

CSRA Tennis Association Policies
Revision 3B, Approved September 13, 2016

100: GENERAL ADMINISTRATION POLICIES

Policies are used by many non-profit organizations to provide clarification of the By-Laws, ongoing documentation of actions taken by the Board of Directors (Board), and a common base of information for new and future Board members. The Policies of the Central Savannah River Area Tennis Association (CSRATA) are given below:

101: Policy Adoption

- Polices can be proposed by any Board member; initial approvals and subsequent revisions are to be made by the full Board.
- These Policies are not intended to conflict with or supersede any Policies or guidance included in the By-Laws or any applicable Polices of the USTA or its affiliates. Any implementation issues with these Polices will be referred to USTA Georgia for guidance.

102: Meeting Dates and Times

- The Board of Directors shall meet on the second Tuesday of each odd-numbered month and the Executive Committee will meet on the second Tuesday of the even-numbered months for a *minimum* total of nine times a year. Exceptions may be scheduled in advance by the Board (for example, Masters Week in April).
- Notice of a meeting, designated time (typically 7:00 pm), and location of the meeting shall be given by the Secretary at least fourteen days before the meeting.
- The annual meeting of the General Membership shall be held on such a date as may be designated by the Board of Directors for the purposes of providing a current status of Board activities, initiatives, and accomplishments to the membership.

103: Distribution of Meeting Minutes and Notes

- Drafts of Board/Executive meeting minutes and notes shall be sent to President and Vice-President for review and comment no later than one week after each meeting.
- President and Vice-President are to submit comments back to the Secretary within one week.

CSRA Tennis Association Policies
Revision 3B, Approved September 13, 2016

- Final version of meeting minutes is to be issued within three days of receiving comments.

104: New Board Member Orientation

All new Board members should be given a thorough orientation by the Vice-President or his designee. It is important that they understand the association’s history, mission, and goals—and their role in fulfilling those items.

Topics to be covered include (as a minimum):

- History and mission of the Association
- Role of the CSRATA Board
- By-Laws, Policies, and the Annual Budget
- Strategic Plan
- Programs and services
- Committee structure and assignments
- Calendar of events
- Insurance and contracts

105: Records Retention Schedule

CSRATA Board records shall be retained in the CSRATA Board Drop Box per the following schedule:

Record Items	Maintained By	Retention Period
By-Laws	President	3 years
Board Policies	President	3 years
Meeting Minutes	Secretary	3 years
Strategic Plan Documents	Committee Chair	3 years
Grant Applications and Approvals	President	3 years
Tournament Records (CSRATA/State)	Committee Chair	3 years
Local League Rules	Local League Coordinator	3 years
Grievance Complaints, Rulings, and Appeals	Local League Coordinator	3 years

CSRA Tennis Association Policies
Revision 3B, Approved September 13, 2016

JTT Local Rules	JTT Coordinator	3 years
Financial Reports/Budgets	Treasurer	3 years
Tax Returns	Treasurer	7 years

106: Periodic Revisions

The President (or designee) will conduct periodic reviews of all Policies and By-laws at times determined by the Board. Recommended changes will be compiled and submitted to the Board for approval

Other actions approved by the Board will be considered as approved for the Policies and/or By-Laws also, if the content is relevant. These actions will be incorporated into the Policies and By-Laws as approved and at a time determined by the President or designee.

107: Document Format

Each CSRATA document (for example, the By-Laws and Policies) shall contain the revision number and revision date in header and the page number and total number of pages in the footer.

108: Code of Ethics

It is the CSRATA Policy to meet the highest standards of performance, quality, service, and achievement in individuals working toward the Association's mission. Individuals working within CSRATA must communicate honestly and openly and avoid misrepresentation, while exhibiting respect and fairness toward all those with whom CSRATA is involved.

109: Conflict of interest

- It is the Policy of CSRATA to avoid conflicts or the appearance of conflicts between personal interests and official responsibilities on behalf of the Association.
- A conflict can arise when a Board member takes actions or has interests that make it difficult to perform his/her Association work objectively and effectively. Conflicts of interest also arise when a Director, or a member of his or her

CSRA Tennis Association Policies
Revision 3B, Approved September 13, 2016

immediate family, receives improper personal benefits as a result of his or her position on the Board of Directors.

- No Director shall vote on any matter in which the Director has a direct or indirect financial interest. Further, it is the Policy of CSRATA that no Board of Director has proprietary business dealing with the Association which directly or indirectly results in a gain or profit to such Director unless he/she first files a statement with the President of the intent to have such business dealings. Such issues will be brought before the full Board for resolution.
- It is the Policy of CSRATA to prohibit members of the Board of Directors or their immediate family from accepting gifts that are beyond what is a customary business courtesy and exceeds \$100 in value.

110: Confidentiality

All CSRATA Board members will maintain the confidentiality of information entrusted to them by the Association and any other confidential information entrusted to them from any source. All proceedings in Board meetings are considered confidential. Any information that is to be communicated to the General Membership will be sent out by the President or other officer, as appropriate.

111: Non-Discrimination

The CSRATA strictly prohibits discrimination or harassment of any kind on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status, national origin, or political party membership.

112: Non-Violence

The CSRATA will not tolerate violence of any kind. Violence is defined as the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, which either results in or has a high likelihood of resulting in injury, death, or psychological harm, e.g. bullying.

113: Nominations and Elections

The purpose of this Policy is to supplement and provide additional detail for the responsibilities of the Nominating Committee as described in Article VI of the CSRATA By-Laws.

CSRA Tennis Association Policies
Revision 3B, Approved September 13, 2016

Timeline for CSRATA Board nominations/elections:

Second Tuesday of August: Vice-President recommends Nominating Committee members to Executive Committee. If approved by Executive Committee, Board notified of decision.

Second Tuesday of September: Nomination/Election process reviewed with Board and call for nominations sent to General Membership the following day.

Notification to General Membership should include the following information:

- Number of vacancies
- Interested persons can self-nominate by responding to the Vice President
- Unique or Special skill requirements
- Basic Requirements: i.e., computer skills, 2-5 hours/week available for CSRATA business, previous experience as team captain desired but not required.
- Experience Summary or resume' required as part of self-nomination

September 21: Deadline for self-nominations. At least two members of Nominating Committee will interview each nominee with a prepared set of questions.

Second Tuesday of October: Vice President reviews nominees, documentation from interviews, and recommendations of successful candidates with Executive Committee.

Third Tuesday of October: General Membership notified of upcoming elections. A short experience summary to be included for each successful candidate.

- Elections to be performed on-line
- Election process and vote-counting to be overseen by independent authority.

First Tuesday of November: Election deadline

Second Tuesday of November: Vice-President reviews results with Full Board; successful candidates are notified after Board meeting

Second Tuesday of December: New members attend year-end Board meeting

Month of December: Vice-President trains/orients new Board members.

CSRA Tennis Association Policies
Revision 3B, Approved September 13, 2016

Planning Initiatives

- The President shall submit a Strategic Plan and an Action Plan annually to the USTA Georgia Director of Community Development no later than January 15.
- The President will develop an annual local tournament schedule. This schedule will be initiated by September 15 each year and be completed by December 15.

200: FINANCIAL MANAGEMENT

201: Financial Records Retention

- The CSRATA fiscal year begins on January 1 and ends on December 31.
- Records that support an item of income or deduction on a tax return shall be kept until the statute of limitations for that return runs out. The statute of limitation runs 3 years from the date the return is due when the Association can no longer amend its return and the IRS can no longer assess additional tax.
- Employment tax records (i.e., if the Association has employees) shall be kept for at least 4 years after the date the tax becomes due or is paid, whichever is later. All referenced records shall be retained by the Treasurer.

202: Program Self-Sufficiency

- Adult and Junior League programs must generate sufficient funds to be operationally self-sufficient, including funding to support any compensated position. An annual review of the funding/expenditures will determine if any program changes are needed.
- Establishment of compensated positions must be supported by documentation to show that program operating budgets can accommodate the amount of compensation and any reimbursable expenses. The compensation and expense reimbursement must be approved by the Board of Directors.
- Reimbursement for the Local League Coordinator (LLC) will be calculated at eleven payments at 85% of the previous year's total compensation, divided by twelve. The December payment will reconcile the total income for that year, minus the first eleven payments. The monthly payment will be adjusted

CSRA Tennis Association Policies
Revision 3B, Approved September 13, 2016

proportionately if any changes in the LLC base incentive factor are approved by the Board. \$30/month cell phone expenses will also be paid monthly. Pay calculation based on the current LLC job description. Board approved- 12/28/2015; Effective date: 1/1/2016.

- Court fees to tennis facilities for CSRATA league play shall be paid at the end of each season by the Treasurer at \$6.00 per individual match for hard courts and \$7.00 per match for clay courts.
- The Treasurer or designee shall deposit all received funds in the CSRATA account within ten business days of receipt.

203: Funding Set-Asides

- Funds in the amount of \$25,000 in the form of certificate of deposit shall be set aside to be used only to support a major expenditure that must be supported by a documented income and expense plan and approved by the Board of Directors.
- A minimum amount of \$15,000 shall be set aside at all times to cover the debts of the Association in the event of dissolution or other necessity.

204: Tournament Entry Fees

- The CSRATA will pay the State entry fees for the league team champions. The CSRATA will also pay the State entry fee for one wildcard team for each flight, subject to fund availability. Other wildcard teams MUST pay for their own entry fees.
- Teams from the CSRATA advancing to the Sectionals will have the entry fees paid by the CSRATA. These teams will also be given a travel allowance of \$400.00 to help with travel cost, as long as Sectionals are held outside the CSRATA boundary.

205: Insurance

- CSRATA must maintain USTA Master Liability and Accident Insurance Plan for CTAs and NJTL Chapters and Programs (Participant Number 0350-08). Renewal is in December of each year; the policy renewal information will be mailed to the CSRATA President of record. CSRATA CTA/NJTL information must be updated no later than February 15 each year at <http://ct.usta.com/ctanjtl/Registration.aspx> by the current President as a prerequisite to receiving the annual premium.

CSRA Tennis Association Policies

Revision 3B, Approved September 13, 2016

- CSRATA will maintain liability insurance for any hosted state championship tournaments. This policy will be bid each year by the Tournament Director for the scheduled tournament days only (current policy is through Blanchard and Calhoun in Augusta).

206: Non-Profit Registration

The Corporation Annual Registration with the STATE OF GEORGIA Secretary of State must be completed each year by March 15 by the President or designee. Registration information can be found at www.georgiacorporations.org and [http://sos.ga.gov/index.php/corporations/corporations annual registration terms and conditions](http://sos.ga.gov/index.php/corporations/corporations%20annual%20registration%20terms%20and%20conditions). The CSRATA Entity Control Number is J510353.

207: Budgets and Financial Reports

- Each Director/Committee shall submit a proposed budget by December 1 for the following fiscal year. The President and the Treasurer shall submit the final budget at the first meeting of the Board of Directors in the new fiscal year. The budget shall show the actual income and expenses from the previous year.
- The Treasurer and LLC will update the player fee models by December 1 of each year.
- Expenses exceeding the budgeted amount by \$500 shall be presented to the President and Treasurer then brought to the Board for approval.
- The Board of Directors may approve a specified amount to support a special event, separate from the normal budgeting process. An individual shall be appointed to develop a proposed budget for the event and to be responsible for management of the event budget. A final accounting after the event shall be submitted by the individual to the Board of Directors.
- The Treasurer shall provide financial reports of the current organizational account status at Board meetings.

208: Disbursements of Funds

- Budgeted and/or approved expenses shall be paid by the Treasurer upon receipt of invoices or requests for reimbursement. Expenses greater than \$1,000 will be approved by the President or Vice-President prior to payment.

CSRA Tennis Association Policies
Revision 3B, Approved September 13, 2016

- The President can authorize or spend up to \$500 on any individual expense to support the Strategic Plan; documentation should be sent to the Treasurer.
- Compensated services shall be paid monthly upon submission of a request or invoice for payment from the individual providing services.
- Reasonable expenses, such as office supplies, shall be paid upon submission of receipts to the Treasurer. Requests for CSRATA-related travel expenditures shall be submitted and approved by the Board of Directors prior to traveling. Requests for mileage reimbursement shall be submitted in accordance with the information outlined in the Mileage Expense Form. Requests for expenses from incumbents or volunteer positions shall be accompanied by receipts and approved by the Committee Chair or Board of Directors.
- Adult Local League Coordinator and Junior Team Tennis Coordinator shall submit refund requests to the Treasurer. Refunds shall not apply to captains who register for a team after a designated captain registration period. Exception: If players determine that circumstances prevent them from playing any matches after registering for a team, players may request a refund to their league Coordinator in writing before the end of season.
- Board members who routinely pay for budgeted items may request a CSRATA debit card. Request and justification are to be sent to the President or Vice-President and Treasurer. Board approval of debit card requests is required and no more than 4 cards are to be held at any one time. Cardholders are to send explanation of charges to the Treasurer/President in advance followed by appropriate charge documentation within 48 hours.
- Treasurer to track expenses/reimbursement requests to ensure that budgeted line items are not exceeded unless approved. Less than overrun \$500 approved by President; greater than \$500 to be approved by The Board. (Approved by Board-9/13/2016).

209: Grant Applications and Requests

- The President or a designee is responsible for grant application and accountability of grant spending. Grants received shall be used for the purpose stated in the application. If no specific purpose is given, the President may decide where the grants are to be used. Grant funding used for unbudgeted items that exceed \$500 will be approved by the Board.

CSRA Tennis Association Policies
Revision 3B, Approved September 13, 2016

- Organizations seeking financial assistance from the Association shall submit a request in writing. Requests shall be considered at the next scheduled meeting of the Board of Directors. If the request requires immediate attention, it may be considered by electronic mail to the Board. Organizations shall be informed in writing of the Board's decisions.

210: Procurement

- Equipment purchase that is not funded by grants shall be approved by Board of Directors. In the event that equipment, such as notebooks and printers, is purchased for League Coordinators and such (the "assignees"), it shall either be returned to the Association at the end of the assignees term or be available for purchase by assignee at an amount based on the remaining economic life of asset per the IRS depreciation guidelines.
- Equipment shall be inventoried and marked for identification purposes as the property of the Association.

211: Taxes and Audits

- The Treasurer shall file tax return(s) annually before May 15 of each year.
- The Treasurer shall arrange for an external audit of all accounts every two years by an independent agent.