

# South Australian Ice Skating Association Incorporated

## Policy Document Fundraising

**Authority:** SAISA Inc Board

**Application:** This policies applies to SAISA Inc and all of its affiliates

### INTRODUCTION

The Board of SAISA is committed to ensuring that fundraising activities are carried out in an ethical manner.

This policy applies to SAISA members, affiliated Clubs and their members and includes teams, volunteers, employees and coaches.

### PURPOSE

The purpose of this document is to identify SAISA's position on fundraising practice and to document the standards expected in raising funds from the community.

### POLICY

Below, the Opening Statement introduces the scope of the standards expected in any fundraising activity. The requirements are then described in detail.

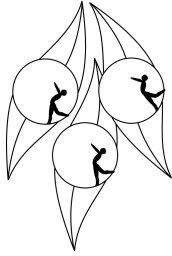
#### Opening Statement

Any fundraising activity conducted under the umbrella of SAISA and its affiliates must be conducted so that it promotes the sport to the community in a positive manner. It must comply with all laws, have any necessary permissions, have appropriate insurances where applicable, ensure a child-safe environment at all times when applicable, not affect the current or future eligibility of any skater, be transparent in accounting for all monies, return 100% of the revenue (after allowable deductions) and be wholly run by volunteers. We recommend only using techniques that we would be happy to be used on ourselves.

In doing so, any fundraising under the umbrella of SAISA and its affiliates is required to adhere to the following standards:

#### The Fundraising Activity

1. Fundraising activities will comply with all relevant laws.
2. All fundraising activity must be approved by the Affiliated Club prior to the activity taking place and prior to being advertised.
  - A Club may have additional requirements in managing its fundraising activities but not contrary to SAISA policies.
3. Any use of the SAISA logo or name must be approved in advance.
  - Any use of the affiliated Club logo or name must be approved in advance.
4. Issues of liability must be considered. (e.g. when applying to hold a BBQ at Bunnings you will be asked to show that you have the appropriate insurance.)
  - Signing an order or agreement may also be required. Only the nominated Club or SAISA official may sign.



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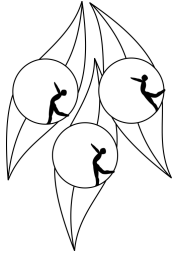
5. Fundraising activities must be consistent with the objects of SAISA and its affiliated Clubs.
6. Fundraising activities should not be undertaken if they might be detrimental to the good name or community standing of SAISA or its affiliates.
7. No general solicitations shall be undertaken by telephone or door-to-door.
8. Fundraising cannot be carried out for an individual utilising the name of SAISA or its affiliated Clubs as it is inconsistent with the stated objects of these associations and breaches the *Associations Incorporation Act 1985*.
  - Individuals, a number of individuals and teams may accept directly any financial sponsorship consistent with SAISA's Sponsorship Policy.
9. All personal information collected is confidential and is not for sale or to be given away or disclosed to any third party without consent.

#### **The Permit:**

10. Approval must be sought in writing by submitting a permit application form to the Club with the dates requested, the sponsor and/or organiser, the beneficiaries, compliance requirements and the activity to be undertaken clearly described.
  - In addition, permission from SAISA must also be sought in the following circumstances:
    - Where fundraising takings are expected to exceed \$5,000.
    - Where any fundraising activity will involve payment for services rather than the sole use of volunteers (including any share of proceedings or use of commission agents).
    - Where less than 100% profit is returned to the beneficiary or where there may be a risk of non-compliance.
  - In considering the permit application the Club and/or SAISA:
    - Will treat each application on its merits but is not bound to approve any application
    - Will, in approving, deferring or rejecting the application, consider any other factors, such as other applications (whether competing with the application at hand or not), any perceived risks, success of previous activities etc.
    - May negotiate with the sponsor to achieve or improve the likely outcome,
    - May require other conditions to be met prior to, or as part of, any approval.

#### **Communication with the Public**

11. Any communications to the public made in the course of carrying out a fundraising activity shall:
  - Be truthful and non-deceptive;



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- Accurately describe SAISA/club/team activities and intended use of donated funds;
- Respect the dignity and privacy of those who benefit from SAISA/Club/team activities.

#### Behaviour Requirements

12. Volunteers and any other person acting on behalf of the sponsor who solicits or receive funds on behalf of SAISA, its affiliates or members shall:

- Adhere to the provisions of this policy and where relevant the affiliated Club policy;
- Act with fairness, integrity, and in accordance with all applicable laws;
- Adhere to the provisions of the applicable statutes, standards of practice, professional or member codes of ethics, etc.;
- Clearly identify themselves and the activity for which they are fundraising;
- Cease solicitation of a prospective donor who identifies the solicitation as harassment or undue pressure;
- Not accept donations for purposes that are inconsistent with SAISA/Club/team objectives or missions;
- Not accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.

#### Funds raised

13. All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose and shall:

- Be deposited entirely into the designated account as approved by SAISA or the affiliated Club;
- Be reported using financial accountability standards, and,
  - Describe the total amount of fundraising revenues;
  - Describe the total amount of fundraising expenses;
- Be used in a manner that is as consistent as possible with the donor's original intent.

**Authorisation: date:** MAY 2015

**name:** South Australian Ice Skating Association Incorporated

#### Definitions:

Sponsor: the person or other entity assuming responsibility for raising the funds (e.g. the organiser of the event, or the team, Club etc)

Beneficiary: the person or other entity receiving the funds (e.g. club, team, SAISA).