

# CubingUSA Supported Competitions Policy

Version 1.2

<b>CubingUSA Supported Competition Policies</b>	<b>1</b>
Definition	1
Personnel	2
Organizers	2
CubingUSA Deputy	2
The competition must have a designated CubingUSA Deputy.	2
The Deputy may or may not also be an Organizer or the WCA Delegate for the competition.	2
See the CubingUSA Deputies section below for details.	2
Code of Conduct	2
Competition Authorization	3
Approval Authority	4
Contract Authority	5
Projected Budget	5
Insurance	5
Income	6
Expenses	6
Sponsors and Partners	7
Prize money	7
Post-Competition Financial Report	7
CubingUSA Nationals Exemption	8
<b>CubingUSA Deputies Policies</b>	<b>8</b>
Membership	8
Responsibilities	9

## CubingUSA Supported Competition Policies

### Definition

- A CubingUSA Supported Competition is run under the auspices of CubingUSA, a registered 501(c)(3) non-profit corporation in the United States.
  - All finances, both income and expenses, are the domain of CubingUSA.

## Personnel

- Organizers
  - Organizers act as volunteers for CubingUSA to coordinate and run the competition.
- CubingUSA Deputy
  - The competition must have a designated CubingUSA Deputy.
  - The Deputy is responsible for clarifying CubingUSA policies and reporting any potential violations.
  - The Deputy may or may not also be an Organizer or the WCA Delegate for the competition.
  - The Deputy may only advise on policy. The Deputy **does not** have the authority to grant exceptions, including on unexpected expenses (unless they are acting in their role as a CubingUSA officer as detailed in the [Approval Authority](#) section below).
  - See the [CubingUSA Deputies](#) section below for details.
- Volunteer staff
  - All Organizers, Deputies, and other competition staff must be volunteers and must NOT be paid. CubingUSA will NOT be hiring any paid employees.
  - All Organizers, Deputies, and competition staff may consider themselves as volunteering for the CubingUSA non-profit when they are helping at a competition.
  - Organizers may recruit and manage volunteer staff for Supported Competitions.
    - The Executive Director may overrule the Organizers' staffing decisions.
    - The Board of Directors, through a vote as per bylaws, may overrule the Executive Director's staffing decisions.
- Independent contractors and vendors who are not part of competition staff may be paid for products and/or services rendered.

## Code of Conduct

- All Organizers must provide written consent (e.g. via email) to abide by the official CubingUSA Code of Conduct as a condition of approval for the Supported Competition.

## Competition Authorization

- A CubingUSA Supported Competition must be officially sanctioned by the World Cube Association (WCA).
- At least 60 days before the competition, organizers must submit a proposal to the CubingUSA Board of Directors.
  - Exceptions to the 60 days limit may be granted at CubingUSA's discretion.
- The proposal must include the following:
  - Name, date, venue, and events of the competition
  - List of organizers for the competition
  - WCA Delegate name
  - CubingUSA Deputy name
  - Expected numbers of competitors and total attendees
  - Venue's event insurance requirements
  - Sponsorship and Partnership arrangements
  - Prize plans
  - Additional income plans
  - Conflict of interest disclosure if any
  - Estimated Budget, including all expected sources of income and expenses

## Approval Authority

- Large Competitions
  - Competitions with expected gross income or expected gross expenses greater than \$5000 ("Large Competitions") may only be approved by a vote of the Board of Directors as per bylaws.
  - Upon approval of a "Large Competition", the threshold for the withdrawal and charging authority of the Executive Director and Treasurer as per the CubingUSA Banking Policy will be amended to 150% of the approved estimated gross expenses for the competition, for the total of all expenses pertaining to the competition in question.
    - The Executive Director or Treasurer must inform the Board as soon as the gross expenses exceed the original estimate.
- Small Competitions
  - Competitions with expected gross income or expected gross expenses less than or equal to \$5000 ("Small Competitions"), may be approved by any of:
    - The CubingUSA Executive Director
    - The CubingUSA Treasurer
    - A vote by the CubingUSA Board of Directors as per bylaws
  - Upon approval of a "Small Competition", the threshold for the withdrawal and charging authority of the Executive Director and Treasurer as per the CubingUSA Banking Policy will be amended to \$5000, for the total of all expenses pertaining to the competition in question.
- The Executive Director or Treasurer may approve any post-authorization changes to the proposal and budget, subject to the limits defined above, including but not limited to:
  - Unexpected expenses
  - Changes in sponsorship, partnership, or income plans
- Within 3 days of a decision by the Executive Director or Treasurer, any member of the CubingUSA Board of Directors may veto that decision and/or call for a vote of the CubingUSA Board of Directors.
  - A vote by the CubingUSA Board of Directors is immune to veto.
- Any deviations from this policy document must be approved by a vote of the CubingUSA Board of Directors.

## Contract Authority

- Contracts pertaining to approved Supported Competitions may be approved on behalf of CubingUSA with the sole signature of the Executive Director.
- The Executive Director may also grant any of the following with sole signature authority to sign contracts on behalf of CubingUSA pertaining to a Supported Competition:
  - Any member of the Board of Directors
  - The CubingUSA Deputy for the competition
- All contracts pertaining to Supported Competitions must be presented to the Board of Directors.
  - Contracts that significantly deviate from the expectations in the approved proposal must be presented to the Board prior to signing, and may only be signed if 24 hours have elapsed, and no Board member is vetoing it.

## Projected Budget

- Organizers must present a projected itemized budget of estimated income and expenses before a competition.
- CubingUSA may approve a competition with a projected negative balance if it benefits the community, at its discretion.
- Projected budget must take into account daily lodging and meal limits as per the CubingUSA Expense Reimbursement Policy.
- Lodging
  - Projected Budget should break down lodging per day by #staff, #rooms, and price per room.
    - Please see CubingUSA Expense Reimbursement Policy for details and an example.
- Personal Car Mileage
  - Note that all drivers must provide CubingUSA with a copy of active personal auto insurance policy before travel.
- All flights and taxi/ride share cap exceptions must be justified and estimated on a per person basis.

## Insurance

- CubingUSA will ensure that the competition is covered by event insurance.
- CubingUSA must be provided in advance with the projected total attendees and the venue's event insurance requirements if any.
- CubingUSA will advise if there is incremental cost for event insurance coverage that should be factored into the budget.

## Income

- Online registration fees must go directly into a CubingUSA account (e.g. CubingUSA PayPal) and NOT into an Organizer or Deputy's personal account.
- Day-of registration fees may be collected in cash or other means.
  - These fees must be reported to CubingUSA on a per-competitor basis. (e.g: Submit a paper log scan or spreadsheet with competitor names and day-of registration fees collected.)
- Donations
  - Checks should be made out to "CubingUSA".
  - All cash donations should be accepted by the CubingUSA Deputy, who can then direct them to the CubingUSA Treasurer.
- Sponsorships and Partnerships
  - All sponsorship and partnership arrangements, including partner vendors, must be pre-approved.
- All other income by the competition, including direct merchandise sales (not including sales by partners) must be pre-approved.
- Any net positive income received by an organizer, the CubingUSA Deputy, or other competition staff on behalf of CubingUSA must be transferred to CubingUSA within 30 days after the competition.

## Expenses

- **Please read the CubingUSA Expense Reimbursement Policy for details.**
- Notable expense categories for Supported Competitions include:
  - Competition venue
  - Competition equipment
  - Volunteer staff food (within reason, alcohol excluded)
  - Volunteer staff travel and lodging (including WCA Delegate or CubingUSA Deputy)
- All expected expenses should be pre-approved.
  - **CubingUSA reserves the right to reject expenses that are not covered by the approved budget or that significantly exceed the approved budget.**
  - CubingUSA may reimburse unexpected expenses at its discretion.
  - See [Approval Authority](#) section above for a list of who can grant exceptions to the approved budget.

## Sponsors and Partners

- “Sponsors” are organizations which directly provide CubingUSA with funds. Sponsorship deals must follow “qualified sponsorship” rules.
  - We can:
    - Display their logos and homepage links on websites and physical items.
    - Acknowledge their support.
  - We cannot:
    - Provide any tangible goods or benefits in return, including advertising specific products and services.
- “Partners” are organizations who work with us at the competition but do not provide CubingUSA with sponsorship funds.
  - This includes vendors and partners who directly provide prizes, including cash, gift cards, or puzzles, to competition winners.
- All potential sponsorship and partnership deals must be disclosed to the CubingUSA Board of Directors and pre-approved.

## Prize money

- Any plans for the competition to directly distribute prizes in the form of either cash or objects of monetary value must be pre-approved by CubingUSA.
  - Plaques and certificates without monetary value do not require approval.
  - Note that distributing prize money may trigger [1099-MISC and 1042-S tax-reporting requirements](#).

## Post-Competition Financial Report

- Organizers must file a final itemized report of actual income and expenses.
- Note that this is distinct from expense requests. The purpose of the financial report is to ensure that competitions are conducted in a fiscally responsible manner.
- Report should indicate, for each payment:
  - Date
  - Payer
  - Recipient
  - Amount (Income or Expense)
  - Description
- Final report must be sent to the CubingUSA Treasurer within 30 days after the competition.

## CubingUSA Nationals Exemption

- The annual CubingUSA Nationals competitions are also run under the auspices of CubingUSA, but they are special cases managed by CubingUSA Nationals Organizers Committee and are exempt from the CubingUSA Supported Competition Policies.

## CubingUSA Deputies Policies

### Membership

- All members of CubingUSA Board of Directors at the time of a competition are automatically authorized to act as CubingUSA Deputies unless explicitly prevented from doing so by the Board.
- Non-Director Deputies may be appointed by the CubingUSA Board of Directors.
  - Deputies may or may not also be Organizers for a competition.
  - Deputies may or may not also be WCA Delegates.
    - The CubingUSA Board of Directors reserves the right not to appoint any WCA Delegate as a CubingUSA Deputy. The two roles are distinct and have different roles and requirements.
  - New Deputies should receive training on financial reporting, sponsorship rules, and other relevant topics when appointed.
- Any Deputy may be removed from their position as a Deputy by a vote of the Board of Directors.
- Conflicts of interest
  - In addition to following the conflicts of interest policy for specific competitions, Deputies must disclose to the CubingUSA Board of Directors any potential long-term conflicts of interest, including but not limited to affiliation with or employment by a cubing-related business.



## Responsibilities

- The roles of a CubingUSA Deputy are to **advise, report, and escalate**.
- The CubingUSA Deputy advises Organizers about CubingUSA Supported Competition Policies above, including, but not limited to:
  - Helping the Organizers complete the Projected Budget and Post-Competition Financial Report.
  - Ensuring that any day-of registration payments are properly accounted for.
  - Ensuring that all expenses properly serve non-profit purposes.
  - Ensuring that relevant rules are followed by sponsors and partners.
  - Reporting any potential conflicts of interest involving themselves, Organizers, or other competition staff.
  - Ensuring that direct prize money payments if any are tracked and reported.
  - Escalating to the Board of Directors about anything that requires an exception to policies.
- The Deputy **does not** have the authority to grant exceptions (unless they are acting in their role as a CubingUSA officer with exception-granting authority).
- Special case: The Deputy may be granted privileges to sign contracts as per the Contract Authority section above.