



Social Spending Guideline – OSC

1. Purpose

This guideline establishes clear parameters for the planning, approval, and use of social funds within OSC. Social funds are intended to support athlete engagement, team bonding, and the development of a positive and inclusive club culture, while ensuring responsible financial stewardship and transparency. Social spending is for **swimmer only events**.

2. Sources of Social Funds

Social spending may be supported through the following sources:

- **Approved Annual Social Budget** as part of OSC's operating budget
- **Current-Year Social Fees** collected from members
- **Accumulated Social Funds** carried forward from previous fiscal years

3. Spending Hierarchy

To ensure consistency and fiscal responsibility, social expenditures must follow the hierarchy below:

1. **Approved Budgeted Funds** – Expenses should first be allocated against the approved annual social budget.
2. **Current-Year Social Fees** – If budgeted funds are fully allocated or unavailable, current-year social fees may be used.
3. **Accumulated Carryover Funds** – Funds carried forward from previous years may be accessed only after the above sources have been considered and must be used prudently, recognizing their role in long-term planning.

At no time may expenditures exceed the total social funds available.

4. Approval Authority & Thresholds

All social spending must be approved prior to commitment, in accordance with the thresholds below:

- **Up to \$500** – Approval by the designated Social Coordinator or Committee Lead.
- **\$501 – \$2,000** – Approval by the applicable Director at Large or Treasurer.
- **Over \$2,001** – Approval by the Executive Board.

Any expenditure not explicitly included in the approved budget, regardless of amount, requires additional approval from the Executive Board.

5. Allowable Expenses

Allowable social expenses may include, but are not limited to:

- Team social events and activities
- Athlete recognition and appreciation initiatives
- Modest food, beverages, decorations, and entertainment related to approved social functions

All expenses must directly support the purpose outlined in this guideline.

6. Non-Allowable Expenses

Social funds may **not** be used for the following:

- Personal expenses or gifts for individuals outside approved recognition initiatives
- Alcohol purchases where prohibited by venue, policy, or law
- Volunteer and official appreciation activities
- Cash gifts or cash equivalents (e.g., gift cards) unless specifically approved by the Executive Board
- Expenses that primarily benefit a single individual or family
- Costs related to training, competition entry fees, or equipment unless expressly approved as part of a social initiative
- Any expense that may reasonably be perceived as inappropriate, excessive, or inconsistent with OSC values

7. Documentation & Accountability

All social expenditures must be supported by itemized receipts and submitted in accordance with OSC financial procedures. Records shall clearly indicate the purpose of the expense and the applicable approval.

8. Review

This guideline shall be reviewed periodically by the Executive Board and updated as required to ensure continued alignment with OSC policies and financial practices.

Pre-approved OSC budget contribution (subject to yearly review)

Details of spending may be topped up by collected social fees and accumulated social funds as per above Approval Authority & Thresholds.

1. Fall BBQ \$2500
2. Spring Social -from social fees
3. OSC Banquet \$ 7500
4. Travel meet Team dinner (\$25/swimmer)
5. Training camp Team Social (\$100/swimmer)
6. JOW,OW & JAG Social -TBD