

APPROVED NOVEMBER 17, 2011
UPDATED July 2016



SOUTHEASTERN PROGRAM **OF RECREATIONAL TEAM SPORTS**

POLICY AND PROCEDURES MANUAL

Developed by: Operations Committee

Facilitated by: Tracy Butler, IYI Consultant

Drafted: December, 2008

SECTION A: NAME

NUMBER	DESCRIPTION
A01.00Pol	<p><u>Name</u> Source: Articles of Incorporation Last Reviewed: 8/08</p> <p>Policy Detail: The name of this corporation is Southeast Program of Recreational Team Sports, Inc. (S.P.O.R.T.S.), hereafter referred to as S.P.O.R.T.S.</p>

SECTION B: PURPOSE AND MISSION

NUMBER	DESCRIPTION
B01.00Pol	<p><u>Purpose</u> Source: Articles of Incorporation Last Reviewed: 8/08</p> <p>Policy Detail: The purposes for which this Corporation (S.P.O.R.T.S.) is organized are limited as follows:</p> <ul style="list-style-type: none">a) To provide wholesome sports activities for the youth of the community.b) To provide coordination and availability scheduling of athletic fields, facilities and personnel.c) To survey and review the community needs for, and to plan and assist in developing, new athletic fields and facilities.d) To raise funds for the purpose of (i) acquiring and improving real estate for athletic fields and facilities and (ii) donating funds to member organizations to support their youth leagues.e) To provide the community with information and reports concerning sports programs, activities and events.f) To cooperate and assist other organizations engaged in promoting or administering youth sports programs and activities.g) In addition, the Corporation is formed for the purposes of assisting and engaging in all activities which serve educational or charitable purposes, are permitted by the Indiana Not for Profit Corporation Act of 1971, and are permitted to be carried out by an organization exempt from Federal taxation under the provision of Section 501(c)(3) of the Internal Revenue Service Code of 1986, as amended, and the Treasury Regulations issued pursuant thereto, as amended.

B02.00Pol	<p>Statement of Adherence to Relevant Governing Policies</p> <p>Source: Operations Committee Last Reviewed: 8/08</p> <hr/> <p>Policy Detail: It is SPORTS' intention that all stated policies and procedures not run afoul of the governing and/or relevant policies or statutes of partners or jurisdictions including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Section 501(c)(3) of the Internal Revenue Service Code of 1986, as amended, and the Treasury Regulations issued pursuant thereto, as amended • State of Indiana, • Town of Fishers • Hamilton Southeastern Schools • Americans with Disabilities Act <p>Where an unintended conflict may exist, the rules, policies and/or statutes of the above jurisdictions and partners supersede the stated S.P.O.R.T.S. policies and procedures.</p>
B03.00Pol	<p>Mission Statement</p> <p>Source: Strategic Planning Committee Last Reviewed: 8/08</p> <hr/> <p>Policy Detail: The mission statement of this corporation is: S.P.O.R.T.S. (Southeastern Program of Recreational Team Sports) is a private, not-for-profit organization dedicated to providing youth in the Hamilton Southeastern community with the opportunity to participate in recreational and competitive team sports that promote character development, leadership and physical fitness.</p>
B03.01Pol	<p>S.P.O.R.T.S. Statement of Nondiscrimination</p> <p>Source: Operations Committee Last Reviewed: 12/08</p> <hr/> <p>Policy Detail: S.P.O.R.T.S. does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration or provision of its programs and policies and member programs and policies, or in the employment of staff and volunteers.</p> <p>Furthermore, in adherence with the Town of Fishers Ordinance No. 052101, "...it is the policy of the Town of Fishers that no child shall be denied the opportunity to participate in any sports league utilizing the playing fields owned by the Town in violation of the Constitution of the United States of America or the Constitution of the State of Indiana. This statement recognizes that there may be circumstances under which there are inadequate facilities to provide for all of the residentially qualified participants.</p>

	It is not the intent of the Town to obligate itself to provide for adequate facilities any sooner than prudent fiscal policy permits in such events.”
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SECTION C: MEMBERSHIP

NUMBER	DESCRIPTION
C01.00Pol	<p>General Definition of Membership</p> <p>Source: By-Laws, Operations Committee Last Reviewed: 8/08</p> <p>Policy Detail: As prescribed by the Articles of Incorporation, the Corporation shall consist of the subscribing members and other persons and organizations that the Board of Directors shall from time to time approve as membership.</p> <p>Member organizations are not-for-profit organizations that provide recreational and competitive youth sports programs to youth in the Hamilton Southeastern Community. Organizations designated as Members of S.P.O.R.T.S. have full voting privileges and receive priority support and access to facilities and fields through S.P.O.R.T.S. partnerships with the Town of Fishers and Hamilton Southeastern Schools.</p>

C01.01Pol	<p>General Definition of Associate Membership</p> <p>Source: Operations Committee Last Reviewed: 8/08</p> <p>Policy Detail: Associate Member organizations are incorporated not-for-profit organizations that are undergoing a minimum 12-month review period prior to being considered for designation as a Member by the S.P.O.R.T.S. Board. Associate Member organizations provide youth sports program to the Hamilton Southeastern community that is not currently offered by an existing S.P.O.R.T.S. member.</p> <p>Associate Members do not have voting privileges on the Board, until being designated as a Member.</p> <p>In its effort to support and cultivate emerging sports in this community, S.P.O.R.T.S. will not require Associate Members to pay the S.P.O.R.T.S. fee during its first 12 months as an Associate Member.</p>
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C01.02Pol	<p>Required Qualifications of Full Member Organizations</p> <p>Source: S.P.O.R.T.S. Member Agreement, Operations Committee Last Reviewed: 8/08</p> <p>Policy Detail: In order to be considered for status as a member of S.P.O.R.T.S., organizations must meet the following requirements at the time of application (unless otherwise noted):</p>
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	<ul style="list-style-type: none"> • Operate as an ongoing organization, incorporated as a not for profit organization • Provide a youth sports programs that is not currently offered by an existing S.P.O.R.T.S. member • File for Not for Profit status by filing IRS form 1023 within 18 months of initial application to S.P.O.R.T.S. • Have a written set of by-laws and operate in compliance with those by-laws (within 18 months of initial application to S.P.O.R.T.S.)
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C01.03Pro	Procedure to Apply for Status as a Full Member Source: Operations Committee Last Reviewed: 8/08
	Procedures Detail: Organizations wishing to join S.P.O.R.T.S. as a member must: <ol style="list-style-type: none"> 1. Complete the S.P.O.R.T.S. Membership Application 2. Petition the S.P.O.R.T.S. Board of Directors for consideration, by presenting the completed membership application and providing follow-up information, as requested 3. Be approved by at least a 2/3 majority of the entire Board to be accepted as an Associate Member of S.P.O.R.T.S. 4. As an Associate Member, complete a minimum of a 12 month review period, that includes one full season of play 5. Upon completion of the minimum 12 month period as an Associate Member, be evaluated by the Board for Member status 6. Be approved by at least a 2/3 majority of the entire Board for designation as a Full Member of S.P.O.R.T.S., pending the remaining membership requirements are met within the stated time. For example: <ul style="list-style-type: none"> • File for Not for Profit status by filing IRS form 1023 within 18 months of initial application to S.P.O.R.T.S. • Have a written set of by-laws and operate in compliance with those by-laws (within 18 months of initial application to S.P.O.R.T.S.) <p>All Board discussion and vote related to an organization's membership petition will occur at a separate, subsequent meeting to the initial presentation and discussion.</p>

C02.00Pol	Current List of Membership Organizations Source: Board of Directors Last Reviewed: 8/08
	Policy Detail: The organizations that have been approved as current Member organizations of S.P.O.R.T.S. are as follows: <ol style="list-style-type: none"> 1. Hamilton Southeastern Youth Baseball/ Softball League, Inc. 2. Fishers Youth Soccer League, Inc. 3. Hamilton Southeastern Youth Football League, Inc. 4. HSE-Fishers Youth Basketball

	5. Youth Girls Basketball, Inc. 6. HSE Boys Lacrosse, Inc. 7. S.P.O.R.T.S. Girls Lacrosse, Inc. 8. HSE Rugby, Inc. dba: Southeastern Rugby 9. S.P.O.R.T.S. Youth Volleyball, Inc. 10. S.P.O.R.T.S. Track and Field
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C02.01Pol	Current List of Associate Member Organizations OMIT: Intentionally left blank

C03.00Pol	Board Representation and Membership Voting Rights Source: By-Laws, Operations Committee Last Reviewed: 9/08
	<p>Policy Detail:</p> <p>The Board representation and voting rights of Member organizations will be allotted as follows:</p> <ul style="list-style-type: none"> • Each Full Member organization is required to appoint one director to the S.P.O.R.T.S. Board • Member organization serving both boys and girls may appoint 1 additional director to the S.P.O.R.T.S. Board • Each director appointed to the Board by the Member organization is allowed one vote, and is considered to be a standing member of the Board, for actions requiring a vote of the entire Board • Associate Member organizations are required to appoint one director who will attend S.P.O.R.T.S. board meetings. • Directors appointed by Associate Members are not allowed voting privileges on the S.P.O.R.T.S. Board. <p>Member organizations may select an alternate director, from time to time, to attend meetings and, for Members, cast votes on the behalf of the member organization upon a determination made by the S.P.O.R.T.S. Board that this alternate director has been duly appointed by the member organization.</p>

C04.00Pol	Responsibilities and Requirements of Member Organizations Source: By-Laws, Member Agreement Last Reviewed: 9/08
	<p>Policy Detail:</p> <p>Each member organization and associate member organization must be dedicated to the principles and purpose of the organization.</p>

	<p>Each member organization must sign the S.P.O.R.T.S. Member Agreement annually and fulfill the requirements, as stated in that agreement. The S.P.O.R.T.S. Member Agreement details the policies and procedures required of Member Organizations and covers 7 major areas:</p> <ul style="list-style-type: none"> • Membership Eligibility, • Board of Directors, • Financial Operations, • Program Operations, • Safety and Liability, • Facility Planning and Development • Fund Development
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C05.00Pro	<p>Procedure for Members to Commit to the Member Agreement</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Procedures Detail: Member organizations are required to annually commit to the S.P.O.R.T.S. Member Agreement (see C04.00Pol).</p> <p>The procedure to enter into or renew the agreement is as follows:</p> <ul style="list-style-type: none"> • The agreement must be signed by the President/Chair of the Board of the Member organization (which will likely not be the Member's representative to the S.P.O.R.T.S. Board). • Presidents of the Member organizations are strongly encouraged to attend the annual S.P.O.R.T.S. Presidents meeting in January, at which time the Member Agreement will be reviewed and they will be given the opportunity to sign it. • Each Member organization must have a signed copy of the agreement in place by March 1st of the current year.

C06.00Pol	<p>Resignation of Member Organizations</p> <p>Source: Operations Committee, By-laws Last Reviewed: 9/08</p>
	<p>Policy Detail: Any Member Organization or Associate Member Organization may resign at any time by giving written notice from the Member League President accompanied by minutes of the Board of Director's meeting approving such vote, of such resignation to the President or Secretary of the S.P.O.R.T.S. Board.</p>

C07.00Pol	<p>Disciplinary Action Related to Membership Status</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
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	<p>Policy Detail:</p> <p>A petition to take disciplinary action against a Member Organization shall be considered and formalized only by the Executive Committee.</p> <ol style="list-style-type: none"> 1. Such petition shall be made to the Executive Committee in a closed session 2. When appropriate, the Executive Committee shall make a reasonable effort to resolve the cause for petition with the member league, in order to prevent formal disciplinary action by the Board 3. In the event the cause for petition is not resolved, the Executive Committee may approve the petition by a majority vote of the Executive Committee 4. The Executive Committee shall present the petition to the S.P.O.R.T.S. Board of Directors 5. In order to take disciplinary action, a 2/3 vote of the Board is required, not including the Board representatives of the involved Member Organization. <p>The Executive Committee's petition for disciplinary action should specify which level of discipline is proposed: Probation (see C07.01Pol) Suspension (see C07.02Pol) Termination (see C07.03Pol)</p> <p>Any disciplinary action taken by the S.P.O.R.T.S. Board may be disputed the Member Organization. The formal dispute should include a presentation by the officers of the Member Organization to the S.P.O.R.T.S. Board.</p>
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C07.01Pol	<p>Definition of Probation of Membership Status</p> <p>Source: By-Laws, Member Agreement, Operations Committee Last Reviewed: 9/08</p> <p>Policy Detail:</p> <p>Probation indicates that the S.P.O.R.T.S. Board has acted to require a member league to fulfill a membership requirement(s) by a required date, in order to avoid the suspension or termination of their membership status.</p> <p>By a 2/3 vote of the entire Board, S.P.O.R.T.S. may put such league on probation, effective immediately, without notice. Notification to the Member Organization would be made through written notification to the Member Organization's President/ Chair and Board of Directors.</p> <p>The disciplinary action taken after probation (including potential suspension or termination) will be determined by the S.P.O.R.T.S. Board and handled on a case by case basis.</p>
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C07.02Pol	Definition of Suspension of Membership Status
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	<p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail: Suspension indicates that the S.P.O.R.T.S. Board has acted to temporarily suspend the membership status of member league, until the Board's desired resolution is reached by the required date.</p> <p>By a 2/3 vote of the entire Board, S.P.O.R.T.S. may suspend the membership status and all affiliation with a Member Organization, effective immediately, without notice. This includes use of facilities and all other benefits provided by S.P.O.R.T.S. membership. Notification to the Member Organization would be made through written notification to the Member Organization's President/ Chair and Board of Directors.</p> <p>The disciplinary action taken after suspension (including potential termination) will be determined by the S.P.O.R.T.S. Board and handled on a case by case basis.</p>

C07.03Pol	<p>Definition of Termination of Membership Status</p> <p>Source: Member Standards, Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail: By a 2/3 vote of the entire Board, S.P.O.R.T.S. may terminate the membership status and all affiliation with a Member Organization. Notification to the Member Organization would be made through written notification to the Member Organization's President/ Chair and Board of Directors.</p> <p>Termination will be determined by the S.P.O.R.T.S. Board and would be handled on a case by case basis. Member Organizations will only be terminated due to:</p> <ol style="list-style-type: none"> 1. Noncompliance with the terms of a period of probation or 2. Board's determination that the grounds for suspension were egregious and/or not resolvable or 3. An Associate Member has not met the requirements for Full Membership in a timely manner. <p>Terminated Member Organizations must wait at least one season of play before re-applying for membership status, which must begin with the petition for Associate Member designation.</p>

SECTION D: BOARD OF DIRECTORS

NUMBER	DESCRIPTION
D01.00Pol	Board Functions Source: By-Laws Last Reviewed: 9/08
	Policy Detail: The business, property and affairs of S.P.O.R.T.S. shall be managed and controlled by a Board of Directors.
D02.00Pol	Board Size Source: By-Laws, Operations Committee Last Reviewed: 9/08
	Policy Detail: Number. The number of Directors shall be 11. From time to time, by resolution adopted by a majority of the Board of Directors, this number may be decreased or increased, but in any event, the number of Directors shall not be less than four (4), nor more than twenty-five (25).
D02.01Pol	Board Member Selection Source: By-Laws, Operations Committee Last Reviewed: 9/08
	Policy Detail: Each Member organization shall appoint one director to the S.P.O.R.T.S. Board from their own organization's current Board. Member organizations serving both boys and girls may appoint one additional Director to the S.P.O.R.T.S. Board. In addition, the Board of Directors shall elect At-Large Directors who are not necessarily Directors or members of Member Organizations. Each Director shall have one (1) vote at all meetings of the Board of Directors, either by personal vote or proxy.
D02.02Pol	Board Member Terms Source: Operations Committee Last Reviewed: 9/08
	Policy Detail:

	<p>Terms of Directors shall be three years. Members who select two Directors shall have overlapping terms. Appointed Directors of Member Organizations shall become officially seated at the conclusion of the Annual Meeting.</p> <p>At-Large Directors will be selected with up to three-year terms and staggered such that approximately one-third of the At-Large Directors will be selected annually.</p>
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D03.00Pol	<p>Quorum and Voting</p> <p>Source: By-Laws Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>A majority of Directors in office immediately before a regular or special meeting begins shall constitute a quorum for the transaction of any business properly to come before the Board of Directors and for motions to pass. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.</p>

D04.00Pol	<p>Assessments and Funding OMIT: Intentionally left blank</p>

D05.00Pol	<p>Meetings of the Board of Directors</p> <p>Source: By-Laws, Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>The Annual Meeting of the Corporation will be in the month of November of each year. At the Annual Meeting, new At-Large Directors will be elected by the Majority of the current Directors present. An Executive Committee may be selected at this time.</p> <p>The Board of Directors may hold regular meetings, with time and location fixed by resolution of the Board of Directors, for the purpose of transacting such business as properly may come before the Corporation's Board of Directors. Such regular meetings of the Board of Directors may be held without notice other than resolution of the date, time, place, or purpose of the meeting.</p>

D05.01Pol	<p>Special Meetings of the Board of Directors</p> <p>Source: By-Laws, Operations Committee Last Reviewed: 9/08</p>
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	<p>Policy Detail: Special Meetings.</p> <p>Special meetings of the Board of Directors may be called by the President or by a majority of the Board of Directors.</p>
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D05.02Pol	<p>Notice and Waiver of Notice of Special Meetings</p> <p>OMIT: Intentionally left blank</p>

D06.00Pol	<p>Means of Communication</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>The Board of Directors, or a committee thereof, may a) permit a Director to participate in a meeting by, or b) conduct a meeting through, the use of any telecommunication by which all Directors or committee members participating may simultaneously hear each other during the meeting. A Director of committee member participating in a meeting by such means shall be considered present in person at the meeting.</p>

D06.01Pol	<p>Action by Written Consent</p> <p>Source: Administrative Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>Any action required or permitted to be taken at any meeting of the Board of Directors, or any committee thereof, may be taken without a meeting if written consent describing such action is signed by each Director or committee member and such written consent, or electronic consent, is included in the minutes or filed with the corporate records reflecting the action taken. Action by written consent shall be effective when the last Director or committee member signs the consent, unless the consent specifies a prior or subsequent effective date. A consent signed as described in this section shall have the effect of a meeting vote and may be described as such in any document. This action must be ratified at the next board or committee meeting. At the discretion of the President, an electronic vote may be deferred to a second meeting or a regularly scheduled board meeting.</p>

D07.00Pol	Resignation and Removal Source: By-Laws, Operations Committee Last Reviewed: 9/08
	Policy Detail: Resignation from the Board must be in writing and delivered to the Board of Directors or President of the Corporation. No acceptance of such resignation shall be necessary to make it effective. Any Director may be removed immediately and replaced at any time, with or without cause, by two-thirds majority of the Board of Director. A Board member may be terminated from the board due to excess absences. Any Board member who has missed three (3) or more consecutive meetings and has not been in contact with the S.P.O.R.T.S. Board or Executive Director during that period, is considered to have resigned from the Board.
D07.01Pol	Vacancies Source: By-Laws Last Reviewed: 9/08
	Policy Detail: Whenever a vacancy occurs, the affected Member organization, if applicable, shall select a replacement Director within thirty (30) days. With an At-Large vacancy that may occur, the Board of Directors may hold a special election to replace the vacated Directorship. The special election will fill the Director position for the balance of the vacated term.
D08.00Pol	Disqualifications Source: Operations Committee Last Reviewed: 9/08
	Policy Detail: Members of the Board of Directors may not receive compensation by the Corporation for any reason. Employees, contractors, subcontractors, and agents of the Corporation are disqualified from Board of Director membership. No standing member of the Board of Directors may receive income or payment from the Corporation while he or she is currently serving on the Board.

SECTION E: OFFICERS OF THE BOARD OF DIRECTORS

NUMBER	DESCRIPTION
E01.00Pol	Officers of the Board of Directors Source: By-Laws Last Reviewed: 9/08
	Policy Detail: The officers of the Board of Directors shall be comprised of a President, Vice President, Secretary and Treasurer. The duties of the President and the Secretary shall not be performed by the same person. However, any other two offices may be held by the same person.
E02.00Pol	Elections and Terms of Office Source: By-Laws, Operations Committee Last Reviewed: 9/08
	Policy Detail: All officers shall be chosen annually by the Board of Directors at the Annual Meeting. Each officer shall hold office for a two-year term, until the next Annual Meeting.
E02.01Pol	Vacancies and Resignations Source: By-Laws Last Reviewed: 9/08
	Policy Detail: In the event of an office of the Board becomes vacant by death, resignation, disqualification, or any other reason, the Board of Directors shall elect a person to fill the vacancy, and so chosen, shall hold office until his successor is chosen. Any officer may resign at any time. Resignation from a Board Officer position must be in writing and delivered to the Board of Directors or President of the Corporation. If no time is specified, the resignation will take effect at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be necessary to make it effective.
E03.00Pol	Removal of Board Officers Source: By-Laws, Operations Committee Last Reviewed: 9/08
	Policy Detail: Any Officer of the Board may be removed immediately and replaced at any time, with or without cause, by two-thirds majority of the Board of Directors.

E04.00Pol	<p>President</p> <p>Source: By-Laws, Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>The President shall convene and preside over meetings of the Board of Directors. The President provides leadership to the Board of Directors and in turn, the governance oversight of the Corporation. The President is responsible for maintaining strong Board functioning and development and ensuring that policies set by the Board of Directors are implemented. The President shall work closely with the Executive Director to ensure that management and operations are carrying out the vision and priorities of the Board of Directors. The President shall perform duties generally performed by the chief executive officer of a corporation and such other duties, as specified by the Board of Directors.</p>
E04.01Pol	<p>Vice President</p> <p>Source: By-Laws Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>The Vice President shall perform such duties as the Code of By-Laws or Policy and Procedures Manual may require or as may be assigned to the Vice President by the President or the Board of Directors. The Vice President shall perform all duties incumbent upon the President during the absence or disability of the President. The Vice President shall provide support and oversight to the committees which will include maintaining regular communications with committee Chairpersons, 2) ensuring that each committee is lead by an active Chairperson and 3) ensuring that each committee is meeting regularly as needed.</p>
E04.02Pol	<p>Secretary</p> <p>Source: By-Laws Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>The Secretary shall perform such duties as the Code of By-Laws or Policy and Procedures Manual may require, or as may be assigned by the President of the Board of Directors. The Secretary shall attend all meetings of the Board of Directors and maintain a true and complete record of all the proceedings of the meetings of the Board of Directors. The Secretary shall provide a minute of said proceedings to staff for distribution to the Board for review. The Secretary shall ensure that proceedings of the meetings of the Board of Directors are in accordance with the Code of By-Laws and Policy and Procedures Manual.</p>

E04.03Pol	<p>Treasurer</p> <p>Source: By-Laws, Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>The Treasurer shall perform such duties as the Code of By-Laws or Policy and Procedures Manual may require, or as may be assigned by the President of the Board of Directors. The Treasurer shall serve as the Chair of the S.P.O.R.T.S. Finance Committee and ensure that the Finance Committee meets at least two times per year, in order to 1) assist with the develop the annual S.P.O.R.T.S. budget for Board review and approval and 2) conduct a mid-year assessment of the S.P.O.R.T.S. actuals-to-date and projected year-end financial standing.</p> <p>The Treasurer shall be in regular communication with the S.P.O.R.T.S. Bookkeeper and Executive Director and is the Director responsible for monitoring the financial viability and operations of the organization, on behalf of the Board of Directors. Accordingly, the Treasurer shall report to the Board of Directors on the financial status of the organization at least twice per year and meet with the Bookkeeper at least once annually.</p> <p>Checks that are in the amount of \$5,000 or more require two authorized signatures.</p> <p>No Director may simultaneously serve as the Treasurer of the S.P.O.R.T.S. Board while also serving as the Treasurer of a member organization.</p>

SECTION F: EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS

F01.00Pol	Executive Committee, Duties and Responsibilities Source: By-Laws, Operations Committee Last Reviewed: 9/08
	<p>Policy Detail: The Board of Directors may appoint an Executive Committee of the Corporation.</p> <p>The Executive Committee, to the extent provided in such resolution and consistent with applicable law, shall have and exercise all of the authority of the Board of Directors and the management of the Corporation's affairs during intervals in between the meetings of the Board of Trustees.</p> <p>The Executive Committee shall, as provided in such resolution, address Board issues that involve</p> <ul style="list-style-type: none">a) urgent action,b) a higher level of discretion than is possible at full meetings of the Board,c) oversight, evaluation and compensation of the Executive Directord) board officer development ande) operating issues and/ or concerns related to S.P.O.R.T.S., member leagues or partnerships with the Town of Fishers or Hamilton Southeastern Schools and/or S.P.O.R.T.S. <p>The Executive Committee shall be subject to the authority and supervision of the Board of Directors and actions of the Executive Committee may be overturned by a two-thirds majority of the Board of Directors.</p>
F01.01Pol	Executive Committee, Membership and Election Source: By-Laws, Operations Committee Last Reviewed: 9/08
	<p>Policy Detail: The Executive Committee shall be comprised of no less than five (5) members as determined by the Board of Directors by resolution. Each member of the Executive Committee must also be a standing member of the Board of Directors and have served at least one year on the S.P.O.R.T.S. Board of Directors.</p> <p>The officers of the Board of Directors shall automatically be members of the Executive Committee. In addition to Board officers, the Executive Committee will include up to 3 members who have been voted onto the Executive Committee by the Board of Directors.</p>

	The President, Vice-President, Secretary and Treasurer of the Board of Directors shall hold the same positions with the same duties and responsibilities described in the corresponding job descriptions of the Board of Directors.
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F02.00Pol	Appointment of Executive Director Source: By-Laws Last Reviewed: 9/08
	Policy Detail: The Board of Directors may appoint or employ an Executive Director who has the responsibility for administering the Corporation's programs in accordance with the policies adopted by the Board. The Executive Director shall be responsible to the Board and shall not be a duly selected director to the Board of Directors.

F03.00Pol	Executive Committee, Delegation of Authority OMIT: Intentionally left blank

F04.00Pol	Executive Committee, Meetings Source: By-Laws Last Reviewed: 9/08
	Policy Detail: The Executive Committee may meet once a month or more or less frequently as deemed necessary by the President. All members of the Executive Committee will have the voting rights on that committee. A quorum shall consist of a majority of the members of the Executive Committee.

F04.01Pro	Meeting Schedule OMIT: Intentionally left blank

F05.00Pol	Executive Committee, Removals and Vacancies Source: By-Laws Last Reviewed: 9/08
	Policy Detail:

	Any member of the Executive Committee may be removed by two-thirds (2/3) vote of the Board of Directors. Whenever a vacancy shall occur on the Executive Committee, it shall be filled by a person elected by the Board of Directors.
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SECTION G: COMMITTEES OF THE BOARD OF DIRECTORS

G01.00Pol	Operating Committees of the Board of Directors, Formation and Duration Source: By-Laws Last Reviewed: 9/08
	Policy Detail: The Board of Directors or Executive Committee may create any such operating committees of the Board of Directors as is deemed necessary to help the Board of Directors or Executive Committee perform its duties and responsibilities. These committees may include but are not limited to Finance, Operations, Marketing, Nominating and Facilities. The Board of Directors or Executive Committee may form or terminate such committees at their discretion.
G02.00Pol	Operating Committees, Membership and Nomination Source: Operations Committee Last Reviewed: 9/08
	Policy Detail: Any member of the Board of Directors may be appointed by the President to be Chairman of the operating committee. The Chairman of the operating committee has the authority to nominate persons to serve on that committee who are not members of the Board of Directors. On rare occasion, a member of an operating committee (not the Chair) may receive income or compensation from S.P.O.R.T.S. for services or products rendered. However, if a committee member is receiving such compensation, he or she must recuses him or herself from any discussion, vote or action related to the allocation of such income. .
G02.01Pro	Operating Committees, Responsibilities Source: Operations Committee, Staff Last Reviewed: 9/08
	Policy Detail: Operating committees shall meet as required to accomplish their assigned tasks and shall report to the Board of Directors or the Executive Committee. Such committees shall a) report to the Board on activities, progress and benchmarks within specified area and b) evaluate and issue recommendations regarding growth and development within specified area
G03.00Pol	Facilities Committee Source: Operations Committee, Facilities Committee Last Reviewed: 9/08

	<p>Policy Detail: The Board of Directors shall designate a Facilities Committee as an ongoing committee of the Board. The Facilities Committee will be comprised of representatives of all member leagues as well as representative of the Town of Fishers and HSE school district as well as designated Board Members.</p> <p>The Facilities Committee is charged with establishing immediate and long range facility goals. Specifically, the Facilities Committee shall be responsible for</p> <ul style="list-style-type: none"> a) determining fair allocation of current fields to member leagues, b) projecting the number of facilities that will be needed as the number of SPORTS participants continues to grow c) working closely with SPORTS key facilities partners: the Town of Fishers and HSE school district and d) creating relationships with the local communications groups and companies to gain support in any capacity necessary. <p>The Facilities Committee reports to the Board of Directors and shall be subject to the authority and supervision of the Board of Directors.</p>

G03.01Pol	<p>Finance Committee</p> <p>Source: Operations Committee, Finance Committee Last Reviewed: 9/08</p>
	<p>Policy Detail: The Board of Directors shall designate a Finance Committee as an ongoing committee of the Board. The Finance Committee shall be chaired by the SPORTS Treasurer and Bookkeeper and be comprised of the Treasurers of each of the member leagues.</p> <p>The Finance Committee is charged with monitoring, evaluating and reporting on the financial status and procedures of the Corporation. Specifically, the Finance Committee shall be responsible for:</p> <ul style="list-style-type: none"> a) developing and reviewing fiscal procedures and activity of SPORTS and member leagues, b) developing and monitoring the Board-approved annual budget, c) issuing recommendations to the Board regarding the financial implications of other committee recommendations, and d) reporting to Board on issues of financial priority to the Board including the Corporation's financial standing and viability. <p>The Finance Committee reports to the Board of Directors and shall be subject to the authority and supervision of the Board of Directors.</p>

G03.02Pol	<p>Marketing Committee</p> <p>Source: Marketing Committee, Staff Last Reviewed: 9/08</p>
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	<p>Policy Detail: The Board of Directors shall designate a Marketing Committee as an ongoing committee of the Board. The Marketing Committee shall be chaired by a standing Board member and comprised of volunteers from the Board of Directors and community-at-large who are committed to advancing S.P.O.R.T.S.' fund development.</p> <p>The Marketing Committee is charged with leveraging new financial and in-kind support that underwrites SPORTS' priority operational needs. Specifically, the Marketing Committee shall be responsible for:</p> <ul style="list-style-type: none"> a) Cultivating and securing sponsors for SPORTS website, brochure and registration form b) Cultivating and securing major corporate sponsors for the SPORTS program c) Identifying and seeking grants that might be beneficial to S.P.O.R.T.S. <p>The Marketing Committee reports to the Board of Directors and shall be subject to the authority and supervision of the Board of Directors.</p>

G03.03Pol	<p>Nominating Committee</p> <p>Source: Operations Committee. Staff Last Reviewed: 9/08</p>
	<p>Policy Detail: The Board of Directors shall designate a Nominating Committee as an ad-hoc committee of the Board.</p> <p>The Nominating Committee is charged with ensuring that the S.P.O.R.T.S . Board of Directors is comprised of members of the HSE community who will provide leadership and oversight to the strategic direction and operational management of the organization. Specifically, the committee shall be responsible for:</p> <ul style="list-style-type: none"> a) Publicizing elections in September/October b) Recruiting new members as necessary c) Reviewing applicants d) Presenting the slate of new Board members to SPORTS board in December. <p>The Nominating Committee reports to the Board of Directors and shall be subject to the authority and supervision of the Board of Directors.</p>

G03.04Pol	<p>Operations Committee</p> <p>Source: Operations Committee, Staff Last Reviewed: 9/08</p>
	<p>Policy Detail:</p>

	<p>The Board of Directors shall designate an Operations Committee as an ad-hoc committee of the Board. The Operations Committee shall be chaired by a standing Board member and is charged with ensuring that the proper administrative policies and procedures are in place to effectively manage the operations of the organization.</p> <p>Specifically, the Operations Committee shall be responsible for:</p> <ul style="list-style-type: none"> a) Creating policy and procedures guidelines b) Reviewing By-Laws annually, revising as needed c) Verifying that leagues have been provided with member standards annually d) <p>The Operations Committee reports to the Board of Directors and shall be subject to the authority and supervision of the Board of Directors.</p>
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G3.05Pol	<p>Risk Management Committee</p> <p>Source: Operations Committee, Risk Management Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>The Board of Directors shall designate a Risk Management Committee as an ongoing committee of the Board. The Risk Management Committee is charged with ensuring that the proper policies and procedures are in place and implemented that protect the safety of SPORTS participants and the liability and risk of the organization and leadership.</p> <p>Specifically, the Risk Management Committee shall be responsible for:</p> <ul style="list-style-type: none"> a) Research, evaluate and update background check procedures b) Issue recommendations to board c) Review safety policies of each league and issue recommendations for improvement d) Review and evaluate insurance quotes prior to insurance period, approve new or renewed insurance policy, as needed e) Develop program-wide risk management policies when necessary <p>The Risk Management Committee reports to the Board of Directors and shall be subject to the authority and supervision of the Board of Directors.</p>

G3.06Pol	<p>S.P.O.R.T.S. Review Committee</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>The Board of Directors shall designate a S.P.O.R.T.S. Review Committee as an ongoing committee of the Board. The S.P.O.R.T.S. Review Committee shall be comprised of the S.P.O.R.T.S. Executive Committee, a member of the Risk Management Committee and to the greatest extent possible, one Board member with legal expertise. The S.P.O.R.T.S. Review Committee will meet on an as-needed basis and is responsible for addressing:</p>

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| | <ol style="list-style-type: none">1) An issue that has been taken to a member league board of directors and further review is requested2) Conduct by a league president or executive board that is brought to SPORTS attention3) Noncompliance of Member Leagues |
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The S.P.O.R.T.S. Review Committee shall issue recommendations to resolve a complaint, volunteer conduct or member noncompliance to the S.P.O.R.T.S. Board of Directors. The S.P.O.R.T.S. Review Committee reports to the Board of Directors and shall be subject to the authority and supervision of the Board of Directors.

SECTION H: FINANCIAL MANAGEMENT

H01.00Pol	Contracts Source: By-Laws Last Reviewed: 9/08
	Policy Detail: The Board of Directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the Corporation, and such authority may be general or confined to a specific instance; and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit or render it liable pecuniary for any purpose or to any amount.
H01.01Pol	Expenditure of Funds (See Bookkeeping Policies) Source: By-Laws Last Reviewed: 9/08
	Policy Detail: All checks, drafts, notes, bonds, bills of exchange, and orders for the payment of money in the amount of \$5,000.00 or more, unless otherwise directed by the Board of Directors or required by law, shall be signed by two authorized signees. If the amount of any such payment is less than \$5,000.00, the signature of one authorized signee shall be required. All checks shall be prepared by the bookkeeper prior to being signed by an authorized signee.
H01.02Pol	Investments Source: By-Laws Last Reviewed: 9/08
	Policy Detail: The Corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors.
H02.00Pol	Limitations Source: By-Laws Last Reviewed: 9/08
	Policy Detail: Limitations:

	<p>a) The Corporation shall have no power to enter into any contract on behalf of Member Organizations or Associate Members without the expressed and written approval of the responsible body of that Member Organization or Associate Member.</p> <p>b) The Corporation shall have no power to retain or divert any properties or securities of any Member Organization or Associate Member without the expressed written approval of the responsible body of that Member Organization or Associate Member.</p> <p>c) The Corporation shall have no power to limit or make requirement of any Member Organization Associate Member except as specified in the Code of By-Laws or Policy and Procedures Manual.</p> <p>d) No Member Organization or Associate Member shall have the power to enter into any contract, agreement and/or legal document on behalf of S.P.O.R.T.S</p> <p>e) No Member Organization or Associate Member shall have the power to represent S.P.O.R.T.S. in communications with partners or the community, including the Town of Fishers or Hamilton Southeastern School Corporation.</p>
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H03.00Pol	<p>Fiscal Year</p> <p>Source: By-Laws Last Reviewed: 9/08</p>
	<p>Policy Detail: The fiscal year of the Corporation shall end on the last day of the June of each year.</p>

H04.00Pol	<p>Loans to Officers</p> <p>Source: By-Laws Last Reviewed: 9/08</p>
	<p>Policy Detail: The Corporation shall make no advancement for services to be performed in the future nor shall it make any loan of money or property to any officer or director of the Corporation.</p>

H05.00Pol	<p>Separate Financial Records for Recreational and Travel Programs</p> <p>Source: Finance Committee Last Reviewed: 09/13</p>	
	<p>Policy Detail: All leagues that provide both Recreational and Travel programs are required to maintain separate financial records for each of the two program areas.</p>	

H06.00Pol	Bookkeeping Policy – Requirements of Member Leagues Source: Finance Committee Last Reviewed: 9/13
	Policy Detail: At a minimum, all member leagues must <ol style="list-style-type: none"> 1) Comply with the financial reporting and operating requirements of the Town of Fishers ordinance, Internal Revenue Service and all other relevant governing legal or financial entities and 2) Have their financial operations overseen by a bonded volunteer or staff person.

H07.00Pol	Bookkeeping Policy – Recreational and Travel Programs Source: Finance Committee Last Reviewed: 11/15
	Policy Detail: All teams using their member league’s tax ID number are required to run the team financials through the S.P.O.R.T.S. bookkeeper. Teams with separate tax ID numbers must: <ol style="list-style-type: none"> 1) Provide a budget to the league and team prior to the beginning of the season 2) Provide a copy of a voided check to the S.P.O.R.T.S. bookkeeper 3) Provide an end of season financial report to S.P.O.R.T.S., the league and families on the team

H08.00Pol	OMIT

H09.00Pro	S.P.O.R.T.S. Bookkeeping Procedures for all league’s recreational and travel finances Source: Finance Committee Last Reviewed: 9/13
	Procedures Detail: The following are S.P.O.R.T.S.’ bookkeeping procedures for all league recreational and travel finances: For members’ recreational, regular season team sports, S.P.O.R.T.S. will: <ul style="list-style-type: none"> • Record deposits • Make payments, as directed by the league treasurer and/or authorized individual • Provide financial reports to league, as requested • Perform additional administrative financial duties within reason, as requested

	<ul style="list-style-type: none"> • Maintain copies of current league budget and financial information and have available for public review <p>In turn, the Treasurer of each member league will fulfill the following responsibilities as part of S.P.O.R.T.S. bookkeeping procedures for recreational and travel programs:</p> <ul style="list-style-type: none"> • Review and approve invoices for payment • Code expenses for bookkeeper's recording • Conduct monthly review of league's financial reports and provide to league board members • Perform additional financial duties, as required by their leagues

H10.00Pro	S.P.O.R.T.S. Bookkeeper Duties and Responsibilities Source: Staff Last Reviewed: 9/13
	<p>Procedures Detail:</p> <p>The S.P.O.R.T.S. Bookkeeper will be bonded. The Bookkeeper shall perform such duties as the Policy and Procedures Manual may require or as may be assigned by the Executive Director. Duties of the Bookkeeper shall include:</p> <ol style="list-style-type: none"> 1. Maintaining correct and complete records of the accounts, showing accurately at all times the financial condition of the Corporation. 2. Deposit of all funds (in a timely manner) from the Corporation coming into his/her hands in a reliable bank or depository to be designated by the Board of Directors, and shall keep such bank account in the name of the Corporation. 3. Furnishing at meetings of the Board of Directors or whenever requested, a statement of the financial condition of the Corporation.

H11.00Pol	League Budget Policy Source: Finance Committee Last Reviewed: 9/08
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	<p>Policy Detail:</p> <p>Leagues are required to submit their budget annually to S.P.O.R.T.S for review within 30 days of leagues' year end. Per H05.00Pol, annual league budgets must distinguish between recreational and travel program income and expenses.</p>

H12.00Pro	<p>Deposits – Registration</p> <p>Source: Finance Committee Last Reviewed: 9/08</p>
	<p>Procedure Detail:</p> <p>All registration forms, checks and cash will be processed by the bonded staff at the S.P.O.R.T.S. office. All players participating under the S.P.O.R.T.S. umbrella are required to complete a signed registration form and pay the appropriate league fee. Monies will be deposited into the S.P.O.R.T.S. account and funds transferred back to each league. On September 1st, the insurance reimbursement to S.P.O.R.T.S. from all leagues will be invoiced and processed.</p>

H012.01Pro	<p>Deposits – Check Deposits</p> <p>Source: Finance Committee Last Reviewed: 9/08</p>
	<p>Procedure Detail:</p> <p>Checks for advertising, camps, donations, uniforms, equipment sales, etc. should be bundled together with any related cash and deposited as an individual transaction. The bottom half of the payment request form must be completed to account for each deposit. The exception to this is donations made with registrations which do not require a separate payment request deposit form.</p>

H12.02Pro	<p>Deposits – Cash Deposits</p> <p>Source: Finance Committee Last Reviewed: 9/08</p>
	<p>Procedure Detail:</p> <p>A payment request form will need to be completed and accompany the cash/ checks when turned into the S.P.O.R.T.S. office. The form should show cash amount and check amount broken out separately. Cash from concessions, cash sales, tournaments, etc. should be made as soon as possible after the money is received. (Exception: league officials may make deposits of cash when large amounts need to be deposited. This needs to be done within 48 hours. Email conformation must be sent to the S.P.O.R.T.S. bookkeeper within 48 hours of the deposit. The email needs to include the exact amount deposited as well as the category the money is deposited into.</p>

H12.03Pro	Deposits – Exceptions
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	Source: Finance Committee Last Reviewed: 9/08
	Procedure Detail: If a league is not following current S.P.O.R.T.S. procedures, league's decision must be approved by the S.P.O.R.T.S. board. Copies of monthly financial and yearly budgets must be available in the S.P.O.R.T.S. office.

H13.00Pro	Payments– Payment Request
	Source: Finance Committee Last Reviewed: 9/08
	Procedure Detail: A Payment Request form (specific to each league) must be completed and accompanied by a photocopy/scan of an original bill, invoice, receipt, etc...No request will be accepted without a complete Payment Request form attached. If no supporting documentation is available, an explanation of the expense should be clearly stated on the form (for example, cash to game officials, cashbox start up, etc.) Completed Payment Request forms should be emailed directly the S.P.O.R.T.S. bookkeeper or left with the staff at the S.P.O.R.T.S. office. These documents will be kept on file in the S.P.O.R.T.S. office. All checks will be signed by an approved and authorized signature. Once a payment request is received by the bookkeeper, turnaround time on a payment request is 3 days. The S.P.O.R.T.S. bookkeeper picks up Payment Request forms on Mondays, Wednesdays and Fridays.

H13.01Pro	Payments – Emergency Checks
	Source: Finance Committee Last Reviewed: 9/08
	Procedure Detail: If a check is needed in an emergency situation, contact the S.P.O.R.T.S. bookkeeper directly by phone. The check will be cut as soon as possible and arrangements will be made for pick-up. To avoid this situation, all leagues are asked to plan ahead and work with their vendors. Emergencies should not be the norm. Repeated requests will be referred to the Finance Committee Chairperson.

H14.00Pro	Banking and Accounting
	Source: By-Laws Last Reviewed: 9/08
	Procedure Detail:

	<p>All member leagues will be using the approved S.P.O.R.T.S. financial institution for all banking accounts. All bank statements should be mailed directly to the S.P.O.R.T.S. office. A copy of the bank statement will be provided to each league treasurer on a monthly basis. Financial statements will be provided to each league treasurer on a monthly basis, upon request with 3 days notice. Copies of the State and Federal tax returns for the previous year must be on file with the S.P.O.R.T.S. office.</p>
H15.00Pol	<p>S.P.O.R.T.S. Refund Policy</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>The S.P.O.R.T.S. processing fee that is included in participant registration fees is non-refundable. Refunds will be given (less the processing fee) through the end of the open registration period.</p> <p>Beyond that, each member league has its own policies governing the refund of the additional balance of the registration fees. Such refund decisions rest solely with the member league and do not involve S.P.O.R.T.S. staff or Board members. These policies are to be advertised by each league.</p>
H16.00Pol	<p>Payment to HSE Schools Staff</p> <p>Source: Staff (Executive Director), HSE Schools Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>All payments (by S.P.O.R.T.S. or member leagues) to HSE Schools staff are to be made directly through HSE administration. This includes instances when HSE staff work during off hours, such as Saturdays, to open, close, clean, or do any other work for S.P.O.R.T.S. HSE Schools staff are not to be paid directly for work done for S.P.O.R.T.S. or member leagues.</p>
H16.01Pol	<p>In-Kind Benefits for HSE School Staff</p> <p>Source: Staff (Executive Director) Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>Neither S.P.O.R.T.S. nor member leagues are to provide in-kind benefits or payment to any HSE Schools staff. Accordingly families of HSE Schools staff are not to receive discounted or waived registration fees.</p>

SECTION I: MEMBERSHIP ORGANIZATIONS

I01.00Pol	Responsibilities and Requirements of Member Organizations Source: By-Laws, Member Agreement Last Reviewed: 9/08
	<p>Policy Detail:</p> <p>Each full member organization and associate member organization must be dedicated to the principles and purpose of the S.P.O.R.T.S. organization.</p> <p>Each member organization must sign the SPORTS Member Agreement annually and fulfill the requirements, as stated in that agreement. The SPORTS Member Agreement details the policies and procedures required of Member Organizations and covers 7 major areas:</p> <ul style="list-style-type: none">• Membership Eligibility• Board of Directors,• Financial Operations,• Program Operations,• Safety and Liability,• Facility Planning and Development• Fund Development/Fundraising
I01.01Pol	Member League Adherence to All Pertinent Policies and Procedures of S.P.O.R.T.S., the Town of Fishers, Hamilton Southeastern Schools Corporation and Federal and State Nonprofit law and regulations Source: Operations Committee Last Reviewed: 9/08
	<p>Policy Detail:</p> <p>Member leagues are required to adhere to all pertinent policies and procedures of S.P.O.R.T.S., the Town of Fishers, Hamilton Southeastern School Corporation and federal and state nonprofit law and regulations.</p> <p>Any member league wishing to be exempted from a S.P.O.R.T.S. policy or procedure must submit the request in writing to the S.P.O.R.T.S. Board of Directors. All request will be reviewed on a case-by-case basis.</p> <p>Member League noncompliance with the any of the above pertinent policies and procedures may be grounds for disciplinary review and action by the S.P.O.R.T.S. Board of Directors, per C070.00Pol Disciplinary Action Regarding Membership Status.</p>
I02.00Pro	Procedure for Members to Commit to the Member Agreement Source: Operations Committee Last Reviewed: 9/08

	<p>Procedures Detail:</p> <p>Full and Associate Member organizations are required to annually commit to the S.P.O.R.T.S. Member Agreement (see C04.00Pol).</p> <p>The procedure to enter into or renew the agreement is as follows:</p> <ul style="list-style-type: none"> • The agreement must be signed by the President/Chair of the Board of the Member organization (which will likely not be the Member's representative to the S.P.O.R.T.S. Board). • Presidents of the Member organizations are strongly encouraged to attend the annual S.P.O.R.T.S. Presidents meeting in January, at which time the Member Agreement will be reviewed and they will be given the opportunity to sign it. • Each Member organization must have a signed copy of the agreement in place by March 1st of the current year.

I03.00Pol	<p>Fees and Payment</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>Full and Associate Member organizations are required to pay the seasonal S.P.O.R.T.S. fee, as set by the S.P.O.R.T.S. Board of Directors. The S.P.O.R.T.S. processing fee included in registration is non-refundable.</p>

I04.00Pro	<p>Scheduling</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Procedure Detail:</p> <p>Full and Associate Member organizations are required to submit their season schedule to the S.P.O.R.T.S. office a minimum of 14 days prior to the start of the season. Updates and/or revisions to the schedule that occur throughout the season must be communicated to the S.P.O.R.T.S. office in writing and to participants via an appropriate mechanism (e.g. on website, or in writing, by phone, etc...)</p>

I04.01Pro	<p>Field Requests</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Procedure Detail:</p> <p>Full and Associate Member organizations are required to submit their field requests to the S.P.O.R.T.S. office within 14 days of the close of registration. Updates or revisions to field usage throughout the season must be communicated to the S.P.O.R.T.S. office and to participants.</p>

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I05.00Pro	Information to the Community Source: Operations Committee Last Reviewed: 9/08
	<p>Procedure Detail:</p> <p>Full and Associate Member organizations are required to provide the following information to the HSE community:</p> <ol style="list-style-type: none"> 1. General league information that is available online (either through the organization's own website or that is included on the S.P.O.R.T.S. website. 2. Information packets to participants for each season. Each packet should, at a minimum, include: <ul style="list-style-type: none"> • Contact information for organizational leadership (e.g. Board members, Commissioners) • Season schedule, with facility information • General information sheet that directs participants to member's website for more detailed information.

I06.00Pol	Member League Camps Source: Operations Committee Last Reviewed: 9/08
	<p>Policy Detail:</p> <p>In order for S.P.O.R.T.S. (and Town and school facilities) to be involved in a member leagues, camp programming, the league must host and operate the camp (which includes overall camp management, processing registrations and collecting participant fees).</p> <p>If a camp is <i>not</i> hosted and operated by the member league, the camp may not:</p> <ul style="list-style-type: none"> -Have S.P.O.R.T.S.' access to facilities or -Dedicate league money to the operations of the camp

SECTION J: PARTICIPANTS AND COMMUNITY

J01.00Pol	Registration Source: By-Laws, Member Agreement Last Reviewed: 9/08
	<p>Policy Detail:</p> <p>S.P.O.R.T.S. handles all registrations for youth participating in any of S.P.O.R.T.S. ‘member leagues’ programs. S.P.O.R.T.S. offers two registration periods per year to coincide with the two seasons of programs: Fall and Winter/Spring.</p> <p>In order for a participant to be considered registered:</p> <ul style="list-style-type: none">- Payment must have been received, (unless other arrangements have been made through S.P.O.R.T.S.)- A parent or guardian must give consent and sign a Waiver and Release of Liability and the S.P.O.R.T.S. code of conduct and- Fulfilled the requirements of the member league offering the program.
J01.01Pol	Payment and Refunds Source: Operations Committee Last Reviewed: 12/08
	<p>Policy Detail:</p> <p>Each registration fee includes the:</p> <p>S.P.O.R.T.S. Processing Fee (set by S.P.O.R.T.S., non-refundable)</p> <p>Program Participation Fee (set by the member league, refund policy determined by the league)</p>
J02.00Pol	Supervision of Youth Participants Source: Risk Management Committee Last Reviewed: 9/08 Approved 6/21/2012
	<p>Policy Detail:</p> <p>Parents, guardians or other designated adult assumes all liability for the behavior, conduct and safety of youth during program and non-program hours (meaning until the program starts and immediately following the end of the practice or game).</p> <p>Youth participants who are less than 10 years of age must have a parent, guardian, or other designated adult in attendance at all games and practices. Said adult assumes all liability for the behavior, conduct and safety of the child and any siblings who may be also present.</p> <p>Youth participants who are 10 years or older may be in attendance without an adult, only during the program hours of the practice or game. If a parent/ guardian chooses to not be in attendance with</p>

	<p>participants and siblings 10 years or older, he/she nonetheless assumes all liability for their behavior, conduct and safety.</p>
J03.00Pol	<p>Behavior, Conduct and Safety of Spectators, Including Siblings</p> <p>Source: Risk Management Committee Last Reviewed: 9/08</p>
	<p>Policy Detail: Neither S.P.O.R.T.S., member leagues, coaches nor additional volunteers is liable for the supervision, behavior or conduct of adult or children spectators who are attending practices or games.</p> <p>Parents, guardians or the responsible adult charged with a minor's care who is a spectator assume all liability for the behavior, conduct and supervision of that child.</p>
J04.00Pol	<p>Codes of Conduct</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Policy Detail:</p> <p>All participants and parents/ guardians involved with a program of S.P.O.R.T.S. must adhere to the S.P.O.R.T.S. player code of conduct, parent code of conduct and Spectator's Code of Conduct. The codes of conduct are located on the back of the S.P.O.R.T.S. registration form.</p> <p>As stipulated on the S.P.O.R.T.S. registration form, the signature of one parent or guardian is required to indicate that he/she has read, understands and agrees to the codes of conduct.</p>
J04.01Pol	<p>Use of Tobacco, Alcohol or Drugs at a S.P.O.R.T.S. Event</p> <p>Source: Operations Committee Last Reviewed: 9/08</p>
	<p>Tobacco, alcohol and/or drugs are not be used during any S.P.O.R.T.S. team-sponsored event. A S.P.O.R.T.S. team-sponsored event shall have a definitive start and end time, be open to all participants and should coincide with standard program-related activities (e.g. practice, games, award ceremonies, transportation to and from travel events, Board meeting).</p> <p>Social gatherings of participants/ families who are involved with sports are not considered to be team-sponsored events (unless a standard program-related activity takes place such as an award ceremony or a called Board meeting).</p> <p>The use of tobacco, alcohol and/or drugs is not to occur while the business or programming of any S.P.O.R.T.S. , or member league, is occurring.</p>

	<p>Additionally, participants must comply with posted regulations pertaining to tobacco or alcohol use at the parks or school facility in use. Per the Hamilton Southeastern School Policy Section A: Foundations and Basic Commitments, Title: Tobacco-Free Schools, Number 05.00 and G02.06. “The Board of Trustees declares all school buildings and grounds, including athletic facilities to be tobacco-free environments. Staff, students and members of the public are expected to observe this restriction at all times.”</p>
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J04.02Pol	<p>Compliance with Polices of the Town of Fishers and Hamilton Southeastern Schools</p> <p>Source: Operations Committee Last Reviewed: 12/08</p>
	<p>Policy Detail:</p> <p>Participants of S.P.O.R.T.S. programs (youth and parents/guardians) are required to adhere to the policies of the Town of Fishers and Hamilton Southeastern School Districts.</p> <p>All posted regulations at facilities of the Town or schools must be followed, as well as the full set of policies established by the Town and schools.</p> <p>Please see the Town of Fishers Park Regulations..</p>

J05.00Pol	<p>Scholarship and Subsidized Registration</p> <p>Source: Operations Committee Last Reviewed: 10/10</p>
	<p>Policy Detail:</p> <p>S.P.O.R.T.S. is committed to provided youth sports programming that is affordable to community members. If a participant is unable to pay the registration fees, the parent guardian should follow these guidelines in requesting assistance:</p> <p>If the youth qualifies for the free lunch program at school: Provide S.P.O.R.T.S. with the verifying school paperwork and the youth registration for the youth will be waived for one rec sport in the Fall season and one rec sport for the Winter and Spring seasons. If the youth qualifies for the reduced lunch program: Provide the verifying paperwork and the youth registration fee will be reduced by 50% for one rec sport in the Fall season and one rec sport for the Winter and Spring seasons. Paperwork need only be provided to S.P.O.R.T.S. one time per school year for verification.</p> <p>If the youth does not qualify for the free/reduced lunch program at school, S.P.O.R.T.S. will work with the family to set up a payment plan S.P.O.R.T.S. will treat requests for assistance as private and confidential.</p>

J06.00Pol	<p>Residency Requirement</p> <p>Source: Operations Committee</p>
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	Last Reviewed: 9/08
	<p>Policy Detail:</p> <p>In order to be eligible to participate in a program of S.P.O.R.T.S. and its member organizations, the participant must have at least one parent or legal guardian who currently resides within the boundaries of the Hamilton Southeastern School District.</p> <p>A participant does not have to be enrolled in the HSE school, in order to be eligible. He or she may be attending a private school or home-schooled.</p>

J07.00Pro	<p>Procedure to Receive Complaints/ Appeals from Participants and Community Members</p> <p>Source: Operations Committee Last Reviewed: 12/08</p>
	<p>Procedure Detail:</p> <p>In order to submit a formal complaint/ appeal to the S.P.O.R.T.S. office, members of the community (including program participants) should:</p> <ol style="list-style-type: none"> 1) Submit a complaint/appeal to the S.P.O.R.T.S. Executive Director, preferably in writing such as a letter or email. Complaints will also be received by phone, with a written account recorded by the Executive Director. 2) A contact name and phone number/email address for the party submitting the complaint must be provided (in order to allow S.P.O.R.T.S. to follow-up for clarification or to notify regarding actions taken). 3) Community members are encouraged to be as detailed as possible when submitting a complaint

J07.01Pol	<p>Procedure to Address and Resolve Complaints Received from the Public</p> <p>Source: Operations Committee Last Reviewed: 12/08</p>
	<p>Procedure Detail:</p> <p>S.P.O.R.T.S. will make every reasonable effort to address and resolve community complaints by taking the following actions:</p> <ol style="list-style-type: none"> 1) Forwarding the complaint to the officers of the relevant league (if appropriate) 2) Requiring the league to address the complaint within 10 days and communicate to S.P.O.R.T.S. what action was taken to address the complaint 3) If S.P.O.R.T.S. determines that a league is not effectively responding to a complaint (or complaints) from the community, S.P.O.R.T.S. will forward the complaint(s) on to the S.P.O.R.T.S. Review Committee for review and resolution. <p>If a complaint does not involve a member league, it will be forwarded directly to the S.P.O.R.T.S. Review Committee.</p>

SECTION K: PARTICIPANT SAFETY AND RISK MANAGEMENT

K01.00Pol	Background Check Requirement of all Persons Working Directly with Youth Participants Source: Risk Management Committee Last Reviewed: 9/08
	<p>Policy Detail:</p> <p>No person without a completed background check on file with S.P.O.R.T.S will be allowed to work directly with youth participants.</p> <p>Upon receipt of “clean” results, approved names will be entered into the SP.O.R.T.S. database and will be eligible to volunteer or work for any S.P.O.R.T.S. member league for a period of three years, although S.P.O.R.T.S. does reserve the right to rerun the background check within that three year-period, should a concern arise.</p> <p>S.P.O.R.T.S. will remove names from the approved list that have not been renewed after three years.</p> <p>If a person serving as coach or assistant coach does not have current background check form on file with S.P.O.R.T.S. and is working directly with youth, he/she will be disqualified from volunteering until an approved background check is completed and on file with the S.P.O.R.T.S. office.</p>
K02.00Pol	Disqualification of S.P.O.R.T.S. Volunteer or Staff Applicants Source: Risk Management Committee Last Reviewed: 9/08
	<p>Policy Detail:</p> <p>S.P.O.R.T.S. and member leagues reserve the right to deny the application of, or terminate, the eligible status of volunteer/staff person at any time, with or without cause.</p> <p>A stated cause for disqualification is if an applicant’s background check does not return “clean” and, upon review by S.P.O.R.T.S. or the member league, is deemed unacceptable to ensuring the safety of S.P.O.R.T.S. participants.</p> <p>At the league level, the decision to disqualify an applicant or current staff or volunteer rests with the Board of that league. S.P.O.R.T.S. will review the decision, and reserves the right to override the league Board’s decision, if necessary. Such an override would happen on a very rare basis, and only in the event the S.P.O.R.T.S. Board felt the applicant posed a risk to the safety and health of participating youth.</p> <p>Known “hits” on a background check that would automatically disqualify an applicant from working with or volunteering with S.P.O.R.T.S. or any member league are any one of the following:</p>

	<ul style="list-style-type: none"> • Convicted offense against a child • Convicted offense against a person, within the past 5 years • Currently serving probation • Convicted of a felon, unless approved <p>Additionally, if an applicant's background check reveals a convicted Driving Under the Influence offense within the past 5 years, that information will be forwarded onto the league. In accordance with K05.00Pol, "no volunteer is allowed to drive participants (on behalf of S.P.O.R.T.S. or member leagues)". While S.P.O.R.T.S. and member leagues have no authority in third-party driving agreements among volunteers and parents, leagues are encouraged to prevent volunteers with a recent DUI offense, from ever driving participants, even as an independent third party.</p>
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K03.00Pol	Background Checks Completed by S.P.O.R.T.S. Source: Risk Management Committee Last Reviewed: 9/08
	Policy Detail: S.P.O.R.T.S. will conduct background checks for all league coaches, assistance coaches and any additional people who will be working directly with youth participants. Leagues must provide S.P.O.R.T.S. with the necessary documentation in time for S.P.O.R.T.S. to have completed background checks prior to the start of the season.

K03.01Pol	Exemption – Background Checks Completed by Leagues Source: Risk Management Committee Last Reviewed: 9/08
	Policy Detail: Leagues wishing to (or required to) use an alternate resource to complete background checks, must: a) receive approval from S.P.O.R.T.S. and b) provide copies of the full completed background check to S.P.O.R.T.S. prior to that volunteer beginning direct work with youth. If a person serving as coach or assistant coach does not have current background check form on file with S.P.O.R.T.S. and is working directly with youth, he/she will be disqualified from volunteering for the remainder of the season.

K04.00Pol	Conduct Review of S.P.O.R.T.S. Volunteers Source: Risk Management Committee Last Reviewed: 9/08
	Policy Detail: S.P.O.R.T.S. and member leagues reserve the right to review the conduct of all volunteers and take the appropriate course of disciplinary action. S.P.O.R.T.S. and member leagues reserve the right to terminate the eligible status of a volunteer with or without cause, effective immediately.

	<p>In the event a volunteer's conduct or actions may be deemed inappropriate, the following course of action shall be taken by S.P.O.R.T.S. and the involved member league:</p> <ol style="list-style-type: none"> 1. League will complete an incident report for its records. Incident report shall include a description of the incident, action that will be taken by the league, the league's requirements of the volunteer and the actions that will be taken if the volunteer does not comply. 2. League will submit a copy of the incident report to the S.P.O.R.T.S. office. 3. League will follow-up with S.P.O.R.T.S. within a 10-day period to report what action was taken and whether or not the issue has been resolved. <p>At the league level, the decisions regarding coach conduct and necessary disciplinary action rests with the Board of that league. S.P.O.R.T.S. will review the decision (via the S.P.O.R.T.S. Review Committee), and reserves the right to override the league Board's decision, if necessary. Such an override would happen on a very rare basis, and only in the event the S.P.O.R.T.S. Board felt the coach posed a risk to the safety and health of participating youth.</p>
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K04.01Pol	<p>Disciplinary Action Regarding Volunteer Conduct</p> <p>Source: Risk Management Committee Last Reviewed: 9/08</p>
	<p>Procedure Detail: S.P.O.R.T.S. offers the following levels of disciplinary action as possible steps member leagues may take to address unsatisfactory volunteer conduct:</p> <ol style="list-style-type: none"> 1. Speak with volunteer regarding conduct and complete an incident report 2. Suspend volunteer from one game 3. Temporarily disqualify the volunteer from the remainder of the season 4. Permanently bar the volunteer from volunteering for S.P.O.R.T.S. and its member leagues ever again <p>In the rare event that S.P.O.R.T.S. overrode the disciplinary action taken by the member league, it may take any of the above disciplinary actions to address a volunteer's unsatisfactory conduct.</p>

K05.00Pol	<p>No S.P.O.R.T.S.–Sanctioned Transportation of Participants Allowed by Staff or Volunteers</p> <p>Source: Risk Management Committee Last Reviewed: 9/08</p>
	<p>Policy Detail: No person serving as volunteer or staff of S.P.O.R.T.S. or its member leagues should transport a youth participant, other than his/her own child, in his/her car.</p> <p>If the volunteer or staff person makes the individual decision to transport a youth participant, at the request of the youth's parent or guardian, it is understood to be a third-party arrangement that does not involve S.P.O.R.T.S. or its member leagues.</p>

	Volunteers or staff of S.P.O.R.T.S. are strongly advised not to enter into such third-party arrangements regarding transportation, as it places their own personal liability at significant risk.
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K06.00Pro	Coach Training Requirement Source: Risk Management Committee Last Reviewed: 9/08
	<p style="text-align: right;">TABLED/NOT APPROVED</p> <p>Procedure Detail:</p> <p>All league Coaches and Assistant Coaches are required to participate in the SPORTS component of the coaches training at least once every three years. The SPORTS coaches training will consist of a video that can be accessed online, at a time that is convenient for volunteers. The online program will have the capabilities to track which volunteers have viewed the training and which have not. A hard copy of the training program will also be available. Coaches may also be required to participate in a league's own training program, in addition to the S.P.O.R.T.S. online training. S.P.O.R.T.S. will provide each league with a list of volunteers who have completed the training. No Coach or Assistant Coach will be allowed to begin the season without having completed the required S.P.O.R.T.S. coach training and league training (if applicable).</p> <p>The focus of the S.P.O.R.T.S. coach training will be on policies and procedures related to personal liability, child protection and safety, first aid, sportsmanship and the requirements of the team parent meeting. The S.P.O.R.T.S. coach training will not be a lesson in how to coach. Leagues will address the specific training needs regarding how to coach a particular sport.</p>

K07.00Pro	League Parent Meetings Source: Risk Management Committee Last Reviewed: 9/08
	<p>Procedure Detail:</p> <p>All coaches are required to hold a team meeting of participating parents prior to the start of the season. Leagues will verify that the required parent meetings are being offered and attended by providing S.P.O.R.T.S. with copies of the dated sign-in sheets for its team parents meetings.</p> <p>S.P.O.R.T.S. will provide a list of recommended points to include in the parent meeting prior to the start of the season. Recommended items to cover in the parent meeting might include:</p> <p>Any policy that relates to the requirements of parents, for example:</p> <ul style="list-style-type: none"> • Late pick-up policy • Supervision/ liability related to siblings and other visitors • Every parent who may be working directly with participants is required to complete a background check <p>Policies related to safety, etc...:</p> <ul style="list-style-type: none"> • Weather policies, information line, etc...

	<ul style="list-style-type: none"> • 24-hour rule <p>Any additional policies or procedures of that coach, league and/or S.P.O.R.T.S.:</p> <ul style="list-style-type: none"> • Need for at least 2 adults to attend every game/ session (including the coach) • Practice will be cancelled in the event the assistance coach cannot come and no parent has responded to step in as the second adult volunteer • Role of coach (what it is and isn't), rights of coaches, etc...
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K08.00Pol	Supervision of Youth Participants Source: Risk Management Committee Last Reviewed: 9/08	TABLED/NOT APPROVED
	Policy Detail: Youth participants who are less than 10 years of age must have a parent, guardian, or other designated adult in attendance at all games and practices. Said adult assumes all liability for the behavior, conduct and safety of the child. Youth participants who are 10 years or older may be in attendance without an adult, only during the program hours of the practice or game. Parents, guardians or other designated adult assumes all liability for the behavior, conduct and safety of youth during non-program hours (meaning until the program starts and immediately following the end of the practice or game).	

K08.01Pol	Behavior, Conduct and Safety of Spectators, Including Siblings Source: Risk Management Committee Last Reviewed: 9/08	
	Policy Detail: Neither S.P.O.R.T.S., member leagues, coaches nor additional volunteers is liable for the supervision, behavior or conduct of adult or children spectators who are attending practices or games. Parents, guardians or the responsible adult charged with a minor's care who is a spectator assume all liability for the behavior, conduct and supervision of that child.	

K09.00Pol	Volunteers - Use of Tobacco, Alcohol or Drugs at a S.P.O.R.T.S. Event Source: Operations Committee Last Reviewed: 12/08	OMIT, DUPLICATES J04.01
	Policy Detail:	

	<p>Volunteers, staff or any person performing duties on behalf of S.P.O.R.T.S. or member leagues are not to consume alcohol, tobacco and/or drugs during a S.P.O.R.T.S. or team-sponsored event.</p> <p>Social gatherings of participants/ families who are involved with sports are not considered to be team-sponsored events (unless a standard program-related activity takes place such as an award ceremony or a called Board meeting).</p> <p>It is understood that the use of tobacco, alcohol and/or drugs is not to occur while the business or programming of a league is occurring.</p> <p>Additionally, participants must comply with posted regulations pertaining to tobacco or alcohol use at the parks or school facility in use. Per the Hamilton Southeastern School Policy Section A: Foundations and Basic Commitments, Title: Tobacco-Free Schools, Number 05.00 and G02.06. "The Board of Trustees declares all school buildings and grounds, including athletic facilities to be tobacco-free environments. Staff, students and members of the public are expected to observe this restriction at all times."</p>
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