



Policy and Procedure Manual

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ADVERTISING

Policy: Any advertising message must support CMSA's mission and goals. Media vehicles will be evaluated and chosen based on their target audience demographics, reach, quality, and rates. A media vehicle is defined as anything that disseminates information through print, electronic, broadcast, outdoor, or any other form of communication.

Procedure: An annual advertising plan will be developed at the beginning of each fiscal year based on an established budget that has been approved by the CMSA Board of Directors. The Board may consider and approve funds for additional advertising opportunities throughout the year as they present themselves. The advertising message must be displayed using a consistent, branded style and include a current logo.

ATHLETIC PROGRAMMING

Policy: Registration for team oriented athletic division already in existence, where space and/or structure have dictated limitations, will be held on a first come-first serve basis.

When registration is held on a first-come, first-served basis, sponsorship fees are needed to "hold" slots.

Self-sponsored teams are required to pay a sponsorship fee, up front, for either first-come, first-served registration in order to "hold" slots.

Registration for a team sport must be completed on the CMSA website. A team secures a league spot once the set team fee is paid. All teams are required to pay the sponsorship fee prior to the start of the season.

Procedure: Registration for programs will be held on-line. All registration will be publicized in advertising, e-mails, or other modes of communication. The Treasurer will work with all Athletic Directors/Commissioners to coordinate registration information, and oversee the registration system.

COMMITTEE FORMATION & PERFORMANCE

Policy: A member must be in "good standing" within the organization in order to be nominated and/or hold the position of Athletic Director/Commissioner of an Athletic Division/Committee.

Procedure: During the election process for an Athletic Director/Commissioner of an Athletic Division/Committee, all members nominated must be vetted to verify they are in "good standing" within any part of the organization . If a person is not in good standing, they are ineligible to run for the position. A current Athletic Director/Commissioner who no longer is in "good standing" within the organization must resign their position immediately.

COMMUNICATION

Policy: Email is the preferred method of communicating with CMSA membership. All mailings are in-house for the benefit of the membership. Under no circumstances shall Chicago MSA membership names, addresses or phone numbers be released to the public or community media. Chicago MSA will not perform any mailings for outside organizations since it may be viewed as unauthorized usage of member-provided information.

All email communications for official CMSA or CMSA League business, will originate from a chicagomsa.org email address. No personal emails shall be used.

Social media tools (i.e. Facebook) can be used as a communication method. To allow for the transition of these tools to new directors or commissioners, these tools shall be created and managed using a chicagomsa.org email address. No personal email address shall be used to create and manage these pages.

Procedure: For CMSA-wide communications, the CMSA Secretary, or representative, will be responsible. For League communications, the CMSA Secretary, League commissioner, or representative, will be responsible for the communication.

Any CMSA social media page created for the organization or an individual league within CMSA shall be created and maintained using a chicagomsa.org email address.

For Facebook, all pages created shall be PAGES and not an individual account as this is a violation of Facebook's terms of service. See page:

<https://www.facebook.com/help/175644189234902/>

CORPORATE BUSINESS REVIEW

CORPORATE BUSINESS EXPENDITURES

Policy: All moneys paid out for services or goods in the operation of Chicago MSA business are to be in the form of a check or a Chicago MSA debit card linked to the organization's bank account.

Procedure: All requests for check payment must be sent via a disbursement form from the league commissioner or CMSA Board Member to the CMSA Treasurer along with any receipts/invoices for those payments. Payments to officials/referee's/field crew for each league do not require a receipt/invoice however, the disbursement form is required. All checks are required to have two signatures, with the CMSA Treasurer to be the first check signer and the second another of the bank approved signers, which will be determined by the CMSA Executive Board. No approved bank signer is able to sign a check that is written for them for more than \$300. For example, if the CMSA Treasurer is receiving a payment over \$300, the check must be signed by two other bank approved signers.

The CMSA President and CMSA Treasurer may be issued debit cards tied to the organization's primary checking account. These debit cards may be used to pay for any services and goods that would ordinarily be paid by check. All expenses to be paid using a debit card must (i) be approved based on the approval thresholds provided in these policies and procedures and (ii) be approved for debit card payment. The approval in (ii) above may be obtained by the CMSA President or the CMSA Treasurer by providing a written request to an approved bank signer which shall include a written or online quote or invoice or other evidence of the product or service to be purchased. Such approved bank signer will then provide evidence of their approval of the purchase in writing to the purchaser. Evidence of the purchase, such as a final receipt, shall be provided to the CMSA Treasurer and retained for audit purposes. All such notices may be provided by e-mail. In no event shall any other individual, other than the CMSA President or CMSA Treasurer, use the debit cards provided to such officers.

APPROVAL THRESHOLD/DIRECT PAYMENTS TO VENDORS

Policy: League Commissioners/Directors/Designees and Main Board Members/Designees need approval for any purchase of \$200 or over before purchase is to be made, with the exception of payments to league officials, i.e. referees/field set up crews,

or payments for facility rental. League Commissioners/Directors/Designees and Main Board Members/Designees may pay directly and be reimbursed with proper documentation.

Any purchases over \$500 (with same exclusions as above), payment must be made directly to vendor by the CMSA Treasurer, unless otherwise approved in accordance with the procedures herein.

In all instances, Leagues/Main Board are encouraged to use vendors that provide for invoicing in which CMSA can pay directly or to request that payments are made using the CMSA President and CMSA Treasurer debit cards.

Procedure: For purchases between \$200 and \$500:

1. League Commissioners/Directors/Designees or Main Board Members/Designees must obtain approval prior to purchase.
 - League Commissioners/Directors/Designees obtains approval from league Liaison and CMSA Treasurer.
 - Main Board Members/Designees obtains approval from CMSA Treasurer and President.
 - President obtains approval from CMSA Treasurer and a Vice President.
 - Treasurer obtains approval from President and a Vice President.
2. League Commissioners/Directors/Designees or Main Board Members/Designees have the option of purchasing by their own means and submitting for reimbursement, or having the CMSA Treasurer issue payment directly to vendor.
3. Proper documentation, as defined by the CMSA Treasurer, is required for reimbursement.

For purchases over \$500:

1. League Commissioners/Directors/Designees or Main Board Members/Designees must obtain quote from vendor for requested items.
 - Formal quote from vendor specifically for CMSA
 - Screen shot from website selling requested items
2. Approval process:
 - League Commissioners/Directors/Designees submit quote to league Liaison and CMSA Treasurer for approval.
 - Main Board Members/Designees submit quote to CMSA Treasurer and President for approval.
 - President submits quote to CMSA Treasurer and a Vice President for approval.
 - Treasurer submits a quote to President and a Vice President for approval.
3. Approving party provides written approval of the expense to the requesting party.
4. Requesting party provides final quote/invoice to CMSA Treasurer for payment.
5. CMSA Treasurer issues payment directly to vendor.

In the event that a vendor cannot issue an invoice in advance of the purchase of goods or services, cannot accept a check as payment, and the item may not be purchased using a CMSA President or CMSA Treasurer debit card, the requesting party shall, in addition to requesting approval of the expense, specifically request permission from the applicable approving party to purchase the item by their own means and submit for reimbursement. The request to handle as a reimbursement *must* be made prior to the expense being made in order to be reimbursed. The approving party shall provide written approval of the reimbursement method along with the expense approval as provided above. League Commissioners/Directors/Designees and Main Board Members/Designees shall make all efforts to utilize vendors that can provide a written invoice and accept a check as payment for all expenses over \$500 wherever possible.

AUDIT

Policy: CMSA must conduct an audit of its financial records beginning in October of each year, with the audit to be completed by the December meeting of the CMSA Board of Directors.

Procedure: The audit will be conducted by a 3rd party vendor that will be approved by the Board of Directors.

A 3rd Party Vendor should be used for filing of all required tax documents in accordance with applicable laws.

FINANCE COMMITTEE

Policy: The Finance Committee will meet with the CMSA Treasurer to review the financial records of the organization and suggest updates to financial policies.

Procedure: A member of the Finance Committee will meet with the CMSA Treasurer monthly to go over financial records of the organization. The Finance Committee will be determining whether the bank statement information matches the information in the financial ledger of the organization, will verify the signature policy is being followed, and will confirm that payments and deposits have the required supported documentation/approval for each entry into the financial ledger. The Finance Committee will submit information to the CMSA President following the monthly audit.

FINANCE COMMITTEE SELECTION

Policy: At the beginning of each fiscal year, the CMSA Treasurer will select at least 3 members to form the annual Finance Committee. All members selected must be approved by the CMSA President and will serve for a period of one year.

Procedure: To be selected, the appointee must be a CMSA member for at least two years, be in good standing for the last year before appointment, must NOT be a commissioner or board member of any league/sport, nor be a member of the CMSA Board of Directors. The committee appointees should reflect the demographic breakdown, if possible of the organization. All appointee recommendations must be submitted to the CMSA President by August 15 of each year, and their approval must be provided by September 1. Any time a current member of the Audit Committee vacates their position in the middle of the term, the CMSA Treasurer will immediately move to fill the position using the qualification information above and with approval from the CMSA President.

Each member of the Audit Committee must sign a non-disclosure form when they become part of the committee. A member of the committee that is found to have violated the terms of the non-disclosure form will be immediately removed from the committee and could be subject to additional penalties, including but not limited to revocation of membership.

NON-COMPETE

Policy: CMSA Board of Directors, League Commissioners/Directors, and League Members shall not sit on or advise any Non-Profit Organization's or Not-For Profit Corporation's Boards that is engaged in direct competition with CMSA within a 50-mile radius of the City of Chicago while maintaining a leadership position with CMSA, and for a period of 90 days after a person leaves their leadership position with CMSA.

Procedure: In order to protect the vital interest and information of our Organization, we should not have members being on a body where our ideas and programs could be used to directly compete against CMSA. Any person violating the Non-Compete shall be immediately removed from their position within CMSA and will not be eligible for another position within the Organization for a period of up to two years. Return to eligible status is to be reviewed by the CMSA Executive Board within 60 days of occurrence.

WHISTLEBLOWER POLICY

Policy: CMSA will not retaliate against Members who disclose or threaten to disclose a Board/League Commissioner or a Committee, any activity, policy or practice of CMSA that the Member reasonably believes is in violation of law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of Organization policy concerning health, safety, welfare, or protection.

Procedure: If any Member reasonably believes that some policy, practice or activity of CMSA is in violation of law, a written complaint must be filed by that Member with the President of the Organization and/or League Commissioner.

It is the intent of CMSA to adhere to all laws and regulations that apply to the Organization and the underlying purpose of this policy is to support the Organization's goal of legal compliance. The support of all members is Necessary to achieving compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of CMSA and provides CMSA with a reasonable opportunity to investigate and correct the alleged unlawful activity.

CMSA will not retaliate against a member who in good faith has made a protest or raised a complaint against some practices of CMSA, or of another individual or entity with who CMSA has a business relationship on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

BOARD NOMINATIONS

Policy: All individuals with a demonstrated commitment to the goals of the organization, wishing to be nominated for a vacated Board seat, must be members of Chicago MSA on a date set by the Board. A nomination meeting is scheduled; generally during the last week of June prior to when Pride Parade Weekend is celebrated. Anyone wishing to run in the general election must be nominated and seconded at the nominations meeting, and must be present to accept the nomination. All candidates to the Board must have been active members of Chicago MSA, in good standing, for a continuous period of one (1) calendar year immediately preceding the date of the scheduled nominations meeting. No nominations are accepted after the nomination meeting is adjourned.

Procedure: The nominations date is set and disseminated to the members at least two months prior to the nominations date in the most modern form of communication(s).

BOARD ELECTIONS

Policy: The general election is held a selected day in the last two weeks of July. All those wishing to vote in the election must be members of Chicago MSA on the date of the election. All those, then members, must be present at an election site, and at a prescribed time, to determine a quorum as ordered by the Corporate Bylaws. Voting is then held under the guidelines set forth in the Bylaws, and the procedure designed by the Board of Directors, until all seats are filled.

Procedure: Members are asked to be at the election site absolutely no later than 7 pm on the date publicized. The doors to the election site are closed. A roll is taken by member attendance shown on a sign-in sheet. Member names are verified as to due date. Once a legitimate quorum has been determined the election proceeds. Members are informed of the number of votes needed to elect. Board seats vacated by term are announced. Candidates are then introduced by a number draw (1 through n) and allowed to speak on their own behalf. Questions from the floor are permitted. After the candidates have been presented, ballots are handed to MEMBERS ONLY. (Several non-members generally attend the election.) Ballots list candidates in alphabetical order. Members are then to vote for as many candidates as they wish up to the amount of vacated Board seats. Those ballots containing more votes than there are allowable vacancies are not counted. Only Directors not seeking re-election may count ballots. Usually an additional Association member is asked to supervise the count. Election is announced for each candidate as it is achieved. When total election is not achieved on the first ballot, the lowest vote getter is dropped, and the members are asked to vote again from amongst the remaining candidates. This process is continued until all seats are filled. Election is conferred by a simple majority as set forth in the Bylaws. When the number of nominees is equal to the number of vacated board seats, all candidates must achieve a simple majority of the quorum. If the candidate does not achieve a simple majority, the board will then accept new nominations from the membership present and from amongst its own ranks at its next regularly scheduled meeting, from which an appointment will be made. Election count is not offered at election night, but must be provided if demanded by the membership. Ballots are kept indefinitely on file.

OFFICER NOMINATIONS

Policy: Once election is complete, the newly elected board will hold a meeting at the Election meeting to determine the officer position the elected board will hold for the next year.

Procedure: Current President opens nominations for the Elected Board at the Election meeting with those that have been elected for each position until they are filled. The current President can defer to a past President to hold this election if he is seeking to fill one of the officer positions.

GOODWILL

GENERAL MEMBERSHIP

Policy: When a member is seriously injured or hospitalized in the conduct of a CMSA activity, a card should be sent from the "closest" Director conveying the concerns/sympathy of the Board.

Procedure: Director acts on his/her own, but informs the Board of his actions. Funding provided.

SPONSORS

Policy: When a longtime CMSA sponsor is seriously injured or has died, a card or flowers should be sent from the Board, and followed up by the director who is closest to the situation. A limit on individual expenditures shall be set by the Board.

Procedure: A designated officer will authorize the expenditure on behalf of the Board when a regular meeting is not near. Funding provided.

MEETINGS

MONTHLY BOARD MEETINGS

Policy: All monthly meetings are private. Members/outside groups may attend a monthly meeting and address the Board on any topic. Non-board members should be first on the agenda and must leave before discussion of other agenda topics proceeds. Meetings are held on the third Wednesday of the month unless previously agreed to by the board.

Procedure: Non-members are placed on the agenda by advance notice through the CMSA Secretary, preferably one meeting in advance.

OPEN MEETINGS

Policy: Any non-Board meeting is an open meeting. Any topics, under new business, may be discussed at any meeting. Reports may be given at the request of those members in attendance. Discussions cannot lead to a vote which alters rules, regulations, policy, procedure, bylaws or articles without the notice of the membership which may be affected by a vote.

Procedure: At the conclusion of regular business the chairperson will call for "any new business."

PARLIAMENTARIAN

Policy: At the discretion of the Board, a parliamentarian will be appointed by the Directors in Office and present at any OPEN meetings where a parliamentarian is needed or requested.

Procedure: The Board, under advisement, will vote a parliamentarian to serve in said capacity, for a period of time determined and stated by the Board, through a simple majority rule of those Directors present to vote. The parliamentarian shall not be a current member of the board.

MEMBERSHIP

ACCEPTANCE INTO MEMBERSHIP

Policy: The Board of Directors has the right to screen potential members who wish to become members of Chicago MSA.

Procedure: Chicago MSA Board of Directors will assume that all those registering to be members of the Association are doing so in the spirit of "good will."

LEAGUE PARTICIPATION

Policy: All individuals must be members, in good standing, of Chicago MSA prior to participating in any league activity. An Athletic Division/Committee can determine to allow an individual to participate if they are not in "good standing" with another

league. Participation is defined to mean any "athletic role" indigenous to, or traditionally considered to be "part of," a sports team. Membership is applied for, and if accepted, obtained by an individual who:

- A. Pays annual dues as set by the league and,
- B. Completed a Chicago MSA registration profile and signs the "responsibility and release agreement, providing Chicago MSA with true and representative data on himself/herself, and then sets forth his/her true and legally binding name in signature.

An Athletic Director/Commissioner will determine the registration period for their league.

Procedure: The Corporate Treasurer, in coordination with the Athletic Director/Commissioner, will oversee the registration process for all leagues. All dues are to be directed to the Corporate Treasurer, who will keep the registry for all leagues.

COMPLIMENTARY DUES

Policy: Complimentary dues are available for the following:

- A. CMSA Hall of Fame Member
- B. The Commissioner/Leader of a CMSA sport as specified by that sports bylaws on the first date of the fiscal year.
- C. Other members nominated by a member of the Board of Directors.

Procedure: Automatic complimentary membership dues renewal for CMSA Members who qualify under Sections "A" and "B" of the policy. For Section "C," other members may be awarded complimentary memberships at the discretion of the Board of Directors by majority vote of the board.

The Board may choose to suspend this policy for one fiscal year no later than August 15th of the prior fiscal year by majority vote.

CODE OF CONDUCT

Policy: CMSA believes that all participants have a right to a safe and healthy environment to participate in sports and recreational activities. CMSA, its league and game officials, and participants have an obligation to promote mutual respect, tolerance, and acceptance. CMSA expects participants to abide by the following code of conduct.

Procedures: Participants shall:

1. Promote the reputation of CMSA and take all possible steps to prevent our organization from being brought into disrepute
2. Not use foul or abusive language or gestures toward league and game officials, players, managers, or spectators.
3. Not take any action which is likely to intimidate, offend, insult, humiliate, or discriminate against participants, league and game officials, or spectators on the basis of sexual orientation, gender, gender identity, race, disability, age, religious or political belief, ethnic origin, social background, language, or marital status through words or action.
4. Not possess weapons during league play or CMSA sponsored events.
5. Not act in a way that creates an unsafe environment for themselves or others during league play or events, including being intoxicated.
6. Follow the policies and expectations of all venues at which CMSA sports or events are held.

Those who witness acts in violations of the code of conduct should take steps to intervene if it is safe to do so. Violations should be reported immediately to game or league officials. All reports will be promptly and appropriately investigated.

Violations of the code may result in sanctions up to and including suspension/expulsion

SUSPENSION/REVOICATION

Policy: An individual's membership in Chicago MSA may be SUSPENDED by an Officer at any time, for cause, or by any Program/League/Division Coordinator acting within the guidelines set forth in the rules and regulations of the Chicago MSA activity of which he/she is in charge. An individual's membership may only be REVOKED by the Board.

Procedure: On SUSPENSIONS the Officers will advise the Board on members who have been suspended and for what reason(s). On REVOCATION any Director shall put before the Board a proposal for the revocation of a member, citing cause and evidence. Evidence may be first-hand observation, either by the director seeking the member revocation or by a deposition presented to the Board, from a Committee-person, witnessing said cause. The Board will review the evidence and may question anyone connected with the proceedings should it be necessary. Any member whose membership is challenged will be notified of the charges and will, if he/she so chooses be allowed to, within a specified time period, present a defense to the Board. The Board votes and member is informed of the decision.

HALL OF FAME

GENERAL

Policy: The Chicago Metropolitan Sports Association (CMSA) Hall of Fame exists to recognize, celebrate, and honor those members, contributors, and supporters whose leadership and dedication have enhanced the success, tradition, and integrity of CMSA and who have promoted and built the league within the community.

Procedure: As set forth below, the CMSA Hall of Fame Committee will solicit applications, determine membership, and induct new members on an annual basis or as often as the Committee deems appropriate.

HALL OF FAME COMMITTEE SELECTION AND REMOVAL PROCESS

Policy: At the beginning of each fiscal year, the CMSA President will select no fewer than four and no more than six members to form the annual CMSA Hall of Fame Committee, with one of the appointees named "Chairperson." All members selected must be approved by the CMSA Board of Directors and will serve for a period of one year. The CMSA President will also sit on the CMSA Hall of Fame Committee. The CMSA President will not be the Chairperson.

Procedure: To be selected, the appointee must either be (a) a CMSA Member for at least two years and in good standing with CMSA for at least the last year before appointment or (b) a current CMSA Hall of Fame member, in good standing for at least the last year of their membership with CMSA. The committee appointees should reflect the demographic breakdown, if possible, of CMSA. All appointee recommendations must be submitted to the CMSA President by August 15 of each year, and the CMSA President must make selections by September 1. Any time a current member of the Committee vacates his or her position in the middle of the term, the CMSA President will move to fill the position as soon as possible using the qualification information above.

A member may be removed from the Committee if the Committee determines by majority vote that the best interest of the Committee and CMSA will be served by removal. Quorum to hold a removal vote is a majority (greater than 50%) of the Committee membership.

HALL OF FAME MEMBERSHIP SELECTION PROCESS

Policy: The CMSA Hall of Fame Committee shall solicit applications for Hall of Fame membership, determine membership, and plan and run an induction ceremony for all new members.

Procedure: The CMSA Hall of Fame Committee shall meet as often as is necessary throughout the fiscal year to determine CMSA Hall of Fame membership. While there is no specific set of quantifiable criteria for membership selection, the Committee shall be guided by the CMSA Hall of Fame mission statement, which is to recognize, celebrate, and honor those members, contributors, and supporters whose leadership and dedication have enhanced the success, tradition, and integrity of CMSA and who have promoted and built the league within the community. CMSA Hall of Fame Committee members are eligible for Hall of Fame membership, but they will recuse themselves from discussion and voting for their own membership application.

The Committee shall solicit application for Hall of Fame membership from the Current CMSA membership on an annual basis. The Committee shall give CMSA Membership a reasonable time to submit applications. The Committee shall then Review the applications, follow up with nominating members or applicants as necessary for more information, and vote on CMSA Hall of Fame membership. In order to be selected for Hall of Fame membership, an applicant must receive at least 2/3 of the vote of the Committee members for any vote. Quorum to hold a Hall of Fame membership is a majority (greater than 50%) of the committee membership. This process should take place at least once per fiscal year. All votes are final and not appealable.

If no applicants receive at least 2/3 of the vote, no new members will be inducted. While the Committee may consider past applications, all nominating members are encouraged to complete new applications or update previous applications for each application process.

If even one applicant receives at least 2/3 of the vote, the Committee shall plan and run an induction ceremony for the applicant(s). The Committee shall invite and encourage attendance from all current CMSA Hall of Fame members, the CMSA Board of Directors, and any others as determined by the Committee. When possible, the induction ceremony shall take place within the same fiscal year as the selections.

SEXUAL ORIENTATION

Policy: Chicago MSA is a primarily LGBT organization serving the men and women of the Chicagoland area. While Chicago MSA does not discriminate on the basis of sexual orientation, Chicago MSA discourages organizers of teams participating in an Athletic Division/Committee from "stacking" with non-LGBT members with the express intention of winning. Non-LGBT individuals shall not participate at the expense of an LGBT person. Chicago MSA relies on the integrity of its managers/captains/coaches to determine the justification for a non-LGBT participant.

GENDER IDENTITY/EXPRESSION POLICY

Policy: CMSA welcomes and encourages people of all genders to participate in its sports programs.

Procedure: It is not a requirement for any person to undergo hormone therapy, surgery, or other treatment in order to play in their chosen league. Cisgender athletes may play in any open league of their choice and are not required to explain, justify, or provide documentation supporting this choice. If issues arise regarding an athlete's gender identity or expression, the league Commissioner will be available to mediate, answer questions, and provide resources. To ensure competitive balance and for the safety of all CMSA members, all athletes, regardless of gender identity, will be subject to movement to a higher or lower division or a different league based on skill level of play. All athletes must also play under the existing rules of the league they have chosen.

Glossary:

Cisgender: An individual whose gender identity aligns with the gender they were assigned at birth.

Transgender: An individual whose gender identity and/or lived sex does not align with their sex assigned at birth and who may desire physical transition, which may include, but is not limited to, hormones and/or gender confirmation surgeries.

Gender non-conforming: An individual whose gender expression differs from or does not conform to societal expectations of their gender.

TRAVEL EXPENSES

Policy: In any sport where it is mandatory that Chicago MSA be represented at annual or semi-annual meetings of a national organization, Chicago MSA will budget into the respective sports fees a designated sum of money which will ASSIST the Organization's elected or appointed national representative with his/her expenses. Representatives need not accept assistance.

Procedure: The Board will determine needed fees as required, based on its own research of available transportation and accommodations. Representatives are to submit an

expense report relevant to transportation and lodging for appropriate reimbursement where applicable.