



Fundraising and Grants Policy and Procedure

Date Approved	14 th June 2022	Effective State Date	14 th of June 2022
Policy Number	14	Version Number	2.0
Review Date	1st June 2024		
Related Documents	FSAT – 11. Fundraising Officer Policy and Procedure FSAT – 12. Grants Officer Policy and Procedure ISA – 15. Member Protection Policy ISA – 16. Code of Ethics and Behaviour ISA – 17. Social Media Code of Conduct Relevant and current FSAT, ISA and ISU Communications		

1. Purpose of the Policy

The policy outlines the requirements and expectations of FSAT Members, including Committee Members and Officials in regards to fundraising, grants, sponsorships and donations.

This policy also outlines the fundraising requirements and expectations for interstate training. This is a temporary clause that has been included after the closure of the only ice sports facility in Tasmania. This will only be in effect whilst Tasmania is without an ice sports facility.

2. Application of the Policy

This policy applies to all FSAT Members, Committee Members and Officials.

3. Policy Statement

3.1 Fundraising

FSAT and FSAT Members may participate in fundraising activities that do not conflict with the ethics or objectives of FSAT, ISA or ISU.

The FSAT Committee includes the role of Fundraising Officer. See **Policy 11 - Fundraising Officer Policy and Procedure**. This position may be vacant if no individual is able to take on this role.

3.2 FSAT Fundraising

The FSAT Fundraising Officer or Committee may undertake fundraising activities to raise money for, but not limited to:

- running of competitions
- running of camps/workshops
- equipment for the Association

- general running of FSAT

The FSAT Fundraising Officer must seek approval at a Committee Meeting prior to running a fundraising activity. The reason for the funds is to be decided by the Committee.

3.3 FSAT Member Fundraising

FSAT Members can only fundraise for interstate competitions, international competitions, or interstate or international skating camps/workshops.

FSAT Members can only raise funds for the following expenses:

- Airfares
- Accommodation
- Car hire
- Transport costs
- Rink entry fees
- Competition entry fees
- Coaching fees
- Coaches travel fees

FSAT Member fundraising cannot be used for the following:

- Activities held within Tasmania
- Personal expenses such as food, clothing, skating costumes or training gear
- Chaperones, parents or guardians' expenses

3.4 FSAT Grants

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

FSAT Committee includes the role of Grants Officer. See **Policy 12 - Grants Officer Policy and Procedure**. This position may be vacant if no individual is able to take on this role.

The Grants Officer must present potential grant applications to the Committee at a Committee Meeting for approval prior to applying for the grant.

In the event of grant being given to FSAT, unless a specific purpose is defined in the grant, grant monies shall be for the benefit of as many skating members as possible. Use of grant monies will be at the discretion of the Committee.

3.5 FSAT Member Grants

FSAT Members are required to inform FSAT via email of their intent to apply for a grant. This notification must include:

- Name of the grant
- Purpose of the grant
- Name of the organisation offering the grant
- Date of application

- The dollar amount applied for

If a letter of support is needed from FSAT to support the application, the individual must email FSAT to request the letter of support and state what date the letter is required by. Grant applications that require a letter of support from FSAT will be considered on a case-by-case basis and must not conflict with applications that FSAT undertakes.

Grant applications from coaches, judges or officials that require a letter of support from FSAT will be considered if they do not conflict with an application from FSAT or FSAT Members.

FSAT Members and Officials are required to inform FSAT via email of the result of the grant application. This email must include the amount received from the grant if successful.

3.6 Sponsorships

FSAT and FSAT Members may accept sponsorship from organisations or individuals whose ethics and objectives do not conflict with those of FSAT, ISA, or ISU.

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

FSAT Members must inform FSAT of potential individual sponsorships and gain approval from the Committee prior to accepting any sponsorship. All applications will be considered at a Committee Meeting.

In the event of a sponsorship being given to FSAT, unless a specific purpose is defined by the donor in writing, sponsorships shall be for the benefit of as many skating members as possible. Use of the sponsorship will be up to the discretion of the Committee.

3.7 Donations

FSAT and FSAT Members may accept donations from any organisation or individual whose ethics and objectives do not conflict with the ethics and objectives of FSAT, ISA, or ISU.

Any conditions of a donation must not conflict with the constitution, by-laws, policies or objectives of FSAT, ISA or ISU.

Donations may include but are not limited to;

- money
- goods
- services
- vouchers

FSAT must be advised of any donations given directly to an individual FSAT Member by email.

In the event a donation is given to FSAT, unless a specific purpose is defined by the donor, donations shall be for the benefit of as many skating members as possible. Use of a donation will be up to the discretion of the FSAT Committee.

3.8 Fundraising for Interstate Training

This section only applies during the period for which there is no ice sports facility in Tasmania.

FSAT Members may fundraise to travel interstate to train whilst Tasmania does not have an ice sports facility.

FSAT Members must only use funds raised as per Section 3.3 of this Policy.

Members can choose to fundraise together or separately.

Members do not have to allocate funds to one interstate training session. Funds can be spent across multiple training sessions or trips interstate.

If a skater has been granted permission to have a fundraising account, at the end of each month the Member is required to submit a monthly fundraising report. This includes a bank statement to show the status of the account and any receipts for costs.

4. Member Fundraising Procedure

The process for FSAT Member Fundraising is as follows:

- Must seek approval for fundraising activities prior to commencing the fundraising.
- Submit their application to fundraise via email to FSAT. The application must include:
 - intent to fundraise
 - activity for which the funds will be used
 - description of fundraising activity or activities
 - location and date of activities
- Applications must be put forward to FSAT to be tabled at the next Committee Meeting. The Committee will decide at this meeting if the application is approved. Fundraising activities must not be commenced without approval from FSAT.

In the event that more than one person is attending the same competition, Members can choose to fundraise together. However, this is not a requirement.

If the activity the FSAT Member has fundraised for is cancelled or the Member decides not to attend, the funds may be reallocated to another activity. Reallocation of funds may only occur once. Acceptance of this is at the discretion of the Committee.

FSAT Members must set up a separate bank account that is to be used for fundraising purposes only. One bank account can be used for fundraising for both interstate competitions and interstate training.

A Fundraising Report must be submitted to FSAT, including the following:

- Fundraising activities
- Bank statements
- Monies raised
- Receipts for monies spent as per expenses list

In the event that there are any funds remaining in the bank account after the activity has taken place, the remaining funds are to be donated to FSAT. At the conclusion of the fundraising activity, the Member must show the bank account can be closed off or has a \$0.00 balance.

For Interstate Training during rink closure - In the event that there are any funds remaining in the bank account after the end of the interstate training period, or if a new rink is established in Tasmania, the Member has the opportunity to reallocate funds to one interstate or international competition or workshop. The funds must be used within 12 months of the reallocation. If funds are not used in this time period, they must be donated to FSAT.

Costs incurred for purchasing fundraising equipment is to be paid by the Member/s undertaking the fundraising. FSAT will not cover the cost of any losses incurred.

5. Ice Sports Tasmania - Interstate Funds Selection Criteria

Ice Sports Tasmania (IST) may be offering financially assisted training opportunities for skaters or provide financial assistance for judges and officials whilst there is no ice sports facility in Tasmania.

The following criteria was agreed at an FSAT meeting on 31st May 2022 to provide a criterion for FSAT members to be able to avail themselves to IST training opportunities.

1. ISA Level Skaters - must be a full financial member of FSAT for 2022 (Tier 1 or 2).
2. Aussie Skate Level Skaters - must have attended Aussie Skate in 2022 (minimum 3 times). Must be an FSAT Member for 2022 (Tier 1, 2 or 3), must have paid for the full year of 2022 (not Pro-Rata). Must have a current Aussie Skate Membership for 2022, or an Aussie Skate life membership.
3. Coaches (training purposes) – coaches wanting to access money for personal training and also coaching interstate then must be a full financial FSAT member (Tier 1) for 2022 (not a Tier 4 coaching membership). Coaches must also be a fully accredited member of APSA.
4. Coaches (coaching purposes only) – coaches wanting to access money for coaching interstate must be a fully accredited member of APSA. Must be either be a full or coaching FSAT member for 2022 (Tier 1 or 4).
5. Officials/Judges – must be on the National Judging or Technical Panel list. Must already be an FSAT official as of 31/5/22 (Tier 9).

Anyone outside of the above criteria can join as an FSAT Member and will have access to FSAT and IST benefits but not access to the IST Funds in 2022. This will be revised in 2023.

Change History

Version	Approval Date	Change
1	October 2015	Development of Policy
2	14 th of June 2022	Review and re-formatting of Policy