

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

Assisted Groups Coaches Training and Code of Conduct Requirements

SUMMARY STATEMENT

At the April 7, 2011, Parks and Recreation Commission meeting, an agenda item regarding the Town's youth basketball program and the coaches training led to a discussion on the requirements of the local assisted youth sports groups.

The consensus of the Commission was that staff research the local groups and report back on their current policies and bring back recommendations to the Commission for their consideration.

Staff inquired with all of the local assisted sports groups that currently use Town facilities with regard to their current level of background checks for coaches and code of conduct requirements for coaches and parents. All of the assisted groups perform background checks on their coaches and require yearly coaches' certification. Each group also provides a code of conduct policy at some level to their coaches and parents. The results of that survey are included in this staff report as Exhibit A.

Additionally, Staff put out a list-serve request through the League of California Cities website and received 10 responses. Eight of the responses stated that their city only requires Certificates of Insurance from the user group and leaves it to the league to manage their coaches and background checks. The two cities that responded with more stringent requirements were the City of Carlsbad, which requires all parents to attend yearly Code of Conduct training and the City of Agoura Hills that requires all coaches to go to SCMAF youth coaches training every three years.

Continued on next page

Recommended Action:

Review, Discuss and Provide Direction

Proposed by: Joseph Ramos, Recreation Supervisor

Item Number 4

T. M. Approval: _____

Budgeted Item Yes No N/A

Continued -- Assisted Groups Coaches Training and Code of Conduct Requirements

Some additional information was provided by Commissioner Smith. This included a User Group Application Packet from Jurupa Community Services District (JCSD). Most of the packet deals with facility reservation protocol and rules and regulations on field use. The pertinent information for this discussion is included as Exhibit B. The entire packet will also be provided to the Commission at the meeting. JCSD requires that all users of their facilities perform background screening in accordance with their District's procedures and requires a photo ID badge be worn at all times when using District facilities.

Lastly, staff has also attached as Exhibit C, the Town's Exchange of Service Policy and the Town's Assisted Group handbook. These exhibits clearly show the requirements for the assisted groups.

All of the current assisted sports groups provide background checks and coaches training and have a code of conduct in place. Staff could add to the exchange of service policy and the assisted groups handbook a formalized requirement that these groups:

1. Continue to perform background checks
2. Coaches training
3. Ensure all parents and coaches receive the league's code of conduct

As part of the yearly requirement that assisted user groups provide documentation such as rosters, insurance, etc, an additional requirement that they update the Department on their procedures could be included.

EXHIBIT A - P & R Commission Agenda Item 4

Apple Valley Youth Sports Coaches Requirements for youth sports groups

Organization	Type of Background Check	Certification	code of conduct
Apple Valley Little League	lexis nexis, public court check, megan law check	manager clinic-each season	all parents sign at registration
High Desert Pony Baseball	lexis nexis, public court check, megan law check	on-line coach certification	coaches sign not parents
High Desert Youth Soccer League	livescan each year	coaches-certified through Calsouth each season	all parents sign at registration
AVSC	livescan each year	coaches-certified through Calsouth each season	coaches sign not parents
Knights Football	public court check and megan law check	CSI certification every year, attend conference rules class	all parents sign at registration
Patriots Football	livescan each year	coach-certification through conference	coaches and parents receive
Rattlers Football	livescan through conference	coaches attend yearly certification	all parents sign at registration
Seminoles Football	livescans	CSI certification every year, attend conference rules class	all parents sign at registration

EXHIBIT B – Parks and Recreation Commission Agenda Item 4

Excerpts from JCSD Parks and Recreation Department – User Group Application Packet (Page 5)

1. Permits are granted subject to observance of all GENERAL USAGE POLICIES and CONDITIONS OF USE, Permits may be revoked at any time for violation of either.
2. A background screening of all those persons that are in direct supervision of minor children during their service to the organization in accordance with DISTRICT'S approved Procedures for Background Checks for Volunteers and that such persons are not disqualified on any of the bases set forth in DISTRICT'S Procedures for Background Checks for Volunteers.
 - a. District approved volunteer credentials are required to be worn at all times for all those who have been approved through the screening process.
 - b. District reserves the right to revoke volunteer credentials due to findings indicated during the annual background screening process
 - c. Guidelines for those in direct supervision of children are as follows:
 - i. Required to wear District approved photo identification badge issued to all volunteers after completion of a comprehensive background screening with an expiration date one year from the date of issuance.
 - ii. Identification badge is to be displayed at all times when on official assignment and are not to be worn or used for any other purpose other than official assignment.
 - iii. No pins, stickers, or markings are allowed to be displayed on the identification badge. Photo must be clearly visible to the public and should be worn between the shoulder and waist.
 - iv. It is the duty of every qualified volunteer to report any volunteer failing to properly display their credentials to their supervisor or league representative.
 - v. Volunteer must report a missing badge to their supervisor or league representative

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VOLUNTEER SCREENING POLICY INITIAL _____

USER shall enforce, at USER'S expense, District's procedures for background screening of volunteers to screen all paid or volunteer coaches, officials, or other affiliated persons that are in direct supervision with minor children during their service to the organization. USER must ensure that all paid or volunteer coaches, officials, or other affiliated persons that are in direct supervision of minor children have cleared the background check prior to serving USER in any capacity related to the use of DISTRICT facilities. USER shall, as a Condition of Use, ensure that District approved photo identification badge is worn by all volunteers after completion of the comprehensive background screening. Additionally, User shall ensure and certify that no paid or volunteer coaches, officials or other affiliated persons that may come into contact with minor children during their service to the organization have been found guilty under the conditions and on the bases set forth in DISTRICT'S Procedures for Background Checks for Volunteers. Failure to adhere to the rules and regulations regarding the volunteer screening policy will initiate a disciplinary process that may lead to revocation of User's Facility permit.

EXHIBIT C – P & R COMMISSION – Agenda Item 4

POLICY & PROCEDURE

Apple Valley Park and Recreation Department

TITLE: EXCHANGE OF SERVICES POLICY	NO. R2
APPROVED BY: PARK and RECREATION COMMISSION	DATE: 3/26/03 AMENDED 10/07/04 AMENDED 12/07/06

EXCHANGE OF SERVICES POLICY

Background: In an effort to promote community-oriented youth programs and activities, while maximizing use of Town-owned facilities, the Park and Recreation Department currently waives rental fees associated with the use of such facilities for Town-based youth sports organizations serving the public-at-large and other youth-serving public organizations (i.e. Apple Valley Unified School District Facility). Rental fees are assessed to help pay for operational costs associated with the annual maintenance of the fields and facilities; therefore, a reciprocal trade of services between these organizations and the Apple Valley Park and Recreation Department needs to be established to offset the waiver of rental fees.

Applicable Categories:

Recreational Youth Sports Organizations

1. Such groups must have at least 75% of their registrants residing in the Town of Apple Valley.
2. Such groups must provide membership and services to the community-at-large and cannot exclude participation.
3. All groups in this category are **responsible** for reimbursement to the Town for **direct expenses** associated with the operation of their organization (i.e., ballfield lights, additional requested field maintenance, etc.).
4. All board meetings are open to the public.
5. All records, (i.e., minutes, financial reports, etc.) must be made available to the public upon request.

Apple Valley Unified School District, Apple Valley Schools and other Youth-Serving Agencies

1. Such groups must have at least 75% of their registrants residing in the Town of Apple Valley.
2. Such groups must provide services to the community-at-large and cannot exclude participation and/or such groups shall provide an exchange of facilities to the Park and Recreation Department that is integral to the offering of a Town-sponsored program (refer to Operating Policy R-1.)
3. All groups in this category are **responsible** for reimbursement to the Town for direct expenses associated with the operation of their organization (i.e., ballfield lights,

volleyball net set-up and take down, additional requested labor, ballfield preparation, etc.)

4. All board meetings are open to public.
5. All records, (i.e., minutes, financial reports, etc.), must be made available to the public upon request.

Competitive-Youth Sport Organizations

The recreation department recognizes that competitive youth sport groups offer another level of recreational sports opportunity to the community, provided that participants are not excluded due to skill level and/or financial constraints. Therefore, if a competitive youth sports group provides an exchange of service to the Town, the field use rate will be reduced by 50% of the non-profit rate. If the competitive youth sports group does not meet the criteria listed below, they will then be required to pay the full non-profit rate. Lastly, if a competitive group meets the criteria below and does **not** provide an exchange of service or fulfill their agreed upon exchange of service, they will then be required to pay the full non-profit rate.

1. Such groups can not exclude participants due to skill level and/ or financial constraint.
2. The competitive youth sport organization must operate under the umbrella of a sanctioned youth serving recreational sports organization (such as Little League, CYSA, etc.).
3. Such groups must have at least 75% of their registrants residing in the Town of Apple Valley.
4. Such groups must provide membership and services to the community-at-large and cannot exclude participation.
5. All groups in this category are **responsible** for reimbursement to the Town for **direct expenses** associated with the operation of their organization (i.e., ballfield lights, additional requested field maintenance, etc.).
6. All board meetings are open to the public.
7. All records, (i.e., minutes, financial reports, etc.) must be made available to the public upon request.

Exchange of Service Determination (applies to all categories): On an annual basis, as part of the budget process, the Park and Recreation Department will identify projects, improvements and/or equipment needed to enhance ballfields, facilities and/or programs operated and maintained by the Park and Recreation Department. Staff may consider projects brought forth by the affected organizations or sports groups. Once a project has been determined by staff and its costs identified, each youth sports organization using Town of Apple Valley ballfields at no charge OR reduced non-profit rate will be asked to contribute towards the project. This will take place during the winter prior to the upcoming fiscal year that the exchange is for, so each sport group can incorporate this into their budget process.

Guidelines

1. Exchange of service projects are projects that provide a direct benefit to the community-at-large and/or the Park and Recreation Department and will be based on community needs.

2. Contributions may include but not limited to donations (monetary or supplies/equipment), fundraisers and/or manpower.
3. Each group will be asked to complete an inventory sheet, which will identify in-kind resources that the group has access to.
4. Each group must keep in mind that the designated project may not necessarily benefit the sport they represent or the facility they are using, but will benefit the Apple Valley Park and Recreation Department in general and the community-at-large.
5. The exchange of services received by the Town should be of a comparable value to the fees being waived for the requesting school.
6. Donations and/or contributions do not imply "priority use" or "exclusive use" of any facility.
7. The principal of the school requesting the facility or the president of the Recreational Youth Sports Organization requesting the facility must sign each Facility Use Agreement.
8. Fields will not be reserved for a group until the services to be exchanged have been identified.
9. Applicable rental fees will be assessed to any group not identifying their exchange of service by April 15th.

Town of Apple Valley
Assisted Sports Group Handbook
GENERAL INFORMATION

PURPOSE OF HANDBOOK

The purpose of this handbook is to assist youth sports organizations in their use of Town facilities and fields by providing a concise and easy-to-use handbook outlining the rules, guidelines, and procedures of the Park and Recreation Department regarding the use of Town recreational facilities.

B. YOUTH SPORTS ORGANIZATION

A “Youth Sports Organization” must meet the following criteria:

1. Have at least 75% of their registrants residing in the Town of Apple Valley.
2. Must provide membership and services to the community-at-large and cannot exclude participation.
3. All board meetings must be open to the public.
4. All records, (i.e., minutes, financial reports, etc.) must be made available to the public upon request.

C. GENERAL INFORMATION

Mailing Address: Town of Apple Valley
Park and Recreation Office
14955 Dale Evans Parkway
Apple Valley, CA 92307
Telephone: (760) 240-7880 Fax: (760) 240-7887
After Hours Emergency Number: 961-6001 (Apple Valley Communications)

1. State the nature of the problem.
2. If no response within 10 minutes, call again.
3. Emergency number is to be used to report a problem with the field (another group on the field, lights that have been scheduled and not turned on, or a field that is unplayable due to broken sprinkler, standing water, etc.) or to report a facility that needs to be unlocked. The time reflected on the FUA is the time Town staff will turn on ball field lights or unlock the facility. Lights/facilities will not be turned on early/opened early under any circumstances. FUA’s should accurately reflect the group’s needs.

OFFICE HOURS

Monday – Friday: 7:30 a.m. – 6:00 p.m.

Saturdays: 9:00 a.m. – 12:00 p.m.

APPLICATION PROCESS

All organizations requesting the use of recreational facilities or fields must submit a Facility Use Agreement (FUA), which can be obtained from the Park and Recreation Office during business hours.

A Facility Use Agreement may be submitted no sooner than three months in advance of the dates requested and no later than two weeks prior to event date.

Only applications signed by the organization's president or the school principal will be reviewed.

A Facility Use Agreement is not confirmed until the organization has received an approved copy of the FUA.

Organizations shall not schedule games or practices later than closing hours without prior approval from the Park and Recreation Manager.

Groups must notify the recreation office when scheduled time is not going to be used.

Unused scheduled time shall be made available for general public use or other leagues in need of extra time.

Organizations shall be responsible for observing, following, and enforcing all rules and regulations as determined and set forth by the Town of Apple Valley.

Organizations with multiple or regularly scheduled dates shall notify the Park and Recreation office of cancellations or changes.

Organizations are responsible for reviewing their approved FUA's for any special conditions that may apply to their requested scheduled use.

F. USE OF FACILITIES

1. Youth sports organizations shall complete and submit separate Facility Use Agreements for room reservations. Room reservations will be accepted for the James A. Woody Community Center only.
2. Facility requests for board meetings, pictures, fundraising events or meetings must have a separate FUA and rental fees will be applicable. Team coaches who want to reserve a room/park for team parties must complete an FUA, provide insurance, and pay the security deposit as well as the rental fees.

G. USE OF FIELDS/GYM

1. Organizations shall complete and submit separate FUA's for pre-season practice, league practices, league games and tournaments.
2. Organizations shall be responsible for assigning pre-approved ball fields or gym time to their own teams.

3. Practices and games shall only be conducted on fields, courts or areas indicated on the approved FUA.
4. In the event of inclement weather and /or in the judgement of the Town, fields or courts should not be used; the Town reserves the right to cancel any events and will notify the president of the closure. It is the president's responsibility to notify the coaches/participants of a closure.
5. Upon arrival, each applicant, coach, manager and/or any designated organization representative shall survey the area to ensure it is in proper playing condition. If field conditions are unsuitable for play due to a broken sprinkler or standing water please notify the recreation office and another playing field will be assigned if possible. Any field damage caused by playing on fields that are too wet will be billed to the organization for the time and/or supplies needed to repair the field.
6. Organizations shall submit and receive an approved FUA prior to rescheduling games or playoffs.
7. Field lights will be provided for games and practices as indicated on the Facility Use Agreement and must be submitted at least one week prior to requested date.
8. Games must conclude no later than 10:00 p.m. without prior approval from the Park and Recreation Manager.
9. At the conclusion of use, applicant, coaches, managers, and/or designated organization representatives shall inspect the site (including fields, gym floor, gym/field bleachers, and dugouts) to ensure it is free from litter.
10. Applicant shall be responsible for supervising all participants, spectators, coaches, managers, etc. present at the reserved field, gym or facility. Children should not be left unsupervised or allowed to run through parking lots or streets.
11. Under no circumstances will private vehicles be driven onto fields or parks.
12. Fields and facilities are the property of the Town of Apple Valley and groups or individuals can not make improvements or changes to fields or facilities without the prior approval of the Town.

H. PRIORITY SCHEDULING

1. The president or designated representative must attend the Field Scheduling meetings conducted by the Park and Recreation Department.. These meetings are held twice a year, in November for the January 1 through June 30 period and in June for the July 1 through December 31 period. Any organization that does not attend these meetings will have access to any remaining fields after the allocation process is finalized on a first-come, first-served basis.
2. Requests for fields must be submitted at the meetings and usage will be negotiated at this time.
3. The following certification must be submitted prior to any field use requests being approved:
 - a. Board of Directors with addresses and contact numbers
 - b. Certificate of Liability Insurance containing:

1. Name of insured group,
2. Minimum \$1,000,000 limit,
3. Additionally insured Town of Apple Valley
14955 Dale Evans Parkway
Apple Valley, CA 92307
- c. Non-Profit status (501 3c)
- d. Current rosters with names and zip codes
- e. Game and/or practice schedules
4. An exchange of service must be identified at the field use meeting for the upcoming fiscal year and will be noted on every FUA. Fields will not be reserved for a group until the service to be exchanged has been identified. Applicable rental fees will be assessed to any group not identifying their exchange of service by stated date. (See attached policy)
5. Every effort will be made to accommodate each user group's use of fields. Scheduling of fields will follow the Field Scheduling Policy (see attached).
6. Game and practice schedules must be submitted prior to field use approval. Any make-up games must be submitted on a separate FUA for approval prior to scheduling.
7. Any organization that has been allocated field space and does not intend to use it shall notify the Recreation Department so that fields may be allocated or otherwise used.

I. LIGHT FEES

1. Should leagues require field lighting, a league representative must submit a schedule listing the needed days and times to the Park and Recreation Office at least one week prior to the first date lighting is required. No phone requests will be granted.
2. Lights will be turned on according to the time stated on the FUA, not before.
3. A sport group that has been issued a ball field light key (see attached policy) must submit the required light schedule at the time the light key is issued. A light log sheet will be provided for each group and must be turned in to the recreation office by the first Monday of each month. Town staff will continue to record light usage on each field nightly. Brewster Park field users will not be issued a light key; the custodian will be responsible for turning lights off/on and keeping a light log.
4. Light bills will be reconciled monthly. An officer of the organization will submit the light logs to the Park and Recreation Office by the first Monday of each month. Invoices will be remitted to the user group using the Town's light log, sports group's light log, and the game schedule for reconciliation. All fees must be paid in full prior to the start of a new season. If there are any billing discrepancies between the Town light log, the sport group light log and the game schedule, the Town's light log will prevail.
5. Failure to pay light fees will result in the youth sport group forfeiting the privilege of being billed for light usage and will require that the group pay for lights at the time they are reserved.

J. MARKETING INFO

1. Assisted sports groups may place their fliers on the counter at the Town Hall Recreation Center advertising sign-ups. A representative from the group may bring copies of the flier plus one original (on white paper) in case additional copies are needed.
2. The marquee located at James A. Woody Community Center can be utilized for advertising. Space is limited to sign-up dates, times, and contact phone number. Request must be submitted in writing to the recreation office at least three weeks in advance and contain all the pertinent information.
3. A contact phone number for assisted groups is published in the recreation brochure three times a year. If the number should change; please notify the recreation office as soon as possible.

ATTACHMENTS:

Exchange of Services Policy
Ball Field Scheduling Policy
Ball Field Light Key Policy