



## Fundraising Policy

Version 1.0

November 2025

Next review due: November 2026

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# Fundraising Policy

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## Introduction

The Magic Representative Program is a cornerstone of the Blue Mountains Basketball Association (BMBA), providing athletes with opportunities to develop their skills, compete at higher levels, and represent the Blue Mountains community with pride. Delivering a quality representative experience requires significant financial resources, careful planning, and strong alignment with BMBA's values and strategic goals.

Fundraising plays a vital role in supporting program sustainability, keeping basketball accessible to families, and ensuring fairness across all teams. This policy establishes the framework for how fundraising is conducted, coordinated, approved, and distributed within the Representative Program. It ensures that all teams contribute to shared program needs, that team-based fundraising remains aligned with BMBA's mission, and that all sponsorship and fundraising activities uphold equity, integrity, and the Magic culture.

## Objective

This policy establishes a transparent, fair, and coordinated approach to fundraising within the BMBA Magic Representative Program. Fundraising supports the affordability, sustainability, and long-term growth of the program while ensuring all activities align with the club's values and strategic priorities.

## Scope

This policy applies to:

- All BMBA Representative teams and athletes
- Parents, guardians, and volunteers supporting rep teams
- The Magic Committee
- BMBA Board members

## Principles

Fundraising across the Representative Program is guided by the following principles:

- **Equity:** Funds raised through club-organised fundraising benefit teams, not individuals.
- **Transparency:** Fundraising processes, approvals, and distribution of funds are clear to all stakeholders.
- **Accountability:** Activities must be approved and tracked to meet financial, ethical, and governance expectations.
- **Alignment:** Fundraising activities must reflect BMBA's values, culture, and strategic priorities.
- **Collaboration:** All teams work collectively to support program-wide fundraising initiatives.

# Commitments and Practices

## 1. Club-Organised Fundraising Activities

### 1.1. Participation Requirement

1.1.1. All Representative teams are required to participate in all club-organised fundraising activities. Participation expectations may include:

- 1.1.1.1. Selling raffle tickets
- 1.1.1.2. Attending fundraising events
- 1.1.1.3. Assisting with canteen or BBQ rosters
- 1.1.1.4. Supporting community engagement initiatives

### 1.2. Central Fundraising Pool

1.2.1. Revenue raised through club-organised fundraising will be deposited into a central Representative Fundraising Pool.

### 1.3. Distribution of Funds

1.3.1. Funds from the central pool will be allocated by the BMBA Board across the Representative Program to support:

- 1.3.1.1. Representative program development initiatives
- 1.3.1.2. Coaching support and development
- 1.3.1.3. Equipment and training resources
- 1.3.1.4. Additional tournament entry fees
- 1.3.1.5. Program subsidies, including financial support programs
- 1.3.1.6. Other rep program costs as approved by the Board

## 2. Team-Initiated Fundraising Activities

### 2.1. Approved Team-initiated activities

2.1.1. Individual teams may conduct their own fundraising activities to help offset team-specific costs such as:

- 2.1.1.1. Travel or accommodation expenses
- 2.1.1.2. Uniform purchase, upgrade or replacement (inclusive of game day uniforms, Magic/BMBA branded training apparel and accessories)
- 2.1.1.3. Any other rep-adjacent team expenses as approved by the BMBA Board.

### 2.2. Approval Requirement

2.2.1. All team-initiated fundraising must be formally approved by the BMBA Board. Requests must be submitted via email and include:

- 2.2.1.1. Purpose of the fundraiser, including proposed use of funds
- 2.2.1.2. Proposed activity
- 2.2.1.3. Risk assessment (if required)
- 2.2.1.4. Timeline and responsible individuals

2.2.2. Approval will be granted only if the activity:

- 2.2.2.1. Aligns with BMBA values and strategic priorities
- 2.2.2.2. Does not conflict with club-organised fundraising
- 2.2.2.3. Does not create inequity or undermine the Representative Program culture

### **3. Individual Sponsorships**

3.1.1. BMBA does not permit individual player sponsorships within the Representative Program.

3.1.2. BMBA strongly encourages businesses connected to rep families, friends, or community members to become official sponsors of the Magic Representative Program. These sponsorships:

- 3.1.2.1. Support all teams and athletes
- 3.1.2.2. Contribute to reducing program-wide costs
- 3.1.2.3. Strengthen our development pathway
- 3.1.2.4. Provide fair recognition opportunities across the whole program
- 3.1.2.5. Align with BMBA's strategic priorities and brand standards

## **Coordination and Planning**

### **4. Role of the Magic Committee**

4.1.1. The Magic Committee plays a key operational role in the coordination and execution of fundraising activities. The committee is responsible to:

- 4.1.1.1. Propose annual club-wide fundraising initiatives to the Board for approval
- 4.1.1.2. Coordinate logistics for club-organised fundraising activities
- 4.1.1.3. Assign teams to specific roles, time slots, or responsibilities within approved activities
- 4.1.1.4. Communicate expectations clearly to Team Managers and Coaches
- 4.1.1.5. Oversee compliance with this policy
- 4.1.1.6. Provide fundraising updates and reports to the Board

### **5. Coordination With Teams**

5.1.1. The Magic Committee will:

- 5.1.1.1. Work collaboratively with Team Managers
- 5.1.1.2. Ensure fair and reasonable distribution of duties across teams
- 5.1.1.3. Support teams with resources, templates, and guidance for both club-organised and team-initiated fundraisers

## Compliance and Governance

### 6. Use of Funds

6.1.1. All funds raised must be used for their approved purpose. Misuse of funds may result in:

- 6.1.1.1. Suspension of fundraising privileges
- 6.1.1.2. Review of team status within the program
- 6.1.1.3. Financial reconciliation requirements

### 7. Reporting Requirements

7.1.1. The Magic Committee will maintain records of all club-organised fundraising revenue and allocations.

7.1.2. Teams conducting their own fundraisers must provide a report within 7 days of activity completion advising the total amount of funds raised.

7.1.3. Teams must also submit a full reconciliation report within 14 days of the completion of the Representative season, detailing how all funds were used and allocated.

7.1.4. Any unspent funds remaining at the end of the season must be transferred into the central Representative Fundraising Pool.

7.1.5. The BMBA Board may request records, receipts, or financial evidence at any time to verify appropriate allocation and use of funds.

### 8. Review of Policy

8.1.1. This policy will be reviewed annually by the BMBA Board to ensure:

- 8.1.1.1. Its effectiveness
- 8.1.1.2. Alignment with strategic priorities
- 8.1.1.3. Compliance with financial governance standards

## Contact

Questions or requests related to fundraising should be directed to:

- **Magic Committee** – for operational guidance or team participation matters
- **Operations Manager** – for approvals and governance enquiries