



## FUNDRAISING POLICY

Policy number		Version	1
Drafted by	Ian Hardy	Approved by Board	19 October 2023
Responsible person	Melinda Stewart	Scheduled review date	19 October 2025

### DEFINITIONS

The Organisation	Manly Warringah Gymnastics Club Pty Ltd (MWGC) ACN 155 269 343
Facilities	All premises and activities owned, leased and/or provided by MWGC
Members	Current financial members of MWGC
Associates	Persons, organisations, companies, sporting bodies, and acquaintances of the Members and MWGC
Fundraising	The seeking of financial support for a specified, cause, or other objective

### PURPOSE

The purpose of this Fundraising Policy is to provide guidelines and procedures for fundraising activities conducted by MWGC. Fundraising plays a crucial role in supporting MWGC's mission, programs, and operations, and this policy ensures transparency, accountability, and compliance with MWGC's constitution and relevant laws and regulations.

#### 1. Fundraising Objectives

- To generate financial resources necessary for MWGC's sustainability and growth.
- To provide financial assistance to athletes for competition, training, tours (national & international) and equipment costs.
- To enhance the quality of gymnastics programs and facilities.
- To promote community engagement and support for MWGC's activities.

## 2. Fundraising Activities

- MWGC may engage in various fundraising activities, including but not limited to:
  - Membership fees.
  - Sponsorships and partnerships with local businesses.
  - Grant applications and submissions.
  - Organising events, such as cake stalls, BBQs, car washes, and competitions.
  - Online crowdfunding campaigns.
  - Sale of Club merchandise and apparel.
  - Donation drives and appeals.
  - Support special events run by MWGC to raise money or generate contacts
  - Where possible, consider and recommend prospective individual and corporate donors to MWGC
  - When requested, approach prospective individual and/or corporate donors to ask for donations and contributions on behalf of MWGC
  - MWGC Centre of Excellence fundraising to support the build of the new facility at Nolan's Reserve North Manly

### Types of fundraising

There are three main ways that fundraising will be utilised at MWGC including:

- i. **Club Facility**  
For the purpose of establishing new facilities, or undertaking upgrades to the facilities structure and/or fit out. This is particularly true for the establishment of the MWGC Centre of Excellence at Nolan's Reserve North Manly.
- ii. **Club General**  
Where an event or initiative is carried out with the purpose of adding funds to the clubs general account, for general use for the operation of MWGC including the purchase of equipment/apparatus, to fund specialist coach costs, or for special events including the annual Display Day and Awards night.
- iii. **International tours or events**  
Where MWGC members are participating in a national or international competition, tour or event as representatives of MWGC, a dedicated fundraising sub-committee may be established to coordinate fundraising specifically for the competition, tour or event.

Any events that do not fit into the listed categories shall be presented to the Board and determined by them, on a case-by-case basis.

### **3. Compliance**

- All fundraising activities shall comply with any regulations governing non-profit organisations.
- MWGC shall obtain any necessary permits or licenses for specific fundraising activities, if required by law.
- Each fundraising event must complete a Fundraising form that outlines the following:
  - a specified monetary target
  - start and finish dates
  - aims and objectives
  - beneficiaries of the fundraising event

### **4. Allocation of Funds**

- Funds raised shall be allocated in a manner consistent with MWGC's objectives.
- A designated Fundraising Committee or Board of Directors shall oversee the allocation of funds.
- A portion of funds raised may be allocated to cover fundraising expenses, as long as these expenses are reasonable and necessary.
- The nominated Fundraising Committee are responsible for the entire fundraising process for a specific event
- Any donor wishing to make a tax-deductible donation will be given access to the Australian Sports Foundation donations for MWGC

### **5. Financial Transparency**

- MWGC shall maintain accurate financial records of all fundraising activities.
- The fundraising committee is responsible for recording and administering individual contributions
- Financial statements shall be made available to Club members, donors, and relevant authorities upon request.

### **6. Donor Privacy**

- MWGC shall respect the privacy of donors and shall not disclose personal information without donor consent.
- Donors shall receive acknowledgment and recognition as per their preferences, while adhering to relevant privacy laws.

## **7. Conflict of Interest**

- MWGC members involved in fundraising activities shall avoid conflicts of interest that could compromise the integrity of fundraising efforts.
- Any potential conflicts of interest shall be disclosed and addressed promptly.

## **8. Accountability**

- MWGC shall appoint a designated individual or committee responsible for overseeing fundraising activities.
- All fundraising funds shall be deposited into a dedicated Club bank account.
- Regular financial audits shall be conducted to ensure the proper use of funds.

## **9. Reporting**

Fundraising progress and outcomes shall be reported to MWGC's Board of Directors and members on a regular basis (minimum twice per annum).

## **10. Review and Amendments**

This policy shall be reviewed annually and updated as needed. - Proposed amendments to this policy shall be approved by MWGC's Board of Directors.

## **11. Communication**

This policy shall be made accessible to all Club members, donors, and relevant stakeholders through MWGC's website or by request.

## **12. Enforcement**

Violations of this policy may result in disciplinary actions, including the termination of membership or removal from the Board of Directors.

## **RELATED DOCUMENTS**

MWGC Constitution