GREATER SPRINGFIELD BASKETBALL ASSOCIATION INC (GSBA)

TEAM FUNDRAISING, SPONSORSHIP, DONATIONS & TEAM OBLIGATIONS POLICY

Approved: 12 June 2026
Review Date: June 2028

Purpose

The purpose of this policy is to provide clear guidelines regarding fundraising, sponsorship, donations and team obligations conducted by or on behalf of Greater Springfield Basketball Association Inc (GSBA).

This policy ensures that all fundraising, sponsorship and donation activities are conducted fairly, transparently and in a manner that protects the financial integrity, reputation and operational requirements of GSBA.

Scope

This policy applies to:

- All GSBA representative teams
- Players and parents/guardians
- Coaches and assistant coaches
- Team managers
- Volunteers
- Committee members
- Any person conducting fundraising, sponsorship or donation activities on behalf of GSBA

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1. General Principles

All fundraising, sponsorship and donation activities must:

- Be conducted lawfully, ethically and transparently.
- Support basketball-related activities and approved team expenses.
- Reflect positively on GSBA.
- Comply with applicable legislation, venue requirements and Association policies.
- Receive prior approval from GSBA before commencement.
- Be managed in a manner that protects the interests of GSBA and its members.

Participation in fundraising activities is encouraged; however, all participants must comply with approved team fundraising requirements adopted by GSBA.

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2. Team Fundraising Activities

Representative and approved GSBA teams may undertake fundraising activities to assist with costs including:

- SQJBC participation expenses
- State Championship expenses
- Tournament entry fees
- Travel and accommodation
- Team equipment
- Team apparel
- Training resources
- Team development activities
- Approved team functions
- Other basketball-related expenses approved by GSBA

Examples of approved fundraising activities include:

- Sausage sizzles
- BBQs
- Raffles
- Sports clinics
- Community events



- Sponsorship drives
- Online fundraising campaigns
- Other activities approved by GSBA

All fundraising activities must receive prior approval from GSBA.

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3. Fundraising Approval Process

Prior to conducting any fundraising activity, approval must be obtained from GSBA.

Applications should include:

- Description of activity
- Proposed date(s)
- Location
- Person responsible
- Intended use of funds
- Any permits or approvals required

GSBA reserves the right to approve, decline, modify or cancel any fundraising activity.

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4. Management of Fundraising Monies

All monies raised through any GSBA-approved fundraising activity must be deposited directly into a nominated GSBA bank account unless otherwise approved in writing by GSBA.

No player, parent, coach, manager, volunteer or team representative is permitted to hold, retain or manage fundraising monies in a personal bank account without prior written approval from GSBA.

Accurate records of all fundraising income and expenditure must be maintained.

GSBA reserves the right to request financial records, receipts, invoices, bank records and supporting documentation relating to any fundraising activity at any time.



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5. Cancellation of Fundraising Activities

Where a fundraising activity is cancelled, abandoned or unable to proceed, all monies collected from supporters, sponsors or participants must be refunded unless an alternative arrangement has been agreed to by the contributor.

The person responsible for the fundraising activity must provide evidence that refunds have been issued.

Acceptable evidence may include:

- Bank transfer receipts
- Refund confirmations
- Electronic payment records
- Other documentation reasonably requested by GSBA

GSBA may request sufficient information to verify that refunds have been paid to the intended recipients.

Failure to provide satisfactory evidence of refunds may result in disciplinary action, recovery of monies and/or termination of fundraising privileges.

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6. Use of Team Funds

Funds raised by a team must only be used for approved basketball-related purposes.

Funds must not be used for:

- Personal expenses
- Cash payments to players or families
- Unauthorised purchases
- Gambling activities
- Alcohol purchases
- Any unlawful purpose

Funds raised by a team remain the property of the team and/or GSBA and are not refundable or transferable to individual players or families.

Where a player withdraws, transfers, is deregistered, suspended or removed from a team, any fundraising contributions, sponsorship benefits or donations already received remain with the team and/or GSBA.

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7. Sponsorship

GSBA welcomes sponsorship from businesses, organisations and community supporters.

Any sponsorship arrangement involving the GSBA name, logo, uniforms, merchandise or official team representation must receive prior written approval from GSBA.

Sponsors must align with the values and reputation of GSBA.

GSBA reserves the right to refuse, terminate or modify any sponsorship arrangement that may:

- Conflict with existing sponsors
- Create reputational risk
- Be inconsistent with the objectives of GSBA
- Be inappropriate for a junior sporting organisation

All sponsorship secured by a team must be disclosed to GSBA.

GSBA reserves the right to redistribute, share or decline sponsorship opportunities where a conflict exists with Association-wide sponsors, partners or commercial arrangements.

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8. Donations

GSBA and its teams may accept voluntary donations including:

- Monetary donations
- Equipment



- Goods
- Services
- Venue support
- Professional expertise

Acceptance of a donation does not provide any influence over:

- Team selections
- Coaching appointments
- Playing time
- Disciplinary decisions
- Association governance or operations

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9. Withdrawals & Refunds

Registration fees, fundraising contributions, sponsorship contributions and donations are non-refundable except where required by law.

A participant who withdraws from a representative program after accepting a position may be liable for a Withdrawal Administration Fee of $300 in addition to any costs already incurred on their behalf.

Such costs may include:

- Uniforms
- SQJBC fees
- State Championship fees
- Tournament entry fees
- Travel costs
- Accommodation expenses
- Basketball Queensland fees
- Other approved team expenses

GSBA reserves the right to determine outstanding financial obligations on a case-by-case basis.

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10. De-Registration, Transfers & Outstanding Monies

A player will not be released, transferred, deregistered or provided with any clearance while monies remain outstanding to GSBA.

This includes but is not limited to:

- SQJBC fees
- State Championship fees
- Uniform costs
- Fundraising obligations
- Team travel costs
- Hosting fees
- Other approved team expenses

Any request for release, transfer or deregistration may be declined until all outstanding amounts have been paid in full.

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11. Team Hosting Obligations

GSBA relies on the support of its teams, players and families to successfully conduct competitions, tournaments, grading days, State Championship preparation events and other Association activities.

As a condition of participation in GSBA programs, teams may be allocated hosting and game day duties throughout the season.

The allocation of hosting duties is determined solely by GSBA and teams do not have the right to decline, opt out of or substitute allocated hosting dates without prior written approval from GSBA.

Hosting duties may include:

- Court supervision
- Venue set up and pack down
- Scoretable duties
- Canteen and fundraising support



- Team hosting responsibilities
- General game day operations
- Other duties reasonably required by GSBA

Teams are expected to fulfil all allocated hosting duties on the dates assigned by GSBA.

Where a team refuses, fails or is unable to provide the required volunteers for an allocated hosting day without prior written approval from GSBA, a Hosting Administration & Cost Recovery Fee of $500 may be applied.

This fee is intended to recover costs incurred by GSBA, including but not limited to:

- Securing replacement volunteers
- Competition administration and coordination
- Game day operational expenses
- Volunteer meals and refreshments
- Additional staffing and management requirements
- Event planning and logistical support

The fee shall be payable by the team and may be apportioned amongst team members at the discretion of the Team Manager.

Failure to pay any Hosting Administration & Cost Recovery Fee may result in the team, player(s), parents or officials being deemed unfinancial and may affect eligibility to participate in future GSBA programs, competitions, tournaments, State Championships or Association activities.

GSBA reserves the right to waive, reduce or vary the fee where exceptional circumstances exist.

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12. Membership & Participation

Participation in GSBA programs is a privilege and carries responsibilities to the Association, teammates, volunteers and the broader basketball community.

GSBA reserves the right to suspend, remove, terminate or refuse membership, registration or participation where an individual engages in conduct contrary to the interests of the Association.

This may include but is not limited to:

- Serious misconduct
- Harassment, abuse or intimidation
- Breaches of GSBA policies
- Bringing GSBA into disrepute
- Knowingly making false, malicious or vexatious allegations
- Misuse of Association funds
- Failure to comply with lawful directions of GSBA
- Conduct that negatively impacts the safety, welfare or operations of the Association

Any decision made by GSBA under this clause shall be final, subject to any rights required by law.

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13. Accountability

All fundraising, sponsorship and donation activities must be conducted with honesty, integrity and transparency.

Misuse of funds, unauthorised fundraising, failure to account for monies, failure to comply with this policy or conduct that brings GSBA into disrepute may result in:

- Suspension of fundraising privileges
- Recovery of monies
- Loss of sponsorship rights
- Deregistration from programs
- Termination of membership
- Any other action deemed appropriate by GSBA

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14. Unauthorised Financial Commitments

GSBA shall not be responsible or liable for any financial commitment, purchase, booking, fundraising arrangement, sponsorship agreement, accommodation booking, travel booking, uniform order, equipment purchase or other expense entered into by a player, parent, coach, manager, volunteer, team representative or third party without prior written approval from GSBA.

Any person who enters into such arrangements without prior written approval does so at their own risk and may be personally responsible for any resulting costs, losses, liabilities or contractual obligations.

GSBA reserves the right to refuse reimbursement, payment or recognition of any unauthorised expenditure or agreement.

No individual, team, coach, manager, volunteer or parent is authorised to enter into contracts, sponsorship agreements, commercial arrangements or financial commitments on behalf of GSBA unless expressly authorised in writing by the Chief Executive Officer or an authorised GSBA delegate.

Any unauthorised use of the GSBA name, logo, branding, reputation or representation in connection with financial or commercial arrangements may result in disciplinary action, withdrawal of approval, recovery of costs, suspension or termination of membership.

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15. Association Authority

GSBA reserves the right to make decisions necessary for the effective operation, governance, financial management, risk management and protection of the Association.

Participation in GSBA programs is conditional upon compliance with:

- GSBA Policies
- GSBA Codes of Conduct
- Basketball Queensland requirements
- Venue rules and regulations
- Reasonable directions issued by GSBA officials

Failure to comply may result in disciplinary action, suspension, deregistration, recovery of costs, loss of privileges or termination of membership.



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16. Limitation of Liability

To the extent permitted by law, GSBA shall not be liable for any loss, damage, expense or financial obligation arising from:

- Unauthorised fundraising activities
- Unauthorised sponsorship agreements
- Personal financial commitments made by participants
- Team decisions made without GSBA approval
- Cancellation, modification or withdrawal of fundraising activities
- Decisions made in accordance with this policy

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17. Participant & Parent Acknowledgement

By accepting a position within any GSBA program, competition, representative team or activity, the participant and, where applicable, their parent or guardian acknowledge that they have read, understood and agree to be bound by:

- This Policy
- All GSBA Policies and Procedures
- GSBA Codes of Conduct
- Financial obligations associated with participation
- Fundraising obligations
- Hosting obligations
- Team and Association operational requirements

Failure to comply may result in disciplinary action, recovery of costs, suspension, deregistration or termination of membership.

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18. Policy Review & Amendment

GSBA reserves the right to amend, vary, replace, withdraw or update this policy at any time where it is considered necessary for the effective management, governance, financial protection, operational requirements or best interests of the Association.

The most current version of this policy shall apply and will be made available through official GSBA communication channels.

Approved By: Greater Springfield Basketball Association Inc (GSBA)

Date Approved: 12 June 2026

Review Date: June 2028

Authorised By:

June Tahata
CEO & Founder
Greater Springfield Basketball Association Inc (GSBA)

This version is comprehensive and aligns with the other GSBA policies you've been developing, while providing protection around fundraising, sponsorships, hosting duties, withdrawals, outstanding fees, and unauthorised commitments.