



# **CITY OF PARKLAND**

## **SPORTS POLICY – TENTH AMENDMENT**

### **Effective October 1, 2021**

#### **I. Recitals**

All recitals set forth in Resolution No. 2021-060 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 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



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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

(A) A Special Needs program shall be defined as a program that is designed specifically for participants with special needs, such as physically or developmentally challenged 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 (for Recreation Programs that have less than 200 participants, the minimum of eighty-five percent (85%) Parkland residents will be required); (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



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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 travel program is required to have at least fifty percent (50%) Parkland residents.

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 February – July/September - December	Parkland Little League 5 to 18 years of age
2. TRAVEL BASEBALL Year Round	Parkland Traveling Baseball Club (Pokers) 9 to 16 years of age
3. RECREATION BASKETBALL December – March	Parkland Basketball Club 7 to 17 years of age



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| 4. TACKLE FOOTBALL<br>August – December        | Parkland Rangers<br>6 to 15 years of age                    |
| 5. FLAG FOOTBALL<br>August – November          | Parkland Flag Football League<br>5 to 15 years of age       |
| 6. RECREATION SOCCER<br>October – February     | Parkland Soccer Club<br>4 to 17 years of Age                |
| 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. SOFTBALL (RECREATION/TRAVEL)<br>Year Round | Parkland Youth Softball Association<br>5 to 17 years of age |
| 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 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 on the next available PRAB meeting agenda for review and discussion; (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



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Facilities is subject to its availability.

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 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 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 (501C3);
- (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



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“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 meetings in a private residence. All meetings must be open to the public. Minutes of each meeting



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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 that includes a copy of Form 990 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;

(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



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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;

(18) Each Recreational Sports Organization must use their best efforts to provide a program comprised of and for the benefit of children with special needs, 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





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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

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

1. Recognized Recreational Sports Programs and Special Needs Programs. First priority of field use shall be given to recognized recreational sports programs and special needs programs. If there is a schedule conflict for recreational or special needs programs, the Sports Organization whose season schedule preceded the season schedule of the other Sports Organization will have priority.
2. Recognized Travel Programs. Recognized travel programs shall have priority of field use after recognized recreational sports programs and special needs programs. Travel programs



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shall not infringe upon the schedules of recognized recreation programs regardless of the travel programs start date.

3. Field Permit Holders. For profit programs, resident short-term permit holders, and field permit holders for groups in excess of 6 may be scheduled following travel programs.
4. Approved Trainers. Approved trainers for groups of 6 or less may use the field after recognized recreational sports programs and special needs programs, recognized travel programs and Field permit holders.

(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 striping of fields will only be done for games, not for practice. The general public or group of individuals wishing to use a Facility may do so if the Facility is available. Sports equipment on each field will be limited to that recreational or travel sport which is currently in



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season, unless approved through the Parks & Recreation Director or his or her designee. 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.

### **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 or an approved trainer as defined in Section XIII below. Use of a Facility (for which an application for a Permit has been made) shall be reserved to the applicant, Sports Organization, and their 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, not recognized as an approved trainer or a group in excess of six (6) individuals. If a group is not a scholastic, for profit, recreational or travel team and consists solely of participants under the age of



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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 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 Parkland resident. . 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.



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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.

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

Each Sports Organization shall set registration fees for its Participants. Recreational programs, as defined in Section III (B) with 200 or more program participants, must pay the City a User Fee per participant listed on roster in the amount adopted in the current fiscal year Fee Schedule. Such payment is due to the City within thirty (30) days after the start of the season. Travel programs, as defined in Section III (C), must pay the City a User Fee per team in the amount adopted in the current Fee Schedule. Such payment is due to the City October 1<sup>st</sup> and February 1<sup>st</sup>. All non-



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resident participants must pay an additional non-resident sports fee at the time of registration per sport per year in an amount set by the City of Parkland. One hundred percent (100%) of this non-resident sports fee collected by each Sport Organization will be payable to the City of Parkland at the time rosters are due. 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. Participants in the Parkland Buddy Sports Program are exempt from the non-resident fee and User Fee.

### **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, a certificate of liability insurance coverage containing limits required by the City and naming the City as an additional insured.

### **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.



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**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.



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**XIII. APPROVED TRAINER REQUIREMENTS**

All individuals looking to help develop youth/adults through training must be approved by the Parks and Recreation Director or his or her designee on an annual basis following the below requirements.

1. Complete an application for review. The application will include name, address, contact information, type of training, amount of time requested to use City facilities and list of equipment used for training. City has the right to deny equipment listed to avoid damage to City facilities.
2. Complete a mandatory criminal background check following the same process and clearance as required for Recognized Sports Organization pursuant to Ordinance 2008-24. Fees for background screening must be paid by the applicant/trainer.
3. Upon completion of a successful background clearance, the applicant/trainer will pay an annual training fee in an amount adopted by the current fiscal year Fee Schedule and execute a Training Services Agreement, which shall provide for the applicant/trainer to provide insurance naming the City as an additional insured, with such coverage and minimum amounts approved by the City. The City does not guarantee availability of facilities. Priority of use will be followed as per Section V(a) above.
4. A City Approved Trainer identification card will be issued and must be available to present to City staff while providing services at City facilities.
5. Any training for groups of more than six (6) will require a field permit.
6. A roster of all participants/clients (to include name, address, and city) must be submitted to the City Parks and Recreation Director or his or her designee every four (4) months and must have a minimum of 85% Parkland residents.





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The Parks and Recreation Director or his or her designee may approve, approve with conditions, deny or revoke any applicant/trainer. The Parks and Recreation Director or his or her designee may deny an applicant/trainer that does not comply with these requirements or is requesting to provide a service that is in conflict with an exclusive agreement executed by the City. The Parks and Recreation Director may revoke a previously approved applicant/trainer if it has provided false information on their application or does not comply with this Sports Policy and the City's other requirements applicable to the applicant/trainer or facility.