

VERWOOD TOWN FOOTBALL CLUB

Individual Team Fundraising Policy

Policy on individual team fundraising for equipment

Version	Version 2.0 – April 2026
Date of issue	April 2026
Review due	Annually, or following any significant change in club operations or legislation
Policy owner	Club Secretary / Treasurer (as applicable)

1. PURPOSE

This policy sets out clear guidelines for individual teams within Verwood Town FC to raise funds specifically for team-related equipment, in line with the club's values, financial procedures and safeguarding obligations.

2. SCOPE

This policy applies to all age groups and teams operating under Verwood Town FC, including coaches, parents, volunteers and team representatives who wish to conduct fundraising activities for the purchase of team-specific equipment.

Important: *Matchday kit sponsorship and kit funding activities are strictly out of scope of this policy. See the Kit & Equipment Policy (VTFC.POL.002) for those activities.*

3. PRINCIPLES

All fundraising must align with the ethos and objectives of Verwood Town FC. It must be:

- Transparent, inclusive, and must avoid placing undue pressure on families or community members
- Used solely for the stated purpose — equipment that directly benefits the team raising the funds
- Compliant with all relevant laws, including HMRC guidelines, UK Gambling Commission rules and child safeguarding obligations

4. PERMITTED FUNDRAISING ACTIVITIES

Individual teams may organise the following types of fundraising, subject to committee approval (see Section 6):

- Sponsored events (e.g., walk, run, sponsored silence)
- Raffles or tombolas — subject to UK Gambling Commission rules
- Car boot sales, cake sales or similar community events
- Online crowdfunding (e.g., GoFundMe, JustGiving)
- Donations from local businesses or community members
- Quiz nights

Important: *Teams must not enter into any financial commitment or agreement on behalf of the club without prior written approval from the committee.*

5. USE OF FUNDS

Funds raised must be used exclusively for equipment that:

- Benefits the whole team
- Is not already provided as part of the club's central budget
- Has been agreed in principle with the club committee

The club encourages sustainable purchases and shared use across age groups where appropriate. In the case of non-personalised equipment, the fundraiser must clearly communicate that any items acquired will be repurposed for other teams once no longer required — for instance, when outgrown.

6. APPROVAL PROCESS

Before beginning any fundraising activity, the team must:

- Submit a completed Team Fundraising Request Form (pages 3 onwards) to the Club Committee or Treasurer
- Await formal written approval from the committee before proceeding

The committee will aim to respond within 10 working days of receiving a complete application.

7. MANAGEMENT OF FUNDS

- All funds raised must be deposited into the central club account
- Any cash raised must be counted and verified by club officials before deposit
- The Treasurer will ring-fence the amount for the team's equipment needs and provide updates on request
- No individual may personally hold or store team funds unless agreed by the Treasurer in writing

8. REPORTING AND TRANSPARENCY

- A brief fundraising activity report must be submitted to the committee within 30 days of the event
- Equipment purchases must be made through the Club Kit Manager

9. SAFEGUARDING

All fundraising activities involving children must comply with the club's Safeguarding Children Policy. Activities must be age-appropriate and supervised by DBS-checked adults where required.

10. CONFLICTS OF INTEREST

If a fundraiser involves a sponsor or business connected to a team official or parent, this must be declared to the committee in advance. The club's Conflicts of Interest policy will apply.

11. BREACH OF POLICY

Any fundraising activity conducted outside this policy may result in funds being withheld or redirected, and disciplinary action being taken as deemed appropriate by the committee.

12. DISCLAIMER

Verwood Town FC accepts no responsibility or liability for the actions of individuals or teams undertaking fundraising activities that have not been approved in advance by the club committee.

All fundraising must be conducted in accordance with the club's official fundraising policy and safeguarding standards. Any activity organised independently, without prior written approval, is done entirely at the risk of the individual(s) involved. Individuals are solely responsible for ensuring compliance with all applicable laws - including licensing, data protection and charity regulations - and that their activities do not bring the club into disrepute. The club reserves the right to disassociate itself from any unauthorised fundraising and may take appropriate disciplinary action.

VERWOOD TOWN FOOTBALL CLUB

Team Fundraising Request Form

For Individual Team Equipment | Doc ID: VTFC.POL.001 | Submit to: youth_secretary@vtyfc.co.uk or youth_treasurer@vtyfc.co.uk

SECTION A — TEAM INFORMATION

Team name / age group	
Team manager / coach name	
Contact email	
Contact phone number	

SECTION B — FUNDRAISING ACTIVITY DETAILS

Type of fundraising activity	
Start date	
End date	
Location (if applicable)	

Brief description of activity:

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SECTION C — FUNDRAISING TARGET & INTENDED USE OF FUNDS

Estimated amount to raise	£
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What equipment will be purchased? Please itemise where possible.

Item description	Estimated cost (£)
Total	£

Is this equipment already provided by the club?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the equipment benefit the entire team?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION D — ADDITIONAL NOTES / CONFLICTS OF INTEREST

SECTION E — DECLARATION

I confirm that the funds raised will be used solely for the purpose stated above, and that all fundraising activities will comply with Verwood Town FC's policies and safeguarding standards.

Name (team representative)	
Date	

SECTION F — COMMITTEE USE ONLY

Date received	
Reviewed by	
Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> More Info Required
Notes / conditions of approval	
Approver name (Club Officer)	
Date of decision	