

**RECREATION DEPARTMENT
POLICIES AND PROCEDURES**

**POLICY NAME: Tribe Sponsored Adult Softball
Teams**

Policy No.: RRD11-140

Effective Date: 6/2011



1. Purpose:

- 1.1. The purpose of this policy and procedure is to provide guidelines for the use and expenditure of Tribal Government issued funds for the support of Rincon-sponsored adult competitive softball teams.

2. Responsibility:

- 2.1. The Recreation Manager is the owner of this procedure and is responsible for its maintenance and implementation. The Recreation Manager is also the process manager.

3. Policy:

3.1. Sponsorship Funding:

3.1.1. The Rincon Tribal Government will provide yearly funding for the sponsorship of adult softball teams as part of the Recreation Department budget. The amount of funding per team is determined and approved by the Tribal Council based on the availability of funds.

3.1.2. To be considered for financial support by the Tribe, a team's roster must consist of 40% Rincon Tribal Members, Lineal Descendants, or Descendants. Seventy-five percent (75%) of the total roster must be comprised of American Indian players.

3.1.2.1. For the purpose of this policy, a Direct Descendant shall be defined as the child/offspring of one or more enrolled parents of the Rincon Band of Luiseno Indians. A Lineal Descendant shall be defined as a relative of an enrolled Tribal Member.

3.2. Use of Sponsorship Funding:

3.2.1. Two-year Expenditures:

3.2.1.1. Funds provided by the Tribal Government can be used for the purchase of new team uniform jerseys and baseball caps every other budget year.

3.2.2. Yearly Expenditures:

3.2.2.1. The payment of softball tournament registration fees.

3.2.2.2. One dozen new practice softballs balls will be provided each year for each sponsored team. Softballs can be picked up from the Recreation Manager beginning the second Friday in January of each year.

3.2.2.3. Team and individual player's equipment is the responsibility of each team. One set of catchers gear (mask, chest protector, shin guards) can be purchased each year per team utilizing Tribal sponsored funding. Catcher's equipment purchases shall be limited to \$300.00, and shall be charged to that team's account for that particular funding year.

- If a team wishes to purchase new catcher's equipment, the team will notify the Recreation Manager and provide the manufacturers name, the size and/or style of the equipment and the color (s). The recreation Manager shall purchase the requested equipment for each team

3.2.2.4. Teams playing in Recreation Leagues (1 season per year) will be limited to the purchase on cotton type shirts (T-shirts, two-button or standard baseball type jerseys) and a baseball cap. Jerseys will be silk screened with team name and numbers. Player names can be included on the back. (See Section 5 for uniform purchasing procedures.)

4. Tournament Entry Payment Procedure

4.1. A team wishing to enter a softball tournament must notify the Recreation Manager no less than two (2) weeks in advance of the tournament date.

4.2. The team must provide either a copy of the tournament flyer or an electronic version of the tournament flyer to the Recreation Manager two (2) weeks prior to the event.

4.3. Purchase Order/Requisition for Check Processing:

4.3.1. The Recreation Manager will complete the Purchase Order/Requisition and submit the necessary paperwork to the Finance Department for check processing. Each team will need to verify at the time of flyer submittal if the check is to be mailed or made available for hand delivery.

4.3.2. The Finance Department requires one week to process check requests, and can have checks available on Fridays if the completed and proper paperwork is submitted on the previous Friday.

4.4. Late Registration - Check Reimbursement for Out-of-Pocket Expenses:

4.4.1. If a team does not notify the Recreation Manager in a timely manner to process a request for tournament registration fees, then the team can pay the fees out-of-pocket and request reimbursement.

4.4.1.1. When a team pays out-of-pocket registration fees for a tournament and requests reimbursement, the original receipt along with a copy of the tournament flyer must be submitted to the Recreation Manager for processing.

4.4.1.2. The Finance Department will issue a reimbursement check within 30 days of the submittal date, and give it to the Recreation Manager to forward.

5. Team Uniform Purchasing Procedure

5.1. Teams are eligible to purchase new team uniform jerseys every other year. Uniform purchases cannot exceed the team's funding allocation for that Budget year.

5.2. Ordering New Uniforms – Step 1: Notifying the Recreation Manager

5.2.1. A team wishing to purchase new uniform jerseys and baseball caps will need to notify the Recreation Manager of their intent by the second Friday in January.

5.3. Ordering New Uniforms – Step 2: Submitting a Detailed List

5.3.1. The team will be responsible for submitting a detailed list/specification sheet to the Recreation Manager regarding the jersey and baseball cap specifications. This detailed list must include the jersey style, color, piping, numbers, Logo design, embroidery, sizes and requested manufacturer.

5.3.2. The Recreation Manager will review the submitted detailed list/specification sheet, and discuss and confirm the uniform details with the team prior. When the Recreation Manager has confirmed the details are complete, a Purchase Requisition will be submitted to the Procurement Officer in the Finance Department.

5.4. Ordering New Uniforms – Step 3: Purchase Orders

5.5. All uniform purchases are subject to procurement procedures and will be ordered through the Procurement Officer in the Finance Department. Based on the uniform cost, the Procurement Officer may require competitive bids (if found to be in the best interest of the Tribe).

5.5.1. For clarification purposes as it related to the purchase of team jerseys, a team roster will be limited to 16 players with two (2) coaches and three (3) extra uniforms. A maximum of 21 jerseys will be ordered per team

5.6. Replacement Uniform Jerseys

5.6.1. Replacement of individual player jerseys shall be considered on a case-by-case basis.

Approved:  Date: 7-25-11
Director of Tribal Administration

Effective Date: 7-25-11 Approved Date: 7-25-11