



MOUNT PEARL SOCCER ASSOCIATION

TRAVEL & FUNDRAISING POLICIES MANUAL

December 10, 2008

MOUNT PEARL SOCCER ASSOCIATION

SANCTIONED TRAVEL POLICIES

INTRODUCTION

The following policies have been approved by Mount Pearl Soccer Association in order to assist Travelling Teams address matters relating to travel and to establish a level of standardization.

SECTION 1: DEFINITIONS

- 1.1.0 **Travel:** Travel is the participation by a player, coach or team in an event, which is conducted outside the MPSA which the player, coach or team is registered. Travel could include anything outside the Avalon Peninsula that would constitute an overnight stay. All travel must be preapproved by the MSPA Board of Directors. Travelling Teams must follow NLSA transport rules for travel to games and events if one is available.
- 1.1.1 **Sanctioned Travel** is travel that has been sanctioned by the MPSA.
- 1.1.2 **Participation** of any kind, including travel to and from events and participation in events not sanctioned by the MPSA, is entirely the responsibility of those deciding to participate.
- 1.1.3 No person, group, or entity shall by affirmative misrepresentation or by the failure to disclose material facts mislead any other person into believing that travel to or participation in non-sanctioned events or any non-sanctioned travel is authorized, approved, or otherwise sanctioned by the Mount Pearl Soccer Association.
- 1.2. **Travel Sanction Form:** The standard form on which a team, player or coach requests the MPSA to sanction their travel. The form may be either a hard copy or on electronic media. A Travel Sanction Form must contain at least the information as provided in the accompanying guidelines.
 - 1.2.1 Such Travel Sanction Form will include provisions governing the use of players, where allowed, to insure that all participating players and team officials are duly registered.

Section 2: SANCTIONED TRAVEL

Mount Pearl Soccer Association is required to approve all applications. Any application, notification or request for sanctioned travel that does not meet the requirements of the MPSA policies need not be approved. The team must contact the MPSA for its specific policies and fees. Any application that is not submitted in a timely manner may be subject to non-approval. Only a team that is a member in good standing of the MPSA and traveling to a tournament or games that have been sanctioned by the MPSA will be sanctioned to travel.

- 2.1 Associations shall recognize the travel sanctioning process and Travel Sanction Form that has been approved by the Mount Pearl Soccer Association.
- 2.2 Participation of any kind, including travel to and from events is entirely the responsibility of those deciding to participate.
- 2.3 MPSA shall publish and make available their travel policy. MPSA will make available their travel form to be completed by all travelling teams.

Section 3: REQUIRED DOCUMENTS FOR SANCTIONED TRAVEL

Mount Pearl Soccer Association requires that when teams travel, the following documents shall be available for review by the Ways and Means Committee. It is the responsibility of the team, player or coach to provide these items.

- 3.1.1 A copy of the tournament registration fees and all other necessary Sanction documentation to be approved by the Association;
- 3.1.2 A validated roster, as issued in the manner approved by the MPSA and approved by the MPSA Technical Director; or a copy thereof;
- 3.1.3 An authorization properly executed with original signatures to allow emergency medical treatment of each player;
- 3.1.5 Copies of any required permissions for a coach or player who is listed as a guest.
- 3.2.1 The team shall also carry a list of contact numbers for players, parents, league, club and Association offices or officers who may be contacted in the event of an emergency.
- 3.2.2 All Travel Team Coaching Staff and chaperones must have CPIC completed and on file as well as the MPSA Harassment course and at least one person on the coaching staff must have completed an Emergency First Aid course. Documentation must be attached to your travel request form.
- 3.2.3 It is the coaching staff's responsibility to ensure that all players have the required documentation to travel both locally and internationally. Coaching Staff should also ensure that all Parent Consent forms are properly completed/signed and on file with the MPSA in the event of an emergency (Originals should travel with the team at all times).

Section 4: INTERNATIONAL TRAVEL

International travel by members of Mount Pearl Soccer Association members shall comply with the requirements of the Association, with the additional requirement that copies of all applications for international travel shall be sent to the Association at the same time as application for travel is made.

4.1 In addition to the forms required to be submitted to the Association for sanctioned travel, the following items must be submitted no later than 90 days (120) days prior to the team's departure in order to request approval for international travel:

4.1.1 Application for Foreign Travel which has been authorized by the Association (**must be the original, NO FAXES**);

4.1.2 A copy of the official roster for the team which includes all players and team officials and which has been signed and/or stamped by the appropriate registrar;

4.1.3 A copy of the official brochure, pamphlet, invitation or other applicable material of the Tournament or Games authorized host;

4.1.4 MPSA reserves the right to charge additional fees for international travel.

4.1.5 All teams travelling outside of the Province will need written permission from the NLSA

4.1.6 All teams travelling outside of the Country will need written permission from the CSA

Section 5: RETENTION OF TRAVEL RECORDS

Each Team is required to keep and submit a record of all travel documents and comply with all Association regulations regarding the retention of travel applications and related information for insurance, risk management or corporate records retention purposes.

Section 6: ENFORCEMENT AND PENALTIES

Failure by teams, players and coaches to follow the policies of the MPSA may result in the imposition of penalties or removal from the Association.

MOUNT PEARL SOCCER ASSOCIATION

FUNDRAISING POLICIES

INTRODUCTION

The following policies have been approved by Mount Pearl Soccer Association in order to assist Teams address matters relating to fundraising and to establish a level of standardization. The guidelines have been set by MPSA for teams wishing to fundraise to help defray some or all of the operational costs of the team. The team's operational costs shall be determined in a budget and their fundraising schedule is to be approved by the Mount Pearl Soccer Association in advance of any activities.

SECTION 1: PAYMENT, TERMS AND CONDITIONS

- 1.1 **Payments** - All funds collected for travelling teams must be paid to MPSA and not to the coach or team administrator.
- 1.2 **Team Accounting** - All travel teams will have an account with the team name and age group to track funds deposited for its credit or paid out on its behalf.
- 1.3 **Refund Policy**- The purpose of this system is to protect teams and our association by assuring that expenses incurred are covered. Once the team has fund raised the Team is not entitled to a refund. All expenses incurred will be paid from the fundraising and the balance raised will revert back to the association - for example, if the team enters a tournament and the tournament is cancelled the team's expenses are paid and the balance of the funds raised remain the association's.

Section 2: Guidelines for Fundraising

Guidelines: Fundraising is permitted for the following expenses:

- Various fees for exhibition games.
- Tournament registration fees for tournaments approved by the MPSA;
- Travel and accommodation expenses (a minimum of two per room), including meals, for players, up to two (2) coaches and (1) manager; All players, coaching staff and chaperones must represent our Association, our City and our Country positively. All property and persons will be treated with respect. Coaching staff and chaperones will be held responsible for the behavior of all players. Any inappropriate incidents will result in evaluation and appropriate action from the MPSA Board and may result in suspension of team travel and, in severe cases, suspension of the person in question from the MPSA.
- MPSA Travelling Teams representing our Association in any capacity must wear approved MPSA sanctioned Team Uniforms.
- With the approval of the MPSA Executive Committee, purchase of non-MPSA gear and merchandise.
- Supplementary registration fees.

Types of Fundraising: MPSA teams are expected to exercise good judgment in the type of fundraising activities conducted. All fundraising activities must be approved by MPSA, the MPSA Executive Committee must be notified and approve any fundraising event before proceeding.

Distribution of Funds: In the event there is a surplus of funds at the end of the season, these funds will be turned over to MPSA to be used at the discretion of the MPSA Board.

Sponsorship: Teams may approach businesses for sponsorships, however MPSA have final approval of all sponsors. Sponsors logos will only be permitted on MPSA jerseys after board approval. Funds from sponsorships may be used to purchase track suits or kit bags, but only after the sponsor has been informed by the team of the intention to use these funds for the purchase of said items.

Fundraising Limits: Teams are expected to be reasonable with respect to fundraising limits. If a team is planning to travel outside of the Provinces, or if a team reaches the National Championships, the team will be permitted to raise additional funds provided the budget for such trip is approved by the MPSA Ways and Means Committee.

Penalties: If a team does not comply with this fundraising policy the coach and manager may be subject to sanction by the MPSA Board of Directors, including suspension.

General: All fundraising activity must be clearly made in the name of the applicable team (e.g. the MPSA U14 Boys, etc.).

- Prior written approval from the MPSA Board is required for use of the Association logos, or name on any fundraising merchandise.
- Non-MPSA gear approved by the MPSA Executive will be required to have the association logo affixed.
- All teams must keep accurate financial records of their fundraising endeavors, and the coach and manager of each team must ensure that all MPSA guidelines are followed. The coach and manager of each team which conducts any fundraising must submit a financial statement to the MPSA Ways and Means Director prior to each event.

Application Process:

1. Determine, as a team, that you need to fundraise.
2. Submit a budget as soon as possible to the MPSA Director of Ways and Means including any process fees that may be required.
3. Once fundraising has been sanctioned by the Ways and Means Committee, a budget and fundraising schedule must be submitted for the committee approval. This must be approved by the committee before starting fundraising.

For additional information please contact the Ways and Means Director