Youth Sports Coalition
Membership and Meeting Procedures

City of Roseville
Parks & Recreation Department

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INTRODUCTION

The City of Roseville Parks and Recreation Department ("Department") works with a variety of youth sports member organizations that are active within the City of Roseville. The Department desires to assist those organizations in accomplishing their goals and meeting their recreational needs. The Youth Sports Coalition ("Coalition") is an *ad hoc* advisory committee, comprised of eligible youth sports member organizations and Parks and Recreation Commission ("Commission") members, whose purpose, as further set forth herein, is to provide an organized forum for open communication and cooperation between the City and the youth sports member organizations and make advisory recommendations to the Parks and Recreation Commission, regarding various youth sports projects affecting youth organizations.

The purpose of this document entitled "Youth Sports Coalition Membership and Meeting Procedures" ("Meeting Procedures") is to identify the purpose and goals of the Coalition and to provide standardized procedures for Coalition membership service and the conduct of Coalition meetings. The Meeting Procedures are intended for use by Coalition members, City staff and the general public. It is the City's hope that the provision of clear guidelines for the conduct of meetings will both encourage and ensure public participation in the process.

I. Definitions

For the purpose of the Meeting Procedures, the following definitions apply:

Allocation Policy - City of Roseville Parks and Recreation Department Youth Athletic Field/Facility Use and Allocation Policy which includes specifics on youth sports member criteria, fees and member benefits.
Appointed Representative – Official delegate of a youth sports member organization that qualifies for membership under the Allocation Policy. Each youth sports member organization may have one (1) appointed representative.
Coalition – Roseville Youth Sports Coalition, an ad hoc advisory committee comprised of representatives from youth sports member organizations and the Commission.
Coalition Member – Appointed Commission representatives or youth sports member organization appointed representatives.
Commission – City of Roseville Parks and Recreation Commission
Council – City of Roseville City Council
Department – City of Roseville Parks and Recreation Department
Designated Alternate – Official alternate delegate of a youth sports member organization who will act in place of the appointed representative when that individual is otherwise unable to fulfill his/her duties. Each youth sports member organization may have one (1) designated alternate.

II. Authority, Mission & Purpose

The Coalition shall have the powers and duties set forth herein. The Coalition shall function as an advisory committee to the Commission. This Coalition is created with the intent of establishing an open forum for communication and cooperation between the Coalition, Commission, the Department and the public.
The Coalition has no authority, either expressed or implied, to commit City resources or funds, allocate the use of any athletic fields, facilities, concession stands, or other City property to any organization or individual or to make improvements to City-owned parks, fields and/or facilities.

A. Coalition Mission

The mission of the Coalition is to promote and support youth athletics in cooperation and partnership with the City, the Commission and the Department:

- Providing year-round, supervised recreational, competitive and instructional activities for all interested children who voluntarily participate in sports ;
- Promoting and advancing City youth amateur sports;

- Promoting the ideals of sportsmanship, fellowship, leadership and fair play between coaches, players, parents, spectators and game officials;
- Promoting charitable and educational activities;
- Promoting community awareness for all participants regardless of race, color, religion, creed or gender by sponsorship of various programs, facilities and services to within the City as recommended by the Coalition and approved by the Commission.

B. Purpose of Youth Sports Coalition

The Coalition was established to:

- Recommend ways to create ongoing partnerships with the Department, participating School Districts and nonprofit groups to maximize use of recreation facilities;
- Recommend improvements to existing facilities;
- Assist the Department in planning future sports facilities;
- Advance the interests of the Roseville community in youth sports;
- Encourage participation in the youth sports offered by Coalition members and the public in general, and to promote youth sports in the community;
- Apply for grant opportunities or otherwise conduct fundraising activities for specific projects.

Fifty percent (50%) of the participant fees obtained by the City and generated as a consequence of the Allocation Policy will be placed in the City's general fund for park maintenance. The remaining fifty percent (50%) of participant fees obtained by the City and generated as a consequence of the Allocation Policy will be deposited into a separate fund held by the City. Half of the funds held in this separate account shall be used for general park maintenance projects recommended by the Department, following receipt of all required approvals. The remaining balance of the separate fund will be used to fund projects that are recommended by the Coalition and approved by the Commission and/or the City Council, as applicable. Funds may be held for more than one (1) fiscal year.

Notwithstanding the foregoing and as previously stated, the Coalition has no authority, either expressed or implied, to commit City resources or funds from whatever source, and no authority, either express of implied, to allocate the use of any athletic fields, facilities, concession stands or other City property to any organization or individual, or to make improvements to City-owned parks, fields and/or facilities.

The activities of the Coalition shall not consist of carrying on propaganda or otherwise attempting to influence legislation, and the Coalition as a collective body shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

The Coalition is nonprofit, nonpartisan, and nonsectarian.

C. Relationships With the Public

A purpose of the Coalition is to provide a greater opportunity for citizen participation in the affairs of City government. The role of the Coalition is that of a liaison between the City, the Department, youth sports organizations and the general public.

D. Purpose and Responsibilities of City Staff to the Coalition

There will be a City staff person(s) assigned to the Coalition. Assigned staff will act in a technical/advisory capacity to provide necessary assistance to the Coalition. Staff is ultimately responsible, however, to the City Manager. It is important that each Coalition member keep this in mind and avoid attempting to direct or determine work priorities for assigned staff. Assigned staff will make reports or recommendations to the Coalition and/or will present information or data to the Coalition for its consideration when formulating recommendations to the Parks and Recreation Commission. The Coalition's recommendation to the Commission will not necessarily mirror that of the assigned staff. Notwithstanding staff's recommendations, the Coalition is free to make its own recommendation to the Commission. Coalition members should refrain from asking assigned staff to expend time on projects which have not been budgeted or for work that has not been approved in advance by the City Manager or City Council.

III. Membership

A. Commission Appointments

The Commission shall appoint three (3) Commission members to serve on the Coalition. The Commission shall appoint one (1) of these three members to serve as the Coalition Chairperson and one (1) of these three members to serve as the Vice Chairperson.

B. Youth Sports Organization Eligibility and Appointments

(1) Eligibility:

The Allocation Policy outlines the specific eligibility requirements for youth sports member organizations. Youth sports organizations qualifying for membership under the Allocation Policy will be invited by the Department to join the Coalition.

In addition to satisfaction of the eligibility requirements set forth in the Allocation Policy, the youth sports member organizations must comply with the following additional requirements:

- The organization is an existing, functioning entity with its own governing body (Board of Directors or Trustees) and rules and regulations (Bylaws).
- The organization is recognized by and affiliated with a national, state or regional government body (i.e., Little League Baseball, Amateur Softball Association, American Youth Soccer Association).
- The organization is recognized by the City of Roseville.
- The organization's primary function is to provide an opportunity for sports involvement for youth in the Roseville area.
- Organizations must provide recreation programs which compliment existing programs of the City of Roseville Community Services Department.
- Pursuant to California state law, youth member organizations groups may not discriminate against any person on the basis of sex or gender in the operation, conduct, or administration of community youth programs.
- The organization is a registered nonprofit organization. A "nonprofit organization" as used in this section shall refer to an organization which is not conducted or operated for profit and no part of any funds flowing to the organization shall serve to benefit any member or individual. Each organization shall provide proof of its tax-exempt status. Acceptable proof of nonprofit status will include:
    - An Exemption Determination Letter from the California Secretary of State must be provided. All supporting documents must be submitted with Letter of Determination.
    - A Determination Letter from the Internal Revenue Service (IRS) of recognition of their Section 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.)
- File with the Department at least fourteen (14) days prior to the start of each season:
    - A report on the function of organization.
    - A list of the governing body naming the office held, term of office, address, phone number and email address of each.
    - A master schedule of all games to be played to include dates, times, fields and teams participating and Board of Directors and general membership meeting dates, times and locations if requested.
    - A single roster per team with the individual participant name, age, home address (including zip code) and phone number, team name, age bracket of the team, and the coach's name, address and phone number.

- Proof of the policies of insurance and limits of coverage required by the allocation policy, including, but not limited to all required certificates of insurance, endorsements and/or renewals.

In the event additional insurance is required based on the nature of the activity, the submission must include evidence of such additional, required insurance coverage. Failure to comply with all requirements relating to insurance will terminate Coalition status in addition to other remedies set forth in the Allocation Policy.

The Coalition reserves the right to review submitted paperwork. Organizations failing to comply with the policies may be required to forfeit the use of athletic fields/facilities until they are in compliance, in addition to other penalties outlined in the Allocation Policy.

(2) Appointments:

Each youth sports member organization shall appoint one (1) representative to serve on the Coalition and identify one (1) alternate representative.

- When appointing a representative and alternate, each youth sports member organization shall provide the following information to the Department: Name of organization
- Designated representative and alternate to Coalition with each representative's name, mailing address, e-mail address and phone number within thirty (30) days of appointment.

C. Term of Office

Each Coalition Appointed Representative shall serve for one (1) year effective January 1st of each calendar year. Appointed representatives may be reappointed for consecutive terms by their appointing authority.

D. Fees

Participating youth sports organizations must pay the per-participant per-season fees as set forth in the Allocation Policy, as amended from time to time, to maintain eligibility for Coalition membership.

E. Member Resignation/Termination and Disciplinary Actions

Any representative, designated alternate or youth sports member organization resigning their/its position from the Coalition shall do so in writing to the Department. An appointed Commission member may resign his/her position from the Coalition in writing to the Department and the Commission. The

resignation of a youth sports member organization shall not become effective until accepted by a majority vote of the Coalition.

Any youth sports member organization shall forfeit membership by non-payment of fees after sixty (60) days from the date due, unless otherwise extended for good cause. Membership will only resume upon the payment of in full of outstanding fees.

The Coalition may vote to remove any youth sports member organization for failure to continuously meet the membership eligibility requirements of the Coalition as set forth in these Meeting Procedures and the Allocation Policy. Willful neglect of his/her duties to the detriment of the Coalition by any member shall be sufficient cause for removal.

Any representative, designated alternate, or youth sports member organization may be removed by the Coalition, at a regularly scheduled meeting thereof, for conduct unbecoming a member or prejudicial to the aims or repute of the Coalition, after receipt of written notice. Any appeal of a decision of the Coalition will be heard by the Appeal Committee. The Appeal Committee shall consist of the Coalition Chair, one City staff member designated by the Department, and one additional Coalition representative at large designated by the Coalition membership. The decision of the Appeal Committee shall be final.

A youth sports member organization may change its Appointed Representative or Designated Alternate at its discretion. A written notice identifying the newly Appointed Representative and/or Designated Alternate must be submitted to the Department.

In the event of the resignation or termination of an Appointed Representative or Designated Alternate, the Coalition or the Department shall request the appointing youth sports organization or Commission to fill such vacancy.

IV. Meetings

A. Regular Meetings

The Coalition shall meet at least quarterly (once during each quarter of the calendar year). The time and place shall be fixed by the Department Director, or his or her designee, and notice thereof e-mailed to each member at least ten (10) days before said meeting. Regular meeting notices shall be posted on the City's website and in a public place in advance of the proposed meeting in accordance with the Ralph M. Brown Act.
All meetings shall be open to the public and citizens shall have a reasonable opportunity to be heard.

B. Special Meetings

Special meetings of the Coalition may be called by the Chairperson with five (5) days notice. Notice of special meetings shall be e-mailed to each member at least five (5) days prior to such meetings. Special meeting notices shall be posted on the City's website and in a public place in advance of the proposed meeting in accordance with the Ralph M. Brown Act.

C. Adjourned Meetings

The Coalition may adjourn any regular or special meeting to a specified time and place.

D. Meeting Place

All meetings shall be held within the City of Roseville city limits, preferably in one of the City of Roseville meeting rooms.

E. Quorum

1. The presence of a majority of Coalition members who are qualified to act shall constitute a quorum.

2. Following the call to order, a majority of those present and qualified to act shall be required for the transaction of business.

3. In the absence of a quorum, which is not known prior to the scheduled meeting, a lesser number may adjourn the meeting or postpone any business to a later date and time, provided that fifteen (15) minutes shall have elapsed after the hour set for such meeting.

4. If a lack of a quorum is known prior to the scheduled meeting, a notice shall be posted at the entrance of the meeting location stating that the meeting has been canceled due to a lack of a quorum and continued to a certain date.

F. Agenda Items

Agenda items for the Coalition appear as the result of a written request submitted to the Department at least seven (7) working days prior to the scheduled meeting and must be approved by the Department or Coalition Chair.

V. Chair

A. Defined

The Chair is the Presiding Officer of the meeting. In the absence of the Chair, the Vide Chair shall be the Presiding Officer of the meeting. Upon the arrival of the Chair, the Vice Chair shall relinquish the chair immediately upon the conclusion of the item of business before the Coalition.

B. Appointment

The Commission shall appoint one (1) of its three (3) Coalition appointments to serve as the Coalition Chairperson and one (1) of its three (3) Coalition appointments to serve as the Vice Chairperson.

C. Limitations

The Presiding Officer of the Coalition may not make any motion, but may second a motion. The Presiding Officer shall have the right to debate subject only to such limitations of debate as are imposed on all members, and shall be deprived of none of the rights or privileges of a Coalition member by reason of occupying the Chair.

D. Duties

The Presiding Officer shall preside and preserve order at all regular and special meetings of the Coalition.

E. Authority

The Presiding Officer shall decide all questions of order without debate, subject, however, to advice from the City Attorney.

VI. Order of Business

A. Regular Meetings

The order of business at all regular meetings of the Coalition will be as follows:

Roll Call
Approval of Proposed Agenda
Oral Communication – matters not on Agenda – Comments received from the public. (Remarks will be limited to three (3) minutes.)
Approval of Minutes
Official Communications
Special Order of Business
Adjournment

B. Change of Order

The order of business herein prescribed may be changed at any time by the Presiding Officer or by consensus of the Coalition.

VII. Conduct of Business

A. Session

The Presiding Officer shall take the Chair precisely at the hour appointed for the meeting, and shall immediately call the Coalition to order.

B. Roll Call

Before proceeding with the business of the Coalition, the roll of the members shall be called by the Department Director, or his or her designees, and the names of those present shall be entered in the minutes.

C. Reading of Minutes

Within thirty (30) days of the Coalition meeting the minutes shall be listed on an agenda for the Coalition approval and copies will be forwarded to the Commission and/or City Council as applicable. Minutes may be approved without reading if the Department Director, or his or her designee, has previously furnished each Coalition member with a copy thereof.

D. Reports/Comments/Coalition/Staff

1. Requests for Information

   The Coalition may request information from staff to the extent that the information is in a readily accessible form (published, report, etc.) or the information is related to work which is identified in the work program for that fiscal year. Requests for information which would require significant staff time or when such information is not readily accessible, must be made to the Commission and/or the City Council as applicable..

2. Limitations

   The Coalition shall not discuss any matter which may require future Coalition action.

E. Oral Communications

"Oral Communications" is intended to allow the public to address the Coalition on matters not listed on the agenda. At this time, the Presiding Officer shall not permit the public to address items which are listed elsewhere on the agenda. The Coalition shall not engage in debate regarding, or take any action on, any matter brought to their attention under this item except to refer the matter to staff or to determine that the matter should be included on a future agenda for debate or action.

F. Motion to Adjourn

A motion to adjourn shall not be debatable. It shall be in order at any time, except as follows:

- When repeated without intervening business or discussion.
- When made as an interruption of a member while speaking.
- When the previous question has been ordered.
- While a vote is being taken.

A motion to adjourn "to another time" is debatable only as to the time to which the meeting is adjourned. Once adjourned, the meeting may not be reconvened.

G. Standards of Decorum

1. Coalition Members

   While the Coalition is in session, the members must preserve order and decorum. No members shall, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Coalition or disturb any member while speaking or refuse to obey the orders of the Coalition or its Presiding Officer.

2. Other Persons

   Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Coalition, shall be forthwith, by the Presiding Officer, barred from further audience before the Coalition during that meeting, unless permission to continue is granted by consensus of the Coalition.

H. Manner of Addressing Coalition

1. Public Comment

   Persons addressing the Coalition shall step up to the podium and shall give their name and address in an audible voice for the record. All remarks shall be addressed to the Coalition as a body and not to any Coalition member or staff. No person, other than a member of the Coalition and the person having the floor shall be permitted to enter into any discussion without the permission of the Presiding Officer. All questions shall be directed to the Presiding Officer. The Presiding Officer may refer the question to staff for a response.

2. Oral Communications

   For items not specifically listed on the agenda, a person shall be limited to three (3) minutes, unless such time is extended by the Presiding Officer.

3. Spokesperson for Group of Persons

   Whenever any group of persons wishes to address the Coalition on the same subject matter, it shall be proper for the Presiding Officer to request that a spokesperson be chosen by the group to address the Coalition and, in case additional matters are to be presented at the time by any member of said group, to limit the number of persons so addressing the Coalition, so as to avoid unnecessary repetitions before the Coalition. The Presiding Officer may set a time limit for each side of the issue. Any video to be presented to the Coalition must be submitted to the Department Director, or his or her designee, at least twenty-four (24) hours in advance of the meeting.

VIII. Official Record

A. Preparation of Minutes

The minutes of the Coalition shall be kept by the Department Director, or his or her designee, and shall be printed and kept in a binder for that purpose, with a record of each particular type of business transacted. The Department Director, or his or her designee ,shall be required to make a record only of such business as was actually passed upon a vote of the Coalition, and shall not be required to record any remarks of Coalition members, or of any other person except at the special request of a member of the Coalition, provided further, that a record shall be made of the name and addresses of persons addressing the Coalition, the title of the subject matter to which their remarks related and whether they spoke in support of or in opposition to such matter.

B. Video Tape Recordings

A video tape recording shall not be made of Coalition meetings unless requested in advance by the Coalition Chair.

If a video tape recording is made, a copy shall be kept by the Department for the state required thirty (30) day retention period or until the minutes of the meeting have been approved, whichever occurs later.

IX. Voting

A. Majority Vote

Except where provided by law, all business requiring approval or disapproval of the Coalition shall be carried by a simple majority vote of the all Coalition members who are present and qualified to act.

Each Coalition member shall have one (1) vote. Voting by proxy will not be permitted. A member vote is cast by the Appointed Representative or Designated Alternate representative if the Appointed Representative is absent. A vote may not be cast by both the Appointed Representative and Designated Alternate. (In the case of appointed Commission members, the individual member must be present to cast a vote.)

B. Abstention

An abstention shall be where a Coalition member, although qualified to vote on a motion chooses not to register his or her vote, and instead does not cast a vote whatsoever. An abstention has the legal effect of a “yes” vote on the motion then pending.

E. Conflict of Interest/Code of Ethics

(1) No Coalition member shall make, participate in making, or in any way attempt to use his or her position to influence a decision on any issue when prohibited from doing so by the Political Reform Act of 1974, as amended.

(2) A Coalition member shall, when an item on the agenda is called at a meeting, declare that a conflict of interest exists, what the conflict of interest is, and remove himself or herself from the room during the discussion.

(3) The Coalition member's removal shall be noted on the record and the Coalition member's return when the item is concluded shall also be noted.

(4) Coalition members must conduct themselves in a manner that is in the best interest of the Coalition. Coalition members must further uphold the standards of conduct and ethics as outlined by National Alliance of Youth Sports.

(5) Coalition members that are prohibited from participating due to ineligibility arising under the Political Reform Act or 1974, as amended, shall not be considered for purposes of establishing a quorum or for purposes of approving or disapproving an action.

X. Youth Sports Coalition Member Meeting Attendance Policy

A youth sports member organization must be represented by its Appointed Representative or Designated Alternate at all regularly scheduled meetings. A youth sports member organization will be declared delinquent if that organization fails to be represented or excused from three (3) consecutive meetings of the Coalition. If declared delinquent, a member organization may lose all member privileges. After two (2) consecutive meetings with no representation, the member organization shall be notified by mail at the organization's address of record and asked to appoint a new representative and alternate. Any member organization unrepresented at three (3) consecutive meetings (unless excused by majority vote), shall be automatically removed. Membership will resume when a new representative and alternate are identified.

XI. Effect of Meeting Procedures

The Meeting Procedures shall be adopted by the Commission and the City Council, and shall be come effective immediately.

A. Amendments

Amendments to the Meeting Procedures shall be adopted by the Commission, as the designee of the City Council, and shall become effective immediately unless designated as effective at a later date. Amendments may occur only at a public meeting. The Coalition may propose amendments to these Meeting Procedures by simple majority vote of the membership. Any such proposed amendment shall then be sent to the Commission for consideration and possible ratification.

B. Certification and Inspection

The Meeting Procedures as amended or otherwise altered to date, shall be recorded and maintained by the City of Roseville City Clerk's Office.

XII. Dissolution

The City Council may dissolve the Coalition at a public meeting should the City Council determine the Coalition no longer meets the needs of the City.