

CITY OF CORAL SPRINGS SPORTS POLICY
(Revised December 15, 2021)

ARTICLE I. PURPOSE AND INTRODUCTION

The purpose of this policy is to establish guidelines for organizations and administration of all sports within the City of Coral Springs. The policy will set up standard operating procedures for Recognized Sports Groups and the use of the City's sports facilities. Additionally, it will establish criteria necessary to add continuity to all programs and combine these programs into one comprehensive overall sports program which will best suit the needs of City residents. The Parks and Recreation Department will administer and enforce all Articles contained in this document. The Policy will govern all parks and parcels owned or maintained by the City of Coral Springs which are used for recreational or competitive purposes. Any inquiries pertaining to the Sports Policy or clarification of any points within the Policy will be interpreted by the Parks and Recreation Director.

ARTICLE II. RECOGNIZED SPORTS GROUPS

The City of Coral Springs will recognize one and only one organized sports group, for each sport, to deliver the sport to the City residents. There may be more than one charter within that organization due to boundary restrictions etc. EXAMPLE: The City recognizes Little League Baseball for its baseball program, but because of boundary restrictions there are 3 Little League Charters in the City. The City will not recognize any organized group which tries to duplicate services of an already established sport which has been recognized by the City.

The following groups and sports are currently recognized as the sole agents to deliver that sport:

<u>SPORT</u>	<u>RECOGNIZED GROUP</u>
1. Baseball	A. American Little League - Ages 7-18 B. North Springs Little League - Ages 7-18 C. Challenger Baseball - Ages 6 - 18 D. Travel Baseball - Ages 8-18
2. Basketball	A. Coral Springs Basketball Club - Ages 6 - Adults
3. Travel Football/ Cheerleading	A. Coral Springs Youth Flag Football Club - Ages 7-14 B. Coral Springs Flag Football Cheerleading - Ages 5-14 C. Coral Springs Tackle Football Club - Ages 6-15 D. Coral Springs Tackle Football Cheerleaders - Ages 6-15
4. Lacrosse	A. Coral Springs Youth Lacrosse Club - Ages 10-18
5. Soccer	A. Coral Springs Recreational Soccer - Ages 5-18 B. Coral Springs Travel Soccer - Ages 5-18
6. Softball	A. Coral Springs Youth Softball - Ages 6-18 B. Coral Springs Travel Softball - Ages 8-18
7. Volleyball	A. Coral Springs Volleyball (sand or other) - Ages 6-18
8. Futsol	A. Coral Springs Futsol - Ages 5 – Adult

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| 12. | Futsal | (Youth Spring)
(Youth Fall)
(Adults) | March thru June
September & October
Year round |
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The above dates are subject to change at the sole discretion of the Parks and Recreation Director or his/her designee.

The Parks and Recreation Department recognizes the following sports as primary sports during the periods of time listed below:

Spring	All travel sports, recreational soccer, recreational baseball, recreation softball, and recreation basketball
Summer	All travel sports and basketball
Fall	All travel sports and basketball
Winter	All travel sports, recreational soccer, and basketball

Any post season play involving Coral Springs facilities must receive prior approval from the Park and Recreation Director before each event.

If a recognized sports group plans any special event which coincides with its program, written permission must be obtained from the Parks and Recreation Director at least two (2) months before the event.

If the Parks and Recreation Department deems it necessary, it can levy a maintenance fee to cover expenses of tournaments or other special post season events. As stated earlier each league is allowed one tournament per year for permit fees only unless said tournament is a fundraiser. All other tournaments require the rental of facilities or a lease agreement between the City and the sports group.

No sports organization shall put any restrictions on children who wish to participate in other sports. It is the philosophy of the City that each child should be given the opportunity to participate in as many sports as possible.

FACILITIES AND FEES

Only recognized sports groups are guaranteed City facilities for the duration of the recognized sports groups' season, subject to availability as determined solely by the Director of Parks and Recreation or designee. The City will assign the facilities for play/practice to the recognized sports groups. Fields will be laid out once per season for each recognized sports group. If the sports group requests a reconfiguration of the fields, the City has the right to charge that sports group a lay out fee for setting up the field.

A maximum of two (2) teams are allowed on any one field for practices and/or games.

The striping of fields will only be done for games, not for practices. Striping will only take place if both teams are in uniform and there are sanctioned officials taking part in the competition.

TOURNAMENTS

Tournaments can be used as fundraisers for the organization

- Recognized non-travel programs hosting tournaments shall receive 25% from rental fees for sanctioned tournaments that are scheduled during their season (min. 50 teams)
- The first full weekend of every month will be left open for tournaments to be scheduled by the Parks and Recreation Department.
- If a tournament is not booked withing sixty (60) days from the first full weekend of the month the facility will then be permitted back to the recognized program
- Youth Tackle Football shall be exempt while they are in their scheduled season.

Tournament discounts

- Non-recognized programs tournaments with 50-74 teams receive a 7% discount on total rental fees
- Non-recognized programs tournaments with 75+ teams receive a 10% discount on total rental fees

It is the responsibility of each recognized sports group to set registration fees for its sport. It is recommended that each recognized sports group show a breakdown of where the registration fees are going. EXAMPLE: \$10 to insurance, \$10 to awards, \$10 to officials, and \$20 to uniforms etc. This break down should be available upon request or at registrations.

In addition to the sports league registration fee, the sports groups shall be responsible for collecting a participation fee for the City. The City shall provide each recognized sports group with updated participation fees yearly.

The participation fees will be collected by the sports groups at registration and will be provided to the City along with a roster prior to the issuance of permits. Final rosters must be verified two (2) weeks after the start of the season. This is to account for late registration.

Recognized sports groups may give scholarships for any player they determine is financially unable to pay the required fees. If a recognized sports group gives a scholarship, the City will waive the participation fee. If a recognized sports group gives a half scholarship, then the City will accept half of the participation fee.

Non-residents will be required to purchase a non-resident card from the City. It is the responsibility of the non-resident to purchase the card during normal registration and said league shall pay City at the same time participation fees are due. The Leagues will be responsible to assure that all non-resident players have valid non-resident cards. The leagues are asked to check driver's licenses and utility bill to verify residency. The City will review the rosters to determine that correct payments were complied with. If not properly complied with, the City has the right to withhold the permits.

THE 90/10 RULE AND LOSS OF "RECOGNIZED" STATUS

Recognized recreational sports groups must maintain a minimum of 90% Coral Springs Residents within their program. **In addition no team may have more than 40% non-residents on their roster.** All non-residents are required to purchase a City Non-residency card prior to registering for any program. **Other than as outlined in the paragraph below, any recognized sports group not complying with this requirement will no longer be guaranteed City facilities. If a City facility is otherwise available to the public for rent, the non-compliant recognized sports group may rent the facility at the hourly organized group rental rate.**

Should a recognized sports group fail to meet the residency requirement during an active season, the sports group shall be guaranteed access to rent the facilities, at the organized group rental rate, for one (1) year or until the conclusion of the current season, whichever is sooner (the "Allowance Period"). During the Allowance Period, the City shall search for a replacement organization to run the program. The currently recognized sports group shall be allowed to submit a proposal to the City.

The City Manager or their designee, for the betterment of the organization, may alter the Sports Policy for an approved timeframe.

Violation of the Sports Policy

- First offense \$250.00 fine and written notice
- Second offense \$500.00 fine and removal of organizational president of the board. Once president is removed, they may not serve on any Parks and Recreations recognized boards.

Ethics

There shall not be any personal or financial gain for the board members or their family members of the recognized organizations.

Any recognized program Board member may not serve on any other Board, or run any outside program within the City, that conflicts with a City's recognized program.

The City reserves the right to withdraw recognition of any recognized sports group if it determines that the residents of the City are not properly being served by the group or the group is not adhering to this Policy. The decision to withdraw recognition of a recognized sports group shall be determined by the City Manager or the City Commission.

The City Manager may unrecognize a sports group for any of the following reasons:

1. The recognized sport group fails to meet the 90/10 residency rule;
2. The recognized sport group's governing board fails to follow state requirements for a non-profit organization;
3. The recognized sport group violates this Sports Policy;

4. The recognized sport group violates any federal, state, or local law or ordinance; or
5. The recognized sport group fails to meet the needs of the community.

ORGANIZATION OF RECOGNIZED SPORTS GROUPS

Each recognized sports group must operate in an organized manner. The recognized sports group shall establish regular meeting dates so that it can properly organize the respective sport and solve problems. These meetings must be held in a public facility and open to the public. It is the responsibility of each recognized sports group to establish a governing board comprised of elected officers. Each recognized sports group must establish Bylaws to govern the operation of the program.

The Bylaws must state what Officers will be on the Board, how they will be elected, length of term, and describe how the President of the organization is elected. Recognized sports groups shall not allow voting by proxy for Board elections. Additionally, the voting members of the Board shall meet the 90/10 Rule (a minimum of 90% of the voting members of the Board shall be Coral Springs residents). The recognized sports group shall provide the City with an up-to-date copy of the Bylaws. The recognized sports group must choose one spokesperson to communicate directly to the City. All information from the group must be funneled through this person to the City. This will eliminate confusion and will establish a one-to-one communication flow from the group to the City. All information and/or requests from the groups shall be channeled from the spokesperson to the Parks and Recreation Director or his/her designee.

Each recognized sports group shall operate on a non-profit basis and must be incorporated as a not-for-profit organization, registered to do business in the State of Florida, and shall comply with all state and local laws applicable thereto. All meetings of the group shall be open to the public and a record of minutes will be taken for each meeting. It is the responsibility of each group to supply the Parks and Recreation Director or his/her designee with a copy of the minutes upon request within fifteen (15) calendar days of the request.

Each recognized sports group shall identify an officer to handle the administration of funds arising from dues, registration fees, insurance fees, donations, and any other monies taken in by the sports group. Each group must establish sound accounting practices and balance sheets of incoming and outgoing monies. These documents shall be a matter of public record and must be, upon request, submitted to the Parks and Recreation Director or his/her designee for review. All items pertaining to accountability of money must be strictly recorded and administered. Any misappropriation of funds, whether by accident or on purpose, will not be tolerated or accepted by the City. Any misappropriation of funds will be subject to legal action by the appropriate legal authority.

The recognized sports group will be responsible for establishing registration dates for their respective sport. The dates must be advertised a minimum of two (2) weeks in advance to give public notice of the registration. Registration must take place in a public facility not a private residence or business. Plans for the registration should be made in advance with the Parks and Recreation Director or his/her designee so space will be available for the desired dates.

The groups will be responsible for establishing registration fees for participation in the sport. Each group, upon request, must be able to explain how these registration fees will be used to implement the program.

BOARD MEMBERS, COACHES, OFFICIALS AND OTHER VOLUNTEERS

Recognized sports groups shall establish guidelines and criteria for selection of coaches and officials for athletic teams. These guidelines should be available to any person wishing to apply for coaching or officials' position. These guidelines should assure that the most qualified people are put in these positions of importance and that no discrimination of any nature will be tolerated. The City and/or league shall attempt to conduct clinics and seminars to train coaches and certify them in each respective sport. All officials should be trained prior to officiating any contest. Recognized sports groups will be responsible to determine the appropriate training required for the program.

The City adopts the following rules regarding background checks. These rules are based on the National Recreation and Park Association guidelines for disqualification and exclusion of volunteers.

Each recognized sports group shall conduct an annual Level 1 Background Check on all board members, coaches, assistant coaches, officials and all other volunteers. All background checks shall be conducted using a reputable and recognized background check company. All sports groups shall verify the identity of any person required to have a background check pursuant to this Sports Policy. To verify identities, sports groups shall require the person to produce a driver's license or other government issued identification.

Each recognized sports group shall use the below criteria to determine whether a person is allowed to hold any of the above referenced positions. Annually, each sports group shall forward a list of each and every board member, coach, assistant coach, official, or other volunteer, certifying that each person named therein has passed an annual background check.

Every board member, coach, assistant coach, official, or volunteer shall be required to pass the annual background check. No person shall be a board member, coach, assistant coach, official, or volunteer if they have been convicted or found guilty following a trial or a plea of guilty of any of the below. In addition to a finding of guilt based off of a plea or jury verdict, the word conviction includes a plea of no contest accompanied by a court finding the person guilty or withholding of adjudication.

The following findings of guilt or convictions of any of the below crimes shall automatically exclude a person from being a board member, coach, assistant coach, official, or volunteer with any league or group:

(a) Any and all sex offenses, regardless of the amount of time since the last offense, including but not limited to, child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, and indecent exposure.

(b) All felonies involving violence, regardless of the amount of time since the last offense, including but not limited to, murder, manslaughter, aggravated assault, aggravated battery, kidnapping, and robbery.

(c) All felony offenses, other than felonies involving violence or sex, within the past ten (10) years, including, but not limited to, drug offenses, theft, embezzlement, fraud, and child endangerment.

(d) All misdemeanors involving violence within the past seven (7) years, including, but not limited to, simple assault, simple battery, and hit and run.

(e) All misdemeanors involving drugs or alcohol within the past five (5) years, or if there is more than one (1) conviction or finding of guilt, then within the past ten (10) years. These offenses include, but are not limited to, driving under the influence, simple drug possession, drunk and disorderly, public intoxication, and possession of drug paraphernalia.

(f) Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions that the position that the volunteer is seeking. These offenses include, but are not limited to, contributing to the delinquency of a minor, providing alcohol to a minor, or theft, if the volunteer is to be trusted with money or other property.

Further, any person listed on the FDLE Sexual Predator List, regardless of offense, shall automatically be excluded as a board member, coach, assistant coach, official, and/or a volunteer position with any sports group.

Any person that has been arrested, charged or has a pending case in any jurisdiction, but has not been convicted or found guilty, of the above listed crimes shall not be permitted to be a board member, coach, assistant coach, official, and/or volunteer until the case is resolved.

Any individual required to obtain a background check is under a continuous obligation to report any arrest or charge should it occur. Upon arrest or being charged, the board member, coach, assistant coach, official, or volunteer shall submit written notification to the sports group notifying the sports group of the arrest or the charges filed. If the arrest or charge qualifies as a crime as provided above, the sports group shall immediately notify the City and suspend the board member, coach, assistant coach, official, or volunteer until the case is resolved.

Each league will also state on all registration ads that “all potential Coaches, Assistant Coaches, Board Members, and Volunteers are subject to background checks.”

It is also **MANDATORY** that all leagues provide the City with a written confirmation of proof that the checks were done, prior to permits being issued.

ARTICLE III. FACILITIES AND FACILITY MAINTENANCE

The City reserves the right to assign a permittee to any facility that it deems fit for that particular sport or purpose. The City has the absolute authority at any time to change the facility of a permittee if it deems necessary. It is the sole responsibility of the City to do all striping, dragging, raking, mowing and all other maintenance items. Individuals other than City employees can assist with maintenance only if they have previously filled out and had approved a volunteer release form. They must also be trained by a City Parks and Recreation employee.

Having completed the necessary form and training, volunteers can then help with maintenance under the supervision of a City Parks and Recreation Employee. At no time will a person be permitted to do any maintenance on a field or court if they have not followed this procedure. All removal of water from fields shall be done strictly by Parks and Recreation employees.

The City may at any time cancel, postpone, or delay any athletic contest or practice due to inclement weather or any other factors which might impair the safety of the athletic participants. If possible, the City will contact respective permittee if any facility is being closed and permits are being cancelled.

At all times permittees and individuals shall follow the City Lightning Policy and the directions of City Parks and Recreation employees when they direct people off the fields and courts.

A maximum of two (2) teams are allowed on any one field for practices and/or games.

ARTICLE IV. FACILITY PERMIT PROCEDURE

Other than those groups eligible to participate in open play (See Article V), City facilities will be available only to those groups and individuals who apply for and receive a permit. A Permit is a document issued by the Parks and Recreation Department granting the right and reservation of a particular facility. Permit fees vary based on a variety of factors including, but not limited to, the type of facility being permitted, whether the permittee needs lighting, residency, and whether the permittee is a recognized sports group, an organized group, a non-organized group, or an individual.

“Organized groups” include teams, leagues, and other businesses using the facility to conduct their business activity (i.e. sports camps, fitness instructors, personal trainers, and coaches). Any group of two (2) or more people using equipment not provided by the City within the facility shall be considered an organized group. Organized groups also include those groups engaging in any activity where a coach or trainer is present or where an umpire, referee, or other type of official is present. **Organized groups shall comply with the insurance requirements of Article VII, as applicable, prior to issuance of a permit.**

“Non-organized groups” include those groups of individuals who rent the facility for purposes of pick-up play. These groups do not use officials, coaches or trainers.

Any permittee can, upon arrival to the facility, ask any group which does not have a permit to vacate the area. The right to that facility belongs to the permitted user only. The permit holder does not have the right to allow any other team, organization, group, or individual to use their permit for use of the assigned facility. If the permit holder is not going to use the designated permit or part of the permit, they should contact the Parks and Recreation Office to cancel or reconfigure their permit. This will allow the Parks and Recreation Department to issue new permits for the facilities. The City Parks and Recreation employees will be the enforcing agents when any conflicts arise.

There are two types of permits:

1. **RECOGNIZED SPORTS GROUP PERMITS:** This type of permit is only granted to recognized sports groups. This permit allows recognized sports groups to use a facility for games or practice within a given season or month. Prior to the issuance of a Recognized Sports Group Permit the sports group must supply the Parks and Recreation Department with a copy of their practice and/or game schedule. In addition, rosters of all participants by teams including coaches, managers and players must be turned into the Parks and Recreation Department before the start of regular season game schedule. A Recognized Sports Group Permit will not be issued earlier than thirty (30) days prior to the starting date for the sport or activity. Any cancellation by the sports group of a Recognized Sports Group Permit must be made at least one (1) week prior to the date that the permit goes into effect.

The Parks and Recreation Department reserves the right to alter or revoke any Recognized Sports Group Permit if the recognized sports group is not using the facilities as stated on the permit, does not serve the needs of the public or fails to meet all requirements for issuance of such permit. A Recognized Sports Group Permit will also be revoked if a group loses its status as a recognized sports group.

2. **RENTAL PERMITS:** Any individual, organized or non-organized group shall be allowed to rent facilities based on availability. City recognized sports groups shall receive first use of all facilities. Any remaining availability shall be determined by the Parks and Recreation Director or his/her designee. Other than those groups eligible to participate in open play and recognized sports groups, all individuals and groups, whether organized or non-organized, must obtain a rental permit for the facility at the rate specified by the City Commission via Resolution. Rental permits may be cancelled or altered at any time by the Parks and Recreation Director or his/her designee to suit the needs of the public, as a result of misuse of facilities and/or violation of permit terms.

The individual using the facility, or a representative of the group must sign for the permit and shall be the person responsible for the facility. Rental permits shall be issued for no longer than thirty (30) days. Any requests for rental permits can be made verbally or in writing at least ten (10) days, but no more than thirty (30) days, prior to use of the facility. Rental permits shall be paid for within 48 hours of the submittal of the permit application. Failure to timely pay the rental permit fee shall result in the City cancelling the reservation. Any changes or cancellations once a rental permit has been scheduled shall result in an administrative fee of twenty dollars (\$20.00). Any cancellation of a rental permit with less than ten (10) days' notice shall result in the loss of the rental permit fee.

Proof of residency will be as follows:

Individuals and non-organized resident groups must show proof of residency (driver's license, utility bill, etc.) in Coral Springs in order to pay the resident rate. The individual signing for the permit must be a Coral Springs resident and must be at the field at all times during the pendency of the permit. All other non-organized groups shall pay the non-resident rate.

Organized groups must be registered to do business in the State of Florida. The principal address of the organization, as listed with the Florida Division of Corporations on sunbiz.org, must be a Coral Springs address in order to receive the resident rate. All other organized groups shall pay the non-resident rate. No organized resident groups shall have a team name which references another local government in the tri-county area.

ARTICLE V. OPEN PLAY

One (1) open play field will be made available at each Community Park (Mullins Park, Cypress Park, and North Community Park). Recognized sports groups or a resident permit will have priority over open play. Open play is only for non-organized resident groups of twelve (12) or less which can use the open play fields at no cost. Proof of residency shall be provided upon request by City staff. Failure to provide such proof of residency shall result in removal from the open play field. Non-resident individuals, non-resident non-organized groups, resident groups of thirteen (13) or more, other organized groups, teams, leagues, special events, and tournaments are all required to obtain rental permits.

Open play groups may use equipment that is required to play the game or activity, such as baseballs, bats, gloves, soccer balls, frisbees etc. Open play groups can use cones to identify boundaries or goals. No other equipment is allowed for open play. Under no circumstance shall any equipment be allowed which may cause damage to the City's facilities which shall be determined in the sole discretion of the Parks and Recreation Director or designee.

PRIORITY OF FIELD USAGE:

1. Recognized sports groups
2. Resident rental
3. Open play
4. Non-resident rental

ARTICLE VI. FACILITY LIGHTING

All lighted use of City facilities will require a permit, issued by the City, with the exception of one (1) open play field at each Community Park which will remain lit until 10 pm, if not permitted to a City recognized sports group or a resident group.

ARTICLE VII. INSURANCE

Each recognized sports group, organized group of five (5) or more, special event, and tournament shall obtain and provide accident insurance to all its participants.

Prior to receiving a permit, a copy of the policy providing for liability insurance coverage shall be submitted to the City. A minimum of one (1) million dollars general liability insurance is required. The City reserves the right to raise this amount if it deems necessary for the best interest of the City and/or the group.

Groups shall also provide proper insurance for the operation of concession stands, prior to any concession stand permits being issued.

The City of Coral Springs shall be identified as an additional insured party on the policy certificate. No permits will be issued to any group unless these documents are on file with the City.

ARTICLE VIII. ENFORCEMENT IN CITY PARKS

All persons entering any City Park or parcel shall comply with this Policy and the City's Park Ordinance (Chapter 16 of the Code of Ordinances). Parks and Recreation employees are the agents who enforce this Policy the Park Ordinance. They can within their rights ask any person to cease any action which may damage park property or cause personal injury to other persons.

ARTICLE IX. SCOREBOARD POLICY

Scoreboards are the responsibility of the recognized sports groups. With the exception of the Coral Springs Gymnasium, once a scoreboard is in place it becomes the responsibility of the using sports group to maintain the scoreboard, including, but not limited to, all repairs or replacements. All repairs must be performed by a licensed and insured repair person. If a scoreboard becomes inoperable during a sports groups season, it is their responsibility to have it repaired prior to the end that season.

ARTICLE X. CONCESSION STANDS

The City will provide usage of existing concession stands to the various sports groups according to park and field usage. Usage of stands will be determined by the Parks and Recreation Department.

The cost for the usage of concession stands is currently Twenty-Five Dollars (\$25.00) per month per stand. The City will provide the concession stand license, electric and water. The user group is responsible for all other equipment, including the rental of an ice machine. The user group is responsible for meeting all health department requirements for operating a concession stand.

Any violations of the health department requirements will result in immediate closing of that stand and could result in loss of all concession stand permits until the corrections are made.

The user groups are allowed to hire a third party to run the concession stand, but final written approval of the vendor must be obtained from the Parks and Recreation Department. The league must provide the City with the details of their agreement with the third-party vendor.

The City reserves the right to reject any third-party vendor or to increase the concession stand fees if it is in the best interest of the City.

ARTICLE XI. BATTING CAGES

The City has several batting cages throughout its park system. Batting cages are available for use by the general public under the following conditions:

1. Recognized sports groups have first opportunity for use of the cages during their seasons.
2. Usage of the cages requires a park permit. Permits are available through the Athletic Office at 2501 Coral Springs Dr. or by calling 954-345-2108.
3. Must be sixteen (16) years of age or older to rent a batting cage. Fifteen (15) years of age or under must be accompanied by an adult.
4. Advanced reservations can be made but permits must be issued before use of the cages. Permits may be picked up and signed prior to usage or a permit can be issued at the park if space is available for that particular cage.
5. All participants must sign a Release of Liability form upon receipt of permit.
6. There is no charge to Coral Springs residents unless they are an organized group.
7. Organized groups must pay a per hour rental fee for use of the cage.
8. Batting cages are scheduled in two (2) hour intervals or less.
9. All batting cage users must wear a helmet and the pitcher must stand behind the protective screening.
10. Only two (2) people are allowed in the cage at one time, and one must be an adult.
11. The City does not provide pitching machines for use in the batting cage.
12. If an individual or group wishes to use a pitching machine, they must provide the City with an insurance policy consistent with Article VII herein.