



Applies to: the Club, its skaters and parents/guardians

Implementation Date: November 5, 2025

Revision Date: September 2026

Policy Statement: The following policy guides the fundraising activities of the Cochrane Figure Skating Club (CFSC) and its members to encourage the solicitation and acceptance of gifts to support and enhance their sporting activities and experiences. The CFSC supports these efforts within established parameters, ensuring that all fundraising initiatives align with the Club's values and operational guidelines.

Scope: *This policy applies to individuals that fundraise for the CFSC. The scope of this policy is limited to the CFSC Board of Directors, its skaters and their parents/guardians.*

Guiding Principles:

- The CFSC fundraises and accepts sponsorships to supplement their operational and programming costs to enhance the delivery of skating programs.
- The CFSC recognises the need to provide equal opportunity for all skaters. All skaters and their parents and guardians fundraise on behalf of the CFSC in addition to their registration fees. Each skater is required to fundraise a minimum amount to receive a credit towards their registration fees.
- Skaters that pursue the sport of figure skating through the Star Skate program will incur additional costs to the registration fees to advance in the sport of figure skating. In accordance with this policy, individual skaters enrolled in the Star Skate program can do additional fundraisers to support additional fees to advance in the sport of figure skating.

Policy Guidelines:

1. Soliciting and Receiving Funds

- a. *Club officials, skaters and parents/guardians of the CFSC must:*
 - i. act with fairness, integrity, and in accordance with all applicable laws;
 - ii. cease solicitation of a prospective donor who states that he/she does not wish to be solicited;
 - iii. disclose immediately to the CFSC Board of Directors any actual or apparent (perceived) conflict of interest or loyalty; and
 - iv. not accept donations for purposes that are inconsistent with this policy

2. Legal and Ethical Fundraising

- a. All fundraising activities must adhere to applicable federal, provincial and local laws and regulations.
- b. All fundraising solicitations must be mandated by the CFSC and participants fundraising on behalf of the CFSC must:
 - i. be truthful;
 - ii. accurately describe the organization's activities;
 - iii. disclose the organization's name;



- iv. disclose the purpose for which funds are requested; and
 - v. disclose the individual's relationship to the CFSC (i.e. skater, parent/guardian, CFSC official).
- c. Any written sponsorship solicitations for the CFSC, will be directly from the CFSC Board of Directors and will include its address and contact information.
 - i. Sponsors will be acknowledged on the CFSC's website, social media platforms and CFSC hosted events (i.e. banquets, AGMs, Ice Shows), unless explicitly requested by the sponsor to not advertise their support.
- d. The CFSC does not solicit donors or donations.

3. Transparency

- a. To demonstrate transparency and accountability, the CFSC posts a variety of information about the organization on our website. Information posted on our website includes our financial statements, annual reports, list of members of our Board of Directors, by-laws, and club policies.
- b. The CFSC can provide, upon request, its best available information on fundraising and sponsorship accounts as permitted with the limitations of the Skate Canada privacy policy. Personal fundraising data will not be publicly disclosed.
- c. The CFSC will identify fundraising and sponsorships as a separate line item in their annual financial report to be presented to the membership at their Annual General Meeting in accordance with the Skate Canada privacy policy.

4. Financial Accountability

- a. The CFSC will maintain accurate records of all fundraising and sponsorship income and expenditures in a dedicated bank account for sponsorship and fundraising.
- b. Overall financial oversight of fundraising and sponsorship accounts, including acceptance of funds, are entrusted to the CFSC Treasurer.
- c. Tracking, reporting, remittance of fundraising reports and fundraising monies are the responsibility of the CFSC Fundraising Chair and reviewed by the CFSC Treasurer.
- d. All Fundraising and Sponsorship Financial Accounts are to be reported to the CFSC Board of Directors monthly as part of the Treasurer's Financial Report.
- e. Fundraising and sponsorship records will be recorded by the purpose for which they will be used toward:
 - i. Club Operations
 - ii. Club Programming
 - iii. Individual Achievement Accounts by Star Skater name
- f. Fundraising and sponsorship records will be kept for 7 years in accordance with Skate Canada Records Management policies and will be kept in the treasurer.cochranefsc@gmail.com Google Drive under "Fundraising".

5. Use of Funds

- a. The CFSC fundraises to support the following initiatives:
 - i. Club Operations: this includes costs for ice time, operating space, coaching and board development fees, membership fees



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- ii. Club Programming: this includes new equipment, marketing and branding and coaching fees.
 - b. Fundraised amounts are non-refundable under any circumstances.
 - c. Sponsorships are to be used towards operational and core programming costs that benefit the whole membership of a particular program (*i.e. CanSkate, StarSkate, Ice Shows*).
 - d. All skaters are required to fundraise a minimum amount per season, determined annually by the CFSC Board of Directors, to receive reimbursement of their fundraising deposit paid at time of registration. This baseline fundraising minimum is used towards operational and core programming costs that benefit the whole membership of a particular program (*i.e. CanSkate, StarSkate, Ice Shows*).
 - e. Star Skaters may choose to do fundraising initiatives in addition to the minimum requirements identified in section 5.c.
 - i. Additional fundraising will only be used to support the following activities for the star skater that fundraised:
 - 1. Skate Canada Competition Entry Fees
 - 2. Coaching and travel fees for competition and/or high test days
 - ii. Additional fundraised amounts will be tracked in the Star Skater's name by the CFSC Fundraising Chair.
 - iii. It is the skater's and their parent/guardian's responsibility to provide advance notice of the additional fundraising activities prior to beginning the fundraising activities and to report back the additional fundraised amounts to the CFSC Fundraising Chair once the fundraising activities have concluded.
 - iv. Parents/Guardians of the Star Skater may request withdrawals using the identified process in Section 10.
 - v. Additional amounts fundraised must be used within the same skating season it was fundraised. Excess fundraised amount at the end of the skating season will be transferred to the CFSC's club operations or programming account at the discretion of the CFSC Board of Directors.

6. Fundraising Activities

- a. The CFSC Board of Directors will approve all fundraising activities on advice of the CFSC Fundraising Chair at the start of the skating season.
- b. The CFSC will sanction a minimum of two (2) club wide fundraisers per year.
 - i. Additional fundraiser(s) for StarSkate competitions may also be authorized.
- c. The CFSC will not endorse any fundraising activity that was completed without its formal approval from the Board of Directors.

7. Indemnification

- a. Individual members (skaters, parents/guardians) shall indemnify and hold harmless the CFSC, its directors, officers, and employees from any claims, damages, losses, or expenses arising out of their fundraising activities or sponsorship agreements.



8. Monitoring

- a. The CFSC reserves the right to monitor and review all fundraising activities and sponsorship agreements to ensure compliance with these policies and the CFSC's values.

9. Withdrawal of Approval

- a. The CFSC may revoke sponsorship approvals or fundraising permissions if there is evidence of non-compliance with this policy or if the sponsorship is deemed inconsistent with the CFSC's values.

10. Procedures

- a. Requesting Withdrawals from an Individual Achievement Account
 - i. Request must be made by the Star Skater's Parent/Guardian using Appendix A to the CFSC Fundraising Chair & CFSC Treasurer
 - ii. Parent/Guardian must provide proof of expense being reimbursed
 - iii. The CFSC Fundraising Chair will record the withdrawal amount and the CFSC Treasurer will review and approve the request.
- b. Dispute Resolution Process
 - i. Any concerns arising from this policy should be first directed to the CFSC Fundraising Chair for resolution.
 - ii. Unresolved matters will follow the CFSC Conflict and Dispute Resolution Policy.



APPENDIX A - INDIVIDUAL ACHIEVEMENT ACCOUNT REIMBURSEMENT FORM

Name of Skater: _____

Skate Canada #: _____

Parent/Guardian: _____

*Please select the type of cost you are seeking reimbursement for and the amount paid.
Please attach copies of invoices to this form.*

- | | |
|--|---------|
| ☐ Skate Canada Competition Entry Fees | \$_____ |
| ☐ Coaching and travel fees for competition: | \$_____ |
| ☐ Coaching and travel fees for high test days | \$_____ |

TOTAL: : \$_____

We request that the following amounts be withdrawn from the above named skater's Individual Achievement Account and certify that the funds were used in accordance with the CFSC's Fundraising and Sponsorship Policy (Policy #008).

Parent/Guardian Signature

INTERNAL USE ONLY

- ☐ I have reviewed the request for reimbursement is accurate and in line with the CFSC Fundraising and Sponsorship Policy (Policy #008).

- ☐ Cheque # _____ in the amount of \$\$ was issued on _____.
- ☐ Gift certificate # _____ in the amount of \$\$ was issued in Uplifter on _____.

CFSC Treasurer Signature