



## **Halifax Ultimate Touring Team Support Policy**

### **POLICY STATEMENT**

1. The intent of this policy is to create a mechanism by which Halifax Ultimate (HU) supports Halifax-based touring teams.
2. This policy defines:
  - a. Touring Team;
  - b. How Halifax Ultimate may support Touring Teams; and
  - c. How Touring Teams may apply to Halifax Ultimate for supplementary grants.

### **POLICY OBJECTIVES**

3. Halifax Ultimate support of Touring Teams will be administered under this policy to achieve productive partnerships between the league and touring teams.

### **DEFINITIONS**

4. Support is defined as financial and/or non-financial assistance from Halifax Ultimate to Halifax Ultimate Touring Teams during the fiscal year.
5. The fiscal year is defined as the year beginning on May 1 and ending on April 31 of the following year.
6. Registered members are those who have a) paid the Halifax Ultimate membership fee for the current year, and b) signed the touring-team specific insurance waiver.
7. A Halifax Ultimate Touring Team is defined as a team that:
  - a. Holds try-outs in the Halifax Regional Municipality, in which any member meeting the "category of eligibility" of the team, (traditionally, gender, age group, etc.) may be evaluated for inclusion on a particular touring team, provided the member meets a fair and reasonable skill criteria, as established by the team captain for the division of play. It is at the discretion of the Touring Team Committee, in consultation with the Board of Directors, when needed, to determine whether the "category of eligibility" for consideration of the team (i.e. gender, age, etc.), aligns with the mandate and priorities of Halifax Ultimate. The try-outs must be announced publicly through HU's newsletter function at least 1 week in advance of the first try-out date;
  - b. Holds scheduled practices at least once every two weeks during active seasons;
  - c. Actively avoids scheduling conflicts with HU leagues, and encourages player participation in HU activities;
  - d. Has at a minimum 14 players;
  - e. Has team members who are all, with the exception of no more than three (3), registered members, in good standing of Halifax Ultimate;
  - f. Has a unique team name, matching uniforms for each player on the team that are the typical style for Ultimate uniforms. A Halifax Ultimate logo must appear on either the shirt or the shorts. For orders placed through the HU Sponsor/Partner uniform company, teams can submit a quote before placing the order to the Treasurer of the Board of Directors, and then submit a receipt for reimbursement, to reimburse the cost of the placement of the HU logo.

### **CALL FOR APPLICATIONS**



8. Teams may apply for Touring Team status at any time.
9. Applications for Touring Team status will be judged according to the following criteria:
  - a. Meeting the definition of an HU Touring Team;
  - b. Completion of the team's Season Reports from previous seasons (if applicable).
10. Touring Team Applications will be reviewed and final decisions communicated to applicants within 2 weeks of the deadline.

#### HALIFAX ULTIMATE SUPPORT

11. Halifax Ultimate support shall include any or all of the following:
  - a. In-kind support, such as practice fields/turf/courts;
  - b. Use of Halifax Ultimate owned equipment;
  - c. Use of Halifax Ultimate website for scheduling/communication purposes; and
  - d. Supplementary Grants;
  - e. Any other form of support deemed reasonable by the Touring Team Committee and within the Touring Team budget for the fiscal year.

#### PRACTICE FIELDS/TURF/COURTS

12. If the Touring Team Committee selects grass fields as a form of support to be given to touring teams, Halifax Ultimate will make grass practice fields available for the selected teams for free and for one 2-hour time slot per week. The Touring Team Committee, in consultation with the Board of Directors or Coordinator, will make practice field allocations. The allotment of grass fields to touring teams will be updated, and revisited as needed, by the Touring Team Committee.
13. If the Touring Team Committee selects the booking of indoor/outdoor turf fields or indoor courts, at the expense of the Touring Team, Halifax Ultimate will contact the touring teams, when booking league fields/courts/turf, to determine if the Touring Teams need to book indoor/outdoor turf fields or indoor courts for the upcoming season. If space is available, the allocation of turf fields and/or indoor courts to touring teams will be done following the same guidelines as grass field allocation

#### HALIFAX ULTIMATE COMMUNICATION RESOURCES

14. If a Touring Team has been permitted to use the website, Facebook page or any other Halifax Ultimate communication tools for their purposes, all communications must receive approval from the Halifax Ultimate Board of Directors (BOD).
15. Abuse or posting of inappropriate material to the Halifax Ultimate website and/or use of the Halifax Ultimate website for any other purpose than that intended will result, at the discretion of the Touring Team Committee, in temporary or permanent loss of Touring Team privileges to the Halifax Ultimate website.

#### SUPPLEMENTARY GRANTS

16. Once a team is a recognized HU Touring Team, that team may apply for Supplementary Grants until the end of the current fiscal year.



17. Supplementary grants are applied for based on specific projects or tasks. The specific projects or tasks proposed for a supplementary grant application are up to the Touring Team making the application. Some example tasks are given in Appendix A.
18. Supplementary Grant funding will normally be dispersed once the task(s) related to the grant is (are) complete to the satisfaction of the Touring Team Committee, unless otherwise specified in the grant application and approved by the Touring Team Committee at the time of Grant application.
19. Halifax Ultimate will make available in the budget, for each fiscal year, up to a maximum of \$5000 per fiscal year, for Touring Team supplementary grants.
20. Approval of applications for supplementary grants are decided according to the following criteria:
  - a. Alignment with the HU Mission and Vision (see <http://halifaxultimate.ca/about-us>);
  - b. Equitable distribution of support across teams in different divisions of play;
  - c. Remaining Supplementary Grant budget; and
  - d. The applicant's past track record of performance in completing supplementary grant projects (if applicable).
21. Supplementary Grant Applications will be reviewed and final decisions communicated to applicants within 4 weeks of the application.

#### COMPOSITION AND ROLE OF THE TOURING TEAM COMMITTEE

22. The BOD may, when needed, establish an ad hoc committee in accordance with Halifax Ultimate by-laws, to evaluate the touring team applications. The Touring Team Committee will be composed of, between three (3) and five (5) members of Halifax Ultimate, including one Director, who shall act as liaison with the Board of Directors. All members must be in good standing with Halifax Ultimate for the current fiscal year. In the event that the Touring Team Committee is not active, or no Touring Team Committee exists, the Halifax Ultimate BOD will assume the roles and responsibilities of the Touring Team Committee. None of the members of the Committee shall be members of a Touring Team.
23. The Touring Team Committee shall be responsible to:
  - a. Approve qualified Touring Team Applications;
  - b. Fairly and equitably review Supplementary Grant Applications;
  - c. Get input from the BOD for Supplementary Grant Applications that are novel or do not clearly fall within the HU Mission and Vision;
  - d. Decide which Supplementary Grants to approve, based on the resources available;
  - e. Report to the Halifax Ultimate BOD when requested.
24. The Touring Team Committee, or in the absence of a sitting committee, the BOD, shall keep minutes of the discussions relating to decisions of Touring Team support. These minutes shall be made available to any Halifax Ultimate member, or applicant, who requests to see them, within a reasonable period of time.
25. If the BOD is serving as the Touring Team Committee, any Director who is a member of a Touring Team, either seeking, or having received, Halifax Ultimate support (through this policy) in the fiscal year, will not be permitted to take part in any of the activities (discussions or decisions) mandated for the Touring Team Committee.

#### TOURING TEAM SUPPORT APPLICATION & SELF-EVALUATION



26. Touring Teams shall submit their applications to the BOD electronically via online form <http://goo.gl/forms/T1KSpXHM3RNEEx1q02>
27. Each Application must contain:
  - a. Background team information – A description of the team giving team name, outlining team goals, tournaments planning to attend in the fiscal year, number of players expected to be on the roster, and team captain name(s).
  - b. Form(s) of Support – A detailed description of the type and amount of support the team would like from Halifax Ultimate. Teams may indicate forms of support listed in this policy or other forms of support they would like to have.
28. Touring Teams will submit applications for Supplementary Grants electronically via the online form at <http://goo.gl/forms/3B8lu12ARWXbwxR72>
29. By the last day of the fiscal period (April 30th), each Touring Team must submit a Season Report, including the list of tournaments attended, and a full roster list of player names. Touring Teams shall submit their Season Report to the Touring Team Committee electronically via the online form at <http://goo.gl/forms/5zAV3kGMeQ0nOdqI2>
30. The Touring Team Committee shall receive the Season Report, ask for supplementary information, if needed, in addition to receiving feedback from the BOD (and other parties, when pertinent), and inform the Touring Team when the report has been accepted.
31. Touring Teams are not to directly compete with HU; neither by scheduling practices/clinics during league offerings, nor by actively discouraging their members from participating in HU offerings. Individual changes for special circumstances may be approved by the Touring Team Committee upon written request (e.g. major tournament prep or tryouts at times of limited field availability)
32. Future Touring Team applications for a specific team will not be processed until the Season Report for the preceding year(s) is (are) submitted and accepted.
33. The Halifax Ultimate BOD and/or the Touring Team Committee may revoke the support of any or all Touring Teams at any time with just cause.

#### MONITORING

34. This policy has been approved by the Halifax Ultimate BOD and will be reviewed, and amended as necessary, on an annual basis by the Halifax Ultimate BOD.



## **Appendix A: Example Supplementary Grant Projects**

Below are several examples of projects that might qualify for supplementary grants. This list of examples is not exhaustive and we strongly encourage Touring Teams to propose any project they think aligns with the HU Mission and Vision.

If desired, Touring Teams may discuss new ideas with the BOD, and/or League Coordinator before bringing them to the Touring Team Committee through Supplementary Grant applications. Generally, grant applications that are most aligned with the HU Mission and Vision and the most likely to be approved.

1. Teaching Clinics – formal sessions scheduled through HU to teach ultimate skills.
2. Coaching – Touring Team players acting as non-playing coaches to teams in HU leagues (If the League coordinator is aware that Coaches are available, HU may publicize this offering to teams for the first few games of a given league).
3. Organizing new leagues, particularly for divisions of play not frequently offered by HU. This is most valuable if the project includes logistical arrangements like booking field space, that would otherwise be done by the HU League Coordinator.
4. Organizing draft teams in team entry leagues. This could be particularly effective in combination with an event such as DISCover Ultimate.
5. Spirit Monitoring – upon request of the League Coordinator, attend one or more games to observe and advise league teams on rules, etiquette and Spirit of the Game. There is no guarantee that league teams will request spirit monitoring, so the project might include a mechanism to identify teams or games where assistance is beneficial.