



Muckleshoot Indian Tribe Adult Athletic Sponsorship



Adult Athletic Sponsorship Policies, Guidelines and Procedures

Section 1: Name of Program

Muckleshoot Indian Tribe Adult Athletic Sponsorship

Section 2: Effective Date of Policies

Adopted by Tribal Council Resolution No. _____

Section 3: Related/Superseded Policies, Ordinances, Resolutions, etc.

Tribal Council Resolution 08-302 & 15-061

Section 4: Intent of Program

The Muckleshoot Youth Development Committee has established the Adult Athletic Sponsorship Program which provides financial assistance to Muckleshoot tribal member adults to participate in team and/or individual sports or athletic activities

Section 5: Excluded Services

- 1) Tournament Host Funding (hosting expenses including, but not limited to: awards, deposits, fees, food, officials, referees, building or equipment rentals/purchases, etc.)
- 2) Reimbursements: charges, fees, registrations, equipment rentals/purchases
- 3) Travel Assistance: Per Diem, Lodging, Mileage, Airfare, etc.
- 4) Cash Payments to Applicants
- 5) Assistance for more than the actual cost of the qualifying activity, fees, or registrations
- 6) Any requests not covered by these procedures.
- 7) Transferring of Sponsorship funding

Section 6: Definitions

Committee- the Youth Development Committee

Current Season – a sport is considered to be in the current season if registration is being accepted for that sport.

Days- working days are Monday through Friday

Calendar Year – January to December

Completed Application - meaning all required information is completed on the application (Name, Address, Enrollment Verification, Fees, etc.)

Team Sports – an activity that requires two or more players per team to participate

Individual Sports – an activity that does not require two or more players to participate

Section 7: Eligibility Guidelines

- 1) Must be an enrolled Member of the Muckleshoot Indian Tribe
- 2) Must be an Adult, 18 years or older
- 3) Must submit a "complete" application

Section 8: Service Area

Tribal members that physically reside within a thirty (30) mile radius of the Muckleshoot Community Hall Chimney.

Section 9: Process of Application

A. Completed Application Submission:

In order to be considered for funding the application must be "complete"; those not complete will not be processed and staff will not be held responsible for incomplete applications.

1. Applications to be submitted to the Recreation Program at least ten (10) working days prior to the payment due date. Completed application will be processed up to ten (10) working days from the date the application is received and a Decision Notice sent to applicant.
2. All portions of the application *must be completed* in order for the application to be considered. (Name, Address, Enrollment Verification, Fees, etc.)
3. Applications will be accepted for activities in the current season.
4. Applications will be accepted for Calendar year only

B. Information Requested:

1. Signed copy of valid Tribal Identification Card with amount of sponsorship for applicants and/or Muckleshoot team members utilizing funds ();
2. Proof of fees in the form of activity flyers, registration forms, and/or advertisements that reflect the actual cost of the qualifying activity; League entry form;

C. Payment Procedures:

1. Purchase orders/checks will be made out to the sports league.
2. Applications will be considered so long as funding is available.

Section 10: Procedures of Acceptance or Denial

The duties and responsibilities of the Recreation, Tribal Administration staff and Committee are outlined below:

A. Approval of Assistance

1. Staff:

- a. assist applicants by helping to complete the application and gather documentation as necessary and make sure the file is complete;
- b. compile the documents for each applicant's file;
- c. make assessment of whether applicant qualifies for the specific assistance and document the reason for the determination;
- d. maintain all documentation regarding application, supporting documentation and decision documents in applicant files;
- e. make sure that checks and balances are in place – have another staff person review file and sign-off on decision; and
- f. prepare summary of all awards given each quarter and submit to Committee for its review

B. Denial

1. Staff

- a. if upon initial review staff believes the applicant is not eligible or no available funds or the request is outside of these Guidelines, the staff should deny the application.
- b. if staff denies the request for assistance, it must prepare a written explanation for the Committee, for applicant's file and for the applicant stating why the request was denied.
- c. a written Notice of Decision to deny, including a statement of the process for appealing the decision, must either be mailed or hand-delivered to the

applicant. If the Notice of Decision is mailed, it must be mailed 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.

Section 11: Process of Appeal

Decisions of the Staff may be appealed as follows:

- A. The applicant must submit a letter of appeal to the Youth Development Committee no later than five (5) days from the day the Decision Notice is received by the applicant.
 - a. The five (5) day period starts on the date on which the certified letter is signed for or the date on which 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 in the Notice of the decision to deny.
 - c. The letter of appeal must state the reason that the applicant believes that the decision to deny was wrong.
- B. Program staff must immediately notify the Community Support Service Director that an appeal has been received so the appeal can be placed on the next regularly scheduled meeting agenda.
- C. The Committee is not authorized to overturn the 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 these Program Guidelines.
- D. The 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.
- E. The Committee will notify the Applicant no later than ten (10) days from the date it reviews the letter of appeal whether the Committee upholds or reverses the staff's initial decision. The decision of the Committee is not subject to further appeal.

Section 12: Services/Benefits/Scales

A. Adult Athletic Grant.

The Adult Athletic Fund will provide support in the form of financial assistance for the qualifying activities. The Program is intended to encourage participation but will **not** necessarily pay the full cost of the activity. The Program will be administered under the Muckleshoot Indian Tribe's Recreation Program. Eligible Muckleshoot Adult(s) may receive financial assistance up to \$900.00 each calendar year to use toward a qualifying activity or as long as funding is available. Funding for Team sports may be shared equally from all MIT Adults that apply.

Section 13: Responsibilities of Program Participant

It is the responsibility of the applicant or the Coach to fill out the application accurately and to the best of their knowledge.

The applicant is responsible for ensuring that the funds approved by the Adult League Sponsorship Program are used in accordance with the application's stated purpose.

The applicant will conduct themselves in a respectable manner as representatives of the Tribe.

Section 14: Responsibilities of the Program

Program Staff have the following duties and responsibilities:

- A. Allocation - Program Funds will be divided equally and be available bi-annually on a first come, first serve basis for Tribal Member Adults. Staff will notify pending applicants and Tribal Members once funds are exhausted via email and flyer notices.
- B. Record-Keeping

1. Staff: the Recreation Program staff is responsible for the maintaining the program files which must document that the eligibility criteria established in these 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.
 2. 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 applicants records. Failure to maintain confidentiality may be grounds for disciplinary action under the Muckleshoot Personnel Policies or removal from the Committee.
- C. Reporting
1. 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.
 2. 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.

D. Response to Inquiries

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 applicants 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

A. Program Participants

Per Tribal Council Resolution #11-260; If it is discovered that a program participant has falsified his or her application or otherwise abused the program, s/he will be subject to penalties including ineligibility to participate in the program for one (1) year and repayment of the value of any benefit received including through garnishment of the tribal member's per capita distribution.

B. Program Staff and Committee Members

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 law tax. 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.

If program staff approves assistance for anyone that the staff person knows is not eligible or approves assistance that is not authorized by these Guidelines, the staff person 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 guidelines compliance. If Youth Development Committee members direct program staff to approve assistance for ineligible tribal members or approve assistance for ineligible tribal members or approves assistance that is not authorized by these Guidelines, the Youth Development Committee members who give this direction will be subject to removal from the Committee or banned from service on any Committee for one (1) year.

C. Consequence Process

If anyone suspects that a participant has abused this 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.



MUCKLESHOOT TRIBAL COUNCIL

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TAX FUND RESOLUTION 16-057

TO APPROVE THE ADULT ATHLETIC TEAM SPONSORSHIP PROGRAM POLICIES, GUIDELINES, AND PROCEDURES

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 ratified October 31, 1936; and

WHEREAS, Article VI.1.g. of the Tribal Constitution and By-Laws empowers the Tribal Council to appropriate and expend Tribal funds; and

WHEREAS, the Tribal Council is requesting to superseded the related Tribal Council Resolution #15-061; and approve the revised Policies, Guidelines, and Procedures for the Adult Athletic Team Sponsorship Program; and,

WHEREAS, the attached referenced Policies, Guidelines, and Procedures for the Adult Athletic Team Sponsorship Program have been reviewed by Legal, Chief Operations Officer, and approved by the Youth development Committee;

NOW, THEREFORE BE IT RESOLVED by the Tribal Council of the Muckleshoot Indian Tribe that the above referenced Policies and Procedures are hereby approved and no further resolution is needed for this purpose; and,

CERTIFICATION

As Secretary of the Muckleshoot Indian Tribal Council, I hereby certify that the above resolution was duly adopted at a regular meeting of the Tribal Council on the 26th day of February, 2016, held on the Muckleshoot Indian Reservation, Auburn, WA, at which a quorum was present by a vote of 6 for, 0 against and 0 abstentions.

Charlotte Williams
Tribal Council Secretary

Virginia Ok
Tribal Council Chair/Vice-Chair