

# SMBA Team Fundraising Policy

In addition to SMBA fundraising, individual teams may also choose to fundraise to help offset some of their team expenses. Your Team Manager may coordinate fundraising, or your team can appoint a Team Fundraising Chair. ***In either case, ensure they receive and follow this policy.***

It is not the intent to have team fundraising subsidize the total cost of the season for the players of any team. Further, no team shall fundraise beyond approved team expenses for that season. Any surplus remaining after all approved expenses are paid must be handled in accordance with the year-end rules in this policy.

It should be made clear at your parent meeting prior to any fundraising that you are fundraising as a team. This should also be made clear to the people who are supporting your fundraiser.

***You cannot use Stratford Minor Baseball as the organization for fundraising if the proceeds are not going to the whole organization.*** You should indicate the specific team, for example "Would you like to support the Stratford 14U team fundraiser?"

A team must consider when fundraising that they are in the eye of the public. Therefore, proper conduct in all activities must be followed, at all times. Only quality items should be considered when choosing a fundraising item.

No lotteries or draws are permitted at the team level.

**NOTE**  
If a team collectively decides not to fundraise, the team may opt to have parents pay a specified amount in lieu of the fundraising. This should be discussed, and an amount agreed upon and a date for payment specified at the team parent meeting.

**NOTE**  
If a team is fundraising but a parent does not wish or is unable to participate, the team may request that the parent remit a payment to compensate for the lost fundraising. This should be discussed, and an amount agreed upon and a date for payment specified at the team parent meeting.

The Parent Representative for each team should be given a set of fundraising rules at the start of the season by the coaching staff.

## Team Bank Account Information

Each team should be responsible for opening and maintaining a bank account for the season.

Only one bank account should be opened per team and only with chequing and deposit privileges. No credit privileges.

Bank account should be returned to a \$0 balance at the completion of the season and closed. Any remaining balance after all approved expenses are paid must be remitted to the SMBA Treasurer in accordance with the year-end rules in this policy.

Signing authority should be a minimum of 2 people who are not related (HC and Manager, Parent Rep.)

All team funds should be deposited and paid from the team bank account and the team Manager/Treasurer should maintain an accurate record of all transactions.

Team funds should never be handled through personal bank accounts.

# Team Fundraising Procedures

The forms mentioned below can be found in the FORMS section of this manual and on the SMBA website.

Team should establish a budget prior to the season.

Each team must complete and submit a SMBA Team Fundraising Application to the SMBA Fundraising Chairperson ([fundraising@stratfordminorbaseball.com](mailto:fundraising@stratfordminorbaseball.com)). Teams may only fundraise after getting approval from SMBA.

All teams should prepare a budget showing revenue and expenses. This information should be available to parents upon request and will be included in the SMBA Team Fundraising Final Financial Statement handed into SMBA at the end of the season.

Year-end Financial Statements must be sent to [fundraising@stratfordminorbaseball.com](mailto:fundraising@stratfordminorbaseball.com) no later than 7 days after the team's last game. No exceptions.

The team Manager/Treasurer must provide an interim statement of revenue and expenditures to the Association at the halfway point and a final statement at season-end.

The association should maintain the right to conduct an audit or review of the team financials at any time throughout the year at their discretion.

**NOTE**  
All funds raised through team fundraising are team funds and must be used only for approved team expenses. Funds must not be distributed to players/families as cash or end-of-season payouts.

**NOTE**  
Reimbursements may be made only to cover documented out-of-pocket payments for eligible, pre-approved team expenses (e.g., off-field/indoor training), supported by receipts and consistent with the team's budget and this policy.

At season end, after all approved expenses and eligible reimbursements are paid, any remaining balance must be remitted to the SMBA Treasurer for deposit into the Benevolent Fund (used to assist players in financial difficulty).

# Spending Team Fundraising Money

Money generated from fundraising may only be used for team activities and/or eligible team expenses for players and staff only. ***Under no circumstances are team funds to be used for parent socials or alcohol.***

Note

All items and activities that team funds will be spent on must be approved by 2/3 majority parent vote, with the exception of the following items:

- 2 Tournaments
- Off Field/Indoor Training
- Trainer Kit and Supplies
- Team Photo for sponsor
- Bank Fees
- Non-Parent Staff Accommodation and Meal Expenses at Tournaments\*

Note

All other items and activities must be approved by a 2/3 majority parent vote. The following are examples of items and activities teams have selected to do with team funds following a 2/3 majority vote:

- Additional Tournaments
- Additional Field Time
- Live Broadcasting (Game Changer)

*Examples requiring a  
2/3 majority parent vote.  
If not listed in the  
EXCEPTIONS box above,  
then a vote is required.*

\* Non-Parent Staff Expenses: If a tournament requires an overnight stay, teams may offer to pay for non-parent staff accommodation, meals, and mileage. Non-parent staff meal allowances are up to \$75 per day during tournaments. Mileage to and from the tournament may be reimbursed following CRA prescribed rates (does not apply to Stratford tournaments). **ALL Receipts must be submitted for reimbursement from the team and accompany the team's SMBA Team Fundraising Final Financial Statement when handed in to SMBA at the end of the season. No alcohol may be expensed.**

NOTE

**Under no circumstances** can teams solicit donations from community businesses for **personal use** items such as the following:

- Team jackets, practice uniforms, or other apparel;
- Any personal baseball equipment;
- Team meals;
- Coach or Manager thank you gifts;
- Team or individual photographs;
- Team or individual travel expenses other than bus costs or the aforementioned coach's expenses;
- Tickets to sporting events or other entertainment;
- These items must be purchased by the players/families on an individual and personal option basis.