



MEMBER SPONSORSHIP & FUNDRAISING ASSISTANCE POLICY

1. SPONSORSHIP AND FUNDRAISING ASSISTANCE POLICY

- 1.1 The Sponsorship and FUNDRAISING Assistance Policy relates to Albany Cycling Club (ACC) and, where relevant, operates in conjunction with other policies.

2. COMMENCEMENT OF THE SPONSORSHIP AND FUNDRAISING? POLICY

- 2.1 This policy will commence from 3 August 2015.

3. SCOPE AND APPLICATION

- 3.1 The policy applies to the ACC Committee and all ACC Members.
- 3.2 The ACC Committee may modify the policy at any time, with a resolution of the full committee.

4. DEFINITIONS

- 4.1 'Minor sponsorship' means a contribution up to \$200 provided to any community organisation or person, for any purpose consistent with the Vision, Mission and Values of ACC.
- 4.2 'Sponsorship' means a financial or other contribution to a specified person, The sponsorship is for an agreed purpose for which ACC will receive agreed benefits.
- 4.3 'Member' means a full financial member of ACC as defined in the clubs constitution.
- 4.4 'President' means the President of ACC.
- 4.5 'The Committee' means the elected management committee of ACC (not sub committees etc.).

5. SPONSORSHIP & FUNDRAISING POLICY REQUIREMENTS AND PROCEDURES

5.1 INDIVIDUAL SPONSORSHIP

ACC will consider applications for individual sponsorship funding that meet the following criteria and provide an approved sponsorship budget:

- a) The individual seeking sponsorship is and has been a member of ACC for a minimum of 1 year
 - b) The member has been actively participating in ACC club events
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- c) The member has been selected through a competitive/qualification process to represent the State of WA or Australia in an event that is consistent with the Vision, Mission and Values of ACC.

5.1.1 Sponsorship Applications Process

All applications for sponsorship funding will be on the ACC Sponsorship Request Form addressed to the President.

The application form will be available on the ACC website or on request from the President.

The President may request additional information if it is considered that additional information is required to adequately assess the application.

5.1.2 Sponsorship Assessment Process

All applications for sponsorship or other financial support will be assessed utilising the following process.

- Requests for minor sponsorship of less than \$100 will be assessed by the President against the aims and eligibility criteria stated above and may be approved by the President where there is sufficient funds allocated within the ACC budget.
- Requests for sponsorship and/or other financial assistance of more than \$100 will be assessed by the President or his nominee and a summary of the application provided to the Committee with a recommendation at the next scheduled Committee meeting. The Committee will consider the application based on:
 - a) The member's membership and involvement (both as a competitor and volunteer) with the club;
 - b) The benefits of the proposed sponsorship to ACC;
 - c) The level of the event for which the individual has been selected in the State/Country including the competitiveness of the selection process;
 - d) Any previous funding provided to the applicant; and
 - e) The available funds within the ACC budget.

5.1.3 Administration of Sponsorship

All applicants for sponsorship or other financial support will be notified in writing of the outcome of their application within four (4) weeks.

Successful applicants will receive a formal agreement that includes:

- a) The agreed level of support (financial and in-kind);
 - b) The purpose/s for which the funding can be used;
 - c) The benefits to be provided to ACC in exchange for the funding (e.g., inclusion in media releases, promotion of the club through wearing club kit, post event report etc.);
 - d) Reporting requirements; and
 - e) Invoicing arrangements.
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6.2 FUNDRAISING ASSISTANCE

ACC will consider providing assistance to raise funds from the general community for members who meet the following criteria.

- a) The individual seeking sponsorship is and has been a member of ACC for a minimum of 1 year
- b) The member has been actively participating in ACC club events
- c) The member has been selected through a competitive/qualification process to represent the State of WA or Australia in an event that is consistent with the Vision, Mission and Values of ACC.

Assistance that may be provided can include but not be limited to

- 1. Calling for donations from Club members and or the wider community
- 2. Allowing the ACC's name and logo to be utilised to promote fundraising events.
- 3. Promoting fundraising events through the club's website and regular member emails

6.2.1 Fundraising Assistance Assessment Applications Process

All applications for Fundraising will be on the ACC Sponsorship Request Form, addressed to the President.

The application form will be available on the ACC website or on request from the President.

The President may request additional information if it is considered that additional information is required to adequately assess the application.

6.2.2 Fundraising Assistance Assessment Process

All applications for fundraising assistance will be assessed utilising the following process.

All applications will be assessed by the President or his nominee and a summary of the application provided to the Committee with a recommendation at the next scheduled Committee meeting. The Committee will consider the application based on:

- f) The member's membership and involvement (both as a competitor and volunteer) with the club;
 - g) The benefits of the proposed sponsorship to ACC
 - h) The level of the event for which an individual has been selected in the State/Country, including the competitiveness of the selection process
 - i) The type of fundraising proposed and its consistency with the Vision, Mission and Values of ACC
 - j) The compatibility of the proposed fundraising event with any other current or planned fundraising being undertaken by the Club.
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POLICY VERSION AND REVISION INFORMATION:

Policy Title:	Sponsorship & Financial Assistance Policy
Current version:	1
Policy Authorised by:	Bill Hansen
Title:	President
Original issue date:	3 August 2015
Policy Maintained by:	Sponsorship Officer
Approved by:	ACC Committee
Approval date:	3 August 2015
Review date:	June 2016
