



Standard Operating Procedures (SOP)

Why You Need SOPs

“Standard operating procedures” is jargon for “how we do things around here.” When you establish procedures for certain situations and tasks, you ensure that everyone in your nonprofit is on the same page.

Having accessible operating procedures also cuts down on questions, confusion, and endless email chains. When your group/volunteers have access to standard procedures, they can reference them when performing unfamiliar tasks. It’s like having the rules on hand for a board game. In most situations, you already know what to do, but if something out of the ordinary happens, you can reference the rules. You aren’t stuck asking each other “What do we do now?”

Membership Dues:

- Each year membership fee will be charged based on forecasted season expense which will be agreed at the beginning of the season. Members should pay the membership dues as early as possible in during the season.
- The membership fee for fulltime employees will be \$200. Student/Intern will be \$50 (furnish valid student ID before the beginning of the season). And 2 umpiring assignments for each league/tournament format they participate. If member leaves in middle of league and moves to another club will have to full membership fee of \$200 irrespective of his status.
- Members with financial constraints should talk to the officers/BOD for waivers The membership dues can be requested to be waived for donor members.
- The membership dues cannot be claimed towards tax benefit.

Beaverton Cricket Club

Ground Rental:

- The Beaverton Cricket Club will maintain its home grounds and will allow its teams to have first priority of usage. If there is request from another team outside the club the Officers/BODs will decide if it is permissible to provide the field and if so it shall decide the ground rental anywhere between min \$25 per hour to \$72 per hour. The committee shall decide whether to provide field to external team/club.

Taxes:

- The club has to issue 1099 Misc to individuals who are paid more than \$599 for any services. If it is business entity and provides receipts 1099 Misc is not requirement.
- The club has to file CT12 and 990N and provide information to the tax consultant by 15th April to ensure taxes are filed by 15th May ever year.

Donor/Sponsor:

- Any donation to the club can be 100% claimed towards taxes and club will issue is donation receipt to the donor for the following year's tax purpose.
- Any member from the club can coordinate with donor/sponsor to support the cause. The donor/sponsor cause will be supported by the club and its volunteer members with best of its ability and efforts.
- The donor/sponsor names will be shared among its members during meeting and on request they shall be published on the webpage for the corresponding year. The publication is restricted on webpage to maintain privacy of individuals but club members have the right to ask.

BCC Tournament:

- The club will organize Super Six, CCPL and BCSL each year depending upon ground availability, weather conditions and number of participating teams.
- The entry fee for each tournament shall be discussed and conveyed to the respective participating teams. Super Six entry fee \$100, CCPL \$275 and BCSL T8, T12 and T15 \$350 respectively which will be reviewed every year.
- The entry fee of a team participating in the league/tournament cannot be claimed towards tax benefit.

Insurance & Waiver Form:

- The club will purchase additional insurance for its members and all members are requested to fill in waiver form.

Beaverton Cricket Club