



SAVANNAH AREA TENNIS ASSOCIATION **BOARD POLICY MANUAL**

The following policies are intended to summarize the past practices of SATA Boards and to formalize a policy framework from which present and future Boards may efficiently and effectively conduct business. These policies are in no way to conflict with or supersede any policies or guidelines included in the Articles of Incorporation or the Bylaws of SATA, or any applicable policies of the USTA, USTA Southern or USTA Georgia. The intent is to provide a stable framework by which an evolving group of Officers and Board Directors may operate and to provide organizational consistency from one Board to the next. The SATA Executive Committee should review these policies, or cause them to be reviewed, at the end of each fiscal year. Each member of the SATA Board of Directors is expected to become familiar with and abide by the policies in this document.

Policies may be amended by a simple majority vote of the attending members of a meeting of the Board of Directors, assuming a quorum has been reached. Notice of an intention to modify or change a given policy must be given to the Board of Directors at the monthly meeting previous to the meeting at which the vote will occur and shall be so reflected in the minutes.

I. SATA CODE OF CONDUCT:

The directors, officers, committee appointees, other volunteers, and employees of SATA are expected to adhere to high standards of ethical conduct. Although it is impossible to describe all conduct that is covered by the SATA Code of Conduct (the "Code"), the Code specifically requires the following:

1. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
2. Full, fair, accurate, and timely disclosure of relevant facts in all reports and documents dealing with matters of program services, governance, and business administration;

3. Compliance with all federal, state, and local laws, rules and regulations;
4. Prompt internal reporting of Code violations to a person on the Executive Committee of SATA; and
5. Personal accountability for adherence to the Code.

II CODE OF ETHICS:

It is the policy of the Savannah Area Tennis Association and its Directors, volunteers and employees to adhere to the highest form of ethical business conduct. It is the policy of SATA to pursue excellence in high standards of performance, professionalism, and ethical conduct. These standards go beyond compliance with laws and regulations – reaching to fulfill higher obligations as exceptional stewards of public trust.

III. CONFLICT OF INTEREST:

It is the policy of SATA and its Directors, volunteers and employees to avoid conflicts, or the appearance of conflicts, between personal interests and official responsibilities on behalf of the association. If a Coordinator or other officer or volunteer is asked to decide an issue personally affecting his or her team or person, the LLC will be asked to resolve the issue. If a Board Member is unsure that a conflict exists the issue should be disclosed to the President or the LLC. Further, it is the policy of SATA that its resources (time, personnel, equipment, supplies and funds) are used only for association business or approved activities.

IV. APPARENT AUTHORITY AND CONFIDENTIALITY:

It is the policy of SATA to allow the President to speak for the association. Members of the Board of Directors may, from time to time, meet or otherwise communicate with various constituencies that are involved with SATA, but formal statements of organizational positions should come from the President or have Presidential approval.

It is the policy of SATA for members of the Board of Directors to maintain the confidentiality of information entrusted to them by the association and any other confidential information about SATA that comes to them, from whatever source, in their capacity as a Board of Director, except when disclosure is authorized by the President of the Board of Directors, legally mandated, or a matter of public record.

V. RECRUITMENT AND ORIENTATION OF NEW BOARD MEMBERS:

It is the policy of SATA to conduct a yearly orientation session for new members of the Board of Directors to become familiar with the association, its strategies,

values, and operating procedures. This will also provide an opportunity for continuing education for remaining Board Directors. Orientation will also be conducted by the outgoing Director or other Board member and by the distribution of a Policy Manual. Every member of the Board of Directors is expected to review and become familiar with the policies, rules and bylaws of SATA.

It is the policy of SATA to recruit prospective Board of Directors that represent community diversity and possess a background and expertise to advance the association's ability to fulfill its mission. Prospective applicants will fill out an appropriate application that will be kept on file for use at the appropriate nominating time. Available positions will be posted on SATA's website and periodically the President will remind the Board of Directors to solicit qualified applicants. This on-going recruitment plan will facilitate the nominating process and enable the Board of Directors to fill any unexpected vacancies.

VI. BOARD POLICY MANUAL REVIEW:

It is the policy of SATA to conduct a formal review of the Board Policy Manual annually, or as deemed necessary by the President. Any new policies, or changes to existing policies, that are approved by the Board of Directors prior to the annual review shall be added to the Board Policy Manual as part of the next scheduled annual review.

VII. OPEN/CLOSED MEETINGS:

It is the policy of SATA to conduct Board of Directors meetings in an open forum. In certain circumstances, the Board of Directors may find it necessary to discuss board matters in a closed forum. Should the President determine that this action is necessary; the President must seek the Board of Directors' approval to close a meeting or a portion of a meeting.

VIII. HANDLING OF MINUTES:

It is the policy of SATA to follow a systematic process for the recording, approval, and filing of Board of Directors' meeting minutes. The process shall be as follows:

1. Board Secretary records minutes during board meetings.
2. Board Secretary provides draft minutes to the President for review and editing if needed to improve accuracy. This draft will be submitted within two weeks of the prior meeting.
3. Board Secretary distributes the minutes after review to the members of the board no later than three weeks after the covered meeting.
4. Board Secretary presents the minutes to the Board of Directors for consideration and amendment at the next board meeting.

5. Upon approval by the Board of Directors, the minutes are made part of SATA's official record and are available for review by request to the President. Hard copies are kept by the Secretary and the President as part of the permanent file.
6. Actions of the Executive Committee will be recorded by the Board Secretary and will be presented to the Board of Directors at the next board meeting.

IX. REPORTING POLICY VIOLATIONS:

It is the policy of SATA that members of the Board of Directors communicate any suspected violations of this Board Policy Manual or SATA Bylaws promptly to the President or the Chairman of the Grievance Committee. Violations will be investigated by the Board of Directors or designees and appropriate action will be taken in the event of any violations.

LEAGUE MANAGEMENT

I. SATA RULES AND REGULATIONS:

The Savannah Area Tennis Association Rules and Regulations shall be reviewed and, if required, revised periodically. These Rules represent the SATA's policies as related to the administering of USTA League play.

II. ENTRY FEES FOR USTA STATE CHAMPIONSHIPS:

In principle, SATA shall endeavor to assist financially any team winning or awarded a berth at State, Sectional, or National championship tournaments. Due to an increasing number of leagues and teams advancing from local play, and in recognition of the fact that many Community Tennis Association's do not pay tournament entry fees, the following policies will be implemented:

1. The team captain will submit an accurate copy of the tournament roster of players actually attending the Championship to the LLC. For adult and combo doubles teams, SATA will pay the tournament entry fees for the actual number of players attending or the minimum number of players required, plus three (whichever is less). For 65 and up SATA will pay minimum plus four. For Tri-Level teams SATA will pay the tournament entry fees for the first-place team (9 maximum). For mixed teams, SATA will pay the tournament entry fees for the actual number of players attending or the minimum number of players required, plus six (whichever is less). Any additional players on the tournament roster exceeding these numbers must be paid by the advancing team.

2. If any grievance is filed and has been upheld against any local team for failure to complete the tournament, the team will be required to reimburse the entire amount of tournament entry fees paid on their behalf by SATA.

3. SATA will not reimburse wildcard teams.

4. SATA will not reimburse teams that advance without local play and without local fees being charged.

III. REFUND POLICY FOR ONLINE REGISTRATION FOR LEAGUE PLAY:

A league registration fee consists of three fees: 1. a non-refundable Tennislink fee, 2. A non-refundable USTA Georgia fee, and 3. a SATA fee that conveys both participation rights and membership rights. The SATA fee is non-refundable UNLESS the level or league registered for does not end up offering local play. In only this case SATA will refund both the Tennislink and SATA portion of the fee paid. In all other cases (such as mind-changing) the SATA portion of the fee will be donated to SATA's community outreach programming.

FINANCIAL MANAGEMENT

SATA has adopted the following financial management and disbursement policies to provide specific direction for use of financial resources to pay for programs and services provided by the association, and to provide guidelines for management. These policies direct the proper allocation of resources to produce optimum benefit for SATA members. Furthermore, these policies establish a mechanism to monitor and evaluate the financial commitments and expenditures of SATA to ensure the financial integrity of the association. The policies set forth in this section do not address every situation that may arise before the Board of Directors. Rather, these policies provide a financial management framework that enables the Board of Directors to provide financial accountability for SATA.

Policies set forth in this section are to complement, not supersede, any policy contained in the SATA Articles of Incorporation, the Bylaws, or any applicable policies of the USTA, USTA Southern or USTA Georgia.

Members of the Board of Directors are expected to abide by the policies included in this section of the Board Policy Manual. Violations of this section could result in censure, removal from the Board of Directors, loss of the association's non-profit status, and/or filing of criminal or civil charges in a court of law.

I. FISCAL POLICIES:

A. The SATA fiscal year will be from January 1 through December 31.

B. It is the policy of SATA that the full Board of Directors is responsible for establishing fiscal policy and providing overall fiduciary oversight. The Treasurer is responsible for keeping the financial books and accounts of SATA, which will be kept in accordance with General Accepted Accounting Principles. The Budget and Finance Committee is responsible for preparing a yearly budget that will guide SATA to implement its mission through the proper allocation of funds. This budget requires Board approval as set forth in the Bylaws.

C. The Community Tennis Coordinator (CTC) will keep records of all income and expenses as it relates to community outreach work and will assist the Treasurer in an accurate accounting of such funds. The President and the Community Tennis Director will provide oversight for the community work, including the financial records as it relates to community programs.

D. The SATA will use the accrual basis of accounting that recognizes revenues when they have been earned and expenses when they have been incurred.

E. Bank accounts established in the name of the SATA must be authorized by the Executive Committee. Bank accounts may only be maintained at federally insured financial institutions. Monthly statements from banks and other financial institutions will be sent to and reviewed by the President and Treasurer. Credit card statements will also be sent to and reviewed by the CTC. Unless otherwise decided by the Board of Directors, the President, Treasurer, Community Tennis Coordinator and the Local League Coordinator will be authorized to use the credit card issued in SATA's name.

F. Operating funds will be disbursed in accordance with the budget. Projected budget overruns of more than 25% must be reviewed and approved in advance by the Executive Committee. Checks on all SATA accounts must be signed by the Treasurer or the President. Checks in excess of \$2,000 must be signed by both, unless previously approved by the Executive Committee or the full Board of Directors.

G. Receipts should be attached to requests for reimbursement of personal expenses.

H. The Treasurer will review financial statements on a monthly basis, prepare a report, and present the report to the Board of Directors at each scheduled meeting.

I. No Board or Staff member shall incur a non-budgeted expense, or make any commitment that would obligate SATA to pay an unbudgeted expense, without approval from the Executive Committee or the Board of Directors.

J. It is the policy of SATA to prohibit loans to employees or Board members.

K. SATA will maintain Board and Program liability insurance at all times. It is the policy of SATA to maintain appropriate liability insurance on behalf of each Board of Director to provide indemnification to the fullest extent permitted by law and the SATA's Certificate of Incorporation and Bylaws and exculpation as provided by state law and the SATA's Certificate of Incorporation.

L. A minimum of 33% of budgeted annual expenses will be retained in a contingency reserve.

M. It is the policy of SATA to allow public access to IRS Form 990. This access will be provided at a time and place mutually agreeable between the President or Treasurer and the requesting party. Requests for copies of Form

990 may be denied, and Form 990 will not be mailed. A log of Form 990 inspections will be maintained. It is the policy of SATA to deny requests to inspect IRS Form 990-T because it is confidential information.

II. INVESTMENT POLICY:

It is the policy of SATA to maintain all funds in either checking or savings accounts in US federally insured banks and savings and loans or US federally insured certificates of deposit not to exceed \$100,000 per institution.

III TRAVEL REIMBURSEMENT POLICY:

It is the policy of SATA to reimburse the staff CTC for travel expenses in the amount determined by the Executive Committee at the beginning of each fiscal year. Such amount should not be greater than the per diem rate set by the General Services Administration of the federal government.

It is the policy of SATA to reimburse members of the Board of Directors, staff, or other designated volunteers for travel expenses incurred while attending a board approved conference or training session under the following circumstances:

1. The board agrees that it would be beneficial to SATA's mission for the individual to attend the meeting; and
2. The individual is not covered by other sources of funding.

If those two criteria are met the SATA Board may choose to reimburse requesting members by approving a set amount per attending person, or by reimbursing actual expenses incurred through transportation, registration fees, and lodging at the host hotel. Receipts must be submitted.

COMPLIANCE

The SATA has adopted the following Compliance Policies as a means to manage adherence with all applicable laws and regulations and in accordance with the SATA's high standards of conduct. The policies set forth in this section do not address every situation that may arise before the Board of Directors. Rather, these policies provide a framework for compliance and oversight that enables the Board of Directors to maintain the SATA's reputation for honesty, quality and integrity.

Policies set forth in this section are to complement, not supersede, any policy contained in the SATA Articles of Incorporation, the SATA Bylaws, or any applicable policies of the USTA, USTA Southern or USTA Georgia.

I. ADHERENCE TO FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS:

It is the policy of the SATA to adhere to all applicable Federal, State, and local laws and regulations.

II. EQUAL OPPORTUNITY AND DIVERSITY:

It is the policy of the SATA to value and embrace diversity and to encourage an inclusive culture through our programs and organizational activities.

III. SEXUAL HARASSMENT:

It is the policy of the SATA not to tolerate sexual harassment. Sexual harassment may include words as well as acts, sexual advances, offensive touching, offensive sexual comments, and a hostile work environment. Any allegations of sexual harassment should be brought to the immediate attention of the Chairman of the Grievance Committee, the Community Tennis Coordinator, or the President. It is the policy of SATA to investigate all such allegations in a swift and complete manner. Upon completion of an investigation where violations are founded, appropriate remedial action will be taken.

IV. WHISTLEBLOWER POLICY:

A. General

SATA requires directors, officers, volunteers and employees (collectively termed representatives) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities as outlined in SATA's "Code of Conduct". It is the responsibility of all representatives to report violations or suspected violations of same in accordance with this Whistleblower Policy.

B. No Retaliation

No representative who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment or other action as a consequence of such report. A representative who retaliates in any manner against someone who has reported a violation in good faith is subject to adverse consequences up to and including separation from SATA or termination of employment (if an employee). The Whistleblower Policy is intended to encourage and enable representatives and others to raise serious concerns within the SATA prior to seeking resolution outside the SATA.

C. Procedure

The SATA has an open door policy and suggests that representatives share their questions, concerns, suggestions, or complaints with someone who can address them properly. In the case of an employee, the employee's supervisor is in the best position to address the concern. In the case of other representatives, the President is in the best position to address the concern. However, if the representative is not comfortable speaking with these individuals then they should seek out anyone on the Board of Directors that they feel comfortable approaching. All members of the Board of Directors as well as the Community Tennis Coordinator are required to report suspected Code violations to the Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. The Compliance Officer will be the President unless the President specifically appoints someone to act in this capacity.

The Compliance Officer shall notify the complainant and acknowledge receipt of the suspected violation within one week, and shall investigate and present the complaint and applicable information to the Executive Committee for prompt resolution.

D. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

E. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

V. RECORD RETENTION/DESTRUCTION:

It is the policy of the SATA to retain records as required by law and to destroy them when appropriate. The destruction of records must be approved by the Executive Committee and such destruction will be noted by the Secretary in a "Records Destruction Log".

Those records that shall be permanently retained include, but are not limited to: 1. organizational minutes, 2. tax returns, 3. articles of Incorporation, 4. auditors' reports, 5. charts of accounts, 6. budgets, 7. bylaws, 8. financial statements, 9. IRS Letters of Exemption, and 10. payroll tax records.

VI. POLITICAL INVOLVEMENT:

It is the policy of SATA to prohibit the use, directly or indirectly, of SATA resources to support political candidates. SATA encourages each Board of Director to be informed voters, but personal participation in the political process, including contributions of time or financial support, is completely voluntary and must take place external to the conducting of SATA business.

Nothing in this policy is intended to limit or preclude SATA from advocating on its own behalf.