

**NEW ENGLAND SPORT FOUNDATION, INC.**  
**FUNDRAISING POLICIES AND CODE OF CONDUCT**

**EFFECTIVE DATE: OCTOBER 1, 2025**

**AMENDED MAY 1, 2026**

**ARTICLE I**

**PURPOSE & SCOPE**

These Rules, Policies & Procedures (“Policies”) govern membership, finance, fundraising events, reimbursements, and disciplinary measures for New England Sport Foundation, Inc., a 501(c)(3) nonprofit organization providing financial assistance and support to children and young adults, enabling their participation in organized sports, regardless of their financial means. All members, volunteers, and board appointees must comply.

**ARTICLE II**

**DEFINITIONS**

1. “Organization” – New England Sport Foundation, Inc.
2. “Member” – A rostered participant in a sport program.
3. “Board” – The Board of Directors of New England Sport Foundation.
4. “Fundraising Event” – Any activity (e.g., canning, vendor stands, raffles, etc.) organized to raise funds.
5. “Competition Weekend” – From first official travel day through final competition day.
6. “Booster Credits” – Fundraising funds available on an individual’s account that may be applied to items as listed within Article VIII.

**ARTICLE III**

**MEMBERSHIP**

**Section 1. Eligibility**

Any individual who plays a sport and needs assistance affording said sport. If a Member leaves their sport, unused funds are held for 3 months. After 3 months, a notice shall be sent to the primary account holder for notice of inactivity. Any unused funds may be transferred to another member. If no activity 30 days after the date of notice of inactivity, such funds shall be deemed forfeited to the organization’s general fund, and the Member shall no longer be considered to be part of the organization. The member will be required to re-apply and pay any appropriate dues.

## **Section 2. Enrollment**

Complete the online Membership Registration Form, including Code of Conduct and Media Release. Drivers (under 18 with license) must submit a Driver Waiver.

### **ARTICLE IV**

#### **DUES & MEMBER BENEFITS**

##### **Section 1. Annual Dues**

<b>Membership Type</b>	<b>Annual Donation</b>
Full-Year (1/1–12/31)	\$25

Annual dues are a donation to NESF. These donations are non-refundable if you choose to leave or you are asked to leave as a member of NESF. Any decision by NESF to ask a member to leave NESF must be decided on by a majority vote of current board.

### **ARTICLE V**

#### **COMMUNICATION & CONDUCT**

All official communications to the Board must be via email. No direct messages via social media, text, or through third parties. Messages sent through BoosterHub shall be for communication regarding an individual's account, fundraising activities, etc. Members must adhere to the Code of Conduct on all Organization activities and events.

### **ARTICLE VI**

#### **FINANCE & ACCOUNTING**

##### **Section 1. Fundraising Fee**

Organization retains 5% of each fundraising profit, capped at \$500/Member/year. Board notifies Member at cap.

##### **Section 2. Unclaimed Property**

If a Member leaves the program, unused funds are held for (three) 3 months. For active members, some activity must take place at least once every six (6) months. After six (6) months, a notice shall be sent to the primary account holder for notice of inactivity. If no activity sixty (60) days after the date of notice of inactivity, such funds shall be deemed forfeited to the organization's general fund.

## **Section 4. Fund Requests**

Transfers to programs and reimbursements require a separate “check request” through the BoosterHub app. Expense Reimbursement possible documentation to prove association with the sport may include (remember to submit more documentation than less to prevent delays):

- Letter uploaded or description of fees requesting reimbursement
- Credit card/Account showing the charge
  - o Itemized invoice of the purchased item
- Invoice from the individual’s sport/team
- Team’s schedule

Any late fees are the Member’s responsibility. Reimbursement requests must follow the guidelines in Article VIII.

## **Section 5. Payment Methods**

Credit cards and ACH are accepted on BoosterHub for most items.

# **ARTICLE VII**

## **FUNDRAISING EVENTS**

### **Section 1. General Sign-Up Procedures**

Sign-up announcements will be via the Member’s BoosterHub app with clear release times and limits. Limits are relaxed in phases: first-come slots, additional slots after 2 days, and unlimited after 7 days. If a member exceeds these sign-up limits, they will be removed from the event to ensure compliance with the limits, at the discretion of the Directors.

### **Section 2. Onsite Fundraising Events**

1. Sign-ups open ~12 days prior; close Thursday 9 am before event.
2. Limits: 1 slot/weekend initially; can double after 2 days; unlimited after 7 days.
3. Cancellations/changes allowed until Wednesday 7 pm before event; thereafter penalties apply.
4. Dress Code will be defined on BoosterHub related to the appropriate event. Adherence to the dress code is required or discipline actions may result.
5. Conduct: No eating, no stunting/tumbling; polite customer engagement required. Drinks will vary per event, no alcohol will be allowed. No smoking of any kind is allowed within 100 ft of an event location.
6. Supervision: Parent/guardian onsite at all times (unless exempt per Driver Waiver).
7. Shift Leads: Responsible adults oversee rule compliance, supplies, and money count.

### **Section 3. Vendor Partnerships (e.g., Xfinity, Gillette)**

1. Sign-ups open when details are released by the venues; closes approximately 4 days before event starts (time frame may vary by venue).
2. Limits/phasing: 1 slot/weekend initially; can double after 2 days; unlimited after 7 days.
3. Any volunteers per family must be registered on the BoosterHub app.
4. Certifications required (e.g., ServSafe, venue-specific alcohol training). Each venue will set venue-specific training requirements.
5. Expectations: Full participation in food-stand duties. Will be detailed on BoosterHub
6. Dress Code will be defined on BoosterHub related to the appropriate event. Adherence to the dress code is required or discipline actions may result.
7. Age: Minimum 18.
8. Lead Appointees: Board-designated certified leads per event.
9. Any proceeds raised during the event will not be distributed until payment is received from the Venue and cleared the bank.

### **Section 4. Raffles, Give Aways, etc.**

All raffles, give aways, etc. will be hosted through a partner platform. All events will be conducted virtually to help individuals maximize their audience reach.

## **ARTICLE VIII**

### **REIMBURSEMENT POLICY**

All reimbursements require submission of itemized receipts within 30 days of expense, via the Reimbursement Form on Boosterhub. Accounts must be in good standing. Cash payments are not eligible for reimbursement. To ensure equitable distribution of funds for reimbursements for all athletes, the following categories are eligible and must be adhered to. Any discrepancy shall be decided by a minimum of two (2) board members. Reimbursement will be in the form of a check or electronic transfer. If electronic payment is requested, then any transaction fees to the Organization will be the Member's responsibility (Venmo, CashApp, etc.)

<b>Category</b>	<b>Coverage</b>
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Registration Fee	One reimbursement per Member per season (1/1–12/31), 100% of fee.
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Lodging	≥100 mi trips from sport's home location; single-family 100%; two families 50% each; AirBnB up to 4 families (i.e. 4 families at 25% each). All athletes must be listed. Cost includes room fees and taxes only. Any resort fees, room
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<b>Category</b>	<b>Coverage</b>
	service, entertainment, etc. are not covered. Only stays for the day prior to the sporting event through the last day of competition are covered.
Air/Train	≥100 mi trips from sport’s home location; minor athlete + one adult, same reservation; no separate adult bookings. One adult per family only eligible.
Competition Admission	One admission per family per event.
Championship Rings	Rings earned under Organization event only, no aftermarket rings; must submit proof of being on team roster for verification; must detail out event, athlete name, team, and vendor.
Rental Cars	≥100 mi trips; 100% base cost (plus taxes); excludes tolls, gas, insurance, extras. Only rentals for the day prior to the sporting event through the last day of competition are covered. Rental must be in the name of the adult member, or listed as an authorized driver.
Equipment	Equipment may be reimbursed, determined on a case-by-case basis. Any equipment must be for the greater use of multiple athletes, not a single individual.

Miscellaneous items, such as medical tape, make-up, gas, toll fees, Uber/Lyft, meals, donations, payments to any staff/coaches, etc. are not valid items for reimbursement.

## ARTICLE IX

### DISCIPLINE & PENALTIES

Outside venues may charge a penalty for cancellations after an event closes (which is typically 4 days prior to the day of the event). Members’ accounts will be charged a penalty fee if they fail to show up for the event. Fees will be posted to the Announcement section once details are released by the venue. NESF has no controls over the fees the outside venues charge, but NESF is charged the fee or it is reduced from the volunteer earnings. Any fee will be passed back to the offending member.

<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Late cancellation/change (events)	Written warning	30-day suspension from that event	Year-long removal from that type of event

<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Outside Venue No-Show or Late cancellation	Fee charged and verbal warning	Fee charged and written warning	Year-long removal from that venue
Tardiness	30 min docked pay	Shift removal + warning	Year-long removal from that type of event
Dress code violation	Written warning	30-day suspension (canning/events)	Year-long removal from that type of event
Outside Venue Dress Code Violation	Fee charged and verbal warning	Fee charged and written warning	Year-long removal from that venue
Failure to perform duties / participate	Written warning	6-event suspension	Year-long removal from that type of event
Outside Venue Failure to follow venue rule	Fee charged and verbal warning	Fee charged and written warning	Year-long removal from that venue
Outside Venue Failure to return uniform or equipment	Fee charged and verbal warning	Fee charged and written warning	Year-long removal from that venue
Submission of falsified documents	Immediate removal & banned	N/A	N/A

**Appeals:** Written requests for appeal must be submitted within ten (10) days of the penalty notice; the Board will rule on appeals within forty-five (45) days.

**ARTICLE X**  
**AMENDMENTS**

A two-thirds vote of the Board may amend these Policies at any time, provided notice of the proposed amendment has been distributed to all members at least 7 days in advance.

**Adopted by the Board of New England Sport Foundation:**

Date: \_\_\_\_\_

Chair, Board of Directors: \_\_\_\_\_