

## **Parks, Recreation and Community Services Commission Meeting Agenda Announcement**

On March 12, 2020, Governor Newsom issued Executive Order No. N-25-20, which allows Brown Act Body members to attend meetings telephonically. Please be advised that some, or all, Whittier Parks, Recreation and Community Services Commissioners may attend this meeting telephonically.

Consistent with mandates of Executive Order No. N-29-20, a physical location from which members of the public may observe the meeting or offer public comment will not be made available. City Hall will not be open to the public for this meeting; however public comments can be submitted below as instructed.

To submit Public Comments/Questions:

- Email: [arodriguez@cityofwhittier.org](mailto:arodriguez@cityofwhittier.org)
- Voicemail: (562) 567-9400

To view live meetings remotely:

- Video and audio: <https://zoom.us/j/99778255419>
- Audio only: Dial (669) 900-9128 (Meeting ID: 997 7825 5419)

Please submit email comments by 5:00 p.m. on the date of the meeting to ensure Parks, Recreation and Community Services Commissioners receive and have time to review them. All emails received by 5:00 p.m. are forwarded to the Commission. Emails received after 5:00 p.m. but before the conclusion of public comments will be entered into the record.

### **Americans with Disabilities Act**

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services Department at least 24 hours in advance of the meeting at (562) 567-9400.

**AGENDA  
CITY OF WHITTIER  
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION  
COUNCIL CHAMBER, 13230 PENN STREET  
MAY 19, 2021, 6:00 PM**

**1. CALL TO ORDER**

**2. ROLL CALL**

Jeff Brauckmann, Commissioner  
Kevin Kennedy, Commissioner  
Delia Morales, Commissioner  
Ray Wong, Commissioner  
Chris Hardeman, Vice Chair  
Don Mrla, Chair

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENTS**

The public is invited to address the Parks, Recreation, and Community Services Commission regarding any item of business, or any matter within the body's subject matter jurisdiction. Consistent with Executive Order No. N-29-20 public comments can be made via:

- Email: [arodriguez@cityofwhittier.org](mailto:arodriguez@cityofwhittier.org)
- Voicemail: (562) 567-9400

Please submit email and voicemail public comments by 5:00 p.m. on the date of the meeting to ensure Commissioners receive and have time to review them. All emails and voicemails received by 5:00 p.m. are forwarded to the Commission. Emails and voicemails received after 5:00 p.m. but before the conclusion of public comments will be entered into the record.

Pursuant to State law, the Commission cannot take action or express a consensus of approval or disapproval on any communications which do not appear on the printed agenda.

**5. STAFF REPORTS**

**5.A. Approval of Minutes**

Recommendation: Approve the Minutes of the Regular Meeting of March 17, 2021.

**5.B. Youth Sports Affiliate Policy**

Recommendation: Review the sub-committee's revision recommendations to the Youth Sports Affiliate Policy for City Council's consideration.

**6. SECRETARY COMMENTS**

**7. COMMISSIONER COMMENTS AND CONFERENCE REPORTS**

**8. ADJOURNMENT**

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services (PRCS) Department at least 24 hours in advance of the meeting at (562) 567-9400.

The agenda packet is available three days before the meeting in the PRCS Department at City Hall (13230 Penn Street), Whittier Central Library (7344 Washington Avenue) and East Whittier Branch Library (10537 Santa Gertrudes Avenue). Additionally, the agenda packet can be viewed on the City's website. Materials distributed to the Parks, Recreation and Community Services Commission within 72 hours of the Commission meeting are available for public inspection in the PRCS Department's Office.

Los servicios relacionados con la discapacidad están disponibles para permitir que las personas con discapacidad participen en esta reunión, de conformidad con la Ley Federal de Estadounidenses con Discapacidades de 1990. También hay intérpretes en español disponibles. Para obtener información o para solicitar servicios, comuníquese con el Departamento de Recreación y Parques al Servicio a la Comunidad al menos de 24 horas antes de la reunión al (562) 567-9400.

El paquete de la agenda está disponible tres días antes de la reunión con El Departamento de Recreación y Parques al Servicio a la Comunidad en el Ayuntamiento (13230 Penn Street), Biblioteca Central de Whittier (7344 Washington Avenue) y Biblioteca sucursal del este de Whittier (10537 Santa Gertrudes Avenue). Además, el paquete de la agenda se puede ver en el sitio web de la Ciudad. Los materiales distribuidos al Comisión de parques, recreación y servicios comunitarios dentro de las 72 horas de la reunión del Concejo Municipal están disponibles para inspección pública en la con El Departamento de Recreación y Parques al Servicio a la Comunidad.

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours in advance of the meeting. Dated this 13 day of May 2021.

/s/ Julissa Romero

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Julissa Romero, Office Specialist II



# Agenda Report

Parks, Recreation and Community Services Commission

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**Date:** May 19, 2021

**To:** Parks, Recreation and Community Services Commission

**From:** Virginia Santana, Director of Parks, Recreation and Community Services

**Subject:** Approval of Minutes

## **RECOMMENDATION**

Approve the Minutes of the Regular Meeting of March 17, 2021.

## **BACKGROUND**

None.

## **DISCUSSION**

Staff prepared draft minutes and hereby submits the minutes for Commission's approval.

## **FISCAL IMPACT**

None.

## **STRATEGIC PLANNING GOAL**

Goal 4: Transparent & Open Government

## **ATTACHMENTS**

A. Minutes of the Regular Meeting of March 17, 2021

**MINUTES  
CITY OF WHITTIER  
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION  
REGULAR MEETING  
CITY COUNCIL CHAMBER, 13230 PENN STREET  
March 17, 2021 – 6:00 P.M.**

**1. CALL TO ORDER:**

Chair Mrla called the regular meeting of the Parks, Recreation and Community Services Commission to order at 6:03 p.m. in the Council Chamber of Whittier City Hall, 13230 Penn Street, Whittier, California.

**2. ROLL CALL**

**PRESENT:** Delia Morales, Commissioner  
Kevin Kennedy, Commissioner  
Chris Hardeman, Vice Chair  
Don Mrla, Chair

**ABSENT:** Jeff Brauckmann, Commissioner  
Ray Wong, Commissioner

**STAFF PRESENT:**

Virginia Santana, Director of Parks, Recreation and Community Services  
Erin Hamilton, Community Services Manager  
Alex Rodriguez, Office Specialist III

**3. PLEDGE OF ALLEGIANCE**

Commissioner Morales led the Pledge of Allegiance.

**4. PUBLIC COMMENTS**

Chair Mrla stated the public is invited to address the Parks, Recreation and Community Services Commission regarding any item of business or any matter within the body subject matter jurisdiction consistent with Governor Newsom's Executive Order N-29-20, public comments can be made via the email and voicemail provided in the agenda. Pursuant to state law the Commission cannot take action or express a consensus of approval or disapproval on any communications that do not appear on the printed agenda.

Resident Kevin Kennedy voiced his concern regarding accepting funds from political action committees or special interest groups. He stated whenever public institutions are operating, it must be done free from any implication of favoritism or undue influence from individuals who give money to persuade the policy towards their own political beliefs. He expressed his belief that the Parks, Recreation and Community Services Department must maintain a non-partisan perspective, and approach all their duties without the undue influence of money. He does not believe the City should be

engaged in accepting money from any organization who has an agenda, or any business brought before the City.

Office Specialist III Rodriguez stated no other comments had been received and no one else from the public was in attendance for the meeting.

## **5. STAFF REPORTS**

### **5.A. Approval of Minutes**

It was moved by Vice Chair Hardeman, seconded by Commissioner Morales, and carried 4 – 0 to approve the Minutes of the Regular Meeting of February 17, 2021 (Absent: Commissioner Brauckmann and Commissioner Wong).

### **5.B. Annual Tree Maintenance Service Update**

Secretary Santana explained to the Commission that West Coast Arborists have been given full responsibility for the City's tree maintenance services. The City employs a Tree Supervisor who oversees West Coast Arborists operations within the City. Although City Staff does not perform tree maintenance, Staff is available to respond to tree emergencies.

Chair Mrla appreciated how the City's tree maintenance has shifted their trimming schedules to respond to the needs of the community even in this unprecedented time.

It was moved by Chair Mrla, seconded by Commissioner Kennedy, and carried 4-0 to receive and file the annual tree maintenance service update (Absent: Commissioner Brauckmann and Commissioner Wong).

### **5.C. Measure A Projects**

Secretary Santana revealed that Measure A funding was have been requested to be used towards the revitalization of some of the City's parks. After surveying all the City parks to identify park needs and top priorities, Staff found Central Park, Penn Park, and Anaconda Park were in most need of improvements. Parnell Park was first on the list and Staff has applied for a Grant for those improvements.

Secretary Santana informed the Commission that funds will be used at Central Park to replace the rubberized surfacing, at Penn Park to replace the playground and rubberized surfacing, and at Anaconda Park to replace the walking path, fitness course, and add rubberized surfacing to the playground equipment.

Secretary Santana added some of the Measure A funding will be set aside to replace the playground equipment and playground surfacing at Parnell Park in the event the Proposition 68 funds were not granted to the City.

A discussion between Vice Chair Hardeman and Staff revealed that Proposition 68 was going by a different name, Parks and Water Bond Act of 2018. Also, that Staff has submitted a five-million-dollar request for Proposition 68 funding to replace Parnell Parks playground and add other amenities to the park. Furthermore, that a splash pad would be considered by Council since it was a top priority of the community. We received four 475 responses to the community survey that collected information on community priorities for Parnell Park.

A discussion between Chair Mrla and Secretary Santana revealed the park equipment did not see any additional wear and tear during the pandemic, and that City Staff decided to request Measure A funding for park areas that posed a safety issue and were in need of repair or replacement.

It was moved by Commissioner Morales, seconded by Chair Mrla, and carried 4-0 to receive and file the update on current Measure A Projects (Absent: Commissioner Brauckmann and Commissioner Wong).

## **6. SECRETARY'S COMMENTS**

Secretary Santana announced that the Greenway Trail Extension Groundbreaking Ceremony will be held on March 25, 2021 at the corner of Scott Ave and Lambert Road.

Manager Hamilton reported that since the City has moved into the red tier many of our Youth Sports Affiliates have been preparing to have full and partial seasons. She announced the City can resume using the fields at East Whittier Middle School and Whittier Union High School, and that our Affiliates could resume using Guirado Park's ball field. She informed the Commission that Staff reported that all Affiliates are adhering to safety protocols.

Vice Chair Hardeman asked which high school district has allowed us to use their fields.

Manager Hamilton and Secretary Santana stated that the adult school Sierra High School and East Whittier School District have allowed us back onto their campus's.

Secretary Santana described the Senior Car Bingo event that occurred at Parnell Park on March 17<sup>th</sup>. She announced the Paws at the Park event that will occur at the Dog Park on Saturday, March 20<sup>th</sup>.

Manager Hamilton explained the details of the Community Golden Egg Hunt that will be taking place throughout the City and run for two weeks.

Secretary Santana stated the "It's a Spring Thing" event will take place April 17<sup>th</sup> at York Field and consist of various activities that families can enjoy.

Chair Mrla asked what it would mean to the department as far as reopening if we moved into a lower risk tier.

Secretary Santana stated the department is prepared for the next levels. Indoor instructional classes would commence. We will be having a Summer camp because we have had experience following all the safety protocols. When we are prepared, we would want our park facilities to reopen for meetings and smaller parties.

## **7. COMMISSIONERS' COMMENTS**

Commissioner Morales stated she is excited to see the families enjoying the facilities at Lee Owens Park.

Secretary Santana notified the Commission that the Library would be hosting their lunch program from Lee Owens Park during the Summer.

Vice Chair Hardeman wished everyone a Happy Easter.

Chair Mrla wanted to reinforce his previous comments commending the work the Parks Crews do to maintain the parks and make it enjoyable for daily use.

Chair Mrla commented about the volunteer base in Whittier and wanted to assure the City they were available for any upcoming projects.

Secretary Santana stated we are ready for you.

## **8. ADJOURNMENT**

The meeting was adjourned at 6:54 p.m.

Approved and adopted by the Parks, Recreation and Community Services Commission on \_\_\_\_\_.

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Virginia Santana, Secretary





# Agenda Report

Parks, Recreation and Community Services Commission

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**Date:** May 19, 2021

**To:** Parks, Recreation and Community Services Commission

**From:** Virginia Santana, Director of Parks, Recreation and Community Services

**Subject:** Youth Sports Affiliate Policy

## **RECOMMENDATION**

Review the sub-committee's revision recommendations to the Youth Sports Affiliate Policy for City Council's consideration.

## **BACKGROUND**

The Youth Sports Affiliate Policy was created to guide the City of Whittier's youth sports organizations as they became organizations serving the Whittier community. The policy includes criteria to become an affiliate sports group, maintaining affiliate status, conditions and benefits of affiliates, and code of conduct standards. Currently, ten Youth Sports organizations have affiliate status: Pony Baseball, Murphy Ranch Baseball, Whittier Little League, WAYS Soccer, AYSO Soccer, Whittier Girls Softball, Trojan Football, Redskins Football, NJB Basketball, and the Whittier Aquatic Club. All groups play in City parks and on-school campuses in our three school districts: East Whittier City School District, Whittier Union High School District, and Whittier City School District, and use City facilities to host regular Board and membership meetings.

## **DISCUSSION**

The Youth Sports Affiliate Sub-Committee has met, gathered information, and is now prepared to submit recommendations for the Commission's review. The Sub-Committee also reviewed neighboring cities' (La Habra and La Mirada) policies to gain insight on how they address their Youth Sports Affiliates as recommended by the Commission.

Updates to the policy have centered around the sub-sections; Maintaining Affiliate Status and Code of Conduct Standards, in addition to adding a sub-section titled, Violations to the Policy.

The sub-committee felt it was important to require all youth affiliate groups to have an updated website that lists information their members will need including but not limited

to; registration information, meeting agendas, meeting minutes, code of conduct information, as well as league financial documents.

**FISCAL IMPACT**

There is no fiscal impact associated with this report.

**STRATEGIC PLANNING GOAL**

Goal 4: Transparent & Open Government

**ATTACHMENTS**

A. Youth Sport Affiliate Policy

# City of Whittier

## Youth Sports Affiliate Policy



Department of Parks,  
Recreation and  
Community Services

Revised ~~October~~ May 6, 2021~~28, 2014~~

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## **YOUTH SPORTS AFFILIATE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide information for local community youth sport organizations that are interested in developing a partnership with the City of Whittier in providing positive recreational experiences that enhance our quality of life.

### **II. DEFINITION OF AFFILIATE GROUPS**

All affiliate groups will be categorized by the type of program they offer to local youth. Below is the criteria for each of those categories.

#### Category 1

- Youth sports organizations whose participants are randomly selected and placed on teams who compete within the City of Whittier in a recreational program.
- 51% or more of the participants must live within Whittier Union High School Districts.
- Must have a minimum of 50 participants.

#### Category 2

- Youth sports organizations whose participants are elected/or selected from their regular season participants (i.e. post season all-star teams) and placed on teams that compete as a City of Whittier affiliate organization.
- Organizations that are limited by size, age, or roster space restrictions.
- 51% or more of the participants must live with Whittier Union High School Districts.
- Must have a minimum of 50 participants.

#### Category 3

- Youth sports travel teams defined as organizations that screen applicants on ability. Teams are formed by skill level and not all applicants are guaranteed to make a team.
- 90% or more of the participants must live within Whittier City, East Whittier, or Whittier Union High School Districts.
- Must not exceed —a maximum of 50 participants.

### III. QUALIFICATIONS/ELIGIBILITY

The following qualifications are required when applying for affiliate status:

- a) All organizations must be considered independent of the City.
- b) Decisions regarding organization functions and activities are the sole responsibility of each organization.
- ~~c)~~ The City expects each youth sports organization to conduct their organization business in a professional manner. This includes posting of meeting notices, making meeting minutes and financial reports available to the membership, and keeping the membership well informed of league activities and board decisions.
- ~~d)~~c) Organizations must provide recreation programs, which compliment existing programs of the Parks, Recreation and Community Services Department.
- ~~e)~~d) Majority of board members must live within the Whittier Union High School District boundaries.
- ~~f)~~e) The group shall be organized as a non-profit entity as defined in the application process.
- ~~g)~~f) New groups must secure its own practice and game facilities and will not be allowed space already permitted to an existing affiliate organization.
- ~~h)~~g) Organizations must meet the minimum participant requirements established in II. Definition of Affiliate Groups, by either rostered applicants or current registration applications.
- ~~i)~~h) Per California State Law groups may not discriminate against any person on the basis of sex or gender in the operation, conduct, or administration of community youth programs.

### IV. APPLICATION PROCESS

The following must be submitted to the Director of Parks, Recreation and Community Services before a group will be considered for Affiliate Status:

- a) A program proposal showing a need and a request for affiliate status review. (Including possible meeting locations, practice and game sites, budget, fees, and any other pertinent information.)

- b) Names of board members, term limits, addresses, and phone numbers.
- c) Board of Directors and general membership meeting dates, times, and locations.
- d) The most recent membership rosters or applications that include names, addresses with zip codes, phone numbers, and school participants attend.
- e) A copy of the organizations by-laws.
- f) A copy of the organization's current tax return.
- g) Proof that the group is recognized as a legal non-profit organization. Acceptable proof of non-profit status will include:
  - 1. An Exemption Determination Letter from the California Secretary of State must be provided. All supporting documents must be submitted with Letter of Determination.
  - 2. A Determination Letter from the Internal Revenue Service (IRS) of recognition of their section of 501(c) 3 exempt status. (An organization that submits an application to the IRS and has it approved, must make a copy of the application and supporting documents, as well as any letter issued by the IRS, available for public inspection.)
- h) Certificate of Insurance

Evidence of coverage shall be provided a minimum of ten (10) working days prior to the first date of use, by issuance of a Certificate of Insurance with endorsement. The group shall name the City of Whittier and/or school districts be named as additional insured. In some cases, additional insurance may be required beyond the normal coverage based on the nature of the activity. Such insurance shall be in the amount of not less than one million dollars (\$2,000,000.00) combined single limit per occurrence for bodily injury, personal injury and property damage, or any other amount that staff deems appropriate for the use requested. Failure to comply will negate affiliate status.

The above information should be submitted to:

Whittier City Hall  
13230 Penn St.  
Whittier, CA. 90602  
Attn: Director of Parks, Recreation  
and Community Services

## V. APPROVAL REVIEW PROCESS

Each request for affiliate status must go through a review process and be approved by city council before affiliate status will be granted. Submittal of all necessary documentation does not guarantee affiliate status.

- a) The Parks, Recreation and Community Services Director will receive and review all documentation and make a recommendation to the Parks, Recreation and Community Services Commission. Staff will have 60 days to review to verify all information before the request is to be brought before the Parks, Recreation and Community Services Commission.
- b) Staff will provide information to the Youth Sports Committee regarding new requests for affiliate status for comments.
- c) The Parks, Recreation, and Community Services Commission will review all submitted documentation and recommendations and make a recommendation for approval or denial to City Council.
- d) The City Council will review all recommendations and make the final approval of all groups applying for affiliate status.
- e) Lack of facility space may result in denial of affiliate applications.

## VI. CONDITIONS AND BENEFITS UPON ATTAINING AFFILIATION

Affiliate groups may receive benefits related to facility use including:

- a) Use of City owned athletic facilities on a priority basis. Practice locations will be based on the amount of participants in league.
- b) Each organization is eligible for [meeting](#) room rentals at city facilities up to fifty (50) hours per year at no charge based on availability. All no shows will be charged per facility policy at two hours of staff time. All rentals must be for the benefit of the whole organization (i.e. no team meetings).
- c) Assistance in obtaining use of non-city owned school facilities based on space availability.
- d) Affiliated groups may state its affiliation with the City of Whittier on its flyers, letterhead or other forms of communication. Any use of the City of Whittier seal must receive prior approval.



e) Affiliates may receive financial assistance from the City of Whittier on a limited basis. Requests should be forwarded to the Director of Parks, Recreation and Community Services.

e)

f) Youth Sports Affiliated groups become a member of the City of Whittier Youth Sports Committee.

g) Organization listing in the Parks, Recreation and Community Services quarterly brochure.

## VII. MAINTAINING AFFILIATE STATUS

Organizations must maintain the following standards to avoid loss of affiliate status:

a) Provide preleague information to include registration forms, flyers, facility use agreements, schedules, request for facilities, fees due, and any other information requested by City.

a)b) ~~b)~~ Maintain a current and updated league website that includes but not limited to: league contact information, registration information, league rules and by-laws, code of conduct, Board of Directors, etc.

c) Mandatory attendance by an Executive Board Member (~~President, 1st & 2nd Vice President, Secretary and Treasurer~~) at the Youth Sports Committee meetings. Meetings are scheduled for the second Monday of every third month—commencing in July at 6:00 p.m. Meeting months shall be July, October, January, and April. Member groups must send a representative to ALL meetings.

b)

e) ~~d)~~ Submittal of participant rosters including; names, addresses with zip codes, phone numbers, and school participants attend, letter of good standing from the state of California, board member rosters, any amendments to by-laws. Certificate of Insurance, financial statement, current year's tax return, and fees due to City of Whittier. Rosters and any fees are due twice a year at the conclusion of regular and off-season play. All other information must be submitted once a year.

d) ~~e)~~ Respond in a timely manner on all league issues to participantmembers. ~~(i.e. trophies, refunds, return phone calls, etc.)~~

~~f)~~ Affiliate organization's participants, board members, parents, coaches, and officials must adhere to the City's Code of Conduct standards (see section VIII for standards).

- e) ~~).~~ ~~FF~~ Failure to comply with all of the affiliate requirements may result in a one-year probation period, loss of facilities and/or loss of financial assistance. Repeated failure to comply may result in termination of ~~\_affiliate\_~~ status.
- f) ~~h)~~ The Parks, ~~\_~~ Recreation, and Community Services ~~Commission Staff~~ shall annually review the groups affiliate status. This review process shall include ~~e e~~, but is not limited to reviewing rosters with participant's ~~s s~~ names, addresses with zip codes, phone numbers, schools participants attend, and the group's annual financial report.

## VIII. CODE OF CONDUCT STANDARDS

The City of Whittier believes that youth sports provide essential elements of character building; constructive supervised recreational opportunities for our City youth and is beneficial to the community of Whittier as a whole. It is in the best interest of the City of Whittier to establish an Athletic Code of Conduct policy to ensure the safe and appropriate use of facilities owned, ~~operated~~ operated, or maintained by the City of Whittier.

Each youth sports organization will be required to implement an Athletic Code of Conduct to insure the continued beneficial influences of non-profit youth sporting organizations within the City of Whittier. This policy shall apply to all youth sports organizations and youth sporting events that utilize any facility owned, leased, operated, or maintained by the City of Whittier.

### a) Requirements to establish a Code of Conduct:

Written specification of the behavior of parents, guardians, ~~coaches~~ coaches, and officials prepared by each sports organization, which must at a minimum incorporate the following requirements:

- The child, parents and guardians of each child participating in a youth sports team shall be required by the youth sports organization to execute an agreement acknowledging receipt of said youth sports team Athletic Code of Conduct and agreeing to be bound thereby.
- The parents and guardians of each child participating as part of a visiting youth sports team shall have agreed to abide by the requirements as stipulated by their youth sports organization, and they shall be bound thereby.

### b) Prohibited behavior or acts (to be included as a minimum in organization's code of conduct).

- The initiation of a fight, scuffle, or any type of physical abuse or threat of abuse towards any player, coach, official, parent or spectator.

- The entering of the field of play, court, or rink during any youth sporting event for the purpose of physically or verbally abusing or confronting coaches, players, or officials.
- The verbal abuse of officials, players, or spectators including the use of obscene or profane language or gestures, racial, ethnic or sexual slurs.
- Throwing or causes for any object to be deposited on the field of play, courts or rink during any youth sports event.

c) Engaging in Prohibited behavior or acts shall be deemed in violation of the Code of Conduct and are immediately subject to the following penalties.

~~Persons engaging in prohibited activities shall be deemed in violation of the Code of Conduct. Penalties should include in any order or combination, but not limited to the following:~~

- ~~• Verbal warning issued by organization officials.~~
- ~~• Written warning issued by organization officials.~~
  - ~~• Suspension or immediate ejection from a youth sports event issued by a league n-official who is authorized to issue such suspension or ejection by the youth sports organization. Such an officer must be present during all affiliate activities.~~
  - ~~• Suspension from multiple youth sports events issued by an organization official who is authorized to issue such suspension by the youth sports organization for the remainder of the season (and immediate All-Star or similar post-season activity).~~
  - ~~• Season suspension or multiple season suspension issued by a youth sports organization.~~

Persons who commit or participate in egregious violations of Prohibited Behavior or Acts, including initiation or threat of physical abuse; any activity that results in harm to a child or player; the unauthorized entry of the field of play for the purpose of confronting coaches, players, or officials; throwing or causing any object to be deposited on the field of play; shall be permanently banned from league participation.

d) Submittal of Code of Conduct:

- The code of conduct should be permanently displayed on the affiliate website and a copy to be given to all affiliate participants.
  - A copy of the youth sports organizations Code of Conduct and agreements must be submitted to the Parks, Recreation and Community Services Department on a yearly basis.
- d) —

~~It shall be the responsibility of each youth sports organization to post the Code of Conduct, including the prohibited activities, at the entrance to each facility owned, leased, operated or maintained by the City of Whittier during use for youth sporting events.~~

- ~~• A copy of the youth sports organizations Code of Conduct and agreements must be submitted to the Director of the Community Services Department on a yearly basis.~~

## **IX. FACILITY RULES AND REGULATIONS**

Groups utilizing city/school facilities must adhere to the following rules and regulations:

- a) Regular season play will receive priority over off-season play and category three (3) groups.
- b) Facility use reservations are based on space availability.
- c) Groups must submit requests for game and practice facilities twice a year.
- d) Any requests made less than three (3) months prior to use may not be honored.
- e) All organizations will be limited to two (2) seasons. Each league will be allowed a regular season priority.
- f) Athletic facilities may only be used for affiliate league games and practices. All-star games and practices will be considered regular season.
- g) Scheduling of any other events will require prior approval from the Director of Parks, Recreation, and Community Services or his/her agent (i.e. tournaments, ceremonies, fundraisers, etc...).
- h) Each league must designate one representative who can reserve facilities.
- i) Organizations may not sublease any city or school facility.

- j) All maintenance and alterations to facility must receive prior approval from Director of Parks, Recreation, and Community Services or his/her agent.
- k) Facilities must be kept clean at all times.
- l) Organizations are responsible for any damaged incurred during the time that groups have facilities reserved. Organizations are responsible for the upkeep of facilities during their scheduled use period. Violations will result in a charge to maintain the facility.
- m) Organizations will not be allowed to monopolize city meeting facilities. The City reserves the right to cancel or change meeting dates and times for City use.
- n) All organizations will be assigned game and practice facilities based on need and past use.
- o) Athletic field use will be suspended during inclement weather conditions. Inclement weather policy includes but not limited to, heavy rains, air quality, or extreme temperatures. Examples of inclement weather would be: rain within last 24 hours, there is standing water on field, grass can easily be dislodged from fields, and depth of footprint is more than one (1) inch. Field cancellation can be confirmed by contacting the City of Whittier's ~~Inclement~~ **Weather Hotline**.
- p) Commercial banners and signage are prohibited. Event banners will only be allowed the day of event and must have prior approval by city representative.
- q) All changes to the board must be submitted to the City of Whittier within 30 days of change.

**X. FEES AND CHARGES**

- a) All organizations will be required to pay a \$100 deposit for request of facilities to be utilized for cleaning and no shows.
- b) Organizations will be charged a \$10 fee per season per non-resident participating in an affiliated organized league.
- c) Each organization will be assessed a light charge for those facilities and times in which lights are utilized. The cost will be calculated by actual use determined by Southern California Utility light bills.
- d) A facility charge will be assessed for groups charging an admission and or collecting a donation while utilizing a city or school facility. Any monies

collected will be considered an admission. (Refer to City of Whittier facility policy fee schedule).

- e) A refundable key deposit will be required for all keys issued. Organizations will be charged for any lost keys or key cards issued at the rate of \$50 a key. Keys may not be duplicated by organizations.
- f) Organizations may be charged \$185 per hour for a member of city staff to open, close, and/or supervise a city/school facility.
- g) Tournament play will be based on facility policy fees and rules.

## **XI. VIOLATIONS TO THE POLICY**

The Youth Sports Affiliates shall keep in full force and effect the requirements contained herein. Any such violations of said agreement shall be determined solely by the City of Whittier and will result in any or all of the following: verbal warning, written warning, league probation, suspension of field or facility usage, revocation of Affiliate Agreement and permanent removal of field or facility access. The timelines and duration of said warnings or actions are subject to determination by the City of Whittier.

~~Any violation of this Youth Sports Affiliate Policy may result in the loss of financial support, facilities and/or affiliation with the City of Whittier.~~