



# GSBA Team Fundraising, Sponsorship & Donation Policies & Guidelines

## 1. Introduction

The following policy outlines the guidelines and procedures regarding fundraising, donations, and sponsorships for teams within the GSBA (Greater Springfield Basketball Association).

The Greater Springfield Basketball Association (GSBA) recognises the financial challenges associated with participating in QLD State Championships.

## 2. Purpose

The purpose of this booklet, titled "Team Fundraising & Sponsorship Policies & Guidelines," is to communicate GSBA's expectations, policies, and guidelines to Players, Team Managers, Coaches, and Parents participating in approved fundraising initiatives. The aim is to ensure that all fundraising efforts are conducted fairly, enjoyably, collaboratively, and with respect. Unauthorised fundraising activities could potentially jeopardise the Association's reputation and public liability insurance.

This policy aims to provide teams within GSBA with clear and organised guidance regarding fundraising, donations, and sponsorship activities. Its intention is to foster transparency, accountability, and fairness in all fundraising endeavours. GSBA is not obligated to any team to permit fundraising, this is a gesture of goodwill, however should issues arise we will close the team's fundraising campaign and families will pay their own costs.





### 3. Fundraising Procedures

#### a. Proposals

- All proposals for fundraising activities must be submitted through the GSBA Fundraising Email, and approval from the Association CEO is required.

#### b. Fundraising Managers

- *Assigned fundraising managers will be responsible for liaising with the association on behalf of the team,* reviewing the team's expense report, and providing weekly fundraising updates by communicating directly with families.

#### c. Fundraising Letters

- Prior to distribution, all fundraising letters must be approved by the association CEO.

### 4. Financial Accountability

#### a. Submission of Invoices and Receipts:

- All Invoices and Receipts related to fundraising activities must be kept and uploaded into the Teams Expense Report managed by the Teams Fundraising Managers which GSBA finance team can check and verify

#### b. Approval Process:

- Activities must be settled and signed off by the following GSBA departments:
- Appointed Team Fundraising Managers
- Team Manager
- Finance
- CEO





**c. Fund Transfer:**

- All fundraising cash funds must be transferred to the Association's nominated Bank Account within 24 hours of completing all activities.

<b>Bank of QLD Account Name – GSBA</b>
<b>BSB – 124 150</b>
<b>Acct Number – 2298 7857</b>
<b>Ref - Team Name</b>

**d. Cash Transactions:**

- All Cash transactions must be recorded in a receipt book for accurate tracking and documentation.

**e. Bookkeeping Requirements:**

- Regular bookkeeping is essential; all transactions, including eftpos, payID, eft, and cash received, must be accounted for, balanced, reconciled on the Teams Expense Report by the fundraising Coordinators and submitted to the fundraising department. Final Sign-off by the GSBA CEO is mandatory prior to releasing final invoices.

**f. Transparency and Compliance:**

- These procedures ensure transparency and accountability in financial transactions, ensuring the Association remains compliant with regulations.

**g. Reconciliation Report:**

- A full reconciliation report must be submitted via the Teams Expense Report to GSBA Finance Team



**RAVENSWOOD LANE SPRINGFIELD 4300**



**0456 636 244**



**contact@pioneersbasketball.net**



**www.pioneersbasketball.net**



## 5. Funds Raised

### a. Team Fundraising Activities Participation:

- A crucial requirement is physical participation in Team Fundraising Activities to qualify for a share of the team funds.

All fundraisers are capped to prevent teams from exceeding their budget. All funds exceeding budget remain with the association. This policy ensures that all financial reports are finalised at the end of the campaign. All team events or activities must take place during State Champs, and funds must be utilised during this time. Access to funds will not be available once the campaign concludes. This is non-negotiable.

### b. Equal Distribution:

- All funds raised will be distributed equally, benefiting participating players. Non-participating players will be required to pay their portion out of their own pocket at the conclusion of the individual; fundraiser. There will be no extensions on payments. This ensures the books are kept up to date.

### c. Player Withdrawal or Removal:

- In the event of a player withdrawing or being removed from the team, their share of fundraising, Donation, and Sponsorship will be reallocated at the Association's discretion.

*The association is not liable to refund any player sponsorship due to removal or player withdrawal.*

### d. Non-Attendance at State Classics:

- If a team does not attend State Classics, all fundraising money will remain with the Association.





**e. Donations: Case by case**

- If a team receives a donation the money is distributed to an item on the expense report or evenly shared between players reducing costs. Refunds will not be issued for donations made to the donor or any individual who is removed or withdraws from State Champs.

**f. Team Sponsorship:**

- If a team secures a sponsorship, it needs to be submitted to the CEO for approval via email at [ceo@pioneersbasketball.net](mailto:ceo@pioneersbasketball.net). Following approval, an invoice will be dispatched to the sponsoring business, and the transaction will be finalised. The association collects 13%. The sponsor's logo will be placed exclusively on the player's Warm up shirt. In the event that the team withdraws from the State Championships, the sponsorship funds will be retained by the association and sponsorship honoured by another way of promotion. Rest assured, the sponsorship funds will continue to be utilised effectively to benefit the association and its members.

**g. Individual Sponsorship:**

- Individual sponsorship contributions from players are greatly appreciated. If a player secures a personal sponsorship valued at \$1050, inclusive of gst, they must submit the sponsorship details to the CEO via email at [ceo@pioneersbasketball.net](mailto:ceo@pioneersbasketball.net). An invoice will then be forwarded to the respective business for payment. If there are remaining funds after covering the State Champs invoice, it is within the discretion of the Association to determine how and where those funds are allocated. Individual players do not have control over the distribution of these surplus funds.

*The association is not liable to refund any player sponsorship due to removal or player withdrawal. These funds will be allocated at the Association's discretion. The association collects 13% per sponsorship amount. Sponsor's logo will be placed exclusively on the player's drip T-shirt.*





## 6. Travelling:

- Fundraising money encompasses costs for the entire team, including the **Head Coach, Assistant Coach, Team Manager, players, and Head Delegate** during State Classics (subject to the team's needs). Additional team members, such as a chef or physio, can be considered with team approval and added to the fundraising costs upon association approval. Individuals outside the player or management team must arrange their own flights, separate accommodation, transport, and meals for State Classics. These costs are not covered by the team's fundraising funds.

## 7. Fundraising Activities:

### a. Team Fundraising Activities:

- i. The team collaboratively decides on suitable fundraising ideas based on availability.
- ii. Engage in the agreed Team Fundraising Activity.
- iii. All funds will be deposited into the nominated association bank account.

Fundraising Activities contribute to covering State Classics expenses (estimated at \$1500 - \$2300 and may include:

- State Classics Fees
- Referee Levy
- Score Bench Levy
- Flights (if required)
- Accommodation
- Transport & Fuel
- Breakfast, Lunch, Dinner & Recovery is included

In addition to fundraising, teams are encouraged to seek sponsorships or donations.

v. **Limited in-house fundraiser is allowed per rep team**; others should be external, with Association approval. Events need to be organised to ensure equal team participation. We apologise for any inconvenience if we are unable to accommodate due to association priorities.





**vi. Recommended past fundraisers include:**

- Numbers Board
- Team Home Game Hosting - Cafe (Compulsory if team has fundraising managers)
- Bunnings Sausage Sizzle
- Greenbank RSL

**b. Approval of Team Fundraising Activities:**

- CEO approval is mandatory. Requests should be submitted at least five (5) days before the activity commencement, including a short email description, purpose, posters/flyers for approval

**c. Usage of Funds Raised:**

- Proceeds must be used for State Classics expenses.

**d. Exclusivity of Fundraising Activities:**

- No team can claim exclusivity to a specific fundraising activity.

**8. Fundraising Guidelines & Limitations:**

- Prohibited items: alcohol, tobacco products, homemade food (subject to approval), and calendars featuring GSBA members (subject to approval)
- Fundraising activities outside GSBA boundaries must be approved by the GSBA CEO.

**9. Sales of GSBA Apparel or Gear for Fundraising Activities:**

- Selling GSBA merchandise as fundraisers is prohibited. Use of logos without permission is prohibited under the Copyright Act 1968.





#### **10. No Assumption of Liability for Fundraising Activities:**

- GSBA will not assume responsibility for any losses or damages incurred by individuals related to fundraising activities.

#### **11. Point of Contact:**

- For fundraising enquiries, contact your team's fundraising Manager directly

#### **12. Association Fees**

The association imposes a 13% collection fee on each fundraiser, encompassing both Team and Player Sponsorship.

### **Fundraising Report Guidelines**

The team must collectively decide how to cover the costs for the State Championships, either through out-of-pocket contributions or by fundraising.

#### **Option 1: Out-of-Pocket Contributions**

If the team votes by majority not to fundraise, each family will be charged via link through Basketball Connect by the association for all costs including State BQ & Ref fees. In this case, the association will not handle arrangements for flights, accommodation, transport, or food. Each player and their family will be responsible for their own arrangements, and the team will not be permitted to stay together under Pioneers.

It is common practice for families to contribute to fundraising efforts by seeking donations from small businesses or donating out of pocket. The fundraising manager will allocate specific goods for families to donate based on the fundraiser's needs. Any goods sourced outside of this assigned list







will be considered an extra donation beyond the allocated contribution and will not count toward the required commitment.

### **Option 2: Fundraising**

If the team opts to fundraise, the following guidelines apply:

- **Fundraising managers:**  
The team must nominate at least two parent volunteers to act as fundraising managers or coordinators.
- **Expense Reporting:**  
Fundraising managers are responsible for all fundraisers, finances, events, funds allocation per participant. They will maintain and provide a detailed expense report throughout the campaign to keep families and GSBA informed of funds raised and allocated.
- **Final Balance Payments:**  
Families must settle their remaining balance in full by the specified due date on the expense report shared by the fundraising manager to allow the management team and association to focus on event preparations and ensure the team has the necessary funds for final purchases, including food, fuel, and recovery. The association is not a lender and will not be responsible for any unpaid fees. No extensions will be granted, so families should plan their finances accordingly. The association does not invoice for State Champs.
- **Distribution of Funds Raised:**  
Funds raised will be applied directly to each player's expenses, including flights (if applicable), accommodation, transport, Basketball Queensland State Classics fees, and food.



- Only players who actively participate in fundraisers will benefit from these funds.
- **Responsibilities:**  
Teams are responsible for organising and managing their fundraising activities from start to finish.
- **Association Oversight:**  
The association does not organise or manage fundraising activities, events, or family enquiries. Its role is limited to overseeing the process to ensure transparency and fairness. The team must submit all documentation related to fundraising to the association for review.
- **Approval and Fees:**  
All fundraising activities must be approved and authorised by the finance officer. A 13% GSBA fee will be applied to all funds raised.
- **Refund Policy:**  
Funds raised will not be refunded to any individual player or family member.

By adhering to these guidelines and working collaboratively, teams can effectively manage their fundraising efforts and contribute to the success of the State Championships.



### **Conclusion**

Thank you for your proactive efforts fundraising, securing sponsorship and donations . These guidelines ensure the responsible handling of funds, fair distribution, and the Association's ability to continue supporting future representative programs.

By following the specified policies and guidelines, members of GSBA can actively participate in successful and accountable fundraising endeavours that aid in meeting the financial requirements associated with participating in the QLD State Championships. Any violation of these guidelines may result in the association taking appropriate disciplinary action, including the removal of individuals involved.

For any inquiries or clarifications, please contact GSBA

Dated Updated & Approved 26 Jan 2025



RAVENSWOOD LANE SPRINGFIELD 4300



0456 636 244



contact@pioneersbasketball.net



www.pioneersbasketball.net