



Ottawa TFC Fundraising Guidelines

Further to the Ottawa TFC Fundraising Policy, below are some guidelines for administering the policy:

Who should fundraise?

- Only Ottawa TFC competitive teams are permitted to conduct fundraising activities.

Why would a team conduct a fundraising activity?

- Teams conduct fundraising activities to defray the costs for an activity that cannot be covered by the team fees collected at the beginning of the season. Soccer teams typically use fundraising dollars for out-of-town tournaments and team building events.

Who do the funds belong to?

- When an Ottawa TFC team fundraises, it is doing so on behalf of the Ottawa TFC soccer club. The team is accountable to the Ottawa TFC Club for how the funds are managed and spent. **The team must use the funds for the advertised activity.**

How should funds be distributed?

- Teams should develop a fundraising agreement that all team parents would read, discuss, agree and sign prior to conducting any fundraising activity (see Ottawa TFC Fundraising Policy appendix). This agreement would outline:
 - what activity the funds will be used for;
 - What, if any, formula will be used to distribute funds to players and
 - a contingency plan for the funds if the activity is cancelled or a player cannot participate.

What would a contingency plan include if:

- a. the activity for which the funds were raised is cancelled?
 - If the activity is cancelled, the monies raised should be returned to the donors, if possible. If it is not possible to return the funds, the team will retain the funds and apply them to a similar activity (e.g. substitute another tournament for the cancelled one). If that cannot be done, the Ottawa TFC Board of Directors will work with the team to come to a decision on how best to use the funds.
- b. A player cannot participate either due to injury or other circumstances?
 - Whatever monies were allocated to the player no longer participating will now need to be redistributed. The contingency plan may state that the monies will be allocated to a replacement player, or redistributed amongst the remaining players or used for some other expense related to the activity for which the funds were collected.