



MUCKLESHOOT TRIBAL COUNCIL

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RESOLUTION NO. 22-267

TO APPROVE THE UPDATED POLICY, GUIDELINES AND PROCEDURES FOR THE YOUTH AND TEAM SPONSORSHIP ACTIVITY FUND

WHEREAS, the Muckleshoot Indian Tribal Council is the duly constituted governing body for the Muckleshoot Indian Reservation by authority of and is herein acting solely pursuant to its Constitution and Bylaws approved May 13, 1936 by the Secretary of the Interior, and as amended June 28, 1977, and not pursuant to its Indian Reorganization Act Corporate Charter ratified October 31, 1936; and

WHEREAS, Article VI.I.g. of the tribal Constitution and Bylaws empowers the Tribal Council to appropriate and expend Tribal Funds; and

WHEREAS, the Chief Operating Officer and the Youth Athletic Sponsorship program (#1492) recommend approval of the amended Policy, Guidelines and Procedures for the Youth and Team Sponsorship Activity Fund; and

WHEREAS, the attached Policy supersedes any and all previous versions of the referenced Policy; and

WHEREAS, the attached referenced Policy has been reviewed and approved by the Chief Executive Officer, therefore be it

RESOLVED, By the Tribal Council of the Muckleshoot Indian Tribe that the above referenced Policy is hereby approved and the Tribal Treasurer and/or Tribal Finance Department is hereby authorized and directed to execute necessary actions to execute the actions as provided herein and no further resolution is needed for this purpose.

CERTIFICATION

As Secretary of the Muckleshoot Tribal Council, I hereby certify that the above resolution was duly adopted at a regular meeting of the Muckleshoot Tribal Council on the 25 day of October, 2022, held on the Muckleshoot Indian Reservation, Auburn, WA, at which a quorum was present by a vote of 4 for, 0 against, and 0 abstentions.



Tribal Council Secretary



Tribal Council Chair/Vice-Chair



Muckleshoot Indian Tribe Youth Activities Fund



Youth and Team Sponsorship Activity Fund Policies, Guidelines, and Procedures

Section 1: Name of Program

Muckleshoot Indian Tribe Youth Activities Fund

Section 2: Effective Dates of Policies

Adopted by Tribal Council Resolution No. 22-267

Section 3: Related/Superseded Policies, Ordinances, Resolutions

Supersedes: Tribal Council Resolution #08-303 and #13-092

Related Tribal Council Resolution #11-260

Section 4: Intent of Program

The Muckleshoot Indian Tribe's Youth Activities Fund Program is intended to support Muckleshoot youth in the pursuit of activities that are positive and creative. The Muckleshoot Tribal Council believe that involvement in activities will teach Muckleshoot youth the essential life skills of: self-discipline, commitment, teamwork, responsibility and patience. These practices will ultimately lead to a reduction in truancy and improved academic performance in school, to make a lasting impact into their adult life.

Section 5: Excluded Services

May not use Youth Activities Fund in conjunction with the Adult Sponsorship program.

Section 6: Definitions

1. Committee: is defined as the Youth Development Committee (YDC)
2. Days: is defined as "working" days
3. Absence – Excused: means a youth's, ages 5-18 currently enrolled in school, absence from a full day from school, and/or for secondary students, absent for four or more periods from school, that has provided documentation to the school officials and it has been accepted
4. Absence – Unexcused: means a youth's, ages 5-18 currently enrolled in school, absence of a full day from school, and/or for secondary students, absent for four or more periods from school, that does not have documentation to explain the circumstances which has caused the absence(s)
5. Family: is defined as all individuals living in the household who are related by marriage or domestic partnership of one year or more, and the dependent children of the adult members of the family.
6. Legal Guardian: is defined as the person(s) who the court (tribe or state) had granted legal guardian status over a child(ren)
7. Youth Activity: is defined as an athletic event, competitive/select sport, extracurricular physical fitness activity, mentally stimulating or an enriched activity using strategy, and/or supporting one's overall physical wellness and mental health (excluding cosmetic/self enhancement surgeries)
8. Self Enhancement Activities: are defined as participating in a program/lesson/group/camp that is designed to personally develop one's self mentally and/or educationally

9. Extracurricular: is defined as an activity at a school or college pursued in addition to the normal course of study
10. Accompanying adult: is defined as an appointed responsible adult over the age of 18 that has been identified by the legal parent/guardian
11. Team Sports: is defined as two or more playing on a team that is led by a MIT tribal member or an MIT employee competing in a tournament
12. Proof of Participation: is defined as some type of item/supporting document that indicates one participated in the event/tournament that was requested on the application. Proof of participation can be: a team photo, medal, photo of participation while participating, etc.
13. Tournament: is defined as playing in a series of contests between other competitors/teams for an overall prize and/or placement. Tournaments can include but not be limited to select/competitive sports tournaments, inter-tribal tournaments, participating in a school invitation to comp

Section 7: Eligibility Guidelines

1. All Applicants
 - a. Must provide Muckleshoot enrollment verification
 - b. Must apply within 1 year of the dated invoice and/or receipts (please refer to YAF Policy Section 9.2)
 - c. All applicants must be between the ages of birth to 26 years of age; an exception will be made for those that are special needs, and/or require additional physical assistance
 - d. Must provide proof of fees (invoice) and/or cost of supplies in the form of activity flyer, registration forms, and/or advertisements that reflect the actual cost of the qualifying activity or qualifying purchase; and if seeking payment for consecutive monthly fees then invoice must reflect future charges within the calendar year
 - e. Youth activity applicants ages birth to five years of age must only meet criteria established in section 7, #1, A-C

Section 8: Service Area

Any enrolled Muckleshoot tribal member, regardless of residence, is eligible to apply.

Section 9: Process of Application

Applicants seeking funding may pick up applications from the Recreation Office, request an application via email, and/or complete the appropriate Jotform. For youth activity applications, the parent/guardian of the eligible youth, ages birth to 17, may submit an application. Youth ages 18 – 26 may complete and submit their own application.

1. All areas of the application must be fully completed in order to process (name, address, enrollment verification, and applicable eligibility requirements)
2. All applications must have the required supporting documents in order to be processed
 - a. Travel for tournaments: roster and/or proof of tournament participation,
 - b. Gear/Equipment: must be registered, enrolled, or participating in an activity or program with proof of participation
3. All applications will be accepted for reimbursements up to 1 year of the dated invoice/receipt (effective December 7th, 2021)
4. It is encouraged that all applications be submitted within the current season or sport, and/or within 10 business days of a payment due date

Section 10: Procedures of Acceptance or Denial

The duties and responsibilities of the Recreation program staff, tribal administration staff, and Youth Development Committee are outlined below:

1. Approval of Assistance

- a. Staff and Policy Review of Assistance
 - i. Recreation Administrative Specialist may assist applicants by helping to complete the application and gather documentation as necessary and make sure the file is complete;
 - ii. Administrative Specialist will date and time stamp applications upon receipt
 - iii. Administrative Specialist will review and notify both applicant and Program Manager of an incomplete application specifying the missing eligibility requirement(s)
 - iv. Program Manager will make final assessment of whether of whether applicant qualifies for the specific assistance and document the reason for the determination;
 - v. Administrative Specialist will make sure checks and balances are in place, have a Program Manager review file, and sign off on decisions
 - vi. Staff to provide decision notifies of approval or denial to the applicants
 - vii. Program Manager or Administrative Specialist will prepare summary of all assistance provided each month and submit to the Youth Development Committee to review
 - b. Committee
 - i. Provides recommendations on policies and procedures to program
 - ii. Review decisions on monthly basis made by staff or approve applications for assistance to ensure that decisions have been made in compliance with the program guidelines
2. Denial
- a. Staff
 - i. If upon initial review staff believe either that the applicant is not eligible for assistance, or the request is outside of the guidelines, the staff should deny the application
 - ii. If staff denies the request for assistance, they must prepare a written explanation stating why the request was denied for the committee, for the applicant's file, and for the applicant.
 - iii. A written Notice of Decision to deny, including a statement on how to appeal the decision, must be mailed or hand-delivered as certified mail, return receipt, on the same day that the decision is made. If the Notice of Decision to deny is hand delivered, the applicant must sign and date a copy of the Notice of Decision which must be retained in the applicant's file
 - b. Committee
 - i. The committee will consider and decide any appeals from a decision to deny

Section 11: Process of Appeal

Decisions of the staff may be appealed as follows:

- 1. The applicant or his/her parent/legal guardian must submit a letter of appeal to the Youth Development Committee no later than five (5) days from the day the decision notice was received by the applicant, or his/her parent/legal guardian
 - a. The five (5) day period starts on the date the certified letter is signed for, or the date the hand-delivered notice is signed for
 - b. The letter of appeal should be addressed to the Youth Development Committee and sent to the address listed on the decision notice
 - c. The letter of appeal must state the reason that the applicant and/or his/her parent or legal guardian believe that the decision to deny was wrong

2. Program staff must immediately notify the Youth Development Committee Chairperson that a meeting be called to consider the appeal
3. The committee is not authorized to overturn that staff decision to deny an application for assistance if the denial is based on the applicant's lack of eligibility or the requested assistance is not in compliance with the program guidelines
4. The Youth Development Committee may reverse the staff's decision if the applicant provides documentation to support his or her claim that the staff's initial decision was based on lack of, or incorrect information
5. The Youth Development Committee will notify the applicant no later than ten (10) days from the date it receives the letter of appeal whether the committee upholds or reverses the staff's initial decision. The decision of the Youth Development Committee is not subject to further appeal

Section 12: Services/Benefits/Scales

Financial assistance is available on a calendar year basis, may not cover full cost of activity or participation, and as funding is available.

1. Youth Activity Fund: Muckleshoot youth ages birth to 26, may receive funding to support all extracurricular activities, sports, tournament team sports, self enhancement programs, and/or physical fitness styled activities and qualifying equipment purchases (see table and Section 6 definitional):
 - a. Qualifying Activity: an activity involving a sport, arts education program, extra or co-curricular activity connected with the child's school enrollment, or for personal interest such as, but not limited to tournament participation.
 - b. Qualifying Purchases: may not exceed \$1500 for sport per calendar year. Purchases are defined as supplies and equipment necessary for current registered participation based on the qualifying activity, such as:
 - i. Sports
 1. Required safety equipment
 2. Required uniforms
 - a. Select/Competitive Sport
 - b. Team Tournaments: are eligible for \$1500 per team, per sport
 - c. Individual Tournament Participation: is eligible for the required uniform to participate in the tournament (must provide proof)
 3. Minor additional clothing necessary for the sports (i.e. socks, bra, swimming suit, jock strap)
 4. Required shoes
 5. Sports bag
 6. Sports equipment (all equipment must be regulation size and must be a necessary element of the sport; accessories and equipment enhancement are not allowed)
 7. Compression clothing: 2 items per sport
 - ii. Lessons/Classes
 1. Musical instrument cost for rental/purchases
 2. Instructor/lesson fees
 3. Additional fees necessary to participate (i.e. lift fees for ski lessons, club dues, program fundraiser fee)
 4. Shoes (needed to participate in class or lesson)
 5. Uniforms (i.e. leotard, recital wear)
 6. Costumes (i.e. dance recital and theater production costumes)
 7. Books and materials needed for lessons

8. Additional fees necessary to participate (i.e. lift for ski lessons, club dues, program fundraiser fee)
- c. Sports Recruitment: tribal members under the age of 21 participating in competitive sports, and/or high school athletics are eligible to receive \$1500 for recruitment/scouting agencies per sport and current season.
- d. Team Sports: Sixty percent (60%) of the team must be enrolled members of the Muckleshoot Indian Tribe for fees to be reimbursed. All team members must be 0-26 years of age, and the team coach must be an adult MIT member or an adult MIT employee.

Table of qualifying activities and equipment must not exceed \$1500 total per sport and/or season per calendar year. For items not listed below, prior approval must be obtained to receive reimbursement. The current Program Director, COO, and/or CEO have the discretion to determine the reasonableness of equipment/gear being requested for approval. Note: food, beverages, supplements, and unrelated miscellaneous items are not covered.

| <u>Baseball/Softball</u> | <u>Basketball</u> | <u>Soccer</u> | <u>Football</u> |
|--|---|---|--|
| <u>-Registration</u> <u>-Cleats</u> <u>-Glove</u> <u>-Batting Gloves</u> <u>-Sports Bag</u> <u>(2) pair of Baseball pants</u> <u>Up to (3) pairs of socks</u> <u>(2) Sports Bra</u> <u>(2) Balls</u> <u>(2) Compression items</u> <u>-Protection Gear (helmet, catcher's mask, jock protection, etc.)</u> <u>(1) bat not to exceed \$50.00(must be league regulation)</u> <u>For Grades 3rd-12th</u> <u>ONLY:</u> <u>(1) bat not to exceed \$100.00(must be league regulation)</u> | <u>-Registration/Fees</u> <u>(1) pair of Basketball shoes</u> <u>Up to (3) pairs of socks</u> <u>(1) Basketball</u> <u>-Sports Bag</u> <u>(2) pair of basketball shorts</u> <u>(2) Sports Bra</u> <u>(2) Compression items</u> | <u>-Registration/Fees</u> <u>-Cleats</u> <u>-Shin Guards</u> <u>Up to (3) pairs of socks</u> <u>(1) Soccer ball</u> <u>-Sports bag</u> <u>(2) pair of shorts</u> <u>(2) pair sweats</u> <u>(2) Sports Bra</u> <u>(2) Compression items</u> | <u>Registration/Fees</u> <u>-Helmet</u> <u>-Cleats</u> <u>-Gloves</u> <u>(2) pair of pants</u> <u>Up to (3) pairs of socks</u> <u>-Jock Protection</u> <u>-Sports Bag</u> <u>(1) Football</u> <u>-Mouth guard</u> <u>(2) Compression items</u> |
| | <u>Volleyball</u> | <u>Speed Skating</u> | <u>Track & Field</u> |
| | <u>Registration/Fees</u> <u>(1) Volleyball</u> <u>-Knee pads</u> <u>-Shoes</u> <u>-Sports bag</u> <u>Up to (3) pairs of socks</u> <u>(2) Sports Bra</u> <u>(2) pair of shorts</u> <u>(2) Compression items</u> | <u>-Club Dues</u> <u>-Helmet</u> <u>-Boots</u> <u>-Frame</u> <u>-Wheels & Bearings</u> <u>(2) Uniform pants/shorts</u> <u>(2) Uniform Shirt</u> <u>(2) Sports Bras</u> <u>(1) Sports Bag</u> <u>(2) Compression items</u> | <u>Appropriate track cleats or shoes</u> <u>(2) Team sweatshirts & Pants</u> <u>(2) Sports Bras</u> <u>-Sports Bag</u> <u>(2) Compression items</u> |
| <u>Wrestling</u> | <u>Music</u> | <u>Dance</u> | <u>Swimming</u> |
| <u>-Lessons/Fees</u> <u>-Appropriate wrestling shoes</u> <u>(2) Uniform</u> <u>(2) Compression items</u> <u>-Head gear</u> <u>-Gym bag</u> | <u>-Instrument Rental or Purchase</u> <u>-Lessons</u> <u>-Required attire for events</u> | <u>-Lessons</u> <u>-Required Dance Uniform (Regalia)</u> <u>-Cheer</u> | <u>-Swimming lessons for all students Birth to age.</u> <u>-Membership for 1 year</u> <u>(1) Swimming suit</u> |

| <u>Gymnastics</u> | <u>Martial Arts & Other Combat Sports</u> | <u>Lacrosse</u> | <u>Art/Theater/Visual Arts</u> |
|--|---|--|---|
| -Lessons/Fees -(3) Uniform (2) Compression items | -Lessons -Mouth Guard -Uniform -(2) Compression items -Protective Gear (helmet, gloves, shin guards, etc.) | -Lessons -Dues/Fees -Protective Gear (helmet, mouth guard, gloves, elbow & arm protection, etc.) (2) Compression items | -Lessons -Dues/Fees -Camps/Clinics -Supplies (must provide instructor list) |
| <u>Snowboard/Skiing</u> | <u>Skateboarding</u> | <u>Self-Improvement</u> | <u>Archery</u> |
| -Lessons/Fees -Snowboard/Skis -Boots -Bindings -Poles -Seasonal lift passes -Rentals -Gloves -Snow suit -Protective Gear (shell, helmet, etc.) -Lessons (2) Compression items | -Registration/Lessons -Board -Trucks -Wheels -Bearings -Grip Tape -Protective Gear (helmet, shell, wrist, knee guards, etc.) | -Sports Camps -Sports Clinics -Activity Self-Esteem Related -Drivers Education & associated fees -School ASB & Enhanced ASB/PE/Athletic Dues -Recreation Club Dues (YMCA, etc.) -Educational Camps (People to People, Space, etc.) | -Lessons -Dues/Fees -Protective Gear |
| <u>Bowling</u> | <u>Hockey</u> | <u>Tennis</u> | <u>Golf</u> |
| -Lessons/Fees -(1) ball -(1) pair of shoes -Sports bag -(1) shammy pad -(1) package ball wipes -Team apparel | -Lessons/Fees -(2) sticks -(1) helmet -(1) pair of skates -protective gear -(3) pucks -(3) pairs of socks -(1) pair of gloves -Sports bag | -Lessons/Fees -(1) racquet -Tennis balls -(1) pair of shoes -(2) pairs of shorts -(2) sport bras -(2) compression items -Sports bag | -Lessons/Fees -(2) clubs -Box of tees -Golf balls -Sports bag -(1) pair of shoes -(1) glove |

2. Financial Assistance: Financial assistance may be provided according to the following guidelines as long as funding is available, and the applicant meets eligibility requirements mentioned in Section 7 of the guidelines.
 - a. Qualifying Purchases: will be funded in advance of the purchase based on the application
 - i. For purchase orders: an invoice reflecting the items to be purchased and purchase price must be returned to the Program Manager prior to the issuance of a purchase order
 - ii. Activity funds must be used to purchase only those items on the purchase order. Failure to do so will result in the case being referred to Muckleshoot Tribal Court for misuse of funds, and will be adjudicated in accordance with the procedures outline in Ordinance NO. 03-168
 - b. Youth activity and registration fees will be reimbursed up to one (1) year of dated invoice, and/or once after a valid receipt of payment has been submitted to the Recreation program (please refer to YAF Policy Section 9.2). No hand written receipts will be accepted

- c. Purchase orders or checks will be made out to the store, sports league, tournament associates, and/or to the qualified activity. No cash payments will be authorized to the applicant
- d. Out of State Travel and Expenses: Travel expenses will be covered when participating in select/competitive sports, approved self enhancement programs, team sports for tournament with an MIT employee or tribal member coach, athletic tournaments, and/or arts education program
 - i. Youth participants ages birth to 21, qualify for travel assistance per the participant, and for up to two qualifying parent/guardian/accompanying adult(s).
 - ii. Youth participants ages 22-26 are eligible to receive travel assistance/funding per individual traveler
 - iii. Travel request forms must be completed and submitted to the Recreation program as early as possible, but no less than seven (7) calendar days prior to travel
 - iv. All applications must also provide:
 - 1. Select/Competitive Sports: current season's roster, event information flyer, schedule and formal invitation to play in a select sports/competitive sports tournament pertaining to the current registered league/team
 - 2. Individual Tournaments: tournament flyer, registration information, proof of participation upon return
 - 3. Team Sports: tournament flyer, registration information, proof of participation upon return
 - 4. For team sports that participate in tournaments, it is the responsibility of the coach to submit the team roster and tournament information. If a team member will not have an accompanying parent/guardian, it is the responsibility of the coach to submit the appropriate travel documents for meals and lodging at the tribes per diem rates. *Please note, coach must submit all travel documents within ten (10) days of travel
- e. Per the tribe's current travel policy, all airfare must be booked at the least restrictive fare class (flights must be booked as general coach seating). If first class travel is preferred, each qualified first class passenger will be responsible for the difference of cost. An exception can be made based on the timeline of receiving an invitation to travel, and the availability of seat selections at time of booking airfare.
- f. Per the tribe's current travel policy, per diem for lodging and meals, mileage to and from the city the competition is held, and airport parking are funded and/or reimbursed. Use of personal vehicle for travel may be required to sign an MIT waiver
- g. Other covered traveling expenses include: rental car, (age 25 or older), baggage fees, parking fees, and/or shuttle/taxi/rideshare may be funded and/or reimbursed. Per the tribe's current travel policy rental cars are to be booked as standard vehicles, and/or per the needs of travel (for example traveling with a team and renting a van or SUV. Luxury vehicles are not covered for rentals and/or rideshare vehicles). An exception can be made based on availability of rental vehicles and transportation options. Must have prior approval.
Entertainment expenses and refundable incidental fees are not covered
- h. Post travel forms and receipts for all travelers must be submitted within 14 days after completion of travel

- i. Applications will be considered as long as funding is available. Complete applications are encouraged to be submitted to the Recreation program before the close of the calendar year

Section 13: Responsibilities of Program Participant

It is the responsibility of the applicant or parent/guardian to fill out the activities application accurately and to the best of their knowledge.

It is the responsibility of the applicant or parent/guardian to ensure that the funds approved by the Recreation Program are used in accordance with the application's stated purpose. That any refunds for unused services be returned to MIT Finance department. Only those items listed, and/or items that are within reason, on the purchase order are approved for purchase.

It is the responsibility of the child and/or applicant or parent/guardian to plan their activities for the entire calendar year and apply for funding in accordance with those plans.

It is the responsibility of the applicant or parent/guardian to notify the Recreation department if funding is no longer needed for fees and lessons. Failure to do so could result in a loss of future funding.

Section 14: Responsibilities of the Program

Program staff have the following duties and responsibilities:

1. Record Keeping
 - a. Staff: The Recreation Program staff is responsible for maintaining the program files which must document that the eligibility criteria established in the guidelines have been satisfied, and that all other programmatic requirements have been addressed with respect to each eligible applicant who receives assistance from the program
 - b. Staff and Committee: Both the staff and committee members are responsible for maintaining confidentiality related to personal information about the applicant and the specific information in the applicant's records. Failure to maintain confidentiality may be grounds for disciplinary action under the Muckleshoot Personnel Policies or removal from the committee
 - c. Staff: The program staff may contact other programs to attain receipts or proof of participation for proper processing
 - d. Staff: will update database as an initial application gets submitted. Once an application has been submitted, the parent/guardian must submit a yearly update and/or as needed prior to one year, to obtain up to date contact information and mailing address for payment
 - e. Staff members have the discretion to determine the reasonableness of activities and equipment
2. Reporting
 - a. Staff: compile monthly reports for the Committee describing the number or members receiving program assistance, the type of assistance requested the total cost of participation
 - b. Committee: compile an Annual Report for the Tribal Council that summarizes the quarterly report results of the entire Calendar Year and estimates the amount of funding needed for the next budget cycle
3. Response to Inquiries
 - a. If the staff receives a request for information regarding an applicant, they should consult with the Chair or the Youth Development Committee about referring the inquiry to an appropriate tribal staff person for a response. This is to ensure that

the applicant's privacy is protected at all times and that the staff does not inadvertently violate any federal or tribal law related to the inquiry

Section 15: Consequences of Abuse/Failure

1. Program Participants: if it is discovered that an Adult/Guardian had falsified the application or otherwise abused the program, s/he will be subject to penalties including ineligibility to participate in the program for five (5) years and repayment of the value of any benefit received but the youth may still be eligible for the program
2. Program Staff and Youth Development Committee Member:
 - a. The Tribal Council intends that the benefits provided to eligible tribal members through these guidelines will be nontaxable to the tribal member under the general welfare doctrine of federal tax law. Program guideline compliance, therefore, is essential. The Tribal Council directs and instructs the Youth Development Committee and the program staff that any deviation from these guidelines will not be tolerated
 - b. If program staff approves assistance for anyone that the staff knows is not eligible or approves assistance that is not authorized by these guidelines, the staff will be subject to at least one (1) day suspension without pay, and other adverse personnel action, up to and including termination depending on the seriousness of the deviation and the employee's pattern of conduct with respect to program guideline compliance. If Youth Development Committee member direct program staff to approve assistance for ineligible tribal members, or approve assistance that is not authorized by the guidelines, the Youth Development Committee member(s) who give this direction will be subject to removal from the committee or banned from service on any committee for one (1) year
3. Consequence Process: If any one suspects that a participant has abused the program, or otherwise failed to abide by tribal law with respect to Tax Fund programs, that abuse should be reported to the Program Manager for further action.