

# South County Youth Association, Inc.

## General Corporation Operations Manual

ADOPTED: July 2008

AMENDED:

Rev 1 – June 2011

Rev 2 – January 2014

Rev 3 – January 2015

Rev 4 – April 2016

*(The General Corporation Operations Manual can be modified by a majority vote of the Executive Council to adopt proposed changes submitted in writing by any Corporation member.)*

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## **SECTION 1.0: GENERAL**

### **SECTION 1.1: Corporation Address, trademarks and symbols**

The Articles of Incorporation for South County Youth Association were submitted to the Clerk of the Circuit Court of Anne Arundel County. The official address of the Corporation is: PO Box 42, Shady Side, MD 20764.

The trademarks and symbols for the Corporation are: South County Youth Association; SCYA; Bulldogs. [January 2015 modified to change symbol from Storm to Bulldogs.] The colors are royal blue, gold and white.

The Executive Council will take reasonable steps to ensure the protection of the SCYA name and symbols, including the “BULLDOGS” name and image. [January 2015 modified to change symbol from STORM to BULLDOGS.]

### **SECTION 1.2: Oath of Office**

The following oath of office shall be administered to all elected or appointed officers of the Corporation, including Officers, Chairpersons, Sports Commissioners, Operation Board Members, and Associate Sport Commissioners, at the earliest possible time following their election or appointment. In the case of the annual election of officers, this will occur at the first regularly scheduled Executive Council meeting, or general membership meeting, following the election. All officers, including incumbents, will take this oath after their election or appointment.

The oath will be administered by the President, or in his absence the Vice President, by reading the following oath, to be affirmed by each officer by responding “I will”. In the event of a change in the person holding the office of President at the time of the annual election, the oath will be administered first by the outgoing President to the incoming President.

Oath of Office:

I pledge to perform the duties and responsibilities of the position to which I have been elected or appointed to the best of my abilities. I pledge to abide by the Constitution and By-laws of the Corporation, to follow the policies and procedures of the Corporation, and to carry out the rulings of the Corporation.

I agree to always uphold the high principles and good reputation of the Corporation, and to always consider the impact that my performance has upon the Corporation. I will bear in mind that my decisions and actions will reflect upon the organization as a whole, and I will conduct myself accordingly.

I realize that I will not be compensated in any monetary manner for the service I perform while holding my office, except for that allowed by State and Federal laws that cover contributions to charitable organizations, and I agree not to profit from this position in any monetary manner. I agree that my compensation will be the personal satisfaction that I derive in performing my duties for this worthy cause.

If you accept these pledges as your own, respond “I will”.

### **SECTION 1.3: Corporation Code of Ethics**

1.3.1 Code of Ethics: All coaches and assistant coaches will be required to read, sign and abide by a Corporation Code of Ethics (see appendix). Refusal or failure to sign the Code of Ethics will disqualify the coach or assistant coach from service. The Code of Ethics forms will be distributed and collected by the Sport Commissioner, and will be retained by the Club Secretary.

1.3.2 Ethics Committee: The Vice President will chair an Ethics Committee, which will include a minimum of three Sport Commissioners. All violations of the Code of Ethics will be reported by the Sport Commissioners in whose sport the violation occurred. This Committee shall determine the penalty to be imposed based upon the circumstances and the nature of the violation. If a penalty is imposed by the County Department of Recreation and Parks, or any other ruling body in which the Corporation has accepted membership, this penalty will be carried out by the Sport Commissioner and Vice President. The Corporation may also impose additional penalties based on the judgment of the Ethics Committee.

1.3.3 Appeals: Any person against whom the Ethics Committee has imposed penalties has the right to appeal before the Corporation Executive Council in a closed session. In such instances the Executive Council's decision are final.

1.3.4 Ethics and Grievances: In the event that a grievance brought by a Corporation Member involves a Code of Ethics violation, the actions described in this section supersede the Corporation Grievance procedures.

#### **SECTION 1.4: Grievance Procedure**

1.4.1 Escalation of Grievances, Sport Related: When a grievance arises, the player or parent with the grievance should bring the issue to the attention of the team coach, or if the coach has the grievance, the coach should discuss it with the player or parent. If a resolution is not achieved, then the Sport Commissioner should be notified by the person with the grievance. The Sport Commissioner should make a concerted effort to resolve the issue, but if satisfaction is not achieved the Commissioner should advise the parties to contact the Corporation Vice President in writing at the address given in Section 1.1 of this manual.

1.4.2 Escalation of Grievances, Non-Sport Related: In the event of grievances outside of the context of sport programs, the person with the grievance should immediately contact the Corporation Vice President verbally, or in writing at the address given in Section 1.1 of this manual.

1.4.3 Resolution: The Vice President has ultimate responsibility for resolving grievances. The decision of the Vice President is final, unless either party wishes to appeal the Vice President's decision for further consideration. Any decision by the Vice President may be appealed to the full Executive Council in closed session. In this event, the Executive Council's decision is final.

1.4.4 Notification: The Vice President will notify both parties within 30 days of the decision, and the actions to be taken. The Vice President will prepare appropriate documentation of the grievance and decisions for Corporation files. The Vice President will ensure that the grievance is handled with an appropriate level of discretion.

## **SECTION 1.5: Corporation Meetings**

Meetings shall be held monthly and shall be open to all members.

[April 2016 modified to remove SECTION 1.6: Corporation Awards]

## **SECTION 2.0: FINANCIAL OPERATIONS**

### **SECTION 2.1: Management of Corporation Funds**

2.1.1 Financial Transactions: All Corporation financial transaction will be made through established banking procedures. Cash transactions are restricted to emergency situations, such as replenishment of concession inventory. Bank checks for cash issued to Corporation Members will be audited.

2.1.2 Bank Accounts: All monetary assets of the Corporation will be managed in one bank checking and one bank savings account. Any change in bank or accounts must be approved by the Corporation Executive Council. The Corporation Treasurer is authorized to transfer funds between the checking and savings account to maximize interest income and to cover Corporation obligations.

2.1.3 Signature Authority for Financial Transactions: All checks, withdrawals and transfers issued must bear the signature of the Corporation Treasurer, or in the Treasurer's absence, the signature of the President.

2.1.4 Treasurer's Report: The Treasurer will prepare and present at each Executive Council and General Membership meeting a report of the Corporation's financial condition which will include as a minimum: current bank account balances; summary of previous month's expenses and revenue; outstanding financial obligations; and expected major expenses and revenues for the coming month. A detailed report of sport program income and expenditures will be provided at the end of each fiscal year.

2.1.5 Chart of Accounts: The Corporation Treasurer will maintain the Corporation financial records and transactions according to a chart of accounts that include at least the following income and expense categories:

#### General Income

- Donations – Cash
- Donations – Non-cash
- Government Grants
- SCYA Clothing Sales (Inventory/Special Order)
- Used Equipment Sales
- Pictures (Sales of Commissions)
- Bank Interest
- Miscellaneous

Sport Income (Income accounts for each sport, including: Soccer, Softball, Football, Cheerleading, Basketball, Wrestling, Lacrosse, Baseball, Field Hockey and Volleyball)

- Registration Fees
- Reimbursement for Umpires/Referees
- Camp Fees

- Concessions
- Sport Clothing
- Uniform/Equipment Rental and Deposit
- Miscellaneous

Event Income (Income accounts for each event or fundraiser, including but not limited to: Tournament, Turkey Bowl, Shoot-A-Thon, Dinner/Dance, Shrimp Feast, Bull Roast, etc.)

- Team Registration Fees, Ticket Sales
- Donations – Cash
- Donations – Non-cash
- Product Sales
- Concessions
- Raffle Ticket Sales
- Miscellaneous

Operating Expenses

- Telephone
- Postage
- SCYA Clothing (Inventory/Special Order)
- Copying
- Insurance
- Advertising
- Donations
- Pictures
- First Aid Supplies
- Coaches Apparel
- Concession Supplies
- Miscellaneous
- Facilities -
  - Field Marking Lime/Equipment
  - Security Fees
  - Grass Cutting
  - Field Maintenance/Improvements
  - Building Improvements
  - Miscellaneous

Sport Expenses (Expense accounts for each sport, including: Soccer, Softball, Football, Cheerleading, Basketball, Wrestling, Lacrosse, Baseball, Field Hockey and Volleyball)

- Registration Fee Refunds
- Officials/Umpires/Referees
- League Registration Fees
- Uniforms
- Equipment
- Sport Camp Costs
- Plaques/Trophies/Gifts
- Equipment Rental Deposit Refund
- Sport Clothing
- Miscellaneous

Event Expenses (Expense accounts for each event or fund-raiser, including but not limited to: Tournament, Turkey Bowl, Shoot-A-Thon, Dinner/Dance, Shrimp Feast, Bull Roast, etc.)

- Team Registration Fees
- Team Registration Fee Refunds
- Officials/Referees/Umpires
- Food/Beverage (non concession)
- Plaques/Trophies/Gifts
- Product Sales – Salable Items
- Prizes – Cash
- Printing/Copying/Advertising
- Miscellaneous

## **SECTION 2.2: Corporation Management of Corporation Funds**

2.2.1 Sport Program Budgets: Sport Commissioners are required to submit budgets and income estimates for their sport programs for the following year within 30 days prior to opening registration for the sport season. If a budget is not submitted for a sport program in a timely manner, and the Treasurer is unable to prepare a budgetary estimate, the sport program's expense budget may be limited to the registration fees and reimbursement for officials collected for that sport season. [April 2016 modified to change from 60 days at the conclusion of season; at least 7 months prior to start of next season]

[April 2016 modified to remove section 2.2.2 Operating Committee Budgets; renumbered 2.2.3 to 2.2.2]

2.2.2 Consolidated Financial Plan: The Treasurer will consolidate all budget and income estimates into a consolidated Corporation Financial Plan.

## **SECTION 2.3: Appropriation of Corporation Funds**

2.3.1 Authorization to Appropriate Corporation Funds: Authority to appropriate the funds of the Corporation rests with the Executive Council. Appropriations take the form of approved sport program and committee budgets, or requests for approval of funding that are brought before the Executive Council.

2.3.2 Limitations of Executive Council Authority: The Executive Council will ensure that appropriation requests are specific. No approved budget or request will include more than 10% discretionary spending, for example, that which is identified as "miscellaneous" in budget requests.

2.3.3 Substantiation of Appropriations: The Executive Council will ensure that purchases within sport programs and committees, or for special events, are substantiated by written vendor quotes from at least two sources of supply. As part of the review of Sport and Committee budget requests, the Executive Council will designate which budget line items will require multiple vendor quotes. Vendor quotes may not be required where expected dollar expenditures are small, for discretionary spending (i.e. "miscellaneous" items in the budget), or if the Executive Council recognizes a preferred source of supply. Any decision to use other than the lowest vendor quoted amount must be explained, either in writing or verbally, the latter entered into the Corporation's meeting minutes.

Vendor quotes will be retained in the Corporation's financial records for at least two sport seasons.

#### **SECTION 2.4: Disbursement Activities**

2.4.1 Corporation Treasurer's Responsibility: The Treasurer has responsibility to disburse Corporation funds to satisfy the financial obligations of the Corporation. Such disbursement will be made by check, except where emergency requirements require cash.

2.4.2 Limitations on the Corporation Treasurer: The Treasurer is limited to disbursing Corporation funds within the specific amounts, plus discretionary funding, approved by the Executive Council in the form of appropriations.

#### **SECTION 2.5: Revenue Activities**

2.5.1 Authority to Raise Revenue: Authority to raise revenues for the Corporation rests with the Corporation Executive Council. All methods and forms of raising revenue must be approved by the Executive Council. The categories of revenue are listed in the Corporation Chart of Income Accounts. Any person acting as an agent of the Corporation derives their authority directly from the Executive Council, and may only use methods approved by the Executive Council for raising revenue. Approved methods to be used by Operating and Event Committees will be documented in the Committee Operations Manual.

2.5.2 Special Fundraisers: The Executive Council will approve all special fundraising activities. Product selection and pricing will be established by the Executive Council.

2.5.3 Sport Program Camp Fees: Camp fees will be set by the Executive Council on the recommendations of the Sport Commissioner.

2.5.4 Commissions on Picture Sales and Other Products: The Executive Council will approve commissions on the sale of pictures and other products.

2.5.5 Reimbursement for Game Officials: Sport Commissioners are responsible for notifying the Corporation Treasurer of league or county reimbursement of game official fees for which the Corporation is eligible.

2.5.6 Government Grants: The Treasurer or President will submit all forms and information to secure grant money from the County Government.

2.5.7 Uniform and Equipment Fees: all uniforms shall be purchased by the player unless otherwise specified by the Commissioner. All equipment shall be provided by the Club to the player unless otherwise specified by the Commissioner. The Commissioner shall specify to each player at the time of registration what equipment/uniform items they may need to purchase; e.g., jersey, pants, cleats, gloves, mouth guards, socks, sweats, etc. For all uniforms and/or equipment which are loaned to a player, a deposit fee will be collected at the time of issuance. A player is required to return all loaned uniforms and equipment in good condition at the conclusion of the playing season at which time the deposit will be returned. Failure to do so will result in the player being charged for

uniform/equipment replacement, and may preclude the player from registering for another sport. [January 2014 – modified to state uniforms will be purchased rather than all uniforms will be loaned.]

**2.5.8 Sport Registration Fees:** Sports registration fees shall be set and determined by the Commissioner based on the required equipment/uniform purchases, county fees, and other costs. This fee shall be presented as part of the annual sports budget and shall be approved by the executive council in a general membership meeting. Once registered no refund of fees shall be made unless request is received prior to the first game played. Exception may be made with the Commissioner's and the Treasurer's approval. Any fee charged to the Club for returned checks shall be charged to the writer of that check. Registration shall not be considered complete until payment is received and cleared by the bank.

The fee structure for each sport is set with for each season during the budget process, with a late fee determined by the Sport Commissioner to be assessed for registrations received after the registration deadline. The Registration Chairperson may waive late fee if extenuating circumstances exist. Any late fees collected will be considered sport income. [June 2011 – modified to include a late fee for registrations submitted past the deadline.]

**2.5.9 Maximum Fees Required:** No maximum fee per family.

**2.5.10 Financial Aid:** No child shall be denied the privilege of participating in the Club activities based solely on financial need. Consideration shall be made by the Commissioner and Treasurer to allow a player to register without fee if financial need warrants.

**2.5.11 Clothing Sales:** The Executive Council will establish pricing for SCYA Clothing on the recommendation of the Clothing Committee Chairperson.

**2.5.12 Concession Stand Prices:** The Executive Council will establish pricing for all products sold in the Corporation concession stands, and at special events, on the recommendation of the Concessions Chairperson.

**2.5.13 Sponsors:** Sponsors are open to those organizations/persons whose intent is to support the total efforts of the Club or a particular sport. Under no circumstance will sponsorship be limited to a particular team. [January 2014 – modified to allow sponsorship of a particular sport rather than only the entire Club.]

Sponsor names are prohibited from any and all official designated team uniform and/or equipment.

Requests for sponsorship must be submitted in writing to the President and must be approved by a majority vote of the executive council members. Approved sponsorships are valid for a maximum of one (1) calendar year. Renewal of expired sponsorships must be made according to the rules applicable for initial application.

Solicitation of sponsors to support the Corporation must be authorized by the President. A written agreement of understanding between the sponsor and the Corporation will be developed. The agreement shall include what is to be promised, the limitations of the agreement and how the money will be used. At no time will an individual take it upon his/herself to use the Corporation name to solicit a sponsor for the individual sport or the

Corporation. Sponsorship may be used to support the Corporation as a whole, or a particular sport, but not an individual team or player. [January 2014 – modified to allow sponsorship of a particular sport rather than only the entire Club.]

Although the Corporation appreciates those who sponsor the Corporation, it cannot allow the sponsor's name to be advertised on the players' uniforms. If the sponsor wishes and so provides, a portable sign advertising the sponsor may be displayed on game day, to be removed at the conclusion of game day. These guidelines are developed due to the county ownership of the fields on which the Corporation plays. Additionally, the sponsor's logo/name may appear in the Corporation Newsletter. The sponsor shall be included on the Corporation mailing list to receive the Newsletter, and may receive a plaque or certificate annually to express appreciation.

## **SECTION 2.6: Insurance Coverage**

2.6.1 Insurance Coverage: The Corporation Treasurer will ensure that General Liability insurance in the amount of \$1,000,000 is in force to protect the Corporation in the following areas: Liability, Theft, Vandalism, Bond. Supplemental Medical insurance will be provided for each participant. The Insurance Carrier for the Corporation is Sadler Sports Insurance Co.

## **SECTION 2.7: Government Reporting Requirements**

2.7.1 Tax Reporting: The Corporation Treasurer will submit all tax forms and information to the State and Federal Government.

2.7.2 Non-Profit Organization: The Corporation Treasurer will submit all necessary forms to ensure the Corporation is recognized as a non-profit organization by appropriate government agencies.

## **SECTION 3.0: MANAGEMENT OF SPORTS PROGRAMS**

### **SECTION 3.1: Sport Registration**

3.1.1 Notification of Sport Program Registration: Notification of sport registration requirements will be included on the Corporation website and online registration website a minimum of four weeks prior to registration deadline.

3.1.2 Method of Registration: Online registration, and announced walk-up registration if offered, is encouraged to make the registration process as efficient as possible. Sport Commissioners will assist the Registration Chairperson with walk-up registration activities. Online registration should be handled by the Registration Chairperson, and only in exceptional situations is a Commissioner or Coach to accept money and/or registration forms.

3.1.3 Notification of Sport Commissioner: The Online Registration system will provide a list of registered players to the Sport Commissioner. Players who are not properly registered may not participate in a sport, or receive equipment and uniforms.

3.1.4 Registration Deadlines will be set by the individual Sport Commissioners for each season and will be posted on the Corporation website as well as the Online Registration website.

3.1.5 Other Registration: Registration for other sport seasons (i.e. summer baseball) will be handled in a manner similar to registration for primary sport seasons.

3.1.6 Original Documentation: The Online Registration system will retain original registration forms and other registration documents for the Corporation's records. All Registration documents will be retained in the Corporation records for two sport seasons.

### **SECTION 3.2: Equipment and Uniforms**

3.2.1 Sport Uniforms: A complete uniform must be worn at all games. Loaned uniforms may not be worn for practice or for any purpose except that approved by the Executive Council or Sport Commissioner. [April 2016 modified to specify the wearing limitation applies only to loaned uniforms] Uniforms will not be adorned with additional clothing or attachments; however approved clothing for inclement weather is permissible.

3.2.2 Equipment and Uniform Return: All borrowed equipment and uniforms must be returned to the Sport Commissioner, or other Corporation representative identified for this purpose, within two weeks of the end of the sport season. Equipment and uniforms that are damaged beyond reasonable wear and tear, or that is lost, will require the player to pay full replacement value of the lost or damaged article. Failure to do so will result in a suspension of the player, and his/her family members, from participation in any Corporation Sport Program.

3.2.3 Borrowed Equipment: Any equipment to be borrowed for use in an activity not sponsored by the Corporation will require a deposit equal to the replacement cost of the equipment. In addition, a usage fee will be charged. Upon return of the equipment in good condition, the deposit portion of the fee will be returned.

### **SECTION 3.3: Sport Guidelines**

3.3.1 Game Playing Time: Players should receive playing time subject to team size, game circumstances, and level of competitive play, but playing time should not be less than the following. It is understood that game dynamics result in some inconsistency from game to game, but coaches are expected to make their best efforts to meet these guidelines. Corporation guidelines must meet or exceed applicable league or County guidelines for playing time. [April 2016 updated below criteria to meet current County guidelines]

Baseball	One at-bat / Three outs in field
Basketball (8&U, 9&U, 10&U C)	One half of total game time
Basketball (All Other)	One quarter of total game time
Cheerleading	Full time participation
Field Hockey	One half of total game time
Football	One quarter of total game time
Lacrosse (Boys Pee Wee & Clinic)	One half of total game time
Lacrosse (Boys Midget & Junior)	One quarter of total game time

Lacrosse (Girls All)	One half of total game time
Soccer (Division I)	One quarter of total game time
Soccer (Divisions II & Above)	One half of total game time
Softball (10&U)	Bat Roster, Play six outs in field
Softball (All Other)	One at-bat, three outs in field
Volleyball	One half of total game time
Wrestling	One match per meet

Clinic programs are designed for the purpose of participation and learning. Winning is a secondary objective and players should receive playing time equal to a minimum of one half of total game time. Playing time during practices and scrimmage games should be equally divided among the players.

3.3.2 Limitations on Playing Time: Players experiencing health or injury problems must necessarily have their playing time limited. Players who have missed practices or games, or have displayed poor team spirit and sportsmanship, may have their playing time limited at the discretion of the coach.

3.3.3 Team Sizes: The following guidelines for maximum team sizes should be followed:

Baseball	15 players
Basketball	10 players
Cheerleading	No specific limit
Field Hockey	16 players
Football	25 players
Lacrosse	20 players
Soccer	16 players
Softball	15 players
Volleyball	12 players
Wrestling	No specific limit

Additional players may be added with approval from the Sport Commissioner and Coach. Late registrations will be accepted only if team sizes are maintained, coaches are available, practice times are available, and league approval can be obtained. In the case that a late registrant is denied an opportunity to participate, registration fees will be refunded.

3.3.4 Player Placement on Teams: The Sport Commissioner will place players on teams. When there are sufficient players to form multiple teams for an age level, all players will be evaluated to determine placement on teams. The nature and content of the evaluation is to be determined by the Sport Commissioner. Considerations may include skill level, game experience, age, height/weight, etc. If evaluation drills are conducted, the Sport Commissioner should attempt to arrange the drills so that coaches don't evaluate the players who will participate at the age level they are coaching. If coaches evaluate players in the age group that they will be coaching, then all coaches in that age group should evaluate all players during the same drills, with collaboration and agreement on results of the evaluation to occur immediately following each player's performance.

3.3.5 Team Placement in Leagues: The level of team play will be determined by the Sport Commissioner with advice from the Coaches. This policy does not apply where the league determines level of play.

3.3.6 Playing Up/Down: Players are encouraged to play within their age group. Playing up will be considered for players with exceptional ability, with the final decision being the Sport Commissioner's. Playing down will not be allowed, unless very exceptional circumstances apply. In any case of playing down, all proper league procedures must be followed.

### **SECTION 3.4: Tournament Play**

3.4.1 Definition of Tournament Play: Tournament play is defined as a level of competition, exhibition, special event, all-star game, etc., where Corporation participation is not normally considered a part of the regular sport season. The Executive Council may further clarify the interpretation of Tournament Play by voting to allow specific cases.

3.4.2 Participation in Tournaments: Players on teams sponsored by Corporation must be Corporation Members in good standing. As such, any individual not registered in the regular season sport program, must pay a sport registration fee. Any tournament restriction on adding players to tournament team rosters must be followed. The team coach or the Sport Commissioner must notify all players and parents of the level of play, and fees required for participation, in advance of registering in the tournament. The Executive Council must approve the participation of players sponsored by the Corporation in tournaments.

3.4.3 Tournament Fees: The Corporation will only provide fees for tournament play when included in the approved budget. [April 2016 modified to allow for tournament fees to be paid by the Corporation if previously approved in their budget]

3.4.4 Tournament Equipment and Uniforms: Players sponsored by the Corporation will wear Corporation uniforms, and may use Corporation equipment, while participating in tournaments.

### **SECTION 3.5: Recognition and Sport Trophies**

3.5.1 Trophies: Individual trophies will only be awarded to first place county or league teams. Team trophies will be provided to second place teams. Other than trophies provided by the Corporation or League, no trophies may be awarded or presented at Corporation sponsored events. The Corporation discourages this type of recognition as not being fair treatment for all participants. A team trophy awarded to a Corporation sponsored team will be presented to the team's coach, who may either retain the trophy or donate it to the Corporation for display. A participation trophy and/or certificate will be presented to all clinic and intramural players.

3.5.2 Recognition Awards: Awards or trophies will not be given by the Corporation, Sport Commissioner, or Coach to recognize individual achievement, such as "Most Valuable Player".

3.5.3 Refer to Trophy and Banquet Policy for additional information and details. [April 2016 added Section 3.5.3]

[April 2016 added Section 3.6 Banquets]

### **SECTION 3.6: Banquets**

3.6 Banquets: It will be at the sports commissioners' discretion about whether to provide one sport banquet, individual team parties or no banquet at all. The cost of holding banquet(s) must be included in the approved budget. If individual team parties are the choice, coaches must hold the party and submit receipts to the Treasurer for reimbursement up to the maximum amount approved in the budget.

3.6.1 Refer to Trophy and Banquet Policy for additional information and details. [April 2016 added Section 3.6.1]

## **SECTION 4.0: MODIFICATIONS TO THE GENERAL CLUB OPERATIONS MANUAL**

### **SECTION 4.1: Authority of Change**

4.1.1 Authority of Change: This manual, and the policies and procedures contained herein, may be modified by a majority vote of the Corporation Executive Council, as defined in the Corporation Constitution and By-laws.

### **SECTION 4.2: Official Copy**

4.2.1 Official Copy: An official copy of this manual will be retained in the Corporation records. This official copy will represent the version on which Corporation business is based, and will supersede all other copies and versions. An electronic copy of the current version will be retained by the Corporation Secretary. The Chairperson of the By-laws Committee is responsible for updates to this manual, and for ensuring changes made to this manual reflect the decisions of the Corporation Executive Council.

4.2.2 Retention: All changed pages of the official copy of this manual will be retained for historical reference. Pages substituted henceforth will be dated to indicate the date they were adopted by Executive Council vote.

[April 2016 removed the Example Committee Report section]