



## Halifax Trojans Aquatic Club Gift Acceptance Policy

### Purpose

This policy has been developed so that volunteers and staff have clear guidelines on the suitability of sponsorships, ensuring that our relationships with sponsors and the resultant contributions are consistent with HTAC's mission and vision.

The **vision** of HTAC is to promote excellence in swimming by providing a positive training environment where all swimmers have the opportunity to reach their goals.

The **mission** of the club is to demonstrate leadership in all levels of competitive swimming, promoting healthy and active lifestyles, and developing a strong community within the team and club by fostering cooperation in working towards a common goal.

### Scope

This policy applies to all relationships with:

- corporations and other businesses entities
- professional associations and industry groups
- employee groups operating under their corporate banner
- corporate, charitable, community and family foundations
- service clubs
- government agencies

From these relationships, HTAC may benefit from the following:

- financial support
- gift-in-kind (GIK) support (a gift of goods or services)

Vendor relationships and investments are beyond the scope of this policy.

### Policy

HTAC may approach a corporation or enter a relationship with a sponsor that will benefit the club (in the form of donated funds or GIK) provided that:

- The potential sponsor is consistent with HTAC's mission.
- The potential sponsor is in good standing and is an appropriate reputation match and strategic fit with HTAC.
- There is no real or perceived conflict of interest.
- The potential sponsorship does not conflict with the terms of any vendor relationships
- All sponsorships must be approved by the HTAC executive prior to accepting donations of funds or Gift in Kind.

## **General principles governing all corporate relationships and contributions**

*These principles support the application of this policy to ensure that our organizational interests are protected.*

- The use of our name and logo will be granted to corporations relative to the return to HTAC
- The security and confidentiality of our member and staff information must be protected.
- The relationship must not conflict with existing guidelines or position statements or contravene our by-laws, procedures, organizational rules or policies.
- We retain editorial control and the right to refuse advertisements that are not in accordance with our guidelines or positions.
- We commit to manage responsibly the funds that donors entrust to us and to report our financial affairs accurately and completely.

## **Specific guidelines relating to various industry sectors**

*These guidelines have been developed to help volunteers and staff determine what types of corporate relationships are acceptable and unacceptable based on a direct or indirect conflict with the HTAC mission. These guidelines help us make sure that the benefits of any prospective corporate relationship outweigh the risks.*

### **Tobacco**

- We will NOT accept financial or any other assistance from a tobacco products manufacturer or wholesale distributor of tobacco products or any company that is a parent or subsidiary of a tobacco company. We will use reasonable resources available to us to determine corporate ownership and subsidiaries.
- We will not knowingly accept financial or other assistance from a business if a substantial portion of the revenue of that business (more than 30% of total revenue) is from the promotion, distribution or sale of tobacco.

### **Alcohol**

- We will NOT accept contributions from a company that manufactures alcohol

### **Food**

- We will accept sponsorship (in cash or in donated food products and services) from a company that manufactures and sells food, as long as the company provides healthy food choices as part of their product offering.

### **Pharmaceutical, Biotech and Medical Devices and Equipment**

- We will accept financial or GIK contributions (excluding the pharmaceutical products themselves) and engage in a relationship with a pharmaceutical, biotech and medical devices and equipment company provided:
  - There are no issues related to the Food and Drug Act Regulations.
  - Sponsorship recognition is delivered under the corporate banner and not a product or brand name.

### **Artificial Tanning (using ultraviolet rays)**

- We will not accept financial or GIK contributions or enter into a relationship with a company that manufactures, sells or promotes artificial tanning equipment that uses ultraviolet rays, beds and sun lamps, or offers artificial tanning services using ultraviolet rays (excluding sunless tanning products that have no cancer-causing ingredients).