



POLICY TITLE: DONATION POLICY

Effective Date: September 18th, 2026

1.0 PURPOSE

The purpose of this policy is to establish clear, consistent, and compliant rules for the acceptance, management, allocation, and use of donations received by the Spruce Grove Ringette Association (SGRA). This policy ensures that all donations—whether from individuals, corporations, or third-party platforms such as **Benevity**—are handled in accordance with:

- SGRA's governing documents and financial practices;
- Applicable laws and regulations;
- Third-party platform Terms of Use; and
- Restrictions and expectations placed on donors and funding entities.

This policy focuses on managing volunteer-generated donations through employer programs and third-party entities, like **Enbridge's Fueling Futures program via Benevity**, which often include donor preferences for specific SGRA teams.

2.0 SCOPE

This policy applies to:

- All monetary donations received by SGRA;
- Donations facilitated through third-party platforms, including employee volunteer grants;
- Donations from individuals, foundations, corporations, and community partners;
- Donations that include a stated preference for use by a specific SGRA team or program.

It does **not** apply to player registration fees, fundraising income generated directly by teams, or sponsorship agreements governed by separate policies.

3.0 GENERAL PRINCIPLES

SGRA will:

1. Accept donations only for **charitable purposes** that align with SGRA's mandate and operating policies.
2. Ensure donation funds provided to specific teams cover reasonable sport-related expenses.
3. Treat donor preferences as **best-effort, non-binding requests**, subject to SGRA eligibility, policies, and Board-approved limits.
4. Maintain transparency, accountability, and proper financial controls over all donated funds.



4.0 BENEVITY AND ENBRIDGE-SPECIFIC REQUIREMENTS

SGRA acknowledges that:

- The main purpose of the employer-provided donation is to encourage employees to volunteer or donate to charitable causes by matching funds to their selected non-profit organization.
- SGRA will make best effort to support a donor's preference for use of funds, except where the preference falls outside of SGRA's stated purpose and/or policies.
- SGRA must be able to demonstrate compliance with any verification or audit requests related to use of funds.

SGRA will not:

- Provide private financial benefit to a donor, volunteer, or family;
- Refund donations to the donor;
- Publicly identify or promote corporate donors without explicit permission.

5.0 TEAM-DIRECTED DONATIONS ELIGIBILITY

Donations may be **transferred from SGRA to a specific team** (e.g., U10, U12, U14, etc.) provided that:

- The team is officially registered with SGRA;
- The intended use aligns with SGRA-approved team expenses;
- Unspent amounts are transferred back to SGRA; and
- Donated funds are shared equally among team members to cover team expenses; and
- No reimbursements to parents/team members provided that are more than the amount of expenses paid – No financial gain.

6.0 MAXIMUM TEAM ALLOCATION LIMITS

To ensure equity and appropriate use of funds, SGRA will apply **seasonal maximum balances** for team-directed donation funds. Maximum transfer amounts will reduce the risk to SGRA in ensuring appropriate expenditure of donation revenue.

Recommended maximums: These limits represent reasonable funds spent by teams of each age group to cover expenses for tournaments, social events, additional ice, player development, and team administration.

- U10: \$3,000 per season
- U12 – U14: \$6,000 per season
- U16 – U19: \$10,000 per season

These limits:

- Apply to the **total of all donations** allocated to a team in a season; and
- May only be amended by approved **motion of the Board**.



7.0 DONATIONS EXCEEDING TEAM LIMITS

When donations directed to a team exceed the approved seasonal maximum:

Donations Exceeding Maximum Team Allocations may be:

1. Reallocated to another SGRA team or program **in the current season**, if specified by donor preference; or
2. Retained by SGRA to fulfill association wide expenses in accordance with applicable ringette expenditures (Ice, referees, player development, Ringette for All).

8.0 ASSOCIATION RETENTION OF FUNDS

SGRA may retain 10% of donation funds to support association-wide costs such as ice, referees, player development, and player equipment:

- This decision may be made annually and adhered to throughout the season.
- The donations must be spent on appropriate player-related expenses (ice, referees, player development, player equipment such as jerseys).

If implemented, the retention rate must:

- Be disclosed internally and, where required, in SGRA's Benevity Cause Profile.

9.0 PERMITTED USES OF DONATION FUNDS

Team-directed or program-directed donations may be used only for SGRA-approved expenses, such as:

- Additional ice rental, referee fees;
- Player development and training;
- Team equipment and apparel;
- Tournament fees and tournament team meals;
- Up to \$500 towards expenses for team social events.

Donations may **not** be used for:

- Individual player fees or reimbursements;
- Cash payouts;
- Gifts;
- Expenses that provide private benefit to donors or volunteers.



10.0 GOVERNANCE, OVERSIGHT, AND ACCOUNTING

- All donation funds transferred to teams must be recorded and accounted for in Team Financial Budget and Team Treasurer Financial Spreadsheet and must be submitted to the SGRA Treasurer at the end of the season.
- SGRA will comply with any reporting, verification, or audit requests from donors or third-party donation entities.
- The Treasurer will report annually to the Board on:
 - Total donations received;
 - Team allocations

11.0 REVIEW AND APPROVAL

- This policy will be reviewed **as needed** by the SGRA Board.
- Any changes to team limits, retention practices, or deferral rules require a **Board motion and recorded vote**.