



## **Team Fundraising and Sponsorship Policy**

Date Approved: Wednesday, May 29, 2019

President: Dave Bellehumeur

Executive Director: Patrick Johnston

Risk Management/Legal Counsel: Donna Clark

### **1. Purpose**

All teams may raise funds for their respective team through fundraising and/or sponsorship. It is recognized that the funds raised are generally to be used for the betterment of the team as a whole. When raising funds, members are also representing the London Volleyball Club (LVC) and must project a positive image of the LVC. All fundraising activities must adhere to the guidelines set forth in the Fundraising Policy

### **2. Definitions**

- a. Association: London Volleyball Club (LVC).
- b. Board: The duly appointed board members of LVC.
- c. Committee – Any authorized and recognized committee of LVC
- d. Participants – Any person directly or indirectly involved in an approved activity in the capacity of competitor, observer, athlete, coach, assistant coach, practice volunteer, trainer, manager, parent, official, spectator, employee, Committee Member or LVC Member or any other person present or involved in the activity.

### **3. Responsibility**

- a. Direct public support can be requested for the purpose of fundraising.
- b. All fundraising activities must be discussed and approved by the majority at a team parent meeting. Parents must decide at the parent meeting if fundraising and/or sponsorship proceeds will be pooled as a team or tracked per player or a combination of the above. Any decision to change the agreed upon distribution of fundraising and/or sponsorship proceeds must be put to a vote of the parent group and approved by a majority of the parents.
- c. All fundraising and/or sponsorship activities must be offered to the parent group as a whole in an open and transparent manner with full details of timing, proceeds and time commitment required. No individual or group may misuse a fundraising and/or sponsorship opportunity for their own benefit. Misuse of a fundraising and/or sponsorship opportunity will constitute a serious violation of the Code of Conduct and could result in disciplinary action up to and including removal from LVC.
- d. All fundraising and/or sponsorship activities must receive prior written approval by the Director of Sponsorship and/or the President of LVC.
- e. All monetary transactions relating to fundraising and/or sponsorship are to be documented in accordance with basic accounting principles and are subject to review by team parents and/or the LVC Board.
- f. Fundraising activities may be subject to insurance approvals, which will be stipulated by the Director of Sponsorship in conjunction with approval.

#### 4. Permitted Expenditures

- a. Tournament registration fees.
- b. Team apparel, equipment bags.
- c. Coaching and Trainers supplies.
- d. Travel expenses for recognized coaching staff who is not a parent of a player on the team.
- e. Team meals.
- f. Costs for year end banquets, trophies and awards.
- g. Additional costs for practices, extra tournaments, exhibition games and skill development.
- h. Off court conditioning.
- i. Travel expenses for players attending provincial or national championships.
- j. Miscellaneous team expenses (paper, fax/phone, etc.).

#### 5. Other Expenditures

- a. Teams wishing to raise funds for anything not listed must receive permission from the Director of Sponsorship and/or President of LVC.

#### 6. Prohibited Activities

- a. Teams are not permitted to raise funds through raffles, bingo, gambling or other games of chance without prior approval of the Director of Sponsorship and or Board.
- b. 50/50 draws or other raffles/games of chance are prohibited unless a licence has been obtained from the City of London and the team follows all licence requirements
- c. Breweries, wineries, distilleries, cannabis or tobacco companies shall not sponsor any team.
- d. Establishments that have adult entertainment as their primary business are not to sponsor any team.
- e. Alcoholic beverages or cannabis products are not permitted as prizes.

#### 7. Approvals and Reporting

- a. All requests for fundraising must be in writing (via email) and submitted to the Director of Sponsorship or President of LVC at least 14 days prior to the event.
- b. A full written accounting of each fundraising event may be required to be submitted to the Director of Sponsorship and/or League President at their discretion on the prescribed form within 14 days of holding or substantially completing the event.

#### 8. LVC Sponsors

- a. [LVC actively raises funds as an Association]. As a result a number of establishments have sponsored the Association as a whole. Teams are not to approach establishments that have sponsored the Association, refer to the LVC website for Association Sponsors. The Board also reserves the right to refuse, in its sole discretion, sponsorship/fundraising donations from any source that is in conflict with the image of LVC or current sponsors of LVC.

**9. LVC Events**

- a. All LVC members are encouraged to participate in LVC fundraising events; Teams are encouraged not to make commitments in conflict with LVC fundraising events

**10. Reviews**

- a. All fundraising and sponsorship activities are subject to review by the LVC Board.
- b. The LVC Board may review fundraising or sponsorship activities at the request of team parents and/or Board Members.

**11. Property of LVC**

- a. Teams are not allowed to carry funds over to the next season. Any unused funds become the property of LVC.
- b. The LVC Board has the right to disperse any unused funds raised through fundraising or sponsorship

**12. Liability and Penalty**

- a. The LVC Board shall not be held liable for any violation of this policy.
- b. Any team or member who violates the Sponsorship and Fundraising Policy may be subject to penalties at the discretion of the LVC Board.
- c. Fundraising or sponsorship activities may be revoked or suspended at any time at the discretion of the LVC Board.