UFP-600 – Governance, Exceptions & Administration

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1.0	UFP-600	01 June 2026	Board	Initial

Table of Contents:

Governance, Exceptions & Administration

1. Purpose

This policy establishes the governance, authority, and administrative framework for the Unified Financial Policy (UFP), including decision-making, exceptions, and policy oversight.

The objective is to:

- Ensure consistent and fair application of all financial policies
- Define decision-making authority and accountability
- Provide a structured approach to exceptions, disputes, and administrative actions

2. Scope

This policy applies to:

- All UFP chapters
- All Financial Schedules
- All members and financial administrators of OSC

3. Authorities and Responsibilities

3.1 Board of Directors

The Board of Directors has ultimate authority over all financial policies, obligations, and enforcement under the UFP. This includes the authority to:

- Approve and amend all UFP policies and schedules
- Establish financial obligations and thresholds
- Approve material exceptions or deviations from policy

3.2 Treasurer

The Board may delegate administrative and operational authority to designated officers, including the Treasurer, to implement and manage UFP policies.

The Treasurer is responsible for:

- Oversight of financial policy implementation
- Approval of operational exceptions within delegated authority
- Monitoring consistency in application

3.3 Club Administration

Designated administrators are responsible for:

- Day-to-day application of UFP policies
- Member communication and Member Account management
- Completing billing, adjustments, and enforcement actions in accordance with UFP policies

3.4 Limits of Delegated Authority

Delegated authority does not permit deviation from UFP policies unless explicitly authorized by the Board.

4. Application and Interpretation

4.1 Binding Nature

All UFP policies and schedules are binding on members. Participation in OSC programs constitutes acceptance of these policies.

4.2 Interpretation

In the event of ambiguity or dispute:

- OSC retains the right to interpret policies in a manner consistent with their intent
- Interpretation will prioritize fairness, consistency, and financial sustainability

5. Exceptions and Discretion

5.1 General Principle

Exceptions to UFP policies:

- Must be approved by the Board or its delegated authority;
- Must be documented; and
- Must be applied consistently and fairly.

5.2 Approval of Exceptions

Exceptions may be approved by:

- The Treasurer, within delegated authority; or
- The Board of Directors, where required

5.3 Documentation

All approved exceptions must:

- Be documented
- Include rationale for the decision
- Be retained for consistency and audit purposes

5.4 Limitation on Exceptions

Exceptions are intended for rare or exceptional circumstances and do not establish precedent. No individual (including coaches, volunteers, or members) may:

- Modify financial obligations
- Approve exceptions
- Commit OSC to financial decisions

Unless explicitly authorized under this policy.

6. Consistency and Fair Application

OSC will apply policies:

- Consistently across members
- Based on defined rules and schedules

Past decisions do not create precedent where:

- They conflict with current policy; or
- They were made in error

7. Errors and Adjustments

7.1 Administrative Errors

OSC reserves the right to:

- Correct billing or administrative errors
- Adjust Member Accounts accordingly

7.2 Member Notification

Where corrections are required:

- Members will be notified
- Adjustments will be applied within a reasonable timeframe

8. Policy Hierarchy

The policy hierarchy governing the UFP is established in the UFP Framework Overview, Section 5, and applies to all chapters. In the event of inconsistency between chapters, the Framework Overview hierarchy governs.

9. Relationship to Financial Schedules Manual

The Financial Schedules Manual is an official companion document to the UFP and contains:

- Fee amounts;
- Deadlines and timelines;
- Point values and credit structures;
- Operational procedures.

The Board may update the Financial Schedules Manual as required. Where a schedule is silent, the applicable UFP policy governs.

10. Communication

OSC will communicate relevant financial policies, schedules, and updates to Members in a timely manner.

Members are responsible for reviewing and understanding applicable policies

11. Documentation and Record Keeping

OSC will maintain records of:

- Member Account activity;
- Annual Financial Commitment (AFC) and Member Participation Points (MPP) tracking;
- Billing and payments;
- Approved exceptions and adjustments.

12. Special Funding and Grants

Proceeds from grants or special funding received by OSC will be directed toward programs, initiatives, training camps, equipment, or other purposes as approved by the Board and within the terms and conditions of the applicable grant.

12.1 Member-Specific Grants

Members who apply for or are awarded external funding intended for application to their Member Account must notify the OSC office in advance of expected fund receipt. Notification must include:

- The funding source
- The anticipated amount
- The expected date of receipt

Where OSC receives funds that cannot be attributed to a specific Member Account within 30 days of receipt, the funds will be treated as a Club-level grant and allocated at the discretion of the Board.

13. Interpretation Clause

The interpretation of UFP policies rests with the Board.

14. Compliance Requirement

Compliance with UFP policies is a condition of participation in OSC programs.

15. Amendments

From time to time, OSC may amend:

- UFP policies; and
- Financial Schedules

Updated versions will be communicated and become effective as specified.

16. Effective Dates

Policies and updates take effect on the date specified by OSC and apply to all Member Accounts from that date forward.