

## **Rules and Regulations for LAPRAAC Sponsored Teams FY23**

We often draw the analogy that our LAPRAAC sponsored teams are like our version of Varsity programs. In large part, captains serve as coaches and thus, the liaison between the team and LAPRAAC Athletics administration. Much of the competition among our LAPRAAC sponsored programs takes place off-site and hence, with little to no athletic administrative oversight. Hence, we rely on the captains to ensure adherence to basic rules and regulations (fiscal, reputational, and otherwise). This document is intended to serve as guidance in regard to responsibilities of the captain in forming, sustaining, and fiscally managing a LAPRAAC sponsored team.

### **A. Annual process of applying for funding for LAPRAAC sponsored teams:**

Complete LAPRAAC Team Budget Request Forms for Fiscal Year '22-'23 (FY23) by 4/20/2022 including:

1. Complete Team Roster of **exclusively LAPRAAC** members with serial numbers, contact info, and Division. Note: Each team shall consist of 5 players or more. (Exception for teams with less than 5 members will be considered on a case by case basis by the Board's Athletic Committee).
2. Complete the forms indicating anticipated competitive opportunities and program expenditures (accommodations, equipment, etc).
3. Submit prior year's accomplishments (event participation, individual medals won, team awards) as well as participation and support for LAPRAAC and LAPRAAC events.
4. Complete the signatory page confirming agreement to adhere to all LAPRAAC Sponsored Team Rules and Regulations.

### **B. LAPRAAC Board's Budgetary Process:**

1. The LAPRAAC Fiscal Year begins July 1<sup>st</sup> of each year.
2. In or around March of each year, the LAPRAAC and administrators begin the budgeting process for the upcoming year.
3. The Board first determines its overall fiscal year budget and then available funds to be allocated towards the teams.
4. Roster size, years in existence, proposed competitive opportunities and necessary sport-specific expenditures are all variables weighed by the Board in determining each team's allotment.
5. It has long been the philosophy of the organization to prioritize participation above sporting goods. In the interest of program equity and alignment with our

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mission, the \$1,000 cap on equipment will be enforced unless there are extenuating circumstances, in which case, approval shall be sought for consideration by the Athletic Committee.

6. The Athletic Committee shall meet throughout the Fiscal Year to address requests as needed.

**C. LAPRAAC Sponsored Team Requirements:**

1. Team Captains/members must submit nominations for LAPRAAC Annual Sport Awards Banquet by the established deadline.
2. For teams with 39 players or less, it is required that at least 50% of your team purchase tickets to the annual LAPRAAC Sports Banquet. For teams with 40 or more, you will be required to purchase 20 tickets/ 2 tables.
3. Teams are strongly encouraged to participate in U.S. Games, International, and World Police and Fire Games, Nevada Games and sport specific tournaments.
4. Captain/Coaches should be responsible for the conduct of their players. Any coach/team member, who is guilty of unsportsmanlike conduct or violates LAPRAACS policy or procedures, shall be subject to penalties including the loss of financial support for the team.
5. Either the Captain or Co-Captain must be an active Sworn LAPD Officer.

**D. Reimbursable Items and Timeframe:**

1. Registration fees for events
2. Equipment and Uniforms
  - i. up to \$1,000 annually
  - ii. LAPRAAC logo must be affixed to all team uniforms
  - iii. Graphics can be obtained via Athletic Department
3. Lodging (no incidentals).
4. Vehicle Rental or Mileage (not both)
5. Airfare
6. Team meal up to \$500 (which includes up to 20% in gratuity) per year (no alcohol).
7. All receipts must be turned in within 90 days after the scheduled event for reimbursement.
8. All receipts must be turned in prior to June 30<sup>th</sup> in order to be reimbursed out of the current fiscal year cycle.
9. Pre-payment of expenses must be approved by the Athletic Committee.  
Exception - entry fees to U.S. Games, International, Nevada Games, and World Police Fire Games.
10. LAPRAAC must be reimbursed within 90 days of cancelation for a prepaid travel

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expense (paid by LAPRAAC, such as airfare or lodging) in which the member cancels and does not participate in the event.

11. Funds shall not be used for LAPRAAC sponsored events such as, but not limited to: Baker to Vegas, Memorial Run, Bench Press Competition, or Sports Awards Banquet.

**E. LAPRAAC Reimbursement Process:**

1. LAPRAAC Reimbursement Forms (PDF) can be downloaded at:  
<https://lapraac.org/wp-content/uploads/2018/07/Athletic-Reimbursement-Form.pdf>
2. Complete LAPRAAC Reimbursement Form in its entirety.
3. In the interest of transparency and equity of reimbursements, each team expense will require two to three team member signatures:
  - i. Team member reimbursements must be signed by the team captain and one other LAPRAAC teammate signature.
  - ii. Team Captain reimbursements require two additional teammate signatures.
4. In the event in which charges or expenses are paid for by a spouse, the reimbursement check will be issued to the LAPRAAC member.
5. Submit form to the Athletic Director with the following information:
  - i. Original Receipts, Invoices, and/or Packing Slips.
  - ii. Copies of credit card bank statements with redacted non-reimbursable charges, and account numbers, showing name, relevant expenditures and the last 4 numbers of the card used.
  - iii. Copy of flier for tournament and copy of entry applications.
6. Allow two weeks for processing (most completed within 1 week).
7. Expenses will be reimbursed by check only from the LAPRAAC Team Account.

**F. Donations for LAPRAAC Sponsored Athletic Teams:**

1. Captain/Coach/members shall not use LAPRAAC's tax exemption number.
2. Teams may earn funds by working the LAPRAAC sponsored events (with prior approval from Athletic Committee).
3. If the donating person/company is a known vendor of the LAPRAAC or the Department, contact the Athletic Committee for advice. Fiscal Operations Division, Appropriations Section (213) 485-2693, may be contacted to determine if the person/company is a vendor of the Department. It is the Captain's responsibility to ensure that the person/company donating to a LAPRAAC team is not a conflict of interest with LAPRAAC or the

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Department.

4. All donation requests shall be made while off-duty and for LAPRAAC. The checks shall be written to LAPRAAC, and either in a letter or in the notes section of the check, indicate the specific team who will receive the donation. All in-kind (product) donations shall be documented in a letter, with person/company name or letterhead, indicating the donation, product received, and the specific team and person accepting the donation. The letter/documentation will be reviewed by the Athletic Committee and placed in the athletic folder for the team accepting the donation.
5. There should not be a separate team bank account unless prior written authorization has been provided by the LAPRAAC Board of Directors. Any request for an associated bank account shall be submitted to the LAPRAAC Athletic Committee in writing indicating the Governing Body, the names of the Board of Directors and Treasurer overseeing the account. The letter shall be placed in the LAPRAAC team folder for periodic inspections. Failure to provide the appropriate documentation may result in the immediate forfeiture of all LAPRAAC funds. All funds raised for the LAPRAAC sponsored team shall be deposited into the teams account and are subject to LAPRAAC policy and procedures. LAPRAAC reserves the right to audit all bank accounts associated to the team. The team is required to produce all bank statements, receipts, purchases, transfers, withdrawals or other bank documents necessary to complete the audit. Any team failing to produce the required documentation or any team found misusing the teams bank account funds are subject to forfeiture of budgeted monies.
6. The LAPRAAC Athletic Committee shall periodically conduct inspections of LAPRAAC sponsored teams to ensure compliance.

**SIGNATORY PAGE ACKNOWLEDGING FISCAL RESPONSIBILITY**

*On behalf of my LAPRAAC sponsored team, I agree as a team captain/coach to abide by the LAPRAAC Funding Rules and Regulations. Any violation may lead to penalties including forfeiting of all LAPRAAC funds, and/or Department disciplinary action.*

*Due 4/20/22 to Jaime Hoffman, Athletic Director [jhoffman@lapraac.com](mailto:jhoffman@lapraac.com)*

Date: \_\_\_\_\_

Team Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

LAPRAAC's goal to financially support the teams as efficiently as possible. By following the above guidelines, you will better facilitate this process and ensure receipt of your budget and subsequent reimbursements.

A copy of this agreement shall be placed in the team folder.

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