The Mission and Structure of SUPA

MISSION
Sacramento Ultimate Players Association's mission is to build the Ultimate frisbee community in Sacramento. We provide opportunities for everyone to play year round, encourage player development at all levels, and grow the community through the Spirit of the Game.

ORGANIZATIONAL STRUCTURE
To accomplish the tasks set forth by the mission statement, a hierarchy of power and delegation of responsibility is necessary for the efficient function and growth of the organization. The responsibility of carrying out the mission statement falls on the Board of Directors and the Advisory Council, hereafter known as the ‘Council’. The Council is comprised of proactive SUPA community participants who volunteer to support SUPA’s operations. Within the Council, there are subgroups, or committees, dedicated to assist with identified areas of need and growth. These committees work independently to address issues presented to them and are tasked with making recommendations/proposed solutions. These proposals are presented to the entire Council for discussion and final approval by the Board of Directors before being implemented. Each committee will have one lead, a committee chair, to take responsibility for the effectiveness of the group and a specific director assigned to ensure communication with the rest of the Council. The committees are organized into current and future committees based on the priorities of SUPA’s operations. Committees within the Council will ensure responsibility is delegated.

As a member of the Council, one is welcome to join as many (or as few) committees as one prefers, as long as active contribution can be maintained. However, one may act as the lead for only one committee at a time to ensure they can effectively carry out their role as committee lead.

The hereafter Council structure is a living document and may be amended by a majority vote by the Board of Directors. Any changes or amendments made to the Council structure or delegation of responsibilities shall be brought to the Council’s attention through email and addressed at the proceeding Council meeting.
BOARD OF DIRECTORS

The Board of Directors (also referenced as ‘the Board’ in this document) serves as the executive committee to oversee, manage, and support all activities under Sacramento Ultimate Players Association. While each director may support a different function central to SUPA’s operations, the underlying goal is to act together in support of SUPA’s mission statement.

Selection and Tenure of Directors

- The default number of members of the Board of Directors ranges between 6 and 9.
- Directors are strongly encouraged to serve a minimum 2-year term, but not required.
- Opening of director positions will be announced to the Council. There will be an application period and any interested party may submit an application expressing their interest and qualifications.
- Voting on applications by the current Board of Directors will occur within 1 month after the deadline for applications.
- A Director may be removed by a majority vote by all other directors.
- Officer positions, including President, Secretary, and Treasurer, will be assigned by nomination and majority vote within the Board of Directors at the first Executive Board meeting of each calendar year.

Board of Directors General Responsibilities: Committees

To provide support and oversight, each committee shall report to one appointed Director. The following Directors shall be aligned with the following committees:

Required committee assignments based on Director Position

- President – Board of Directors

Recommended Director–Committee appointments based on Director Position

- Secretary – Communications & Marketing
- Member – Captains
- Member – Field Coordination
## Summary of Board of Director Positions

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| **President** | Among directors | - Orchestrate Council meetings  
  - Set agenda, times for discussion, voting, ensures proper flow of meetings  
  - Oversee SUPA activity progress and completion  
  - Manage annual planning timeline for leagues/events  
  - Ensure proper documentation recorded  
  - Have financial access/knowledge to assist treasurer as necessary  
  - Ensure that vacancies on Board of Directors are filled in a timely manner  
  - Grant Directors access commensurate with their respective positions |
| **Secretary** | Among directors | - Recording minutes at Board/Council meetings  
  - Maintain website regarding board/Council/documents  
  - Maintain organization’s document library  
  - Maintain calendar of events  
  - Maintain directory of contact information for all Directors and Committee Chairs  
  - Same as Member tasks |
| **Treasurer** | Among directors | - Create annual budget of revenue & expenditures to present to Board  
  - Track actual expenses/revenues against budget  
  - Maintain ongoing annual forecast of actual performance against budget  
  - Oversee insurance policy renewal and implementation  
  - Report on budget variances  
  - Report on financial trends and sign up variances year to year  
  - Ensure bills are paid (insurance, fields, swag orders, reimbursements, etc.) and that taxes are filed  
  - Process captain/waitlist refunds  
  - Address taxation/non-profit status issues  
  - Advise on league registration fees  
  - General overview of budget to Council to fuel ideas |
| **Member** | Process above | - Establish & Maintain Committees  
  - Determine which committees should exist/make sure they have enough volunteers to function  
  - Ensure committees are completing tasks as needed  
  - Committees should:  
    - Have concrete tasks  
    - Elect a Committee Chair (one person) to lead.  
    - Be sufficiently staffed  
  - Mediate Spirit complaints, allegations of violations for the player code of conduct, making decisions about actions/consequences.  
  - Legal Compliance (i.e. concussion training)  
  - Pre-Council Meeting Planning  
    - Make sure committees are ready for Council meeting with proposals, reports, etc. |
COUNCIL

The Council is an advisory council that is open to all community members. The purpose of the Council is to provide a forum for the following: bring transparency to SUPA operations, exchange feedback and create an open dialog related to improving SUPA and its community, and develop new opportunities to get involved in SUPA events. One may join by signing up for the Council email list, at which point one is welcome to attend and participate in Council meetings.

Responsibility of the Council

- As a representative of SUPA, each Council member shall uphold the Spirit of the Game, always acting in a manner that is mindful of SUPA’s mission statement on and off the field, at SUPA events and beyond.
- Attend Council meetings and respond to questionnaires regarding community issues sent by the Board. Meetings are held quarterly.
- By joining a committee, one agrees to be an active participant and regularly engage with the chosen committee.
- Most issues (league logistics, proposed events) will be discussed by those present at Council meetings and once a consensus decision has been reached it will be presented to the Board of Directors for a vote. If a quorum is present, the issue may be voted upon by the Directors or tabled for a vote at the next Board of Directors meeting if one Director who is present requests to table the issue prior to the vote.
- The final decision and approval for implementation remains with the Board of Directors, as provisioned by current SUPA Bylaws. Any final decision made by the Board of Directors that does not coincide with Council consensus will receive an explanation.
COMMITTEES

Committees consist of subgroups of Council members who elect to join and actively participate in the committee’s area of focus. Each committee has a designated focus, based on SUPA’s operational needs and priorities as defined by the Board of Directors.

Responsibility of the Committees

- Contribute to the operations of SUPA in a positive and productive manner in keeping with SUPA’s mission statement
- Maintain concrete tasks
- Be sufficiently staffed
- Where defined, execute and problem-solve the tasks specific to the committee’s responsibilities
- Where undefined, develop and research achievable tasks/responsibilities specific to the committee’s charge: create a proposed plan and timeline to present to the Council and Board of Directors for approval
- Work with other committees, directors, and Council members on issues that necessitate collaboration and feedback
- Create recommendations and/or proposed solutions to present to the entire Council for discussion
Selection and Tenure of Council Committee Chairs

Each committee will be led by one individual (ideally not a Board Director). This elected individual will be known as the Committee Chair.

- Chairs are strongly encouraged to serve a minimum 1-year term, but not required.
  - Once a year, at the last Council meeting of the calendar year, there will be a re-election of committee chairs. If a committee chair steps down before this time, the Board will elect an interim chair until a new chair is chosen.
- Nomination to Chair each committee shall occur prior to or during a Council meeting.
  - You can self-nominate.
  - Nomination requires a second nomination to be eligible to be a Committee Chair candidate.
  - Candidates shall present a brief statement of interest.
- Interim Chairs can be appointed by a majority vote from the Board of Directors.
- Chairs serve at the approval of the Board of Directors and may be removed by a 2/3 vote from either a) the Board of Directors or b) the members in the committee. If the Board decides to remove a chair they will give the outgoing Chair an explanation for their decision. Removal by the committee must be approved by a 2/3 vote of the Board of Directors.

General Responsibilities of a Council Committee Chair

- Understand the scope and responsibilities specific to the committee they lead
- Lead the committee in its charge: delegate tasks as appropriate
- Work closely with the committee’s appointed Director to consult on the committee’s progress and proposed issues/solutions for review by the Council/Board
- Work to engage and include each committee member: form teams to work on problems together, utilize all skill sets
CURRENT COMMITTEES

FIELD COORDINATION COMMITTEE

Field access is imperative for SUPA to function and uphold its mission statement. The Field Coordination Committee will work closely with the Parks Departments and other field entities in the greater Sacramento area to better understand how SUPA can maintain and expand its access to fields.

Tasks

- Coordinate field rental process
  - Determine calendar for timing of field rental activities (i.e. deadline - week/month- to rent for each league/seasons (coordinate with President)).
  - Document relationships with city/park/school entities in charge of field rentals
  - Find fields with availability, initiate rental process
  - Confirm contracts reflect needs of league/tournaments at Council meetings
  - Ensure President or other designated directors sign contracts and Treasurer pays
  - Provide field contracts and appropriate contact information to captains to avoid issues.
  - Confirm field reservations with rental owner 3 weeks prior to each event start date
  - Address field owners about issues that come up during the season that affect SUPA’s ability to use the field (flooding, encroaching groups).
  - Coordination of portapotties as needed
  - Communicate responsible field use instructions to the community

- Expand institutional knowledge of field accessibility
  - Research potential new fields
  - Building/maintaining a positive mutually beneficial relationship with field rental contacts

- Coordinate SUPA Insurance policy in conjunction with Treasurer
  - Determine insurance need based on field rentals, coverage minimums, etc.
  - Maintain relationship with insurance providers
  - Periodically search for better insurance deals
  - Ensure President signs contract and Treasurer pays
  - Make insurance contracts available as needed
  - Provide insurance for partnered events
  - Decide who falls under SUPA’s policy and keep a record
  - Provide training materials and implementation tools to comply with insurance policy
COMMUNICATIONS & MARKETING COMMITTEE

At its core, communication and marketing are vital tools that are essential for ensuring critical mass attends SUPA leagues and tournaments. This committee is tasked with using and expanding SUPA’s communication avenues to keep the existing community informed of upcoming SUPA events. Additionally, the committee will explore new ways to grow the community, looking for opportunities to reach new players.

Tasks

- Promote SUPA events and leagues, and other relevant SUPA-supported content through:
  - Email, social media (facebook), announcements on SUPA webpage
  - Work with Secretary to produce a quarterly newsletter
- Maintain Google Council Calendar
- Website management
- Generate content about new leagues/events
- Brainstorm new ideas for advertising including flyers, newspaper ads, etc.
- Track advertising budget and report to Treasurer
CAPTAINS COMMITTEE

This committee enables clear communication between the Board of Directors and all SUPA players by ensuring those who act as captains are well informed ambassadors of the organization. As SUPA agents, who often interact with players, captains shall be appropriately selected and asked to attend trainings/meetings so they feel empowered to address Spirit issues that occur on or off the field.

Tasks

- Establish and update captain’s roles/responsibilities and expectations both on and off the field
- Provide training and guidelines to captains
- Maintain institutional knowledge about captains (quality, spirit, attendance, record, etc.)
- Identify and select captains and co-captains for hat leagues and tournaments
- Implement captain incentives
- Organize and conduct a Captains Meeting (schedule, communicate about, etc.) prior to each league. Issues such as captain’s roles/responsibilities, rules of the game, Spirit of the Game, and situational awareness/dangerous play are discussed.
- Captains check-in: Follow-up during and after the season for captains feedback and to ensure that captain responsibilities are being carried out.
- Create and send out the captains survey about the players
- Create and send out the players survey about the captains
- Work in conjunction with the Spirit Committee to ensure there is a clear and consistent understanding of Spirit of the Game
**SPIRIT & SOCIAL COMMITTEE**

Since Spirit of the Game is what makes Ultimate unique and is a priority in the mission of SUPA, this committee is tasked with keeping Spirit high and providing social shenanigans on and off the field.

**Tasks**

- Field ideas from players and Council members as to how to improve spirit
- Work in conjunction with the Captain's Committee to ensure that there is a consistent and clear understanding of Spirit of the Game in all SUPA league teams.
- Teach or provide resources for spirit games and cheer inspiration
- Arrange and publicize informal league activities (costume days, weekly team spirit prizes, etc.)
- Choose & organize a common place to socialize after games - maybe different each season. Bar specials are nice but not critical. Publicize/push events.
- Publicize Council meetings and recruit volunteers for committees
- Develop Spirit feedback form
- Ensure player/captain surveys are gathering spirit data. Make sure the spirit data is reviewed and included in team formation/captain selection.
**Future Committees**

**Youth Outreach**

To date, there has not yet been a firmly established forum for youth ultimate in Sacramento. SUPA would like to be an integral part of the grassroots development of youth ultimate in our community. This is not a small undertaking and will require a lot of continuous support from the community. If SUPA can help grow youth ultimate opportunities, it may also open up other opportunities, such as increased access to fields and eligibility for nonprofit 501(c)3 status.

**Tasks**

- Initiate youth pickup
- Create organized youth ultimate in Sacramento
- Reach out to local high schools/universities
  - Provide start up kits
  - Connect with interested coaches
  - Reach out to existing coaches to develop new coaches
- Plan youth tournaments, leagues, clinics
**CLINICS COMMITTEE**

Part of SUPA’s mission statement reads “to encourage player development at all levels”. This committee will collaborate to identify, create, and organize learning opportunities in ultimate.

**Tasks**

- Develop timeline and plan for each proposed clinic
- Identify clinic coaches and supervisors
- Identify tools and materials required for each clinic
- Work with Field Coordination Committee to confirm proposed field reservations
- Consult with Treasurer, if additional funds required for clinic
- Work with Marketing & Communications Committee to publicize approved clinics
- Devise a schedule/staffing chart for clinic setup, duration of session, and breakdown
**TEAM FORMATION COMMITTEE**

For the SUPA hat leagues & tournaments, we need people to help ensure teams are reasonably balanced to keep Spirit high and competition evenly spread. Team balance is based on information requested from players, so adjustments to survey questions and frequency at which the player survey is required to be filled out will be a priority of this committee.

*Tasks*

- Plan for and execute each league/tournament
  - Team formation & review
  - Wait-list additions mid-season
- Create balanced teams
  - Test against: numbers, gender, skill, attendance, age, spirit
  - Review with league directors
- Post teams online
- Create/maintain team email lists
- Make note of any players whose players score require adjustment
- Team performance data collection/analysis
- Make sure player performance surveys are completed by captains
**MERCHANDISE COMMITTEE**

If SUPA had a retail store, this committee would be in charge. As SUPA grows older, season by season, the greater the need to preserve and share SUPA’s memorabilia. This committee shall both manage/sell SUPA’s current merchandise and facilitate the creation of new soon-to-be-favorite SUPA artwork and swag.

**Tasks**

- Facilitate design of discs, apparel, stickers, and league swag
- Store, manage, and provide existing artwork
- Store/find storage for league swag
- Find, select, and collaborate with vendors to order apparel, discs, and other organization or league items. Consult Treasurer on budget and payments.
- Publicize and organize the sale of apparel and discs
- Identify organizations and causes that may benefit from SUPA-generated merchandise
- Reach out to potential sponsors to help facilitate partnerships
- Work with Communications & Marketing committee on organization-wide branding
- Collect money for sold merchandise and ensure that it is properly documented with the Treasurer
GUIDELINES

● Documents
  ● Guideline Calendar for Overall Operations (SUPA Schedule & Tasks.xlsx)
  ● Special Event Procedures (SUPA Schedule & Tasks.xlsx)
  ● Captain’s Handbook
  ● Injury & Emergency Response
  ● Conduct Policy & Complaints Procedure
  ● Refund Policy

● Financial Guidelines
  ● Two individuals – treasurer and president – must be listed on the bank account
  ● Budget Reporting and Communication
  ● Annual budget report, broken out by categories/committee expenditures
  ● Guidelines for donations, community support, ultimate building activities - provide annual budget allowance
  ● League and Event Financial Policies
  ● Field Rentals
  ● Insurance
  ● Player Registration Fees