



FSAT Policy and Procedure for Members

Grants, Sponsorships, Fundraising & Donation

As at October 2015

This procedure has been developed to allow The Association members to obtain grants, sponsorships, donations and fundraise to support their figure skating development and assist with costs of interstate competition/endeavours under the guidance and with the support of The Association.

This procedure allows The Association to manage its members' grants, sponsorships, fundraising and donations to ensure the community is not being overwhelmed with requests from different members. Managing these requests will maintain The Association's professional profile. This will also ensure that each member receives an equitable allocation of available funds for development and that each cost to a skater is only claimed once.

Procedure for Grants

The Association and its Members may apply for grants from organisations whose ethics and objectives do not conflict with those of The Association, ISA or the ISU.

The Association's Members are required to notify The Association via email of the intent to apply for a grant. This notification should include: reasons for application of grant, name of organisation offering the grant, name of the grant, date of application, dollar amount applied for and if a letter of support is needed from The Association to support the application and by what date.

The Association's Members are required to advise The Association via email of the result of grant applications. This information should include: reasons for application for grant, name of organisation offering the grant, name of the grant, date of application, the dollar amount applied for and the amount received (if granted).

Grant applications that require a letter of support from The Association will be considered on a case by case basis and should not conflict with applications that The Association undertakes.

Grant applications from coaches that require a letter of support from The Association will be considered if they do not conflict with an application from The Association or its members.

Procedure for Sponsorships

The Association members may accept sponsorship from organisations whose ethics and objectives do not conflict with those of The Association, ISA or the ISU.

Any conditions of sponsorship must not conflict with the constitution, by-laws, policies or objectives of The Association, ISA or the ISU.

The Association's members are required to seek approval from The Association prior to accepting any sponsorship.

All applications will be considered at a committee meeting.

In exceptional circumstances, The Association's executive may approve a sponsorship on behalf of The Association. This approval must be ratified at the next committee meeting.

Unless a specific purpose is defined by the donor, in writing to The Association via email, post or via the recipient/s, sponsorship shall be for the benefit of as many skating members as possible and the Association committee shall have the final say on how it is used.

Procedure for Fundraising

The Association's members may participate in any fundraising activities that do not conflict with the ethics and objectives of FSAT, ISA or the ISU.

The Association's members are required to seek approval from The Association prior to any fundraising activity taking place. It is essential that, where the sport of figure skating and/or The Association is advertised by any means including posters, photographs, multimedia or clothing approval is sought. For the approval process to run smoothly please notify The Association via email prior to a Committee Meeting (as per The Associations Calendar), so approval (or not) can be determined at the Committee Meeting.

Fundraising by members must be for a specific purpose e.g.: an individual or group attending interstate, international competitions, workshops or events. If more than one person is attending a competition, fundraising can be undertaken as a group/team effort, members are to work together to achieve this. When fundraising as a group no Association Member is to be excluded, unless by individual choice. Members can only benefit from fundraising if they have been directly involved in the fundraising for that interstate, international competitions, workshop or event.

Fundraising typically should be conducted for and dedicated to one purpose at a time. However, fundraising for an international event may be approved and conducted concurrent to that being undertaken for a second, domestic purpose. Fundraising approval for an international event may be obtained up to two years' prior to the date of the event.

Fundraising can be to cover expenses such as: airfares, accommodation, car hire (transport costs), fees and coaches costs. Fundraising dollars cannot be used to cover personal expenses such as food.

Fundraising by members for events held within Tasmania is prohibited as this is the responsibility of The Association if it chooses to do so.

A Bank Account should be set up for the purposes of this fundraising (this may be a personal Account of a Member) the costs associated with this rest with the member/s undertaking the fundraising. Statements of the account are to be provided to The Association via email to show the amount of money deposited and any transactions in and out of that account. The member/s must also provide copies of receipts to the Association to show that the monies raised have been used to pay for approved expenses.

All money must be deposited into the Bank Account and withdrawn from the Bank Account in order to show clear transactions in a business-like manner.

If fundraising is occurring concurrently for a domestic and international event (noting that, as per the above, members may typically only fundraise for one domestic and one international event at any time), separate bank accounts must be maintained for the domestic and international events.

In the event that there are funds remaining in the Bank Account after the Interstate, International Competition, Workshop or event has taken place, money is to be donated back to The Association so that the Bank Account can be closed off or show a \$0 balance.

Should funds have been obtained by members that do not ultimately participate in the event or purpose for which they were raised, these funds should be reallocated amongst other participating members in the first instance, and thereafter, or otherwise, claimed by The Association.

Cost of purchasing fundraising items is at the cost of the member/s undertaking the fundraising. No costs will be incurred by The Association and The Association will not cover the cost of any loss incurred. If The Association's support is needed, approval must be obtained prior to the purchase of fundraising items. The member/s undertaking the fundraising may reimburse the cost of purchasing fundraising items from the Bank Account set up for the for the purpose of the fundraising. All receipts must be retained and presented to The Association via email with the Bank Account Statement clearly showing where the monies have been reimbursed.

In case of any special circumstances consideration can be made by the committee.

Members may hire The Association's equipment in order to run their fundraising events. Please contact The Association if you wish to use this service.

Procedure for Donations

The Association and its members may accept donations from any organisation or individual whose ethics and objectives do not conflict with the ethics and objectives of The Association, ISA or the ISU.

Donations may include but are not limited to money, goods, services and vouchers.

Any conditions of donation must not conflict with the constitution, regulations, policies or objectives of The Association, ISA or the ISU.

Unless a specific purpose is defined by the donor, in writing to The Association via email, post or via the recipient/s, donations shall be for the benefit of as many skating members as possible and the Association committee shall have the final say on how they are used.