

Management of National Team Funds

The purpose of this document is to communicate the expectations CUGA has regarding the finances for all National Teams.

1. These expectations cover all events from selection through completion of Worlds.
2. All team member payments, deposits, reimbursements, and refunds will be sent/received via email transfer; cash, cheques or PayPal are not accepted. Payments and deposits will be sent to finance@cuga.org.
3. CUGA will make all international payments for goods and competition costs directly from the CUGA bank account.
4. All other payments for goods and competition costs may be paid by individuals or CUGA, as determined by the manager. All payments by an individual will be reimbursed by CUGA for the amount of the original receipt from the vendor. Receipts are required for all reimbursements.
5. The team manager will create and maintain a budget and provide it to the CUGA treasurer for informational purposes. The manager is responsible for communicating the timeliness of deposits/event payments/refunds and for ensuring there are sufficient funds held by CUGA to cover expenses at the time payment is required.
6. CUGA and the team manager(s) will have regular communication of financial information to provide assistance if needed, to promote financial accountability, and to minimize financial risk for all parties involved.
7. Team travel cost sharing policies are the responsibility of individual teams (coaches and managers) and must be communicated to team members prior to any event.
8. Final receipts for all costs incurred during the entire Worlds cycle must be received within 60 days of completion of the final competition.
9. Refunds to players, if applicable, will be made within 90 days of the completion of the competition unless receipts are received outside of 60 days post competition.

Donations, Gifts, Sponsorship

All team members will familiarize themselves with the information below. For questions or concerns please contact finance@cuga.org.

Donations and other financial gifts may be sent to CUGA via the following:

- Through our website CUGA.org
 - Email transfer to Finance@CUGA.org
 - Through PayPal to Finance@CUGA.org.
 - By mailing a cheque to:
CUGA
482 Connaught Drive
Delta BC V4M 3V8
- CUGA accepts donations targeted for any of its **programs/teams** and eligible donors will be issued a **charitable tax receipt** for amounts greater than \$20.

- Funds directed to an individual are **NOT** eligible for a charitable tax Receipt.
- Immediate family of a team member are **NOT** eligible for a charitable tax receipt for any funds they give to the team or individual members.
- Team members will **NOT** be issued a charitable tax receipt for any funds.
- All funds from donors who have received a charitable tax receipt will be shared equally across the team(s) designated by the donor.
- The following information, required in order to process the donation, must be provided to CUGA for all funds that are eligible for a charitable tax receipt.
 - Name of donor
 - Full mailing address of donor
 - Email address of donor
 - Amount of donation sent
 - The program/team the donation is for
- Sponsorship differs from donations in that sponsors are **NOT** issued a charitable tax receipt, but instead are issued a **general tax receipt** (upon request) for gifts of funds. These gifts may be directed to a team or individual (player, coach, ref).
- Gifts that do not require a receipt of any kind do not need to be sent to CUGA. Family monetary support generally falls into this category.