

# Policy and Procedures for the Howard County Pickleball Association

Updated  
6/15/2020

## Financial and Budget

The Howard County Pickleball Association strives to ensure that all financial transactions be performed in an ethical and open manner that follows normal best practices of financial and budgetary management for nonprofit organizations.

- 1) The budget year for HCPA will start on July 1<sup>st</sup> and end on June 30<sup>th</sup>
- 2) The HCPA will develop a budget that reflects the annual revenue and expenditures anticipated for the following year. The draft budget will be presented to the Board in the May Board meeting. Changes can be suggested and approved at the May meeting and a final approval of the budget will be made in the June Board meeting. Any suggested changes to the budget during the budget year may be made by any Board member and approved by a vote of the majority of Board members at the Board meeting.
- 3) The Treasurer of the Association will compile a financial report to be presented at every monthly Board meeting to provide both verbal and written information to each Board member on the revenue and expenditures of the organization over the preceding month, how revenue and expenditures track against the annual budgeted amounts and the balance in the checking account and the PayPal account.
- 4) The Treasurer will conduct a Quicken bank account reconciliation with the bank statements each month.
- 5) The President of HCPA will verify the accuracy of the Treasurer's report by accessing the online bank account, PayPal account and Quicken account.
- 6) All checks received for the organization shall only be made out to HCPA or Howard County Pickleball Association. The President and the Treasurer will be notified by email of any check deposited by any Board member into the HCPA account.
- 7) Only designated Board members will be authorized to use the HCPA debit card for organizational expenses. The Treasurer and President will be notified by email anytime the HCPA debit card is used.
- 8) Cash received to pay for organizational events and materials shall be counted by and verified by two persons, the person receiving the cash and the person depositing the cash. The cash can be deposited into the HCPA bank account or the cash can be kept by the Board member who will then make a PayPal donation equal to the cash amount. The Treasurer and the President will be notified by email of all cash deposits either made to the HCPA bank account or the PayPal account. The person who counted the cash should be copied on the email deposit notification to the President and Treasurer.
- 9) All normal budgeted expenditures specifically listed in the annual budget can be paid by notification to the President and the Treasurer.

## **Public Relations**

The Howard County Pickleball Association has as its mission the promotion of pickleball in Howard County. In furtherance of this goal the Association will use multiple outreach methods to inform the Howard County community of the sport and the Association activities. To ensure that the voice of the Association is done in a coordinated manner the following guidelines should be followed:

- 1) The President of the Association should be the primary source of contact with local media. The President can designate other Board members or Association members to participate in information sharing on the Association and its activities.
- 2) The President of the Association shall designate Board members to be our representative with community organizations such as the Columbia Association and the Howard County Recreation and Parks.
- 3) The President of the Association shall designate an Association member to host the Association's Facebook Page and produce the Association newsletter.
- 4) The President of the Association shall be notified if any Board member is contacted by the media to discuss any Association matter.

## **Event Management**

The Howard County Pickleball Association host events during the year. The Event Coordinator is the person from the organization who is responsible for the Event.

1). The Event Coordinator will be responsible for getting Pickleball nets to their location of play, setup and takedown of nets. The Event Coordinator should also provide a First Aid Kit should an injured player need it. The Event Coordinator is not responsible to administer First Aid unless they are comfortable in doing so.

2). The Event Coordinator shall ensure 911 is contacted should that be required

3). The Event Coordinator will be responsible to cancel an event due to weather or change the time of the event at least 1 hours prior to the event start time by an email notification or posting to the website home page banner.

4). The First Aid kit should be restocked after every use or as needed

5). Should the Event Coordinator turn the nets over to another person for substitution of an event notification should be updated via the website.

6). Board of Directors will determine if the association will supply balls for the event.

7). The Event Coordinator should assist in the handling of any discrepancy as needed

## **Personal Conduct**

The Howard County Pickleball Association strives to present a professional image at all times. A Code of Conduct (separate document) has been established for all members.

1). All Association members are responsible to adhere to the Code of Conduct

2). Issues regarding violation of the Code of Conduct shall be reviewed by the HCPA Board for appropriate action as soon as possible.