player fundraising or cash call. These two funds should be accounted for separately.



5) The Upper Island Storm and Upper Island Riptide are non-profit programs under the umbrella of the Upper Island Soccer Association and based on the commitment of volunteers including coaches to enable them to operate. Teams are NOT permitted to raise funds to attract or pay coaches with the exception that teams may use the funds raised for small gifts to its coach(s) at the seasons end such as; restaurant gift certificates, soccer clothing, etc. The value of the gift shall be in keeping with the spirit of volunteerism. Expenses for technical training are deemed as eligible expenses.

6) Surplus funds at seasons end or player leaves the program

a) Only funds raised via cash call events are eligible for return to players/parents.

i) If a player leaves the team (voluntarily or through the team selection process) and has a positive balance in their team/player fundraising account, those funds will be moved to the team general account. These funds may also be transferred to a sibling who has a fundraising account on another team.

b) If fundraising is done for an out of Country/Province tournament, and a player opts out of the tournament after fundraising is complete, the player is not entitled to any of the fundraising proceeds at the end of the season. All funds raised for a specific event, must be used for that event and funds that are not used for the specified event, will remain with the team.

c) Funds raised via other activities (grants, bingos, bottle drives, etc.) remain with the team. These funds are not eligible to be returned to players for any reason.

d) Team accounts may remain open at the end of the season, providing a copy of the season's transaction records are kept and made available to UISA if requested.

e) If a team is not assembled in the same age category (birth year) in the following year the fundraising balance will revert to Storm or Riptide and the cash call balance returned to the families.

f) If a team is combined in the following year, the team funds may be combined with the exception that all leaving players are entitled to their share of cash call amounts that remain in the account.

7) Players who leave the program may direct the unused portion of their team fundraising account to a sibling in the Storm or Riptide program.

8) For budgetary fundraising or team fund management questions please contact your Steering Committee at upperislandriptide@gmail.com or stormsteeringcommittee@gmail.com

9) Upper Island Soccer reserves the right to request all budget info. This includes but not limited to; fundraising agreements/templates, working budget, receipts and bank statements.