

Washington, D.C. | Est. 2010

Team Sponsorship Policy

Introduction

This policy outlines the guidelines and procedures for soliciting, collecting, and managing sponsorships for individual teams within Stonewall Kickball Washington D.C. (the “Chapter”), a chapter of Stonewall Sports, Inc. (“SSI”). The purpose of this policy is to ensure transparency, accountability, and uniformity in the handling of team sponsorships, while continuing to support the overall goals and mission of the Chapter.

Team Sponsorship Guidelines

General

- Team captains or their designated, registered representatives are authorized to solicit and secure sponsorships on behalf of their respective teams.
- No member may accept sponsorships on behalf of a team directly.
- Teams may not carry over funds from one calendar year to the next. Any remaining team sponsorship funds at the end of the calendar year will be donated to the charity of the team’s choosing.

Sponsorship Processing

- All sponsorships, including monetary donations and in-kind contributions, must be directed to the Director, Sponsorships.
- The Director, Sponsorships will, in partnership with the team soliciting funds, draft an agreement with the desired sponsor and provide the sponsor with payment instructions if it is a monetary donation.
- Sponsors providing cash donations will process their payment through SSI-approved platforms or via check.
- Sponsors providing in-kind donations will be authorized by the Director, Sponsorships to coordinate directly with the team. Once a sponsor has paid for an item for the team, the team captain shall submit the receipt to the Director, Sponsorships. The Director, Sponsorships will then provide a W-9 and written acknowledgment of the donation for the sponsor’s tax records.

Accessing Team Funds

Invoice Submission

- Teams seeking to utilize their collected funds must submit invoices or quotes to the Director, Sponsorships for approval.
- The Director, Sponsorships will advise teams if their requests have been rejected.

Approval Process

- The Director, Sponsorships will review submitted invoices and quotes to ensure they align with the Chapter's mission and values.
- The Director, Sponsorships will submit approved invoices and quotes to the Director, Finance + Administration to be processed to facilitate the intended use of funds by the respective team.
- The Director, Finance + Administration will coordinate with the SSI Accountant for reimbursement or payment.

Transparent Record Keeping

- Accurate records of team sponsorships and expenditures will be maintained by the Director, Sponsorships and Director, Finance + Administration and made available for inspection upon request.

Penalties for Violations

Individual Suspensions

- Any member found to be accepting direct payment of sponsorship funds or in-kind donations will be suspended from the Chapter.
- The Captain of the team that accepted direct payment of sponsorship funds or in-kind donations may also be suspended.

Team Dissolution

- Any team that repeatedly violates this policy will be dissolved.

Conclusion

By centralizing the sponsorship collection and distribution process through SSI, the Chapter aims to foster a more accountable system that aligns with our organization's commitment to integrity and ensuring that sponsor interactions with the Chapter are handled with care and for the benefit of teams. This policy also serves to protect members from inadvertently violating federal and state tax laws as any donation from a sponsor would be considered income and must be reported in tax filings.

This policy is effective as of December 15, 2023.

Updated February 28, 2024 to reflect SSI policy change. Team sponsorship funds no longer incur a 5% processing fee.