

BORN SPORTS LEAGUE POLICY MANUAL

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Born Sports League Policy Manual

This manual serves as a guide for the officers, directors, working group leaders and staff of Born Sports League (BSL). While the intent is for this manual to be as comprehensive as possible, it is not possible to anticipate every situation that may arise in the conduct of the organization's business and in service to players or to provide information that answers every question. In addition, circumstances will undoubtedly require that policies need to be added or removed from this manual or modified within it from time to time. Accordingly, it is the responsibility of the board of directors to ensure this manual is kept up-to-date and made available to assist in the implementation of the programs of BSL, consistent with these policies so long as they do not conflict with the bylaws. In the event of a conflict, the bylaws will prevail.

BSL is a Texas non-stock corporation. As such, to the best of the organization's ability, policies herein shall comply with applicable Texas statutes and U.S. law.

BSL holds 501(c)(3) nonprofit status, granted by the U.S. Internal Revenue Service. As such, to the best of the organization's ability, policies herein shall remain consistent with the organization's original declaration of sources of support, purposes, character and method of operation. In the event of relevant changes, BSL shall notify the Internal Revenue Service as required through the annual filing of Form 990 or Form 990-EZ, Return of Organization Exempt from Income Tax. Deviations from the organization's original intents may result in the loss of its nonprofit status.

BSL Vision

The Born Sports League's vision is to strive to make the world a better place through sports by bringing together a diverse and inclusive community to have fun, create a sense of belonging and acceptance, and give back to the communities in which we play.

BSL Mission

The mission of the Born Sports League, Inc., is to bring together LGBTQ+ and ally people to build community through organized sports and create an experience that is inclusive, supportive, affordable, fun, and gives back

Participation Policies

Born Sports League Code of Ethics

The Born Sports League depends on cooperation, involvement, and leadership from its participants. As such, BSL participants adhere to high ethical standards when interacting with others in the organization, participating in BSL activities, and assuming official roles. Participants also abide by the rules and policies pertaining to the specific BSL activities in which they engage.

All members and participants of Born Sports League agree to abide by and uphold the vision and mission statement of Born Sports League.

Additionally, participants agree to abide by policies outlined in the Born Sports League Policy Manual and these standards of conduct when acting in official organizational roles and participating in BSL-sponsored activities:

- Participants who receive or handle BSL funds provide a true accounting of the money and/or property entrusted to them and do not steal or misappropriate BSL resources or circumvent BSL financial policies.
- Participants acting in official BSL roles do not receive compensation, gifts, or other special considerations in return for the promise of BSL business.
- Participants maintain the integrity of confidential deliberations, activities, and roles where applicable, including but not limited to those of the board of directors, working groups, task forces, and review panels.
- Participants do not make public statements of any kind about BSL or its participants (individually or collectively) that are false, deceptive, misleading, or fraudulent, either because of what they state, convey, suggest or because of what they omit.
- Participants do not engage in activities that are detrimental to the organization.
- Participants do not file or encourage the filing of ethics complaints that are frivolous and are intended to harm the alleged violator.

All participants have an obligation to be familiar with this Code of Ethics and the policies and standards referenced in this manual. Lack of awareness or misunderstanding of an ethical standard or policy is not, in itself, a defense against unethical conduct. Participants are subject to review and potential action against his/her participant status when violations of this Code or organization policies are alleged.

Participation Policies

Review Process for Alleged Code of Ethics and Policy Violations

Complaints of alleged violations of the BSL Code of Ethics or BSL policies must be submitted in writing to the BSL board of directors.

Either the board of directors or an Ethics Working Group appointed by the board for this purpose will serve as the “Reviewing Body”. The Reviewing Body may contact the filer of the complaint if additional information or answers to clarifying questions are needed.

The Reviewing Body will inform, in writing, the participant against which the complaint was made of the alleged Code of Ethics or policy violation(s) and provide that individual 21 (twenty-one) days to respond to the allegations.

The participant against which the complaint was made will supply a written response to the complaint within 21 (twenty-one) days of the communication from the Reviewing Body. In addition, the participant may request an appearance before the Reviewing Body (in-person or via electronic/telephonic means) to discuss his/her response.

The Reviewing Body may request appearance by the participant against which the complaint was made (in person or via electronic/telephonic means) to gather additional information or clarify any remaining questions.

Within 21 (twenty-one) days of the receipt of the participant’s response or the date of the meeting with the participant (whichever occurs later), the Reviewing Body will, if not the board of directors, provide to the board of directors a written report that will determine if a violation of the Code of Ethics or BSL policy occurred.

The board of directors will, at its next regular meeting or at a special meeting called if so warranted, review and take action regarding the complaint.

If the board of directors finds a violation of the Code of Ethics or BSL policy, the board will deliberate and determine what sanction will occur as a result of the violation. Sanctions may include:

- Written, private reprimand
- Termination of participation rights

If, during the course of continuous participation, a participant receives two (2) written, private reprimands regarding violations of the BSL Code of Ethics or policies, upon a finding of violation for a third time, the board imposed sanction will be termination of participation rights.

The board of directors will provide written notice of its decision to the participant against which the complaint was made within five (5) business days of the meeting at which the decision was made. The participant has 14 (fourteen) days from the date of the board’s notice to appeal the decision and supply additional information in support of their position.

The board of directors will, at its next regular meeting or at a special meeting called if so warranted, hear the participant’s appeal and review additional information provided (in writing, in person, or via electronic/telephonic means). The decision of the board at this meeting is final.

Participation Policies

If participant rights are terminated as a result of a Code of Ethics or policy violation(s), the individual is ineligible to re-apply for participation in BSL for a period determined on a case-by-case by the BSL Board of Directors.

Participation Policies

Born Sports League (BSL) participants, leaders, other volunteers and employees have the right to a participation and work environment free from any type of discrimination, including but not limited to freedom from sexual, ethnic or racial harassment or any other type of derogatory or objectionable conduct. At BSL-sanctioned activities, the organization prohibits harassment of or by its participants, leaders, other volunteers and employees in any form whether from co-employees, participants, vendors or guests.

With respect to sexual harassment, BSL prohibits unwelcomed sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature in which:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or participation
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment

Examples of types of conduct expressly prohibited by this policy include, but are not limited to:

- Unwanted or offensive comments, slurs, jokes, written or electronic communications, or voicemail or text messages regarding race, ethnicity, gender, sexual orientation, age, disability, or any other legally protected status
- Foul or obscene language
- Sexually oriented or explicit remarks, including written or verbal references to sexual conduct, gossip regarding one's sexual preferences, activities, deficiencies or prowess
- Questions about one's sex life or experiences
- Repeated unwelcomed sexual flirtations or repeated unwelcomed requests for dates
- Suggestive or sexually explicit posters, calendars, photographs, graffiti or cartoons
- Inappropriate touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, brushing against another's body, grabbing, groping, kissing or fondling
- Leering, staring, stalking

Harassment complaints should be reported to the president or vice-president immediately. Upon receiving a complaint of harassment, BSL will conduct a thorough and objective investigation in accordance with the review policy outlined in this manual. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incidents occurred will be investigated. If the investigation confirms the allegation, prompt and appropriate action will be taken. Such action may include termination of participation rights or employment with BSL.

Governance Policies

Members of BSL's board of directors, officers, and key employees each have an affirmative obligation to act at all times in the best interests of BSL. This policy serves to define the term "conflict of interest," to assist participants of the board, officers, and key employees in identifying and disclosing such conflicts, and to minimize the impact of such conflicts on the actions of BSL whenever possible. (Collectively, this policy will refer to directors, officers, and key employees as "Covered Officials.")

Conflict of interest defined. A "conflict of interest" is any transaction or relationship which presents, or may present, a conflict between a Covered Official's obligations to BSL and his or her personal, business, or other interests.

Fiduciary duty. Each Covered Official has a fiduciary duty to conduct himself or herself without conflict to the interests of BSL. When acting within his or her capacity as a Covered Official, he or she must subordinate personal, business, third-party, and other interests to the welfare and best interests of BSL.

Disclosure. The board of directors recognizes that conflicts of interest are not uncommon, and that not all conflicts of interest are necessarily harmful to BSL. However, the board requires full disclosure of all actual and potential conflicts of interest. Each Covered Official shall disclose any and all facts that may be construed as a conflict of interest, both through an annual disclosure process and whenever such actual or potential conflict occurs.

Process and remedy. The board of directors will determine whether or not a conflict of interest exists, and whether or not such conflict materially and adversely affects the interests of BSL. A Covered Official whose potential conflict is under review may not debate, vote, or otherwise participate in such determination. If the board of directors determines that an actual or potential conflict of interest does exist, the board shall also determine an appropriate remedy. Such remedy may include, for example, the recusal of the conflicted Covered Official from participating in certain matters pending before the board or other BSL body.

Delegation. The board of directors may delegate its authority to review and remedy potential conflicts of interest to the BSL executive committee, which may include three or more of the BSL board of directors. Only disinterested participants of the executive committee may participate in any such review. The executive committee shall inform the board of its determination and recommended action. The board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

Annual disclosure process. On an annual basis, each member of the board of directors shall be provided with a copy of this policy, and shall complete and sign the acknowledgement and disclosure as outlined on the following page:

Governance Policies

Born Sports League Board of Directors Annual Statement of Disclosure

I, _____ (name printed), have read the Conflict of Interest Policy of Born Sports League (BSL).

To the best of my knowledge and belief, neither I nor any person or organization with which I have a personal or business relationship is engaged in any transaction or activity that may represent a conflict with my obligations to BSL.

To the best of my knowledge and belief, neither I nor any person or organization with whom I have a personal or business relationship intends to engage in any transaction, to acquire any interest in any organization or entity, or to receive any substantial gift or favor that may represent a conflict with my obligations to BSL.

To the best of my knowledge and belief, I do not expect to receive compensation from BSL, or to receive in excess of \$10,000 annually from BSL for services I provide to BSL as an independent contractor, other than reimbursement of reasonable expenses.

To the best of my knowledge and belief, no member of my family expects to receive any compensation or material financial benefit from BSL.

To the best of my knowledge and belief, I have no family relationship or direct business relationship with any current member of the Board of Directors, any officer, or any key employee of BSL.

Any exception to the statements made herein is disclosed in full below.

Signature

Date

Governance PoliciesMeeting procedures

Meetings of the BSL board of directors shall be guided by “Robert’s Rules of Order,” latest edition. While open debate is generally encouraged, from time-to-time, depending on the number or depth of items on the agenda, debate may be limited to three minutes per person. Additionally, it may be declared that no person shall speak to a motion more than twice. If such limitations are enacted, the board shall appoint a timekeeper for that meeting.

For most items requiring board action, a voice vote or a show of hands is sufficient to facilitate voting. In these cases, the president (or other presiding individual if the president is not currently presiding) shall not vote except in the case of breaking a tie.

At any time, any director may call for an anonymous vote which is conducted using paper or electronic ballots. In cases of paper or electronic ballots, the president (or other presiding individual if the president is not currently presiding) is eligible to vote because his/her anonymous vote is unknown to the rest of the directors and therefore cannot influence their decisions. When an anonymous vote is called, the Vice-President of Finance shall tally paper or electronic votes and announce the disposition of the motion based on the votes; the Vice-President of Finance shall not record or report how individual directors voted except in cases of declared abstentions.

Meeting minutes

The Vice-President of Finance ensures minutes of each BSL board of directors meeting are produced and retained. In addition to listing directors and guests present at each meeting, meeting minutes will include actions taken by statement of motions made and the disposition of each. Minutes will not name the individuals making, seconding, or speaking to motions; similarly, minutes will not report how individual directors voted except in cases of declared abstentions.

Governance Policies

Confidentiality

Board members may have access to information that, if revealed to others, could be damaging or sensitive to other participants or staff, harmful to the best interests of the organization or even create legal liability. Board members are reminded that information provided to the board may concern personnel, financial, contractual, participation or legal matters, and information provided is for decision making and governing purposes only.

Board members agree that information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other volunteers/participants, without authorization of the president.

Apparent authority

Apparent authority is the authority that third parties reasonably believe a leader can exercise even though it may not have been actually granted. Apparent authority extends to the facts that third parties reasonably believe a leader states regarding organization policy, practice and decisions.

As a result, directors are responsible for ensuring information they have regarding organization business is accurate before sharing it with any outside party, including other participants. If a director is not certain of a policy, procedure, price, deadline, or other element of BSL activities, they should clearly state that they don't know and then get accurate information before further response.

In addition, all participants are subject to the impacts of apparent authority if volunteering or discussing with other groups/individuals as a representative of BSL. As a result, NO PARTICIPANT shall serve in any capacity as a perceived representative of BSL to outside groups without express permission granted by the BSL board of directors and without the responsibility of reporting to the BSL board of directors the activities of the group. Further, no BSL participant can present a position or opinion as that of BSL to an outside group other than as approved by the BSL board of directors.

Indemnification and insurance

In addition to the indemnification of officers and directors provided in the BSL bylaws, BSL shall carry Director & Officer Liability Insurance for the protection of the dedicated volunteers working on the organization's behalf.

Governance Policies

Working groups are defined as committees, task forces and focus groups. BSL's bylaws specify that the organization will have at minimum an audit and finance committee. The audit and finance committee will be led by a member of the board of directors other than the Vice-President of Finance and may also include one or more additional members of the board of directors. The BSL president may appoint an external individual to serve on the audit and finance committee. The audit and finance committee shall be appointed annually at the beginning of the fiscal year.

The bylaws provide the president the ability to create additional working groups as needed.

Unless otherwise prescribed in the bylaws or this policy manual, participation in BSL working groups is open to all active participants. BSL appreciates the time and talent offered by all its volunteers.

Other than approval of minutes and actions on items previously approved by or specifically assigned to the group by the board, votes taken by working groups become recommendations for review and final action by the board of directors.

Audit and Finance Committee – among this group's duties are annually requesting budget proposals from other working groups, evaluating each in relation to anticipated overall revenue and expenses as well as organization priorities, and drafting a comprehensive annual operating budget to the board of directors for review, modification as may be necessary, and approval. Additionally, this group ensures adherence to all financial policies outlined in this manual.

Financial Policies

Fiscal year

The fiscal and budget year of Born Sports League shall be the calendar year (January to December).

Authorized signatures

The authority to sign checks for and on behalf of BSL is granted to the president and VP of Finance. Expenditures must be in accordance with the board approved operating budget or as specifically approved by the board.

UBIT

Although BSL is a nonprofit organization, it may be subject to Unrelated Business Income Tax (UBIT) as a result of revenue generating activities (e.g. advertising). Such activities may play important roles in forwarding the organization's goals and therefore should not be avoided; they simply require appropriate accounting. It is the responsibility of the audit and finance committee to ensure all revenues are appropriately reported.

Contracts

The president or any other officer of BSL duly authorized to act for him/her in a specific instance may execute contracts. The board of directors may also authorize any officer or agent of the organization to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization, and such authority may be general or confined to specific instances.

Financial Policies

Financial review/audit

The audit and finance committee may select an independent accountant to review or audit the organization's financials on an alternating schedule. A complete audit shall be completed every sixth year, with a financial review conducted every other year for the four years preceding each audit.

The independent accountant shall present the review/audit to the board of directors. Bound or electronic copies of such reports shall be made available to any BSL member upon request. The financial review or audit requires detailed review and acceptance by the board of directors.

Returned checks

Checks returned to the organization by a financial institution for any reason, including but not limited to insufficient funds or closed accounts, will result in the immediate suspension of participation to the maker of the check. Additionally, each returned check will result in a \$25 fee charged to the maker of the check. This fee, along with payment in full for the amount of the original check, must be paid by the maker of the check in cash or certified funds before participant services will be reinstated.

Financial Policies**Budgeting**

The audit and finance committee shall annually set and present to the board of directors for approval an operating budget for the organization. BSL's nonprofit status does not require or suggest that its budget should result in zero net revenue or even very low profit. Whenever possible, the annual operating budget should anticipate greater revenues than expenses for the purposes of building reserves, allowing for enhanced participant services, and reinvestment into equipment, staff and other initiatives in service to advancing the organization's mission.

In creating the budget, the audit and finance committee will review existing programs and services, solicit input/proposed budgets from working groups, and evaluate and take into consideration economic factors which may affect income, specific goals or programs projected for implementation during the coming year. The board of directors must approve the annual budget before it becomes effective.

The board of directors receives a monthly statement of the organization's revenues and expenses compared to the budget for review purposes only. The board may direct the audit and finance committee to reevaluate the budget during the course of a fiscal year if significant variance or patterns of variance are detected that could adversely affect the organization. Upon completing such a reevaluation, the committee may present a revised operating budget to the board for approval.

Variances to the operating budget as approved shall be addressed as follows:

- Within a working group, program or event budget, the responsible chairperson may adjust line item expenses, with the approval of the president, if the total working group, program or event budget does not change as a result.
- If funds to cover an overrun on a budget line item cannot be found with the same working group, program or event, an adjustment to the budget must be approved by the board of directors.
- Income or loss from a working group, program or event cannot be transferred to another working group, program or event, or carried over to the following fiscal year.

Reserves

BSL must maintain adequate reserves to sustain operations to serve participants in the event of catastrophic financial loss (for example, unexpected and dramatic drop in participation, failure of a major event, loss of a significant revenue source). The amount required in reserves shall be calculated annually by the audit and finance committee and will be equivalent to six months of operating expenses, which are currently defined as the total of following budget line items:

- Facility fees
- Insurance
- Sports equipment
- Fundraising event expenses
- Additional item(s) the board of directors deems necessary

Any use of funds out of reserves must be reviewed by the audit and finance committee and approved by the board of directors.

Reserves will be replenished, as a priority, out of the operating budget. The schedule for this replenishment will take no longer than three years and will be developed by the audit and finance committee and approved by the board of directors. In the event of a severe economic

Financial Policies

downturn, the repayment schedule will begin in the first year following an increase in gross revenues.

Communications Policies

BSL may develop and maintain online tools to open as many lines of communication to participants and the general public as appropriate. Such tools will be consistent with the organization's internal and external marketing plan and goals.

"Social media" is the term commonly given to online tools which allow users to interact with each other in some way. As the name implies, social media involves the building of communities or networks and encouraging engagement.

Social media may include, but is not limited to:

- Social networking sites (i.e.: Facebook, Foursquare, LinkedIn)
- Micro-blogging sites (i.e.: Twitter)
- Blogs
- Video and photo sharing sites (i.e.: Flickr, YouTube)
- Forums and discussion boards (i.e.: Google Groups, Yahoo! Groups)
- Online encyclopedias (i.e.: Wikipedia, Sidewiki)

All official social media of the organization must be established by the board of directors and managed (directly or by supervision) by the one or more parties selected by the board of directors.

Organization social media will carry the name Born Sports League or BSL, whenever possible; if not possible, a name as closely related to either of the former will be used.

The profile image of the organization on official social media sites will include the BSL logo.

BSL will follow all terms and conditions of each online community through which the organization chooses to communicate.

Official social media sites of BSL will not include any personal or confidential content about the organization, leaders, participants or employees.

BSL may link to/be a "fan" of other social media sites offered by related organizations. The organization will not link to or be a "fan" of any social media sites, groups, pages, blogs, causes, etc. that are expressly political or religious or that could reasonably be considered likely to provoke, attack or offend others.

In its use of social media, the organization will be:

- Transparent – clearly identify as BSL
- Professional – post content that is intended for the organization's audience
- Responsible – always remember that online communications are permanently available and open to being republished in other media
- Accurate – fact-, spell- and grammar-check all organization posts; credit sources appropriately; correct errors promptly
- Law-abiding – ensure that libel, defamation, copyright, trademark, rights of publicity and data protection laws are followed, including with regard to user-generated content
- Timely – provide information quickly and accurately

Communications Policies

- A valued community member – provide information that is of interest to the readers/viewers; build a sense of community with thought-provoking content

Communications Policies

Social media, as defined earlier, is used by the organization to open as many lines of communication to participants and the general public as appropriate. As a result, this two-way communication will result in participants and the general public posting “comments” or other responses on official BSL social media sites.

BSL encourages comments and discussion on its various social media sites. The organization does not pre-moderate any comments and welcomes all kinds of responses – supportive, dissenting, critical or otherwise.

A board-designated group monitors the organization’s social media sites. Involved participants may be following online conversations about the organization, too, and are encouraged to inform participants of the board of directors of any questionable comments posted on official BSL social media sites.

Upon identification of a critical comment, it will be assessed to understand if it has merit or not. If the commenter has a legitimate complaint, an individual authorized by the board of directors will post a reply thanking them for his/her feedback and take the comment into consideration to make future improvements.

There will be some people who leave comments who are beyond appealing and will not be reasonable. Official representatives of BSL will not engage in online debates or arguments.

Official representatives of BSL will not delete or censor comments/links/posts unless they have content that:

- Is obscene, defamatory, threatening, harassing, abusive, slanderous, hateful or embarrassing to any person or entity
- Uses excessively foul language
- Breaks the law or condones or encourages unlawful activity (including but not limited to potential anti-trust violations)
- Infringes on the rights of any third-party
- Describes or encourages activities which could endanger the safety or well-being of others
- Could reasonably be deemed a violation of BSL’s Code of Ethics
- Is off-topic
- Is an advertisement or solicitation for business
- Is blatantly spam
- Is reported as abuse

Other PoliciesEqual employment opportunity

BSL is an equal opportunity employer of direct employees and independent contractors in respect to recruitment, hiring, termination, transfer, promotion, compensation, benefits, training, layoff, return from layoff, and any other term or condition of employment. This policy shall be administered without regard to gender, age, race, ethnicity, sexual orientation, disability, or on the basis of any other status or characteristic protected by local, state or federal law.

Compensation

Employee and contractor compensation shall be determined annually in accordance with the budgeting process. If the board of directors determines the hiring of an employee or contractor needs to occur during a fiscal year in which compensation for such a position was not included in the approved budget, the audit and finance committee will assess the budget and outline for the board the amount of funds available for compensation. The compensation of any chief staff officer and key employees shall be set in compliance with the compensation policy included in this manual.

Compliance Policies

BSL shall retain records for the period of the immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements.

Records and documents outlined in this policy include paper, electronic files (including emails) regardless of where the document is stored, including but not limited to network servers, desktop or laptop computers, and handheld computers or other wireless devices with text messaging capabilities. Any volunteer or employee of BSL, or any other person who is in possession of records belonging to BSL who is uncertain as to what records to retain or destroy, when to do so, or how to destroy them should seek assistance from the President or Vice-President of Finance.

In accordance with 18 U.S.C. § 1519 and the Sarbanes Oxley Act, BSL shall not knowingly destroy a document with the intent to obstruct or influence an “investigation or proper administration of any matter within the jurisdiction of any department, agency of the United States...or in relation to or contemplation of such matter or case.” If an official investigation is under way or even suspected, document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, BSL has the following document retention policy:

Type of Record	Specific Record	Retention Period
Accounting Records		
	Annual Financial Statements	Permanent
	Monthly Financial Statements	3 years
	General Ledger	12 years
	Audit Records	7 years
	Journal Entries	8 years
	Special Reports	8 years
	Canceled Checks	8 years
	A/P Paid Invoices	8 years
	Business Expense Reports	8 years
	Credit Card Receipts	3 years
	Cash Receipts	3 years
	A/R Invoices	8 years
	Data of Acquired/Divested Assets	Permanent
	Data for Non-Acquired/Non-Diverted Assets	5 years
	Accounts Payable	7 years
	Accounts Receivable	7 years
	Audit Reports	7 years
	Chart of Accounts	Permanent
	Loan Documents	7 years after final payment
	Purchase Orders	7 years
	Stop Payment Orders	3 years
	Bank Reconciliations	3 years
Tax Records		
	Federal Tax Returns (not payroll)	Permanent
	State & Local Tax Returns	Permanent
	Form 990/990-EZ & Supporting Documents	Permanent
	Supporting Documentation for Taxes	4 years
	City & State Excise Tax Reports	5 years
	Unclaimed Property Filings	6 years

Compliance Policies

1099 Forms	8 years
Payroll Taxes (W2, W3)	Permanent
Payroll Taxes (Form 941, State Withholding Forms, State Unemployment Returns)	8 years

Payroll Records

Wage Rate Tables	3 years
Wage	6 years
Salary	6 years
Payroll Deductions	6 years
Time Cards or Forms	5 years
W2 Forms	8 years
W4 Forms	8 years
Garnishments	4 years after termination
Payroll Registers	Permanent
State Employment Forms	4 years
State Unemployment Tax Records	Permanent
Cancelled Payroll Checks	8 years
Deductions Register	8 years
Earnings Records	8 years
Changes or Adjustments in Salary	8 years

Insurance Records

Policies; Permanent Claims for Loss/Damage; Accident Reports; Appraisals	5 years
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Workplace Records

Incorporation Records (including Bylaws)	Permanent
Meeting Minutes	Permanent
Policy Statements	Permanent
Employee Directories	5 years

Legal Records

General Contracts	3 years after termination
Real Estate Contracts & Records	Permanent
Personal Injury Records	8 years
Trademark Registration	Permanent
Copyright Registration	Permanent
Litigation Claims	5 years after close of case
Court Documents & Records	5 years after close of case
Deposition Transcripts	5 years after close of case
Discovery Materials	3 years after close of case
Leases	6 years after termination

Personnel Records

Employment Applications (persons not hired)	1 year
Employment Applications (persons hired)	3 years following termination of employment
Employee Resumes & Employment History	3 years following termination of employment
Evaluations	3 years following termination of employment
Promotions, Raises, Reclassification, and Job Descriptions	5 years following termination of employment

Compliance Policies

Disciplinary Warnings, Demotion, Lay-off & Discharge	5 years following termination of employment
Employment & Termination Agreements	Permanent
Beneficiary Information	Permanent
Medical & Safety Records	6 years
Accident Reports	6 years
Education Assistance	While employed
Sick Leave Benefits	While employed
Retirement Plans	Permanent
Incentive Plans (after expiration)	6 years
Pension Plans	Permanent

Technical Materials

Manuals	Permanent
Standards	Permanent
Correspondence	5 years after manual or standard become obsolete

Compliance Policies

In compliance with Internal Revenue Service guidelines for approval and management of any joint venture entered into by Born Sports League, the following guidelines shall apply:

Activities Subject to this Policy

For the purposes of this policy, the term “Joint Venture” is defined as any arrangement, including contractual or more formal arrangements undertaken through a limited liability company, partnership, or other entity, through which BSL and another entity jointly undertake any activity or business venture, or otherwise agree to joint ownership of any asset. A Joint Venture may include both taxable and tax-exempt activities.

Approval and Management of Joint Activities

Before making any decision to participate in a Joint Venture, BSL will ensure that the Joint Venture furthers BSL’s exempt purposes and will negotiate at arm’s length contractual and other terms of participation that safeguard BSL’s exemption from federal income tax. Such terms shall be in writing in the operating agreement of the Joint Venture and shall include the following minimum requirements:

- With respect to any whole joint venture (that is, a Joint Venture in which BSL contributes substantially *all* of its assets to the enterprise), BSL’s control over the Joint Venture would be through fifty-one percent (51%) or more of the voting rights and/or veto power;
- With respect to any ancillary joint venture (that is, a Joint Venture to which a portion of BSL’s resources are contributed), BSL would, at a minimum, maintain sole control over the tax-exempt aspects of the Joint Venture and would have voting and ownership interests in the Joint Venture that are consistent with BSL’s capital contributions;
- A requirement that any subsequent contract with BSL’s partner in the Joint Venture be negotiated at arm’s length and for fair market value;
- A requirement that the Joint Venture give priority to BSL’s tax-exempt purposes over maximization of profit for the participants of the Joint Venture; and
- A prohibition on activities that would jeopardize BSL’s tax-exempt status.

Where there is any question as to whether a particular Joint Venture may pose a risk to BSL’s tax-exempt status, a decision to enter into such Joint Venture will be made only in consultation with legal and/or tax counsel.