



Kamloops Community Football Society

Team-Specific Enhancement and Fundraising Policy

1. Purpose

This framework establishes a structured, transparent, and equitable approach to team-specific fundraising while protecting the financial integrity, inclusiveness, and reputation of the broader organization.

It is designed to:

- Allow teams to enhance their experience responsibly
- Prevent inequity between teams
- Protect volunteers and the organization
- Ensure all fundraising aligns with the society's mission and values

2. Guiding Principles

All team enhancement and fundraising activity must adhere to the following principles:

1. **Equity** – No athlete should experience exclusion or disadvantage due to fundraising participation or outcomes.
2. **Transparency** – All funds raised, spent, and allocated must be visible to the association.
3. **Governance Control** – All fundraising operates under the authority of the association.
4. **Separation of Purpose** – Society fundraising supports core operations; team-specific fundraising supports team enhancements only.
5. **Accountability** – All funds remain the property of the association and are administered under its financial controls.
6. **Collective Team Consent** – All team-specific enhancements must be unanimously approved by the parents/guardians of all rostered athletes before any fundraising may proceed.

3. Fundraising Categories

A. Society-Wide Fundraising

Supports shared operating and program enhancement costs.

Examples:

- Equipment purchases
- Facility upgrades
- Development programs

- Subsidies for athletes in need

B. Team-Specific Fundraising

Supports optional, incremental experiences and/or enhancements including:

- Tournaments or travel
- Additional training or clinics
- Team apparel or events

Restrictions

- Cannot replace or reduce registration fees
- Cannot fund capital assets owned by the society
- Cannot create two-tier participation experiences

4. Team Consent Requirement

Before any team-specific fundraising activity may be proposed or approved:

1. The team must clearly define the proposed enhancement (e.g., tournament, travel, training, apparel).
2. The proposal must be presented to at least one parent/guardian of each rostered athlete.
3. Unanimous written consent must be obtained from the parent(s)/guardian(s) of each rostered athlete.
4. Documentation of consent must be retained by the team manager and submitted with the fundraising approval request.

No team enhancement or related fundraising activity may proceed unless each family on the roster has agreed. This requirement exists to:

- Prevent coercion or social pressure
- Avoid financial strain or embarrassment
- Protect athletes from exclusion
- Ensure enhancements reflect true team consensus

In situations where unanimous consensus cannot be reached, but a majority (80% or more) of parents/guardians of rostered athletes wish to proceed with a team enhancement or experience, the team manager will bring the scenario to the board for review and a final decision on whether or not to proceed. The board, at its discretion, may require adjustments or refinement to the proposed activity/enhancement and/or fundraising activity to ensure fair and equitable participation for each athlete on the team.

5. Approval and Registration Process

Before any team fundraiser begins, the team must submit:

1. Fundraising description and timeline
2. Budget and intended use of proceeds

3. Confirmation of sponsor/brand alignment
4. Proof of unanimous parent/guardian consent for the proposed enhancement

Final approval to proceed must be granted by the board or fundraising committee.

6. Financial Controls

- All team funds must be deposited into society-controlled accounts.
- Team balances are tracked through sub-ledgers or internal accounting codes.
- No cash, e-transfer, or personal bank accounts may be used by individuals of the team.
- Fundraising proceeds are to be directed to the society who will administer the disbursement of funds via two-signature approval upon receipt of enhancement expense documentation.

7. Participation Safeguards

- Fundraising must be clearly identified as voluntary.
- No minimum fundraising quotas or “pay to play” thresholds are allowed.
- Athletes may not be excluded from events or benefits based on fundraising participation.
- No enhancement may proceed unless unanimously approved by the team’s parents/guardians - any exceptions must be presented and approved by the KCFS board as previously outlined.

8. Brand, Sponsor, and Legal Compliance

All team fundraisers must:

- Follow logo and branding guidelines
- Avoid conflicts with society sponsors
- Comply with league, municipal, and/or insurance requirements
- Avoid high-risk activities without written authorization

9. Reporting Requirements

Teams must submit a final report within 90 days of the fundraiser including:

- Gross revenue
- Expenses
- Net proceeds
- Confirmation of approved use

Annual team fundraising summaries will be presented to the board by the fundraising committee.

10. Enforcement

Failure to comply may result in:

- Suspension of fundraising privileges
- Reallocation of funds to general operations
- Disciplinary action under association bylaws and code of conduct policies

11. Communication Standards

All teams must use this statement in communications related to team-specific fundraising:

“This is an optional, team-specific fundraiser for an enhancement that has been unanimously approved by team families. Participation is voluntary, and no athlete will be disadvantaged if they are not able to participate.”

When communicating with or approaching potential donors or sponsors for team enhancements, all teams must clearly communicate that any donations or sponsorships received are not eligible for a charitable donation tax receipt. KCFS is a non-profit society, not a registered charity with CRA, and as such charitable donation tax receipts cannot be issued to donors or sponsors.

12. Review Cycle

This framework will be reviewed every two years by the Board or Fundraising committee.