



FUNDRAISING & SPONSORSHIP POLICY

November 2025)

Hartlepool Sportability Club (Charity No. 1057160)

Website: www.hartlepoolsportabilityclub.co.uk

INTRODUCTION

Hartlepool Sportability Club relies on fundraising, sponsorship, membership fees, and small grants to support the weekly running costs of approximately £270 per week. This policy outlines how fundraising and sponsorship activities are managed to ensure transparency, accountability, and alignment with the club's values and charitable aims.

AIMS OF THIS POLICY

This policy ensures that:

- All fundraising is lawful, ethical, and properly managed.
- Sponsorships align with the values of Hartlepool Sportability Club.
- Funds raised are used exclusively to support club activities and member wellbeing.
- Donors, sponsors, and supporters are treated fairly and with respect.
- The club protects the rights, dignity, and safety of its members in all fundraising activity.

FUNDRAISING PRINCIPLES

Hartlepool Sportability Club is committed to fundraising that is:

- Honest and transparent
- Respectful and inclusive
- In line with Charity Commission guidance
- Free from undue pressure or misleading information

All individuals representing the club during fundraising must uphold these principles.

TYPES OF FUNDRAISING ACTIVITIES

Fundraising may include, but is not limited to:

- Community raffles or tombolas
- Sponsored walks, or challenges
- Member-led fundraising activities
- Online fundraising (e.g., JustGiving)
- Grant applications
- Local business sponsorships

All fundraising activity must be approved by the Committee prior to launch.

SPONSORSHIP GUIDELINES

Sponsorships from businesses, community groups, or individuals are welcome if they:

- Support the club's mission and inclusive ethos
- Do not conflict with safeguarding, equality, or health standards
- Do not promote harmful or inappropriate products (e.g., gambling, alcohol, tobacco)
- Are transparent and agreed upon in writing

Sponsorship may include:

- Financial support
- Donations of equipment or clothing
- Support with events
- Promotion, printing, or marketing assistance

Sponsors may receive recognition on:

- The club's website
- Event materials
- Social media (if applicable)
- Printed programmes or posters

All sponsorship recognition must be approved by the Committee.

USE OF FUNDS RAISED

All money raised will be used for charitable purposes, including:

- Weekly venue hire at Headland Sports Centre
- Qualified coaching staff
- Equipment replacement or repair
- Running events, competitions, and social activities
- Insurance, training, and administration
- Supporting accessibility and inclusion across the club

Funds must not be used for personal benefit, political purposes, or any activity unrelated to the club's aims.

COLLECTION, HANDLING & RECORDING OF FUNDS

To ensure security and transparency:

- Cash collected at events must be counted by two committee members.

- Income must be recorded accurately before banking.
- All funds must be banked promptly into the official club account.
- No club funds may be kept at a volunteer's home for extended periods.
- Receipts, invoices, and financial records must be retained.

The Treasurer will maintain clear records of all fundraising income.

GRANT FUNDING

Grant applications must be:

- Approved by the Committee
- Accurate, truthful, and aligned with the club's aims
- Managed responsibly, ensuring money is spent according to the funder's conditions
- Any required reports or evaluations must be completed on time.

USE OF MEMBER IMAGES IN FUNDRAISING

Photos or videos of members may be used in promotional or fundraising materials only when written consent has been obtained through the club's Photography & Video Policy.

No member will ever be pressured into appearing in fundraising materials.

DONOR & SPONSOR PRIVACY

Personal details of donors or sponsors will be held securely and will not be shared without permission.

All data will be handled in accordance with the club's GDPR Privacy Policy.

ETHICAL FUNDRAISING

Hartlepool Sportability Club will NOT accept donations or sponsorship from sources that:

- Compromise member safety
- Conflict with the club's values
- Could damage the club's reputation
- Seek to influence club decisions improperly

The Committee reserves the right to refuse any funding offer.

ACCOUNTABILITY & REPORTING

The Treasurer will report:

- Fundraising totals
- Sponsorship received
- Grant outcomes

- Spending related to each funding source

Reports will be shared at:

- Monthly Committee Meetings
- The Annual General Meeting (AGM)

Annual accounts will be independently checked.

RESPONSIBILITIES

- The Committee oversees all fundraising and sponsorship.
- The Treasurer manages financial tracking and reporting.
- Fundraising volunteers must follow this policy and represent the club respectfully.
- All members are encouraged to participate in fundraising where appropriate.

REVIEW OF POLICY

This policy will be reviewed annually or sooner if required by changes in charity law, fundraising regulations, or club operations.

Secretary Treasurer

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