



**REGULAR MEETING OF THE PARKS AND RECREATION BOARD -  
MINUTES  
Monday, January 8, 2018 at 6:00 PM**

---

**1. CALL TO ORDER**

Chair, Stephen Ross, called the Parks and Recreation Advisory Board meeting, being held in City Hall Commission Chambers Monday, January 8, 2018, to order at 6 p.m.

**PLEDGE**

Chair, Stephen Ross, led the Pledge of Allegiance.

Roll Call

Present were:

Howard Wyner	Board Member
Sandra Schrouder	Board Member
Stephen Ross	Chairman
Charles Hoffman	Board Member
David Kurlander	Board Member
Joseph Kohn	Board Member

Absent were:

Eric Young	Board Member
Joel Neiberg	Alternate Board Member
Laurie Plotnick	Alternate Board Member

Others Present were:

Tim Mooney	Interim Parks & Recreation Director
Kenton Smith	Program Specialist II/Athletics
Stephanie Frohman	Deputy City Clerk

**2. APPROVAL OF MINUTES**

Parks and Recreation - Regular Meeting - Nov 6, 2017 6:00 PM

REGULAR PARKS AND RECREATION BOARD MINUTES

January 8, 2018

PAGE 2

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sandra Schrouder, Board Member
<b>SECONDER:</b>	Joseph Kohn, Board Member
<b>AYES:</b>	Wyner, Schrouder, Ross, Hoffman, Kurlander, Kohn
<b>ABSENT:</b>	Young

**3. COMMENTS FROM THE PUBLIC**

None.

**4. COMMENTS BY THE CHAIR AND BOARD**

None.

**5. APPROVAL OF AGENDA**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	David Kurlander, Board Member
<b>SECONDER:</b>	Howard Wyner, Board Member
<b>AYES:</b>	Wyner, Schrouder, Ross, Hoffman, Kurlander, Kohn
<b>ABSENT:</b>	Young

**6. NEW BUSINESS**

**1. PINE TRAILS PARK CANOPY REPLACEMENT**

After wishing everyone a Happy New Year, Interim Parks & Recreation Director, Tim Mooney, stated that Public Works has finalized bids, and the canopy replacement at Pine Trails Park should be completed by the end of March or the beginning of April.

**2. PREC-GYM FLOOR PROJECT**

Interim Parks & Recreation Director Tim Mooney informed the Board that the Gymnasium floor at the PREC had been totally resurfaced, not the wood, just the surface, and if they can, they should stop and take a look at it because it is a big change.

**3. SEASON OPENING-BUDDIES SPORTS**

Interim Parks & Recreation Director, Tim Mooney, announced that the season opened for Buddy Sports Basketball on Sunday. There were 150 people at Terramar Park, which was really a great turn out. All the courts were utilized. It was very well attended and very well run. Mooney went on to state it is amazing what they do for the kids and volunteers.

**4. ONE-YEAR ANNIVERSARY PARKLAND TENNIS CENTER**

Interim Parks & Recreation Director, Tim Mooney invited the Board to the one-year anniversary of the tennis center. He said they are in the planning stages, but they are setting

## REGULAR PARKS AND RECREATION BOARD MINUTES

January 8, 2018

PAGE 3

the date for Friday night, February 23<sup>rd</sup>. He advised that membership renewals are taking place.

### 5. SPORTS POLICY

Program Specialist II/Athletics, Kenton Smith, discussed minor changes to the Sports Policy, and read through the attached power point presentation. He took questions from the Board.

Chairman, Stephen Ross, asked if there has been an issue with people wanting to start different leagues. Smith responded that he noticed certain teams with less and less residents. The leagues report percentages as an organization, they were not required to report on specific team rosters. When you have two teams in a certain age group, the organization will determine which team gets priority. The first team will be required to have 50% Parkland residents, and the second team will be required to have 70% Parkland residents.

Board Member, Joseph Kohn, asked if the City would be lenient about organizations providing game and practice schedules 3 weeks prior to the start of the season. Smith stated they submit mock schedules so space can be blocked off.

Board Member, Howard Wyner, asked if we would be requiring organizations to submit monthly or quarterly meeting minutes. Interim Parks & Recreation Director Tim Mooney stated the organizations would have them readily available if we asked for them.

Board Member, Dave Kurlander, asked about proof of residency for a ten year old. Smith responded parent's voter registration cards, utility bills or lease copies should be provided to the leagues.

Chairman Ross asked if the City has to obtain proof of residency, and asked about it being submitted on-line. Smith responded that leagues submit proof to the City, but we will be looking at these things when we talk to the leagues. There are times when coaches bring in money for non-residents. After try-outs, if you make the team, coaches collect money and bring it to the city. There are times when coaches bring in money for multiple non-resident sports cards. We want the parents, not the coaches, to bring in the fees to the City.

Chairman Ross stated kids sign up as a nine year old, and then the following year their residency is not re-checked.

Board Member, Sandra Schrouder, asked about non-residents in Parkland schools. Smith responded that one of the requirements for Little League is, if your child is not a resident, your child has to be enrolled in a Parkland school.

Schrouder went on to ask how costs are determined. Smith responded that the leagues determine price, and we take 25% of the fees. We take the registrations, but we do not charge extra money for registration fees.

Wyner asked if the Sunshine State Games get an exemption. Kenton explained that there is no exemption for Sunshine State Games. We are choosing not to take registration for teams.

## REGULAR PARKS AND RECREATION BOARD MINUTES

January 8, 2018

PAGE 4

Teams register with Sunshine State Games. We will charge Sunshine State Games \$30 per hour for renting the field. That is more than normal groups pay because they are required to pay BSO fees ahead of time. They take in their own fees, but we charge them for our fees, including extra staff.

Kurlander asked about the online registration process. He suggested Mooney & Smith go through the online process as a resident would, to see if proof of residency is required.

Ross asked for clarification about the updated Sports Policy's definitions of a Travel Program. Smith explained as a bonus, it is like a supplement to the actual program. In certain leagues, where there only one or two teams in a Recreation Program, those teams go outside of the city to play other teams. Recreation teams play in the city. If a majority of games are played outside of the City, then you are a Travel team.

Board Member, Charles Hoffman, asked that it is not enrollment that determines a Travel program, and Smith confirmed it is where a majority of games are played.

Board Member, Joseph Kohn, asked how we will handle doing coach ID cards at no cost to the City. Smith responded he is still working on it. He stated that he has card printers at the PREC and at the tennis center. He will have coaches submit passport sized photos, and he is working with IT to have the coaches sign forms electronically.

Kohn went on to ask when this Sports Policy Update will be submitted for final approval. Mooney responded he'd take questions and comments until early next week. He asked that the Board please get back to him by Tuesday of next week.

### **7. OLD BUSINESS**

#### **A. UPDATE- NEW LOCATION OF FARMER'S MARKET**

Interim Parks & Recreation Director, Tim Mooney stated we've moved the Farmer's Market from the west side of the Equestrian Center to the east side. It is always wet on the west side, not only from the hurricane and storms. We've had phenomenal reviews. The vendors like it and the residents like it.

#### **B. UPDATE-SENIOR TRIPS**

Interim Parks & Recreation Director, Tim Mooney stated we've had some great trips for our seniors. In November, 42 seniors took a bus to see a play. In December our seniors went on the Miss Delray for a cruise, and had a great time.

### **8. COMMENTS FROM STAFF**

When asked by Chairman Stephen Ross about goal posts being set up at the Equestrian Center, Interim Parks & Recreation Director Tim Mooney stated that is where we put up the banners at the entrance to the Farmer's Market. They had always been up on the west side.

### **9. ADJOURNMENT**

REGULAR PARKS AND RECREATION BOARD MINUTES

January 8, 2018

PAGE 5

There being nothing further to discuss, Board Member David Kurlander made a motion to adjourn. Board Member Charles Hoffman seconded. Chairman Ross adjourned the meeting at 6:40 p.m.

Transcribed and submitted by Deputy City Clerk – Stephanie Frohman

---

ATTEST:

---

Chair-Stephen Ross

The above signature is the Deputy City Clerk of the City of Parkland, Florida, and the information provided herein are the Minutes of the Parks & Recreation Board meeting held Monday, January 8, 2018, which were formally approved and adopted by the Parks & Recreation Board February 5, 2018.

*Note to Reader: If the Minutes you have received are not signed, or completed as indicated above, this means they are not the official minutes of the City Commission. They will become official Minutes only after review and approval, which may involve amendments, additions or deletions as set forth above.*

**PLEASE BE ADVISED THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD, AGENCY OR COMMISSION WITH RESPECT TO ANY MATTERS CONSIDERED AT SUCH HEARING OR MEETING HE WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE HE WILL NEED TO ENSURE THAT A VERBATIM RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. (FLORIDA STATUTE 286.0105) IN ACCORDANCE WITH THE AMERICANS WITH DISABILITY ACT AND FLORIDA STATUTE 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK NO LATER THAN 48 HOURS PRIOR TO THE MEETING AT (954) 753-5040 FOR ASSISTANCE.**



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

**Whereas**, the City of Parkland (hereinafter referred to as “the City”) having established a Parks and Recreation Advisory Board (hereinafter referred to as the “PRAB”); and

**Whereas**, on August 24, 1994, the City had adopted a policy (hereinafter referred to as the “Sports Policy”) officially recognizing certain groups (hereinafter referred to as “Sports Organizations”) and regulating the use of City sports and leisure facilities (hereinafter referred to as “Facilities”); and

**Whereas**, the PRAB has determined that due to the population growth of the City, the demand for use of the City’s facilities sports and leisure facilities (hereinafter referred to as the “Facilities”) a need has arisen for the revision of the previously adopted Sports Policy; and

**Whereas**, now, therefore, in consideration of the foregoing recitals, the City Sports Policy is set forth herein as follows:

### **I. Recitals**

All recitals set forth above are true and correct and are deemed to be restated herein.

### **II. Purpose**

The purpose of this Sports Policy is to establish guidelines, procedures and the administration of all sports activities within the City and the use of the City’s Facilities for: the residents of the City, those Sports Organizations recognized by the City and any and all other organizations and/or persons. This Sports Policy sets forth the procedures that residents, non-residents and Sports Organizations shall follow. It also sets forth procedures and guidelines for communicating with the City and, with respect to Sports Organizations, the administration of their respective programs. The PRAB, working with the Parks & Recreation Director and/or their respective designees and with approval of the City Commission will administer and enforce all provisions set forth in this Sports



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

Policy. The City believes that recreational sports programs, which allow everyone regardless of skill level, to participate, has priority over all other programs. The **Parks & Recreation Director** or his or her designee will respond to any inquiries pertaining to the Sports Policy and shall, when appropriate, clarify any provisions set forth herein. It is the policy of the City that Sports Organizations, recognized by the City, serving the children of our City and those non-resident children, be given priority of use of Facilities for play by those respective Sports Organizations. Additionally, if there is no scheduling conflict with any Sports Organization, other groups or individuals who have secured a Permit (as such term is hereinafter defined), City facilities may be used, subject to the terms set forth herein, by public or private schools located within the City. It is also the policy of the City that each Sports Organization promotes the teaching of sport fundamentals and stresses the concept of good sportsmanship and fair play in order to ensure an enjoyable experience for all participants.

### **III. RECOGNIZED SPORTS Organizations**

The City will recognize one Sports Organization for each particular sport to deliver services for that sport to City residents and non-residents. The City will not recognize nor permit the use of any Facility by any organized group (**An organized group shall be defined as a group/team of individuals that competes with another group/team**) that is attempting to provide services for a sport that has an existing recognized Sports Organization.

Recognized Sports Organizations shall be defined as either:

(A) Special Needs; (B) Recreational; (C) Travel; (D) Adult or (E) Adult Travel



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

(A) A Special Needs program shall be defined as a program that is designed specifically for participants with special needs, such as physically or mentally handicapped participants.

(B) A Recreational program shall be defined as a program that: (1) is open to all age-appropriate participants, who are residents of the City of Parkland, regardless of skill level; (2) requires mandatory play for each participant in each game or event without exception; (3) makes no distinction between skill levels within defined age groups, unless expressly allowed for by the rules of an organization with which the Recreation program is affiliated, such as Little League; (4) allows for all Parkland participants to play with others equally; (5) has a minimum of ninety percent (90%) Parkland residents as participants in the entire Recreation program; (6) relies upon the Recreation program's board of directors to determine and set team rosters (**full rosters including names and proof of residency must be provided to the Parks & Recreation Director or his or her designee**); (7) is not engaged in inter-city league play and plays all games on venues physically located within the City of Parkland, unless (i) expressly allowed for by the rules of a recreation sport organization with which the program is affiliated, such as Little League, or (ii) when Parkland resident enrollment is insufficient to support intra-city league play for a particular age-appropriate group operating in the Recreation program and competing in a corresponding age-appropriate group league. **If intra-city play falls below 50% the league shall then be classified a Travel Program.**

(C) A Travel program shall be defined as an elite competitive program that holds tryouts and/or designates teams by ability. In addition, any program that maintains less than ninety (90%) Parkland residents shall be defined as a travel program. **Each team within the sports program is required to have a roster containing at least 50% Parkland residents. Only one team is permitted per**



# CITY OF PARKLAND SPORTS POLICY Updated January 5<sup>th</sup>, 2018

Revised 1/5/2018

age/gender group for each travel program. If an additional team is added that second team must have at least 70% Parkland residents on its roster.

(D) Adult league/programs are required to meet and maintain at least 70% participants to be Parkland residents.

(E) An Adult Travel program shall be defined as an elite competitive program that holds tryouts and/or designates teams by ability.

Any program that maintains less than ninety (90%) Parkland residents shall be defined as a travel program. Any program that does not meet any one of the seven requirements enumerated for a Recreation program shall be a Travel program.

The following Sports Organizations are recognized as the sole organization to deliver the services for that sport:

<b>SPORT</b>	<b>GROUP</b>
1. RECREATION BASEBALL/SOFTBALL February – July/September - December	Parkland Little League 5 to 18 years of age
2. TRAVEL BASEBALL Year Round	Parkland Travel Baseball Club 9 to 16 years of age
3. RECREATION BASKETBALL December – March	Parkland Basketball Club 7 to 17 years of age
4. TACKLE FOOTBALL August – December	Parkland Rangers 6 to 15 years of age
5. FLAG FOOTBALL August – November	Parkland Flag Football Club 5 to 15 years of age
6. RECREATION SOCCER October – February	Parkland Soccer Club 4 to 17 years of Age

Attachment: Sports Policy 1-5-2018 (Sports Policy)



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

- |   |  |
|---|--|
| 7. TRAVEL SOCCER<br>Year Round          | Parkland Soccer Club<br>8 to 17 years of age                                       |
| 8. RECREATION LACROSSE<br>January - May | Parkland Redhawks<br>5 to 16 years of age  |
| 9. TRAVEL LACROSSE<br>Year Round        | Girly Lax<br>8 to 17 years of age  |
| 10. TRAVEL BASEKETBALL<br>Year Round    | South Florida Frenzy, Inc.<br>4 <sup>th</sup> and 5 <sup>th</sup> grade age groups |
| 11. SPECIAL NEEDS SPORTS<br>Year Round  | Parkland Buddy Sports<br>5 years of age to adult                                   |

Any new sport, which is not recognized by the City as hereinbefore set forth, must adhere to the following procedure: (1) **submit a proposal** ~~make application in form sufficient~~ to the **Parks & Recreation Director** or his or her designee at least three months prior to the start of any planned activity; (2) **upon review and determining the sport would be in the best interest of the City and the current facilities can accommodate the new sports program regardless of recreational or travel designation, the Parks & Recreation Director or his or her designee will place the item** ~~appear~~ on the **next available PRAB meeting agenda at any monthly for review and discussion** ~~and by vote of a majority of the members of the PRAB receive the approval of the PRAB~~; (3) ~~the PRAB shall determine if the applicant program meets the best interest if the City and determine if current facilities can accommodate the applicant program regardless of recreational or travel designation~~ **and (4) the Parks & Recreation Director or his or her designee will make the final determination if the sport** satisfies any and all other requirements of the City before organizing and offering services to City residents and being permitted to use City Facilities. Any such use of City Facilities is subject to its availability.



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

The City reserves the right to withdraw its recognition of a previously recognized Sports Organization and its right to use City Facilities if it determines, after due deliberation and at a ~~public meeting~~ **PRAB meeting**, that the previously recognized Sports Organization is not in conformity with this Sports Policy (**including but not limited to the inability to provide required documentation, providing fraudulent and/or misleading information as it pertains to financial gains, or being in continuous violation of Parkland Residency percentages**). In such event, the City shall have the right to recognize such other Sports Organizations seeking to deliver the services for that sport and which is in conformity with the provisions of this Sports Policy. The **Parks & Recreation Director** or his or her designee shall have the right to immediately suspend the use of Facilities by any Sports Organization, if the **Parks & Recreation Director** or his or her designee determines that the health, safety and/or welfare of its residents so requires such suspension. All Recognized Sports Organizations must maintain a minimum of fifty percent (50%) residents or shall be subject to field rental fees as set forth in a fee schedule as ~~determined~~ (**approved**) by the City Commission.

#### **IV. By-Laws and Operation of Sports Organizations**

Each recognized Sports Organization shall be constituted in the manner as hereinafter set forth, and shall be governed as follows:

- (1) It shall be organized as a Florida not for Profit Corporation;
- (2) Each of the Sports Organizations shall elect a board of directors (hereinafter referred to as the "Board"). At least 75% of the Board shall be residents of the City. The board members of each Sports Organization shall then elect a President, at least one Vice President (although there may be more than one Vice President), a Secretary and a Treasurer (collectively referred to as the



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

“officers”). The President of each Board must be a resident of the City. Should an acting President of a Sports Organization, whom has served as President for two or more years, move outside of the city limits while serving a term, that individual shall be eligible to be reelected, and to continue to serve as President, as long as there is no break in their term. Should an individual fail to be reelected during the election immediately following notification to their Board and the City of their non-resident status, they will no longer be eligible to serve as President. The term of office shall be one year. At the end of the term, new elections will take place. There is no limit to the number of terms that an officer may serve. Notice of such election shall be given to the board members, all program participants and the **Parks & Recreation Director** or his or her designee at least 30 days prior to the election. The results of each election shall be given to the **Parks & Recreation Director** or his or her designee within a reasonable time following the election but not longer than seven **calendar** days following the election. **Information should include a contact list of all board members including: address, e-mail address, and phone number;**

(3) Each of the not for profit corporation Sports Organizations shall draft by laws governing their operation. These by laws shall not be inconsistent with any term set forth in this Sports Policy. Each Sports Organization shall deliver a copy of it's by laws to the **Parks & Recreation Director** or his or her designee (**as part of the mandatory required documents**);

(4) Meetings of the Board of each Sports Organization shall make their best efforts to occur at least once per month **while the sports organization is engaged in in-season play and quarterly during the sports organizations off season**, with notice given so that any member of the general public shall be permitted to attend. In this regard, each of the Sports Organizations is requested to hold their board meetings at a City building or other City Facility if available, and are prohibited from holding



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

meetings in a private residence. All meetings must be open to the public. Minutes of each meeting shall be taken with a copy of said minutes being delivered to the **Parks & Recreation Director** or his or her designee within five (5) business days upon request;

(5) Each Sports Organization shall appoint one officer to act as the liaison (hereinafter referred to as the “Liaison”) with the **Parks & Recreation Director** or his or her designee and all communications between the Sports Organization and the City shall be between said Liaison and the **Parks & Recreation Director** or his or her designee;

(6) All funds received and spent by each Sports Organization shall be recorded and accounted for. The Treasurer of each Sports Organization shall present a financial statement to its Board and members of the general public at each meeting of the Sports Organization and shall furnish a copy of its financial statement ~~and/or other records~~ **that includes a copy of Form 990** ~~of account~~ to the City within five (5) business days upon request;

(7) Each Sports Organization shall establish registration dates (hereinafter referred to as the “Registration”) for their respective sport. The dates must be advertised sufficiently in advance of the Registration to give the public notice of the Registration. Registration may not occur in a private residence or business and must be open to the public. Each Sports Organization’s Liaison shall communicate with the **Parks & Recreation Director** or his or her designee sufficiently in advance so that the City may provide a public space to hold the Registration if available;

(8) Each Sports Organization shall be responsible for establishing registration fees for participation in the sport. If requested by the City, each Sports Organization shall supply a justification for the Registration fee and the manner in which the fees shall be utilized;

Attachment: Sports Policy 1-5-2018 (Sports Policy)



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

- (9) Each Sports Organization is responsible for submitting all required documents as listed in Appendix A prior to the scheduling of the season;
- (10) Each Sports Organization shall execute and deliver to the Parks & Recreation Director or his or her designee the Agreement Letter, Appendix B;
- (11) Each Sports Organization must establish guidelines and criteria for the selection of coaches and officials for athletic teams. Each coach must sign the required Coach's agreement, Appendix C;
- (12) Each Sports Organization shall conduct meetings, clinics, and seminars to train coaches in each respective sport;
- (13) Each Sports Organization shall strive to attract quality sports officials through in-house training or by contracting with outside qualified organizations;
- (14) Each sports organization shall require all coaches to obtain a coach's card from the City (no cost to league). All coaches must have the Coach's Card or photo of the Coach's Card on them at all times and must provide the card to any City employee upon request. Failure to provide the Coach's Card will result in a reprimand to the affiliated league board;
- (15) Each Sports Organization must supply to the City a certificate of liability insurance coverage as set forth in Section IX herein as a prerequisite to being granted a Permit to use a Facility or Facilities;
- (16) Each Sports Organization shall submit game and practice schedules to the Parks & Recreation Director or his or her designee a minimum of three (3) weeks prior to the start of the season as well as team rosters including coaches, managers and players;
- (17) Priority of player attendance shall be as follows: When the schedules of Sports Organizations overlap, players shall be expected to attend games as opposed to another Sports Organization's practices and similarly, playoff games shall take precedence over regular season games;



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

(18) Each Recreational Sports Organization must use their best efforts to provide a program comprised of and for the benefit of special needs children, unless that program is offered by a separate special needs sports organization;

(19) Each Sports Organization must include anti-bullying information as provided by the City as part of participant registration;

(20) Each Sports Organization must include anti-steroid information as part of participant registration.

## **V. FACILITIES**

The City will assign each Sports Organization to a Facility or Facilities for each Sports Organization's activities. Prior to any such assignment, the City shall consult with each Sports Organization so that the Sports Organization may have an opportunity to communicate its needs with the City. Recreational sports programs have priority over which specific fields they wish to play on. However, the right to assign or change the assignment of a Facility or Facilities shall be the sole right of the City. The City, shall maintain the following Facilities for the activities of each Sports Organization:

TERRAMAR PARK

PINE TRAILS PARK



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

(a) Priority of Facility use shall be as follows:

When there is a scheduling overlap for different Sports Organizations, priority of field use shall be given to recreational sports programs and special needs programs, followed by the Sports Organization whose season schedule preceded the season schedule of another Sports Organization. Travel programs shall not infringe upon the schedules of recreation programs regardless of the travel programs start date. For profit programs may be scheduled following travel programs.

(b) Maintenance of Facilities:

The City will maintain fields and courts for games and practices. It will be the responsibility of the City to do all striping, dragging, raking, mowing, removal of water and all other areas of maintenance for fields and courts to enable the use of the Facility. Sports Organizations are precluded from performing any maintenance work on any Facility. The City, at anytime, and in its sole discretion may cancel, postpone, or delay any Sports Organization event due to inclement weather or any other factors, which may affect the safety of the athletic participants. The City shall maintain a field condition hotline (hereinafter referred to as the “hotline”) which is a phone number that Sports Organizations and the general public may call to ascertain whether a Facility shall be available for use. This hotline shall play a current recorded message indicating that Facilities are either open or closed for use. In addition, any Facility **will** be immediately closed in the event that lightning detection alarms are sounded in which event, the participants and spectators of any Sports Organization and/or the general public shall immediately and safely leave the field and/or court and seek shelter. The City will maintain the Facilities for Sports Organizations at no charge. The striping of fields will only be done for games, not for practice. The general public or group of individuals



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

wishing to use a Facility may do so if the Facility is available. Sports equipment on each field shall ~~shall~~ **will** be limited to that recreational or travel sport which is currently in season. However, any exclusive use by a group of individuals may only be effectuated if a Facility is not being used by a Sports Organization and if the group of individuals has obtained a Permit from the City as hereinafter set forth. Use of facilities by for profit organizations and/or groups requires a Professional Services Agreement. ~~and approval by a majority of the PRAB.~~

## **VI. FACILITY PERMIT PROCEDURES**

### **A. General Information**

A Facility Permit is a document issued by the City granting the exclusive right of use of a particular Facility or Facilities. Exclusive use of one or more City Facilities may only be effectuated by applying for and receiving a Permit from the City. All City Sports Organizations must apply for a Permit or Permits for their respective activities. An application for one or more Permits shall be made to the **Parks & Recreation Director** or his or her designee. An applicant for a Permit must be a resident of the City. Use of a Facility (for which an application for a Permit has been made) shall be reserved to the applicant and his or her or their Sports Organization, group members or invited guests. An application for a Permit by a Sports Organization must be made a minimum of thirty (30) days prior to intended use of a Facility or Facilities. Any Sports Organization, other group of individuals and/or the general public must secure a Permit prior to use of a Facility if they wish to have an exclusive use of said Facility. Use of City Facilities, for which a Permit has not been issued shall be on a first-come, first-serve basis as long as the group is not a scholastic organization, recreation or travel team, for profit organization or a group in excess of ten (10) individuals. If a



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

group is not a scholastic, for profit, recreational or travel team and consists solely of participants under the age of eighteen (18), the group does not require a permit. Any group that has a Permit for a facility can, upon arrival at the Facility, ask any group which does not have a Permit to vacate the area. The **Parks & Recreation Director** or his or her designee shall have the authority to resolve any conflict concerning the right to use a Facility and ~~the City division~~ of the Broward Sheriff's Office shall have concurrent authority.

**B. Permit Types**

1) Long Term Permit: A Long Term Permit is granted to a Sports Organization (as hereinbefore defined) that wishes to use a Facility three (3) or more times for games or practice within a given season. If a Sports Organization is in compliance with the terms of this Sports Policy, the **Parks & Recreation Director** or his or her designee will issue the Permit. A Long Term Permit will not be issued earlier than sixty (60) days prior to the starting date for the sport or activity. Any cancellation by the Sports Organization of a Long Term Permit must be made at least one week prior to the date that the Permit goes into effect. A permitted user follow-up report will be issued to any Sports Organization that: does not use the facility when it is scheduled and/or abuses a Facility, (i.e. leaves excessive garbage or damages or destroys the Facility or property at the Facility). If any Sports Organization receives three (3) such reports during their Permit period, the City reserves the right to cancel the Permit and stop the activity. The City has the right, at any time, to revoke or alter any Permit in order to serve the needs of the public.

2) Short Term Permits: In order to secure a Short Term Permit, the individuals must be comprised of a minimum of Sixty-five percent (65%) Parkland residents and the individual applying for the



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

Short Term Permit must be a Parkland resident. A full roster with names and **proof of residency (driver's license, utility bill, phone bill, voter's registration card, cable bill)** must be received prior to a permit being issued. Rosters for short term permits must be resubmitted every January, April, July and October. A Short Term Permit may be granted for a maximum of three dates at a time with no more than one (1) date per week. Any applicable fees for short term permits shall be determined by the City of Parkland Fee Schedule and must be paid at the time the reservation is made. Any requests for a Short Term Permit must be made at least four (4) days prior to use of the Facility. The Parkland resident applying for the Short Term shall be the contact person and shall sign the Permit and be responsible for the Facility being used. Cancellation of a Short Term Permit must be made at least twenty-four (24) hours prior to the scheduled time for use. Short Term Permits may be canceled or altered by the City at any time if the public need or the need of the City so requires. An individual may renew their active permit no more than fourteen (14) days prior and no less than four (4) days from its termination date.

## **VII. SEASON PLAYING DATES AND PRACTICE**

The City will coordinate the practice and game dates with each of the Sports Organizations. In this regard, the City shall **quarterly** schedule a meeting of representatives from each of the Recreational Sports Organizations to set specific dates and Facility assignments for their respective seasons including any requested post season requirements (i.e. All Star games and practices). It is the philosophy of the City that each child shall be given the opportunity to participate in as many sports as they choose. Accordingly, each of the Sports Organizations shall refrain from taking any action that would prevent a child from such participation where possible.



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

### **VIII. PARTICIPANT ACTIVITY FEES (REGISTRATION)**

Each Sports Organization shall set registration fees for its Participants. All non-resident participants must Purchase a non-resident Sports Card from the City prior to any registration with a given Sports Organization. Upon payment of the fee to the City, issuance of the Sports Card shall entitle all members of the bearer's family to register with all City Recognized Sports Organizations (**except Little League in which the non-resident must be enrolled in a Parkland school to participate**) during the term set forth on the Sports Card. Such individual shall also be responsible for the payment of the registration fee for the Sports Organizations for whom he or she is registering to play. All participants shall provide two (2) proofs of residency to each Sports Organization prior to being permitted to participate in any practice and/or game.

Acceptable forms of identification include; driver's license, utility bill, phone bill, voter's registration card or cable bill. Each Sports Organization shall be responsible to ensure no non-resident is able to participate without the purchase of a non-resident sports card **from the City**.

### **IX. INSURANCE**

It is the responsibility of each Sports Organization to provide Accident Insurance to all its participants. The fee for this insurance can be levied separately or can be incorporated into the Registration Fee. It is also mandatory for each Sports Organization to submit to the **Parks & Recreation Director or his or her designee** ~~Risk/Safety Manager of the City~~, a certificate of liability insurance coverage containing limits required by the City and naming the City as an additional insured.

Attachment: Sports Policy 1-5-2018 (Sports Policy)



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

## **X. LAW ENFORCEMENT IN CITY PARKS**

All persons entering any City park or parcel must comply with the City's Park Ordinance. If a person is in violation of the Park Ordinance, they may be subject to removal by any uniformed law officer of the City of Parkland.

## **XI. MANDATORY CRIMINAL BACKGROUNDS CHECKS**

All City Recognized Sports Organizations are required to complete mandatory criminal background checks pursuant to Ordinance 2008-24.

## **XII. FOR-PROFIT PROGRAMS/ TOURNAMENTS/ SHOWCASES/ CLINICS PERMIT**

All for-profit programs, tournaments, showcases, and/or clinics must be approved and managed by the City of Parkland ("City") Parks and Recreation Department. This also pertains to any programs, tournaments, showcases, and/or clinics that a City recognized Recreation League or Travel League wishes to conduct outside of its regularly scheduled season or which will be an additional cost to its players. These programs, tournaments, showcases, and/or clinics will be considered with the following provided:

1. All participants register through the City.
2. Professional Services Agreement must be signed.
3. Revenue will be split 75/25. Seventy-five percent (75%) of revenue will be issued to the event providers and twenty-five percent (25%) will be kept by the City.
  - a. This section may be subject to change under the discretion of the Parks & Recreation Director or his or her designee and deemed a Special Event.
  - b. All organizations wanting to host a for-profit program, tournament, showcase, and/or clinic will need to apply for a Special Event Permit and remit all associated fees that apply.
4. All coaches must be background checked through the City.
5. Proper insurance, with the City listed as additionally insured, must be provided.



# CITY OF PARKLAND SPORTS POLICY Updated January 5<sup>th</sup>, 2018

Revised 1/5/2018

## APPENDIX A

League : \_\_\_\_\_  
\_\_\_\_\_

Contact : \_\_\_\_\_

Signed Agreement Letter

Notes :

\_\_\_\_\_

Copy of By-Laws

Notes :

\_\_\_\_\_

Proof of Insurance

Notes :

\_\_\_\_\_

Proof of Non-Profit Status of Form 990

Notes :

\_\_\_\_\_

Field Space Request

Notes :

\_\_\_\_\_

Contact List of Board Members  
(Name, Address, E-mail and Phone #)

Notes :

\_\_\_\_\_

Roster of Players  
(Name, Address, Proof of Residency)

Notes :

\_\_\_\_\_

Roster of Coaches  
(Name, Address, E-mail and Phone #)

Notes :

\_\_\_\_\_

Signed Coach's Agreement

Notes :

\_\_\_\_\_

Preliminary Practice and  
Game Schedules  
(3 weeks prior to start of season)

Notes :

\_\_\_\_\_

Form 990

Notes :

\_\_\_\_\_

Attachment: Sports Policy 1-5-2018 (Sports Policy)



# CITY OF PARKLAND SPORTS POLICY Updated January 5<sup>th</sup>, 2018

Revised 1/5/2018

## APPENDIX B

The purpose of this Agreement Letter between the City of Parkland Parks & Recreation Department and the Youth Sport Provider is to outline specific responsibilities and requirements in order to utilize City of Parkland facilities. This Agreement may be amended when necessary and terminated when the Youth Sport Provider wishes to no longer use City athletic facilities or when continued delinquency of the Agreement warrants termination. In the event of Sport Provider leadership changes, a newly signed Agreement will be necessary.

The terms of this Agreement, commencing on the day it is signed, addresses the

Facility Permit for \_\_\_\_\_

Recreational  Travel

Parks using field(s) # \_\_\_\_\_

Season Starting Date \_\_\_\_\_ End of Season Date \_\_\_\_\_

### Permit requirements:

- a. Adhere to all policies and procedures as listed in the Sports Policy.
- b. Provide a copy of the by-laws, playing rules and guidelines.
- c. Provide proof of a current Commercial General Liability Insurance Policy.  
Proof of required insurance coverage shall be in the form of a currently dated Certificate of Insurance from insurer(s) with the City of Parkland named as additional insured.
- d. Provide proof of non-profit status.
- e. Board meeting dates and copy of minutes.
- f. Request only the field space needed.
- g. Provide the appointed Parks & Recreation Staff with the name and contact information for Liaison between the sports league and the City.
- h. Provide contact list of board members including full addresses, email address, and phone number.

Attachment: Sports Policy 1-5-2018 (Sports Policy)



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

- i. Provide a detailed roster of all players including name, address and proof of residency.
- j. Provide a detailed roster of all coaches including contact information, address and non-resident sports card identification number.
- k. Ensure that all non-residents purchase a non-resident sports card from the City **PRIOR** to registration.
- l. Provide preliminary practice and game schedules no later than three (3) weeks prior to start of season.
- m. All schedules and game changes must be submitted on the appropriate scheduling forms and within the appropriate time frame. There is a minimum 48 hours' notice for game changes.
- n. Request fields and facility permit for tournaments, camps, tryouts and opening/closing ceremonies prior to advertising, in addition to other permitting request requirements. These events require a special events permit that must be obtained at least 90 prior to the day of the event.
- o. Agree to not discriminate participation on the basis of disability while using City of Parkland facilities during practice, games and tournaments.
- p. Submit to the appointed Parks & Recreation Staff the organization's Form 990.
- q. Park Staff will walk the field, inspect the equipment, and make other necessary reasonable observations to determine if the field is safe for play. The decision made by the Park Staff on the condition of the field is Final.
- r. Use the facilities and fields with due care and diligence to help reduce the expense of cleaning, maintenance, repairs and renovation.
- s. Release to the City any permitted fields or facility time that is not needed.
- t. Never allow another organization or group to use the facility under the umbrella of your organization.
- u. Adhere to the field closures during severe weather, maintenance or renovation.
- v. Youth Sports Providers are prohibited from moving any City equipment. Only City staff is permitted to move equipment.



# CITY OF PARKLAND SPORTS POLICY Updated January 5<sup>th</sup>, 2018

Revised 1/5/2018

- w. Notify the appointed Parks & Recreation Staff via email by 12:00 pm (Noon) of the next business day after any accidents/incidents that require medical attention or when public safety personnel were called to assist with the situation.
- x. Per the Sports Policy, any league that falls below fifty percent (50%) residents are required to pay for all field usage at a rate indicated by the fee schedule as determined by the City Commission.
- y. At any time during the term of this Agreement the following action will be taken for delinquency of this Agreement Letter:
  - Reduction in permitted field time
  - Loss of permits
  - Reduction of services
  - Loss of services

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Attachment: Sports Policy 1-5-2018 (Sports Policy)



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

**APPENDIX C**

The purpose of this Agreement Letter between the City of Parkland Parks & Recreation Department and the Youth League Coaches is to outline specific responsibilities and requirements in order to utilize City of Parkland facilities. This Agreement may be amended when necessary and terminated when the Youth Sport Provider wishes to no longer use City athletic facilities or when continued delinquency of the Agreement warrants termination.

The terms of this Agreement, commencing on the day that it is signed. Address the box below:

Recreational  Travel

Agreement requirements:

- z.** Adhere to all policies and procedures as listed in the Sports Policy.
- aa.** Request only the field space needed.
- bb.** Provide a detailed roster of all players and coaches including contact information, address, proof of residency, and non-resident sports card identification number.
- cc.** Ensure that all non-residents purchase a non-resident sports card from the City **PRIOR** to registration.
- dd.** Priority of player attendance shall be as follows: When the schedules of Sports Organizations overlap, players shall be expected to attend games as opposed to another Sports Organization's practices and similarly, playoff games shall take precedence over regular season games.
- ee.** Provide preliminary practice and game schedules no later than three (3) weeks prior to start of season.
- ff.** All schedules and game changes must be submitted on the appropriate scheduling forms and within the appropriate time frame. There is a minimum 72 hours' notice for game changes.
- gg.** Agree to not discriminate participation on the basis of disability while using City of Parkland facilities during practice, games and tournaments.



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

- hh.** Park Staff will walk the field, inspect the equipment, and make other necessary reasonable observations to determine if the field is safe for play. The decision made by the Park Staff on the condition of the field is Final.
- ii.** All players, parent and City staff will be treated with utmost respect and professionalism under all circumstances.
- jj.** Use the facilities and fields with due care and diligence to help reduce the expense of cleaning, maintenance, repairs and renovation.
- kk.** Release to the City any permitted fields or facility time that is not needed.
- ll.** Never allow another organization or group to use the facility under the umbrella of your organization.
- mm.** Adhere to the field closures during severe weather, maintenance or renovation.  
**Once Thor Guard is active all outdoor activities are suspended immediately.**
- nn.** Youth Sports Providers are prohibited from moving any City equipment. Only City staff is permitted to move equipment.
- oo.** Notify the appointed league representative immediately after any accidents/incidents that require medical attention or when public safety personnel were called to assist with the situation.
- pp.** Only the appointed league representatives may contact the city and its staff. Coaches may not contact park rangers or public works staff.
- qq.** Each Sports Organization shall require all coaches to obtain a Coach's Card from the City. All coaches must have Coach's Card or photo of Coach's Card on them at all times and provide card to any City employee upon request. Failure to provide this will result in reprimand to affiliated league board.
- rr.** At any time during the term of this Agreement the following action will be taken for delinquency of this Agreement Letter:
- Reduction in permitted field time
  - Loss of permits
  - Reduction of services
  - Loss of Coaching Privileges
  - Loss of services



**CITY OF PARKLAND  
SPORTS POLICY  
Updated January 5<sup>th</sup>, 2018**

Revised 1/5/2018

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

DRAFT

Attachment: Sports Policy 1-5-2018 (Sports Policy)