

REC-25107709-1	City of Papillion-Recreation Department	
TOPIC: Field Utilization Requirements for Recreation Fields		
ISSUED BY: City Council on 07-21-2009	NOTE: Replaces Policy from April 7, 2009	Effective Date: July 22, 2009

**I. GENERAL**

The City of Papillion desires to provide adequate recreational facilities for all who wish to participate in various sports and to assure the health, safety and welfare of all persons participating in events sponsored on the city’s athletic fields.

**II. PURPOSE**

The purpose of this policy is to define the requirements that must be met in order to engage in scheduled use on City of Papillion recreation fields. This policy applies to all organizations scheduling the use of Papillion recreation fields which are not part of the Recreation Department.

It is the intent of this policy to have the requesting organizations complete and comply with all requirements of the Field Utilization Guideline.

**III. REGISTRATION**

Registration of individual players is the responsibility of the organizations. The name and address of each player and the amount paid to the City for the player shall be forwarded to the City of Papillion Recreation Department seven (7) days before the respective season is to start. All utilization fees are to be paid in full at this time whether or not the organization collects the fee from the player.

Individual players may be added to teams after the initial registration by submitting the name and address of the new player to the City of Papillion Recreation Department with all appropriate utilization fees.

Teams participating in youth sports shall follow the 80/20 rule – at least 80% of the players on each team shall be residents of Papillion and or the Papillion La Vista School District attendance area. The 80/20 rule shall not apply to adult leagues.

No new sport organizations will be allowed to form and be a Recognized User on Papillion’s outdoor athletic fields without the expressed written consent from the Papillion Recreation Director.

Only one team per age group is allowed for select baseball, softball, football and soccer organizations.

American Legion teams utilizing Fricke Field and Papio Bay 4 during the summer are included in the Recognized User Category and are required to conform to all requirements outlined in the Field Utilization Guidelines.

#### **IV. USER FEES**

Registration fees for field users will be assessed as follows for each participant in an activity. Fees are to be paid to the City of Papillion by the organization prior to use of the fields:

- A. Residents of the City of Papillion - \$2 per player
- B. Persons residing outside the City of Papillion - \$10 per player

Following are exceptions to the above fee schedule:

- A. There is no fee for NSAA sanctioned Papillion La Vista School District high school teams using City of Papillion recreation fields.

Following will pay according to Master Fee Schedule:

- A. Fields used for clinics and/or camps will pay a per use field rental charge according to the City of Papillion Master Fee Schedule rather than the individual player fee.
- B. Any team that wishes to practice or play on City Fields that is not a home field user will pay a per use field rental charge according to the City of Papillion Master Fee Schedule and will receive fields as available.

All fees and field rental fees will be paid into the Capital Facilities Improvement Fund to be used exclusively for the improvement and development of recreation fields. All registration fees and field rental fees shall be non-refundable.

Each recognized user program must submit a liability insurance policy to the Recreation Department prior to the beginning of each season. The liability policy must be for at least \$1,000,000 and include the City of Papillion as additional insured.

#### **V. BACKGROUND CHECKS**

This policy is intended to preserve the safety and well-being of children using City of Papillion facilities. Field users shall work with the City to prevent participation of persons who have demonstrated past conduct incompatible with service to or care of children.

All Directors and/or officers, coaches, assistant coaches and instructors for youth teams requesting use of recreational fields within the city of Papillion are required to successfully

complete a background check. The background checks are the responsibility of the organization requesting field use. Background checks shall use a method approved by the Director of the Papillion Recreation Department that is sufficient to identify convictions for crimes listed in this policy. All persons subject to background checks must provide truthful, correct and complete information necessary to complete the check and a failure to do so will result in disqualification.

A signed letter from the President of each organization attesting to the successful background check of each required individual shall be forwarded to the City of Papillion Recreation Department prior to actual field scheduling. This letter will include the name, address, and social security number of each individual. The letter will also state how the background check was conducted, including what company did the check, and state that each individual listed passed the check.

Individuals may begin participating prior to the completion of a background investigation if they have given the organization a release of information. It shall be the responsibility of each organization, however, to prohibit an individual from participating if the individual is later found to be ineligible under this policy.

Background checks will include:

- A. Social Security Verification
- B. Address Trace
- C. State or County Criminal Record Check
- D. National Criminal History Data Base search
- E. Sex Offender Registry search
- F. Nebraska Child Abuse Registry

No individual will be permitted to participate if the result of the background check shows that the person has been convicted of any of the following crimes (or equivalent offenses in another state):

- A. Any sex offenses regardless of the amount of time since the offense i.e. child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure etc.
- B. Any felony violence or drug offense regardless of the amount of time since the offense i.e. murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, child endangerment, etc.
- C. Any misdemeanor within the past 5 years involving or directed toward a minor or which is directly related to the functions of that volunteer, including contributing to the delinquency of a minor, providing alcohol to a minor, or theft or embezzlement.
- D. Any sexual or physical crimes against minors – Any conviction for a crime against the person of a minor, felony or misdemeanor, inclusive of the crimes set forth above, which involves sexual or physical misconduct.

If at any time a person subject to background checks is found to be participating in a capacity subject to the checks but without the required background approval, the organization will remove

this person from their position immediately. The organization shall be subject to an additional fee of \$500.00 for each violation of the background check policy that occurs without adequate justification. The person violating the background check policy shall be banned from all Papillion recreation fields for one calendar year from the date the violation is discovered.

The City of Papillion reserves the right to conduct additional background checks on any person on the approved list.

All persons receiving background information shall maintain the confidentiality of such information except to the extent disclosure, including disclosure to government agencies, is required by law. All background information shall be promptly destroyed after a final decision has been made regarding the eligibility of an individual to participate.

## **VI. CODE of CONDUCT**

All coaches and assistant coaches shall sign for a copy of, and abide by, the Coaches' Code of Ethics and Code of Conduct approved by the City of Papillion.

If a violation of this code is reported to the City of Papillion Recreation Department, the organization may be asked to remove this person as a coach.

A person found to have violated the Code of Ethics or Code of Conduct may appeal the determination through the Complaint Grievance process described in section VII of this policy.

## **VII. FIELD SCHEDULING**

All field scheduling must be approved by the City of Papillion Recreation Department. All field users participating in scheduled recreation activities must have written approval prior to using any Papillion recreation field for practice or games. Coaches and league schedulers must work with the Recreation Department on all game changes, practice changes, or rain dates so that fields can be utilized to their fullest. Approval granted to an organization cannot be delegated to other organizations without the prior approval of the Recreation Department.

All field users to include competitive and recreational teams shall notify the City of Papillion Recreation Department within fourteen (14) days of the completion of their registration period, any field time, both practice and game, that is no longer needed by the organization. This unused time will be returned to a pool of available fields that may be scheduled by the City of Papillion Recreation Department on a priority basis to other organizations. Any organization that is found to not comply and allows fields scheduled to them to go un-used, may be restricted in the amount of field usage scheduled for them the following season. Unexpected events, such as a no-show team for a scheduled game or due to extraordinary circumstances shall not be counted as a violation of this policy.

Field use priority will be given to the PLV School District and other users who register all participants through the City Recreation Department. Organizations that conduct their own

registration and pay the fees imposed by this policy shall have secondary priority in field scheduling. The privilege of field usage may be revoked for cause.

An initial field schedule for each sport will be provided to the organization by the Recreation Department based on the number of fields that were scheduled with the City of Papillion Recreation Department and actually utilized by the league for the previous season.

An actual field schedule will be provided to the organization by the Recreation Department after the following has been turned into the City of Papillion Recreation Department:

- Team Roster included players name, age and address.
- Names of the coaches with the team they are coaching along with their current address and phone number.
- Certification of background check in compliance with Section IV.
- Copy of Coaches Code of Conduct signed by each coach and assistant coach
- Check payable to the City of Papillion for all required field fees.

If the above requirements are not met prior to the start day of the season, the initial scheduled times will be placed back on the Master Schedule as “open dates” until compliance is met. All open dates will be available to other users after they are placed back on the schedule. Select programs who do their team drafts in the summer and fall prior to their spring seasons must have their team rosters completed and turned in to the Recreation Department no later than October 1<sup>st</sup> of the year prior to their playing season.

The City of Papillion Recreation Department will post a Master Field Schedule on their website showing the actual field schedule and open dates. The City of Papillion will have a person available from 8 a.m. to 5 p.m., Monday thru Friday, and on call on the weekends to handle scheduling issues.

The City will have a person on call to handle emergency field maintenance issues after normal business hours.

### **VIII. COMPLAINTS**

It is not the position of the City of Papillion to get involved in intra-league disputes. Each organization shall have a complaint policy that is distributed to each participating family and posted on the organization’s website. Furthermore, each participating family will be informed in writing that the City of Papillion Recreation Department and or the City of Papillion is not part of the users organization and complaints should be made directly to the organization.

When a complaint is received by the organization directly, it is expected the appropriate person in the organization will investigate the complaint in a timely fashion. Investigation will include contact with the complaining party and notification of the resolution of the complaint to the complaining party.

When the initial complaint comes to the City of Papillion Recreation Department, the City shall inform the complaining party of the appropriate person in the organization to contact to initially process the complaint. Each organization must file with the City of Papillion Recreation Department a list of contacts and information for this purpose on an annual basis. Should this initial complaint appear to be a criminal matter, it shall be referred to the Papillion Police Department for follow-up.

When the City receives a complaint or a grievance is filed against any decision made by the City, the City of Papillion Recreation Department will:

- Request the complaining party to put the complaint or issue in writing to the Director of Recreation;
- The Director of Recreation will submit the complaint or issue in writing or via the internet to the presiding officer of the affected organization;
- The affected organization's presiding officer will conduct an investigation of the incident and supply the Director of Recreation and the complaining party a written response within 10 calendar days detailing the action taken by the organization;
- Failure to respond to the Director of Recreation and the complaining party with the disposition of the complaint or issue within the prescribed time frame shall result in the Director of Recreation taking whatever steps are necessary to resolve the complaint;
- All reports of acts that may violate any local, state or federal law on city fields will be referred to the Papillion Police Department for investigation. The City of Papillion reserves the right to suspend the alleged offender until such time as the investigation is complete and a final disposition is made.

The City of Papillion reserves the right to intervene, to the extent necessary, in any known complaint that appears to affect the health or welfare of any field user.