Ashington Town FC – Fundraising and Social Events Policy

1. Purpose

To ensure all fundraising and social activities are conducted responsibly, safely, and transparently, with funds raised used exclusively for the benefit of Ashington Town FC and its objectives.

2. Scope

This policy applies to:

- All fundraising activities conducted on behalf of the Club
- All social events organised by or in association with the Club
- All volunteers, coaches, members, and participants involved in these activities
- Fundraising carried out by individual teams within the Club

3. Principles

- Fundraising and social events must comply with legal, FA, and local authority requirements.
- Funds raised must be recorded and used solely to benefit the Club and its activities.
- Participants and volunteers must act ethically and responsibly at all times.
- Safety and safeguarding of participants is paramount.
- Recognition of coaches, volunteers, or Committee members is permitted through vouchers or social events, not cash payments.

4. Roles and Responsibilities

- Committee:
    - Approves all fundraising activities and social events.
    - Monitors income, expenditure, and compliance with policies.
- Treasurer / Secretary:
    - Responsible for recording and managing funds raised.
    - Ensures funds are deposited in the Club Account promptly.
- Event Organisers / Volunteers / Team Coaches:
    - Follow approved procedures for fundraising and events.
    - Ensure safety, licensing, and insurance requirements are met.

5. Fundraising Procedures

- All fundraising initiatives must be approved by the Committee in advance.
- Income from fundraising must be documented, including cash received, tickets sold, or online payments.
- Expenses for fundraising activities must be recorded with receipts.
- Team-Specific Fundraising:
    - Teams may fundraise for team-specific activities, kit, or equipment.
    - All funds raised remain Club property, including any equipment purchased.
    - Committee approval required for the fundraising plan and intended use of funds.
    - Funds should be deposited into the Club account; coaches or parents should not hold funds personally.

6. Social Events Procedures

- Events must comply with health & safety, licensing, and safeguarding requirements.
- Volunteers and participants should receive clear guidance on responsibilities.
- All expenditure and income recorded and reconciled.

7. Monitoring & Review

- Committee reviews all fundraising and social events annually.
- Policy reviewed in line with FA guidance, legislation, or operational experience.

8. Record Keeping

- Records of income, expenditure, and receipts maintained securely.
- Reports on fundraising and social events, including team-specific funds, submitted to Committee and included in annual accounts.

9. Sign-off

This policy has been approved by:



Adam Millar
Club Secretary
On behalf of
Ashington Town FC Committee

9th October 2025