

YOUTH SPORTS AND RECREATION POLICY AND PROCEDURES

QUILEUTE TRIBE LAPUSH, WASHINGTON

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Youth Sports and Recreation Policy and Procedures for the Quileute Tribe Page 1 of 7
Approved September 3, 2015 Motion 7861

CHAPTER 1. GENERAL PROVISIONS

SECTION 1.1 TITLE

This Policy shall be cited in full form as the “Youth Sports and Recreation Policy and Procedures” and in short form as the “Youth Sports and Recreation Policy.”

SECTION 1.2 POLICY

Subject to available funding and budget limitations, it is the policy of the Quileute Tribe to provide limited financial assistance for youth to participate in sports and recreational activities. The Quileute Tribe encourages sportsmanlike, responsible participation of recreational activities for tribal members to promote general welfare and character building.

SECTION 1.3 PURPOSE

The purpose of this policy shall be to:

- A. Specify the criteria and procedures for providing sports and recreational financial assistance to tribal members;
- B. Provide information on what types of programs or activities qualify for sports and recreational financial assistance; and
- C. Provide information on limitations to accessing benefits set forth in this policy.

SECTION 1.4 DEFINITIONS

- A. Enrollment Office: The Enrollment Office of the Quileute Tribe where tribal member enrollment information is located.
- B. Tribal Member: An enrolled member of the Quileute Tribe, or non-enrolled infant age two years or younger who is otherwise eligible for enrollment with the Quileute Tribe.
- C. Fundraising: Also known as “resource development” is the collection of money through donation and/ or event programming from private institutions, government or individuals for purposes of charitable donation or organization budget enhancement. Fundraising can take many forms, including sales, directly asking for money, organizing events and raffles.

CHAPTER 2. ASSISTANCE

SECTION 2.1 ELIGIBILITY

To be eligible for sports and recreation assistance a youth must:

- A. Be a tribal member at the time assistance is requested,
- B. Live within Clallam County,
- C. Be under the age of 18. The exception is a tribal member over the age of 18 who provides documentation of high school attendance at the time of application for assistance under this policy,
- D. Be enrolled in school and in good standing with the attendance policy. Those not enrolled in school or out of compliance with their school attendance policy must follow the Adult Sports & Wellness Policy & Procedures,
- E. Agree to be drug and alcohol free during events for which the Quileute Tribe is providing assistance,
- F. Not have exceeded the annual limit for assistance stated in this policy.
- G. Requests can only be made by the youth or their parent/guardian on their behalf,
- H. There are funds available to youth to assist with many of the costs associated with these activities through programs such as TANF and ICW. For those families receiving TANF benefits or providing foster care it is recommended that the tribal member attempt to utilize those opportunities prior to requesting assistance through the Youth Sports and Recreation Policy.

SECTION 2.2 AMOUNT OF ASSISTANCE AVAILABLE

- A. \$500.00 per fiscal year (October 1-September 30) per tribal member to assist with fees and expenses associated with approved sports and recreational activities.
- B. One-time payment of Driver's Education course fee if the applicant meets the requirements set forth in this policy. The one-time drivers education payment does not count against the \$500.00 limit set in this policy.

SECTION 2.3 ACTIVITIES COVERED

A. Examples of activities for which assistance will be provided under this policy are:

- > Sports Member Fees
- > Sports Tournament Fees
- > Native American Arts and Craft Classes (Carving, Beading, Basket Weaving etc.)
- > Recognized Youth Clubs (promoting healthy activities)
- > Gymnastics
- > Dance Classes
- > Martial Arts
- > Swimming
- > Summer Camps
- > Sports Camps
- > Professional Music Lessons
- > Equipment/Supplies As Required For Enrolled Activity

B. All fees will be paid directly to programs/vendors whenever possible.

CHAPTER 3. REQUIREMENTS FOR CERTAIN ACTIVITIES

SECTION 3.1 DRIVERS EDUCATION

To be eligible for a one-time payment of the cost of a driver's education course, the applicant must:

- A. Be 15 years of age or older,
- B. Provide proof of enrollment and invoice from Driver's Ed class,
- C. Be enrolled and attending accredited school of learning,
- D. Have no criminal charges on your record that prevent you from getting a driver's license before the age of 18,
- E. Fill out Youth Sports and Recreation Assistance form
- F. Submit required paperwork at least 5 business days before any payment deadline to allow appropriate time to process. Regardless of the time the tribal member submits paperwork, the Tribe shall not be responsible for any payment deadlines missed.

SECTION 3.2 SPORTS TOURNAMENT FEES

To be eligible for sports tournament fees assistance, the applicant must:

- A. Provide a list of team members (50% of team must be enrolled Quileute Tribal Members for the Tribe to pay toward the tournament fee),
- B. Provide flyer (registration form if applicable) including location, dates, registration fee and to whom the fee is to be paid,
- C. Fill out Youth Sports and Recreation Assistance form and submit with tournament flyer and list of team members,
- D. Submit required paperwork at least 5 business days before any payment deadline to allow appropriate time to process. Regardless of the time the tribal member submits paperwork, the Tribe shall not be responsible for any payment deadlines missed.

SECTION 3.3 YOUTH/SPORTS CAMPS

To be eligible for youth/sports camps assistance, the applicant must:

- A. Provide completed registration packet, including location, date and fee for the camp. Tribal office will submit registration packet with payment upon approval,
- B. Fill out Youth Sports and Recreation Assistance form and submit with registration packet,
- C. Submit required paperwork at least 5 business days before any payment deadline to allow appropriate time to process. Regardless of the time the tribal member submits paperwork, the Tribe shall not be responsible for any payment deadlines missed.

SECTION 3.4 EQUIPMENT/SUPPLIES

To be eligible for equipment/supplies assistance, the applicant must:

- A. Provide paperwork from coach/leader/instructor identifying equipment or supplies needed that are not supplied as part of the sport/club/activity.
- B. Fill out the Youth Sports and Recreation Assistance form and submit with registration packet.
- C. Submit required paperwork one (1) week or more before any payment deadline to allow appropriate time to process. Regardless of the time the tribal member submits paperwork, the Tribe shall not be responsible for any payment deadlines missed.
- D. There are two options for obtaining equipment/supplies covered under this policy:
 - a. Equipment can be purchased by the tribal member and the tribal member can then seek reimbursement upon presentation of itemized receipts; or
 - b. The tribal member can obtain a voucher from the tribe to purchase equipment/supplies from a vendor with which the Tribe contracts. To find out if the tribe contracts with a particular vendor contact the accounting department located in the tribal office.

SECTION 3.5 BAND INSTRUMENTS

To be eligible for band instrument assistance, the applicant must:

- A. Provide documentation from the school office that student is enrolled in band
- B. Contact and obtain from the instrument vendor the instrument rental agreement that clearly states: cost of instrument rental, address of vendor, selection of instrument, method of payment, and length of contract.
- C. Fill out Youth Sports and Recreation Assistance form and submit with registration packet.
- D. Submit required paperwork one (1) week or more before any payment deadline to allow appropriate time to process. Regardless of the time the tribal member submits paperwork, the Tribe shall not be responsible for any payment deadlines missed.
- E. The Tribe shall not be responsible for lost, stolen or damaged musical instruments. The Tribe shall not pay for any charges incurred due to lost, stolen or damaged musical instruments.

SECTION 3.6 SPORTS FEES/MEMBERSHIP FEES/PROGRAM FEES To be eligible for sports/membership/program fee assistance, the applicant must:

- A. Provide a flyer including name or sport, club or activity, membership fees/dues or cost of activity and where the payment is to be sent.
- B. Fill out "Youth Sports and Recreation Assistance" form and submit with registration packet.
- C. Submit required paperwork at least 5 business days before any payment deadline to allow appropriate time to process. Regardless of the time the tribal member submits paperwork, the Tribe shall not be responsible for any payment deadlines missed.

The tribe has a "Fundraising Match" program. Fundraising may also be used to help with the costs of any sports/activities/programs covered by this policy. Please see the "Fundraising Match/Contributions" policy and procedures for more information.