



Lindale Soccer Association

ADAPT Program Policy

Purpose

The purpose of this Access Data Availability Preservation Transition (ADAPT) Program is to ensure that critical Lindale Soccer Association (LSA) records, systems, and operational knowledge remain accessible in the event of board turnover, resignation, dissolution, incapacitation, or other emergency situations.

The ADAPT Program is intended to preserve continuity until the Board of Directors is reconstituted in accordance with the LSA Bylaws.

Ownership of Association Records

All records, documents, electronic files, databases, credentials, accounts, software subscriptions, websites, domain registrations, social media accounts, email accounts, and other information created, maintained, or acquired on behalf of the Association are the exclusive property of the Lindale Soccer Association, regardless of the individual responsible for creating, maintaining, or administering them.

Upon request of the Board of Directors, or immediately upon the conclusion of an individual's service with the Association, all such records, accounts, credentials, and associated access shall be promptly transferred to the Association or its designated representative in accordance with this ADAPT Program.

Critical Systems and Record Storage

BAND

Primary LSA Board communication records, event schedules, and operational discussions are stored within BAND.

Examples include board voting and polls conducted outside of in-person meetings, general communications, document sharing, and idea sharing.

OneDrive

Primary organizational documents and operational files are stored in the LSA OneDrive.

Examples include financial records, board meeting minutes, budgets, sponsorship records, registration reports, field maps and layouts, policies and bylaws, insurance documents, risk management records, marketing graphics and communications, historical records, and website/field status documentation.

Physical Thumb Drive in Lock Box

A regularly updated thumb drive containing copies of critical organizational records will be maintained in the LSA lock box.

The thumb drive shall include, at minimum:

- Current bylaws
- Insurance information



- Banking information and authorized contacts
- Sponsorship and donor information
- Financial reports and tax documents
- Board contact information
- Critical website and social media account information
- Password recovery procedures and account recovery information
- Software license keys, subscription information, and renewal dates
- Key operational documents
- Emergency contact list

The thumb drive shall be updated at least annually, preferably before each Fall season.

Electronic Recordkeeping

To promote efficient record management and reduce physical storage requirements, LSA may maintain official organizational records in electronic form. Paper documents may be scanned and securely stored electronically, and the electronic version shall be deemed the official Association record unless retention of the original document is required by law or specifically directed by the Board of Directors.

Original paper documents that are not otherwise required to be retained may be securely destroyed after the electronic copy has been verified for completeness and legibility.

Access and Credential Management

LSA shall maintain appropriate access controls and recovery procedures for all critical organizational systems to ensure continuity of operations and prevent the loss of access resulting from board turnover, resignation, incapacitation, or other unforeseen circumstances.

Critical systems include, but are not limited to:

- BAND
- Google Workspace and OneDrive
- GotSport
- Official email accounts
- Social media accounts
- Website hosting, domain registration, and DNS management
- Banking and payment processing systems
- Insurance and risk management portals
- Scheduling and registration systems
- Any other systems designated by the Board as operationally critical

Whenever practicable, at least two (2) authorized individuals shall maintain administrative access or documented recovery authority for each critical system. Access permissions shall be reviewed periodically and updated promptly following changes in Board membership or responsibilities.

Account ownership information, administrative contacts, password recovery methods, multi-factor authentication (MFA) recovery procedures, licensing information, and other emergency access instructions shall be documented and securely maintained within the Association's OneDrive and on the



ADAPT thumb drive. Access to this information shall be limited to individuals authorized by the Board of Directors.

Document and Records Retention

LSA shall maintain organizational records in a manner that protects the Association's legal, financial, and historical interests while ensuring continuity of operations.

Records shall be maintained electronically whenever practical within the Association's OneDrive, with backup copies of critical organizational records maintained in accordance with this ADAPT Program.

The following records shall be retained for at least the periods listed below, unless a longer retention period is required by law or Board policy:

Record Type	Minimum Retention
Articles of Incorporation, IRS determination letter, Bylaws, Board Policies, and Board Position Descriptions	Permanent
Board meeting agendas and approved minutes	Permanent
Annual budgets and financial statements	Permanent
Tax filings and supporting documentation	7 years
Bank statements, reconciliations, invoices, receipts, and accounting records	7 years
Insurance policies and claims	7 years after expiration or resolution
Contracts, leases, and agreements	7 years after expiration
Scholarship applications and award records	3 years
Registration reports and team rosters	3 years
Risk management records, incident reports, and disciplinary records	7 years after resolution
Marketing materials and historical photographs	As determined by the Board
Website and social media archives	As practical for historical preservation

Records containing confidential, sensitive, or personally identifiable information (PII) shall be stored securely, and access shall be limited to individuals authorized by the Board of Directors.

The retention periods specified in this policy represent minimum requirements. The Board of Directors may retain records beyond the minimum retention periods whenever doing so is determined to be in the best interests of the Association or is otherwise required by law, regulation, contractual obligation, audit, or operational necessity.

Records that have satisfied their required retention period may be securely destroyed in a manner appropriate to the type of record, unless they are subject to pending or reasonably anticipated litigation, audit, investigation, insurance claim, public records request, or other legal hold. In such cases,



destruction shall be suspended until the matter has been fully resolved and the legal hold has been released.

Activation of ADAPT Program

The ADAPT Program may be activated whenever circumstances threaten the continuity of Association operations, including but not limited to the resignation or incapacitation of key personnel, loss of access to critical systems or records, natural disaster, dissolution of the Board, or other emergency situations.

The President, Director of Operations, or a majority of the Executive Officers may activate the ADAPT Program. If no Executive Officers remain available or capable of acting, the City Manager, or the City Manager's designated representative, may activate the ADAPT Program solely for the purpose of safeguarding Association records, preserving operational continuity, and facilitating the reconstitution of the Board of Directors in accordance with the LSA Bylaws.

Activation of the ADAPT Program shall not transfer governance authority or decision-making authority over the Association to the City Manager or any other individual, except as necessary to implement the continuity measures described in this policy.

Emergency Point of Contact

In the event that the entire LSA Board is dissolved, resigns, becomes unavailable, or is otherwise unable to continue operating the organization, the designated emergency point of contact for continuation of records and operations shall be the City Manager.

The City Manager will serve as the temporary custodian of LSA records and continuity information until a replacement Board of Directors or other authorized leadership is established in accordance with the LSA Bylaws. The City Manager shall not assume governance authority over the Association. The City Manager's authority under this policy is limited to the temporary administrative responsibilities necessary to preserve Association records, assets, and operational continuity until the Board of Directors is reconstituted in accordance with the LSA Bylaws.

Authority During Continuity Event

During activation of the ADAPT Program, the City Manager, or the City Manager's designated representative, is authorized solely to take those administrative actions reasonably necessary to:

- Convene a Special General Membership Meeting in accordance with the LSA Bylaws to facilitate the election of Executive Officers and the reconstitution of the Board of Directors;
- Preserve Association records, assets, and operational information;
- Maintain or recover access to critical systems, accounts, and credentials;
- Secure Association property, records, and electronic information;
- Communicate with key volunteers, stakeholders, financial institutions, vendors, insurers, governing organizations, and governmental agencies regarding continuity matters;
- Coordinate and facilitate the reconstitution of the Board of Directors in accordance with the LSA Bylaws; and
- Take other reasonable actions necessary to preserve the Association until governance is restored.

This authority is temporary, administrative, and ministerial in nature. It does not include the authority to:



- Amend the Bylaws or Board policies;
- Enter into long-term contractual obligations;
- Borrow money or encumber Association assets;
- Dissolve the Association;
- Approve expenditures except those reasonably necessary to preserve Association assets, records, or operations; or
- Exercise any governance powers reserved to the Board of Directors under the LSA Bylaws.

Responsibilities

Responsibilities include, as necessary:

- Accessing the lock box and thumb drive;
- Coordinating retrieval of OneDrive and BAND access;
- Identifying key volunteers and stakeholders;
- Assisting with the reconstitution of the Board of Directors;
- Maintaining or restoring continuity of essential Association services until governance is restored;
- Preserving critical records; and
- Supporting continuation of youth and adult soccer programming in Lindale.

Conclusion of Continuity Event

A Continuity Event shall conclude upon the successful reconstitution of the Board of Directors in accordance with the LSA Bylaws and the assumption of office by the duly elected Executive Officers.

Upon conclusion of the Continuity Event:

- All temporary authority granted under this policy shall immediately terminate.
- All authority, responsibilities, and governance powers shall automatically revert to the Executive Officers and Board of Directors as provided in the LSA Bylaws.
- The City Manager, or the City Manager's designated representative, shall promptly transfer all Association records, passwords, credentials, financial information, property, and administrative access obtained during the Continuity Event to the appropriate Executive Officers.
- The City Manager, or the City Manager's designated representative, shall provide reasonable assistance to ensure an orderly transition of operations but shall retain no continuing authority under this policy.
- Any actions taken under this policy shall be documented and provided to the reconstituted Board of Directors as soon as reasonably practicable.

Following completion of the transition, all authority exercised under the ADAPT Program shall cease, and the Association shall resume governance exclusively under the LSA Bylaws and policies.

Annual Review

This ADAPT Program shall be reviewed and updated annually by the Board of Directors to ensure that storage locations remain current, contact information is accurate, access credentials remain valid, critical records are being backed up appropriately, and emergency procedures remain relevant.



The Director of Operations shall be responsible for coordinating maintenance of the ADAPT Program unless another Director is designated by the Board of Directors.

Policy Review

This policy shall be reviewed annually by the Executive Officers and amended as necessary.