

**TOWN OF GILBERT**

**GILBERT YOUTH SPORTS COALITION  
Handbook**

**Revised October 2016**

**GILBERT YOUTH SPORTS COALITION**

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## TOWN OF GILBERT

### **GILBERT YOUTH SPORTS COALITION**

The Town of Gilbert (Gilbert), and its Parks and Recreation Department (PR) recognizes that as the population increases, the demand for park facilities by its residents and organized youth and adult sports programs, is increasing as well. The Gilbert Youth Sports Coalition (Coalition) will develop and foster relationships between Gilbert and its community sports groups (Members).

#### PURPOSE

The purpose of the Coalition is for communication, coordination and cooperation among Gilbert departments and non-profit organizations, seeking to use public facilities for their sports programs.

The Coalition is open to all sports organizations to encourage the cooperative use of facilities within Gilbert. The Coalition further defines membership and priorities in scheduling public facilities under the management of Gilbert in this document. The Coalition shall help balance the requirements of organized sports youth organizations with the overall recreation requirements of the residents of Gilbert.

The day-to-day administration of the Coalition is performed by PR staff. The Parks, Recreation and Library Services Advisory Board provides guidance and input to PR staff and the PR Director may authorize changes to the Gilbert Youth Sports Coalition Handbook.

#### DEFINITIONS

**Coalition Agreement-** An annual agreement listing the terms and expectations of the Coalition Group and Gilbert for the approved membership year. Agreement may include advertising, concession stand use, batting cages and/or in-kind services.

**Coalition Board Member-** A Gilbert resident that occupies a physical Gilbert address or a non-resident that has a son or daughter in the program and the child attends a public, private or charter school within the Gilbert town boundaries.

#### **Coalition Reservation Dates:**

Winter/Spring Booking Date: July 15 (of the previous calendar year- Ex Field reservation January 30, 2017, can be booked on July 15<sup>th</sup> of 2016) is the booking deadline for all field reservations during season dates below.

Winter/Spring Season Dates: All field reservations for the dates during January- July.

Fall/Winter Booking Date: February 15 (of same calendar year (pending membership renewal) (Example- Field reservation September 30<sup>th</sup>, 2016, can be booked February 15<sup>th</sup>, 2016.

Fall/Winter Season Dates: August- December

**Coalition Year-** July 1st-June 30th.

**Contractual Agreement-** A multiple year agreement executed by Gilbert to include negotiated terms of services where a Member can demonstrate a shared financial benefit for capital and/or operational maintenance of a Gilbert facility or field.

**Gilbert Youth Sports Coalition-** An approved Gilbert based 501c3 Non- Profit sports organization that offers youth sports to community members and uses Gilbert facilities and fields.

**Gilbert Facilities-** Gilbert owned property such as park, field, court or building.

**Gilbert Resident-** A person who resides at a physical address within the boundaries of Gilbert, or whose child attends a public, private or charter school within the Gilbert town boundaries.

**Insurance Requirements-** General liability insurance shall be provided naming Gilbert as “additional insured.” Minimum coverage limits are \$1 million per occurrence, with \$2 million general aggregate. *(Note: Insurance requirements are subject to change.)*

**In-Season-** a period of time (five (5) months or less) in which an organization designates their primary season of play.

**In-Kind Services-** refers to goods, services, and/or transactions not involving exchange of money.

**Intra-League Play-** regular season games/practices played between three or more teams within the same division and the same Coalition Group.

**League Audit-** an official inspection of the organization's accounts, rosters and registration forms, completed annually by Gilbert.

**Out of Season-** A period of seven months or less in which a Member conducts a secondary season of play.

**Proof of Residency-** A Gilbert utility bill listing physical address or a current school record or report card from a public, private or charter school within Gilbert town boundaries.

**Non-Peak Hours-** Monday-Friday 5am-6pm, Saturday 5am -8am/4pm-10pm and Sunday all day.

**501c3 Nonprofit Organization-** An approved organization in good standing with the Arizona Commission, that does not conducted business or is maintained for the purpose of making a profit. A **501c3 nonprofit organization** uses its surplus revenues to further achieve its purpose or mission, rather than distributing its surplus income to the organization's shareholders (or equivalents) as profit or dividends.

**National Organization-** An organization that is operated on a national level with a local community based component and is engaged in meeting human, educational, environmental, or public safety community needs.

**Peak Hours-** Monday-Friday 6pm-10pm and Saturday 8am-4pm.

**Utility Vehicles-** A vehicle, generally motorized, that is designed to transport sporting equipment, and is not used to transport people within the park.

**Youth Sports-** A sport category in which competitors under 18 years old participate. This includes activities which are individual and/or team based.

## MEMBERSHIP CRITERIA

Organizations seeking membership as a member of the Coalition will be required to submit an annual application (Exhibit A) for membership. The Organizations most recent supporting documentation will be required, and prior season performance/violations will be taken into consideration as part of membership approval. Organizations will be required to meet the following expectations annually and submit the following required documentation:

- An organizational chart that lists all formal board members, commissioners, or governing individuals (ex: league president, director or executive officer), and provide proof of Gilbert residency. At least 50% of the board shall be Gilbert residents.
- Provide the most recent organizational meeting minutes.
- Provide the most recent operating guidelines in the form of bylaws, rules, regulations, and/or written organizational operating policies and procedures.
- Provide the most recent organizational financial statements, records, budgets and/or ledgers consistent with generally accepted accounting principles.
- Provide a current certificate of insurance, meeting all insurance requirements as per Gilbert.
- Provide a copy of the most recent league rosters to include the required minimum of 80% Gilbert residents.
- Provide a written code of conduct that follows the Arizona Sport Summit Accord, and that all members of the organization shall abide by throughout the coalition year.

### **Additional Coalition expectations during the approved year:**

- Attendance by a Member representative will be required at all Coalition meetings, and the representative is required to attend the entire meeting. Meetings will be held 2-3 times a year.
- All current organization Presidents shall sign an annual Coalition Agreement with Gilbert PR staff.
- Participants shall not be discriminated against, or denied involvement, as specified under applicable state and federal civil rights laws.
- Free admission for spectators.
- Full league rosters to include participant name, address and school will be due to Gilbert PR staff 10 business days prior to each season start date. Rosters shall be submitted by teams.
- Gilbert shall seasonally audit each organization by randomly selecting teams (approximately 5% of league) that shall submit proof of residency and an original registration form for each member on that team roster. Organizations will have 15 business days to submit the requested documentation.
- Coalition members shall have enough participants to allow for intra-league play.
- At least 80% of all funds shall be spent on youth programs. No more than 20% of all funds may be spent on administrative costs. Gilbert shall randomly audit individual organizations financial records to confirm appropriate expenses.
- Organization shall be all-volunteer with no paid board members, officers or coaches at the local level.
- All coaches, parents, players and coalition affiliates are expected to maintain respectful and professional behaviors to all Gilbert personnel and other park users while on Gilbert property.

- On-going general maintenance/clean-up of rented fields and parking lots.
- All scheduled games will be required to have one coalition team on the field at all times.
- All coalition groups utilizing Gilbert facilities must have a current field permit in order to hold a practice, game or meeting. Organizations with a valid Gilbert permit will take priority of using the field over organizational schedules. If a field reservation has not been made during office hours and is available, coalition groups may use the field but may be charged the non-coalition rental rate.
- Teams that are not part of the Gilbert Youth Sports Coalition may not practice on Gilbert fields reserved by a Coalition Members.

*Note: Additional documentation may also be required.*

### **COALITION VIOLATIONS**

Compliance with all membership criteria and expectation are required of all Coalition Members, throughout the Coalition year. If a member is out of compliance with the membership criteria and/or the Coalition expectations the following violations will be applied. Members must come into compliance before valid Coalition status will be reinstated:

- 1- *First offense*- A written notification from PR staff outlining the current violations and reminding organizations of membership criteria/expectation.
- 2- *Repeat or second offense* will result in a second written notification from PR staff and loss of coalition discounted rate for the remainder of the current season.
- 3- *Repeat or third offense* will result in written notification from PR staff and loss of coalition discounted rates and probationary status until June 30th of the current coalition year (or until current season tournament play is complete).
- 4- *Repeat or fourth offense* will result in a written notification from the PR Director stating the loss of all Coalition rights for the remainder of the current Coalition year, plus the following Coalition year (A Coalition application will not be accepted from the organization for the following coalition year).

### **ADVERTISING IN THE PARK**

The Gilbert PR Director and department will be responsible for administering the policy and procedures for the advertising program including advertising space in the parks. The Town reserves the right to assign the responsibility of administering this advertising program on behalf of the Town. The intent is to optimize the value and revenues for the benefit of the Town Park and Recreation programs. Each Coalition member will receive one banner space at no charge within the parks based on availability. All approved banners must meet the Town approved requirements and restrictions outlined in the Advertising Program Policy.

Additionally Coalition groups will be permitted to post temporary advertising on the reserved fields during their field rental times, at no charge. All signs must be removed each day before leaving the reserved field. All temporary advertising signs must meet the Town approved requirements and restrictions outlined in the Advertising Program Policy.

### **FIELD AND LIGHTING FEES**

Coalition Members will be responsible for payment of all field and light reservations fees as listed in resolution #3814 (Gilbert Sports Field and Lighting fee schedule).

Payments for field/facility and light reservations are due as follows:

- 50% of season total is due prior to 1<sup>st</sup> day of season.
- Remainder will be billed monthly for the balance on account, and paid in full by the last rental reservation date.
- Organizations with missed/late payments will be required to pay all future rental fees prior to the start of the season.

### **FACILITY SCHEDULING**

All scheduling shall be done through the PR staff. Membership in the Coalition does not assure or guarantee facility availability. Members shall complete a *Coalition Reservation Request Form* for facility bookings. It is expected Members shall schedule only those facilities which are needed, thereby freeing up facilities for other uses and other user groups. It is expected that a Member shall release facilities/fields as soon as it is known they will not be used and no less than 10 business days from the reservation date. If a cancellation occurs within 10 business days of the field reservation date, the Coalition Member will be responsible for full payment of the reservation (lighting reservations can be cancelled at no charge). If a Member consistently overbooks the facilities required for their use, the number of facilities available to them the following season shall be determined by PR staff.

Scheduling Priority:

Priority 1- Gilbert Town Programs and Field/Facility Maintenance and Repairs

Priority 2- Organizations with Contractual Agreements with Gilbert

Priority 3- Members of the Sports Coalition-In Season/Primary Season

- a) Prior site history
- b) Number of participants

Priority 4- Member of the Sports Coalition- Out of Season/Other Season

- a) Prior site history
- b) Number of participants

Members may not “sub-lease” fields or facilities to other groups or organizations.

All Members shall be able to schedule other Gilbert facilities to provide for enrollment (sign-ups) and for meetings, during normal facility hours. Members will be able to do so at no rental charge, for up to four meetings per year. However, facility fees will apply for use outside of regular scheduled hours, for room set-ups (if staff does set-up), and for the use of designated equipment. The timeline for these facility bookings will be per the *Coalition Booking Timeline*. Use of facility will be based on availability, and may occasionally need to be rescheduled based on unforeseen Gilbert events occurring and needing use or maintenance of the facility. Should a reservation need to be rescheduled or changed Gilbert will try to accommodate the Organizations needs at another facility or on a different date.

### **CODE OF ETHICS**

Coalition members shall work together for the benefit of the community and have a positive history of successful activities with PR staff and the Advisory Board. Members shall offer opportunities to teach values like caring, honesty, respect and responsibility, and help improve self-esteem of the youth. Sportsmanship should be stressed throughout, with volunteers and board members setting the highest

standards. Public actions, including slander and libel, shall be unacceptable with Coalition Members and their volunteers, executive directors and board members.

Ultimately, the goal is to make sure the youth of Gilbert excel and develop. A culture of community service and volunteerism should be developed by the Members. Following is ethical criteria, which is based on the Arizona Sports Summit Accord:

1. The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and the six pillars of CHARACTER COUNTS!<sup>SM</sup> - Trustworthiness, Respect, Responsibility, Caring, Fairness, and Citizenship.
2. It is the duty of sports leadership (including coaches, board members, parents and game officials) to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these ethical principles.
3. Sports programs shall be conducted in a manner that enhances the mental, social and moral development of Gilbert youth and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in sport programs is a privilege, not a right. To earn that privilege, all participants shall conduct themselves, on and off the field, as positive role models who exemplify good character.
5. Members should establish standards for participation by adopting codes of conduct for coaches, athletes, parents, spectators and anyone else that impact the quality of the member's programs.
6. All sports participants shall consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit, as well as the letter, of the rules.
7. The members' leadership, at all levels, shall ensure that volunteer coaches, are competent to coach. Minimal competence may be attained by training or experience. It includes basic knowledge of:
  - The character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising of sportsmanship and good character.
  - First-aid principles and the physical capacities and limitations of the age group coached.
  - Coaching principles and the rules and strategies of the sport.





PARKS & RECREATION

APPENDIX A
GILBERT YOUTH SPORTS COALITION
MEMBERSHIP APPLICATION

Note: Membership in the Coalition does not assure or guarantee facility availability.

Organization Name
Contact Person Phone (Day) (Cell)
Address City Zip
E-Mail How long has the organization existed? yrs.

References: Please provide contact names and phone numbers for other communities or locations where your sports organization has previously rented or booked facilities.

Location Name Phone
Location Name Phone

Please answer the following questions about your sports organization. Attach support documentation as indicated below. Explain any "NO" answers on page 2.

- 1. Can you provide an organizational chart that lists a formal board members, commissioners, or governing individuals (ex: league president, director or executive officer), and provide proof of Gilbert residency. At least 50% of the board shall be Gilbert residents? Yes No
2. Can you provide the most recent organizational meeting minutes? Yes No
3. Can you provide the most recent operating guidelines in the form of bylaws, rules, regulations, and/or written organizational operating policies and procedures? Yes No
4. Can you provide the most recent organizational financial statements, records, budgets and/or ledgers consistent with generally accepted accounting principles? Yes No
5. Can you provide a current certificate of insurance, meeting all insurance requirements as per Gilbert? Yes No
6. Can you provide a copy of the most recent league rosters to include the required minimum of 80% Gilbert residents? Yes No
7. Can you provide an approved, written code of conduct, that all members of the organization will be held to abide? Yes No
8. Will a minimum of 80% of all funds be spent on youth programs? Yes No
9. Are 80% of your participants residents of Gilbert? Yes No
10. Do you have enough participants to form multiple teams to allow for intra-league play? Yes No
11. Will admission for spectators be free? Yes No

I certify the information provided on this application, and in the supporting documentation, is true and correct to the best of my knowledge.

Signed: Title: Date:

