



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.00.0**

History of Approvals:

**2-12-19**

## 7.00.0 – General Information and Welcome

Dear Valued Park District Community Member:

On behalf of the entire team at Palatine Park District we are happy to provide you with our new Affiliate, Parent and Special Interest Groups Program. We extend our deep gratitude to you for your time, talents and energy giving back to your community helping others enjoy the pursuit of park and recreation programs and services to our entire community regardless of age, skill, and interests. Without you these wonderful programs that create life-long skills and memories just would not be possible, and for that we are forever indebted to you!

The Park District has enjoyed a long standing and rich history with various affiliate, parent, and special interest groups and over decades have served hundreds of thousands of youth and adults in a variety of recreational and athletic pursuits. However, as these programs and services have grown become more complex and had to adapt to changing times and requirements, the agreements and memorialization of how groups operate and coordinate with the park district have become outdated or in many cases obsolete, missing or non-existent. In addition, with the ever-challenging pursuit of operating the Park District and maintaining our infrastructure, along with the scrutiny of public tax dollar transparency, it has become a necessity to develop and launch a more formal structure and program to update and inform all involved with how the coordination and support between each group and Palatine Park District will work.

That is why the Park District has adopted this new program. On February 12, 2019, the Board of Park Commissioners adopted the Affiliate, Parent and Special Interest Group Program. Today's needs to effectively manage over 30 groups and growing, along with new laws, regulations, state requirements, financial transparency, insurance and liability impacts, etc. have all contributed to the enclosed information. The prospect of the new program is to ensure all involved have the best interests of our participants, volunteers, staff and elected officials in mind while being good stewards of the tax payer supported properties and assets. Great partnerships that are successful have a focus of a shared and clear expectation of each other and communicate that on a consistent basis. This program and the enclosed materials are intended to do just that and continue to improve all efforts by the Park District and each group to develop a continual improvement approach that will benefit everyone in the long run.

The program has been developed with an acknowledgement and appreciation of the rich history while developing new elements to adapt to today's times and needs. Despite the new structure, designations, and related requirements the experience to the end user participants will not change. In addition, many of the current protocol and practices used to coordinate operations and support with the park district will not change significantly either. In fact, will likely improve them and provide you as a valued volunteer with clearer, more efficient, and effective information and expectations to make the biggest impact on your valuable time you spend as a volunteer.

This program will also provide value with coordinated efforts and related information being more consistent. Every group each year tends to have turnover within their ranks of leadership and operations. This information will also serve as a consistent resource to orient new volunteers and board members that will be expected to follow the coordinated protocol. Once applications to this new program are reviewed and a designation is determined, new and updated agreements per the approved designation will be executed and serve as the governing document for any and all future coordination with the Park District. The Park District will also be adding and evolving this document over time and also



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.00.1**

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**2-12-19**

## 7.00.1 – Park District Mission, Values and Goals

Regardless of the classification or level of affiliation with the Park District, all organizations, clubs and groups need to be aware, informed and aligned with the Park District Mission, Values and Goals. The three components make up the Vision of the Park District, how people are to operate and treat each other during programs and activities and make sure that the time, talents and efforts on behalf of every employee, volunteer, parent and participant are within the spirit and intent of the vast array of recreational pursuits and opportunities provided and/or facilitated through Palatine Park District. Below is the Mission, Values and Goals of the Park District and all involved need to be aware of these and ensure they adhere to these at all times while assisting and participating in affiliate, parent or special interest groups.

### MISSION AND VALUES

#### WHO WE ARE

The Palatine Park District is a separate municipal governing agency established for the purpose of providing parks, facilities, and recreation programs for the community. The Park District is responsible for the maintenance, operation and administration of parks and facilities under its jurisdiction.

#### MISSION – WHAT WE DO

Our mission is to provide a variety of safe, enjoyable and affordable parks, programs and recreational facilities that will enhance the quality of life by promoting good health and well-being for all residents and visitors while being fiscally responsible stewards of community assets and tax dollars.

#### VALUES – HOW WE OPERATE

We are committed to moving the District's Mission forward through actions guided by the following Values:

**Integrity:** Exhibiting trust and transparency in all our actions, or in other words, what you do when you think no one is watching.

**Communication:** Creating and setting clear expectations through timely and open conversation while effectively respecting the differences of others.

**Accountability:** Taking action and ownership for all work responsibilities, obligations to those we serve and ensuring timely and effective follow through in all we do.

**Collaboration:** Seeking outreach and partnerships within the community and achieving better results by working together in a respectful and inclusive way. Being leaders in community development and improvement.

**Leadership:** Encouraging opportunities and professional growth for employees within a positive culture and trustful environment while practicing open-mindedness and fairness to all involved. Being leaders in our community by promoting positive social influences through role modeling.

## DISTRICT GOALS

### District Goal: Equity

To create an environment of opportunities that provide equity in pricing, allocation of resources, diversity of offerings, and culture in facilities, programming, services, and location while being accessible across demographics, ages, skills, interests, employment, and opportunity for achievement.

### District Goal: Awareness

To create awareness in the community and build a strong and positive brand through customer service, signage, education, internal and external communications, and transparency while using user trends, feedback, measurements, and evaluations in a transparent and proactive manner to become a resource to the community.

### District Goal: Purpose-Driven Organization

To provide, in a purpose-drive manner, innovative, fun, sustainable, efficient, and resourceful facilities, parks and services in a responsible and supportive environment that respects supply and demand, short- and long-range planning, development, and growth.

### District Goal: Sustainability

To create community connectivity through a sustainable business model based on trust, transparency, ethics and integrity while working in a connected manner led by adaptability, data-driven decision making, and high standards while maintaining infrastructure, financial controls, efficient operations, and scalability of resources.

### District Goal: Efficiency

To create an efficient and goal-oriented organization with a conducive structure through cooperation, training, time management, and evaluations while maintaining quality support resources and aligning staff skills with positions.

### District Goal: Commitment

To create a community committed to excellence, empowerment, and continual improvement through passion, dedication, loyalty, dependability, trustworthiness, accountability, and advancement based on cross coordination, efficiencies, a commitment to doing the right things right, and adaptation to the needs, trends, and best practices of the community and the industry.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.00.2**

History of Approvals:

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## 7.00.2 – Objectives

The following objectives of both the program and for participants within the groups are listed below. Alongside the Park District Mission, Values and Goals, these objectives should remain as a steadfast focus and commitment to ensure that the safety of all involved is maintained and that all involved in the organizing, planning and participation moved towards a common interest to ensure all have a positive and enjoyable experience.

### Program Objectives:

- To meet the ever changing and growing needs and interests of the community through a consistent and structured platform.
- To provide recreational pursuits and opportunities for all interests, ages and other demographics through a facilitated, organized and supported system of managing groups and volunteers.
- To renew outdated agreements and create terms and conditions that are within today's laws and best practices with managing and supporting groups of affiliation with the Park District.
- To provide a platform where clear expectations, roles and responsibilities of all parties involved are communicated and facilitated accordingly to create a sustainable and proactive approach.
- To provide a proactive structure of managing and supporting outside groups, organizations and volunteers for ease of servicing organizations and being good stewards of the taxpayer resources allocated by the Park District to satisfy the needs and interests of organizations connected with the Park District.
- To provide a structure and platform that uses best practices and legislative mandates related to supporting and operating a complex affiliation system with regard to applicable laws and requirements in liability, finances, tax, state and federal non-for-profit filings and fees.
- To provide groups and organization of a level of affiliation with the Park District to assist in creating awareness and support systems to help participants engage and enjoy the special interest of their choice.
- To provide the leadership of each group with a central resource of information and processes needed for the group to organize and operate successfully and use said platform as a means to orient new members in leadership roles.

### Participant Objectives:

- To offer and facilitate programs that fulfill the recreational needs, wants and interests as a service to the community at large.
- To offer an inclusive and equal access to programs and equal levels of participation for all interested and ensure respect of diversity regardless of individual differences.
- To ensure all programs are safe and enjoyable for all participants and create a welcoming atmosphere that encourages and promotes learning life-skills and equality of participation first and competition second.

- To set forth a platform that creates a culture that volunteer coaches and/or participants excel at and value the time, talents and efforts they put forth to the benefit of others.
- To ensure that all involved in programs follow the Code of Conduct and standards of behavior expected as a Park District program or affiliate using Park District property and respect all coaches, officials and staff with dignity and respect.
- To promote an experience that is a positive one for all involved and displays good sportsmanship, citizenry and inclusiveness and focuses on the recreational benefits for individuals rather than victory or self-fulfilling interests.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.00.3

History of Approvals:

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## 7.00.3 – Purpose of Manual

The core purpose of this manual is to provide board members and individuals serving in leadership roles with groups and organizations with a level of affiliation to the Park District, a central resource of information, procedures and protocol to follow when planning, organizing and facilitating the needs of the group that have participation on Park District property.

While it is not expected that every volunteer and/or participant read this procedures manual from front to back, it is important for organization and group board members and individuals serving in a leadership role for the group and related program to be familiar with the approaches, philosophy and requirements of this platform as a member of the Affiliate, Parent, Special Interest Groups Program.

The information provided within this manual will greatly assist in defining what are the roles, responsibilities, and expectations of the organization and Palatine Park District. In addition, it will provide the protocol that one must follow in order to secure the various components of support and assistance needed for an organization or group to operate their respective programs in an effective, efficient, and positive manner.

While this manual attempts to cover the typical and majority of support and services organizations and groups ask of the Park District, it is not all inclusive and will change, evolve and grow as the groups grow, prosper and change direction themselves. The Park District will make every attempt to keep the content and context of the information provided within this manual as current as possible. In the end, if there is still a question or something not covered within the manual any board member, leadership member or volunteer may contact their respective appointed Park District staff liaison to gain more insight and information regarding their request, question, issue, or concern.

The policies, procedures and best practices presented within this manual are intended to protect the interests of the Park District and the organizations, groups and respective volunteers, as well as to make sure that the facilitation of these important special interest programs and groups is a positive experience for all involved and that all participants have a great experience. While there is always room for flexibility and differences in the interpretation of the content within this manual, the procedures set forth by Palatine Park District are to be the baseline and guidelines for all to follow and are set forth by policy of the Park District Conduct Ordinances and expected policy by the Board of Park Commissioners. Exceptions to be considered for interpretation of a concern, issue or request not aligned with the content within, may be brought to the attention of the Executive Director via the staff liaison. A determination by the Executive Director shall be deemed final once all the facts have been secured.

In all, a common-sense approach that aligns and is sustainable to the Park District Mission, Values, Goals and Objectives of this platform will drive decisions related to the support and management of organizations and groups within the Affiliate, Parent and Special Interest Groups Platform and the genuine interests and concerns of the participants and assets of Palatine Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.00.4

History of Approvals:

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## 7.00.4 – Definitions

The content within this manual may at times use acronyms or general descriptors of various groups, programs, etc. This section is to provide readers with the definitions used throughout the manual to ensure understandability and clarity to the procedures illustrated within. The list is not all inclusive as readers may have various levels of awareness to the Park District but should provide the majority of the major descriptors used.

Park District, District or PPD – refers to the Palatine Park District

Board or Park Board – refers to the Palatine Park District Board of Park Commissioners

Executive Director or ED – refers to the Executive Director of Palatine Park District

Affiliation – An organization or group approved as a member of the Affiliate, Parent, Special Interest Groups platform

Organization or Group – An approved member of the Affiliate, Parent, Special Interest Group Platform and may include a classification of an Affiliate, Booster Parent group, Advisory Parent Group or a Special Interest Group.

APG-SIG – acronym for the Affiliate, Parent, Special Interest Group platform.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.00.5 – Park District History

Palatine Park District has enjoyed a rich and successful history providing park, recreation, and open space opportunities to the community for 74 years. Listed below is an encapsulation of the District's history.

**1945** Voters created the Park District as an independent unit of local government and elected the first Board of Park Commissioners. *(Population 3,000)*

**1947** Acquired Palatine's first park - Community Park. Offered 5 recreation programs/classes.

**1949** Employed part-time Park Director. Annual park attendance of 12,000. *(Population 4,000)*

**1955** Opened first swimming pool in Community Park. *(Population 8,000)*

**1962** Employed first full-time Director of Parks and Recreation. *(Population 15,000)*

**1964** Adopted first Master Plan for Parks and Recreation. Offered 40 recreation programs/classes. Annual park attendance of 55,000. *(Population 18,000)*

**1966-1969** Developed Palatine Hills Golf Course and Recreation Area, Maple Park, Oak Park, Willow Park, Ashwood Park, the northern portion of Birchwood Park and constructed the second pool in Community Park. *(Population 21,000)*

**1970** In Spring, Jim Takahashi along with several other regular golfers at Palatine Hills Golf Course appeared at a park board meeting asking for approval to form the Palatine Hills Men's Golf Association and approval was granted with a founding membership of 43 golfers.

**1972-1974** Constructed the Palatine Trail and Birchwood Park Recreation Center building and swimming pool. Developed Doug Lindberg Park, Sycamore Park, Locust Park, Cherrywood Park, Peregrine Park, Whippoorwill Park, Mallard Park, Partridge Park, and Sparrow Park. *(Population 27,000)*

**1975** Consolidated with the Palatine Rural Park District. *(Population 45,000)*

**1976** Developed Eagle Park and opened the District's fifth swimming pool. *(Population 47,000)*

**1977-1979** Purchased and renovated the Community Center (formerly Palatine High School) with the Village of Palatine. *(Population 49,000)*

**1981** Began implementation of long-range capital development program to renovate existing facilities and develop new parks and recreational areas. Offered 280 recreation programs/classes. *(Population 60,000)*

**1982-1986** Renovated and rededicated Palatine Hills Golf Course Clubhouse. Began use of Tom T. Hamilton Reservoir. Purchased and developed Osage Park.

**1987-1988** Completed the Community Park Amphitheatre. Began development of Palatine Trail extension, Margreth Riemer Reservoir and Plum Grove Reservoir.

**1989** Acquired and developed Cottonwood Park. Acquired and renovated Palatine Stables. *(Population 69,000)*

**1990-1993** Constructed Combined Services Facility. Renovated Palatine Hills Golf Course and developed Finch and Cardinal Parks. Acquired property on Wilke Road, Palatine Road, Smith Street, and Palos Avenue.

**1992** – The Palatine Hills Golf Association scheduled competitive play on Thursday mornings. A monthly travel event was also scheduled on area courses from southern Wisconsin to lower Cook County for all members to participate.

**1994-1996** Expanded Palatine Trail System. Acquired property to expand Celtic Park. Acquired and developed Juniper Park. Constructed new gymnastics facility and expanded the Birchwood Recreation Center. Embarked on program to make all facilities accessible. *(Population 75,000)*

**1997-1999** Adopted eight-year Master Plan. Constructed the Community Park Family Aquatic Center. Developed Towne Square and Hummingbird Park. Renovated Palatine Stables lower barn. Acquired, renovated and constructed the Senior Center. Expanded Eagle Park Recreation Center. Offered more than 450 recreation programs/classes. Annual park attendance of more than 2,200,000. *(Population 82,000)*

**1998** – The Palatine Hills Golf Association was recognized with a citation from the Illinois Park and Recreation Association for its outstanding contributions to the community and the game of golf.

**2000-2003** Renovated the Community Center for accessibility. Established an Interlocal Agreement which created the Palatine Northeast Resource Center. Developed Dove Park and The Grove in cooperation with School District 15. Reconfigured and renovated the Hamilton Sports Fields establishing five baseball/softball fields, ten soccer fields, a playground and a support facility. Began online registration program.

**2004** Acquired Falcon Park in the northeast and Bluebird Park in the central west area of Palatine to preserve open space for future recreational needs. Developed Robin Park, a Disc Golf Course at Margreth Riemer Reservoir, a Skate Park at Community Park and a Dog Park at Plum Grove Reservoir.

**2005-2007** Lighted five baseball/softball and eight soccer fields at Hamilton Sports Fields. Completed renovation of Birchwood Pool. Expanded Palatine Trail east of Cottonwood park and along Euclid Avenue to Harper College. Began development of Wally Degner (formerly Bluebird) and Falcon Parks. Expanded Community Park along Palatine Road.

**2008-2011** Designed and built the Falcon Park Recreation Center. Renovated the Palatine Hills Golf Course green surrounds and traps. Built the Community Center's Fitness Center. Installed Northwest Highway message sign. Named Dutch Schultz Recreation Area (formerly Palatine Hills Park). In conjunction with Celtic Soccer installed synthetic turf on Celtic Park fields 1 and 2. Purchased properties to expand Community and Eagle Parks. Paved the Hamilton Sports Fields running/walking path and Palatine Hills cart path. Received bond rating upgrade to Aa1. Installed District wide lightning detection system.

**2012-2015** The Park District hired its third Executive Director in nearly 50 years. District completed a full renovation of Eagle Pool. Renovated the clubhouse at Palatine Hills Golf Course and introduced Foot Golf. Acquired 12 acres of open space adjacent to the Palatine Stables currently known as Meadowlark Park. New affiliate groups were recognized by the District in the areas of Biking, Rugby and Lacrosse. Installed nine additional holes making an 18-hole disc golf course at Margreth Riemer Reservoir. Entered into an intergovernmental agreement with the Village of Palatine in conjunction with the renovation of Village Hall for various utility upgrades and façade improvements to the Community Center. *(Population 83,000)*

**2016-2019** The Park District entered into an intergovernmental agreement with Harper Community College and assisted in the renovation of a new Health and Recreation Center (AKA Building M). This agreement provided the park district with full access and operations of a 50-yard indoor pool and programming in conjunction with the Continuing Education

classes and programs within this facility. The facility conducted a dedication grand opening ceremony on site on September 10, 2018. Park District also earned the status of an Illinois Distinguished Accredited Agency through the IAPD/IPRA State Accreditation program on November 22, 2018. The Park Board also adopted the District's new Affiliate, Parent and Special Interest Group Platform on February 12, 2019. The District also embarked on a re-development project of the Tom Hamilton Reservoir Park including construction of a satellite garage for the Park Maintenance operations and six lighted pickle ball courts.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.00.6

History of Approvals:

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## 7.00.6 – Affiliate Program History

Palatine Park District has also enjoyed a rich and successful history that has evolved over decades within the Palatine community serving hundreds of thousands of participants in various athletics, sports, and special interests. The Park District acknowledges this rich history and is committed to the creation and improvements of the programs and relationships with these and future groups as the community and its needs become more complex and demanding. In addition, the relationships, structure, and policies have also evolved over time as societal pressures and needs have influenced dramatically how these programs and community services are provided and supported.

Below is a compilation and highlight of the history of affiliations with Palatine Park District.

**1968** – Celtic Soccer become the very first affiliated group with the Park District and held its inaugural season. The group was founded by Bill Hughes, John Finnegan, and Jimmy Kinsella. Together they were the first residents in Palatine to organize local children into teams to play the game of soccer. Jimmy named the Club after his home club back in Ireland named the Glasgow Celtic.

**1970's** - Palatine had a youth hockey program for years called the Palatine Norrismen. They skated out of the Rolling Meadows Sports Complex throughout the 70's and 80's.

**1971** – Palatine youth baseball started back in 1954 through the national affiliation program named Little league. As required by the national affiliation, in 1970 the group was broken up into three separate region programs of Little League North, South and Central. In 1971, the Central group pulled out of Little League and began a new group and became an affiliated group of the Park District named Palatine Boys Baseball.

**1973** - The Palatine Township Senior Citizens Council was incorporated, as the Palatine Township Council on the Aged. The agency was originally located in a small office at the St. Joseph's Home for the Elderly, and a room for gatherings and meetings. The agency focused on meeting the recreation and social needs of older adults in the Township.

**1980** - In the early 80's the Palatine and Rolling Meadows Hockey Club combined into the North West Chargers.

**1981** – This is when the first record of girls started formally playing in the Palatine baseball program.

**1984** – PTSCC (Palatine Senior Center) joined with Palatine Township, The Bridge Youth and Family Services, and the Day Care Center in the creation of the Palatine Township Community Center. This site provided stability and an expanded facility from which to deliver services.

**1985** – A second youth baseball group formed and became an affiliated group with the Park District named Palatine Baseball Association (PBA). Since both Little League and Palatine Boys Baseball only served participants to play baseball to the age of 12, the PBA was formed and affiliated to allow for the growing demand of youth over the age of 13 to continue playing community baseball.

**1987** – The Palatine Baseball Association formed a girls' softball program. In 1991, the South Little league group merged with the Palatine Boys Baseball group to form a new group named Palatine Youth Baseball and included a girls' softball program previously started by the South Little League group in 1984.

**1991** – The Palatine Amateur Football Association (PAFA) became the next affiliated group with the Park District and offered tackle football to youth from 3<sup>rd</sup> to 6<sup>th</sup> grades. The PAFA was actually founded in 1961 and first stated as an affiliation group to the Salt Creek Park District in Palatine. In 2017, PAFA introduced a flag football option to their program and leagues as a result of growing concerns over head injury and concussion protocol. PAFA also initiated in 1991 a PAFA Spirit segment to the organization for cheerleading.

**1992** – PTSCC brought their partnership with the Community Nutrition Network, enhancing our ability to provide a nutritious lunch at our site, as well as for home delivered meals with the Meals on Wheels Program. The Program expanded to five days per week in 1998.

**1998** – Palatine Youth Baseball became known as Palatine Youth Baseball and Softball (PYBS) and in 2011 the last of the Little League groups merged with PYBS and Palatine Baseball no longer affiliated with the national Little League platform.

**2003** - Rolling Meadows Park District revamped their Pre-Hockey and House level hockey to separate from the travel program as pricing and politics in the sport started skyrocketing.

**2005** – Palatine Park District on October 11, 2005, adopted a General Procedure and Protocol Policy on Affiliation and requirements of groups to be formally recognized as an affiliate of the park district.

**2006** – The PTSCC became the first senior center in the Northwest suburbs of Chicago and only the third in the State of Illinois to be accredited by the National Institute of Senior Centers. Only 1% of the approximately 11,000 senior centers in the United States are accredited.

**2008** – The Palatine Rugby Club was formed and became an affiliated group with the Park District.

**2013** – The Palatine Penguins Lacrosse Club was also formed within the community as the game of lacrosse became more prevalent in the Midwest and becoming an Illinois High School varsity sport in 2017.

**2015** – Renegade Youth Hockey Club surpassed total of 500 enrolled participants. The program hosted the Stanley Cup (Blackhawks), was practice home to the Gold Medal Olympia Sled Hockey team, was home to Chicago Wolves pre-season games. These events are all tied to community work that the Renegades do each year in Rolling Meadows, Palatine and Arlington Heights.

**2018** – The two youth baseball and softball affiliated groups merged into one community-based association and is now currently named Palatine Community Baseball and Softball (PCBS).

**2019** – On February 12, 2019, the Board of Park Commissioners adopted the newly developed Affiliate, Parent and Special Interest Group Program to organize and define the relationships, structure, requirements and protocol that is followed to be a group with affiliation to the park district and how groups will be managed and supported with the limited resources available from the Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: 7.00.7

History of Approvals:

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## 7.00.7 – Philosophy and Approaches to Affiliation

Palatine Park District is a separate unit of government established for the purpose of providing parks, facilities and recreational programs and services to the community. The overall responsibility of the Park District for affiliated groups is for the maintenance, operation and administration of parks and facilities under its jurisdiction.

The Park District recognizes that outside organizations as well as parent and special interest groups exist within the community whose purposes are to serve and enhance the recreational opportunities for a specified interest and group. These groups may and can come in various sizes and structures depending on their leadership, legal status, insurance coverages and level of support required by the Park District to be successful in their purpose. This program is intended to provide flexibility to these variances and create a consistent and equitable system for the organizations to agree to and the Park District to facilitate its resources to manage and support all outside organizations and groups as well as additional programs and services under the auspices of the Park District.

In the case where a community-based recreational organization exists within and aligned to the Park District Mission and the Park District determines it is in the mutual interests to formalize a cooperative relationship, an “affiliation” may occur. An affiliation for the context of this policy is defined as a formal cooperative relationship and related agreement between an organization and the Park District which the Park District properties and supported amenities within will facilitate the recreational efforts of such an organization in order to maximize resident participation and enhance the recreational opportunities to the residents of the Park District in a cost effective and all-inclusive manner.

The approaches utilized by the Park District for levels of affiliation include, but are not limited to the following:

- Priority of benefits and allocation of Park District resources will be provided to those organizations with a designated classification of affiliation that is most aligned with the Mission of Palatine Park District.
- Consideration in the level of assistance and support to designated organizations of affiliation shall be given to those organizations that have an all-inclusive philosophy of equal and fair accessibility and participation within the program or service.
- Further consideration in all cooperation requests and allocation of Park District resources will also be applied to those organizations whose program and/or service has core values and illustrates them within their respective programs of fun, recreational pursuits, social and life skill development, inclusivity, sportsmanship attributes and respect for all involved.
- The Park District recognizes the progression of skill development and competition; however priority will be provided to those organizations whom operate a house and/or recreational level option to participants so the masses are served first with support and allotment of resources before those being served by a specific competitive or travel component.
- The mission of the Park District is to provide to the taxpaying residents of those within the District’s jurisdiction. Thus, those organizations supported shall have a majority of participants being Palatine Park District residents

over those with less of a majority. The District shall also apply non-resident fees to participation rates in order to differentiate resources being allocated to a program with more non-resident ratios in participation levels.

- In cases where an organization comprises of a competitive component(s), any draft of players or selection of players onto teams shall be facilitated allowing any and all residents the opportunity to meet the skills and requirements of competitive teams or programs, and further selection of teams shall be completed in a manner to facilitate balances and fair play participation.
- Travel and other competitive programs and related teams must adhere to resident minimum thresholds as per the policy of the Park District. Exceptions may only be accepted through a formal request in writing to the Superintendent of Recreation explaining the level of exception and the rationale as to why the exception should be considered. This request must be approved by the Executive Director in order for a resident threshold level exception to be implemented.
- All residents shall have the opportunity to try out and be considered for placement on a travel and/or competitive team. No non-resident shall be provided a roster spot over a resident in which the skill grading system of the resident equals or exceeds that of the non-resident player. In addition, skill scoring systems are required to have an agreed upon trained third party official as to not create a conflict of interest or perceived conflict of interest and/or bias from a parent coach or team manager.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.00.8 – Benefits and Rationale to Affiliations

Palatine Park District is a separate unit of government established for the purpose of providing parks, facilities and recreational programs and services to the community. The overall responsibility of the Park District for affiliated groups is for the maintenance, operation and administration of parks and facilities under its jurisdiction.

The Park District recognizes that outside organizations as well as parent and special interest groups exist within the community whose purposes are to serve and enhance the recreational opportunities for a specified interest and group. These groups may and can come in various sizes and structures depending on their leadership, legal status, insurance coverages and level of support required by the Park District to be successful in their purpose. This program is intended to provide flexibility to these variances and create a consistent and equitable system for the organizations to agree to and the Park District to facilitate its resources to manage and support all outside organizations and groups as well as additional programs and services under the auspices of the Park District.

In the case where a community-based recreational organization exists within and aligned to the Park District Mission and the Park District determines it is in the mutual interests to formalize a cooperative relationship, an “affiliation” may occur. An affiliation for the context of this policy is defined as a formal cooperative relationship and related agreement between an organization and the Park District which the Park District properties and supported amenities within will facilitate the recreational efforts of such an organization in order to maximize resident participation and enhance the recreational opportunities to the residents of the Park District in a cost effective and all-inclusive manner.

The benefits and supportive rationale utilized by the Park District for levels of affiliation include, but are not limited to the following:

- Priority in scheduling and use of Park District facilities and fields;
- Staff liaison appointment and support as main point of contact for all Park District resources needed to effectively operate programs;
- Staff assistance in budgeting and programming expertise;
- Except for Affiliates, general liability insurance coverage for all registered participants and all volunteers while serving in a recognized and approved volunteer capacity;
- Support and resources with awareness and publicity via community publications, web site and other social media outlets available through the Park District operations.

There are also benefits for the Park District in coordinating and partnering with levels of affiliation and include, but are not limited to the following:

- Expansion of current portfolio of programs, services and recreational opportunities;
- Use of volunteer assistance to engage the skills and expertise of individuals and conduct programs and services in a more cost effective manner keeping fees and charges to participate reasonable;

- Potential cost sharing opportunities with various groups towards infrastructure and capital improvement via fundraising from various affiliation groups and organizations;
- An increase in community awareness and common ground approach to giving back to the community;
- Efficient use and coordination of Park District and various community resources.

Last, there are mutual benefits and rationale for community groups and organizations, including the Park District, experience due to the affiliation structure, which include but are not limited to, the following:

- Effective control and operation of various activities, programs, events and services;
- Produces a general and broader community appeal;
- A resource network for community engagement and feedback;
- A common commitment and investment into making the community a great place to work, live and play;
- Connecting interests, people and activities that can yield partnerships and new opportunities for residents that otherwise would not be possible without affiliation and a commitment to cooperate.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.01.0**

History of Approvals:

**2-12-19**

## 7.01.0 – Affiliate, Parent and Special Interest Groups Program

The Affiliate, Parent and Special Interest Group Program is a structure to assist the Park District in formalizing the cooperative relationships with various community groups and organizations that desire an affiliation level with the Park District and further assists in identifying, allocating and managing the support and resources necessary to operate the various community groups.

This section provides a summary and outline of the various components and processes involved with this program and defines the various levels and designations towards affiliation with the Park District. Last it covers the requirements associated with the legal structure of affiliated groups and the effect of the relationship with the Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.01.1

History of Approvals:

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## 7.01.1 – Program Components

The Affiliate, Parent and Special Interest Group Program is a comprehensive platform and involves many levels of affiliation, complex processes, and some core components. Interested groups and organizations for a level of affiliation with the Park District must complete, follow, and provide documentation towards the various components to be considered as a member of the APG-SIG Program in good standing.

Below is a listing and brief description of the core components to the Program. Details and specifics to each of these core components are illustrated in Section 7.03.0 of this Manual.

- Group Classifications and Definitions: The Program has set forth a hierarchy of affiliation based on various factors and eligibility requirements. Definitions of each classification has been developed and identified and are included for reference in a later sub-section of this Manual. They include Affiliates, Parent Booster, Parent Advisory, Special Interest Group and Cooperative Program Provider.
- Group Classification Eligibility Criteria and Requirements: Each of the above listed classification groups within the developed hierarchy of affiliation levels must meet specific criteria to be eligible for the corresponding group classification designation and also provide documentation and specifics towards the requirements outlined within the Program for each classification.
- Program Application: The Program requires each group or organization that is interested in obtaining a level of affiliation with the pPark District. The application also requires various information regarding its legal structure, insurance coverages, board representation, by-laws, and budgets, as well as a variety of other questions and supportive documentation as it relates to the information requested. Each application is reviewed by Park District authorized staff and a determination is made based on the merits and information provided by the applicant group or organization.
- Affiliation Agreements: Once an applicant has been approved and designated a classification of membership, the group will enter into a pre-determined affiliation agreement with the Park District. This boilerplate basic agreement is separate for each classification and states the basic terms and conditions to the affiliation between the group and the Park District. The agreement also provides groups to opt-in for various support and services that each classification is eligible to receive or opt-into and creates expectations and terms to each function or area an affiliated group opts into. Fees may be applicable for opt-in services based on the group's eligibility and the actual support or services beyond basic support levels. Related fees are indicated accordingly on each agreement as set forth in the template.
- Agreement Riders: The Program realizes and appreciates the history and unique factors that have been agreed upon and occurred over the years that may be different or in addition to the terms and conditions set forth in

each classification boilerplate agreements. In order to facilitate these additional or varied terms and conditions to manage the agreement and affiliation relationship between the group and the Park District, riders to the boilerplate agreements can be developed and mutually agreed upon between the two parties.

- Orientation and Training Materials: Since the Program is a new structure and complex in its nature, the Park District has developed a significant amount of materials to orient and train affiliation group leadership and volunteers. In addition, this is an ongoing process since the turnover rates of affiliated groups for both leadership and volunteers are high. The orientation materials include, but are not limited to, orientation program handbook, procedures manual, volunteer training and staff liaison training.
- Program Guidelines Handbook and Resources: A Handbook has been developed to introduce the Program to new participants and stakeholders involved in the management and facilitation of affiliation groups and organizations. This information provides general information and the resources available to be informed of the various processes and requirements necessary to meet the expectations of each agreement, as well as how to gain support and requests for resources from the Park District.
- Reporting and Staff Support: Each group is required to provide an annual report to the Board of Park Commissioners illustrating key items such as participation levels, use of Park District facilities, fields and resources, financial performance, accomplishments for the year and challenges being faced by the group or organization. Each group is also provided (if requested) a staff liaison who is a staff member of the Park District. This individual is the group's main point of contact and conduit to the resources made available by the Park District to effectively operate their operations and programs.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.01.2

History of Approvals:

2-12-19

## 7.01.2 – Program Group Classifications

The Affiliate, Parent and Special Interest Group Program is intended to offer various recreational opportunities to people of all ages and interests and be fiscally responsible to the community to ensure that the resources available to the Park District are allocated and managed in an equitable manner and organized within a structure and process that maintains a level of professionalism, quality, safety and especially fun.

The various levels of affiliation with the Park District is determined by many factors including alignment with the Park District Mission, level of participation by residents of the Park District, independence of operations and support, ability to secure own insurance coverages among others. In order to meet these goals in the delivery of the programs and services related to the Affiliate, Parent and Special Interest Group Program, the Park District has developed and adopted the following group classifications to organize and manage the various organizations and groups.

The following classifications are in hierarchy order from the most independent from Park District to total dependence of the Park District. The only group classifications that are not defined as Park District operated programs and services is those related to the Affiliate and the Parent Booster Club (Board Only). Otherwise all other organizations and groups within this affiliation platform are considered Park District provided programs and are bound by the applicable and related policies of the Park District.

Classifications:

- Affiliate: a totally separate recognized organization from the Park District, with own governing board, federal and state filings and approved levels as a charitable organization, own insurance coverages and staff if applicable.
- Parent Booster Group: a hybrid of an affiliate where the parent board developed to assist the program is independent from the Park District, however the program itself is classified and defined as a Park District program.
- Parent Advisory Group: purely a Park District program with an extension of it through parent engagement and involvement into seeking ways to improve and enhance the program via volunteerism and parent engagement.
- Special Interest Groups: a Park District program supported through parents or in cases where it is adult driven just by interested adults. It is typically an activity or hobby that is not currently being offered through the Park District and has ample interest and participation to operate within the auspices of the Park District with minimal impact of staff and resource support.

- Cooperative Program Provider: this is an independent contractor arrangement with a private individual or business that provides a program or service to the community where the Park District does not have the in-house expertise or elects to not have an employee relationship to provide the program. While these are Park District programs, they are contractual in nature and typically performs under a split net revenue sharing formula.

Each classification is further defined, and criteria required for each in later sections of this manual.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: 7.01.3

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2-12-19

## 7.01.3 – Program Delivery Standards (Goals and Objectives)

The Affiliate, Parent and Special Interest Group Program is intended to offer various recreational opportunities to people of all ages and interests and be fiscally responsible to the community to ensure that the resources available to the Park District are allocated and managed in an equitable manner and organized within a structure and process that maintains a level of professionalism, quality, safety and especially fun.

In order to meet these goals in the delivery of the programs and services related to the Affiliate, Parent and Special Interest Group Program, the Park District has developed and adopted the following delivery standards that need to be encouraged, maintained and enforced in every decision and facet of managing this Program.

### Delivery Standards:

- Standard 1 – Proper and Positive Environment: Parents and participants must consider and carefully choose the proper environment for themselves and/or their child. This may include appropriate age and development for participation, the type of sport or activity, the rules of the sport or activity, age range of other participants, and the proper level of physical and emotional needed to fully participate. All involved shall be committed and held responsible for positive behavior while engaged in the activity, encourage, and promote positive reinforcement with an emphasis on recreational value and fun rather than win or critiquing skill levels.
- Standard 2 – Programs Based on Well-being and Respect of All Involved: Parents and participants must select and be committed to sport or activities that are developed and organized to enhance the physical, emotional, social and educational well-being of all involved. Individuality should be reinforced rather than conformance based on subjective assessments or critical of one's skill levels. Participation should be aligned with each participants well-being and reason for participating in mind at all times. A culture of mutual respect for all involved is critical to the success of any program including leaders, volunteers, participants, officials, referees, and other parents. Actions, behaviors, and words that are disrespectful to anyone will not be tolerated.
- Standard 3 – A Small Part of One's Life: Parents and participants must recognize and follow through in their actions and words that sports, and recreational activities are only a small part of one's life and well-being. Keeping this is perspective and within the spirit and intent of community based recreation must be maintained at all times. It is highly unlikely that any participant will make this activity a lifelong profession and more likely that they will learn and be reinforced of the importance of life skills such as sportsmanship, teamwork, commitment, communication and a work life balance. While it is recognized and appreciated that competition can and does evolve from sport, it is the life skills learned that should be the focus of all involved.
- Standard 4 – Drug, Tobacco and Alcohol-Free Environment: Parents and participants shall refrain from use of drugs, tobacco and alcohol while engaged in sport or activities sponsored within this Program. The Park District

has a free drug workplace, and this includes all properties, facilities, and fields. This also includes any sponsors, advertisements or partnerships associated with a group or organization as a member of this Program and/or using park district property to support the sport or activity involved.

- Standard 5 – Training of All Coaches and Volunteers: Parents and participants should insist that any coach or instructor is properly trained to ensure the safety, well-being and quality of the sport or activity. The Park District is committed to this expectation and provides an array of training opportunities to volunteer coaches and program leaders. The Park District endorses and uses the national platform with the Positive Coaching Alliance as its training resources towards general coaching expectations. The Park District also provides general Park District and specific program orientation as well as specific sport/activity coach training. In addition, topics related to safety and risk management towards general safety, CPR and basic first aid, head injury and concussion protocol, lightening protection are all included.
- Standard 6 – Adhere to Code of Conduct: All words and actions shall align and adhere to all Park District and specific group, event, activity or program Code of Conduct. Respect and civility must be maintained at all times by each and every individual engaged in the sport or activity. Park District Conduct Ordinances shall remain in effect for all programs and activities while being participated on Park District property. Separate parent, participant and coach may be applicable based on the group or activity involved and shall be aligned and supported by the Park District Behavior Pillars and Code of Conduct.
- Standard 7 – Influence of Role Modeling: Parents, coaches and all adult participants or support individuals must demonstrate their commitment to the youth of the sport, activity, and community at large. Adults cannot underestimate or misunderstand the responsibility of being positive role models and the profound influence you can and will have on the youth who will emulate and learn from your words, actions, and behavior. Adults must adhere to all applicable Code of Conduct and demonstrate the responsibility of being a positive role model exhibiting sportsmanship and respect behaviors at all activities towards all involved.
- Standard 8 – Sportsmanship Over Competition: The Park District acknowledges and appreciates that competition can and will evolve from participation in sports and other activities. A 'Play Hard, Play Fair' mentality is paramount to the enjoyment and effectiveness of any sport or activity. Parents should not dominate the dialog and behavior around competition when youth are involved. All focus should be revolved around sportsmanship and respect rather than win at all costs and this tenor is set by the coaches and parents involved. Competition in and of itself is healthy and can provide wonderful experiences and life-long lessons when managed and respected effectively. The Park District will not tolerate individuals and their respective words, actions and behaviors that send a message or can be implied reasonably with a win at all costs reasoning.
- Standard 9 – Safe Play: Parents, participants, coaches, and program leaders must insist on safe playing fields, facilities and conditions to support a healthful experience for all involved. Proper safety training is imperative to meet this standard and all involved need to take the responsibility seriously. The Park District inspects and maintains an infrastructure to support this standard and any deviations or identified hazards should be reported to the staff liaison immediately. Parents, coaches, and program leadership should also inspect all fields, facility spaces and equipment prior to use to prevent accidents and the potential for injury. While all risk cannot be eliminated a shared, committed, and proactive platform to safety for all involved can go a long way to prevent personal injury and property loss. All must be aware and committed to an environment free from harassment, bullying or intimidation.

- Standard 10 – Equal Play: Affiliation with the Park District means all activities need to be aligned to the Mission of the Park District and be proportionate to a community based recreational opportunity to be inclusive of all interested in participating. Parent, coaches, program leaders and park district administrators must provide equal access, participation and play opportunities for all individuals regardless of race, creed, sex, gender identity, ability or disability, economic status, and/or religious beliefs. While travel and competitive based sports or activities may differ in skills and participation levels, no individual shall be eliminated or dismissed from tryouts for skill based sports or activities that is a resident of the Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.01.4 – Program Guidelines and Criteria (Worksheets)

Each qualifying group classification within the hierarchy of the program has been developed with specific definitions, as well as a set of criteria and terms and conditions that are required for a group to qualify for the corresponding affiliation level with the Park District.

The criteria and related qualifying terms and conditions are illustrated in the following worksheets and encompass the core factors involved with defining which classification a group would qualify or need to meet if they wish to apply for a classification where the criteria are not currently met. Nevertheless, upon applying for the program all criteria and related terms and conditions must be present in order for the Park District to consider a classification and affiliation level within the program.

The core criteria are listed as follows and further defined and broken down in the attached worksheets:

- Classification Grouping
- Independence from Park District
- Governance
- By-Laws, Board Policy and Meetings, Roberts Rules of Order
- Federal Employer ID Number/Account
- State Incorporation Status
- Sales Tax Exemption Status
- Not for Profit Filing and Status
- Related Fees and Charges
- Establishment of Related Fees and Charges
- Establishment of an Annual Operating Budget
- Fundraising Activities
- Capital Improvement Cost Sharing
- Criminal Background Checks
- Management and Support of Volunteers
- Type of Affiliation Agreement
- Procurement and Purchasing Policy and Protocol
- PALS Representation
- Staff Liaison Representation
- Board Meetings
- Year End Annual Report
- Required Annual Federal, State and Park District Filings
- Key Stakeholders and Groups

- Operational Guidelines and Manuals
- Support and Opt-In Services Provided by Park District
- Insurance and Bonded Coverages Status
- Workers and Volunteers Compensation Insurance Coverages
- Tort Immunity Protection via Park District
- Accident, Incident and Property Loss Coverage and Reporting
- Billing and Procurement
- Contractual and Billable Support of Services by Park District
- Benefits Derived from Organization via Affiliation with Park District



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.01.5

History of Approvals:

2.12.19

## 7.01.5 – Affiliates

An Affiliate of the Palatine Park District is an independent organization that establishes itself as a registered and recognized entity to operate in the State of Illinois and has an active and current status with the Internal Revenue Service, Illinois Department of Revenue, Illinois Secretary of State and the Illinois Attorney General's Office as a not for profit, tax exempt organization with its own registered name, by-laws and articles of incorporation. The Affiliate has its own governing board, bank account and staff (if applicable) and organizes, manages, and assigns its own volunteers.

The relationship with the Park District is one of collaboration and support through an appointed Park District staff liaison. The main support provided to an Affiliate is one of field and space permitting and field and space preparations, maintenance, and improvements. The Park District recognizes an Affiliate as the sole endorsed provider for the community it serves within the sport and/or recreational activity the Affiliate provides. Priority is provided to Affiliates who offer and operate house recreational outlets for all to participate with a focus on equal access, equal participation, and basic skill development and aligns well with the Park District's Mission, Values and Goals. The Park District recognizes the need for competition and tryouts for those who wish to advance their skills and participation through travel and tournament play and will provide field permits and support for these opportunities as long as the teams established are a part of and recognized by the house program governance.

Affiliates, as an independent organization, must provide its own board and bonding insurance, as well as all relevant general liability insurance coverage at the limits established by the Park District for use of Park District properties. The Affiliate per Park District policy must provide an endorsed Certificate of Insurance indicating the types and levels of coverage proving coverage prescribed and required by the Park District. The Affiliate is not covered under the umbrella coverages of the Park District, nor is protected under the Tort Immunity Act provisions. The Affiliate is bound by the Park District's Criminal Background Check policy for all recorded board members and volunteer coaches who work directly with youth under the age of 18 on Park District property. Affiliates who conduct their own background checks must provide a certified letter from an authorized agent of the Affiliate stating that all eligible volunteers have successfully completed a background check in accordance with the Park District's Policy and disqualifying convictions.

Affiliates may opt in for additional support from the Park District such as registration, criminal background check processing, marketing, accounting, and financial reporting services. These support services can be provided by the Park District through an executed contract Affiliate Agreement between the parties at additional currently published rates. Current year rates and related fees will be included and updated in the Appendix of the Affiliate Guidelines Handbook. All recognized Affiliates establish their own budget, set and secure their procurement needs and set the fee structure for the program they host. Affiliates do pay Park District established fees per player for field improvements and future (re)development, as well as non-resident fees for those who benefit from the program, fields and facilities but have not supported that benefit through taxes paid to the park district as a resident. Billing for all provided services opted in by an Affiliate is processed through the Park District Finance Department by invoice with net 30 terms if not otherwise arranged with the staff liaison. Detailed charges are provided with any invoice sent to an Affiliate.

Affiliates and their Board of Directors and volunteers may engage in fund raising activities to support their program without restrictions from the Park District. However, such activities must be communicated and coordinated with the appointed staff liaison and if said fund raising activities are to be conducted on Park District property, the Affiliate must

complete and submit for approval by the Park District Executive Director a Special Use Permit no less than 15 days prior to the scheduled activity. Affiliates and their governing board and volunteers may also engage in securing various sponsorships to support their program and activities. However, such sponsorship efforts must be communicated and coordinated with the appointed staff liaison and must be formally approved by the Park District. A protocol, process, and request form prior to securing any sponsorship arrangements is located in the Affiliate Guidelines Handbook for use by Affiliate leadership and coordinators of sponsorship efforts. All sponsorship efforts by an Affiliate must follow and comply with the policies, terms, conditions and protocol of the Park District Sponsorship Program managed by the Park District Sponsorship Coordinator and cannot be with sponsors promoting products and services banned from Park District property such as tobacco, alcohol, weapons, etc. In addition, sponsorships secured by an Affiliate must also conform to the District's non-competitive clause and any exclusive sponsor agreement secured by the Park District.

Affiliates do have the opportunity to collaborate with the Park District through a Capital Improvement Program for added, enhanced, or renovated assets that help support the Affiliate program. This is done on a case by case basis in coordination with the Park District's Capital Plan budget development cycle and a 50/50 cost sharing structure.

Affiliates govern their own board meetings and establish their own agendas and maintain their own minutes and other official records of the Affiliate. They do appoint a board representative to the Palatine Affiliates Leadership Society (PALS) to remain current on Park District information, discuss and learn from other PALS Members and have a venue to communicate their needs, concerns, and priorities. Each Affiliate is required to provide an Annual Evaluation Report to the Park District and present a minimum of once a year to the Board of Park Commissioners.

Besides the Annual Report, the Affiliate must also submit copies to the Park District of all required filings for their Affiliate file and to ensure each Affiliate is current with all appropriate jurisdictions for being a not for profit, tax exempt, incorporated organization to operate in the State and on public lands. These include, but are not limited to annual budget, board member directory, volunteer coach listings, year-end bank reconciliation report, annual report, IRS 990 Filing (if applicable), Attorney General's AG990 (if applicable) and Secretary of State Not for Profit Filing.

Affiliates may host and require their own volunteer coach trainings, certifications, and requirements to properly train and manage their volunteer base. The Park District does require that volunteers coaching or helping youth on park district property attend and complete a minimum of once during their coaching tenure the Positive Coaching Alliance Training Program and if applicable or required by a league the Affiliate competes in a Concussion Protocol Training Program.

The Affiliate relationship and expectations with the Park District including orientation of how issues and requests from the Affiliate are handled, is governed by the Park District Affiliate and Parent Group Guidelines Handbook. Every recognized Affiliate must have a fully executed and current Affiliate Agreement on file with the Park District.

In the case an Affiliate Board or program disbands, the Park District will take actions and efforts to reconvene a new Board and related volunteers to re-establish the Affiliate program and status. If no such efforts are successful, the District may elect to take over the program or activity and form a Parent Booster or Advisory Group to assist in offering the program for the community through these efforts and outlet



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.01.6

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## 7.01.6 – Parent Booster Groups

A Parent Booster Group (“Boosters”) of the Palatine Park District is a quasi-independent organization from the Park District where the Booster Parent Board is recognized as a separate entity. However, the program and recreational activity itself is classified as a Park District program and under the control, staffing and policy of the Palatine Park District. The Boosters organize and volunteer to support the park district program through volunteerism, fund raising and general support of the participants.

Boosters work independently through a Board of Directors with their own governance. Bank account activity for the supplies, equipment, and operations facilitated through the Boosters Board activities and efforts are not included within the Park District budget. Boosters have established itself as a registered and recognized corporation to operate in the State of Illinois and has an active and current status with the Internal Revenue Service, Illinois Department of Revenue, Illinois Secretary of State and the Illinois Attorney General’s Office as a not for profit, tax exempt organization with its own registered name, by-laws and articles of incorporation. The Boosters organize, manage and assign its own volunteers in collaboration with the appointed staff liaison and the Park District Volunteer Coordinator; however, all staff required to operate and support the program is done by the Park District.

The relationship with the Park District and Boosters is one of collaboration and support through a Boosters Agreement and an appointed park district staff liaison. The Boosters Board controls and governs its volunteer force and the fundraising and purchasing functions to help support the program that is not a part of the normal and typical support and functions provided by the Park District and within the program descriptions, functions and budget. The main support of the Park District for Booster Parent Groups is to provide facility support, staff liaison coordination and coordination in events and fund-raising activities that are a part of the Booster Board plans. In the end, the Booster Board operates independently of the Park District, but collaborates with the Park District program through the Boosters support.

Booster Parent Groups, as a quasi-independent organization, must provide its own board and bonding insurance; however, as a program offered by the Park District and supported by the Booster Board of Directors, all relevant general liability and umbrella insurance is covered by the Park District. The program only and not the activities of the Parent Boosters Board are also protected under the provisions of the Tort Immunity Act for liability. The Boosters are bound by the Park District’s Criminal Background Check Policy for all recorded board members and volunteer coaches who work directly with youth under the age of 18 on Park District property. Program staff is automatically covered by this policy as a pre-employment requirement and state law through the Park District Code.

Boosters are provided all program support from the park district as a valued part of the programs offered to the community. This support is directly related to the program and includes, but is not limited to registration services, criminal background check processing, marketing, accounting and financial reporting services, staff planning and coordination, facility scheduling dues, fundraising and procurement of various equipment and supplies to support the program endorsed by the Boosters. The Boosters Parent Group for their own board activities, may opt in for similar or additional services from the park district for Board activities and directives not included in the program and related budgets. These services are coordinated through the appointed staff liaison and are billed to the Boosters Parent Board at agreed upon rates on a time and material basis. These support services and overall general support can be provided

to the Boosters Parent Group through a contractual arrangement bound by a fully executed Boosters Agreement between the Booster and Park District.

All recognized Boosters establish their own budget for board related activities, set and secure their procurement needs and set the fee structure for the activities they host. However, for all program related activities the budget, procurement and pricing are done through the Park District in coordination with the staff liaison and Park District Program Coordinator, if different. All program registration and related program fees are handled through the Park District to cover the costs to operate. Boosters do not pay the Park District any fees for their own Board operations, activities, and governance. All facility and space needs to effectively offer and operate the program are borne by the Park District. Billing for all provided services, if any by Booster Board activities, are processed through the Park District Finance Department by invoice with net 30 terms if not otherwise arranged with the staff liaison. Detailed charges are provided with any invoice sent to a Booster Board if applicable.

Boosters and their Board of Directors and volunteers may engage in fund raising activities to support the Park District program without restrictions from the Park District. However, such activities must be communicated and coordinated with the appointed staff liaison and if said fund-raising activities are to be conducted on Park District property, the Booster Board must complete and submit for approval by the Park District Executive Director a Special Use Permit no less than 15 days prior to the scheduled activity. Boosters and their governing board and volunteers may also engage in securing various sponsorships to support their program and activities. However, such sponsorship efforts must be communicated and coordinated with the appointed staff liaison and must be formally approved by the Park District. All sponsorship efforts by a Booster and/or Board must follow and comply with the policies, terms, conditions and protocol of the Park District Sponsorship Program managed by the Park District Sponsorship Coordinator and cannot be with sponsors promoting products and services banned from Park District property such as tobacco, alcohol, weapons, etc. In addition, sponsorships secured by a Booster Board must also conform to the District's non-competitive clause and any exclusive sponsor agreement secured by the Park District.

Boosters do have the opportunity to collaborate with the Park District through a Capital Improvement Program for added, enhanced or renovated assets that help support the Park District program. This is done on a case by case basis in coordination with the Park District's Capital Plan budget development cycle and inclusion into the Capital Plan. Fund raising dollars may contribute to this effort if it is the desire of the Booster Board to do so; however, capital items do not require cost sharing with Booster Boards in order to be considered into the Park District Capital Improvement Plan. Boosters may elect to procure equipment or supplies or other program improvements on their own if a particular capital item is not approved within the District's overall Capital Improvement Plan. All items secured remain the property of the Park District.

Boosters govern their own board meetings and establish their own agendas and maintain their own minutes and other official records of the Boosters. They are required to appoint a board representative to the Palatine Affiliates Leadership Society (PALS) to remain current on Park District goings on, discuss and learn from other PALS Members and have a venue to communicate their needs, concerns and priorities. Each Booster Board is required to provide an Annual Evaluation Report to the Park District and present a minimum of once a year to the Park Board of Commissioners.

Besides the Annual Report, the Booster Board must annually submit copies to the Park District of all required filings for their entity file and to ensure all are current and valid with all federal and state jurisdictions for being a not for profit, tax exempt, incorporated organization to operate in the State and on public lands. These include, but are not limited to annual budget, board member directory, volunteer coach listings, year-end bank reconciliation report, annual report, IRS 990 Filing (if applicable), Attorney General's AG990 (if applicable) and Secretary of State NFP Filing.

The Boosters may host and require additional volunteer coach trainings, certifications and requirements to properly train and manage their volunteer base. However, as a Park District program the Park District does require that volunteers coaching or helping youth on Park District property attend and complete a minimum of once during their coaching tenure the Positive Coaching Alliance Training Program and if applicable or required by a league, a Concussion Protocol Training Program.

The Boosters relationship and expectations with the Park District including orientation of how issues and requests from the Boosters are handled, is governed by the Park District Affiliate and Parent Group Guidelines Handbook. Every recognized Boosters Board must have a fully executed and current Booster Board Agreement on file with the Park District.

In the case a Booster Board or Program disbands, the Park District will take actions and efforts to reconvene a new Board and related volunteers to re-establish the Booster program and status. If no such efforts are successful, the District may continue the park district program without a booster component or Parent Advisory Group to assist in offering the program for the community through these efforts and outlets.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.01.7

History of Approvals:

2-12-19

## 7.01.7 – Advisory Parent Groups

A Parent Advisory Group (“Advisory”) of the Palatine Park District is a dependent group of parent volunteers with a common interest to promote, support and encourage participants in a Park District program offered to the community. All facets of the advisory parent group and Park District program are under the control, staffing and policy of the Palatine Park District. The Advisory Group may organize and volunteer to support the Park District program through volunteerism, fund-raising and general support of the participants; however, no formal board or structure is required, and most activities can be completed through word of mouth or informal activities and communications.

Advisory Parent Groups work dependently but in coordination with the program staff liaison or Coordinator, if different. Parent Advisory Groups may form a board or committee structures; however, these groups have no authority or binding actions. They may from time to time have and provide input, feedback, or ideas to the program liaison or Coordinator to enhance, expand or improve the program. All Advisory Parent Group activities are operated through the Park District and incorporated into the operating budget for the program in question. Advisory Parent Groups do not obtain their own bank accounts or any federal or state registrations or status.

The relationship with the Park District and Advisory Parent Groups is one of collaboration and support through an Advisory Agreement and an appointed Park District staff liaison. The Advisory Board supports and assists with the needs and interests of the Park District operated program. It is a conduit of support through a volunteer force and potentially but not required fundraising activities to enhance the program and budget developed, managed, and controlled by the Park District. All purchasing functions to help support the program are secured, purchased and follow the procurement policies of the Park District and must be planned, coordinated and included in the program budget of the Park District. The main support of the Park District for Advisory Parent Groups is to offer and provide for the program and solicit input and feedback from the interested parents to enhance and continually improve the Park District program. In the end, the Advisory Parent Group operates dependently with the Park District, and acts and serves as an interested and engaged advisory group to the Park District program in question.

Advisory Parent Groups, as an informal but engaged group, is considered part of the program and Park District, thus all insurance requirements are covered under the umbrella of the Park District’s coverages and related levels of coverage. This also includes Board errors and omissions, general liability and current protections under the Tort Immunity Act. Advisory Parent Groups are bound by all the related policies and procedures of the Park District being the group is considered a part of the Park District program, including the District’s Criminal Background Check Policy for all recorded board members and volunteer coaches who work directly with youth under the age of 18 on Park District property. Program staff is automatically covered by this policy as a pre-employment requirement and state law through the Park District Code.

Advisory Parent Groups are provided all program support from the Park District as a valued part of the programs offered in the community. This support is directly related to the program and includes, but is not limited to registration, criminal background check processing, marketing, accounting and financial reporting services, as well as staff planning and coordination and facility scheduling. The Advisory Parent Group may opt in for similar or additional services from the park district for Board activities and directives not included in the program and related budgets. These services are

coordinated through the appointed staff liaison and are included as a part of the related program budget(s) on an annual basis.

All recognized Advisory Groups establish their activities and plans through the program budget for board related activities and must be coordinated as such with the appointed staff liaison during the District's annual operating budget development cycle. All plans and purchases are required to follow all related park district policies, protocol and procedures including quotes, bidding, etc. All program registration and related program fees are handled through the Park District to cover the costs to operate. Advisory Groups do not pay the Park District any fees for their own Board operations, activities, and governance. All facility and space needs to effectively offer and operate the program are borne by the park district.

Advisory Parent Groups and their Board of Directors (if applicable) and volunteers may engage in fund raising activities to support the Park District program without restrictions from the Park District. However, such activities must be communicated and coordinated with the appointed staff liaison and if said fund-raising activities are to be conducted on Park District property, the Advisory Group or Board must complete and submit for approval by the Park District Executive Director a Special Use Permit no less than 15 days prior to the scheduled activity. Advisory Parent Groups and their governing board (if applicable) and volunteers may also engage in securing various sponsorships to support their program and activities. However, such sponsorship efforts must be communicated and coordinated with the appointed staff liaison and must be formally approved by the Park District. All sponsorship efforts by an Advisory Group and/or Board must follow and comply with the policies, terms, conditions and protocol of the Park District Sponsorship Program managed by the Park District Sponsorship Coordinator and cannot be with sponsors promoting products and services banned from park district property such as tobacco, alcohol, weapons, etc. In addition, sponsorships secured by an Advisory Group must also conform to the District's non-competitive clause and any exclusive sponsor agreement secured by the Park District.

Advisory Parent Groups do have the opportunity to provide ideas and feedback with the Park District through a Capital Improvement Program for added, enhanced or renovated assets that help support the park district program. This is done on a case by case basis in coordination with the Park District's Capital Plan budget development cycle and inclusion into the Capital Plan. Fund-raising dollars may contribute to this effort if it is the desire of the Advisory Group to do so; however, capital items do not require cost sharing with Advisory Groups in order to be considered into the Park District Capital Improvement Plan. All items secured remain the property of the Park District.

Advisory Groups and Boards (if applicable) may govern their own board meetings and establish their own agendas and maintain their own minutes and other official records of the Boosters or just informally coordinate through the appointed staff liaison. They may also participate and appoint a board representative to the Palatine Affiliates Leadership Society (PALS) to remain current on Park District information, discuss and learn from other PALS Members and have a venue to communicate their needs, concerns and priorities. Each Parent Advisory Group may also provide an Annual Evaluation Report to the Park District and present to the Park Board of Commissioners. However, this can also be established through a year-end program report or evaluation report through the Recreation Department amongst all other park district programs provided throughout the year.

There are no additional or required reports, filings, renewal status, etc. as these are purely advisory with no legal structure or status with the federal, state and local jurisdictions.

The Parent Advisory Group's relationship and expectations with the Park District including orientation of how issues and requests from the Boosters are handled, is governed by the Park District Affiliate and Parent Group Guidelines Handbook. Every recognized Advisory Board must have a fully executed and current Advisory Board Agreement on file with the Park District.

In the case an Advisory Board or Program disbands, the Park District will take actions and efforts to reconvene a new Board and related volunteers to re-establish the program and status. If no such efforts are successful, the District may continue the Park District program without a Parent Advisory Group to assist in offering the program for the community through these efforts and outlets.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

7.01.8

Procedure

History of Approvals:

Protocol/Best Practice

2-12-19

## 7.01.8 – Special Interest Groups

A Special Interest Group (“SIG”) of Palatine Park District is a formal or informal group of interested participants and/or community members that share a common and focused interest in a particular recreational program, activity or cause. These interests typically are ones currently not provided by the Park District within its in-house program portfolio. However, unlike youth athletic groups or youth club activities, these groups consist of participants and volunteers with a special active interest in participating alongside them. There is no parent or volunteer coaching components to SIG’s. While these groups may vary in size and interest level of participation or competition, the common element is that they wish to participate on their own with the group. These groups may also vary in formal structure or even a club structure. Some may just get together on an informal basis and participate together while others may have key volunteers taking care of communications among members, work closely with park district program coordinator or a staff liaison if organized in a more formal setting. While these groups may be more typical with adult participation, youth can also be a part of a SIG.

These groups/providers seek affiliation with the Park District for a variety of reasons and through the coordination and support of the District the SIG or Club may be recognized as a formal member of this program and related platform. Assistance for SIG’s may include any number of needs, including but not limited to, the following:

- Group or Club is too small and resources to support the needs or cannot get incorporated as a non-for-profit organization to fully exist and operate within state requirements and therefore needs to operate and be supported as a program under the auspices of the Park District.
- Group or Club does not have the need or ability to secure and afford the required insurance coverages to operate as an affiliate or Booster Group and needs coverage as a program of the Park District and protections from liability under the provisions of the Tort Immunity Act.
- Group or Club due to the scope, nature and need of their interest and activities requires park and facility amenities and support to successfully participate and facilitate the SIG.
- Group or Club has a defined need to create public awareness of the SIG through the community outlets, marketing resources, publications and social media outlets generated for and through the Park District to promote others with a similar interest to join and participate in their SIG.

SIGs are a part of the Affiliate, Parent and Special Interest Group Program and must apply and be approved through this platform as a SIG and be recognized as a sanctioned affiliation group of the Park District. SIG’s are designated as a Park District program and are required to operate and be controlled within the policies and procedures as they relate to a SIG operating as a program of the Park District. SIG’s are governed through the terms and conditions of a Special Interest Group Agreement and are coordinated through an assigned Park District Program Coordinator and/or staff liaison.

There are no revenue sharing components nor relationships with a SIG and any fees collected in association to a SIG are processed through the Park District accounting systems and included into the District Annual Operating Budget. Expenses must be planned and submitted and approved through the Park District Budget and Appropriations process

and required to follow all related purchasing and procurement policies and requirements. Any fees developed for the facilitation of a SIG must be coordinated through the Park District Program Coordinator and/or staff liaison.

SIGs are a dependent group of participants/volunteers with a common interest to promote, support and encourage participants in a Park District program offered to the community. All facets of the SIG and Park District program are under the control, staffing and policy of Palatine Park District. The SIG may organize to support the Park District program through volunteerism, fund-raising and general support of the participants; however, no formal board or structure is required, and most activities can be completed through word of mouth or informal activities and communications.

SIGs work dependently but in coordination with the program staff liaison or Coordinator, if different. SIGs may form a board or committee structures if applicable and desired; however, these groups have no authority or binding actions. SIGs may from time to time have and provide input, feedback, or ideas to the program liaison or Coordinator to enhance, expand or improve the program. All related SIG activities are operated through the Park District and incorporated into the operating budget for the program in question. SIGs do not obtain their own bank accounts or any federal or state registrations or status. All banking, financial and corporate status and activities are completed by the Park District.

The relationship with the Park District and SIGs is one of collaboration and support through a Special Interest Group (SIG) Agreement and an appointed Park District staff liaison. The members of a SIG support and assists with the needs and interests of the Park District operated program. It is a conduit of support through a volunteer force and potentially but not required fundraising activities to enhance the program and budget developed, managed, and controlled by the Park District. All purchasing functions to help support the program are secured, purchased and follow the procurement policies of the Park District and must be planned, coordinated and included in the program budget of the Park District. The main support of the Park District for SIGs is to offer and provide for the program and solicit input and feedback from the interested participants to enhance and continually improve the Park District program. In the end, the SIG operates dependently with the Park District, and acts and serves as an interested and engaged advisory group to the Park District program in question.

SIGs, as an informal but engaged group, is considered part of the program and Park District, thus all insurance requirements are covered under the umbrella of the Park District's coverages and related levels of coverage. This also includes Board errors and omissions, general liability and current protections under the Tort Immunity Act. SIGs are bound by all the related policies and procedures of the Park District as a program, including the District's Criminal Background Check Policy for all recorded board members (if applicable) and participants who work directly with youth under the age of 18 on Park District property as part of their participation. If only participating themselves alongside you this policy is not required.

SIGs are provided all program support from the Park District as a valued part of the programs offered in the community. This support is directly related to the program and includes but is not limited to registration, criminal background check processing, marketing, accounting, and financial reporting services, as well as staff planning and coordination and facility scheduling. The SIG may opt in for similar or additional services from the Park District for Board activities and directives not included in the program and related budgets. These services are coordinated through the appointed staff liaison and are included as a part of the related program budget(s) on an annual basis.

All recognized SIGs establish their activities and plans through the program budget for board related activities and must be coordinated as such with the appointed staff liaison during the District's annual operating budget development cycle. All plans and purchases are required to follow all related Park District policies, protocol and procedures including quotes, bidding, etc. All program registration and related program fees are handled through the Park District to cover the costs to operate. SIGs do not pay the Park District any fees for their own Board operations, activities, and governance (if applicable). All facility and space needs to effectively offer and operate the program are borne by the Park District.

SIGs and their Board of Directors (if applicable) and participants/volunteers may engage in fund-raising activities to support the Park District program without restrictions from the Park District. However, such activities must be communicated and coordinated with the appointed staff liaison and if said fund-raising activities are to be conducted on Park District property, the SIG and/or Board must complete and submit for approval by the Park District Executive

Director a Special Use Permit no less than 15 days prior to the scheduled activity. SIGs and their governing board (if applicable) and participants/volunteers may also engage in securing various sponsorships to support their program and activities. However, such sponsorship efforts must be communicated and coordinated with the appointed staff liaison and must be formally approved by the Park District. All sponsorship efforts by a SIG and/or Board must follow and comply with the policies, terms, conditions and protocol of the Park District Sponsorship Program managed by the Park District Sponsorship Coordinator and cannot be with sponsors promoting products and services banned from Park District property such as tobacco, alcohol, weapons, etc. In addition, sponsorships secured by a SIG must also conform to the District's non-competitive clause and any exclusive sponsor agreement secured by the Park District.

SIGs do have the opportunity to provide ideas and feedback with the Park District through a Capital Improvement Program for added, enhanced or renovated assets that help support the Park District program. This is done on a case by case basis in coordination with the Park District's Capital Plan budget development cycle and inclusion into the Capital Plan. Fund-raising dollars may contribute to this effort if it is the desire of the SIG to do so; however, capital items do not require cost sharing with SIGs in order to be considered into the Park District Capital Improvement Plan. All items secured remain the property of the Park District.

SIGs and Boards (if applicable) may govern their own board meetings and establish their own agendas and maintain their own minutes and other official records of the SIG or just informally coordinate through the appointed staff liaison. They may also participate and appoint a board representative to the Palatine Affiliates Leadership Society (PALS) to remain current on Park District information, discuss and learn from other PALS Members and have a venue to communicate their needs, concerns and priorities. Each SIG may also provide an Annual Evaluation Report to the Park District and present to the Board of Park Commissioners. However, this can also be established through a year-end program report or evaluation report through the Recreation Department amongst all other Park District programs provided throughout the year.

There are no additional or required reports, filings, renewal status, etc. as SIGs are purely advisory with no legal structure or status with the federal, state, and local jurisdictions.

The SIG's relationship and expectations with the Park District including orientation of how issues and requests from the group or club are handled, is governed by the Park District Affiliate, Parent and Special Interest Group Guidelines Handbook. Every recognized SIG must have a fully executed and current SIG Agreement on file with the Park District.

In the case a SIG or program disbands, the Park District will take actions and efforts to reconvene a new Board and related volunteers to re-establish the program and status. If no such efforts are successful, the District may continue the Park District program without a SIG present to assist in offering the program for the community through these efforts and outlets.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: 7.01.9

History of Approvals:  
2-12-19

## 7.01.9 – Cooperative Program Providers

The District relies on hundreds of vendors, groups, and organizations to assist in providing and leading recreational programming throughout the year. A Joint/Cooperative Program Provider is a company, park district, other local unit of government or special interest group that has a focus and interest of combining expertise, resources, and support towards offering a common program or service to the community. Partnerships with joint and cooperative program providers are organized and governed differently based on the purpose of the program and/or services provided, the relationship and related agreement and terms associated with the provider and District, and the scope and nature of the program facilitation and related support provided by the provider to support the common program and or services. All joint and cooperative program providers are defined as Park District programs and thus under the auspices, policies, controls, and systems of the Park District.

Joint and Cooperative Program Providers are classified into three (3) separate sub-groups and are listed and defined as follows:

### Independent Contractors

This type of provider is typically a company vendor who specializes in an expertise related to a program or service desired to be offered through the Park District to the community that otherwise would not be offered due to the District’s inability to perform in-house the essential instruction necessary for a successful program. The vendor is usually a private, for profit operator and the relationship with the District is one of a contractual arrangement. This type of provider is governed by an Independent Contractor Agreement provided by the District. The Provider must supply its own insurance by submission of a Certificate of Insurance listing the Park District as additionally insured or sign a liability waiver.

The Provider is paid by the District through an accounts payable check and is reported income of the Provider through a W9 filing. The payment(s) are typically paid through a net revenue sharing percentage arrangement based on participation numbers and after all related program expenses are subtracted. The Provider does provide the staffing and expertise necessary to operate a successful program. They may or may not provide program space, supplies, equipment, and other support as part of the terms and conditions defined in the Independent Contractor Agreement.

In cases where the District provides program space, equipment or other support services, the District typically considers a higher revenue sharing percentage of the net financial position of the program as a means towards effective cost recovery. The program is typically coordinated by the District through the assigned Program Coordinator staff and acts as the main point of contact with the independent contractor.

### Cooperative Program Providers

This type of provider is typically another park district, local unit of government or community organization that has a shared interest and vision towards offering an existing or new program or service however does not have the demand, space, staffing or other functional support to provide such programs and related services on their own. Typically, these providers seek partnerships since the demand for the program or service does not justify operating such programs and

would otherwise be canceled or not provided at all within their respective communities. The other main reasons may be that a neighboring organization already has a successful program operating or the program itself requires a specialty facility space or equipment that the organization does not currently have available to them in their inventory of facilities and program space.

These cooperative programs are typically governed through an executed intergovernmental cooperative agreement (IGA) or a Memo/Letter of Understanding between the cooperative provider(s). Typically, there may be a host provider that is usually defined by the District or organization which the program is physically being held/ Both providers will accept and process their own resident registration of participants and share the results for a master full roster. The Host also typically facilitates the scheduling, staffing and program support, however pending the terms and conditions defined in the IGA or Memo of Understanding this could be shared or assigned to the non-host of the program or service.

The IGA governs the roles, responsibilities and waivers of liability assigning additionally insured of all parties involved in the cooperative. Program fees are typically set by consensus of all cooperative parties and revenue sharing is typically split by the number of participants each cooperative party processes, however other 50/50 splits or revenue sharing would be possible and defined by the cooperative IGA. The goal in all cooperative program provider arrangements is that all cooperative parties cover their related program support costs and cost recovery needs and shares proportionately in any surplus revenue generated by the cooperative program and services. A cooperative program and related IGA is typically managed by the assigned District Program Coordinator with the counterpart managing the cooperative from the other cooperatives.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

7.01.10

Procedure

History of Approvals:

Protocol/Best Practice

2-12-19

## 7.01.10 – Federal, State and PPD Required Filings

Each program classification has various terms and conditions to be eligible or maintain the status of affiliation with the Park District including annual and timely filings towards various requirements at the federal and state level. In addition, all program members are required to file and maintain current filings of reports and information to the Park District.

The federal and state government filings required are limited to the program classifications or Affiliates and Parent Booster Groups Board of Directors. The requirements are basically laws and related fees to be recognized as a formal organization and incorporated as such along with related filings towards legal structure, taxes, and not for profit status.

The following required filings are listed below per group classification along with other optional filings that can be obtained if desired by the group or organization. They are as follows:

### Affiliates and Parent Booster Group Boards:

- Federal Employer Identification Number (FEIN): Required by IRS for legal structure and tax implications for revenue generated by the organization, along with required to open any bank account. Application process required my phone, on-line or mail. This is done through the Internal Revenue Service.
- Illinois State Incorporation: Required by the State of Illinois through the Secretary of State's Office to be recognized within the state boundaries as a registered organization and ability to transact commerce within the State of Illinois. There is an application process along with a filing fee. Incorporated organizations must also file an annual report via the Attorney General's Office as a recognized and registered charitable organization of the State. There is also a filing report and annual fee required of this process as well.
- Illinois State Tax Exemption: Required by the State of Illinois through the Department of Revenue to be eligible for being exempt from sales tax when purchasing supplies, equipment, and other expenses to operate the organization. Affiliates are not permitted to use or have tax exempt status and benefits from the park district's exemption status for the affiliate's purchases. Application process is available on-line and must apply and renew every five (5) years.
- Federal and State Not-For Profit Status: This filing and requirement is optional, however is required to attain tax exemption status. Applicants must file for this status and also file an annual tax filing to maintain this status. Annual Federal tax filings are completed on-line through the Internal Revenue Service (IRS) using the 990 Form and Annual State tax filings can also be completed on-line or mail using the AG990 Form. There are many benefits from being registered as a not for profit and is highly suggested for all affiliates.

- 501C3 Not for Profit Organization: This is connected to the above listed not for profit status on the federal level. If an affiliate has a desire to accept donations that are tax deductible, then the affiliate must obtain the federal approval of being designated as a registered and current member in good standing as a 501C3 Organization. This is applied for and designated via an approval process with the IRS.
- Annual Filings with Park District: Report to the Park Board of Commissioners, updated information and paperwork from application process including any insurance coverage renewals, annual operating budget, annual financial report, copy of annual bank reconciliation report, copy of annual fees and charges schedule, listing of new volunteers required for criminal background checks, copies of proof of filing and fees paid for all annual federal and state requirements illustrated above. These are coordinated and turned into the appointed park district staff liaison.

All Other Groups in Program:

- Since the remaining groups are all classified as a park district program all budget, fees and charges, and other financial reports and filings are under the auspices of the Park District, these functions and reports are rendered and records completed by Park District staff and thus are not applicable for the parent advisory, special interest groups or cooperative program providers. However, the following items are applicable as programs of the Park District to file:
  - Directory update of key personnel or volunteer leadership members
  - Annual report presented to the Park Board of Commissioners
  - Listing of new volunteers required to have criminal background checks completed

These items are coordinated and turned into the respective recreation program coordinator.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.0

History of Approvals:

7-31-19

## 7.02.0 – Key Stakeholders – Who’s Who

The program and its operations consist of time and efforts from many individuals and groups in order for the needs of each group in affiliation to the Park District to be effective. This section is intended to provide an inclusive list of those staff and volunteer leadership and operational positions who have the roles and responsibilities to manage and support the requests, controls, and operations of the program.

Users shall use this section to understand who the key stakeholders are in the Affiliate, Parent and Special Interest Group Program and use as a reference and resource to gain insight into which individual to contact and where to contact them when a need and/or request is identified and needs the time, efforts and talents to see it through to completion.

For all Park District staff positions users can go to the Park District web site at [www.palatineparks.org](http://www.palatineparks.org) for a board and staff directory along with contact information by phone and e-mail.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

7.02.1

Procedure

History of Approvals:

Protocol/Best Practice

8-2-19

## 7.02.1 – Park Board of Commissioners

The Board of Park Commissioners consists of five elected residents of the Park District. Commissioners are elected within the odd year cycle of the consolidated county election cycle. Commissioners must file petition paperwork to be considered for the ballot. They must be a registered voter and reside within the corporate boundaries of the Park District at least one year prior to being certified to a ballot of elections. If elected, commissioners serve a term of six years and the terms amongst the park board are staggered to help create continuity on a board at any given election cycle. The elections are bound by the state statutes and terms and conditions placed forth from the State of Illinois Election Board.

The Park Board of Commissioners are responsible for the governance of the Park District, which includes but is not limited to the hiring and management of the District's Executive Director, set and adopt policy, enforce park ordinances, provide direction to the Executive Director, adopt an annual tax levy and operating budget, approve expenditures of the Park District and be representatives to the interests of the residents of the Park District.

Groups and organizations within levels of affiliation with the Park District would interact with the Park Board in several ways. First, the Board of Park Commissioners reviewed and adopted the Affiliate, Parent and Special Interest Groups Program on February 12, 2019. Updates, changes, and feedback on the program would be the responsibility with the Park Board as members of the program apply, operate, and maintain membership. Second, it is a requirement of each group or organization within the program to provide an annual report highlighting the operations and accomplishments over the past year and present challenges, issues or requests for the next year. Last, the Board of Park Commissioners would be the last appeal option for groups or organizations that have a grievance or issue with the program if and when resolution could not be accomplished through the steps with the staff liaison, Superintendent of Recreation and/or the Executive Director.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.2

History of Approvals:

8-2-19

## 7.02.2 – Executive Director

The Executive Director is the CEO of the Park District and is hired and takes directives from the Board of Park Commissioners. It is the responsibility of the Executive Director to see through the effective and efficient day to day operations of the Park District and directly or indirectly supervises and directs all staff positions within the Park District. The Executive Director also enforces the policies set forth by the Park Board and ensures that the expenditures are within the appropriated amounts in both the annual operating budget and capital plans of the Park District.

The Executive Director directly supervises six staff members including an Executive Assistant and Superintendent level staff from five separate departments. The Affiliate, Parent and Special Interest Group Program was borne from the Executive Director's office with assistance and input from all levels of staff and adoption by the Board of Park Commissioners.

Groups and organizations within a level of affiliation with the Park District will interact with the Executive Director in several manners. They are but not limited to the following:

The Executive Director (ED) is a member of the review team for applications from groups and organizations seeking a level of affiliation with the Park District. Supplementary required paperwork with the application will also be reviewed and verified by this review team prior to making an eligibility determination into the program.

The ED is also a stakeholder and key decision maker in the eligibility terms and conditions set forth in each submitted application and is the final approval in determining eligibility and final program classification designation.

The ED is also an instrumental part of the training and orientation of group leadership and volunteers on this program. Since over several years board members, coaches and volunteers can age out of the program with their kids or just move on to other interests, the turnover and need to orient and train new members to the program and expectations of the group or organization and the Park District is significant.

Groups or organizations that request services and support from the Park District or requests for use of property that is typically excluded from use as it is not aligned with Park Ordinances must request special exemption status and permission prior to such a service, support or event may take place. This protocol requires the submittal and approval of a Special Use Permit issued by the Park District. The ED is the only authorized staff that can approve all Special Use Permits. Additional paperwork may also be required with the Special Use Permit depending on the type of use being requested and typically will require proof of liability insurance if not a Park District program or within the spirit and intent of the program.

Each group or organization as a member of this program is required to file and/or present an annual report of their organization and the affiliation support received from the Park District. This is done through the appointed staff liaison and is scheduled and facilitated through the Executive Director's office to be scheduled and placed on the agenda for an official regular board meeting of the Board of Park Commissioners.

On a case by case basis, especially for levels of affiliation for groups with travel or competitive leagues as part of their services they provide within the community, the residency threshold requirements for teams can fall short. This is of a particular interest with older youth aged teams and programs. In lieu of not being able to provide the service at all requests can be forwarded to request an exception to the residency ratio and threshold on a specific team. These requests are filed with the Superintendent of Recreation via the appointed staff liaison and final review and approval is completed and authorized through the Executive Director.

The ED also is part of the Review and Disciplinary Review Team when violations to the District's Code of Conduct or Program Delivery Standards are violated or jeopardized due to the language, behavior or actions of program member participants, leadership board members, coaches, volunteers and/or officials. The enforcement and determination of proportionate and proper discipline based on the facts of the investigation is the responsibility and authorization of the Executive Director.

The ED is also the last part of the staff review and protocol for any grievance filed by a member of the program or representative within each group or organization recognized by the District. Any and all grievances due to the decisions made by the Park District will be brought to the attention of the Executive Director if not remedied through the staff liaison and/or Superintendent of Recreation. The determination by the Executive Director is final; however, if said grievance is of a legal or liability issue standpoint, the grievance may be heard by the Board of Park Commissioners and said determination of the Park Board would then be final.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.3

History of Approvals:

8-12-19

## 7.02.3 – Superintendent of Recreation

The Superintendent of Recreation is the department head staff position in charge of the planning, development, facilitation and continual improvement of the programs, services and events offered to the community on a year-round basis. The Superintendent of Recreation works under the direction of the Executive Director and ensures the effective day to day operations related to the Recreation Department.

The Superintendent of Recreation directly supervises the Assistant Superintendent of Recreation and three additional full-time department staff in the areas of before and after school care, athletics, fitness, and aquatics. The Superintendent also indirectly supervises hundreds of part time and seasonal staff with bulk of those working in the summer seasons. The Affiliate, Parent and Special Interest Group Program was assisted in development by the Superintendent of Recreation through the Executive Director's office and plays a critical role in the effective management and facilitation of this program.

Groups and organizations within a level of affiliation with the park district will interact with the Superintendent of Recreation in several manners. They are but not limited to the following:

- Review and determination of applications and classifications into the program.
- Work closely with program member organizations and groups for annual filings and updating application based required and supplemental paperwork and filings.
- Groups and organizations other than Affiliate will work closely with staff liaison and Superintendent of Recreation in all planning, marketing, and operational needs as a recognized program under the auspices of the Park District.
- Key contact and person involved in determining the appointments of staff liaisons to member groups and organizations and may also be an appointed staff liaison to some groups and organizations within the program.
- Part of training and orientation of group leadership and volunteers on an annual basis.
- Assist in facilitation and be present during annual report to Park Board.
- Accept, review for required criteria and forward to Executive Director for approval of any residency or other program requirement issues or meeting thresholds including criminal background check review and determinations, tryout results, conduct violations.
- Review and determination of any grievance if not remedied through the staff liaison.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.02.4**

History of Approvals:

**DRAFT 8-12-19**

## 7.02.4 – Assistant Superintendent of Recreation

The Assistant Superintendent of Recreation is the department leadership staff position and assists the Superintendent of Recreation with the planning, development, facilitation and continual improvement of the programs, services and events offered to the community on a year-round basis. The Assistant Superintendent of Recreation works under the direction of the Superintendent of Recreation and works closely with department staff to ensure the effective day to day operations related to the Recreation Department.

The Assistant Superintendent of Recreation directly supervises four additional full time department staff in various program areas, including cultural arts, gymnastics, early childhood, general interest and special events. The Assistant Superintendent also assists in indirectly supervises hundreds of part time and seasonal staff with bulk of those working in the summer seasons. The Assistant Superintendent serves as the department head for the Recreation Department when the Superintendent is absent or not available for program needs and requests.

Groups and organizations within a level of affiliation with the Park District will interact with the Assistant Superintendent of Recreation in several manners. They are but not limited to the following:

- Part of the review team that makes determination of applications and classification designations into the Program.
- Assists with program member organizations and groups for annual filings and updating application based required and supplemental paperwork and filings.
- Groups and organizations will work closely with staff liaison and Assistant Superintendent of Recreation in all planning, marketing, and operational needs as a recognized program under the auspices of the Park District.
- Key contact and person involved in determining the appointments of staff liaisons to member groups and organizations and may also be an appointed staff liaison to some groups and organizations within the program.
- Part of training and orientation of group leadership and volunteers on an annual basis.
- Serve as designated staff liaison to the Bike Palatine Club and perform the following supportive tasks:
  - Allocates budget expense for Bike Palatine Club
  - Secures room for monthly meetings
  - Attends monthly board meetings.
  - Assists with coordination of bike events as they relate to park district property usage
  - Coordinates with Park and Planning department port o johns for annual bike events
  - Coordinates with golf course for annual meeting and Full Moon Ride event – secures room, orders food, assists with raffles at event
  - Orders t-shirts and giveaways for events as needed



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.5

History of Approvals:

9-3-19

## 7.02.5 – Athletics Manager

The Athletics Manager is a full-time exempt employee of the Park District within the Recreation Department. The Athletic Manager oversees the programming, services, and operations as it relates to the adult and youth athletic and sports opportunities offered year-round by the Park District. The Athletic Manager reports to the Superintendent of Recreation and directly supervises the Athletics Coordinator and Affiliate Coordinator.

A key role and responsibility of the Athletics Manager is to coordinate with various groups and organizations focused on athletics and sports of the community for both adults and youth. The Athletics Manager has many programming areas and is a main contact for many of the programming staff, volunteers and coaches from the organization's programming and may at times be appointed to a programming group as the staff liaison.

Groups and organizations within a level of affiliation with the Park District will interact with the Athletics Manager in several manners. They are but not limited to the following:

- May be appointed staff liaison to the organization or group.
- Coordination or communication of issues or needs for program members in absence or assistance to the Athletics and Affiliate Coordinators.
- Communication and/or coordination for athletic and sport related members for Park District issues or needs related to fields, registration, or coach training.
- Main contributor or lead person to include content and distribution of the Athletics Division newsletters.
- Main point of contact and coordination with program members with volunteer coaches engaged with their organization or group and ensure timely and effective coach training through the Park District's endorsed nationally based Positive Coaching Alliance platform.
- Direct coordination if program member is related to or part of the following programming areas: Camps programming (other than Day and Sports Camps), Programming for Tennis; Martial Arts; etc. (other than leagues, clinics and events), Men's Adult Basketball, Youth Volleyball and Volleyball Leagues, Pee-wee and Youth Flag Football, Football, Baseball and Wrestling Camps, Youth and Adult Tennis, Men's 12" and Men's 16" Softball Leagues, Coed 14" Softball League, Football Academy, Hockey Classes, 50+ Pickleball, Fencing, Fishing Class, Hunting Safety, Fishing Derby and Disc Golf.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.6

History of Approvals:

1-21-20

## 7.02.6 – Athletic Coordinator

The Athletic Coordinator is a full-time exempt employee of the Park District within the Recreation Department. The Athletic Coordinator is responsible for planning, organizing, implementing, supervising, and evaluating Park District sponsored youth and adult athletic programs and leagues and other assigned recreation programs. The Athletic Coordinator reports to the Athletic Manager and works in concert with the Affiliate Coordinator.

A key role and responsibility of the Athletic Coordinator is to coordinate with various groups and organizations focused on athletics and sports of the community for both adults and youth. The Athletic Coordinator has many programming areas and is a main contact for many of the programming staff, volunteers and coaches from the organization's programming and may at times be appointed to a programming group as the staff liaison.

Groups and organizations within a level of affiliation with the Park District will interact with the Athletic Coordinator in several manners. They are but not limited to the following:

- May be appointed staff liaison to the organization or group.
- Coordination or communication of issues or needs for program members in absence or assistance to the Athletics Manager and/or Affiliate Coordinator.
- Communication and/or coordination for athletic and sport related members for Park District issues, staffing and equipment needs.
- Key staff person for athletic Park District house and recreational level programs and activities. Also, will be coordinating efforts with Athletic Manager and Affiliate Coordinator with regard to training needs and materials, newsletter content and communications and may act as the appointed staff liaison to a variety of groups within the District's affiliation program.
- Direct coordination if program member is related to or part of the following programming areas: youth, high school and adult baseball leagues, senior softball, volleyball and other sports, annual disc golf event coordination, fishing derby event, youth basketball leagues, indoor soccer leagues, lacrosse leagues, various sport camps and clinics, sports kids, archery, martial arts and liaison to wrestling club and related programs.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.7

History of Approvals:

1-21-20

## 7.02.7 – Affiliate Coordinator

The Affiliate Coordinator is a full-time exempt employee of the Park District within the Recreation Department. The Affiliate Coordinator is responsible for planning, organizing, implementing, supervising, and evaluating Park District sponsored youth and adult athletic programs and leagues and other assigned recreation programs and serves as the main point of contact for most groups and organizations that are approved members of the District Affiliate, Parent and Special Interest Group Program. The Affiliate Coordinator reports to the Athletic Manager and works in concert with the Athletics Coordinator.

A key role and responsibility of the Affiliate Coordinator is to coordinate with various groups and organizations focused on athletics and sports of the community for both adults and youth. The Affiliate Coordinator has many programming areas and is a main contact for many of the programming staff, volunteers and coaches from the organization's programming and frequently is appointed to a programming group as the staff liaison.

Groups and organizations within a level of affiliation with the Park District will interact with the Affiliate Coordinator in several manners. They are but not limited to the following:

- The appointed staff liaison to the organization or group. Main point of contact by affiliated group leadership with respect to support services and issues related to the Park District in coordinated efforts to operate their respective programs and interests.
- Coordination or communication of issues or needs for program members in absence or assistance to the Athletics Manager and/or Athletic Coordinator.
- Communication and/or coordination for athletic and sport related members for Park District issues or needs related to fields, registration, coach trainings and support, umpire and official training and support, and various assistance tasks as determined by the identified and agreed upon support by the Park District.
- Main contributor or lead person to include content and distribution of the Affiliate related newsletters, social media posts or other identified flow of information and communications to key stakeholders.
- Main point of contact and coordination with program members with volunteer coaches engaged with their organization or group and ensure timely and effective coach training through the Park District's endorsed nationally based Positive Coaching Alliance platform.
- Direct coordination if program member is related to or part of the following programming areas: volunteer coach onboarding and training, umpire and officials training, payroll for umpires and officials, payroll of various academy, camp or clinic staff, coordinate with Park District Volunteer Program and management of related

volunteer coaches, parks, fields and gymnasium space needs and related equipment, year-end reconciliation protocol for appointed affiliation groups in coordination with Park District Finance Department, appointed staff liaison for most groups and organization members within the District's Affiliate, Parent and Special Interest Group Program, manage agreements and other related paperwork supported by groups of affiliation, point person for District with affiliated group complaints, concerns and issues, planning and logistics support for affiliated group events and special uses of park district property, coordinate affiliate group needs for fields and gymnasiums in coordination with local school districts, facilitate year end evaluation meetings, pre-season preparations, budget requests, capital improvement requests and purchasing and procurement needs, paperwork and best practice protocol with groups of affiliation and in accordance of District related policies.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.02.8**

History of Approvals:

**7-30-19**

## 7.02.8 – Superintendent of Facilities

The Superintendent of Facilities is the Department Head level professional that oversees the Facilities Department. The Facilities department is made up of 18 full-time staff and several dozen part-time staff. The Superintendent is part of the District Leadership Team and is responsible for the day to day operations of the following facilities including:

- Community Center
- Falcon Rec Center
- Birchwood Rec Center
- Palatine Hills Golf Course
- Palatine Stables
- Cutting Hall
- Clayson House
- Shelters
- Athletic Fields (scheduling)

Management of the Facilities includes required state and local compliance, budgeting, routine care, life safety systems, building and mechanical systems, purchasing supplies, custodial support, and staffing.

The Facilities department also provides some services and programs in these facilities, including:

- Drop-in programs
- Lessons
- Rentals
- Limited programming
- Special events

The Facilities Department also provides support and coordination to other Departments or Community Group for their services and needs. These services/support includes:

- Special events
- Affiliate field/space needs
- Capital Planning/execution
- Recreation Department programming
- Schedule review, staffing and support
- Special Use Requests
- Agreement reviews



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

Procedure

History of Approvals:

Protocol/Best Practice

## 7.02.9 – Superintendent of Parks & Planning

The Superintendent of Parks & Planning is a department head staff position in charge of the overall operation of the Department. This position directly responsible for: long range capital planning and park site development projects; continual maintenance improvement to park properties including all outdoor amenities; establishes maintenance and safety standards for all park properties; promotes district-wide visioning and planning with department staff; and evaluates the department's operational performance annually. The Superintendent of Parks & Planning works under the direction of the Executive Director and ensures the effective day to day operations related to the Parks & Planning Department.

The Superintendent of Parks & Planning directly supervises the Assistant Superintendent of Parks and the Parks & Planning Administrative Assistant. The Superintendent also indirectly four Parks Department Division Managers, twenty-one fulltime maintenance staff, and numerous part-time and seasonal staff with bulk of those working in the summer seasons.

Groups and organizations within a level of affiliation with the park district will interact with the Superintendent of Parks & Planning in several manners. They are but not limited to the following:

- Review and determination of affiliate capital improvement requests.
- Review and determination of affiliate maintenance fee structures.
- Review and determination of affiliate basic maintenance tasks included in per capita fees.
- Review and determination of affiliate community festivals.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.02.10**

Procedure

History of Approvals:

Protocol/Best Practice

**3/31/20**

## 7.02.10 – Assistant Superintendent of Parks

The Assistant Superintendent of Parks is a leadership team staff position in charge of the daily operation of the Department. This position is directly responsible for: managing the Parks Department daily operations which consists of 50 park sites totaling over 500 acres and numerous park site amenities. The position is responsible for the maintenance and upkeep for 3 outdoor aquatic facilities, 3 recreational centers, and 12 special use facilities. The Assistant Superintendent of Parks works under the direction of the Superintendent of Parks & Planning.

The Assistant Superintendent of Parks directly supervises four division Managers. The Assistant Superintendent also indirectly supervises twenty-one fulltime staff that are divided into four divisions: Trades; Parks; Horticulture; and Fleet Maintenance along with numerous part-time and seasonal staff with bulk of those working in the summer seasons.

Groups and organizations within a level of affiliation with the park district will interact with the Superintendent of Parks & Planning in several matters. They are but not limited to the following:

- Point of contact for athletic field lighting control system.
- Point of contact for all field related work requests.
- Review and assignment of affiliate field work requests.
- Review and determination of affiliate field locations.
- Review and determination of portable toilet locations, scheduling, and events.
- Review and recommends affiliate field maintenance tasks and fee structures adjustments.
- Review and determination of affiliate invoicing.
  - Requested supplies and field maintenance materials.
  - Athletic field lighting usage.
  - Miscellaneous service request items.
  - Additional portable toilets for events



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.02.11 – Parks Manager

The Parks Manager is a mid-level management position in charge of daily Parks Division operations and division staff. This position is directly responsible for managing: all park site amenities, playgrounds, baseball fields, soccer, football, lacrosse field set ups, all athletic courts, and all hard surfaces within the District. The Parks Manager works under the direction of the Assistant Superintendent of Parks.

The Parks Manager directly supervises seven full-time division staff along with numerous part-time and seasonal staff with bulk of those working in the summer seasons.

Groups and organizations within a level of affiliation with the park district will interact with the Parks Manager in several matters. They are but not limited to the following:

- Determination of baseball weather related fields closures
- Execution for all field related work requests.
- Assists with the determination of affiliate field locations.
- Submits actual expenses and labor hours for affiliate invoicing.
  - Requested supplies and field maintenance materials.
  - Miscellaneous service request items.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.02.12 – Horticulture Manager

The Horticulture Manager is a mid-level management position in charge of daily Horticulture Division operations and division staff. This position is directly responsible for managing all horticultural assets. Horticultural assets include all trees, shrubs, plants, natural turf grass, lake management, stream bank maintenance, and animal/pest control within the District. The Horticulture Manager works under the direction of the Assistant Superintendent of Parks.

The Horticulture Manager directly supervises seven full-time division staff along with numerous part-time and seasonal staff with bulk of those working in the summer seasons.

Groups and organizations within a level of affiliation with the park district will interact with the Superintendent of Parks & Planning in several manners. They are but not limited to the following:

- Determination of soccer, football, and lacrosse weather related fields closures.
- Assists with the determination of affiliate field locations.
- Assists with affiliate fee structures adjustments.
- Submits actual expenses and labor hours for affiliate invoicing.
  - Annual natural turf grass field maintenance, renovations, and field repairs.
  - Miscellaneous service request items.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.13

History of Approvals:

6-8-20

## 7.02.13 – Superintendent of Finance

The Superintendent of Finance is a full time exempt employee of the Park District within the Finance Department. The Superintendent of Finance position is a department head level position within the organizational structure of the District and a key member of the District's administrative leadership team.

The Superintendent of Finance is responsible for the overall planning, management, operations, administration, maintenance and development of the comprehensive financial systems and controls, including but not limited to, accounting of revenues and expenses, payroll, accounts payable and receivable, budget appropriations, capital allocations and spending, investment portfolio, and financial forecasting. The Superintendent of Finance is also responsible for ensuring that program registrations are accurately received in a manner that is consistent with the District's commitment to Customer Service.

The Superintendent of Finance reports to the Executive Director and directly supervises the Assistant Superintendent Finance and Customer Service Manager. The Superintendent also indirectly supervises all part-time and full-time related staff within the accounts payable, accounts receivable, accounting, payroll, and customer service representative staff operations of the Finance Department.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items:

- Respond and resolve to citizen and public complaints or inquiries promptly and with purpose to achieve satisfaction of customers
- District staff liaison duties and responsibilities to the Palatine Kiwanis Club
- Attend and participate in meetings called by community groups and affiliates as assigned
- Monitor responses from public to ensure a strong commitment to customer service is maintained
- The capability to work harmoniously and maintain effective relationships with community groups and other units of local government-8-20
- Assist staff within the department with any of their Affiliate related duties



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.14

History of Approvals:

6-8-20

## 7.02.14 – Assistant Superintendent of Finance

The Assistant Superintendent of Finance is a full time exempt employee of the Park District within the Finance Department. The Assistant Superintendent of Finance position is a department head level position within the organizational structure of the District and a key member of the District's administrative leadership team.

The Assistant Superintendent of Finance is responsible for the reconciliation review of banking accounts, running and analysis of monthly financial reports, debt service payments and distributions, assistance in audit and budget development, inputting and analysis, supervision of accounting and payroll staff, and assumes the duties, responsibilities and authorization of the Superintendent of Finance position when not available. The Assistant Superintendent of Finance is also responsible for assisting in ensuring that program registrations are accurately received in a manner that is consistent with the District's commitment to Customer Service.

The Assistant Superintendent of Finance reports to the Superintendent of Finance and directly supervises the Payroll Specialist and accounting staff. The Assistant Superintendent also indirectly supervises all part-time and full-time related staff within the accounts payable, accounts receivable, accounting, payroll, and customer service representative staff operations of the Finance Department.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items:

- Respond and resolve to citizen and public complaints or inquiries promptly and with purpose to achieve satisfaction of customers
- Attend and participate in meetings called by community groups and affiliates as assigned
- Monitor responses from public to ensure a strong commitment to customer service is maintained
- The capability to work harmoniously and maintain effective relationships with community groups and other units of local government-8-20
- Assist staff within the department with any of their Affiliate related duties



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: 7.02.15

History of Approvals:

6-9-20

## 7.02.15 – Payroll Specialist

The Payroll Specialist is a full time exempt employee of the Park District within the Finance Department. The Payroll Specialist position is an entry-level position within the organizational structure of the District and a key member of the District's financial operations team.

The Payroll Specialist is responsible for supervision of payroll submission, review and processing of Districts bi-monthly payroll cycles, tracking and reporting of benefit and paid time off records of employees, review and processing of employee employment forms and pre-employment documentation, and management and reporting of employee benefit and health insurance payroll deductions per the elections of each benefitted employee. Supervises and fosters positive relationships within the Finance Department.

The Payroll Specialist reports to the Assistant Superintendent of Finance and does not directly supervise any positions.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items:

- PCBS
  - Assist new and returning staff with Work Permit process
  - Process new hire paperwork and assign employee numbers
  - Send updates on current staff listing (employee numbers and pending statuses) to Umpire Coordinator for PCBS
  - Process bi-weekly payroll
    - Designated PCBS Board member submits timesheets electronically via email approved by each assigner
  - Employee payroll inquiries
  - Assist Superintendent of Recreation as the liaison as needed
- Celtic Soccer
  - Prepare highlighted new hire packets along with providing parent checklist to avoid missing information (should not be needed in future due to new onboarding software)
  - Assist new and returning staff with Work Permit process
  - Process new hire paperwork and assign employee numbers
  - Send updates on current staff listing (employee numbers and pending statuses) to Referee Coordinator for Celtic Soccer
  - Process bi-weekly payroll
    - Celtic designated Board member submits a spreadsheet of games that is imported into the Incode Payroll process
  - Employee payroll inquiries
  - Provide liaison annual payroll expense report for year-end invoicing
  - Assist Falcon Park Facility Manager as the liaison as needed

- CARE
  - Assist CARE Administrators with Time Pro scheduling inquiries
  - Process new hire paperwork and assign employee numbers
  - Send updates on current staff listing (employee numbers and pending statuses) to CARE Program Coordinators
  - Process increases/payroll status changes
  - Process bi-weekly payroll
  - Employee payroll inquiries
  - Assist Superintendent of Recreation as the liaison as needed
- PAFA Spirit
  - Process new hire paperwork and assign employee numbers
  - Send updates on current staff listing (employee numbers and pending statuses) to staff liaison designee.
  - Process increases/payroll status changes
  - Process bi-weekly payroll
  - Employee payroll inquiries
  - Assist Special Interest Coordinator as the liaison as needed



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.16

History of Approvals:

6-9-20

## 7.02.16 – Senior Accountant

The Senior Accountant is a full time exempt employee of the Park District within the Finance Department. The Senior Accountant position is a supervisory/manager level position within the organizational structure of the District and a key member of the District's financial operations team.

The Senior Accountant is responsible for supervision of accounting, reconciliation and closing of month end processes of the department and District financial position. Supports the Superintendent of Finance as needed. Supervises and fosters positive relationships within the Finance Department.

The Senior Accountant reports to the Superintendent of Finance and directly supervises the Associate Accountant position.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items:

- Report, review and reconcile registration and other revenue streams associated with each affiliate, parent, or special interest groups.
- Report, review and reconcile costs and related expenses associated with each affiliate, parent, or special interest group.
- Provide each group with monthly financial reports illustrating the activity recorded each month.
- Record activity accordingly to general ledger numbers associated with each group or organization.
- Reconcile and provide each group and organization with year end reporting and provide fund balance levels after all revenue and expense activity is recorded.
- Prepare and distribute invoices to each group or organization for related non-resident fees, extra or opt-in support services provided by the District, per capita maintenance fees based on participation numbers, field development and capital fees, background checks, umpire and officials pay, competition and tournament fees, etc.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.17

History of Approvals:

2-3-20

## 7.02.17 – Associate Accountant

The Associate Accountant is a full time exempt employee of the Park District within the Finance Department. The Associate Accountant position is an entry level position within the organizational structure of the District and a key member of the District's financial operations team.

The Associate Accountant is responsible for the complete the day-to-day accounts payable and purchasing functions as detailed below, process all non-payroll related payments, assist with budget preparation and inquiries, provide input regarding district purchasing policies as well as other general financial functions; and be mindful of the best interests of the Palatine Park District, fellow employees, and patrons; participate with the Finance Department as a team member to assist and improve the overall services to the community.

The Associate Accountant reports to the Senior Accountant and directly supervises the part-time Finance Assistant position.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items:

- CARE
  - Review monthly invoice for CARE
  - Enter warrant request
- PCBS
  - Review/proof invoices for umpires and assignors
  - Enter warrant requests
- For all other affiliates, enter warrant requests as needed



# Affiliate, Parent, Special Interest Groups Procedures Manual



Policy

Section:

7.02.18



Procedure

History of Approvals:



Protocol/Best Practice

5-11-2020

## 7.02.18 – Superintendent of District Services and Projects

The Superintendent of District Services and Projects is a full-time exempt status position within the Park District's organizational chart. The position is an administrative and leadership position as a department head level and is a key instrumental position within the District's leadership team. The Superintendent of District Services and Projects has the district-wide responsibility for management of the District Services and Projects department. This department provides support services for the entire district in the areas of human resources, risk management, information technology, communications and marketing, and the volunteer program. This position reports to the Executive Director and supervises Assistant Superintendent of District Services and Projects, the IT Manager and Communications and Marketing Manager.

In addition to the overall responsibility of managing the department the Superintendent of District Services and Projects facilitates all projects that are going out to bid and assists project managers with other capital budget projects.

Groups and organizations at various levels of affiliation with the Park District may interact with the Superintendent of District Services and Projects in any of the following:

- if there are questions, concerns, or needs within the various divisions the Superintendent oversees.
- If the Affiliate Representatives, through their Staff Liaisons have a capital project that is going out to bid.
  - If there is a problem or issue with a project, equipment purchases or other capital budget item that requires corrective measures.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.02.19 – Assistant Superintendent of District Services and Projects

The Assistant Superintendent of District Services and Projects is a full-time exempt status position within the Park District's organizational chart. The position is an administrative and leadership position as a department head level and is a key instrumental position within the District's leadership team. The Assistant Superintendent of District Services and Projects has the district-wide responsibility for managing human resource functions and activities including job recruitment, screening, hiring, pre-employment requirements and onboarding of staff. This position maintains the District's Personnel Policies and Procedures Manual and develop and coordinates staff training in relevant HR related topics ensuring compliance of the District with all applicable laws and requirements. This position reports to the Superintendent of District Services and Projects and supervises the Risk Manager and Volunteer Coordinator.

A key role and responsibility of the Assistant Superintendent of District Services and Projects is to coordinate the job recruitment process from posting the positions to onboarding the employee.

Groups and organizations within a level of affiliation with the Park District will interact with the Assistant Superintendent of District Services and Projects in several manners. They are but not limited to the following:

- Coordinate with Affiliate Representatives and Staff Liaisons to determine staffing needs.
- Coordinate with Affiliate Representatives and Staff Liaisons to recruit and promote needed positions.
- Manage the onboarding process including background checks, trainings, and completion of essential paperwork.
- Communicate appropriate HR policies and regulations to affiliates and related staff.
- Ensure that required HR trainings are provided to affiliate staff.
- Train affiliate representatives and liaisons on HR software such as CivicHR.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.02.20 – Volunteer Coordinator

The Volunteer Coordinator is a full-time exempt position for the Park District. The position is within the District services and Projects Department and is an entry level non-supervisory position. The Volunteer Coordinator is responsible for managing the everyday operations associated with the Park District's Volunteer Management Program. Volunteer Coordinator leads a comprehensive volunteer program which responds to the vision, mission, and goals of the District by drawing upon the talents and abilities of each volunteer. This position serves as liaison between management, staff, volunteers, and volunteer support groups, as well as, Park District groups.

A key role and responsibility of the Volunteer Coordinator is to administer the completion and tracking of volunteer paperwork including processing criminal background checks and to orient volunteers in accordance with the District's Volunteer guidelines

Groups and organizations within a level of affiliation with the park district will interact with the Volunteer Coordinator in several ways. They are but not limited to the following:

- Administers the completion and tracking of volunteer paperwork.
- Plan and conduct annual training for volunteer coaches in District and affiliate programs through a national recognized program (Positive Coaching Alliance, NAYS, ACEP, etc.). Training to include relevant Park District policies (bullying, social network, emergency response, etc.) also coordinate annual workshop with a motivational speaker.
- Serve as liaison between management, staff, volunteers, and volunteer support groups.
- Serve as liaison to various community and Park District groups.
- Develop, monitor, and implement use of a data base of registered volunteers from District, affiliates, and community groups to align volunteer interests and skills with volunteer requests submitted by staff
- Process criminal background checks for all volunteers.
- Plans and hosts the annual volunteer recognition luncheon including being a key member of the VRL and Volunteer of the Year awards committee.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.21

History of Approvals:

6-9-20

## 7.02.21 – Risk Manager

The Risk Manager is a full time exempt employee of the park district within the District Services and Projects Department. The Risk Manager position is an entry level position within the organizational structure of the District and a key member of the Districts support systems functionality. The Risk Manager reports directly to the Assistant Superintendent of District Services and Projects and has no direct reports.

The Risk Manager is responsible for general safety and risk management concerns relating to all agency operations, functions, grounds and facilities. Responsibilities include the formulation, implementation and monitoring of policies, standard operating procedures and best practices as they relate to loss prevention, insurance issues, safety, and accident investigation. This position also plans and conducts safety training and other district wide training programs.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items:

- Support and follow the practices and policies of the District's risk management program to ensure a safe workplace for all employees, affiliates, and volunteers and safe facilities, programs and services for all residents and participants.
- Communicate accidents/incidents to the Risk Manager for review, investigation, and follow up where appropriate. The Risk Manager is the point of contact for all departments regarding safety inspection forms and reports.
- Assess probability, extent, and consequences of potential accident and loss situations and make recommendations to minimize potential accident, liability, and property loss situations.
- Participate in designated emergency/disaster drills.
- Communicate all special events to ensure compliance with the District's Special Event Emergency Safety Plan.
- Review, monitor, and update evacuation plans and severe weather routes and shelter areas in all District facilities and conduct evacuation drills.
- The point of contact regarding safety inspection forms and reports. Maintain centralized and organized file of all inspections and review work requests to remedy identified or potential risks and hazards.
- Facilitate all policy, operating procedures, and identified needs within the safety and risk management functions and ensure they are meeting expectations and are performed in an effective and efficient manner.



# Affiliate, Parent, Special Interest Groups Procedures Manual



Policy

Section:

7.02.22



Procedure

History of Approvals:



Protocol/Best Practice

**DRAFT 6-20-2020**

## 7.02.22 – Communications and Marketing Division

The Communications and Marketing Manager is a full-time, exempt position with the Park District. The position is within the District Services and Projects Department and is a supervisory manager position to lead the Communications and Marketing Division. The Communications and Marketing Manager is the lead role within the division and oversees all aspects and operations with regard to District communications, marketing, social media, and staff support for these needed functions within the organization.

The Communications and Marketing (C&M) Division has the district-wide responsibility for managing all aspects of the Park District's communications with the community and both internal and external marketing. This includes managing the website, social media, print media including seasonal program brochures, advertising, and promotions of programs, facilities, and events. The other staff positions within the C&M Division consists of a Graphic Artist, Digital Marketing Coordinator, Outreach Coordinator, two part-time staff. The C&M Manager reports to the Superintendent of District Services and Projects.

The Park District's digital presence is managed by the Digital Marketing Coordinator and the C&M Manager. This area includes maintaining the district's website, Facebook, and other social media, sharing articles on social platforms, and posting information on current and upcoming district events.

Design support provided by the Graphic Artist and others within C&M results in the printed marketing materials, digital marketing materials and promotional items. The division produces all the flyers, brochures, handouts, and signage that promote district events and provide information for our patrons. This also includes the digital design of our website, social graphics, and the TV slides seen in our facilities.

The Communications and Marketing Division also provides press releases, printing services for staff, event photography, videography, program, and other photography as well as generating public awareness of the Districts programs, events and facilities.

Groups and organizations at various levels of affiliation with the park district may interact with the Communications and Marketing Manager or other Division Staff in any of the following:

- For advertising in the District's catalog, including event and "program" advertising.
- For event photography or program photography.
- Design services for logos, advertising, and other branding needs.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.02.23**

History of Approvals:

**6-10-20**

## 7.02.23 – Customer Service Manager

The Customer Service Manager is a full time exempt employee of the park district within the Finance Department and also within the Customer Services Division. The Customer Service Manager position is a divisional management and supervisory level position within the organizational structure of the District and a key member of the District's registration processing and customer service functionality. The Customer Service Manager reports directly to the Superintendent of Finance and is the immediate supervisor to the Customer Service Assistant Manager and either directly or indirectly manages the full time Customer Service Representative staff in various capacities and locations.

The Customer Service Manager is responsible for acting as the leader of the customer service divisional and front desk operations. These operations include customer assistance at all front counter locations, in-person and on-line registrations, phone and e-mail inquiries, processing household information, refunds, transfers, and canceled programs. The Customer Service Manager also schedules all full and part time staff necessary to fill and operate the posted public hours of the three registration locations.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items and may perform or delegate such items to other customer service divisional staff members:

- PAFA
  - Reports are set up to run weekly and sent to PAFA
  - Works with Liaison Ranum on any additional tasks
  - Refunds are done by Customer Service Management Team
- Penguins Lacrosse
  - Once reviewed/approved by manager, staff processes registrations
  - Corresponds with Recreation Coordinator for reports or outside park district registration needs
  - Refunds are done by Customer Service Management Team
- Gymnastics Team
  - Creates yearly program master
  - Runs monthly bills
  - Posts payments
  - Contacts late payments
  - Processes refunds
  - Works with Coordinator Dunne on fee changes
  - Any additional items as needed
- Dance Company
  - Creates yearly program master
  - Runs monthly bills
  - Post payments
  - Contact late payments
  - Processes refunds

- Works with Coordinator Swan on fee changes
  - Any additional items as needed
- Palatine Bike Club
  - Customer service has no items for this group
  - Proof any catalog items
- Rugby
  - Rugby handles their own registrations
  - Proof any catalog items



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.02.24**

History of Approvals:

**6-10-20**

## 7.02.24 – Customer Service Assistant Manager

The Customer Service Assistant Manager is a full time exempt employee of the park district within the Finance Department and also within the Customer Services Division. The Customer Service Assistant Manager position is a divisional management and supervisory level position within the organizational structure of the District and a key member of the District's registration processing and customer service functionality. The Customer Service Assistant Manager reports directly to the Customer Service Manager and is the immediate supervisor to either directly or indirectly the full time Customer Service Representative staff in various capacities and locations.

The Customer Service Manager is responsible for acting as the leader of the customer service divisional and front desk operations when the Customer Service Manager is unavailable. These operations include customer assistance at all front counter locations, in-person and on-line registrations, phone and e-mail inquiries, processing household information, refunds, transfers, and canceled programs. The Customer Service Assistant Manager also assists in the scheduling all full and part time staff necessary to fill and operate the posted public hours of the three registration locations.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items and may perform or delegate such items to other customer service divisional staff members:

- PAFA Spirit
  - Runs reports for Liaison Schroeder
  - Sets up and works PAFA Spirit Sizing Day
  - Other additional tasks as needed
  - Refunds are done by Customer Service Management Team
- PCBS
  - Runs participant reports directly for PCBS
  - Processes refunds
  - Keeps files for forms
  - Is in constant contact with them for any additional needs
- Swim Team
  - Runs reports as needed
  - Sets up registration
  - Schedules staff for Early Bird Registrations
  - Processes refunds
  - Keeps files for forms



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

Procedure

History of Approvals:

Protocol/Best Practice

## 7.02.25 – Scholarship Coordinator – Customer Service Representative

The Scholarship Coordinator is a full time exempt employee of the park district within the Finance Department and also within the Customer Services Division. The Scholarship Coordinator position is an entry level position within the organizational structure of the District and a key member of the District's registration processing and customer service functionality. The Scholarship Coordinator reports directly to the Customer Service Division Manager and has no direct reports.

The Scholarship Coordinator is responsible for acting as the registration liaison for specific affiliate and/or Park District programs including, but not limited to, Palatine Youth Baseball/Softball, Palatine Baseball Association, PAFA Spirit, C.A.R.E. Before & After School Program, Gymnastics Program, Dance Company, Swim Team Program, Summer Camp Billing, Preschool Billing as assigned by the Customer Service Manager. Also, serves as the Scholarship Coordinator processing scholarship applications, payments and reports through the Park District and Park Foundation scholarship programs.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items:

- Scholarships
  - Processes all scholarship requests for all Affiliates
    - groups or liaisons provide approvals
  - House Affiliates use our scholarship fund
  - Programs through the foundation
    - Travel PCBS
    - Travel Soccer
    - Coordinates with Park District's Community Outreach Coordinator
    - Coordinates with Park District's Executive Assistant
- CARE
  - Corresponds with CARE Program Coordinator Staff
  - Creates yearly program master
  - Keeps all files of registrations, changes, and refunds
  - Processes the school year lottery
  - Makes calls and removes and places children from wait list
  - Makes copies of all registration for District 15
  - Runs monthly bills
  - Posts payments
  - Contacts late payments
  - Processes refunds
  - Works with families and answers all parent questions
  - Any additional items as needed



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.02.26**

History of Approvals:

**6-2-20**

## 7.02.26 – Staff Liaison

The Staff Liaison is an appointed full-time Park District employee who is the main and first point of contact for most inquiries, requests and need for support and information towards affiliate, parent and special interest group leaders and volunteers.

Staff liaison appointments are typically designated by the Park District due to their job position, responsibilities or geographical nature of the main affiliate group activities and the location of the supporting Park District staff's office. Group leadership shall use this Who's Who section and related information to learn and use said information to identify the staff person they should contact when needing a particular support service provided by the Park District. If a designated staff position for a request cannot be found, or there is doubt of who to contact, then the staff liaison should be contacted, and they will inform and/or facilitate the proper designated staff person to handle the request.

Affiliated groups and leaders within these organizations will interact or have need to contact and coordinate with this individual for the following, but not limited to the following items:

- Attend partner board meetings
- Attend and participate in leadership meetings pre-season preparations, and post season evaluations
- Facilitate new or revised related policies of Park District with group/board leadership
- Update the affiliate leadership on Park District projects and initiatives that may affect their respective programs.
- Coordinate planning meeting for larger events; share planning documents
- Provide an Event Recap to the affiliate from the PPD perspective
- Identify all calendar items and review at each meeting - events; photo days, packet pick-up; etc - add backwards to PPD planning calendars (Parks)
- Provide rental paperwork, Special Use Permits or other required docs
- Review/Coordinate any billing and invoicing (may need to collaborate with Parks)
- Volunteer of the Year (VOTY) needs/information
- Annual Park Board attendance/reports/requests
- Provide data for grant submissions
- Monthly report to board (past results, upcoming items)
- Deliver mail
- Equipment purchases
- Entry fee submission (check request used to prepay)
- Team card used for championship entry submission (card used to prepay)
- Communication to club through social media (meets, accomplishments, important dates)
- Financial report to board (revenue and expenses)
- Set up registration (twice each year)
- Set up use of outdoor pools for swim meets

- Proofing new registration forms and emailing staff on any changes or updates when opt-in registration services are being processed.
- Creating and scheduling reports for affiliate and parent group leadership, board members and/or commissioners.
- In constant contact with organization's leadership regarding registration transfers, requesting player information, and any withdrawals that occur throughout the season.
- Provide reports and updates on a monthly or weekly basis with changes to daily when the registration deadlines near.
- Maintain files of all registration forms that are received in person and organization has opt-in service with park district for processing their registration.
- Assist with submitting field request
- Submit room and rental request as needed
- Registration setup and coordinating deadlines, waitlist, refunds, scholarships
- Ensure affiliate group is following park district procedures and policies
- Help coordinate uniform and equipment order
- Schedule lights for games/practices
- Coordinate field lining for game fields
- Establish yearly budget and review monthly with board
- Attend monthly board meeting
- Ensuring deliveries arrive and placed accordingly
- Submit work request for any safety concerns with fields as needed
- Inspect field(s) for playability as needed
- Address concerns between affiliate group if necessary



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.02.27**

History of Approvals:

**2-13-20**

## 7.02.27 – Parent Boards

The Parent Board of the Who's Who section is just as it is named. Parent boards are a collective group of parent volunteers for groups and organizations related to their sons or daughters participating in a youth sport, athletic event, performing arts or special interest program. Parent boards come in a variety of sizes, shapes and levels of affiliation and engagement with the Park District.

These variations may include, but not be limited to, formal or informal, structured, or unstructured, operate the group and related program on a day to day basis or just be a helper parent at an activity or event. They may also be a separate state registered corporation or just a collective group who has advisory interests in how the program or group operates. Some may be heavily engaged in the program and requesting support from the Park District to those that donate food and beverages after an activity or game. Others may also head up events and efforts to fundraise in support of the participants and program while others may just attend activities and help on-site when asked. No matter what size, shape, variation or level of affiliation or engagement with the program and Park District, all volunteer parents are essential to the success of each group, organization, and program.

Based on the variables defined in each facet of a parent group as listed above or others not listed, there are classifications of various parent groups based on criteria that is set forth in the Affiliate, Parent and Special Interest Group Program. These classifications are defined in much more detail within section 7.01 of this manual for those who wish to learn the types of defined parent groups the program recognizes along with the level of affiliation and related support each parent group is eligible to receive from the Park District, and what requirements and responsibilities come with each defined classification.

The Parent Groups are classified and defined as the following:

- Booster Group
- Advisory Group
- Special Interest Group

Obviously the one common component is that the classification and related program is a youth driven activity and organization where parents help and govern the activity as volunteers. Either way or definition, each classified parent group has certain requirements, filings, status, responsibilities, related policies, and protocol it must qualify for, maintain, and follow in order to remain a parent group in good standing within this program.

Most representatives of parent groups regardless of classification shall correspond with their respective President, Chair or Key leader of the group or organization. It is this individual who will forward requests, communication, or inquiry for information to the appointed staff liaison from the Park District. This is the preferred and best practice manner in which communications is handled to provide a consistent and non-duplicative approach to supporting communications with the Park District and over 30 groups and organizations affiliated with the Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.28

History of Approvals:

2-13-20

## 7.02.28 – Affiliate and Parent Group Board Members

These individuals are a selective group within the parent group or true affiliate of the Park District as illustrated in the previous page defining Parent Groups. These individuals are typically referred to as the “leadership team” for each respective group or organization associated with this program. The board members typically assist in the overall governance of the organization/program that may include, but not be limited to, setting policy, oversee staff if applicable, monitor and approve expenses, budget performance, purchasing, etc.

Many organizations will have a formal structure to a governing body via a Board of Directors or Trustees with selected officers that preside over meetings and discussions and also serve in key roles that assist in the success of the program or activity they support and volunteer towards. Other key individuals that may serve on an affiliate or parent group board may include volunteers in charge of rosters, try outs, equipment, allocation and scheduling of space, gyms or fields, event management, uniforms, etc. However, for groups or organizations without parent groups or just a general special interest group of varied ages, there may be no formal board with officers and heads of operations and are just key people and facilitators that handle the behind the scenes tasks to ensure the successful enjoyment of all those participating and involved in the group and related activities.

Regardless of the formality, structure or level of engagement within a group or organization affiliated with the Park District, board members and key facilitator volunteers within each respective group are essential to the success of any program, are the heartbeat of the organization and the worker bees that conduct the necessary day to day tasks to achieve a level of success and smooth and respectful support and engagement with the Park District and its staff.

Board members and key facilitator individuals for a group within this program will frequently reach out and communicate with the Park District. This may be directly through the appointed staff liaison of the Park District or another key staff person within the Who’s Who section of this manual depending on the nature and scope of the support request. Depending on the position the board member or key facilitator volunteer is performing, and the need being requested by the group from the Park District the protocol to be followed includes either of the following options:

- Request to the President, Chair or Key Leader who then contacts the appointed Park District staff liaison, OR
- Request from key facilitator volunteer directly to the appointed Park District staff liaison, OR
- Request directly to appropriate Who’s Who Park District staff person in charge of the area of request and copy the appointed park district staff liaison as a courtesy.

Board members must realize and respect the Park District staff members have many other duties and responsibility to operate all the other parks, properties, and programs for the entire community. In addition, there are currently over 30 different members to this program representing a diverse array of sports, activities, and interests. All board members and key leadership volunteers must keep in mind that Park District does have their interests and the interests of those participating in mind. We are all ambassadors of each program in the community and must conduct ourselves in a professional, respectful, and positive behavior manner at all times and especially in front of youth as role models.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.02.29**

History of Approvals:

**2-18-20**

## 7.02.29 – Volunteer Parents and Coaches

These individuals are what many would classify as the grassroots of all groups and organizations affiliated with the Park District in providing a platform for residents and participants to play and recreate in alignment with their interests. While the affiliate and parent group board members, facilitators and leadership groups play an important role and help govern the program and support by the Park District, it is the majority of the people involved that serve as volunteer parents and coaches and are vital to making a program successful.

All parent volunteers that are affiliated with the Park District are required to be processed through the Park District Volunteer Program. The Park District has a Volunteer Management Program which illustrates the requirements, orientation, compliance and information flow required to have all volunteers properly onboarded and informed of the expectations involved with the volunteerism to ensure a positive experience for all involved. The Volunteer Management Program is administered and maintained by the Park District staff person hired as the Volunteer Coordinator. See this title page within the Who's Who section of this manual for more details.

The elements involved with the District's Volunteer Management Program are as follows:

- Volunteer Application Form (General or Athletic)
- Waiver Acknowledgement
- Distribution and acknowledgement for receipt of a Volunteer Manual
- Successful completion of a Criminal Background Check (Check policy for eligibility of this requirement)
- Related general volunteer training
- Positive Coaching Alliance Training program (for volunteer coaches of youth programs)

Coaches are individuals involved in those groups and programs that involve competition. Volunteer coaches must go through the volunteer management program and requirements, but also additional training through the national Positive Coaching Alliance platform which the Park District endorses and uses to ensure all coaches are informed and aware of their responsibilities and how their conduct and behavior influences the youth of our community.

Volunteer parents and coaches shall report questions, concerns, and needs through their respective and appropriate affiliate or parent group leadership group. Many times, the leadership group in conjunction with the recruitment and onboarding of their respective volunteers will inform volunteer parents and coaches of who to contact within their own organization for these inquiries. The exception to this would be to report a hazard or safety concern, conduct or behavior unbecoming of a group board member, leader, parent, or coach in conjunction with the use and operations of the program on Park District property. Whether anonymously or in person these exceptions should be reported immediately to the Park District Risk Manager.

All volunteers, regardless of role or responsibility, must realize and respect the Park District staff members have many other duties and responsibility to operate all the other parks, properties, and programs for the entire community. In addition, there are currently over 30 different members to this program representing a diverse array of sports, activities, and interests. All volunteers must keep in mind that Park District does have their interests and the interests of those

participating in mind. We are all ambassadors of each program in the community and must conduct ourselves in a professional, respectful, and positive behavior manner at all times and especially in front of youth as role models.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.02.30**

Procedure

History of Approvals:

Protocol/Best Practice

**3-11-20**

## 7.02.30 – PALS – Palatine Affiliates Leadership Society

The Palatine Affiliates Leadership Society (PALS) is a long standing group as part of the Park District's support and coordination with groups and organizations affiliated with the District. Traditionally this group was focused on representation from youth sport organizations however, with the launch of the new District Affiliate, Parent and Special Interest Group Program (APG-SIG), the PALS is being expanded so each recognized member of the APG-SIG Program is eligible to have a representative appointed and participating in the PALS group.

Each group or organization as a member in good standing into this program is eligible to one appointee to the PALS group. This is typically the President or Chair of the group/organization and/or his/her designee. The appointee should be a tenured member of the group's leadership level and familiar with both their respective program and relationships with the Park District in support of the program. The appointee to PALS will also work closely with the group's staff liaison, as well as the Affiliate Coordinator of the Park District.

The PALS group will meet minimally four times a year however, additional meetings may be called and schedule pending issues, topics or concerns addressed by the Park District or an individual group that may affect many of the program members. Meeting notices, agendas and related meeting materials will be prepared and distributed to all PALS appointees by the Athletic Manager or designee. The Athletic Manager also presides over all PALS meetings however, other appointed staff liaisons or affiliate coordinated staff may present and discuss pertinent issues on behalf of all groups involved.

Some general topics that would be on any given agenda may include:

- Volunteering process
- Registration
- Concussion protocol
- Amita Health partnership
- Coaching clinics
- Capital projects
- Field reservations
- Park District strategic planning updates
- Safety concerns

Any official appointed representative to PALS from any member in good standing may request in advance agenda items to be included, discussed, and addressed as needed. Only emergency items may be brought up and addressed during a PALS meeting without being requested ahead of time for an agenda posting.

Collectively the PALS group will be advisory in nature to discuss common interests, needs and concerns but will not have binding authority in decisions made on behalf of the individual member groups or Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.02.31

History of Approvals:

3-31-20

## 7.02.31 – Officials and Umpires

Many of the members of the Affiliate, Parent and Special Interest Group Program host activities that involve various levels of competition that have or require the services for officiating the contents during these competition activities. In these situations, it is imperative to have the contests involved include effective officiating with officials and umpires who are trained and/or certified in the sport and activities they are engaged with.

These officials and umpires may be hired and compensated accordingly through the Park District if a member is part of the programming offered within the community or through a third-party assignor vendor for those groups that are true affiliates or elect to work with an outside vendor for their respective services towards officiating.

No matter which option is used to secure officiating services, all officials and umpires must be in compliance with the District's criminal background check policy and requirements if they are officiating on Park District property. Please refer to the District's Criminal Background Check Policy for details and requirements involved. All officials and umpires shall undergo and satisfactorily complete all necessary training, testing, certification protocol, as well as awareness and compliance with all safety and park related District policies, protocols, and expectations in relation to their services provided through officiating.

All competition and related contests shall be governed and under the control of the assigned officials and umpires and all players, coaches, parents and spectators are required to follow any and all related park ordinances, code of conduct, and related rules and regulations including behavior, sportsmanship and respect towards all officials and umpires.

Humans make mistakes and all involved must acknowledge and respect the fact the officials and umpires are humans too. Any and all judgement calls made by assigned officials and umpires while providing these services on Park District property will not be contested, challenged, or have any right to appeal. Only contest rule infractions in which an official and/or umpire made can be appealed. These steps and protocol will be determined by the host member organization or in the absence of any steps or protocol available will be determined through the decision among member leadership and appointed staff from the Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.03.0

History of Approvals:

6-11-20

## 7.03.0 – Affiliate, Parent and Special Interest Group Program Components

The APG-SIG Program is a comprehensive set of processes, requirements, and expectations to provide the relationship between each group and organization and the Palatine Park District. The components involved with the Program creates a formal and structured agreement and mutual respect for when and how organizations and groups desiring to have a relationship and various levels of support and service from the Park District and create a flexible and equitable system to create easily accessible support to operate each respective mission of groups as well as a proportionate level of affiliation with the Park District based on what criteria each organization or group needs and provides a structured control of these services accordingly.

The components to the APG-SIG Program are as follows and further described and illustrated in detail in the remainder policies within this section of the manual:

- Application of Membership
- Review, Approval and Membership Classification Designation
- Agreement with Park District
- Agreement Riders
- Opt-In Support Services
- Annual Review
- Volunteer Recognition

Questions and inquiries regarding these components and related protocol, processes and requirements should be directed to the Executive Director of the Park District or appointed Park District Staff Liaison.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: 7.03.1

History of Approvals:

6-11-20

## 7.03.1 – Application of Membership

The APG-SIG Program's first component to the process of a group or organization securing a formal and recognized level of affiliation with the Park District is an application process which includes the completion of an application form and supplying various supplemental documentation to support the application. The application must be completed by an authorized representative of the applicant group or organization and must be fully completed and accurate prior to the Park District accepting any application for review, pending approval and a level of affiliation designation/classification within the APG-SIG Program. There is no fee to apply. Only the time and effort to complete the application and assemble the required paperwork and documentation is necessary.

The application form provides the Park District with the necessary information to fully understand the legal structure of the group or organization, information that is referenced with the required criteria for each level of affiliation and membership classification being considered so that the proper agreement and terms within can be determined. The information also provides the District with the needed or expected level of support needed for each group thus creating the terms of support and any applicable fees or charges that will become applicable.

The application form requests complete and verified information for the following areas:

- Date of Application
- Level of Affiliation Request Designation
- Applicant Group/Organization Name, Main Contact, Address, Phone Numbers, E-mail Address, Web Site Address
- Listing and Directory of Official Board Members with Contact Information
- Applicant Group/Organization By-Laws and/or Constitution
- State of Illinois Incorporation Status
- Federal Employer Identification Number Status
- State of Illinois Tax Exemption Status
- IRS Not-For-Profit and/or 501C3 Status
- State of Illinois Charitable Organization Status
- Proof of Liability Insurance and Coverage Plan Level and Terms
- History and Trend of Participation Levels
- Designation of the Leadership and Governance Structure
- Board Meeting Structure and Schedule
- PALS Representative Appointee
- Copy of Annual Report and Year End Reporting
- Appointed Staff Liaison Designee
- Certification Acknowledgement of Information Provided in Application

Several of the above listed application areas also require supplemental and supportive documentation to accompany the application form. All required supplementary documentation based on the information provided on the application must

be submitted completely and accurately in order for the application to be valid and be eligible for review and pending approval by the Park District in order to receive a level of affiliation and membership into the APG-SIG Program. It is the sole responsibility of the applicant group/organization to ensure and maintain all materials associated with their application and membership status current and accurate and is completed by submitting to your appointed staff liaison or in the absence of a Staff Liaison to the office of the Executive Director for the Park District. Missing supplemental information will either delay or make the application ineligible for membership consideration.

The supplementary documentation the accompanies a completed application includes the following and are applicable when the responses on the application form request said information. They are as follows:

- Copy of current and approved Constitution or By-Laws
- Copy of a current State of Illinois Incorporation paperwork through the Illinois Secretary of State office indicating approval.
- Copy of a current Federal Employer Identification Number (FEIN) and paperwork designated through the Internal Revenue Service.
- Copy of a current Illinois Sales Tax Exemption Status as designated through the Illinois Department of Revenue.
- Copy of a current Not-For-Profit and/or 501C (3-6) Status as designated through the Internal Revenue Service.
- Copy of a current Illinois Charitable Organization Status and Annual Filing Active Status through the Illinois Attorney General's Office.
- Certificate of Insurance Coverages as Outlined in the terms of the respective level of affiliation agreement requirements.

Assistance for many of these items can be achieved by contacting the appointed Staff Liaison, Executive Director or Superintendent of Finance for the Park District. Applications can be found in the APG-SIG Handbook or on-line on the affiliation pages of the Park District web site at [www.palatineparks.org](http://www.palatineparks.org).



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

7.03.2

Procedure

History of Approvals:

Protocol/Best Practice

6-15-20

## 7.03.2 – Application Review, Approval and Classification Designation

The APG-SIG Program's second component to the process of a group or organization securing a formal and recognized level of affiliation with the Park District is the review, approval, and classification designation of the applicant group/organization. Applicant groups and organizations should plan for approximately a 60 day time period between the date the application is fully completed and submitted for consideration and the date the group or organizations is contacted by the Park District on the final determination into the Program. As stated before, the application must be fully completed and accurate, as well as all required supplementary paperwork and documentation within the application process.

A letter of receipt will be mailed to the applicant group/organization upon formal receipt of the application form and required paperwork. A copy of the application and related documentation is provided to members of the APG-SIG Staff Review Team for initial review and confirmation of required information and related paperwork. The members of the Program Staff Review Team consist of the following individuals:

- Appointed or Default Assigned Staff Liaison
- Affiliate Coordinator
- Volunteer Coordinator
- Superintendent of Recreation
- Executive Director

Applicant groups and organizations must understand that the answers, information, and related paperwork provided with the application process has a direct correlation to the eligibility levels of membership classification into the Program. The Staff Review Team will commence a meeting to collectively review and discuss the application and come to a consensus on the level of affiliation with the Park District the applicant group/organization is eligible to receive and make a recommendation to which level within the Program the group/organization will be considered.

Once this recommendation is determined, it is then forward through the office of the Executive Director to be reviewed, considered and formally adopted/rejected by the Park Board of Commissioners at the next duly held regular business meeting of the Park Board of Commissioners. Once the recommendation is approved by the Park Board, the Executive Director, or his/her designee, will provide the applicant group/organization with the adopted and final designation of membership into the Program. The following designations are available for applicants to be approved:

- Affiliate
- Parent Group Boosters
- Parent Group Advisory
- Special Interest Group
- Cooperative Program Provider

Once the determination has been formally adopted by the Park Board, the group/organization will be sent the corresponding APG-SIG Program Agreement based on which level listed above they were approved for membership. A

meeting to review and discuss the corresponding agreement is held with appointed Park District staff and key representatives of the approved group/organization. Once the agreement and all opt-in services are executed the group/organization is formally accepted into the APG-SIG Program and receive all privileges and benefits noted in the Program.

Approved groups and organizations may re-apply for a different classification if changes to their respective group are observed and the level of affiliation with the Park District could change as well. This can typically be done at the year end review meeting or at any time a significant change in the group/organization's structure or operations takes place. In these cases, an amended application would be submitted noting what changes have taken place and the review, approval and adoption process would start over again.

Groups and organizations that feel the designation recommended and approved by the Park District is inaccurate, the President/Leader of the group/organization must submit in writing to the Executive Director and copy the Park Board of Commissioners the position they feel is inaccurate, rationale for consideration to change classifications and request for what level of affiliation classification they feel is appropriate. The letter will be discussed and considered as an appeal, however once a determination is adopted after an appeal by the Park District, this decision is final. The group/organization can then either accept and remain in good standing with the original determination or remove their application from the Program all together.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

7.03.3

Procedure

History of Approvals:

Protocol/Best Practice

6-15-20

## 7.03.3 – Agreement with Park District

The APG-SIG Program's third component to the process of a group or organization securing a formal and recognized level of affiliation with the Park District is the actual execution of the corresponding agreement between the group/organization and the Park District. While many facets of the agreements between various classifications are the same in all the agreements, many are separate and different based on the corresponding classification the approved group/organization was approved with.

A original copy of the corresponding agreement will be sent to the main contact individual who was listed on the application form. Groups/organizations must notify the Executive Director of the Park District if this person has changed or the address and contact information has changed. Once the group/organization receives and reviews the agreement, the group/organization may request an in-person meeting with Park District officials/staff to answer any questions or discuss potential unique attributes or situations that are not covered in the template/boilerplate agreement and could be considered in an agreement rider. If no such meeting is necessary, the group's authorized individual may approve and sign the agreement on behalf of the group. If applicable, groups/organizations should also supply a copy of the official minutes/notes when such approval of the agreement by the governing body/individuals has taken place.

Each agreement with the Park District is a boilerplate template and is the minimum terms, conditions, provisions, requirements, and expectations. Opt-in services, riders or other agreed upon terms will be handled separately on a case by case basis after the boilerplate agreement is considered and adopted.

The main components of the boilerplate template agreement are the following:

- Recitals
- Criteria and Conditions
- Opt-In Services and Support
- Facility and Field Use
- Rental and User Fees
- Advertisement
- Insurance and Indemnification

Once the group/organization has adopted the agreement the authorized individual must sign at the end of the agreement to fully execute and make the membership and level of affiliation with the Park District official. The Park District will then forward the executed agreement to the Park Board of Commissioners for final adoption and the Park District will sign the agreement accordingly to make the agreement final and executable under the terms and conditions within.

A final executed copy will be sent to the group/organization's main contact person as well as to the appointed Park District Staff Liaison. Once the agreement is fully signed and executed the benefits, privileges and requirements within the agreement shall take effect.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.03.4

History of Approvals:

6-16-20

## 7.03.4 – Agreement Riders

The APG-SIG Program’s fourth component to the process of a group or organization securing a formal and recognized level of affiliation with the Park District is the potential to add riders and provisions within the riders to the boilerplate template agreement with the Park District.

Each group and organization within the program are unique to their mission and program and service they provide to the community. The support necessary for each group or organization from the Park District to effectively operate and provide their respective mission and related service and operations is also unique and can vary significantly. In addition, while this program is new, the history of past best practices that are still aligned with the legal structure and current needs and best practices followed by the Park District need to be considered within the terms and conditions of the APG-SIG Program where deemed necessary or feasible.

As previously stated, the agreement with the Park District in and of itself is the baseline and minimum terms and conditions necessary to effectively support and administer the level of affiliation relationship between the group/organization and the Park District. Thus, any special considerations, past historical practices and unique situations from the applicant group/organization can be handled to honor and respect the diversity and uniqueness of each group through the use of agreement riders.

These agreement riders are exhibits added to the back of an executed boilerplate agreement and written to describe, explain and provide expectations of each party to the agreement that reflect the terms, conditions and expectations towards a unique situation that cannot be covered within the boilerplate template but needs to be part of the overall relationship and agreement between the two parties involved.

Riders are considered on a case by case basis as part of the review and discussion of either the application review process or meeting(s) held to review and discuss the agreement with the Park District. Riders can also be requested after the initial agreement is executed if new needs are situations arise that a unique identifier become apparent but this is also completed using the approval process earlier illustrated in the application and agreement processes.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.03.5

History of Approvals:

6-16-20

## 7.03.5 – Opt-In Services

The APG-SIG Program's fifth component to the process of a group or organization securing a formal and recognized level of affiliation with the Park District is the potential and elections to add offered opt-in support services provided to the group/organization needed to effectively operate their program or service. All the offered support opt-in services are incorporated into the agreement and depending on the membership classification specific support services are included in the commitment to park district programs, while others are opted-in by the group/organization as a contractual arrangement with the Park District and may also include additional fees to cover the costs of the Park District to support these needed services.

Each group and organization will have varied needs for support from the Park District thus these support services are provided as an opt-in option within the terms and conditions within the agreement process and agreement document itself. Parent and Special Interest Group membership classification receive most of the support services listed within the opt-in services section by default for being a program within the auspices and control of the Park District. While affiliate classifications will need to opt-in for these same services as a fee based, cost recovery fee structure and a contractual relationship with the Park District, or affiliates may opt to conduct these services themselves or hire a separate outside vendor to perform the needed support services. Either way, the approved group/organization shall indicate within the agreement template the opt-in services they want to have the Park District to provide and become the terms and conditions agreed upon within the boilerplate template agreement document.

The potential opt-in services offered to groups/organizations for Park District support services include, but are not limited to the following:

- Criminal Background Check Processing
- Field and Space Preparation and Maintenance Services
- Facility and Field Scheduling Services
- Registration Processing Services
- Bookkeeping and Accounting Services
- Promotions and Marketing Services
- Staffing and Management Services
- Equipment and Supply Storage Access
- Bidding and Purchasing Services
- Training and Certification Services
- Information Technology Services and Support

Groups and organizations needing or requesting other support services not listed above may do so using the agreement rider policy and protocol. Any of these services that are secured through a rider within their respective agreement with the Park District may be subject to fees and charges needed for cost recovery purposes by the Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.03.6**

History of Approvals:

**6-16-20**

## 7.03.6 – Annual Review

The next APG-SIG Program's component to the process of a group or organization securing a formal and recognized level of affiliation and maintaining its status with the Park District is the process of an annual review meeting with the group/organization and key staff and officials of the Park District. Once the group/organization has established membership each year there is a requirement for the group/organization provide an annual report to the Park District highlighting the program/service as well as making a presentation in front of the Park Board of Commissioners at a designated regular business meeting of the Park Board of Commissioners. These meetings are typically scheduled and held on the second and fourth Tuesday of each month. These annual report presentations are scheduled and coordinated through the appointed staff liaison.

After the completion of each year for groups/organizations within the APG-SIG in good standing a year end review and typically a meeting held is required to take place to review, discuss and make agreed upon changes for the next season. The meeting is also held to gain insight into any significant changes to the group/organization's structure, leadership, activities, and governance.

Some of the items typically reviewed and discussed at the annual review process and meeting include, but are not limited to the following:

- Review of main contact, leadership and board member composition and related contact information
- Review of changes and needed updates to the group/organization application information
- Review and identification of expired filings for state and federal composition (if applicable)
- Review of financial and reconciliation records and balances and banking records.
- Review of performance to budget and capital cost sharing projects
- Review and discussion of participation rates, trends, non-resident ratios and related fees and charges
- Evaluation in the performance and coordination of opted-in support services
- Evaluation and discussion of any terms and conditions within agreement and any riders if applicable
- Review and updates to insurance coverages if applicable
- Review, evaluation and brainstorming of overall effectiveness of program and needed or requested changes
- Evaluation and discussion to performance and coordination of appointed staff liaison position
- Evaluation of space, facility, field use, scheduling, and maintenance standards
- Review and discussion of annual report to the Park Board of Commissioners
- Ideas for improvements for the next year

The annual report from the group/organization to the Park District and presentation to the Park Board of Commissioners is intended to ensure that each group/organization has face time and the opportunity in front of our elected officials to highlight their program/service to the community and address any needs, ideas or concerns they would like to discuss. Of course, any immediate concerns or issues that occur during the year should not wait until the annual report and should be addressed and coordinated in a timely fashion with the appointed staff liaison position.

Items that should be included in a group/organization annual report shall include but not be limited to the following topics:

- Group/Organization Mission or Cause
- General Information, History and Unique Attributes of Group/Organization
- Current and Historical Participation Data and Trending
- Significant Accomplishments and Highlights
- Challenges faced and potential solutions
- Other relevant information or requests for the Park District
- Proposed Changes to Next Year with Group/Organization and its programs/services
- Time for Questions from Park Board of Commissioners and Staff

The annual review policy, process and reporting is vitally important to ensure that all expectations between the group/organization are known and discussed to ensure open, transparent, and timely communications. The success of any relationship is effective communications and not to have hidden information or issues to be addressed to ensure the partnership is positive and meeting the needs of the participants, Park District, and community at large.

The annual review is also part of a on-going and cyclical evaluation of the program and services provided by all key stakeholders in which a recap of what has occurred, changes that need to be changed or addressed and identification of future items so that there is a constant effort and opportunity to gain the information, insight and perceptions of those involved striving always for fun, safe and impactful recreational opportunities and a commitment towards continual improvement. This can only be accomplished with candid and timely evaluation and open communication between the group/organization and the Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.03.7

History of Approvals:

6-16-20

## 7.03.7 – Volunteer Recognition

The last APG-SIG Program's component to the process of a group or organization securing a formal and recognized level of affiliation and maintaining its status with the Park District is the recognition to the hundreds of volunteers it takes for all groups and organizations affiliated with the Park District and the tens of thousands of hours committed by volunteers to make their respective programs and services possible and at reasonable fees. It would be impossible for the Park District to offer all the programs and services provided by our affiliated groups and make it accessible and affordable to all interested. In addition, the cost saved by not having to support these programs with staff is significant and when completed by volunteers it not only saves to the cost, but also brings a sense of community and pride in making the community one to have a quality of life for people of all ages, abilities and interests.

The Park District offers a comprehensive volunteer management platform and also dedicates a full-time benefitted staff position just to coordinate the needs and scheduling of all volunteers. It is this commitment that allows the park district to offer onboarding, training, certifications and most importantly recognition of volunteers for their spirit and efforts to give back to their community.

Each volunteer with affiliated groups that follows the program guidelines and program requirements to be recognized as a Park District volunteer receives a t-shirt as well as a swag bag. Volunteer incentive program is also available for volunteers of APG-SIG Program member organizations. Volunteers that also register and complete volunteer hours at various Park District hosted programs, activities and events, their hours can be applied to their respective group/organization in order for their group to receive benefits, discounts and supportive services from the park district. All coordination of registering, signing up for volunteer hours and coordination of volunteer activities associated with their group/organization is conducted through the office of the Volunteer Coordinator for the Park District.

The Park District also provides additional recognition of affiliated groups and organizations within the APG-SIG Program through hosting an annual Volunteer Recognition Banquet and a Volunteer of the Year Award program. Each APG-SIG member organization is invited to the Volunteer of the Year Luncheon banquet typically held in February. Tables are reserved for each group and also nominates a volunteer from their group to be considered and awarded the Volunteer of the Year Award within their respective group. In addition, Volunteer of the Year candidates can also be nominated for consideration as an inductee into the Park District Volunteer Honor Roll, the most stringent criteria and most prestigious form of recognition given by the Park District for volunteers.

APG-SIG members shall submit both Volunteer of the Year and if applicable also nomination paperwork for the Honor Roll candidates through the office of the Park District Volunteer Coordinator. The Volunteer of the Year nominations are reviewed by staff and awarded at the banquet. All Honor Roll candidate nomination paperwork are reviewed by the Honor Roll Committee comprised of key staff and past Honor Roll recipients.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.04.0

History of Approvals:

8-3-2020

## 7.04.0 – Park District Related Policies

The Palatine Park District (PPD) has a long standing and comprehensive policy and procedural system that assist in setting expectations of all involved, set parameters to guide decision making, inform interested individuals to understand the policies and procedures in place to accomplish what they are set to do and empower leadership to use the framework of the policies and procedures related to a topic and decision and apply the relative policy in order to come to an effective decision and outcome.

This section of the APG-SIG Manual is to provide the related policies and procedures that may and will relate and be pertinent to APG-SIG members. All member organizations shall make themselves familiar and aware of the following policies and shall refer any questions, concerns or inquiries to the assigned staff liaison.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.04.1

History of Approvals:

8-3-2020

## 7.04.1 – Conduct Ordinance

The Park Board approves and adopts Ordinances to set policy and govern the operation, finance and debt service of the District. As such, they set forth a command or prohibition applicable to all inhabitants or to level of governing elements within the hierarchy of the governance structure. Ordinances are approved by the Board as a manner to govern the District in several manners. The passage of ordinances shall be used as a technique in which the District determines the enactment of permanent regulations of general character. As such, it sets forth a command or prohibition applicable to all inhabitants or to certain classes in the community.

The ordinance is a subset of the District by-laws and shall be determined as the highest level of governing elements within the hierarchy of the governance structure. Ordinances are discussed and approved by the Board at an official open meeting of the District and are numbered by the year the ordinance is offered followed by the chronological sequence of approval and are executed by signature of the President and attested by the Board Secretary. The date and results of the vote are also recorded as part of the Ordinance. An official original of every approved ordinance is filed in the Administrative Offices of the District along with a listing of all approved ordinances by number and subject.

The Board shall approve ordinances as necessary and see that such policies are effectively administered through the office of the Executive Director. The Park Board shall enact ordinances for the control, use and enforcement of the District parks, properties and facilities and shall be enforced by the powers of the District via State law through cooperation with the Palatine Police Department and an intergovernmental agreement with the Village of Palatine. Ordinances are also enacted to be in compliance with state law that directs that actions on a particular subject be taken by passage of an ordinance. Ordinances that are adopted by the Board become the official record of the District and may not be repealed, amended, suspended or modified in any way other than a new ordinance. In such cases the adoption of a new ordinance shall illustrate how and what ordinances are being modified or changed within the context of the new ordinance.

Ordinance 04-05 is the main governance structure to set forth the rules, conduct and use of all park district properties including but not limited to, parks, playgrounds, courts, fields, open space, facilities and gymnasiums. The Conduct Ordinance shall be used with all affiliate groups as what can and cannot be done on park district property and how groups and their participants shall conduct themselves while in and using park district property. Violations are enforceable through ordinance tickets issued by the police department, the enforcing body for the park district. Continued violations after notice and/or issuance of tickets may result in all privileges to use park district properties.

The conduct ordinance is posted to the Park District web site within the Transparency Center and it is the responsibility of each group/organization to be aware of its contents when requesting and using District property, fields, courts and facilities to support their respective programs. Requests for use not typically permitted in the parks in accordance with the conduct ordinance may be requested to the office of the Executive Director through the special use permit process. See the next section of this manual for details.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.2**

History of Approvals:

**7-30-19**

## 7.04.2 – Special Use Permits

The Park District has park use and conduct ordinances which govern the means and behavior of visitors and users while recreating and using public property owned and operated by the Park District. These ordinances are approved by the Park Board of Commissioners and facilitated by the office of the Executive Director and/or his/her designee. The enforcement of these ordinances is facilitated by the local police department with the Village via an intergovernmental agreement.

Many uses or request for uses are not permitted within the letter of the law within each ordinances and use. In these cases, or when a special and unique use is requested, the Park District provides applicants interested in such use can request a temporary exception to these ordinances or special requests.

This temporary exception consideration is managed and processed through the Special Use Permit policy and related procedures. The Special Use Permit and related approval process is an important procedural element for events, tournaments, and other requests that are beyond the standard Park District or Village policies, and may require a higher level of review, certification or oversight from the Executive Director and/or the Board of Commissioners. The Special Use Permit application and related waiver is available from any of the main facility locations or by contacting the Department of Facilities offices. Interested applicants can also download a permit application from the Park District web site as well.

The Permit is to be submitted with the required supporting documents no later than 15 days prior to the requested activity. This allows for the proper review and follow-up by staff. If the event is requesting field use, after-hours use or other schedule sensitive timing, the request should be made no later than three months prior to the activity. Some Permit requests may need approval by the Board of Commissioners and require approval of the Village of Palatine which may require additional time. This is most common for alcohol and after-hours use. Where applicable the applicant may also be required to show proof of insurance or secure required coverages and levels of coverage depending on the size, type and activities of the event or gathering that prompts the requirement of an approved special use permit.

Special Use Permit requests are subject to local and state laws as well as the District's own internal policies. All District programs, events and normal facility operations are given the highest priority. Once the Permit has been approved and signed, a copy of the permit will be issues to the person/organization that submitted it. The person/organization is required to keep the permit with them during the event.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.3**

History of Approvals:

**9-1-20**

## 7.04.3 – Open Meeting and Freedom of Information Acts

The Park District is subject to the state statute requirements for both the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA) in accordance with the Illinois Park District Code. The OMA requires in summary that all meetings of the governing body, Park Board of Commissioners, is open to the public, public notice in advance, accessible to the public, permitted public comment during the meeting among other procedural and meeting protocol. The FOIA in summary requires the Park District to provide transparency of official documents of the district's business by replying to requests from the public for documents and records open for public inspection.

While true affiliated groups are not bound by the same requirements and applicable legislation and related procedural aspects of both the OMA and FOIA, groups and organizations affiliated with the Park District through the APG-SIG Program must be familiar and aware that being affiliated and using park district resources may have to be involved and engaged with providing documents and other requested assistance if such meetings or documents are eligible for consideration under the laws and provisions of the OMA and FOIA.

As a member of the APG-SIG Program, groups and organizations as a condition of being a member of the affiliation program agree to fully cooperate and be transparent in their respective efforts to assist the Park District in complying with all aspects of both Acts when such a request is required for the District to fully comply with the law.

Groups and organizations, as members of the public may also reserve the right to inquire of the Park District for requests related to the OMA and FOIA. Questions related to whether or not a group or organization is required to assist with an OMA or FOIA issue for the Park District should be forwarded to the appointed staff liaison.

Parent groups that are a part of the programming within the Park District operations are required to comply with all OMA and FOIA provisions with the exception of parent groups that have a separate, incorporated and recognized governing body in good standing with the State of Illinois when such information is fully related to the decisions, activities and resources of the separate governing board.

The Park District on an annual basis and to meet the requirements of both laws appoint officers to manage and respond to all OMA and FOIA requests. Any formal requests, inquiries or concerns related to both the OMA and FOIA should be directed to the offices of the Park District appointed officers. These individuals are staff members of the Park District and are posted with their names and contact information on the District's web site.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.4**

History of Approvals:

**9-28-20**

## 7.04.4 – Sponsorships

The Park District has a comprehensive community outreach platform which includes a sponsorship and partner program where outside companies and organizations can utilize the network and public awareness capabilities of the park district to promote their company, products, services, brand and interest in the community overall. Various opportunities exist that provides each interested vendor or potential sponsor to align their wants and company message and purpose and align it with a portfolio of promotional, advertising and event sponsorship opportunities. The park district has this platform as a means to support the business community, provide residents with the information and supplement alternative revenue sources for the District to support those activities, facilities, programs, services and events that are offered free to the community, are heavily subsidized by the District or are tied to a partner who an activity, program or event is being hosted. The sponsorship platform is managed by the District's full-time Community Outreach Coordinator within the District Services and Projects Department and the Communications and Marketing Division.

Members of the APG-SIG Program should be keenly aware of this platform and how it can apply or impact their respective organization. In addition, the Park District has an overriding policy for affiliated groups and organizations and what and how they can obtain their own sponsorships, as well as conflicts of interest, competing sponsors and how, where and when potential sponsors secured by the group or organization can be secured and used on and within property owned and/or operated by the Park District. Leadership of all APG-SIG membership organizations need to be informed and agree to comply with the District's overall sponsorship policy on District property. Any questions, inquiries or concerns regarding sponsorships in the parks by groups of affiliation with the Park District should be directed to their appointed staff liaison.

The District Sponsorship Policy includes an array of permitted and non-permitted uses and opportunities, as well as procedures on what needs to be followed and submitted for approval by the District. The policy is as follows:

### Policy

Purpose: To establish policies, criteria, guidelines, and procedures to safeguard the Park District's values, image, assets, and interests while increasing opportunities for revenue generation.

- To facilitate sponsorships and advertising as an effective means of generating new and alternate revenue resources to help support Park District events, programs, and facilities, thus lowering the reliance on taxes.
- To enter into sponsorship and advertising agreements that are consistent and aligned with the mission, vision, and goals of the Palatine Park District.
- To enter into sponsorship and advertising agreements only if deemed in the best interest of the District.
- To ensure corporate or business sponsorships will not result in any loss of Park District administrative rights, jurisdiction, or authority.

## Procedure

The following criteria are intended to provide general parameters. They are not inclusive or exhaustive and are subject to change at the discretion of Palatine Park District at any time.

- Sponsor must not make any claim for its product that cannot clearly be substantiated. Sponsors may be required to submit supporting documentation to substantiate claims.
- No implication of endorsement by Palatine Park District of product or services may be made.
- The Park District reserves the right to determine the appropriate placement of ads, whether in the Sounds of Summer program, quarterly catalog, website, or any other printed or digital collateral.
- The Park District reserves the right to reject, cancel or remove at any time any advertisement from any publication for any reason. In such case, the Park District will provide prompt notice to the sponsor, together with an explanation.

### Sponsorships that may be allowed provided certain criteria are met:

- Providing exposure to corporate brand image.
- Product or service advertising.
- Joint sponsorship between Palatine Park District and other governmental agencies, affiliates, or community organizations.

### Sponsorships that are prohibited include those that promote:

- Alcohol (with exception of an approved Special Use Permit)
- Tobacco products (sales of)
- Illegal drugs
- Firearms/fireworks (with exception of Hometown festival or approved Special Use Permit)
- Pornography
- Sweepstakes/gambling
- Competitors-Businesses in direct competition with PPD programs
- Weapons
- Sponsorships that involve or promote environmental, work, or other practices that violate or threaten international, federal, state, or local law.

### The following criteria may be used when evaluating a corporate sponsorship proposal:

- The compatibility of the business's products, customers, and promotional goals with the Park District's mission.
- The business's past record of involvement in community or municipal projects.
- The desirability of association, i.e. the image of the business.
- The timeliness or readiness of the business to enter an agreement.
- The actual value in cash, in-kind goods, or services of the proposal in relation to the benefit of the business partnership.
- Community support for or opposition to the proposal.

- The operating and maintenance costs associated with the proposal.

The Palatine Park District Community Outreach Coordinator or other Communications and Marketing staff will draft a sponsorship agreement for signature. This agreement will include the contact title, the term, description of fees, and/or in-kind services provided to the Park District, marketing rights and benefits provided to the sponsor, and termination provisions. All contractual language will be consistent with applicable policies and good business practices.

All sponsorship agreements will be reviewed and approved by the Communications and Marketing Manager and the Superintendent of Recreation.

### Definitions

- Sponsorship- A mutually beneficial business arrangement between the Park District and a second party, wherein the second party provides cash and/or in-kind services to the Park District in return for access to the commercial and/or marketing potential associated with the Park District. Sponsorships may include sponsorships of one or more of the Park District's services, projects, events, facilities, or advertising opportunities.
- Sponsorship agreement- A mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of commercial and/or marketing benefits between the Park District and a second party for a specified period of time.
- Sponsor- a second party that enters into a sponsorship agreement with the Park District.
- In-Kind Sponsorship- A sponsorship received (full or partial) in the form of goods and/or services rather than cash.
- Category Exclusivity- The right of a sponsor to be the only company within its product or service category associated with the sponsored event or program. This is determined by a case by case basis and is rarely offered to a business.
- Co-Branded- Sponsor's logo presence is shared with the Park District, i.e. banner or goody bag.
- Presenting Sponsor-The sponsor is paying for top billing for an event or program.

### General Responsibilities of the Sponsor

- Timely submission of signed agreement
- Timely payment or provision of in-kind items
- Timely delivery of any necessary items including but not limited to banners, logos, ads, promotional items, etc.

### General Responsibilities of PPD

- Provision of sponsor benefits as agreed.
- Timely correspondence regarding deadlines and event information.

### Terms and Conditions

- Statement of Purpose: Sponsorships and advertising with Palatine Park District positively promote and financially support the mission, vision, and values of the District.
- First-come, first-served: Sponsorship opportunities will be extended to any business, non-profit agency, governmental agency, organization, or individual that wishes to have a presence with the District on a

first come, first-served basis, provided that the proposed sponsorship otherwise conforms with the policies as stated herein.

- Conflict of Interest: The District reserves the right, at its discretion, to refuse any sponsorship or advertising from an organization, agency, business, or individual.
- Cancellation and Rescheduling by the District: As deemed necessary, the District holds the right to cancel or reschedule an event, publication, or project at its discretion.
- Cancellation of Sponsorship and/or Advertising by Partner: Cancellation of sponsorship and/or advertising must be done in writing at least 60 days prior to an event date, publication deadline, or project deadline and will be reviewed on a case by case basis.
- Weather Cancellations: In case of event cancellation, no rain dates are scheduled unless specified.
- Refund Policy: If the District deems it necessary to cancel an event, program, or publication, Gold and Presenting sponsors will receive a 50% refund; Silver and Bronze sponsors will receive a full refund.
- Invoice Terms: Partner agreements will be invoiced net 30 days.
- Payment: Unless otherwise agreed upon in writing by the District, all sponsorships or advertising payments must be received 14 days prior to the event or publication date.
- Late Fee: Payments over 30 days past due will incur a \$25.00 late fee. If invoices are outstanding for more than 90 days a collection process will be initiated.
- Logos and Print Ad Files: Submit ads with the following specifications:
  - Full color .pdfs with the fonts outlined or full color, 300 dpi. jpgs
  - Ads saved as .doc, .xls, .ppt, or .pub will not be accepted
  - For files larger than 12GB, please request a link to our storage account. If an ad is received and is unusable due to format, design, or content, corrected artwork may be submitted prior to the deadline.
  - If design assistance is needed, arrangements may be made at a rate of \$50 per hour. All ads are subject to final approval.
  - All art work and ads must be forwarded to the Communications and Marketing Manager on a timely basis to meet time frame and conditions of sponsorship agreement.
- Banners: Banners to be displayed at events must be 6' x 3' or 5' x 3' and must have grommets.
- Certificate of Insurance: At times, the District may require a Certificate of Insurance from the Partner naming Palatine Park District as additional insured. The certificate must be endorsed, and coverage must be adequate to be consistent with Park District policy.
- Indemnification: The Partner shall indemnify and hold harmless the District and its park commissioners, officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses arising from or in any way connected with any act, omission, wrongful act or negligence of Partner or any persons connected with the Partner. The Partner will similarly protect, indemnify and hold harmless the District against and from all loss, expense, or damage to the District arising out of the negligence, willful misconduct or breach of this Agreement by the Partner, its agents, or employees.
- Governance: This agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.5**

History of Approvals:

**10-1-20**

## 7.04.5 – Donations

The Park District will accept donations, equipment and services when it deems such acceptance to be in the best interest of the District. Evaluation of the acceptance is the responsibility of the Executive Director, who must perform a cost benefit analysis of all proposed donations and submit his or her recommendation to the Board before it may act on any such offers. Donations must have a relevant value to the District's mission and should be evaluated on a case by case basis. The Board accepts and acknowledges that all donations have a cost whether it is within the acceptance of the donations or long-term maintenance obligations. The Board will also evaluate the acceptance of donations on the basis of the following criteria:

1. Donations to the District are to the entire District as a whole and may not confer individual benefits to any elected official or staff member.
2. The acceptance of the donated item is within the full control of the District without unacceptable limitations or restrictions.
3. Acceptance of a donation does not pose a conflict of interest for the District, any of the officers, board members and professional staff.
4. The acceptance of donations does not bring into question any potential conflict of interest as required by state statutes in the filing of economic interest forms.

Any individuals, groups or organizations interested in forwarding a donation to the District will be encouraged to contact the Palatine Park Foundation. This Foundation is a recognized 501(c)3 organization, and therefore donors may elect to gain benefit to the related tax deductions for their donations while simultaneously assisting the mission and vision of the Park District.

APG-SIG Program members with the exception of affiliate classified organizations are part of the park district umbrella and programming portfolio, thus they must follow the aforementioned policy and related protocol if and when a donation to advance their program and cause is being considered. Inquiries and questions regarding any solicitation or consideration of a donation should be forwarded to the appointed staff liaison.

True affiliate members and parent booster members may accept their own donations in a fashion and manner they see fit. However, in cases where said donations will impact the property or amenities on park district property the above mentioned policy and related procedures and protocol will be required to be followed even if the donation is in the affiliate's or booster board's name and structure.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.6**

History of Approvals:

**12-1-20**

## 7.04.6 – Confidentiality

The Park District takes the responsibility of confidentiality seriously when it comes to its board, staff, volunteers and residents alike. Protections through both federal and state law require that confidential and sensitive information of all parties involved be held in areas and functions such as social security numbers, personal identification information, health and medical information and many factors involved with transactions with registration and commerce.

The same due diligence to comply with the Illinois Identity Protection Act (5 ILCS 179/1 et seq.) for staff shall apply to all volunteers within the APG-SIG Program membership. All personal identification data requested by the Park District, such as social security numbers to process required criminal background checks, is done so with a high standard of care, encrypted website processing and stringent network security measures performed and managed by the Information Technology Manager from the park district staff.

The District secures all personal information from the volunteer application and files in a secure location and a strict password protocol on any network computer. Volunteers should be confident in the systems, controls, integrity and secure protocol that their respective personal identification information on record with the park district will remain confidential. While there is no guarantee that information especially electronic format cannot be hacked or compromised. If and when the Park District becomes aware or suspects a compromise to its network and any level of personal identification information has been breached, the District shall determine the scope and severity of the breach and if such determination is found valid, the District shall at its own expense offer the employee(s) a one (1) year subscription to identity protection service at the employee's choice and submit acceptance to the Information Technology Manager for enrollment.

### Sharing of Information:

The District may disclose personally identifiable information to third parties when it is required to complete a customer-requested transaction or to provide a customer requested service. The District does not sell or rent or otherwise distribute user information, including electronic mail addresses, to any outside company or organization, unless legally required to do so. This applies to information that may be collected on the District's web site and on that of any third party with whom the District contracts to provide internet related services.

**PROHIBITED ACTS.** No Park District employee, volunteer or official may do any of the following:

- (1) Publicly post or publicly display or otherwise intentionally communicate or otherwise intentionally make available to the general public in any manner an individual's social security number.
- (2) Print an individual's social security number on any card required for the individual to access products or services provided by the Park District.
- (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure, or the social security number is encrypted.

- (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope's having been opened.
- (5) Collect, use, or disclose a social security number from an individual, unless:
  - (i) required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities.
  - (ii) the need and purpose for the social security number is documented before collection of the social security number; and
  - (iii) the social security number collected is relevant to the documented need and purpose.
- (6) Require an individual to use his or her social security number to access an Internet website.
- (7) Use the social security number for any purpose other than the purpose for which it was intended for use and within the parameters and specifications within this Policy.
- (8) Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

EXCLUSIONS FROM PROHIBITIONS. The above-listed prohibitions do not apply in the following circumstances:

- (1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Identity Protection Act on a governmental entity to protect an individual's social security number will be achieved.
- (2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of social security numbers in order to ensure the safety of state and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a state or local government agency facility.
- (4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
- (5) The disclosure of social security numbers by a state agency to any entity for the collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud.

- (6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit,

**FREEDOM OF INFORMATION ACT REQUESTS.** Consistent with the Illinois Freedom of Information Act, Park District employees must redact social security numbers from information or documents being supplied to the public pursuant to a Freedom of Information Act request before allowing the public inspection or copying of the information or documents.

**APPLICABILITY.** This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation. This policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any state or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any Park District employee that complies with the federal law shall be deemed to be in compliance with this policy.

**IDENTITY PROTECTION PROCEDURES.** All Park District employees having access to social security numbers during performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only Park District employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the Park District is collecting and using the social security number shall be provided to the individual.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.7**

History of Approvals:

**2-1-22**

## 7.04.7 – Non-Resident Fees

The Palatine Park District (PPD) recognizes and differentiates its pricing between residents and non-residents with the fees and charges associated with participation in the programs and services offered. This differentiation acknowledges that the parks, facilities and recreational spaces from which all programs and services are held, are subsidized by the property taxes paid by residents. APG-SIG members also utilize park district facilities, fields and assets to support their respective activities. In addition, many APG-SIG members accept non-residents to participate in their respective programs. Therefore, users that do not currently pay these taxes as a result of their residency status shall pay a surcharge in lieu of the property taxes and benefit from use of these assets.

The non-resident surcharge is charged at a rate of \$25 per person. The charges are calculated based on the official registration roster for each respective group and residency status is reviewed and confirmed by PPD. APG-SIG members shall make themselves aware of the PPD Residency Policy and inquire any questions or concerns with their assigned staff liaison. High School students who are non-residents of the PPD but attend a District 211 high school, may receive a discount on the non-resident fee if eligible. Otherwise, the \$25 surcharge is applicable.

The non-resident fees are charged to APG-SIG members in November of each fiscal year. Affiliate members are sent an invoice with a detailed accounting of the fees being assessed and paid to the PPD. All other APG-SIG members these charges are billed and transferred to the park district from the program accounts associated with the park district operating budget. These fees are allocated and used to continue to replace, repair, enhance and improve the infrastructure so that the assets used by APG-SIG members continue to be safe and effective in operating their respective programs and activities.

The PPD reserves the right to review, evaluate and change the non-resident surcharge at its sole discretion however will attempt to provide ample notice via their assigned staff liaison of any such increase so that APG-SIG members can plan and budget accordingly.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: 7.04.8

History of Approvals:  
1-20-21

## 7.04.8 – Fundraising

Members of the APG-SIG Program have various options to fundraise to support their respective programs and activities and/or participate in the District’s capital improvement cost sharing opportunities. The options and related procedural tasks related to fundraising activities corresponds with each member’s designated classification. All members of the program also have the ability to coordinate and share fundraising efforts with the Palatine Park Foundation which is the 501C3 philanthropic arm of the park district.

The following policies and procedures are broken out by each membership classification and are subject to change by the park district or adapted pending specific and unique fundraising projects submitted by APG-SIG members when current policy does not cover or can be interpreted within reason from the existing policies. Such change, adaption or exception must be submitted in writing by the member to the office of the Executive Director for consideration.

### Affiliates & Parent Booster Groups/Organizations

Affiliates and their Board of Directors and volunteers may engage in fund raising activities to support their program without restrictions from the Park District. However, such activities must be communicated and coordinated with the appointed Staff Liaison and if said fund raising activities are to be conducted on Park District property, the Affiliate must complete and submit for approval by the Park District Executive Director a Special Use Permit no less than 15 days prior to the scheduled activity.

Affiliates and their governing board and volunteers may also engage in securing various sponsorships to support their program and activities. However, such sponsorship efforts must be communicated and coordinated with the appointed Staff Liaison and must be formally approved by the Park District. A protocol, process and request form prior to securing any sponsorship arrangements is located in the Affiliate Guidelines Handbook for use by Affiliate leadership and coordinators of sponsorship efforts. All sponsorship efforts by an Affiliate must follow and comply with the policies, terms, conditions and protocol of the Park District Sponsorship Program managed by the Park District Sponsorship Coordinator and cannot be with sponsors promoting products and services banned from park district property such as tobacco, alcohol, weapons, etc. In addition, sponsorships secured by an Affiliate must also conform to the District’s non-competitive clause and any exclusive sponsor agreement secured by the Park District.

### Special Interest Groups (SIGS)

SIGS and their Board of Directors (if applicable) and participants/volunteers may engage in fund raising activities to support the park district program without restrictions from the Park District. However, such activities must be communicated and coordinated with the appointed Staff Liaison and if said fund raising activities are to be conducted on Park District property, the SIG and/or Board must complete and submit for approval by the Park District Executive Director a Special Use Permit no less than 15 days prior to the scheduled activity.

SIGS and their governing board (if applicable) and participants/volunteers may also engage in securing various sponsorships to support their program and activities. However, such sponsorship efforts must be communicated and coordinated with the appointed Staff Liaison and must be formally approved by the Park District. All sponsorship efforts

by a SIG and/or Board must follow and comply with the policies, terms, conditions and protocol of the Park District Sponsorship Program managed by the Park District Outreach/Sponsorship Coordinator and cannot be with sponsors promoting products and services banned from park district property such as tobacco, alcohol, weapons, etc. In addition, sponsorships secured by a SIG must also conform to the District's non-competitive clause and any exclusive sponsor agreement secured by the Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.9**

History of Approvals:

**1-25-21**

## 7.04.9 – Advertising and Promotion

Members of the APG-SIG Program have the opportunity to utilize the publications, website and staff expertise to help advertise their respective programs and activities. This may include use of outside contractors and private sector facilitation and publications or may opt-in or take advantage of the resources, time and expertise of the Park District. Any and all advertisement and promotional materials must align and comply with the related policies of the Park District when such promotions are related or being held on park district owned, operated or leased property. In cases where the use of advertisement and promotions are completed by the Park District, all requests shall be forwarded through the member's appointed staff liaison. Requests are then facilitated through the District's Communications and Marketing Division within the District Services and Project Department. All requests are reviewed and assigned by the Communications and Marketing Manager for the Park District.

### Park District Advertising and Promotions Terms and Conditions

Advertising opportunities will not be extended to any organization whose mission or goal is in conflict with the Park District's mission statement. The Park District values and promotes accessibility, excellence, optimal experience, unity through diversity, wholesomeness and accountability.

The Park District reserves the right to refuse any advertising from organizations or companies that offer competing programs and/or facilities.

The Park District is a municipal corporation created by state authority and authorized by referendum for the purpose of acquiring, maintaining and operating parks and leisure activities and as such does not support any one political party or viewpoint. Therefore, the Park District will not accept political advertising of any kind.

The Park District reserves the right to revise, reject or omit any ad at any time without notice. Any camera-ready advertising submitted that does not conform to the publication's mechanical requirements will be enlarged, reduced or floated at the discretion of the marketing department. The Park District shall not be responsible for damages if an advertisement fails to be published for any reason.

The Park District reserves the right to determine and/or change the placement of ads without notice.

Advertisers and advertising agencies are liable for all content of advertisements (including copy, representation, and illustrations) and shall indemnify and save harmless the Park District, without limitation against, for any and all claims made thereof against losses sustained by the Park District, its commissioners or employees.

The advertiser and its agency, if there is one, each represent that they are fully authorized and licensed to use:

- 1) The names, portraits, and/or pictures of living persons.
- 2) Any copyrighted or trademarked materials; and 3) Any testimonials contained in any advertisement submitted by or on behalf of the advertiser and published in any of the Park District publications, and that such advertisement is neither libelous or defamatory, an invasion of privacy, or otherwise unlawful to a third party.

The advertiser and its agency each agree to indemnify and save harmless the Park District against all losses, liability, damage and/or expenses arising from the copying, printing, or publishing of any such advertisement.

#### Affiliates & Parent Booster Groups/Organizations

Affiliates and their Board of Directors and volunteers may engage in advertisement and promotional activities to support their program without restrictions from the Park District. Classified Affiliate groups may opt-in per the supportive service option offered through the Affiliate Group Agreement. Such support provided by the Park District is subject to the cost recovery current rates and fees charged by the Park District. Contracted advertising and promotion are also available to classified affiliates and only needs to be communicated to the Staff Liaison and be aligned with the aforementioned terms and conditions from the Park District.

Booster Parent Group Board and governing officials may also use contracted advertisement and promotional materials when such activities being advertised or promoted are limited and solely for the benefit of the governing board and fundraising outside of the program. Activities may still help support their program but are separate and not directly tied to the park district program. Boosters may opt-in for the Park District to facilitate their limited Board only desired marketing efforts through various advertisement and promotional materials and is subject to the cost recovery current rates and fees charged by the Park District. However, requested advertising directly tied to the park district related program is included within the general marketing support. Requests from Booster Parents for items outside of the typical and standard marketing and advertising is subject to review and approval of the Communications and Marketing Manager.

#### Advisory Parent and Special Interest Groups (SIGS)

Advisory and SIGS and their Board of Directors (if applicable) and participants are not permitted to facilitate, contract or engage in advertisement and promotional activities as these groups are directly tied to a Park District program and must align, comply and be developed through the staff, protocol and resources provided through the communications and marketing division and its related functions and operations.

Both groups and their respective leadership may discuss and/or request particular advertisement and promotional ideas and effort beyond the traditional items performed by the Park District for all of its programs. These requests are facilitated through their assigned staff liaison. These requests are not subject to any cost recovery by the Park District and are considered support of the program. However, requested items outside of the typical and standard scope of advertisement and promotions of the program are subject to review and approval of the District's Communications and Marketing Manager.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.10**

History of Approvals:  
**1-27-21**

## 7.04.10 – Social Media Use

Members of the APG-SIG Program have the opportunity to utilize the social media platforms and staff expertise to help communicate and create awareness for their respective programs and activities. This may include use of outside contractors and private sector facilitation and publications or may opt-in or take advantage of the resources, time and expertise of the Park District. Any and all social media initiatives and related materials must align and comply with the related policies of the Park District when such promotions are related or being held on park district owned, operated or leased property. In cases where the use of advertisement and promotions are completed by the Park District, all requests shall be forwarded through the member’s appointed staff liaison. Requests are then facilitated through the District’s Communications and Marketing Division within the District Services and Project Department. All requests are reviewed and assigned by the Communications and Marketing Manager for the Park District.

Affiliate and Parent Booster members (outside of typical park district program support), may opt-in for additional services and are subject to current fees and rates charged by the park district for cost recovery of materials and/or staff time. If private sector contractual services are used and the Park District is listed or mentioned within the intended communications, this request must be facilitated through the member’s assigned staff liaison and reviewed and approved by the District’s Communication and Marketing Manager prior to a posting being completed and distributed into a social media outlet.

Base standard social media support by the Park District currently includes listing within on-line park district website and mobile app. Requests outside of this standard support are subject to cost recovery fees and at the sole discretion of the Communications and Marketing Manager of when, how and what will be communicated and posted to any social media site.

### Park District Social Media Use Terms and Conditions

Social Media are powerful communications tools that have a significant impact on organizational and professional reputations. Palatine Park District has implemented this procedure to help clarify how to enhance and protect personal and professional reputations when using social media and the means by which these tools can be used effectively with regard to customer communications and outreach, as well as general public sharing of pertinent District information and notifications.

This policy applies to, but is not limited to, all District departments, affiliates, teams or groups who create, post, moderate, or maintain internet-based communications pertaining to District business. It covers individuals who are full-time or part-time employees, interns, seasonal workers, volunteers, consultants, contractors, officers, or other entities who have been contracted or authorized to perform work on behalf of Palatine Park District.

The District recognizes the potential and likelihood for new social media outlets in the future. This policy applies to currently utilize social media accounts as well as future social media outlets.

### Definition

Social media are defined as media designed to be disseminated through social interaction, created to be highly accessible. Palatine Park District uses social media to enhance communication with residents. Types of social media include, but are not limited to, blogs, self-published on-line journals, and collaborative web-based discussion forums such as Facebook, Twitter, LinkedIn, YouTube, MySpace, RSS feeds, Flickr, Tumblr, and mobile applications.

### Professional Standards

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with clients, parents, members, donors, media, and other District constituents apply online. Employees are liable for anything they post to social media sites.

Posts on social media sites should protect the District's institutional voice by remaining professional in tone and in good taste. No individual department or program of the District should construe its social media site as representing the District as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post.

### District Social Media Sites

Purpose of District Social Media Sites: The District will utilize social media to increase the District's presence on the web and to develop a conversational platform with constituents that is both informational and promotional.

Approval: The Communications and Marketing Manager must approve social media sites, and promotions and communications that embody the District's public voice.

FOIA Request: Constituents submitting FOIA requests via social media sites should be directed to the website for appropriate request procedures. Further information and processes regarding submission of FOIA requests can be found on the District web site at [palatineparks.org](http://palatineparks.org) or in a Municipal Directory of the park district located at any registration center operated by the Palatine Park District.

### Content and Monitoring:

- The Marketing Coordinator is responsible for the overall monitoring of all District social media pages.
- Those who monitor sites should communicate to other appropriate departments any customer questions and/or comments as soon as possible to facilitate timely responses.
- Negative comments should not be removed; the comment should be viewed as an opportunity to communicate with an interested party. If negativity persists, take the conversation off line.
- Offensive, foul and other inappropriate language and exchanges are not acceptable. Persons monitoring sites should notify a supervisor when removing a post. Document the post with a screen print. Notify the person that their post was removed and why.
- Whenever possible, link back to the District's main website, [www.palatineparks.org](http://www.palatineparks.org), or to one of the district's facility specific websites such as [www.cuttinghall.org](http://www.cuttinghall.org) or [www.palatinehills.org](http://www.palatinehills.org).
- Responses to customers, especially teen or child initiated communications must be limited to District-related business and matters. Any and all responses, if applicable shall be reviewed and approved by the Communications and Marketing Manager prior to being posted.
- The Communications and Marketing Manager retains the authority to remove pages or close sites if necessary.
- The terms of service of each social media site must be followed.

- Any and all use of social media related to park district business by employees, interns, volunteers, agents or contractors must be initiated and posted on a park district provided or endorsed media outlet and not through any personal media outlets.
- Any and all use of technology used to access and use social media on behalf of the park district must be in full compliance with all terms and expectations of the District's Electronic Communications Policy. For more detail of this policy please refer to this policy within the Administrative Policy and Procedure Manual.

#### Guidelines for All Social Media Sites, Including Personal Sites

Protect confidential and proprietary information: In general, Palatine Park District respects the rights of employees and volunteers to use social media as a means of self-expression. Employees have a duty to protect employees' home addresses and other personal information and the confidentiality of marketing lists, customer account information, customer lists, financial information and business contacts. Do not post confidential or proprietary information about the District, its residents, non-residents, volunteers, officers or employees. Adhere to all applicable District privacy and confidentiality policies. Employees who share confidential information will be subject to disciplinary action, up to and including termination.

#### Respect Copyright and Fair Use:

When posting, be mindful of the copyright and intellectual properties of the District and others.

#### Use of District Name or Logo on Personal Social Media Sites:

If the District' name, official logo or any other District images or iconography are posted on personal social media sites, be aware of the image of the District that is portrayed. When posting photos to personal social media sites consider what is appropriate. Do not post photos that include the District logo, District attire, or other District likenesses when those photos conflict with the District's personnel policies or its mission to provide family-friendly recreational opportunities. This includes, but is not limited to, photos that include alcoholic beverages, drugs or drug paraphernalia, sexually suggestive behavior or unlawful behavior of any kind.

#### Use of District Name or Logo on Personal Social Media Sites for Endorsements:

The District's name or logo shall not be used to personally promote a product, cause, political party or candidate on personal social media sites.

#### Use of Photographs of District Program Participants on Personal Social Media Sites:

No photographs taken of District program participants shall be posted on personal social media sites. The District will post photographs of participants on the official District website and social media sites following the District's photography policy. Employees are allowed to share a District post on their personal pages.

#### Use of District Social Media or Participant Contacts on Personal Social Media Sites:

No use by District employees or volunteers through provided social media outlets and contacts or "friends" arising out of District business is permitted for personal social interactions with participants. This includes, but is not limited to, interactions between adults and minors and any and all instant messaging, texting or chat applications.

#### Employees are District Ambassadors:

Although a personal website, blog, or other form of online publishing may be a forum that conveys individual opinions, some people may nonetheless view an employee as a spokesperson of the Palatine Park District, even on that person's personal social media site. Employees and volunteers should recognize that during working hours and non-working

hours they are representatives of the organization. All representatives are expected to promote teamwork and inspire trust and confidence. Employee complaints related to the District communicated through social media may have a negative impact on the reputation and integrity of the District and will not be tolerated.

#### Coexisting with District Participants:

District employees, seasonal staff, and volunteers shall refrain from any proactive one-on-one communications with District customers, including children and teens, on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers, including children and teens. Responses to communications initiated by customers should be limited to District-related business and matters. Both public one-on-one communications such as posting to a wall and private one-on-one communications including private messaging are discouraged at all times.

#### Respect District Time and Property:

Palatine Park District computers and time on the job are reserved for District related business as approved by supervisors.

#### Best Practices

- Think twice before posting or responding: Privacy does not exist in the world of social media. Consider what would happen if a post became widely known and how that may reflect both on the poster and the District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you would not say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or have a question about how to respond to a comment or question, ask your supervisor for assistance, or see the Marketing Coordinator.
- Strive for accuracy: Get the facts straight before posting on any social media site. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the District in any capacity.
- Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they might reflect on the poster and or the District.
- On personal sites: Identify your views clearly as your own. If you identify yourself as a District employee or volunteer online, it should be clear that the views expressed are not necessarily those of the District.
- Social Media Posts: District social media posts are to be professional. Posts and messages that are discriminatory, defamatory, insulting, offensive, disruptive, romantic, or pornographic, and those that breach confidentiality or violate copyright are prohibited.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: 7.04.11

History of Approvals:  
2-8-21

## 7.04.11 – Disciplinary Reporting, Process and Enforcement

Members of the APG-SIG Program are required to abide by and enforce with their members and participants the Park District Conduct Ordinance 04-05 and all its provisions when using park district owned, leased or shared property to facilitate their programs and services for including APG Board activities and events. Any APG-SIG in violation of the Park District Code must be remedied immediately and non-conformance or patterned violations may result in revocation of current and future privileges and related Park District services within the program and agreement(s) with the District.

APG’s are also encouraged to inform their members and participants of this Conduct Ordinance and follow an approved Code of Conduct within their respective programs. A copy of the Code of Conduct shall be submitted to the Park District for review to ensure alignment with District conduct expectations. In lieu of any formal filed Code of Conduct by the APG-SIG to the Park District, the APG-SIG will use the general Code of Conduct of the Park District and related policies related to the Positive Coaching Alliance endorsed training program for youth sports and activities. APG’s are also encouraged to notify all participants and parents of their Code of Conduct through the registration and waiver process and get signed confirmation that all involved agree to abide by the Park District Conduct Ordinance and Program Code of Conduct.

APG-SIG members are required to ensure the safety, well-being and respect of all individuals involved and are also highly encouraged to self-report violations to the code of conduct and ordinances of the District. Incidents that are found to be intentional and severe may involve no progressive disciplinary steps and proceed immediately to revocation of privileges. Non-reporting an incident and/or violation will be taken into consideration as well when determining disciplinary proceedings. All leadership board members, parents, officials and participants must hold each other accountable in their actions and words. Whether a formal filed complaint or informal sharing of an incident is shared with District officials, a preliminary investigation will be conducted through the office of the Park District’s Risk Manager. Individuals involved in the investigation may be required to be removed from the activities of their respective group until the investigation is completed and a plan of action is determined.

In situations where the investigation determines that a violation has been confirmed a hearing will be hosted by the District to confirm the findings of the investigation and determine next steps including potential disciplinary action to be taken by the District. The hearing will include the Risk Manager, assigned Staff Liaison, Executive Director from the Park District, the President or authorized leadership appointee from the member organization and the individual(s) determined to have a violation reported. Once the hearing has been completed, a final and binding decision on any disciplinary will be made by the Executive Director of the Park District. Situations where known or potential criminal activity is involved all are required to cooperate with local law enforcement officials.

In part the District’s mission is to provide high quality, safe and wholesome programs, parks, facilities and related services for all residents and guests. To this end, the District has developed, implemented and enforced a code of conduct for all residents and guests participating in recreational opportunities on District property. This code of conduct is the minimum expected behavior of every participant to ensure the safety and positive experience of all involved.

Violations of the code of conduct will be subject to the provisions of the District’s Disciplinary Policy. The District has adopted and enforced a consistent and district-wide Disciplinary Policy to ensure the safety, quality and enjoyment of

each and every participant, staff and volunteer when engaged in Park District programs and services. The policy is progressive in nature providing a framework and procedure to correct negative and disruptive behavior. Use and enforcement of this policy will be determined on a case by case basis and within the parameters and authority of the supervisor in charge of the program in question. Every effort within reasonable measures will be provided by the District to correct misconduct using positive reinforcement within the District's platform.

The progressive disciplinary policy is intended to identify and correct inappropriate and/or disruptive behavior which affects the safety, quality and enjoyment of others participating in the program. The guidelines and procedure used by the District within the Participant Disciplinary Policy is a three (3) step or level progressive system and is illustrated as follows:

Step/Level 1:

Verbal warning is given to the individual(s) by the assigned Staff Liaison and Risk Manager. This warning may include a request to stop the behavior, identification of the violations(s) the behavior is unacceptable and explanation to reinforce a change towards positive behavior and change. Level 1 violations are minor in scope and/or intent, minimal impact to the safety and/or well-being for all involved and an isolated incident without previous indications or incidents of a similar nature. Verbal warnings are still documented, and violator(s) are required to acknowledge with signature and are informed that further violations will result in further and more stringent disciplinary actions up to and including revocation of privileges or banning from park district property.

Step/Level 2:

At this level, the behavior and/or misconduct has affected the safety and quality of the program or activity and/or the ability of the officials, leadership or program/activity organizers to be effective in the delivery of the recreational opportunities and enjoyment by others or directed towards park district staff. The violator is removed from the program as immediate as possible and remain removed until the completion of an investigation by the District's Risk Manager. Level 2 violations are significant in both scope and intent, have a significant impact to the safety, well-being and respect for all those involved. They also can be the start of a series and pattern of Level 1 infractions that are detrimental to the pursuit and enjoyment by others in the program/activity involved. These can also be a result of physical or verbal aggressiveness and a lapse in good judgement to maintain a rapport and acceptable behavior in a public setting. Written warning is given to the individual(s) involved and a required investigation facilitated through the office of the Park District Risk Manager. Pending facts of the investigation a hearing may be deemed necessary and while the investigation and hearing are being completed these individual(s) will be suspended from the program. Disciplinary actions will be determined after the hearing proceedings are complete and may include a continued suspension from the program or expulsion or revocation from all park district benefits and privileges under this program. Violator(s) are required to acknowledge with signature the written warning and related disciplinary documents and are informed that further violations will result in further and more stringent disciplinary actions up to and including revocation of privileges or banning from park district property.

Step/Level 3:

At this level, the behavior and misconduct has reached a pinnacle in either severity or frequency. This is the "three strike and you're out" of the District's progressive disciplinary policy. The Park District may also decide and have the right to skip the first two steps if the conduct is determined to be outrageous and severe. All provisions listed in Step/Level 2 are pertinent and followed in this step however the ramifications and disciplinary proceedings are actions will be more swift and severe. This step may also place the member and/or park district in a position of liability or legal actions and all situations that are deemed necessary to involve local law enforcement will be done in a cooperative manner. Expulsion from the program and organization and a trespassing order to violator(s) is a likely decision at this step and will ban the individual(s) involved from park district owned, operated and/or leased property.

## Enforcement

In situations where a disciplinary action has been determined to be deemed necessary based on the facts derived from an investigation and/or hearing, the decision of such disciplinary action will be determined by the Park District's Executive Director. This decision shall be final and binding towards the violator(s) involved.

Violator(s) who feel they did not receive due process may appeal their respective situation to the Park Board of Commissioners however all documentation assembled during the investigation and hearing will be shared with the Park Board of Commissioners to evaluate a claim of due process was not adhered to. Violator(s) will have no further recourse from the Park District after a determination of due process status has been decided by the consensus of the Park Board of Commissioners.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.12**

History of Approvals:

**2-15-21**

## 7.04.12 – Photography Policy

The District uses photography in many of the publications distributed to the community. The District makes all attempts to use “real” photos taken at the programs and events in lieu of stock photography. The District senses that use of real photography illustrates a sense of connection with the community and active users of the District’s facilities, parks, programs, events, and services.

The District as a public body reserves the right to shoot photography and/or video by staff or an authorized vendor hired by the District. When feasible, staff or a vendor will ask individuals if they would be supportive to have a photograph taken of them participating at a District program, facility or event.

Being sensitive to privacy or extraordinary circumstances of identity protection, any individuals, families or groups may opt-out of having photographs taken of them for the use of Park District publications by contacting, in writing, the Communications and Marketing Manager. The District ensures that any photographs taken by staff or a vendor will be used exclusively by the Park District for its publications and will not be used by or sold to any outside or third party for private commercial use.

APG-SIG members may also use photographs to promote their respective programs and related activities and events. Affiliate classified members may do so for their own program without permission or followed protocol defined and managed by the Park District. All other designated members of the APG-SIG program must coordinate such initiatives with the Park District through the office of the Park District’s Communications and Marketing Manager to ensure that proper and branded requirements of all park district sponsored or offered programs are consistent and within the definitions managed by the Park District.

Groups may also use and be encouraged to include the photography policy in their respective registration documents and offer an opt-out option for individuals, groups or families that wish not to be included in photographs relative to the program, its activities and events.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.04.13**

Procedure

History of Approvals:

Protocol/Best Practice

**2-16-21**

## 7.04.13 – Travel and Transportation Policy

Members of the APG-SIG Program may involve transporting participants and coaches to various games, competitions and related activities to support their respective program and causes. It is the sole responsibility of each participant, or parent/legal guardian for all participants under the age of 18 to commute to all practices, games, activities or events offered by the member organization. All participants, coaches and leadership officials and their respective parents or legal guardians (if applicable) assume the risk involved with participating in a park district program and acknowledges these related risks and assumes liability for the safe travel and transportation related to the activity involved through the reading and agreement of the park district waiver and assumption of risk and must have a current and valid waiver form on file with the park district in order to participate on park district property.

Only true and qualified designated affiliates within the program classification system are able to develop, determine and enforce their own respective travel and transportation policy, protocol and related requirements. All other member classifications fall under the auspices of a park district program and must follow this policy in all related travel and transportation components of the program.

No coach, board member, parent helper or other adult associated with the program may travel and transport participants under the age of 18 without the express written consent of the participants parent(s) and/or legal guardian. Verbal permission is not a qualified consent under this policy. Any text, e-mail or other written forms of communication are permissible and must be provided to the Park District upon request.

Travel and transportation needs may also be accomplished and offered to participants and families via a rental bus or van option. This option must be secured through the park district staff liaison and be paid for on account through the park district in order for the proper liability coverage required for travel and transportation of park district program participants to be secured and valid. No private rentals may be secured by the member organization. In cases where an organized car pooling effort is desired by the member organization, such an effort must be submitted in writing to the assigned staff liaison. Operators of such a car pool must have a driver's abstract completed and on file with the park district, as well as a waiver form signed by the vehicle operator. The driver abstract will require a copy of the operator's current and valid driver's license issued through the State of Illinois. No out of state license operators will be permitted to be a car pool operator. In addition, within the written car pooling plan on file with the Park District, a listing of each operator's vehicles and the participants being transported in each vehicle is required. No operator may transport children under the age of 18 alone except for their own child.

In any travel, transport or car pooling effort, the parent or legal guardian of every participant under the age of 18, must read, sign and acknowledge providing permission for their child to be transported per the written plan submitted to the park district and assume all risk and liability and hold the Park District harmless in said travel and transport of their child.

### Injured – Emergency Travel and Transport

In cases where a minor under the age of 18 is injured while participating in the program, activity or event, in no situation shall a coach, official, board member, manager, helper parent or parent of another participant shall transport injured child from park district property home, or to a doctor office, urgent care or hospital. All and any transportation of an

injured participant (minor) shall be made by the participant's parent(s) or legal guardian or by authorized emergency 911 personnel. It is highly encouraged that if a parent is unavailable that 911 be called and let the professionals deal with the injury and related emergency. If this is not desired, then a designated adult may transport but not without the express written consent of the participants parent(s) and/or legal guardian. Verbal permission is not a qualified consent under this policy. Any text, e-mail or other written forms of communication are permissible and must be provided to the Park District upon request. In any case, if there is any doubt to the severity of the injury always call 911! Do not try and be a physician and diagnose whether the injured participant needs medical attention and treatment.

#### Overnight Travel and Stay

In some cases, travel for affiliated groups of the park district especially for various tournaments or competitions may involve out of state or overnight stays at a hotel. This travel is typically done through the rental of a program or team bus but may also include a formal and organized car pool effort. Either way, the requirements with regard to rentals, vehicle operators, and parent and legal guardian permission and liability waiver forms is required with regard to the transportation of the component to the overnight.

With regard to hotel accommodations, this as well must be formal and organized through the accounts of the park district in order for the travel and lodging liability to be covered as a park district program. In addition, all chaperones must be either current employees of the park district on payroll or an authorized adult over the age of 25 who has been vetted with a satisfactory criminal background check facilitated through the park district system.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.04.14**

Procedure

History of Approvals:

Protocol/Best Practice

**2-16-21**

## 7.04.14 – Facility and Field Allocation/Assignment Policy

Members of the APG-SIG Program typically require and need park district property in order to support their respective program, activities and events. This property may include, but is not limited to, gymnasiums, active recreation areas, athletic fields, stages, trails and various park and open spaces. Many, if not all these spaces and properties are also commonly available to the general public as part of the benefits and value created by the taxpayer structure within the District's corporate boundaries and jurisdiction.

Thus, the Park District has set forth an allocation, assignment and scheduling protocol in order to manage its properties and assign exclusive and assigned schedule use of its property to help organize and support the member organizations of the APG-SIG Program. The protocol may also involve and or require a special use permit for assigned uses. Please refer to this policy and related procedures if applicable to the assigned use requested by a member organization.

The following sections represent the protocol and procedures required for securing park district property for use by an APG-SIG Program member organization.

Outdoor athletic synthetic turf fields are generally available for rental beginning March 1 through mid-November. Outdoor athletic grass turf fields are generally available for rental beginning April 1 through November 1 as weather permits.

A written application (See Attached) for field use must include team and league information including a team roster. Athletic Leagues are required to complete the Outdoor Facility Permit Request form and provide evidence that each team is comprised of a minimum of 75% Palatine Park District residents before the request will be considered for review. Requests received from groups other than Palatine Park District Affiliate groups are required to provide a completed Athletic Field Permit Request, Processing Fee, and if applicable an Athletic League Field Rental Agreement and Team Roster.

Before a field permit is issued, groups and organizations are required to provide a season game schedule, team roster, pay any rental fees, and provide a certificate of insurance listing the Palatine Park District as additionally insured and as the certificate holder. The certificate must include the following in the description section: "The Palatine Park District and its elected and appointed officials, employees, and agents shall be named as additional insureds on a primary and non-contributory basis". The amount of general liability coverage must be at least \$1,000,000 per occurrence, and \$2,000,000 aggregate coverage. This requirement is not required for organization members where the program is classified as a park district designated program.

### Scheduling Priority

The number of Park District athletic fields is limited, as a result, request for use of all fields will be prioritized as follows.

1. Park District sponsored programs or events
2. Park District Affiliate programs or events
3. Resident Groups/Resident Teams (75% must reside within the Palatine Park District boundary)

4. Non-Resident groups or individuals.

Rental fees are due before usage is to begin as follows:

Grass Fields

Turf Fields

**(There is a 2 hour minimum for Park District Field Rentals)**

Residents/Resident Teams

\$40 per hr.

\$85 per hr.

**(75% must reside within the Palatine Park District boundary)**

Non-Resident

\$50 per hr.

\$105 per hr.

Lights

\$35 per hr.

Extra Portable Toilet \$130

Extra Cleaning per unit per day \$20

- These rates are subject to change without prior notice from Park District. Please inquire with your assigned staff liaison for current rates of fees and charges.

**Allocation and Assignment Yearly Timeline**

**November**

- Update Affiliate Organization/Park District Program Field Use Request packets
- Send packets to each Affiliate organization and appropriate Park District staff (Athletic Coordinator, Preschool/Tots Coordinator/Special Event Coordinators)

**December**

- Create new Facility - Field Rental Log
- Update Athletic Field Permit Rental Application forms if needed
- Provide Public Information manager with PDF file if applicable for the website

**January**

- Contact Tari Farina at District 15 for current year's Athletic Field Request packet
- All Requests due
- Meet with Parks Staff to discuss what fields are able for use for the current season/s

**February**

- Meet with Supt. of Recreation and Supt. of Parks to review all Affiliate & PPD program requests & resolve any conflicts
- Submit complete District 15 request forms to assigned school district representative.

**Early March**

- Complete permits for Spring/Summer Fields. Have Supt. of Recreation/Parks review
- Send permits to Affiliate contacts & PPD Coordinators via email

**Field Rental Information/ Procedures**

- Athletic Field rentals are limited to specific fields and designated rental fields have specific rental parameters that vary seasonally
- An athletic Field Permit request must be filled out completely, and the Athletic Field Rental Agreement must be signed before a rental can be approved and scheduled

- Upon receipt of completed form assign a permit # (Ex: FP 17-01 – Field Permit, rental 1 of year 2017) and an invoice #. The permit and invoice # should be written on the application in the “office Use” portion of the rental application. Enter the rental information on the Excel rental log
- Enter the rental into the Park District Field scheduling website
- Create an invoice for the rental and print 3 copies(yellow & pink copies of the invoice to finance, golden copy attached to the Athletic Field Permit Request)
- Send invoice to renter
- Businesses and organizations (including Non-profit groups) must also provide a Certificate of Liability insurance which meets Park Districts requirements before an approved permit can be issued
- Any third party vendor(Caterer, rental company, etc) that will provide a service on Park District property must also provide a COI which meets Park District requirements before an approved permit can be issued
- Facilities Coordinator should attach any payments received to a copy of the invoice and submit to Finance

**PALATINE PARK DISTRICT OUTDOOR FACILITY PERMIT REQUEST**

**Athletic Fields, Picnic Shelters and Towne Square**

Pick up and drop off or mail to: Palatine Park District, Attention: Facilities Manager, 250 East Wood Street, Palatine, IL 60067. Telephone: (847) 496-6251.

Date of Application \_\_\_\_\_

**Permit request form, Facility Rental Agreement, Athletic League form (and Special Use permit if applicable) must be completed in full and must be signed and dated before Palatine Park District will issue a permit.**

1. Name of Organization\* or Individual: \_\_\_\_\_

(Applicant must be at least 21 years of age)

Organization status: Profit \_\_\_\_\_ Non- Profit \_\_\_\_\_

2. Authorized Representative \_\_\_\_\_

3. Email \_\_\_\_\_ Phone(h) \_\_\_\_\_ (c) \_\_\_\_\_

4. Address \_\_\_\_\_ City/Zip \_\_\_\_\_

5. Activity/Purpose \_\_\_\_\_

6. Rental is for Private \_\_\_\_\_ or Public \_\_\_\_\_ use

7. Shelter or Field Requested \_\_\_\_\_

8. Date/Time Requested \_\_\_\_\_ Attendance Expected \_\_\_\_\_

List additional equipment\* that will be brought onto the Park District property

\_\_\_\_\_  
\_\_\_\_\_

\*A separate Certificate of Liability Insurance will be required for equipment delivered and/or set up by an outside company/vendor.

8. Will an admission/donation be collected? (circle) Yes / No

9. Percentage of expected attendance by residents of the Park District \_\_\_\_\_%

10. Please read and sign the "Facility Rental Agreement" acknowledging the Rental Terms and Conditions.

11. Complete the Special Use Permit if needed. Requests for Alcoholic Beverages accepted for Picnic Shelter rentals ONLY and must include required identification (current Driver's License or State ID) and proof of Insurance with Liquor Liability coverage (see requirements).

12. \*Organizations must provide a current Certificate of Liability Insurance (see requirements)

## **Palatine Park District Statement of Policy Use of Parks**

The Board of Commissioners (of the Palatine Park District) is ever mindful that:

The public parks of the community are held in trust by the Board for the use and enjoyment by the general public; This use and enjoyment is a valuable right; the First and Fourteenth Amendments to the United States Constitution guarantees to individuals and groups of individuals an inalienable right of public assembly and expression; Historically, public parks have been a forum for such expression; A viable society feeds on discussion rather than repression, and an orderly assembly, properly administered, and is in accord with the rights of the general public, nearby park residents and normal activities in the parks.

For these reasons, the Board intends to make the parks available for various uses, including public assembly, and expression of opinion. Lest this statement be misconstrued, it must be understood that:

The Board will not delegate to any group its duty of administering the parks.

Permission to use the parks will be granted only where the function can be reasonably accommodated by the park system, and such use will not unduly interfere with the rights of the general public, the prior use by others or park programs, and will not present a clear and present danger to the public health and safety of the community; Permission to use the parks by groups for a non-sponsored park function must be upon application and issuance of a permit.

Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks.

The granting of a permit is not to be construed as an endorsement by the Board of the subject matters discussed, the opinion expressed, nor the organization sponsoring the function.

Any permit granted may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Park District and the laws of the State of Illinois.

## **Palatine Park District Outdoor Facility - Rental Terms and Conditions**

1. The applicant, his/her organization and members are bound by policy of the "permit", its terms and conditions, regulations and ordinances pertaining to the use of the Park District property.
2. The applicant submitting a request, listed as the authorized representative, must be a minimum of 18 years of age (21 years of age for alcoholic beverages) and present during the entire rental.
3. Any permit may be revoked for misrepresentation in the application or violation of terms and conditions of this application concerning policy, ordinances, rules, regulations, and laws of the State of Illinois.
4. Adequate adult supervision, as determined by the Executive Director, must be provided at all times. Rental groups may be required to employ officers of the Palatine Police Department.
5. Alcoholic beverages are NOT permitted on Park District property, except when authorized by the Executive Director. Applicant must complete a Special Use Permit and provide proof of insurance with Liquor Liability coverage.
6. The applicant, his/her organization and members agree to release the liability of injury to the Park District caused through said use.
7. Groups and organizations are required to provide a certificate of insurance issued specifically for this rental. (See attached requirements).
8. The Park District will not assume responsibility for lost or damaged property.

9. Permits for rental groups that expect more than 100 participants shall be issued only with the specific approval of the Executive Director.
10. **Use of sound amplification systems is prohibited** except when specifically authorized on the Special Use Permit. In addition to Park District approval, applicant must obtain permission from the Village of Palatine for exemption of Village sound ordinance.
11. Only Park District sponsored organizations may use a park building as a mailing address.
12. When publicizing meetings or events, the location shall state the facility name, not the Palatine Park District.
13. Any electrical, motorized equipment or temporary structures brought onto Park District property must be authorized on the permit.
14. All user groups of the Palatine Park District must comply with the intent of the American Disabilities Act and not discriminate in any way.
15. Parks are open 8 a.m. to dusk.

#### **Palatine Park District Certificate of Insurance Requirements (Non-Park District Sponsored Programs)**

1. Coverage Limits – a minimum of one million dollars (\$1,000,000) per occurrence general liability coverage plus a two million dollar (\$2,000,000) aggregate coverage limit.
2. Palatine Park District is listed as the certificate holder.
3. The event, date and location shall be listed under “Description of Operations”.
4. The Palatine Park District and its elected and appointed officials, employees, and agents shall be named as additional insureds on a primary and non-contributory basis.
5. Requests for Liquor must include Liquor Liability coverage.
6. If the outside party (vendor, organization, etc.) has any employees we need proof of worker’s compensation insurance coverage and must include a waiver of subrogation.
7. If the outside party (vendor, organization, etc.) uses any motor vehicles as part of the activity, they must provide proof of automobile liability insurance coverage and name “the Palatine Park District and its elected and appointed officials, employees, and agents” as additional insureds. Same limits of coverage as above apply.
8. If there are special situations, such as possible environmental pollution, fireworks, etc. that special exposure needs to be specifically listed as a covered exposure and “the Palatine Park District and its elected and appointed officials, employees, and agents” as additional insureds. Coverage limits will vary depending on the project.
9. A certificate of insurance evidencing all of the above, with the additional insured endorsement and waiver of subrogation endorsement must be attached to the rental agreement.

#### **Park District Athletic Field Permit- Rental Terms and Conditions**

1. Permits include the use of the field and the amenities associated with that specific field.
2. Soccer fields include goals. It is the rental group’s responsibility to supply nets, flags, and any other equipment.

3. Baseball and softball fields include the infield being dragged and the outfield lined. It is the rental group's responsibility to supply bases, bats, balls, and any other equipment. Field lines are maintained by the Palatine Park District and should not be altered.
4. No other equipment or services are provided by the Palatine Park District unless specifically mentioned in this section.
5. The Palatine Park District updates the Park District website with field cancellations. It is the rental group's responsibility to check to see if a field has been closed. Rainouts will be rescheduled whenever possible. If a rainout cannot be rescheduled a refund for that game will be issued. Rental groups must contact the Palatine Park District, Facilities Coordinator within 48 hours of a rainout to request the event to be rescheduled or refunded. Credits will not be issued or applied to future requests.
6. Grills or other open fire cooking structures are prohibited.
7. Authorized vehicles only.
8. No glass containers.
9. Please dispose of all garbage.

#### **Additional Rental Terms and Conditions for Turf Fields**

1. Animals are not allowed inside the soccer complex.
2. No food (including sunflower seeds), gum or chewing tobacco is allowed on the synthetic turf surface.
3. Metal spiked shoes are not allowed on the synthetic turf surface.
4. Clean athletic shoes (free of mud) and plastic cleats are permissible.
5. During athletic competitions, all spectators shall remain off of the synthetic turf surface.
6. Moving of portable goals by authorized personnel only.
7. Only free standing field markers and sports equipment may be used on the synthetic turf surface. No stakes, posts, poles or markers of any kind may be driven into the synthetic turf surface.
8. No unauthorized tents, chairs or shade structures on the synthetic turf surface.
9. Grills or other open fire cooking structures are prohibited.
10. Authorized vehicles only.
11. No glass containers.
12. Please dispose of all garbage.

#### **Additional Rental Terms and Conditions for Picnic Shelters & Towne Square**

1. Picnic Shelter Permits are issued for the months April – October.
2. Resident Picnic Shelter Permit requests will be accepted on or after the first business day of the rental year.
3. Non-resident Picnic Permit requests will be accepted as of February 1 of the rental year.
4. Picnic Permits will be issued for only 1 date/use.
5. Towne Square Permits will be issued for a 2 hour period to be specified on the permit request.
6. Alcoholic beverages allowed by approved Special Use Permit only with required proof of age and insurance.
7. Refund/Exchange Policy states: 50% refund, minus a \$5 processing fee, provided written notice is received by the Park District at least 30 days prior to the reserved date. Failure to comply with this requirement will result in loss of rental amount. Approved Permit must be attached to the Refund/Exchange request for processing to begin.
8. **Tents or any item "staked in the ground" require review and approval by our Parks Department. Contact Superintendent of Parks at 847-705-5131.**

**PICNIC AREAS - RENTAL FEES (One day Rental)**

Resident - \$75 Non-resident - \$100

**TOWNE SQUARE - RENTAL FEES (2 Hour Rental)**

Resident - \$100 Non-resident - \$125

**ATHLETIC FIELDS - RENTAL FEES**

(There is a 2 hour minimum for Park District Field Rentals)

Residents/Resident Teams

\$40 per hr.

\$85 per hr.

(75% must reside within the Palatine Park District boundary)

Non-Resident/Non-Resident Teams

\$50 per hr.

\$105 per hr.

Lights

\$35 per hr.

Extra Portable Toilet \$130

Extra Cleaning per unit per day \$20

**GRASS FIELDS**

**TURF FIELDS**



**RENTAL AGREEMENT AND WAIVER**

We/I \_\_\_\_\_ (Name of Organization):

Agree to hold harmless the Palatine Park District, Cook County, Illinois, the Park Board, its members and employees: and to assume responsibility for, and defend at our/my own expense, all claims for damage to property and persons, including medical expense, for injuries incurred and arising incidental to the use of the facility involved. It being further understood and agreed that the Palatine Park District assumes no obligation or responsibility in connection with said use of facility. We/I further agree to assume all cost of damage to the parks/buildings, pools and/or contents during the period authorized and all results of such said use of facility and/or contents. We/I further agree to adhere to the statement of policy, rental procedures and the rental terms and conditions.

CANCELLATION CLAUSE: Applicant cancellations must be received in writing at least thirty (30) days prior to the reserved date for Picnic Shelter Rentals and at least ten (10) days prior to the reserved date for Athletic Field Rentals. Failure to comply with this requirement will result in loss of the rental fee. The Palatine Park District reserves the right to cancel this permit within 48 hours when deemed necessary.

_____	_____	_____	_____
APPLICANT SIGNATURE/	DATE	APPROVED (Park District)	DATE
AUTHORIZED REPRESENTATIVE			

<b><u>Office Use Only</u></b>				
Invoice _____			Permit _____	
Rental Category (Circle One)	Resident	Non-Resident	Non-Profit	Affiliate
Deposit _____	Rental Fee _____	Final Payment _____	Payment Type _____	

Alcohol Permit Yes \_\_\_ No \_\_\_      Approved \_\_\_\_\_



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.04.15**

History of Approvals:

**2-18-21**

## 7.04.15 – Game Field Use Only Policy

Members of the APG-SIG especially youth athletics and sports request and use field space for practice sessions and various levels of play and competition. The District has endorsed the practice of designating particular athletic fields within the park system as game field use only. Due to the high demand of both youth and adult athletic leagues and the limited fields available for said use, this practice is used in order to reduce the over use from teams for practices and games. It is the philosophy of the District that most practice sessions regardless of the activity or sport can be held effectively in open space without using a designated premier game field.

The game field use only policy is coordinated in conjunction with the District's APG-SIG) Program and the Facility and Field Allocation/Assignment Policy. Refer to section 7.04.15 of this manual as the details of these policies and how they coordinate with game field use.

### Purpose

The purpose of this policy and the provisions within is to ensure that the Park District continues to provide safe and high quality athletic fields, space and facilities to the community at large and to coordinate with organized groups requesting and utilizing such athletic areas the proper use in accordance with industry standards. It is the intent of the Park District to enforce this policy so that all users can participate well maintained and high quality athletic space and to enhance the image and professionalism of the park district to residents and visitors alike.

### Objectives

1. To develop and maintain high quality fields per acceptable athletic field/court requirements as defined by a national or endorsed organized sport association standards and work with program members utilizing such space in order to meet the needs of the community at-large and organized athletic associations serving the constituents of the District.
2. To coordinate with related APG-SIG Members the development and on-going maintenance of athletic fields and space within the park system and to encourage fiscal participation of the organized athletic organizations to assist in the capital cost of developing new fields and maintaining current fields, athletic spaces and related amenities.
3. To protect the assets and related athletic space of the Park District and participating Program Members by enforcing the Field and Facility Allocation Policy, Master Scheduling Policy and Game Field Use Policy, as well as related policies and procedures in the Program.
4. To utilize and enforce the generally accepted industry standard of rotating fields for use by related organizations in both practice and game field and areas. This practice will be enforced in order to rest fields and related space

from overuse and allow the park district to perform necessary maintenance and renovations to maintain the safe and high quality standards and expectations.

5. To designate specific sites and fields as Game Field Use Only in order to protect the assets of the park district and maintain the integrity of such athletic space for the long term enjoyment of the community and approved users of the athletic fields and space.
6. To designate assigned informal practice areas and encourage and enforce to all user groups the need to practice on assigned areas and not in Game Field Only assigned fields.
7. To mandate and enforce to the fullest extent of the park district policies, the use of any athletic space owned and operated by the Park District, for either practice or games, during inclement weather in which such use will result in significant damage or compromise the safety and quality of the athletic space as defined by the Park District.

### Policy

The Park District shall strive and take appropriate actions within the provisions of this policy to ensure safe and high quality athletic space and fields for all approved APG-SIG Members and the community at large in order to meet the recreational needs of residents of the District.

Park District shall have the sole discretion and authority to designate specific athletic fields and space for game use only. Moreover, the Park District shall designate the terms of use for each park site and athletic area within the inventory of its system, including but not limited to, designation of game field uses only, use during inclement weather and closing fields and will work with members in good faith when requesting athletic space in order to meet their participation levels.

The District shall post signs of all Game Field Use Only designations and may also be posted and available via the District's website and/or mobile phone application. These postings shall also be used for fields that are being rested or when maintenance is in progress. The District shall provide ample notice to Program Members so that season planning and the allocation and assignment of fields can be cross referenced with the field resting and maintenance plans of the District's Parks Department to ensure minimal impact on member seasons.

Any violations to this policy and practices endorsed by the Park District or as reflected by direction given by the Executive Director of the Park District, shall constitute the ability and authority of the Park District to mandate and enforce the consequences illustrated in this policy, including removal of all member privileges and further use of any Park District assets, parks, fields and facilities.

### Violations

Listed below are the violations of this policy. However, this shall not be construed as an all-inclusive list and that the Executive Director of the Park District has the authority to add and interpret these violations or the addition of other violations that are interpreted as in violation to the intent and spirit of this policy.

- Organized/scheduled practice on a field or athletic space designated by the Park District as 'Game Field Only'.
- Organized/scheduled practice or game on any field or athletic space designated as 'Closed' by the Park District for the development, renovation or maintenance of the athletic space in question.
- Non-authorized motor vehicle access to any athletic space or park site within the athletic space including paths and areas adjacent to any athletic field or space.

- Use of athletic fields or space during inclement weather as defined in this policy and interpretation by the Park District.
- Use of fields and athletic space outside the duration of said use as designated in any Use Agreement, Allocation Request, Master Scheduling request or park permit.
- Use of fields and athletic space by any unauthorized non-APG-SIG Member or assigning a assigned field to another outside organization or group not a part of the Program.
- Unauthorized use of fields or athletic space without approval of Park District through Allocation Policy, Master Scheduling Policy, park permit or Special Use Permit.
- Overuse of designated Game Field Use Only area beyond approved level of use in any said Use Agreement, Allocation Policy request, Master Scheduling request or park permit.

### Consequences/Penalties

When a violation of this policy has been reported or observed, the Member organization or individual/group listed on a field request form or park permit will be notified of such a violation by the Park District. Consequences for violations are intended to prevent actions or behaviors by coaches, officials, volunteers and will be enforced in a progressive disciplinary procedure as to correct the actions of the individual and/or organization and maintain the integrity of the athletic fields and space of the Park District. The Executive Director shall assume the responsibility to interpret the severity of the violation and shall have the authority to impose consequences and fines accordingly.

The consequences shall be comprised of a three step warning system with fines and severity of consequences increasing as each step is observed and enforced. Any violation reported within one fiscal year of the Park District (January 1 to December 31) shall be reported as a violation within that year and recorded as a violation in the three step process. At the end of a fiscal year the three step warning will begin a new cycle, however repeated violations over several fiscal years may result in the Executive Director enforcing severity consequences including forfeiture of any park district athletic fields, space and facilities in the future and/or loss of PAF Program membership and related privileges of membership.

#### First Violation Recorded

Constitutes a verbal warning to violating member governing board and/or coach. Pending severity of violation, a \$50.00 fine payable to the Park District and credited to the park district account used to maintain fields and/or athletic space may be imposed beyond the warning. Said fine shall be paid by the coach in violation and/or the organization the coach is affiliated or chartered.

#### Second Violation Recorded

Constitutes a written warning and a \$100.00 fine payable to the Park District and credited to the park district account used to maintain fields and/or athletic space. Fine to be paid by coach in violation and/or the organization the coach is affiliated or chartered. In addition, a suspension of the coach in violation on record for one (1) official game in accordance with the allocation request filed with the Park District. Last, a written apology from coach on record to the office of the Executive Director.

#### Third Violation Recorded

Constitutes a written reprimand and a \$150.00 fine payable to the Park District and credited to the park district account used to maintain fields and/or athletic space. Fine to be paid by coach in violation and/or the organization the coach is affiliated or chartered. In addition, the expulsion of the coach on record from using any Park District fields and letter from Park District Executive Director to chartered organization of said coach requesting that the coach be removed from the program. May also result if a member of a classified park district program, the forfeiture of one (1) official game for the team in question and in accordance with the allocation request filed with the Park District.

## Conclusion

This policy reflects the spirit of cooperation and the value the community places on the assets of the park district. Due to the complexity of the use and maintenance of athletic fields and space and the fact most Program Members in relation to this policy are volunteers, it is imperative that the expectations of all involved are documented and followed and that the consequences for not following said policies shall be known and expressed upfront by all involved. Last, in any cooperative effort it must be a win-win situation with open communications in the spirit that all are in desire of the same outcomes.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.05.1**

Procedure

History of Approvals:

Protocol/Best Practice

**2-19-21**

## 7.05.1 – Volunteer and Coach Training – Positive Alliance Platform

Members of the APG-SIG may involve the use and support of volunteers from parents, community members or general service individuals. In many of the youth based athletics and sports organizations the use of parent/adult volunteer coaches are also a prevalent support function is also very popular. In an effort to maintain a consistent practice and approach throughout all organizations and related use of park district facilities, property and athletic fields, the District has developed a volunteer management program and related onboarding and training mechanisms to ensure that all involved are safe and enjoy their interests in helping and participating in each member organization's mission.

### General Volunteers

All APG-SIG member organizations with the exception of true designated affiliate classified groups are required to participate in the District's volunteer management program facilitated through the office of the District's Volunteer Coordinator. Any parent, community member or special interest volunteer working with youth under the age of 18 are also required to submit and satisfactorily complete a criminal background check prior to being able to volunteer for a park district program through the APG-SIG program.

The District has invested and developed a program to onboard, train and schedule volunteers to assist with both park district events and programs as well as for support of the groups and organizations affiliated with the park district and use District properties to support their respective activities. New Volunteers will be required to complete an application, go through the on-line training portal and complete all the required paperwork including review, acknowledge and sign a code of conduct, manual receipt, agree to comply with rules and related policies and a liability waiver. Volunteers can visit the park district website for more detail information regarding volunteer program requirements at the following link: <https://www.palatineparks.org/rccms/volunteermanual/>

### Volunteer Coaches

Volunteer coaches for athletic and sport member organizations are a specialized and focused volunteer position than general volunteers and parent helpers and thus require additional orientation and training requirements to ensure that the youth being coached are safe and being represented with good sportsmanship, conduct and life skills that are a vital part of youth development.

Volunteer coaches are required to complete the same requirements as general volunteers as prescribed in the District's volunteer management program and a completed criminal background check as well. The District has joined and endorsed the National Positive Coaching Alliance Program as its core training program for all youth sport volunteer coaches. Coaches can get more information on this national program at <https://positivecoach.org/>.

Many member organizations that use volunteer coaches have developed their own program or are members of a state or national association for their particular sport. For APG-SIG member organizations that do not have their own coach training program or endorsed state or national program will be required to satisfactorily complete the National Positive Coaching Alliance training program prior to working with the youth of their respective program. Groups and organization members who have and actively use their own training program or state/national platform will be permitted to waive

the park district coach training program and use their own to meet the training requirements of volunteer coaches within park district programs and hosted on park district property. However, in these cases, the training program must be reviewed by the Park District via the office of the District's Athletics Manager position in order to ensure that the core components and messaging in their own training program covers what is endorsed by the Park District in the National Positive Coaching Alliance Program. If the Athletic Manager determines that their group's training program is lacking in content and context of the District's requirements, the group/organization will be required to either amend the existing coaches training program to the satisfactory level determined by the park district or abandon the existing program and use the National Positive Coaching Alliance Program endorsed and used by the Park District in order to meet the requirements to coach youth on park district property.

Volunteer coaches are also required to complete a concussion protocol and training component to their respective coaching training. The District utilizes the current protocol and training through the program endorsed with the Illinois High School Association (IHSA). Details to the requirements of this additional training for concussion and brain injuries protocol, along with the details of the IHSA program are further defined and illustrated in section 7.05.4 of this manual.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.05.2**

Procedure

History of Approvals:

Protocol/Best Practice

**2-19-21**

## 7.05.2 – Participant Code of Conduct

Members of the APG-SIG are required to endorse, support and enforce the District's Code of Conduct for all participants, officials, parents, coaches and spectators while on and using park district property. Member organizations may have and are encouraged to have their own code of conduct specific to their program and related activities, however such a code of conduct shall not substitute or void the intent, spirit, scope and expectations illustrated in the District's code of conduct.

Member organizations are encouraged to cover the District's code of conduct in their respective trainings and onboarding protocol to ensure all involved understand and acknowledge the acceptable behavior while involved and engaged in the program. Violations will be reported to the District and will be reviewed and enforced per the District's disciplinary reporting and enforcement policies. APG-SIG members are encouraged to self-report known violations to the District and will be taken into consideration with regard to review, pending investigation and disciplinary considerations and impacts.

In part the District's mission is to provide high quality, safe and wholesome programs, parks, facilities and related services for all residents and guests. To this end, the District has developed, implemented and enforced a code of conduct for all residents and guests participating in recreational opportunities on District property.

This code of conduct is the minimum expected behavior of every participant to ensure the safety and positive experience of all involved. The District uses a three pillar positive behavior program as the platform to define the expected behavior of all participants. This platform is aligned and consistent with the program used within the local elementary schools to create consistency among children and parents whether at school or play at the park district. This Code of Conduct is also aligned and tied to the District's Anti-bullying policy and the District's Participant Disciplinary Policy when rules and expectations of the positive behavior program are violated. The District's anti-bullying and participant disciplinary policies are further defined and detailed in separate sections of this manual.

At the Park District we abide and model the positive behavior system with regard to how we operate the District and interact with our participants. These expectations and guidelines are the common thread and endorsed culture of how we conduct business and expect of all participants, staff, volunteers and general public as a means to provide a healthy and safe environment to enjoy all the opportunities offered by the District. The following section illustrates the core elements and expectations of the Positive Behavior Program and the general guidelines of the District's code of conduct policy:

### BE Respectful

Treat others with respect; follow the Golden Rule ● Treat others as you would like to be treated ● Be tolerant of differences ● Use good manners, not bad language or gestures ● Be considerate of the feelings of others ● Do not threaten, hit or hurt anyone ● Deal peacefully with anger, insults and disagreements ● Be gracious in victory ● Accept defeat with dignity ● Honor privacy ● Speak and participate when it is your turn ● Respect authority ●

## BE Responsible

Do what you are supposed to do ● Persevere - keep on trying! ● Always do your best ● Use self-control ● Act with self-discipline ● Think before you act- consider the consequences ● Be accountable for your choices ● Fess up if you mess up ● Clean up after yourself ● Put back what you use afterwards ● Recycle for the environment ● Help people in need ●

## BE Safe

Play by the rules ● Report unsafe conditions, conflicts and incidents ● Use facilities, equipment and supplies appropriately ● Wait for instructions and safety rules first ● Follow rules and instructions ● Clean up areas after use ● Keep hands and feet to yourself ● Always use seat belts and safety equipment ●

Violations of the code of conduct will be subject to the provisions of the District's Participant Disciplinary Policy as illustrated in the next section of this manual. A violation may include but is not limited to the following misconduct:

- Hitting, kicking, lying, cheating or throwing objects
- Talking back, raising voice or defying staff requests
- Inappropriate sexual touching
- Creation of risk of contagion or illness, whether intentional or not
- Verbally communicating having possession of or threatening to bring a weapon or explosive to a program, or activity or acting in a manner, which exposes the participant or others to danger (gang signs, attire)
- Extreme verbal abuse and other components of bullying as defined in the District's anti-bullying policy.
- Fighting
- Mistreatment or harassment of any staff member by any participant or participants guardian
- Not following directions given by staff member
- Not following safety protocols (ex. Checking in at check in area, wearing seatbelt in vans)
- Stealing, delivering falsehoods upon request of information or cohesion

This Code of Conduct represents the overall District expectations and is aligned with other Code of Conduct and/or behavioral systems within specific programs, services or affiliate programs. Participants and parents are required to make themselves informed and aware of this policy as well as any other specific code and behavior expectations. Information will be provided during the registration process or within the class/program through the staff member leading the program.

The Code of Conduct is focused on the programs, services and events offered by the District. A separate Park Ordinance Code is developed to govern and enforce the acceptable use and behavior while visiting and using the District's parks and facilities. This Ordinance Code is available on the District's web site and is enforced in cooperation with the Village of Palatine Police Department through an intergovernmental agreement.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.05.3**

History of Approvals:

**2-19-21**

## 7.05.3 – Parent Code of Conduct

Members of the APG-SIG are required to endorse, support and enforce the District's Code of Conduct for all participants, officials, parents, coaches and spectators while on and using park district property. Member organizations may have and are encouraged to have their own code of conduct specific to their program and related activities, however such a code of conduct shall not substitute or void the intent, spirit, scope and expectations illustrated in the District's code of conduct.

Member organizations are encouraged to cover the District's code of conduct in their respective trainings and onboarding protocol to ensure all involved understand and acknowledge the acceptable behavior while involved and engaged in the program. Violations will be reported to the District and will be reviewed and enforced per the District's disciplinary reporting and enforcement policies. APG-SIG members are encouraged to self-report known violations to the District and will be taken into consideration with regard to review, pending investigation and disciplinary considerations and impacts.

In addition, coaches, managers and organizational leadership representatives must be advocates for this as responsible adults engaged in their respective programs and ensure compliance program-wide including the parents and other adults involved in their program. While this program and related policies are not meant to substitute for parental expectations and responsibilities, it is meant to supplement so that a proper code of conduct and behavior is relevant for the youth as role models at school, home and at play. The parent code of conduct expectations and related policy are the same parameters as designated in the participant policy, but with an added expectation, responsibility and accountability displaying the proper conduct for youth to observe, learn and become good citizens and respect for others.

In part the District's mission is to provide high quality, safe and wholesome programs, parks, facilities and related services for all residents and guests. To this end, the District has developed, implemented and enforced a code of conduct for all residents and guests participating in recreational opportunities on District property.

This code of conduct is the minimum expected behavior of every participant to ensure the safety and positive experience of all involved. The District uses a three pillar positive behavior program as the platform to define the expected behavior of all participants. This platform is aligned and consistent with the program used within the local elementary schools to create consistency among children and parents whether at school or play at the park district. This Code of Conduct is also aligned and tied to the District's Anti-bullying policy and the District's Participant Disciplinary Policy when rules and expectations of the positive behavior program are violated. The District's anti-bullying and participant disciplinary policies are further defined and detailed in separate sections of this manual.

At the Park District we abide and model the positive behavior system with regard to how we operate the District and interact with our participants. These expectations and guidelines are the common thread and endorsed culture of how we conduct business and expect of all participants, staff, volunteers and general public as a means to provide a healthy and safe environment to enjoy all the opportunities offered by the District. The following section illustrates the core elements and expectations of the Positive Behavior Program and the general guidelines of the District's code of conduct policy:

## BE Respectful

Treat others with respect; follow the Golden Rule ● Treat others as you would like to be treated ● Be tolerant of differences ● Use good manners, not bad language or gestures ● Be considerate of the feelings of others ● Do not threaten, hit or hurt anyone ● Deal peacefully with anger, insults and disagreements ● Be gracious in victory ● Accept defeat with dignity ● Honor privacy ● Speak and participate when it is your turn ● Respect authority ●

## BE Responsible

Do what you are supposed to do ● Persevere - keep on trying! ● Always do your best ● Use self-control ● Act with self-discipline ● Think before you act- consider the consequences ● Be accountable for your choices ● Fess up if you mess up ● Clean up after yourself ● Put back what you use afterwards ● Recycle for the environment ● Help people in need ●

## BE Safe

Play by the rules ● Report unsafe conditions, conflicts and incidents ● Use facilities, equipment and supplies appropriately ● Wait for instructions and safety rules first ● Follow rules and instructions ● Clean up areas after use ● Keep hands and feet to yourself ● Always use seat belts and safety equipment ●

Violations of the code of conduct will be subject to the provisions of the District's Participant Disciplinary Policy as illustrated in the next section of this manual. A violation may include but is not limited to the following misconduct:

- Hitting, kicking, lying, cheating or throwing objects
- Talking back, raising voice or defying staff requests
- Inappropriate sexual touching
- Creation of risk of contagion or illness, whether intentional or not
- Verbally communicating having possession of or threatening to bring a weapon or explosive to a program, or activity or acting in a manner, which exposes the participant or others to danger (gang signs, attire)
- Extreme verbal abuse and other components of bullying as defined in the District's anti-bullying policy.
- Fighting
- Mistreatment or harassment of any staff member by any participant or participants guardian
- Not following directions given by staff member
- Not following safety protocols (ex. Checking in at check in area, wearing seatbelt in vans)
- Stealing, delivering falsehoods upon request of information or cohesion

This Code of Conduct represents the overall District expectations and is aligned with other Code of Conduct and/or behavioral systems within specific programs, services or affiliate programs. Participants and parents are required to make themselves informed and aware of this policy as well as any other specific code and behavior expectations. Information will be provided during the registration process or within the class/program through the staff member leading the program.

The Code of Conduct is focused on the programs, services and events offered by the District. A separate Park Ordinance Code is developed to govern and enforce the acceptable use and behavior while visiting and using the District's parks and facilities. This Ordinance Code is available on the District's web site and is enforced in cooperation with the Village of Palatine Police Department through an intergovernmental agreement.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.05.4**

History of Approvals:

**2-19-21**

## 7.05.4 – Anti-Bullying Policy

Members of the APG-SIG are required to endorse, support and enforce the District’s Anti-Bullying Policy for all participants, officials, parents, coaches and spectators while on and using park district property. Member organizations may have and are encouraged to have their own anti-bullying provisions and rules specific to their program and related activities, however such anti-bullying components shall not substitute or void the intent, spirit, scope and expectations illustrated in the District’s policy. Member organizations are expected to share, disseminate and advocate for full compliance of all individuals associated with their respective program.

Violations will be reported to the District and will be reviewed and enforced per the District’s disciplinary reporting and enforcement policies. APG-SIG members are encouraged to self-report known violations to the District and will be taken into consideration with regard to review, pending investigation and disciplinary considerations and impacts.

The Park District recognizes that an agency that is physically and emotionally safe and secure for all participants, volunteers and staff promotes good citizenship, increases attendance and supports achievement. To protect and sustain the rights of all participants and groups and ensure a safe and secure environment to recreate, the Park District prohibits acts of bullying, harassment, and other forms of aggression and violence.

Bullying or harassment, like other forms of aggressive, disruptive and violent behaviors, interferes with a participant’s ability to enjoy and learn and limits involvement. All administrators, officers, board members, staff, parents, volunteers and participants are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even in times of disciplining) in order to provide positive examples for participant behavior, especially youth.

“Bullying” or “harassment” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. cyber bullying, through use of internet, cell phone, personal digital device, computer, or wireless handheld device, currently in use or later developed and used) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress of another individual or group, and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off District property, at any Park District sponsored event or function, or in a District vehicle or at any time or place where a staff or participant’s imminent safety or over all well-being may be an issue.

When a reportable incident with participants occurs the individual’s responsible to investigate will use the above mentioned criteria to determine if the incident as reported warrants a determination of bullying or harassment with respect to this policy. The scope of this policy includes prohibition of every form of bullying, harassment, and cyber bullying, whether in park district program, park or facility location, on school or other premises where Park District programs are held, or immediately adjacent to District premises. In addition, bullying or harassment, including cyber

bullying, that is not initiated at a previously defined location is covered by this policy if said incident results in a potentially material or substantial disruption of Park District's programs for one or more individuals and/or the orderly day to day operations of the District.

The park district expects all individuals to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other individuals around them. The park district recognizes that in order to have the maximum impact, it is critical to provide all participants with the expectations of this policy and communicate this commitment accordingly. In addition, as a minimum in committing to the intent and spirit of this policy the park district is to provide annual training for employees and volunteers who have significant contact with participants with regard to harassment and bullying. The park district also believes that standards for individual's behavior must be set through interaction among participants, parents, guardians, staff and community members of the District, producing an atmosphere that encourages all to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for District and community property.

The Park District believes that the best discipline for inappropriate aggressive behavior is designed to (1) support participants in taking responsibility for their actions, (2) develop empathy, and (3) teach alternate ways to achieve the goals and to solve problems that motivated the inappropriate aggressive behavior, bullying or harassment. Staff members who interact with individuals shall apply best practices designed to prevent the need to discipline and encourage abilities to develop self-discipline and make better choices in the future.

In the case that a bullying incident has been verified, the park district will hold those who violated this policy accountable for their actions. The factors used for determining consequences for said violation are as follows and must be fair and impartial in its evaluation:

- Age, development and maturity levels of the parties involved.
- Degree of harm caused by behavior/incident.
- Surrounding circumstances.
- Nature and severity of the behavior/incident.
- Frequency of incidences and history of violators in any other reported incidents.
- Relationship between the parties involved.
- Context in which the incident(s) occurred.

Consequences and appropriate remedial actions for a participant, staff or volunteer who engages in one or more acts of bullying or harassment may include, but not be limited to, the following:

- Positive behavioral interventions and/or corrective behavior action plan.
- Temporary removal from the program, park or facility.
- Suspension from program, park or facility.
- Loss of privileges.
- Expulsion from program, park or facility.
- Legal action.

Remedial actions are designed and intended to correct the problem behavior, prevent another occurrence from happening and protect the victim(s) of the behavior in question. Effective discipline should employ a district-wide approach to adopt a rubric of bullying offences and the related consequences.

All employees and volunteers are required to report alleged violations of this policy to their immediate supervisor. All other individuals including community members, parents and visitors are encouraged to report any acts that may be in violation of this policy to the Executive Director, by phone at 847-496-6236 or by e-mail. Reports may be made

anonymously, but formal discipline action may not be based solely on the basis of an anonymous report which could be interpreted as hear say. The Park District prohibits reprisal or retaliation of any person who reports an act of bullying or harassment or cooperates with the park district in its investigation. The park district also prohibits any person from falsely accusing another as a means of bullying or harassment. Consequences for these violations will be handled in the same manner as a determined act of bullying or harassment.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.05.5**

Procedure

History of Approvals:

Protocol/Best Practice

**2-19-21**

## 7.05.5 – Concussion Training and Protocol

Members of the APG-SIG are required to have coaches and officials when their activity or competition and sport may have the risk of head injuries and potential concussion based injury risk. Recent data and research along with a slew of science indicate that repeated head injuries or continued play after a head injury to soon can result in long-term disabilities and disease of the brain and body. The impacts and affects can have detrimental effects especially in young individuals. The Park District takes the safety, well-being and long-term health of all participants seriously and has instituted a concussion training and protocol policy and best practice to ensure that any individual does not return to play until it is safe and healthy to do so as qualified by a health care professional provider.

The District has endorsed the protocol and training components of the Illinois High School Association (IHSA) for education on head injuries and concussions as well as protocol that must be followed for all return to play post-concussion symptoms or diagnosis. All coaches, managers and officials are required to complete this education and training protocol prior to working with participants or officiating games.

### IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness.

However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play. NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

### Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion. Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused

- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Cannot recall events prior to or after the injury Symptoms reported by a player indicative of a possible concussion
- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school's Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled. Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

Concussion Information Return to Play (RTP) and Return to Learn (RTL) Background:

With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires "any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional."

In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician's assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity. Mandatory Concussion Education Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the "CON" tab, which will be located under the 'Departments' heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>. For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.

Once the concussion protocol and training are complete, the volunteer coach shall print and submit to the Park District a completion certificate from the IHSA website for inclusion in their respective volunteer file.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.05.6**

Procedure

History of Approvals:

Protocol/Best Practice

**4-14-21**

## 7.05.6 – Residency Requirements for Participation

Members of the APG-SIG Program are to be focused on providing recreational opportunities and activities for the community at-large and residents of the Park District. While the Park District understands and acknowledges that non-resident participants may and are interested in joining the ranks of various programs and organizations, including travel, tournament and all-star competition, the main focus and efforts should be geared to benefit those who are residents of the Park District, and furthermore be all inclusive in the access, ability and equal play and participation for all through general, house and recreational platforms. Again, while the Park District understands that competition (travel, tournament and all-star) arises out of various sport and athletic activity, the core is meant to make sure all who are interested in participating have access and the same opportunity as anyone else regardless of skill or ability to pay.

Thus, the Park District encourages and provides priority value and benefits to the allocation of services when an APG-SIG member hosts a recreational and/or house program where all have access and the ability to participate. In addition, the Park District has set forth a differentiation in fees charged between resident and non-resident participants as well as required levels of resident rates for teams and programs where try outs and skill level ability differentiates between who gets to participate and who does not.

### Non-Resident Differentiation (Fees)

The Park District differentiates user fees and in some cases scope of services provided based on status of residency. Qualifying factors to define whether an individual is eligible for residency benefits in general are the following:

- Resides full time in a property that is within the corporate boundaries of the Palatine Park District.
- Said property pays property taxes annually to the Park District.

Qualifying residents receive lower fees and charges for recreation programs, rentals, and use of park district owned and operated facilities. Qualification of residency is also defined by a household. A household comprises of all individuals that reside full-time within a qualifying residence. Students who reside temporarily outside of the qualifying residence for purposes of education or for reasons beyond their own control (homeless, custody, court order, etc.) do qualify for residency status.

### Proof of Residency

The park district requires documentation as proof that individuals qualify for residency status and benefits that are offered to residents of the Palatine Park District. One of the following documentation requirements must be submitted to the registration staff in order to fully qualify for residency status.

- Valid and unexpired Illinois Driver's License.
- Valid and unexpired Illinois State Identification Card.
- Current voter's registration card listing name, address and Park District as eligible to vote for Commissioners of the Park District and current utility bill listing name and residency address and photo identification.

- Two current utility bills listing name and residency address and:
  - Photo identification (if only one name appears on utility bills, proof of residency for others may be proven with a bank statement/check listing other names(s),
  - New residents may use a current mortgage or lease documents, and photo identification.
- Palatine and Fremd High School students may use their school identification with residency address listed, or if no address then documentation as listed above by an accompanied parent or legal guardian.

### Business Owners

Non-resident owners of commercial property within the corporate boundaries of the Palatine Park District and are currently paying property taxes to the park district are eligible for resident rates and benefits for themselves and their immediate family within one household. Owners must provide documented proof as follows:

- Copy of current tax bill indicating name and address of commercial property or rental/lease property and:
- Valid and current photo identification.

Residency status for business owners of commercial property within the corporate boundaries of the Palatine Park District is extended to the operators of the business within the commercial property. Only the operator of the business and his/her immediate family members are eligible for resident rates and benefits, and not to employees within the operating business. However, only one non-resident household per address of commercial property is eligible to be on file with the park district for residency benefits. It is also the sole responsibility of the commercial property owner to maintain the current residency benefits information with the park district.

### Travel Teams and Required Residency Levels

- Children must be a minimum age of eight.
- The number of travel teams, for each gender, at each age group, must be approved by the PPD prior to the teams being selected.
- All teams should strive to have 100% PPD residents on each team. Each team must consist of at least 75% PPD residents or Palatine/Fremd High School District residents.

### Process to Ask for Waiver to Travel and All-Star Team Residency Requirements

Travel programs and/or teams may find unique situations where the 75% resident or high school resident levels in order to fully complete a roster. These situations may include but are not limited to the following:

- Not enough resident or high school residents try out for the travel team, OR
- After tryout requirements and process is completed not ample levels of resident or high school resident players meet the skill criteria established and rated accordingly by third party evaluators to complete the roster.

In no situation will a non-resident be allowed to be selected onto a team over a resident or high school resident player who has satisfactorily completed and try out and has equal or better ratings from tryout than the non-resident.

A travel program and/or team must place an appeal request for consideration in writing and forwarded to their assigned park district staff liaison and include the following items:

- Letter explaining the situation at hand and why the resident level requirement cannot be met.
- Documentation of the notification used to inform interested players of the tryouts.
- Documentation to the names, contact information and credentials of evaluators used for the tryouts.
- Documentation of the players registered or showed up to tryouts to include name, address and grade/age.
- Documentation listing the skills being evaluated for tryouts and the criteria and ratings required to meet the minimum requirements to play on the travel team.

- Roster of players selected and confirmation of residency status.
- Name, address, phone and e-mail of the requestor.
- Name, address, phone and e-mail of team coach(es) and/or manager(s)

The appeal request and required supplementary documentation as mentioned above shall be forwarded to the group's assigned staff liaison for initial review. Appeal requests that are submitted, reviewed and are in good standing with all required information will then be forwarded to the office of the Park District Executive Director for final review and approval or denial status.

Appeals status will be determined and final at this point. If denied, the group will be provided the reasons for the denial of their request. No further appeal process or options will be made to the group and/or organization.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.05.7**

Procedure

History of Approvals:

Protocol/Best Practice

**2-22-21**

## 7.05.7 – Annual Report to Park Board

Members of the APG-SIG Program are highly encouraged to check in with the Park District at a minimum of once a year with the presentation of an annual report to the Park Board of Commissioners. The purpose of this best practice is to ensure that the Park District remains diligent to foster positive relationships with all community groups and organizations affiliated or collaborative nature to meeting a community need.

This report and related presentation place each group representative in front of the governing body of the Park District to maintain open and candid communications and to acknowledge and understand the challenges facing each group and commit to a platform of continued improvement and enhancement of the programs, activities and events enjoyed by many and the community at large.

The annual report shall include a written document and a preferred in person presentation by an authorized representative of the group/organization at a pre-scheduled regular business meeting of the Park Board of Commissioners. These meetings typically occur on the second and fourth Tuesday of each month at 7 p.m. Representatives should coordinate with their assigned staff liaison to schedule their respective annual report presentation in collaboration with the District's Executive Assistant who serves as well as the Secretary of the Park Board.

Annual Reports and the presentation thereof should cover a base of particular data points and narratives. However, groups and organizations are encouraged to make their respective reports specific to their programs and mirror the uniqueness of their group and programs. Presentations to the Park Board of Commissioners during the regular business meeting should be limited to 10 minutes plus time for any questions.

The annual report should cover the following items:

- Total Number of Participants
- Comparison of Participant numbers to previous year(s) to show trend
- Breakdown of Participation – resident, non-resident, house, travel, season, other
- Overall financial picture – total revenue, total expense, net position
- Seasons, sessions or timeline of program
- Highlights of program and participation
- Accomplishments of the program and participation
- Challenges currently facing the organization and potential solutions being explored
- Status of relationship with Park District – ideas on how to improve or enhance

Members of the APG-SIG Program should attempt to schedule their respective annual report and presentation towards or at the conclusion of their respective season and/or budget year. These reports are preferred to be pre-determined and around the same time each year. Again, coordination and actual scheduling of the annual report shall be done in cooperation of the assigned staff liaison and the District's Executive Assistant.

Currently, the following members are scheduled during the calendar year as follows:

January

Youth Football

Youth Lacrosse

May

Tiger Sharks Swim Team

February

Youth Soccer

June

Palatine Gymnastics

March

July

April

August

September

Youth Rugby

October

Bike Palatine Club

November

Youth Baseball/Softball

December



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.05.8**

Procedure

History of Approvals:

Protocol/Best Practice

**2-22-21**

## 7.05.8 – House/Recreational Program Priority

Members of the APG-SIG Program offer an array of opportunities based on interest and also skill level. The District's mission core is to provide recreational opportunities to all residents regardless of skill level. Thus, the District has provided a structure and platform of benefits, including gymnasium, space and field allocation, scheduling and use for groups and organizations that align closely with the District's mission.

It is the goal of the District to first and foremost meet the interests and needs of the gross majority of residents who want to participate in a sport, athletic or special interest. Thus, organizations who offer and is their core mission to provide a house or recreational league/program where everyone who registers gets to equally participate regardless of ability and skill level will receive priority in the allocation of space, fields and park district resources.

The District has a responsibility in the community to ensure equal access, participation and enjoyment to everyone who wishes to participate in a District program, or one provided to the community by an APG-SIG Member of the District. Due to limited indoor space and athletic fields the District has developed, approved and implemented an Athletic Field/Space Allocation Policy in order to manage the responsibility aforementioned in the community. Since athletic, health and fitness programs have significant demand the District has instituted this policy to ensure that the limited resources and assets available to support this demand is done in a fair and equitable manner so all who want to participate and are residents of the District are provided ample opportunity to do so.

Any Park District program will receive absolute priority and the necessary fields/facilities to operate. The allocation of field/facility assignments for other APG-SIG Member requests will be conducted once this protocol is concluded. The priority list for allocation of space, fields and other resources will be followed:

1. Park District In-House Programs
2. NWSRA Special Needs Programs
3. APG-SIG Member House and Recreational Programs
4. APG-SIG Member Travel, Tournament and/or All-Star Programs with House Component
5. APG-SIG Member Travel, Tournament and/or All-Star Programs without House Component
6. Community Groups and Organizations Based within District Boundaries Meeting Resident Requirement Levels
7. Community Groups and Organizations Based within District Boundaries Below Resident Requirement Levels
8. Splinter and Renegade Teams, Groups or Organizations Below Resident Requirement Levels
9. Non-Resident Private Groups and Rentals

In the assignment of fields or facilities, any house league or in-town program that meets the residency requirements, will receive priority in the allocation of fields and facilities. The Park District will apply allocation, within reason, as it feels appropriate, to facilitate an in-town program. Subsequently, fields not allocated to these programs may be requested and allocated to travel programs that meet the residency requirements.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.05.9**

History of Approvals:

**2-23-21**

## 7.05.9 – Travel Programs

The Park District understands and acknowledges that competition evolves from sports and athletics and that there is always a segment of residents and their needs and desire to compete and advance the level of play and skill development through various platforms in a travel league or team component.

Travel programs and teams within the APG-SIG Program will be defined in the context of this purpose in the following manner:

1. Teams and players are selected through a try-out basis and based on each individual skill level based on criteria specific to the respective sport or athletic activity.
2. Teams and/or leagues compete against other teams and leagues outside of the community and/or host house and recreational program if applicable.

### Park District Philosophy and Principles with Travel Programs

The guiding philosophy of all travel teams affiliated with the PPD is that they will, within the context of the PPD mission statement, offer safe, enjoyable and (with recognition of increased expenses associated with travel teams) reasonably priced activities for children residing in the PPD.

The Park District Board of Park Commissioners and staff believe athletic programs provide social, emotional, and cognitive development, an enjoyable avenue to release energy, exercise, express oneself, and develop friendships, peers, mentors, leaders, and positive life experiences.

The Board of Park Commissioners and staff recognize highly skilled children may wish to compete against higher skilled children from other communities in various sports. This can only be accomplished provided there are resources available, and that the development of highly skilled players does not cause a reduction of resources to the respective house recreational programs.

Those travel programs and teams tied or sub-component of a host organization with a house and/or recreational program will be fully supported by Park District services and benefits after all house and recreational needs are satisfied. It is the responsibility and duty of the Park District to meet the needs of the majority of residents and participants and where participation is accessible and equal to all who wish to participate, and no tryouts or selection of players based on skill is taken into consideration. In addition, travel teams and groups must meet residency level requirements in order to qualify for park district support and services and details on residency requirements are further defined in section 7.05.6 of this manual.

### Travel Team Selections and Requirements

The Park District supports the selection of travel teams within each youth sport affiliate as follows:

- Children must be a minimum age of eight.

- The number of travel teams, for each gender, at each age group, must be approved by the PPD prior to the teams being selected.
- All teams should strive to have 100% PPD residents on each team. Each team must consist of at least 75% PPD residents or Palatine/Fremd High School District residents.

#### Travel Team Try-outs Requirements

- All eligible registered Affiliate participants must be notified of try-outs at least eight days in advance of the try-outs in a transparent and reasonably notification platform.
- Affiliate Board members, Division Directors, or an independent trainer must oversee try-outs. Team coaches and managers are disqualified to ensure fair and equitable selection and avoid biases.
- Rosters of all try-out participants, including names and addresses, must be provided to the assigned PPD staff liaison.
- In order to be selected for a travel team, a child must participate in the same selection process as all other persons selected.
- All participants must be registered in the appropriate division in which they wish to play prior to the first try-out, practice or game.
- Travel equipment and supplies purchased by sponsors of Affiliate permanent travel teams need not be processed through PPD accounts and may remain in the possession of the sponsor. Each travel team must provide a full accounting of its collections and expenditures annually to the Superintendent of Recreation.
- Criminal Background checks are required for each coach and trainer. Criminal background check forms are to be submitted to the Park District a minimum of two weeks prior to coaching or training. Affiliates will be charged for processing background checks according to the Menu List of Costs.

#### Appeal Process for Residency Requirements

Travel programs and/or teams may find unique situations where the 75% resident or high school resident levels in order to fully complete a roster. These situations may include but are not limited to the following:

- Not enough resident or high school residents try out for the travel team, OR
- After tryout requirements and process is completed not ample levels of resident or high school resident players meet the skill criteria established and rated accordingly by third party evaluators to complete the roster.

In no situation will a non-resident be allowed to be selected onto a team over a resident or high school resident player who has satisfactorily completed and try out and has equal or better ratings from tryout than the non-resident.

A travel program and/or team must place an appeal request for consideration in writing and forwarded to their assigned park district staff liaison and include the following items:

- Letter explaining the situation at hand and why the resident level requirement cannot be met.
- Documentation of the notification used to inform interested players of the tryouts.
- Documentation to the names, contact information and credentials of evaluators used for the tryouts.
- Documentation of the players registered or showed up to tryouts to include name, address and grade/age.
- Documentation listing the skills being evaluated for tryouts and the criteria and ratings required to meet the minimum requirements to play on the travel team.

- Roster of players selected and confirmation of residency status.
- Name, address, phone and e-mail of the requestor.
- Name, address, phone and e-mail of team coach(es) and/or manager(s)

The appeal request and required supplementary documentation as mentioned above shall be forwarded to the group's assigned staff liaison for initial review. Appeal requests that are submitted, reviewed and are in good standing with all required information will then be forwarded to the office of the Park District Executive Director for final review and approval or denial status.

Appeals status will be determined and final at this point. If denied, the group will be provided the reasons for the denial of their request. No further appeal process or options will be made to the group and/or organization.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.05.10**

History of Approvals:

**4-13-21**

## 7.05.10 – All Star and Tournament Teams

The Park District understands and acknowledges that competition evolves from sports and athletics and that there is always a segment of residents and their needs and desire to compete and advance the level of play and skill development through various platforms in a travel league or team component.

All Star and tournament special programs and teams within the APG-SIG Program will be defined in the context of this purpose in the following manner:

1. Temporary in nature and are typically formed at the conclusion of a season and play and/or compete on a limited basis in a specialty game or specific tournament.
2. Are selected from within a team or program.

### Park District Philosophy and Principles with All Star and Tournament Programs

The guiding philosophy of all teams affiliated with the PPD is that they will, within the context of the PPD mission statement, offer safe, enjoyable and (with recognition of increased expenses associated with travel teams) reasonably priced activities for children residing in the PPD.

The Park District Board of Park Commissioners and staff believe athletic programs provide social, emotional, and cognitive development, an enjoyable avenue to release energy, exercise, express oneself, and develop friendships, peers, mentors, leaders, and positive life experiences.

The Board of Park Commissioners and staff recognize highly skilled children may wish to compete against higher skilled children from other communities in various sports. This can only be accomplished provided there are resources available, and that the development of highly skilled players does not cause a reduction of resources to the respective house recreational programs.

Those all-star and tournament programs and teams tied or sub-component of a host organization with a house and/or recreational program will be fully supported by Park District services and benefits after all house and recreational needs are satisfied.

### All Star and Tournament Team Selections and Requirements

The Park District supports the selection of these teams within each youth sport affiliate as follows:

- Due to the temporary and limited nature of these types of teams and the fact that these teams are typically selected by fellow players and coaches, no try out requirements in the selection of players to participate is required.
- Residency requirements are still valid with all-star and tournament teams. All teams should strive to have 100% PPD residents on each team. Each team must consist of at least 75% PPD residents or Palatine/Fremd High School District residents.

## Travel Team Try-outs Requirements

- Rosters of all try-out participants, including names and addresses, must be provided to the assigned PPD staff liaison.
- In order to be selected for an all-star or tournament team despite no tryout requirements must participate in the same selection process as all other persons selected.
- All participants must be registered in the appropriate division in which they wish to play prior to the first practice or game.
- Travel equipment and supplies purchased by sponsors of Affiliate temporary all-star and tournament teams need not be processed through PPD accounts and may remain in the possession of the sponsor. Each travel team must provide a full accounting of its collections and expenditures annually to the Superintendent of Recreation.
- Criminal Background checks are required for each coach and trainer. Criminal background check forms are to be submitted to the Park District a minimum of two weeks prior to coaching or training. Affiliates will be charged for processing background checks according to the Menu List of Costs.

## Appeal Process for Residency Requirements

Travel programs and/or teams may find unique situations where the 75% resident or high school resident levels in order to fully complete a roster. These situations may include but are not limited to the following:

- Not enough resident or high school residents try out for the travel team, OR
- After tryout requirements and process is completed not ample levels of resident or high school resident players meet the skill criteria established and rated accordingly by third party evaluators to complete the roster.

In no situation will a non-resident be allowed to be selected onto a team over a resident or high school resident player who has satisfactorily completed and try out and has equal or better ratings from tryout than the non-resident.

A travel program and/or team must place an appeal request for consideration in writing and forwarded to their assigned park district staff liaison and include the following items:

- Letter explaining the situation at hand and why the resident level requirement cannot be met.
- Documentation of the notification used to inform interested players of the tryouts.
- Documentation to the names, contact information and credentials of evaluators used for the tryouts.
- Documentation of the players registered or showed up to tryouts to include name, address and grade/age.
- Documentation listing the skills being evaluated for tryouts and the criteria and ratings required to meet the minimum requirements to play on the travel team.
- Roster of players selected and confirmation of residency status.
- Name, address, phone and e-mail of the requestor.
- Name, address, phone and e-mail of team coach(es) and/or manager(s)

The appeal request and required supplementary documentation as mentioned above shall be forwarded to the group's assigned staff liaison for initial review. Appeal requests that are submitted, reviewed and are in good standing with all required information will then be forwarded to the office of the Park District Executive Director for final review and approval or denial status.

Appeals status will be determined and final at this point. If denied, the group will be provided the reasons for the denial of their request. No further appeal process or options will be made to the group and/or organization.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.05.11**

History of Approvals:

**4-13-21**

## 7.05.11 – Splinter and Renegade Teams

The Park District from time to time receives reports from affiliated groups and organizations as well as residents of organized team play within parks and fields owned and operated by the park district that are not a part of an APG-SIG member or permitted use to organize play on park property.

While public parks are just that and open to public use, the park district does have authority to control the use and conduct in the parks and any organized use by teams on District fields must be secured by a special use permit, field approval permit and/or rental agreement.

Many times, teams that splinter from a previous house, travel or APG-SIG member program due to a discontent or disagreement with the host organization form their own program and team and expect access and use benefits as they did when a part of the host organization. In addition, renegade teams which are typically regional in nature and usually non-resident in composition, show up to play on District fields unannounced and unapproved and conflict with field use and times already established by APG-SIG members and resident based play.

Splinter and renegade special programs and teams are not recognized by the park district within the APG-SIG Program, nor the benefits derived from the membership. Unauthorized field use from splinter and renegade teams should be reported to the assigned staff liaison of the park district. APG-SIG members should have their approved permitted use related documents on person to prove approval of their use to any unauthorized play and use.

APG-SIG members should contact the Palatine Police Department, who enforces the use and conduct ordinances for the parks and park district, if said unauthorized use group refuses to relinquish access to the field. Members should not attempt to force or enforce access with an uncooperative group and wait for assistance from the police. Groups should use the non-emergency number and not 911 for these situations.

Splinter and renegade non-resident teams are required to request field use ahead of time and secure field use through a rental agreement process and related required paperwork through the Facilities Manager office of the park district.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.05.12**

Procedure

History of Approvals:

Protocol/Best Practice

**4-14-21**

## 7.05.12 – Insurance Coverages and Required Levels of Coverage

APG-SIG members with the exception of those members approved for a true Affiliate designation are considered park district programs and are automatically covered by the liability and comprehensive insurance coverage within the District's coverage through the Metro Risk Management Agency (MRMA). All related incidents, accidents, claims and questions regarding insurance and liability risk should be directed to the assigned staff liaison and also notify the District's Risk Manager.

APG-SIG members approved with the Affiliate membership designation are required to secure their own insurance coverages and provide the park district with proof of this coverage prior to utilization of park district property. The Affiliate is designated as an outside group using park district property to facilitate its programs and services. Thus, there is no coverage of Affiliates under the park district general liability policy. In addition, as an Affiliate, the Tort Immunity Act provisions and related protections are not extended. The Park District is governed by insurance requirements and coverages through the Metro Risk Management Agency (MRMA) and require the following insurance policies and related minimum coverage levels for all Affiliates:

### General Liability:

1. Commercial General Liability with a 1,000,000 Combined Single Limit of Liability.
2. Coverage is to be primary and non-contributory.
3. Name Palatine Park District as an "Additional Insured" and include the actual additional insured endorsement and attach it to the certificate of insurance.
4. Sports Associations must show evidence that their General Liability Policy and will respond to injuries sustained by athletic participants.
5. A minimum of one million dollars (\$1,000,000.) per occurrence coverage and a two-million dollar (\$2,000,000.) general aggregate coverage limit.

Coverage must include a primary and non-contributory additional insured endorsement and these requirements are considered a written contract should coverage be subject to a contract and or agreement.

Description of Operations: A Certificate of Insurance with Additional Insured Endorsement. The Palatine Park District is named as additional insured on a primary/non-contributory basis, with respect to the operation of Affiliate programs and services held on Park District property and property secured through the Park District.

Certificate Holder: Include the Park District's full name and administration office mailing address at 250 E. Wood Street, Palatine, IL 60067.

Directors and Officers Policy:

Also known as Errors and Omissions coverage by Affiliate Board Officers and Members. A minimum of one million dollars (\$1,000,000) in coverage value is required.

Criminal Bond for Held Funds Policy:

This is required coverage for the crime of theft of money. The coverage should be of equal or greater value of the maximum amount on hand at any one time.

Questions about certificates including monetary limits, please contact Staff Liaison or MRMA, at [nugentllc@comcast.net](mailto:nugentllc@comcast.net), 847.412.0410.

The Affiliate must provide the Park District with proof of current, valid and minimum coverage levels through the annual submission of a Certificate of Insurance listing the Park District as additional insured.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.05.13**

Procedure

History of Approvals:

Protocol/Best Practice

**4-14-21**

## 7.05.13 – Proper Wet Field Condition Preparations

Many members of the APG-SIG Program use the outdoor fields and amenities of the park district and thus are subject to Mother Nature and the ability to provide safe and quality play conditions to support their respective programs.

To ensure the Park District continues to provide safe and high-quality athletic fields, space, and facilities to the community at large and with organized athletic groups the District employs a field maintenance practice that is in accordance with industry standards.

### Baseball Fields

Rain causes additional work to make fields playable. The District has a priority system the two fields at Community Park and Gbur fields are the highest priority. They also will receive the highest amounts of calcinate clay; a substance used to dry-up the small puddles and firm up muddy areas. All other fields are worked on as conditions allow. If it is determined by staff that the fields are too wet to try and dry out, the field/s will be closed and no work on them will be permitted.

Large amounts of water on the infield are not removed using brooms or squeegees. That action will only create a larger and deep low spot in the field. Furthermore, water is not to be pushed off the infield into the grass. Doing so only causes lip hazards where the infield meets the outfield grass line. Staff uses the natural forces from the sun and wind to dry out fields after hand raking the very soft areas and machine scarifying the remaining areas to let air and sunlight penetrate deeper into the fields. Calcinated clay is used to firm up muddy areas on the fields to allow our field machine to drive through it. The materials are used only if the areas are small (I.E in batter box area around bases etc.). Calcinated clay is not used if the entire field is too wet to walk on without sinking into to it.

The following are steps to follow if coaches try to prep a field after a rain event:

- If you cannot walk on the infield without sinking or the infield mix sticking to your shoes stay off until the field condition has improved.
- Remove any standing water with a pump or large sponge DO NOT USE A BROOM OR SQUEEGEES this only adds to the depression area holding water and making it larger for the next rain event.
- Small puddles can be absorbed with calcinated clay if three bags are enough to absorb the water.
- When adding calcinated clay to absorb a puddle, pour a circle around it first then fill the inside area in. This will stop the water from spreading to other areas.
- Hand rake all the areas that were holding water and add more calcinated clay (thin layer) and hand rake it in to infield mix to dry it out.
- Wait for infield to improve after the above-mentioned work is completed and lightly hand rake the infield smooth.
- Calcinated clay (Turface) should only be used on scheduled game fields.
- **Only properly trained people can use any motorized machinery on the infield to groom it after a rain event.**

### Natural Grass Fields

Parks Department staff have no means to dry natural grass fields other than to let nature take its course. If games are cancelled on the field, so is practice. Fields that have standing water or if the soil is too saturated playing on it will destroy the playing surface and possibly lead to closing the field for the remainder of the season. Soil saturation can be detected by water squishing out from underfoot when walking over the surface. If this condition exists on a field prior to any intended use, the coach should cancel the intended use for the day.

### Field Condition Inquiries

Questions and concerns regarding field conditions or identified hazards should be communicated promptly with the assigned staff liaison. Only designated field leadership appointments from APG-SIG leadership should contact the Park Department directly.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.05.14**

History of Approvals:

**4-15-21**

## 7.05.14 – Field Closing Requirements and Notification Systems

The Park District will make every attempt to prepare a field for the day activities. However, there are instances such as inclement weather, damage, or seasonal field closures that require a field to be closed. In the case of inclement weather the Park District will focus its efforts on multi-field complexes first before attempting to maintenance single site fields. Additionally, non-essential maintenance such as adding lines to the field may not be completed as efforts are focused on playability.

District staff will update on a daily basis the field status to inform users of the field conditions. Field conditions are updated on a daily basis Mon-Fri by 2:30pm and on the weekends by 8:00am. Field condition updates are posted to the Park District website and can be found at [www.palatineparks.org/rccms/fieldconditions](http://www.palatineparks.org/rccms/fieldconditions). Up to date field conditions can also be viewed through the District’s mobile app which can be downloaded in the App Store when searching “palatine park district mobile”. Once downloaded go to District Alerts and Conditions tab. Fields will be given one of the following status conditions.

### **OPEN**

Baseball field has been dragged & lined in preparation of the scheduled game, or field has been dragged during the past seven days in the case of a scheduled practice. In case of grass fields, “open” indicates the field is in playable condition for game or practice.

### **COACHES DECISION**

Work to prepare field for play was started but was not fully completed within the normal workday. It is possible field conditions may continue to improve and with coaches conducting light raking allow the field to be ready by game time. However, additional inclement weather may result in unplayable conditions. Coach to check field closer to game time, conduct light field prep, and make determination if field is suitable for game.

**Note:** Game field prep take priority during days with inclement weather and practice fields may or may not been worked on a given inclement weather day. Coach to check field closer to practice time, conduct light field prep, and make determination if field is suitable for practice.

**CLOSED:** Field is not playable and deemed unsafe to play or play will result in excessive damage to field. Stay off no play allowed anywhere within the park.

**CLOSED FOR THE SEASON:** Not available for any use this season. Field is being rested, under renovation, or not being scheduled at this time.

### **FIELD CLOSING NOTIFICATION PROTOCOL**

If the athletic field is too wet for the scheduled activity the athletic field will be closed for use until conditions change. This decision will be made by Parks Department staff notifications which will be posted by 2:00 p.m. each day. Staff will email the board presidents and the seasons email group list who can disseminate this information to the individual

coaches. Players and their parents should contact their coaches to find out if games are rained out. Field closures will also be posted on the Park District's web site.

The Parks Department staff will:

1. Check every field listed on the schedule by:
  - a. 12:00 pm on weekdays
  - b. 8:00 am on weekends
  
2. Report field conditions to the Facilities Manager so the field condition will be posted on the District's web site by:
  - a. 2:00 pm on weekdays
  - b. 8:30 am on weekends

It is not the Parks Department's responsibility to email every user group to inform them of field conditions. There are numerous reasons why email cannot be the primary means of notification.

1. The Manager is not at work and someone else without the group email list is checking the fields.
  
2. On weekends staff do not have access to emails they report conditions to their managers.

The Parks Department will continue to send group emails when reporting field conditions to the Facility Coordinator. However, if a field is used when it is posted on the web site by the timeline clearly expressed as closed and the user's excuse for not complying with the closure is, they did not get an email, email communication will stop altogether to remove any excuses moving forward. Patterned violations to use of closed fields will result in following the programs disciplinary policies and may result in revocation of benefits provided through the APG-SIG Program.

Cancellation of fields are not taken lightly. Staff spends a great deal of time inspecting all the fields after a rain event to ensure a safe playing surface for the users.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.05.15**

History of Approvals:

**4-15-21**

## 7.05.15 – Facility, Field and Equipment Inspections

The Park District is committed to providing safe and high-quality athletic fields, open spaces, and facilities to the community at large and with a focus on organized athletic groups. To achieve this goal the District conducts routine safety inspections that is in accordance with industry standards to all amenities within our parks. Since a safety hazard can arise so quickly in a public setting, the District expects all its members of the APG-SIG Program to visually conduct a safety inspection prior to each field use. The following are the basic items the District expects the affiliate to inspect and report to the District for each type of field usage:

### Baseball Fields

- Broken player benches/bleachers
- Broken glass on playing area
- Foreign objects protruding out of ground infield/outfield
- Trip hazards
  - Holes, low spots, and ruts on infields/outfields
- Home plate protruding upwards
- Base pegs protruding above ground level
- Fencing or fencing parts broken or protruding towards the playing area
- Irrigation leaks (wet spot in the outfield)

### Soccer/Lacrosse Fields

- Both soccer goals are secured to the ground properly
- Nets are secured properly
- Broken glass on playing area
- Foreign objects protruding out of ground
- Trip hazards
  - Holes, low spots, and ruts in field
- Irrigation leaks (wet spot in the outfield)

### Football

- Protective padding on both field goals is secured properly
- Broken glass on playing area
- Foreign objects protruding out of ground
- Trip hazards
  - Holes, low spots, and ruts in field
- Irrigation leaks (wet spot in the outfield)

### Facilities

- General space, flooring, wet surfaces
- Lighting and electrical outlets
- Loose wall or room attached amenities

- Broken or defaulted permanent equipment (I.e. basketball net)
- Missing pad equipment
- Fall protection concerns
- Debris, glass, garbage in activity area

## Equipment

- Missing or broken supplies or equipment
- Loose fasteners or parts
- Defective attributes of equipment

The park district or member organization may have inspection checklists and/or forms as it relates to what the activity leaders need to inspect and document a visual confirmation that all facility, field and equipment are in safe and correct working condition and will not result in injury for those using the area.

Any open and obvious safety hazard should be reported to the staff liaison immediately and the scheduled activity should be moved to another space and canceled. An incident report is to be completed and submitted to the staff liaison and copied to the Risk Manager. Any findings from an inspection should be taken seriously and if everyone completes an assessment and inspection prior to use it will greatly assist in keeping all participants, volunteers, staff and general public safe.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.05.16 – Field Condition Definitions

The District uses the following terms to report field conditions. All APG-SIG members that use park district practice and game fields to support their respective programs are required to make themselves informed of these definitions, monitor conditions with regard to their permitted and scheduled use and to follow the use allowances and terms as listed below. Violations of not following these defined use and status of fields will be reported and potential disciplinary actions in accordance with the Park District's and the APG-SIG Program policies. Repeated violations may result in the revocation of benefits, privileges and support from the park district for a particular team or entire membership.

Field conditions are posted on the Park District's web site and are updated daily by 2:00 pm on weekdays and 8:30 am on weekends.

The link below will direct you to the web page: <https://www.palatineparks.org/rccms/fieldconditions/>

### Condition Reporting Terms (All Fields)

- OPEN** Field is open for use.  
Practice ball fields are not checked daily, dragged only once a week, not maintained after rain. Users will need to decide if this is playable.
- CLOSED** Stay off, no play allowed anywhere within the park
- CLOSED FOR THE SEASON** Not available for any use this season, rested or under renovation

### Additional Condition Reporting Terms (Ball Fields Only)

- PLAYABLE** Game field is dragged but not chalked, coaches need to chalk. This will be the situation after a rain event when dragging as many fields as possible is the priority.
- COACHES DECISION** Game field was not dragged or chalked, decision as to if this field is suitable to be played on by coaches, some minor field work by coaches may be needed to make it playable.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

Procedure

History of Approvals:

Protocol/Best Practice

## 7.06.1 – Insurance and Tort Immunity Act Coverage

The Illinois' Tort Immunity Act's express purpose is "to protect local public entities and public employees from liability arising from the operation of government" and provides invaluable statutory defenses and immunities to MRMA members. While the act provides protection, it's still the members' responsibility to maximize safety and minimize liability risk with advance planning and proactive risk management. Doing so minimizes injuries and positions your agency for a successful defense in the event of an injury — before an accident occurs. Thus, APG-SIG members are required to share in this responsibility with the Park District and except from members designated and approved as Affiliates, the insurance coverage and protection via the Tort Immunity Act. Affiliates must secure and prove required liability and comprehensive insurance and also under the circumstances may not have protection under the Act.

The Act itself defines willful and wanton conduct as "a course of action which shows an **actual or deliberate intention** to cause harm or which, if not intentional, shows an **utter indifference to or conscious disregard for the safety** of others or their property."

### Elements of Tort Actions

The following four elements must be present before an act can be considered as a tort:

1. A legal duty.
2. A breach of a legal duty that requires a person to conform to a certain standard to prevent injury or damages.
3. Some causal or direct connection between the legal duty and the resulting injury.
4. Actual loss or damage to the person or property of another.

At any stage in the process, statutory immunity may be available under the Tort Immunity Act, which would end the litigation at that point. Proactive risk management measures provide the necessary offense to assert such statutory immunities successfully.

The Park District is required by state statute to indemnify and protect employees and volunteers against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction, of the Board. Such indemnification and protection shall extend to employees and/or volunteers of the Park District at the time of the incident from which a claim arises. However, the Park District is statutorily prohibited from indemnifying employees or volunteers for "punitive" damages.

Employees and volunteers may be covered by the Park District's liability insurance to defend any civil action that may be brought against them or the Park District, its agents, or any other employee for damages arising out of the lawful performance of their duties.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.06.2**

Procedure

History of Approvals:

Protocol/Best Practice

**4-16-21**

## 7.06.2 – MRMA - Illinois Volunteer Immunity Act

The Park District and its members and volunteers of the APG-SIG Program (again except Affiliate designated members) are covered under the liability and general comprehensive insurance coverage provided by the District's insurance broker, related coverages and underwriting paid for by the Park District as a member of the municipal insurance pool managed through the Metro Risk Management Agency (MRMA) as long as conduct of a volunteer does not reach the threshold of willful and wanton conduct or proven to be irresponsible to the policies and safety practices approved and endorsed by the Park District.

The Sports Volunteer Immunity Act (745 ILCS 80/) provides relief in the scope of general and personal liability of a volunteer while serving in the capacity of helping others without compensation. Volunteers must be properly registered with the park district and/or APG-SIG member and successfully completed the District's Criminal Background Check Policy to be covered under this immunity and related provisions of the Act.

Except as provided otherwise in this Section, no person who, without compensation and as a volunteer, renders services as a manager, coach, instructor, umpire or referee or who, without compensation and as a volunteer, assists a manager, coach, instructor, umpire or referee in a sports or recreational program of a registered non-profit association, shall be liable to any person for any civil damages as a result of any acts or omissions in rendering such services or in conducting or sponsoring such sports and recreation program, unless the conduct of such person falls substantially below the standards generally practiced and accepted in like circumstances by similar persons rendering such services or conducting or sponsoring such sports programs, and unless it is shown that such person did an act or omitted the doing of an act which such person was under a recognized duty to another to do, knowing or having reason to know that such act or omission created a substantial risk of actual harm to the person or property of another. It shall be insufficient to impose liability to establish only that the conduct of such person fell below ordinary standards of care.

Any and all incidents and/or accidents that may initiate an inquiry into a potential liable situation should be reported immediately to the assigned staff liaison and copied to the District's Risk Manager so that proper documentation can be completed and filed and any preliminary investigation efforts that may be deemed necessary by the Park District.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.06.3**

History of Approvals:

**4-17-21**

## 7.06.3 – Emergency Crisis Response Plan

The Palatine Park District has developed a standardized Emergency Crisis Response Plan, in cooperation with local Police, and Fire Departments. This plan addresses a wide range of potential crisis/emergencies and outlines the roles and responsibilities of administrators and staff members in these situations. This Emergency Crisis Response Plan is intended to help guide staff through a crisis and preserve and restore essential functions of Palatine Park District if one of its facilities is subject to an emergency resulting in an actual or threatened loss of operational capacity.

Ample preparation and practice can dramatically improve reaction time; potentially minimizing the total loss outcomes. Palatine Park District expects its employees, volunteers, affiliate, and parent groups to adhere to this policy to the best of their ability and when it is safe for them to do so.

The Executive Director is responsible for the overall coordination of the Park District's Crisis Response Plan.

The designated Coaches / Volunteers / Parents must control any emergency with confidence and authority. The individuals involved and their actions or inactions along with their professional image will determine how others will respond in an emergency.

It further prescribes procedures and coordination structures for Prevention/Mitigation, Preparedness, Response, and Recovery efforts at the District and Facility levels. The ultimate objective is to minimize the negative consequences of any incident upon the District and its staff, participants, and community members.

The procedures outlined in this plan apply to all staff, volunteers, Board Members, and visitors. They also apply to any actions and activities that support the District's effort to save lives, protect the health and safety of staff, participants, and visitors, and protect property. APG-SIG members, leadership and volunteers shall acquaint themselves with the applicable parts of the District's Emergency Crisis Response Plan and contact their assigned Staff Liaison with any questions, concerns or related training needs.

It is the policy of the Palatine Park District that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, the Palatine Park District can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.06.4 – Accident, Incident and Property Loss Reporting

In the course of operating their respective programs, APG-SIG members and their volunteers will experience accidents, incidents or loss and damage to park district property. This may include, but not be limited to, participant or volunteer injury, disagreements or fighting, inappropriate behavior and/or code of conduct violations, other violations of District and/or APG-SIG Program policy and procedures, unauthorized use of park district property or missing, broken or damage to park district property and equipment.

Any accident, injury, or illness suffered is required to be reported to the Person in Charge as soon as the injury occurs or as soon as reasonably possible. In case of severe injury, 911 should be called immediately. The “Person in Charge” refers to Coaches, Managers, Parents, or any responsible adult that is supervising an activity, program, or event.

### How to Report an Accident / Incident

An Accident / Incident should be reported immediately after the event (at least within 24 hours) for any incident, accident or injury which occurs on district property or at any program sponsored by the District where:

- The police department, fire department or paramedics are called to the District.
- A health or safety incident occurs which requires prompt attention.
- First aid is administered to a patron.
- Business is interrupted for a period of more than approximately 15 minutes.
- A vehicle accident involving injury or damage to private property.
- A vehicle accident involving injury or damage to District property.
- There is damage to property or vandalism discovered.

The Person in Charge is responsible for initiating the appropriate report, not the injured person. Reporting should be completed verbally as well to the assigned staff liaison.

All Incident / Accident Reports are to be written in legible handwriting or submitted electronically if feasible others should be able to read the report and understand the event and surrounding circumstances.

Prepare a detailed report.

- Obtain as much information as possible and be thorough in your description, including how it occurred, and any first aid administered.
- Record only known facts - not opinions.
- Provide only information that is relevant to that incident or accident.

Pictures, witness statements, police reports, or additional information should be attached or forwarded to the Park District Risk Manager for review.

Reports should be completed immediately (at least within 24 hours) after the incident and forwarded to the Park District Risk Manager.

## **Reporting Vehicle Accident or Property Damage**

### **Vehicle Accident / Damage**

It is the responsibility of Person in Charge to communicate in advance what steps to take after a motor vehicle collision. The MRMA Vehicle Report form should be in all Park District vehicles and is available electronically. The District vehicle should also have a copy of the Park District's insurance information and an Accident/Injury Report form. In the event any accident occurs involving a Park District vehicle or equipment, the following guidelines have been established:

- The Driver must stop at the scene of the accident or as close to it as possible without blocking traffic.
- The Driver should assist the injured in whatever capacity they are authorized to do.
- They should not attempt to move an injured person unless the injured person faces immediate danger from another source, such as fire or oncoming traffic that does not stop.
- Emergency response personnel (police, fire, ambulance, etc.) should be notified by calling 911.
- The Driver must secure the scene to avoid any secondary crashes caused by the accident scene. This can be accomplished by displaying reflectors, flares, cones, flags, flashlights, etc.
- Regardless of the severity, the Driver must remain on scene until the police arrive and complete an official police report even if the other party involved does not stay.
- The Driver should exchange information with other people or drivers that were involved in the accident.
- The Driver must notify their Person in Charge immediately after the accident scene is reasonably under control and 911 has been called.
- The Person in Charge should notify the Risk Manager of the vehicle accident and extent of any injuries.
- The Driver should be courteous to all involved.
- The Driver should not admit any guilt or accept any responsibility from/to any party.
- The Driver should only discuss the facts with the police.
- If the accident involves an unattended vehicle, the driver should call the police and follow the guidelines listed above. If the police cannot assist, the Driver should follow-up by immediately contacting their Person in Charge and filing a written report with the Police Department at a later time.

### **Property Loss or Damage**

All property damage must be reported to the immediate Person in Charge regardless of the severity of the damage. In the absence of the Person in Charge, the situation needs to be reported up to the next level of supervision including but not limited to the Park District Risk Manager.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.06.5 – Admission of Guilt (Statement of Admissions)

A statement of admission is what to say and what not to say when an accident or incident occurs at the Park District. When an emergency occurs, many different people may ask questions. It is important for the interest of the District that an accident/incident is handled calmly and professionally, with respect and consideration given to patrons and staff involved.

After an accident, many questions may be asked of the agency, such as: “Who will pay for the damage?”, “Who was at fault?”, “What could, or should the district have done to prevent the accident?”. Also, someone who has just witnessed injury to a patron may naturally feel sympathetic and will often express guilt, even if they did nothing wrong. In such stressful situations’ individuals may mistakenly provide inaccurate, incomplete, or misleading information or misrepresent the position of the agency or the law. Such comments and statements unnecessarily expose the District to potential liability and/or unfounded public scrutiny. To provide the most accurate, consistent, information to the public and media outlets, a “Statement of Admission” policy is adopted by Palatine Park District.

All employees, volunteers, affiliates, parent groups, and special interest groups are expected to act and conduct themselves at all times in the best interest of the Park District. When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to presume or admit guilt or fault of any kind. Never speculate on the cause(s) of the accident or injury or discuss any facts regarding the accident with those outside of the District. In addition, all APG-SIG members shall always cooperate with investigating authorities and local law enforcement, if applicable.

All questions relating to an accident involving District property or personnel should be promptly directed to the assigned Staff Liaison and the Department Head, or designated District Spokesperson.

### **When Supplying Information:**

- Remain calm and stay positive.
- Confirm that the Park District is aware of the information and will be investigating.
- State that information is being gathered.
- REFER MEDIA TO EXECUTIVE DIRECTOR or designated District Spokesperson.

### **Do not:**

- Admit guilt or release names of those involved.
- Speculate about what occurred.
- Assume an outcome.
- Fix blame or try to cover-up/mislead a situation.
- State that the Park District will “take care of it.”



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

Procedure

History of Approvals:

Protocol/Best Practice

## 7.06.6 – Criminal Background Check Policy

### State Criminal Conviction Background Check

The Park District is required by state statute [70ILCS1205/8-23] to obtain criminal conviction information concerning all applicants and shall perform a criminal background check for applicants for all positions. In addition, while not required by law via this statute, the Park District has determined that it will also require successful completion of a criminal background check for volunteers who are working directly with youth under the age of 18 while performing such volunteer duties on park district property to ensure the safety and well-being of all individuals.

Pursuant to statute, and internal Park District policy, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the volunteer from consideration for volunteering for the Park District. Any other conviction(s) shall not automatically disqualify the volunteer from consideration, but rather, the conviction(s) and date of the conviction(s) will be considered in relationship to the specific role.

Volunteers are not required to disclose sealed or expunged records of corrections. However, they may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

The District complies with the Uniform Conviction Information Act (20 ILCS 2635/1) requiring criminal background checks on all employees and is a condition of employment to pass the screening prior to the employment. The same threshold has been determined for volunteers who serve on park district property as well and requires the same background check for volunteers of the park district, recognized affiliate groups, contractual volunteers, and third party contracted vendors.

All employees are required by law to comply with the Act. Due to legislation passed in 2012, criminal background checks are also required for minors under the age of 18. Volunteers under the age of 18 are not conducted unless the nature of the work involved qualifies or if reasonable suspicion exists. The determining factor used to establish this requirement for a volunteer is if, during their assigned duties, they will be conducting business and activity while engaging with youth under the age of 18 on owned and operated property of the District, or private property engaging in a park district or affiliate activity.

### Volunteers

No team game, practice, event or activity can take place without a minimum of one successfully checked adult on site.

Other helper parents are not required to have a criminal background check completed, however helper parent or other volunteers who have not completed this requirement will not be permitted to volunteer alone with youth and must be accompanied by an adult who has successfully completed the background check requirement. Each affiliate group is expected annually, or by season if more than one season per year, to provide the District with an official list of volunteer coaches or other required individuals.

### **Contractual Instructors or Volunteers**

All contractual instructors hired by the District to provide programs and services to the community are also subject to successfully completing a criminal background check. The same protocol will be followed for contractual instructors and volunteers as illustrated for employees. The Park District will accept a verification letter from the contractor's company, if in the course of being an employee of the contractual company, the instructor or volunteer was already required to complete a successful criminal background check. However, such verification must be submitted to the Park District in writing from an authorized individual of the company and state that the background check conducted is in compliance with the Park District policy including, but not limited to, conviction records of disqualifying events.

### **Consent and Waivers**

Every individual required to submit to a Background Check screening must complete, sign and date a Consent and Waiver Release form. This may be accomplished either through the on-line portal option or hard copy form. All consent and waiver forms must be submitted to the District for processing a minimum of ten (10) business days prior to the individual assuming the duties and responsibilities of their position. Failure to provide a valid and completed consent and waiver form by the deadline will automatically disqualify the individual from performing their position and related activities until a successful screening is completed. Falsification of all information provided on the consent and waiver or screening application is grounds for disqualification, revocation and/or dismissal.

### **Frequency and Grace Periods**

After the initial background check screening is completed, subsequent checks of existing employees and volunteers still meeting the criteria to have a successful background check on file will be re-initiated every three (3) years or if any substantiated suspicion or complaint is filed against an individual on file. Notification to the District will be provided on any completed profile on file with the District when new criminal activity on a previously completed screening is found. Any affiliate or approved group requiring background check screenings will not accept or allow to be accepted by any individual who refuses to consent to the criminal background check policy and procedures. In addition, individuals are required to agree per the provisions of the Affiliate Agreement and enforce and follow all provisions of this policy and disqualifying individuals when convictions results warrant such action. Failure to comply with all provisions of this policy may result in temporary suspension or permanent revoking use of District property or facilities and ability to volunteer for future purposes.

A 30-day grace period will be applied from the date of the submitted screening; however, every effort should be made to have results on file prior to the employee or volunteer assuming their assigned duties and responsibilities. If the grace period is necessary, then during the 30-day period, the individual must be under the constant and direct supervision of a qualified adult who has successfully completed the background

check screening. It is the responsibility of the District's Human Resources staff to identify employees in this situation and the affiliate group leadership for an affiliate or approved group and inform the District accordingly. Upon completion of the grace period, the individual may not participate unless the background check screening is successfully completed. Individuals, who are awaiting results or determination of acceptance or revocation, will be provided a grace period as well but under the same requirements of direct supervision until such results or determination is completed.

### **Process**

The following process and procedures are outlined and followed to initiate and complete all criminal background checks by the District:

#### **For Online Portal Option (Preferred)**

1. District provides employee/volunteer with the web-based link through the employee and volunteer enrollment packets to complete the screening online.
2. Employee or volunteer completes and signs the consent and waiver, and the required screening personal information identifiers through the secure and encrypted online portal.
3. SSCI (vendor currently used by Park District) processes the criminal background check accordingly and sends the complete criminal background check profile results to the District.

#### **For Hard Copy Option**

1. District provides employee/volunteer with a copy of the Background Investigation Authorization Form (Consent and Waiver) through the employee and volunteer enrollment packets.
2. Employee or volunteer completes and signs consent and waiver form and provides the required screening personal information identifiers necessary to conduct the background check.
3. Human Resource Manager or his/her designee reviews all submitted forms for completeness and accuracy.
4. Form and information are then entered into the web based online portal provided by the Human Resources, Volunteer Coordinator or Risk Manager (pending the individual being screened and nature of their responsibilities) to initiate the processing of a criminal background check screening.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.06.7**

Procedure

History of Approvals:

Protocol/Best Practice

**4-18-21**

## 7.06.7 – Severe – Inclement Weather Policy

The park district offers and hosts hundreds of programs, activities, services, and events (“Programming”) each season throughout the year. APG-SIG members offer many programs and services for their respective programs in the outdoors and also require traveling for participants and their families to park district locations and are subject to various and sometimes extreme weather conditions. The District is committed to the safety and well-being of all participants, volunteers and staff associated with this effort. This policy is intended to provide guidelines for APG-SIG Program officials and Park District staff tasked with ordering programming cancellations, suspensions, relocations, or other modifications due to actual or forecasted inclement weather.

For the purposes of this policy the term “Inclement Weather” includes, but is not limited to, the following:

- Winter Storm Warning: When 4-7 inches or more of snow are occurring or imminent, or 3 inches or more of snow with ice accumulation.
- Blizzard Warning: A winter storm warning with winds of 35 mph or more creating blowing and drifting snow and possible white out conditions with low visibility.
- Severe Thunderstorm Warning: Storm that is occurring or imminent which has potential of producing hail, severe winds of 58 mph or greater and isolated tornados without warning.
- Lightning Strikes: Associated with an approaching thunderstorm where detected lightning strikes are within a 10-mile radius of the boundaries of the park district.
- Excessive Heat Warning: When high air temperatures combined with high humidity levels are occurring or imminent within 12 hours. Is issued when heat index is at least 105° for more than 3 hours per day for two (2) consecutive days or anytime the heat index will reach 115°.
- Extreme Cold Warning: When subzero air temperatures combined with any level of winds producing extreme wind chill levels that can lead to hypothermia or frostbite when exposed to the outdoors. Typically alerted when wind-chill readings reach -40° or less for at least 3 hours per day.

Monitoring weather patterns and severe weather alerts is especially important during the summer months when most Park District and APG-SIG member programs are being held outside. All employees, volunteers, affiliate coaches or supervising adult, no matter their position, are charged with erring on the side of caution when making decisions of curtailing or canceling outdoor activities and events due to severe weather.

Each program or activity that is being hosted outdoors has its own specific response procedures and they should correspond to the response procedures outlined in this policy. Program coordinators, event coordinators and their Supervisors shall be responsible for alerting their outdoor group activity leaders of incoming severe weather if they are aware of it.

If severe weather is imminent, children should not be released unless a parent or designated responsible adult is present to take them into their care.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.06.8**

History of Approvals:

**4-19-21**

## 7.06.8 – Lightning Detection System

Many APG-SIG members host their programs in the outdoors and are subject to risks inherently assumed by the weather. Lightning is one of these risks and is a condition that must be taken seriously by all involved. Lightning can travel from ground, to cloud, cloud to ground and cloud to cloud. Lightning can also pose a threat to those outdoors whether or not thunder is heard. In fact, lightning can travel up to 10 miles from the original strike, thus even if the skies and conditions above the area appears non-threatening, the threat is present still and a real danger for those remaining outdoors.

The District has invested in the installation and maintenance of a lightning detection system with an alarm system set to alert individuals within the parks of lightning activity in the area. This system is a detection platform and not a predictor, so when an alarm is sounded there has been a detected lightning strike within the programmed radius of the detector within the park.

### Lightning – Strike Guard Warning System

- The Strike Guard® Lightning Detection System provides early warning of lightning throughout our parks, pools, golf course and stables. The Strike Guard Early Warning System detects and tracks lightning strikes and provides warning when strikes are within a 10-mile radius.
- When lightning strikes have been detected within the warning area, the park systems in that zone should provide warning. One long (15-seconds) siren should sound, and a strobe should flash on the unit. After the Strike Guard® System determines conditions are safe (30 minutes of no lightning), the siren should sound three (5-seconds) intermittent blasts and the strobe light should go off. It is then safe to resume activity in that area.
- Warning sirens and/or strobes are divided into two zones. One for active parks, and another for passive parks. Active parks provide lightning detection from 7:00am to 11:00pm, and passive parks from 7:00am to 8:45pm.
- The Palatine Park District website has a link to the status page of the Strike Guard System. Strike Guard® status screens are updated every 1 - 4 minutes.

### Active Parks (Detection From 7:00 am To 11:00 pm)

Birchwood Park  
 Community Park  
 Eagle Park  
 Hamilton Park  
 Palatine Hills Golf Course/Dutch Schultz Park

### Passive Parks (Detection From 7:00 am To 8:45 pm)

Birchwood South	Oak Park	Osage Park
Cardinal Park	Towne Square	Maple Park
Doug Lindbergh Park	Plum Grove Reservoir	Juniper Park
Falcon Park	Sycamore Park	
Finch Park	Willow Wood Park	

## **What to Do When System Alarm Activates**

When an alarm sounds all individuals within the park should suspend all activities and seek shelter inside a building or structure with walls. Activity should not resume, or individuals should not return outdoors until the all clear horns are heard. This is 30 minutes after the last recorded strike has been recorded within the system. Individuals can go to the park district website and see the time remaining for the all clear to be activated.

If no sound shelter is available, individuals should seek shelter inside a vehicle. Shelter should not be sought under a park shelter or trees as this is not suitable protection from lightning strikes.

Lightning kills, thus it is imperative that everyone plays it smart and strictly follows the policy, procedures and best practices when it comes to suspending activities when the lightning system is activated.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

Procedure

History of Approvals:

Protocol/Best Practice

## 7.06.9 – ADA Inclusion and Reasonable Accommodation

Under the requirements of the American with Disabilities Act (ADA), the District shall make any reasonable accommodation to ensure full access and participation by an individual with special needs. A reasonable accommodation is defined and shall be interpreted for the purpose of this Policy as any means to provide full access and participation without placing an undue burden on the District. An example of a reasonable accommodation would be to move the location of a program to a fully accessible facility and room from one that has accessibility issues.

The ADA and reasonable accommodation policy and practice of the District is also apparent by the offering of a full comprehensive and year-round portfolio of programs and services that are eligible for provisions under the ADA as well including, but not limited to inclusion services and program and service aides. Besides programs offered by the Park District, specialized and focused programs designed for individuals with special needs are also offered through the District's membership in the Northwest Special Recreation Association (NWSRA).

APG-SIG members when using public property owned and operated by the Park District must also comply with the provisions and requirements of the ADA and cannot exclude participation in their respective programs based on an individual's disabilities to either physically or behaviorally participate in the same manner as all other individuals. Access and accommodations must be a part of any adjustments made for an individual with a disability to participate and meet the threshold of a reasonable accommodation as defined within the ADA.

Any questions, concerns or inquiries regarding the District's policy of the ADA or reasonable accommodation shall be directed to the Park District appointed ADA Officer or the Executive Director. Notification of accommodation is the responsibility of the individual requesting such action of the District and it is highly encouraged to provide advanced notice of said request to ensure a prompt and effective plan can be implemented through the Park District, NWSRA or other stakeholders.

The District offers and is committed to offering a full array of inclusion services for those participants with special needs or accommodations. The inclusion services are provided to individuals who have a desire to participate in programs and services offered to the community at large but require extra service or attention to address their special needs or accommodations to ensure a safe and quality experience while interacting with the other participants and the staff within the program.

Inclusion services are offered in coordination with the Northwest Special Recreation Association (NWSRA) and are a part of the services rendered by the Park District via the member district status with NWSRA. These services are offered with no additional costs to the individual requesting inclusion services; however, the user fees applied to participate in the program do apply. Inclusion with the NWSRA encompasses a variety of services that involve assisting individuals to utilize the least restrictive measure possible to ensure a quality and safe experience in a District recreational program. APG-SIG members may have the opportunity to utilize the assessment and technical expertise of the trained therapeutic recreation professionals with the NWSRA when considering ADA related issues with their respective programs and participants.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.06.10 – Mandated Reporter

### WHAT IS A MANDATED REPORTER?

While there are many Illinois laws regarding child protection and welfare, the most important one is the Abused and Neglected Child Reporting Act (ANCRA). Under this law, a wide array of professionals and other individuals are required to report suspected abuse or neglect if they witness it or have knowledge of it. A mandated reporter is a person who, because of his or her profession, is legally obligated to report any suspicion of child abuse or neglect to the authorities. These laws are in place to prevent children from being abused and to stop any further abuse or neglect as soon as possible. The Park District while technically does not require volunteers to comply with the law, asks that all individuals of our community who work with and have regular contact with youth, report and known or suspicion reports to the protection and welfare of our youth and out community.

### WHO CAN BE A MANDATED REPORTER?

Generally, mandated reporters are professionals who may work with children in the course of their professional duties. It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the Hotline.

Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe” that a child known to them in their professional or official capacity may be an abused or neglected child”. (ANCRA Sec.4) This is done by calling **the DCFS Hotline at 1-800-252-2873 or 1-800-25ABUSE**.

As professionals, and under this park district policy context adult volunteers as who work with children, mandated reporters are assumed to be in the best position to recognize and report child abuse and neglect as soon as possible. Mandated reporters are the state’s “early warning system” to identify probable abuse early enough to avoid serious and long-term damage to a child. The State’s primary goal is to protect the child and, whenever possible, to stabilize and preserve the family so that it may remain intact.

The Abused and Neglected Child Report Act places several requirements on you as a mandated reporter.

- You are required to report suspected child abuse or neglect immediately.
- Privileged communication between professional and client is not grounds for failure to report. Willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or a class 4 felony (second or subsequent violation). Further, professionals may be subject to penalties by their regulatory boards.
- You may have to testify regarding any incident you report if the case becomes the subject of legal or judicial action.
- State law protects the identity of all mandated reporters, and you are given immunity from legal liability because of reports you make in good faith.

- Reports must be confirmed in writing to the local investigation unit within 48 hours of the Hotline call. Forms may be obtained from the local DCFS office.

As an APG-SIG member, the Park District takes the protection and well-being of the youth we are entrusted to serve seriously. Members and their volunteers should be trained and aware of signs to potential and suspicious child abuse of any form and also take on this responsibility for the good of the youth, members and park district to keep our children safe. Any concerns or questions before making an actual report you may consult with the assigned staff liaison and/or District Risk Manager.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.06.11**

History of Approvals:

**4-22-21**

## 7.06.11 – Basic First Aid, Kits and Bloodborne Pathogens

Another key task and responsibility of APG-SIG members and their volunteers is providing basic first aid and protecting oneself and others to the exposure of pathogens such as blood and other body fluids to anyone other than the injured or sick individual. Members should make part of their coaches/volunteer training covering basic first aid and being able to assess an injury or sickness to make sure the affected individual receives the proper and best care for their well-being.

### **In the event of an injury requiring first aid care, follow these response guidelines:**

When a serious injury occurs, the first responsibility is to the safety and wellbeing of the injured individual. In general, the following guidelines should be followed when responding to any injury:

- Remain calm, be aware of your surroundings, and evaluate the scene to protect yourself and others from injury.
- Exercise universal precautions (gloves, CPR masks, etc.).
- Find the nearest AED/First Aid Kit.
- Do not move an injured person unless instructed by emergency personnel or the injured person is in imminent danger.
- Do not transport someone who is critically ill or injured to a hospital unless there is absolutely no way to summon emergency help.
- Call 911 or ask someone else to call.
  - If you think there is a medical emergency.
  - If the crisis could get worse left untreated or not treated properly.
- Listen carefully to the 911 dispatcher's questions. Answer them calmly and quickly.
- Remain on the line until the dispatcher tells you it is okay to hang up.
- Ask someone to wait outside to meet emergency personnel if it is safe to do so.
- Assist patrons and others away from the area to minimize business disruption.
- Notify parents or emergency contact if the injured is a minor.

### **First Aid Kits**

These are typically found in the equipment and supplies bags provided by the APG-SIG member to coaches and/or volunteers. It is the responsibility of the member to ensure every coach or volunteer leading their activities has access on site to a basic first aid kit. It is also the responsibility of the member and their volunteers to inspect the kits to ensure it is properly stocked and should advise their staff liaison if new and additional first aid kit supplies are needed.

First aid kits may also be found in field equipment boxes where equipment and supplies for the field that would not fit into an equipment bag are kept and are adjacent to the field or activity area.

### **Bloodborne Pathogens**

#### **What are bloodborne pathogens?**

Microorganisms present in human blood that can cause disease. Primary workplace pathogens of concern are HIV, Hepatitis B, and Hepatitis C.

**Who is at risk?**

Anyone that may come in contact with another person's blood or bodily fluids because of providing first aid or performing regular job assignments.

**To avoid exposure, exercise universal precautions:**

- **If it is not yours.... do not touch it!**
- Treat all blood and bodily fluids as if infected.
- Use barrier protection to avoid contact with infected bodily fluids (Gloves, CPR Masks)
- Immediately clean up and decontaminate surfaces and equipment with a bleach and water solution.
- Understand proper disposal of potentially infected items.

By their very nature, many Park District programs involve body contact, substantial physical exertion, emotional stress, and/or use of equipment which represents a certain risk. Additionally, participation includes possible exposure to, and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19.

It is the policy of the Palatine Park District to eliminate or minimize any exposure to bloodborne pathogens in accordance with federal and state regulations. The Bloodborne Pathogens Exposure Control Plan (ECP) is a key document to assist our organization and its APG-SIG members and volunteers in implementing and ensuring compliance with the OSHA standard, thereby protecting our Employees.

Please consult with the assigned staff liaison and/or Risk Manager of the Park District for any questions, concerns or issues related to basic first aid and the protocol to follow to limit exposure to any bloodborne pathogens.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.06.12 – CPR / AED Units and Training

It is possible and all APG-SIG members may encounter a cardiac arrest situation during their respective activities, and everyone should be trained to call 911 in these cases or any suspicion one is in progress with a player, coach, volunteer, official, staff or spectator. Handling a situation like this and making sure 911 is called is paramount to effectively managing this crisis.

For all indoor activities, an AED is available within each of the park district's facilities and pools required by law. Coaches and volunteers should make themselves aware of where the AED within the facility they are located is and should make themselves aware of the operations. The Park District has invested in the proper machines to handle both youth and adult as well as infant operations of the AED's. The machines are simple to use and actually will talk anyone through the step by step process to administer the shock to the affected individual. Quick and smart action, such as calling 911 first before locating or setting up the AED can make a difference in the life of the person having a cardiac episode.

Unfortunately, it is not feasible nor cost effective for the District to supply an AED unit for every equipment bag or field box. Therefore, outdoor activities are likely not to have an AED available for use unless the field or activity area and will need to rely on a quick response to call 911 and administer CPR by a trained and certified individual. The Good Samaritan Act does cover individuals from liability in trying to save the life of another. Volunteers if near a park district facility or pool should quickly locate a staff person and state there is a cardiac incident occurring and the need for an AED. Many Park District staff are trained and certified in CPR and use of an AED and may be able to assist.

### Automatic External Defibrillators

The automatic external defibrillator should enable trained responders to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responders' use of CPR/AED should not replace the care provided by emergency medical services (EMS) providers, but it is meant to provide a lifesaving bridge from any recognized event to the earliest ambulance arrival. Upon arrival of the EMS, patient care should be transferred in the most responsible manner for the said victim.

The District is mandated by Illinois law to have Automatic External Defibrillators (AEDs) at each of its facilities and pools. The District AED's will be maintained as follows:

- AED equipment and supplies will be stocked and maintained by the Risk Manager.
- Inspection of the equipment will be completed monthly and documented in accordance with the monthly building inspection program.
- Any issues should be reported to the Risk Manager for correction.

The District is committed to providing FIRST AID and CPR/Automatic External Defibrillator (AED) certification training and updates to Facility personnel. These scheduled training sessions and updates enable personnel to be prepared for an emergency requiring CPR/AED.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.06.13 – Transporting Injured Participants

When a serious injury occurs, the first responsibility is to the safety and wellbeing of the injured individual. Once the incident is under control, those individuals present or available should begin to gather information towards completing the initial investigation. This may include a parent of the injured person and if a parent is on site or can come on-site after they have been notified, then the parent can release the injured person from the site and take them home or seek medical attention. No other person than the injured person's parent, legal guardian or adult (over 18) sibling may release and take the injured person off site.

If it is an adult, or no family member of the minor as listed above is on site or can come to the site in a reasonable time, the emergency response of 911 should be called. If the individual refuses for the EMS to transport for medical attention, then let the paramedics handle this. This refusal is then documented and will likely release the fire department, park district and the people attending to their first aid from any liability should there be complications.

***Do not transport an injured participant in a personal vehicle unless there is absolutely no way to summon emergency help. Transporting an injured participant puts them at greater risk and places the Park District at an increased risk for liability if something were to go wrong.***

In general, the following guidelines should be followed when responding to any injury:

- Remain calm, be aware of your surroundings, and closely evaluate the scene to protect yourself and others from further injury.
- **Do not transport someone who is critically ill or injured to a hospital unless there is absolutely no way to summon emergency help.**
- Do not move an injured person unless instructed by emergency medical professionals or the injured person is in imminent danger.
- Find the nearest AED/First Aid Kit.
- Exercise universal precautions (gloves, CPR masks, etc.).
- Call 911 or ask someone else to call.
  - If you think there is a medical emergency.
  - If the crisis could get worse left untreated or not treated properly.
- Listen carefully to the 911 dispatcher's questions. Answer them calmly and quickly.
- Remain on the line until the dispatcher tells you it is okay to hang up;  
Ask someone to wait outside to meet emergency personnel if it is safe to do so.
- Assist patrons and others away from the area to minimize business disruption.
- Notify parents or emergency contacts if the injured is a minor
- Ensure report forms are filled out completely.
- Inform Supervisor of the incident and, if requested, provide a follow up statement of the incident.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.06.14**

History of Approvals:

**4-23-21**

## 7.06.14 – Participant Waivers of Liability

By their very nature, many Park District programs involve body contact, substantial physical exertion, emotional stress, and/or use of equipment which represents a certain risk. Additionally, participation includes possible exposure to, and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While rules and personal discipline may reduce this risk, the risk of serious illness and death does exist.

Palatine Park District does not provide insurance protection for participants in Park District and APG-SIG members and their participant activities. In general, the APG-SIG member as a term of membership and agreed upon in the Agreement with the Park District for membership agrees to hold harmless the Park District and its officers, board members and staff.

Those members classified as an Affiliate level membership will only need to sign the Affiliate Agreement document with the park district. All other APG-SIG member classifications are under the umbrella of the Park District programming and will still sign an Agreement, however the general liability is covered by the Park District. However, each registered participant must read, acknowledge and sign the District's Release and Hold Harmless Statement that is typically located on the registration forms or an electronic signature if registered on line. No participant will be permitted to participate in a APG-SIG program without a signature on the release form. Parents and legal guardians are required to sign this form for their minor (under 18) participants.

*Participation will be denied if the signature of adult participant or parent/guardian and date are not on the Release / Hold Harmless statement form and in possession of the Park District.*



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.06.15**

Procedure

History of Approvals:

Protocol/Best Practice

**4-23-21**

## 7.06.15 – Medication Dispensing Policy

It is the Park District's policy that the dispensing of medication to minors under the age of 13 be allowed only when necessary to facilitate a child or patron's participation in a Park District program or in the event of an emergency. The guidelines below will better prepare Park District staff and/or volunteer to accommodate a request to dispense medication during a Park District program. No volunteer should dispense medication to minor (13 and under) if requested by their parent or legal guardian. If asked, the coach/volunteer should decline and advise their program leadership, who then can contact the assigned staff liaison or District Risk Manager for consultation and initiate conversations with the minor's parents or legal guardian.

Staff liaisons and Risk Manager will discuss and follow the following protocol:

### Parental Procedures and Responsibilities

1. Complete and sign the Permission and Waiver to Dispense Medication.
2. Deliver all medication to the Park District office. The Park District shall retain possession of the medication unless a note from the prescriber authorizes otherwise. Prescription medication shall be in the original prescription bottle with label intact. Non-prescription medication shall be in the original unopened bottle which includes the person's name, medication, dosage, and time of day medication is to be given. In cases of field trips, the parent/guardian must provide an adequate storage device for the medication, *i.e.*, an insulated bag/cooler for insulin.

### Staff Procedures and Responsibilities

1. Ensure the Permission and Waiver to Dispense Medication form and Medication Dispensing Information Form are fully completed before any medication is dispensed.
2. Ensure only authorized staff accepts medication. Park District staff must verify with the parent the quantity of medication delivered, *i.e.*, number of pills/tablets delivered by the parent. Specific Park District employee(s) will be designated to accept, dispense, and record the dispensation of medication.
3. Communicate with the parent or guardian regarding any specific instructions regarding the dispensing and storage of the medication. It is the responsibility of the authorized staff who receives medication to properly store medication in a manner as secure as reasonably possible.
4. If medication must be refrigerated, it must be in a secure refrigerator (or a secure container within a refrigerator) separate from food products. **It is extremely important that stored medication is out of the reach of other patrons and particularly children.**
5. Obtain copies of all waivers, internal procedures, medical information forms, and Medication Logs when obtaining the medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized program staff.
6. Strictly follow all written instructions on the medical information form, individual dose containers, and any information contained on original prescription container labels. If conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician is reached by phone to obtain specific instructions.

**Under no circumstances are Park District staff to determine the amount or timing of medication to be dispensed based on any subjective factor(s), *i.e.*, whether or when a child has eaten and/or how much the child ate, or any factor(s) not contained in written instructions.**

7. Observe the taking of medication and document on the Medication Dispensing Log that they witnessed the taking of the medication.
8. Fully complete the Medication Dispensing Log. Medication Dispensing Logs are to be completed until medication dispensing has ceased. Completed Medication Logs should be turned into the Risk Manager's office and kept on file for least three years from the conclusion of the program per the State of Illinois Local Records Act.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.06.16**

History of Approvals:

**4-23-21**

## 7.06.16 – General Safety Rules and Practices

Safety is everyone's responsibility, and all employees, volunteers, affiliate coaches and managers are expected to observe safety rules and regulations, exercise caution, and perform their assigned duties in a manner that will avoid injury or create hazardous conditions. Safety and loss prevention should be a matter of concern equal in importance with all other operational considerations and employees/volunteers are expected to be alert for safety issues or hazards.

All unsafe conditions or equipment must be reported immediately upon discovery of such conditions so corrective action can be taken. Carelessness, inattention, neglect, and disregard for safety rules can cause accidents. As such work should be performed in a safe manner, with inspections conducted on a regular basis, hazards confronted and removed, and accidents investigated.

The following rules apply to all District Employees, volunteers, affiliate coaches and managers:

- All District facilities, parks, and vehicles are smoke free environments.
- Horseplay and fighting will not be tolerated in the work place or in the parks and facilities owned and operated by the District.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs is not permitted in the work place or in the parks and facilities owned and operated by the District.
- Seek assistance from a Supervisor when in doubt of a safe working condition.
- Equipment is to be operated only by trained and authorized personnel and must be operated in accordance with the manufacturer's guidelines and recommendations.
- Observe safety rules applicable to their respective position, department, and facility.
- Seat belts and other restraint systems must be fastened before operating vehicles or equipment.
- Employees, volunteers, affiliate coaches and managers must assist and cooperate with all safety investigations and inspections and assist in the implementation of safety procedures as required.
- Periodic inspections of work areas will be conducted to identify potential hazards and to ensure that equipment, tools, procedures, or vehicles are operating in a safe manner.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.06.17**

History of Approvals:

**4-26-21**

## 7.06.17 – Right to Know

Even though APG-SIG members and their volunteers are not considered employees of the park district, individuals volunteering for their member organization may encounter materials that could expose them to potential hazardous materials. Park District staff will follow risk and safety guidelines and related procedures to eliminate or reduce this potential exposure. Volunteers will not be required to use these types of materials as this will be the function and responsibility of staff, however with the presence of these materials volunteers should be aware of the District's HAZCOM Plan and information they should have to be safe.

The Occupational Safety and Health Administration (OSHA) established the Hazard Communication Standard (HAZCOM) in 1983. A fundamental premise of HAZCOM is that employees have a right to know about the potential hazards they may encounter in the workplace and how to protect themselves. This is referred to as the Right to Know law. There are several components to HAZCOM:

- Communication regarding hazards in the workplace.
- Training and readily accessible information regarding safe storage and use of chemicals and what to do when an incident occurs.

### Information

The primary source of information concerning hazardous materials is the Safety Data Sheets (SDS) (formerly the Material Safety Data Sheets or MSDS). HAZCOM Standards (HCS) will require all new SDS to be in a uniform format as of June 1, 2015. This is part of OSHA's transition into the Globally Harmonized System (GHS) that has been implemented by the United Nations as an international system of hazard communication requirements.

The Park District uses an online service, MSDSONline®, to provide current SDS information on all chemicals and hazardous materials employees may encounter in the workplace. The service is accessed through the PPD intranet although some locations will still have books with SDS if there is no computer available.

The Right to Know law was developed to protect employees on the job. For this law to be effective it is essential for all employees to follow safety procedures for storing, handling, and using hazardous materials, including but not limited to the following:

- Read and understand product labels and the corresponding SDS.
- Follow all instructions, warnings, and precautions.
- Use the correct personal protective equipment.
- Know in advance what could go wrong and what to do if an incident occurs; and
- Practice safe, sensible work habits.

Any APG-SIG member/volunteer who has a question or concern regarding the exposure of materials or the District's HAZCOM Plan should consult with the assigned staff liaison or the District's Risk Manager.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.06.18**

History of Approvals:

**4-26-21**

## 7.06.18 – Anti Harassment Policy

The Park District is committed to providing a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment. It is the responsibility of every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment.

The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, volunteers and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, civil union partnership, or any other legally protected characteristic will not be tolerated. This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, or any other protected characteristic, from participating in business- or work-related social activities or discussions to avoid allegations of harassment.

The law and Park District policies prohibit disparate treatment based on sex, sexual orientation, civil union partnership, or any other protected characteristic, regarding terms, conditions, privileges, and prerequisites of employment. The prohibition against discrimination, harassment, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

APG-SIG members must make themselves aware of the Anti-Harassment Policy and ensure their full compliance while on and using park district property. Any volunteer found to have violated the policy while on park district property is subject to disciplinary action including expulsion of being able to volunteer or even be permitted on park district property without a trespassing criminal complaint being filed on the individual's behalf. An individual found to have violated this policy may also be subject to other legal and liability claims against them.

If a volunteer observes harassment while on park district property, they must report such behavior to the park district immediately. This report can be made to the assigned staff liaison, Risk Manager or Executive Director. While confidentiality in such reporting will be taken into consideration, there cannot be a guarantee of confidentiality upon an investigation or charges being filed.

APG-SIG members and the volunteers who desire a full copy of the District's Anti-Harassment Policy may make such a request through the assigned Staff Liaison.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.07.1 – Communication – Chain of Command

Any successful partnership and agreement between parties requires open, timely and candid communication amongst all involved. It also requires setting and following clear expectations as to who is contacted and communicated when needs and related collaboration is requested of the other partner.

Every approved and recognized APG-SIG Program member is assigned a park district staff liaison who serves as the point person for all communication, coordination and needs to support the member organization's needs. APG-SIG member leadership shall connect and communicate any and all requests, concerns, questions and needs through their assigned staff liaison. Having multiple people contacting multiple different park district staff causes confusion, duplicative tasks, is highly inefficient and many times will result in a delay or mistake in completing the request at hand.

In addition, APG-SIG members are highly encouraged to also assign a point person that all park district communications are funneled through and facilitated to the assigned park district staff liaison. At a minimum, the member organization should organize and have assigned main contacted individuals who are responsible for communicating and coordinating the main support and needs of the member from the park district. For example, a point person for registration and rosters, or a field request and maintenance representative. This structure will also assist in streamlining the communication process, quicken responsiveness on both parts and hold individuals accountable.

APG-SIG Members are permitted to contact the park district besides the assigned staff liaison directly when such contact is a follow up call or e-mail with a specific park district staff member. A chain of command within the District's organizational structure is set forth as well for APG-SIG members if and when the next park district staff member is not available. Members should wait for at least 24 hours (work week day not weekends) before initiating the next chain in command level for communications, assistance and support needs and inquiries. Exceptions will be made for safety, risk management and truly emergency related issues and concerns.

The Chain of Command for all APG-SIG Members is the following:

1. Assigned Staff Liaison
2. Affiliate Coordinator
3. Superintendent of Recreation
4. Assistant Superintendent of Recreation
5. Executive Director



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.07.2 – Capital Improvement Plan Requests

The Palatine Park District (PPD) annually embarks on the planning of capital development and improvements as part of the budget process for the following year. It also has an established long-term repair and replacement program to maintain the current physical assets, infrastructure and amenities within the parks and facilities that are owned and operated by the PPD. This capital plan is funded by the surpluses in the annual operating fund and by the bond funds generated by the issuance of municipal bonds for short- and long-term borrowing. The level of borrowing is limited to the amount proscribed in the Illinois Park District Code and related statutes.

PPD's capital plan is prioritized to ensure that the current assets and infrastructure within the parks and facilities are maintained and are added to the following year's budget. The District's Capital Plan is a tiered and prioritized structure that ensures that the current assets and infrastructure within the parks and facilities are maintained before new assets, amenities and improvements are considered within each year of the plan.

APG-SIG member leadership may participate in the District's capital planning process by requesting capital improvement ideas through coordination with their assigned staff liaison. Capital planning with the District starts in the summer months to have sufficient lead time for effective planning, securing of specifications and quotes and other preparations to secure an item for consideration. The District's fiscal year for budgeting and funding availability is a calendar year January 1 – December 31 structure. Thus, APG-SIG members should plan accordingly and have any list of ideas to their assigned staff liaison no later than the end of August each year.

Capital improvement requests should be forwarded even earlier by APG-SIG leadership if the idea for a capital improvement will require more time to develop and secure project engineering, specifications and installation measures. APG-SIG leadership should also be prepared to discuss with park district staff and/or officials as a standing agenda item at the season or year-end review meeting. APG-SIG member leadership will be responsible for coordinating with their assigned staff liaison in providing the relevant and required information required to be included on a Park District Capital Request Submission Form. A sample of this form is included in the Appendix of this manual for reference and use by APG-SIG membership.

APG-SIG members must keep in perspective that capital item requests are suggestions, and any submittals does not guarantee that the item will be considered and ranked amongst all other requests by members and District needs. The Park District owns and operates 50+ park sites, 11 facilities, hundreds of acres of property and an abundance of assets, infrastructure and amenities of which many go to help support the mission and activities of APG-SIG members. However, the District is always open to consider improvements and enhancements to APG-SIG member programs and activities and are given the opportunity and due diligence to review, rank, and approve suggested capital improvement plan ideas and projects.

Since the PPD Capital Plan is complex and a multi-million dollar proposition, the park district has developed the following guiding principles as it relates considering and ranking requests from all APG-SIG members. They are as follows:

- The request meets both the specific APG-SIG member's mission and related activities, as well as access and enjoyment as a community-wide benefit. Requests that only provide value and benefit to individual participants will not be considered.
- The APG-SIG member has participated and is in good standing with fees paid back to the park district for opt-in services, per capita maintenance fees, non-resident fees and all other billable services provided by the park district.
- Requests that have a cost sharing component to assist in funding the improvement. Either 50/50% with the park district or a 33% each when such improvement is on a school site used by the park district and/or APG-SIG member.
- Requests and related improvements and scope of work is allowed and permissible subject to local, county, and state regulations, codes and requirements.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.07.3**

Procedure

History of Approvals:

Protocol/Best Practice

**6-7-21**

## 7.07.3 – Cost Sharing Scenarios and Criteria

The Park District develops an annual Capital Plan to address the capital development and improvement needs of the community through the delivery of park and recreation services to the participants of residents and the public community at-large. This plan and priority of the park district is comprehensive and seeks the vision to make sure the current infrastructure within the District's parks and facilities are maintained as well as seek new expansion and enhancement to the district's assets. This plan's funding capacity can reach into the several millions of dollars each year as part of the District's annual budget and appropriations process. Please refer to section 7.07.2 for more the policy and details regarding the park district's capital planning initiatives and narrative on how APG-SIG members can participate in the planning process and the criteria used to review and assess improvements requested by affiliated groups and organizations.

Due to the constant need to repair, replace and update current assets and infrastructure, the park district encourages and seeks funding assistance from APG-SIG members when submitted request forms are forwarded to their appointed staff liaison for consideration in the District's annual Capital Plan. While a cost sharing funding plan for submitted capital improvement projects are encouraged when an APG-SIG member has the financial means to participate, it is not a requirement in order for an item or project to be submitted for consideration. However, those items submitted with a shared cost sharing funding plan will receive a higher level of consideration when ranked with other park district and member requests.

APG-SIG members shall also consider (if applicable) a capital request with a proposal of a cost sharing model as a beneficiary of the improvement for their respective activity and program. Due to the number of priorities for capital planning within the entire park district system, APG-SIG members should acknowledge and understand that requests may take several years from initial request to become an approved and scheduled capital expenditure. In addition, members should also understand that forwarding a request does not guarantee said request will be accepted or earmarked as a future capital item.

The typical cost sharing for a capital item is a 50/50 split between the park district and the member organization, however if the capital item is located on a shared site with the local school districts, a one third split is typically used. This however would require approval from the school district as well. Funding for the Capital Plan other than the member contribution comes from a per capita fee of \$10 for each participant that uses park district property while participating in an APG-SIG program that is earmarked into the capital fund for field and space development and improvements. Last, a non-resident fee (typically \$25 per capita) is also assessed to APG-SIG members who accept non-residents of the park district to pay an additional fee for the benefit of using park district property and its amenities that have been funded by taxpayer based of the district's corporate jurisdictional boundaries.

The district has some simple criteria that is applied to any capital request proposals from APG-SIG members. First and foremost, the request must be submitted by the leadership of an approved APG-SIG Program member in good standing. Second, the proposed capital request item must be a community benefit based item and not one for a specific team, group or individual. Last, the proposed item must comply with all local, county, regional and/or state related regulations, zoning and codes.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

Procedure

History of Approvals:

Protocol/Best Practice

## 7.07.4 – Opt-In Support - Registration Processing

The Park District has invested significant resources and staff time to purchase, develop, train, and implement an electronic means through software and other technology for processing and tracking registration and related fees for the thousands of programs, services, and memberships it offers the community every year. Except for approved designated Affiliates of the APG-SIG Program, registration processing is handled and supported by the Park District as a program controlled under the auspices of the district. Otherwise, approved members classified within the Affiliate level of membership can opt-in to have the Park District process their respective registration needs to offer and support their program and activities.

This opt-in service support is listed within the Affiliate agreement and can be changed at the discretion of the Affiliate each year/season of renewal process. The Park District has the capability through its registration software to accept, process and manage participation registration transactions in person or on-line. Staff time to accept, facilitate, enter, process, and reconcile with rosters can be hired by affiliates and parent groups as a professional service to support the organization and program. Registration acceptance and processing is charged on per transaction or percentage of fees collected basis. Schedule of current rates of all fees and charges for services rendered are within the Affiliate and Parent Group Handbook. In addition to an assigned staff liaison as illustrated throughout this manual, members that have opted in for registration processing support are also provided a main point of contact liaison for registration questions and inquiries.

The tasks and scope of support for APG-SIG members regarding registration processing includes the following:

- Promote, process, batch and troubleshoot all in-person and on-line registration via the district's staffed registration sites and on-line brochure and software for web-based registration.
- Assemble, tracking and sharing household account information and verification of resident status.
- Collect and store liability participation waivers associated with each confirmed registration.
- Distribute, collect, and store other specific registration paperwork required to confirm a fully completed registration, uniform and/or equipment forms, travel waivers or other forms specific to the program and needs of each APG-SIG member.
- Create, assemble, and distribute participation confirmed rosters and active participation levels.
- Provide weekly roster and participation level listing during the active dates of registration via the office of the assigned registration liaison.
- Collaborate and align all registration timelines, deadlines, processes, early bird designations and related scheduling with specific seasons and needs of the APG-SIG member.
- Determine and coordinate with member all pro-rated, discount, resident, non-resident or other fees and charges related to participation in the member's organizational programs, activities and/or services.
- Provide electronic financial transaction (EFT) and/or billing cycles through statements and invoices for those APG-SIG members having monthly option payment capabilities and needs.

Related fees and charges are invoiced annually to affiliate designated members for any opt-in support eligible expenses. All members of the APG-SIG Program, except for designated Affiliates, automatically receive the financial reporting and accounting support as a program under the auspices of the park district. Affiliate members may opt-in for registration processing support, however such requests must be directly related to the alignment and compliance with all related park district policy and procedures.

Any fees and charges for registration processing support beyond the basic package of tasks and services related to this opt-in support option is subject to cost recovery for the park district and related fees and charges will be assessed at the level posted in the most current schedule of fees and charges for park district support.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.07.5**

History of Approvals:

**12-28-21**

## 7.07.5 – Opt-In Support > Equipment Storage and Waiver

The Palatine Park District (PPD) acknowledges that some Affiliate, Parent, and Special Interest Groups (APG-SIG) members often need storage space for equipment and supplies. The PPD does provide temporary storage at fields that have equipment boxes and at locations that have small sheds. Some indoor facilities have limited storage for temporary use while the AIP-SIG's activities are being held.

The need for long-term and off-season storage is challenging when the organizations are not active. PPD may be able to provide secure indoor storage space if the APG-SIG member group provides ample notice per the opt-in support services that are indicated on the member group's agreement. A member group can renew or remove storage space allocation at any time with 60 days' advance notice or during the annual renewal period of their agreement with PPD.

APG-SIG member groups are not guaranteed space when they request it. If granted, the allocation of space will be at the sole discretion of PPD. All allocated space offered will be clean, secure, and accessible during the normal operating hours of the facility in which it is located. Access outside of these hours requires advance notice through the assigned PPD staff liaison representative. Any items that have the capability to cause damage or liability to PPD property are not permitted. These include combustibles, perishable food, leaking containers and chemicals. All storage spaces must be kept locked at all times and the keys and/or combinations for all locks must be shared with the member group's PPD staff liaison.

The allocation of storage space is subject to change with each cycle of the APG-SIG agreement renewal. Priority for use of storage space is first given to PPD programs and activities. An authorized representative of the APG-SIG member group must submit a fully executed PPD Storage Waiver Form. A copy of the Storage Waiver Form is available in the appendix of this manual. Any and all items and property stored on park district premises via an approved and assigned agreement are at the sole risk of the group or organization and the park district will not assume any liability as the PPD does not carry insurance for items and properties stored on park district property by third party. The only exception may be an insurance claim due to catastrophic loss such as fire or water damage and coverage for facility contents coverages.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.07.6**

History of Approvals:

**12-28-21**

## 7.07.6 – Opt-In Support - Facility/Field Use of Non-Park District Property

The Palatine Park District (PPD) has intergovernmental agreements with several other taxing bodies and community organizations for shared use of interior and exterior space and equipment. These agreements with Community Consolidated School District 15, Township High School District 211 and the Village of Palatine are made if there is a benefit to the community at large from such cooperation. Affiliate, Parent and Special Interest Groups (APG-SIG) may request use of property owned and operated by these three intergovernmental partners through the office of their assigned PPD staff liaison.

APG-SIG members must follow the policies and procedures indicated within this manual for facility and field use and make their request for such usage far enough in advance so that there is enough time for PPD staff to review the request and the other organization to approve it. Approval from the other agencies is not guaranteed. Typically, usage for a park district program and/or if the APG-SIG member group is in good standing, there is no charge. If the school district or village incur out-of-pocket expenses, then the APG-SIG member group must reimburse them directly.

The PPD does not have agreements with any other public, semi-private or private property within its corporate boundaries except for the contracted use of the swimming pool at Harper Community College swimming pool. If an APG-SIG member group wishes to use property that is not covered by an agreement with PPD, it must make those arrangements on their own and at their sole expense. No member group should imply that they are working under the auspices of PPD. In addition, no member group should use its membership relationship with PPD to gain access or receive preferred use and discounts. Any reported abuse of this policy could cause the APG-SIG member group to be expelled from the program or lose its good standing classification. If the use of property not owned by the PPD is being explored or secured, then, as a courtesy, the member group must notify its PPD staff liaison representative.

The Park District does not provide any other public, semi-private, or private property within its corporate boundaries for cooperative use for APG-SIG members, including Harper Community College. While the park district maintains positive relationships with such organizations, there is not formal agreement or expectation for their respective property to be accessible and used by members. Any need or request for use of this property is solely at the accord of the host member organization and is subject to review and approval and any and all related costs for said use. No APG-SIG member should imply or use its membership relationship with the Park District to gain access or receive preferred use and discounts on behalf of the park district image and name. Any reported abuse of this benefit will subject the APG-SIG member to being disbanded from the program as a member in good standing. It is also proper and expected that if any such use is being explored or secured, that the host member organization shall inform as a courtesy their assigned park district staff liaison.

The use of more space than PPD can provide, such as for a tournament or special event, must be secured by the member group on its own but in coordination with their assigned staff liaison. If preparation of the space is required, such as field lining or putting equipment in place, the member group must secure written permission from the property owner to allow PPD personnel to perform such tasks. All costs for this type of support are the sole responsibility of the member group.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.07.7**

Procedure

History of Approvals:

Protocol/Best Practice

**12-28-21**

## 7.07.7 – Opt-In Support - Criminal Background Check Processing

Palatine Park District (PPD) requires the successful passing of an Illinois and National criminal back-ground check for all volunteers associated with Affiliate, Parent and Special Interest Groups (APG-SIG). The Illinois State Statute (70 ILCS 1205/8-23) requires that park districts perform a criminal background check for applicants for all positions and PPD extends that rule to volunteers in the APG-SIG programs, especially if said volunteers will be working directly with youth under the age of 18 years on park district owner, operated and/or maintained property. APG-SIG members and their respective leadership must become informed regarding the PPD's Criminal Background Check Policy and must adhere to all the terms, conditions, and processes to ensure that every adult working with minors has successfully completed a criminal background check in accordance and full compliance of the policy. This knowledge and awareness include but is not limited to, eligibility, deadlines, on-line protocol and processing, records-keeping, duration, and conditions for background check updates and disqualifying records that would preclude a volunteer from being able to coach or work with minors.

“Volunteer” means any individual who without compensation or benefits reports to, and is under the direct supervision of, a park district's administrative staff and provides personal services to a park district recreational program. Conviction offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration. No park district shall knowingly engage a volunteer who has been convicted of or found to be a child sex offender and shall terminate the services of the volunteer upon discovery of such an offense.

PPD prefers to perform all criminal background checks and have the direct costs associated with them become the sole responsibility of the affiliate group. Fees for this service can be found on the most current version of the Fees and Charged Schedule or from their staff liaison. No volunteer may begin their assigned role and responsibilities until the results of a successful criminal background check has been processed and received by the park district.

Affiliate-level members may facilitate and process their own background checks if they comply with all the provisions within PPD's policy and meet all criteria and level of checking to align with the policy. A copy of the criminal background check report must be given to the Affiliate's staff liaison prior to the volunteer's first day of service. In addition, an up-to-date list of all volunteers must be given to the liaison each week during their season(s) of activity. Any violation of this policy requirement will result in disciplinary action against the APG-SIG member as illustrated in this manual.

All other APG-SIG members that are not designated as affiliates are part of the PPD program base and are thus under the auspices of PPD's related policies and support. All volunteers of these members remain the same as illustrated above. However, for those members where the registration revenue is collected and processed by PPD (except Booster Board revenue), the cost of the criminal background check, at the current posted rates, will be debited from the revenue received as a related cost to operate the program and its related activities. PPD's Services and Projects Department handles the forms, records, tracking and verifications through the office of PPD's Volunteer and Recruitment Coordinator. Questions should be sent to the Coordinator or the assigned staff liaison. Any unique situations or exceptions to the requirements of this policy must be placed in writing and sent to the Executive Director for review and consideration.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.07.8**

History of Approvals:

**1-13-22**

## 7.07.8 – Opt-In Support - Facility and Field Preparation and Maintenance

The Palatine Park District (PPD) owns, operates, and maintains over 650 acres of parks, open space, and trails as well as eleven separate facilities. These areas provide ample space for the community at large to enjoy their recreational interests and needs. The Affiliate, Parent, and Special Interest Groups (APG-SIG) may request necessary facility space, park and field preparations and maintenance to operate their respective programs and related activities properly and safely. APG-SIG members must appoint a specific individual(s) to submit their requests for support services and maintenance. All requests must go through their assigned park district staff liaison. No rogue requests will be accepted.

Opt-in services for facility and field preparations that are above the regular service and maintenance levels are separate requests and are handled differently. The procedures can be found within section 7.04.14 of this manual. All members should make themselves aware of these procedures to ensure ample scheduling and confirmation time for exclusive use prior to any facility and field preparation and maintenance requests. The basic package of service is done for all APG-SIG members without the need to request and secure the operating services for facility and field maintenance.

The basic and requested preparation and maintenance tasks include, but are not limited to the following:

### Facilities

- Room set up and general cleaning
- Equipment set up, breakdown and storage
- Gymnasium preparation and seating arrangements
- Surface preparations and cleaning
- AV and PA system access and operating systems
- Refuse and recycle service

### Park and Field Use

- Cutting and trimming of turf areas
- Field set up, dimension work and lining for athletic field use
- Proper installation of goals and other sports equipment
- Dragging of baseball and softball infield areas

Requests beyond the basic services are subject to review and approval of the appropriate PPD staff and is subject to denial or delay based on the current workload and priorities of PPS's own programs and services. APG-SIG members are encouraged to provide ample notice of preparation and maintenance requests. Requests for special events, tournaments, or preference for additional support beyond the basic package are subject to direct cost recovery for PPD. Please see the most current PPD Fees and Charges Schedule. Any request received less than five (5) business days of desired completion might be rejected.

Affiliate classified members will be billed directly with a net 30 day term for reimbursement. All other members will receive a detailed statement of the support services and costs that will either be deducted from the member's general account or from the amount determined in shared registration revenue, per the Fees and Charges Schedule.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.07.9 – Opt-In Support - Communications and Marketing Support

The Palatine Park District (PPD) has a Communications and Marketing Division that is part of the District Services and Projects Department and is led by the Communications and Marketing Manager. The full-time staff has the resources necessary to promote PPD's parks, facilities, programs, activities, and services to the residents and other participants.

The Communications and Marketing Division is responsible for the development, maintenance and updating of a website, several social media outlets, accounts, and mobile application. In addition, the division's staff develops and distributes an array of print media including flyers, posters, banners, and seasonal brochures. All Affiliate, Parent, and Special Interest Groups (APG-SIG) members receive a complimentary website and an online seasonal brochure to promote their activities, sports, and programs to the community, including the organization's name, a brief description of what they offer, contact information and a link to their webpage on PPD's website. Members are encouraged to develop and maintain their own respective websites to promote what they offer and the current information of their seasons, registration, and general information.

Updates for the respective websites and brochure listings must be coordinated through the member's assigned staff liaison, who will then coordinate with the Communications and Marketing Manager. It is necessary for lead times for web and brochure development to be followed, so the information given to the staff liaison must be aligned with the requirements of the developer and within the posted deadlines.

Beyond the basic listings, the affiliates may opt-in for ongoing overall support or for single events and activities. These must be reviewed and approved by the Communications and Marketing Manager and be aligned with all related policies and procedures of PPD. In addition, these opted-in services are subject to cost recovery fees charged to the affiliate member at the most current rates listed in the PPD Fees and Charges Schedule.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.07.10**

History of Approvals:  
**1-14-22**

## 7.07.10 – Opt-In Support - Information Technology Support

The Park District operates and has full-time staff in information technology and infrastructure. The operations and staff are allocated to manage the district’s information technology via hardware and software applications, various system platforms as well as servers and equipment to operate remotely. The Information Technology (IT) functions are administered through the Information Technology Division which is part of the District Services and Projects Department. The Division is led by the Information Technology Manager.

The IT Division’s scope of work includes security and integrity of the registration and finance software platforms so that all participant information is secure and used only for the purposes intended by the district. The work of the IT also ensures that support functions are fully operational so that APG-SIG members can rely on timely, accurate and consistent data used to support and manage their respective programs and related activities. The information technology also has the core responsibility that includes all electronic communications and related connectivity via e-mail or web-based platforms, so the information shared by the district to each APG-SIG member is secure, timely and effective. Last, the IT Division ensures that the software applications that need to be linked and coordinate when importing and exporting of data are operational. For example, the registration and finance software which will record a registration for participation and credit the corresponding account of the related fees and charges.

All members of the APG-SIG Program, except for designated Affiliates, receive the IT support automatically as a program under the auspices of the park district. Affiliate members may opt-in for IT support, however such requests must be directly related to the need and requirement for coordination and communication of information or shared data with the park district. Requested work by APG-SIG members that consists of a scope of work to assist with outside and/or third party websites, registration packages or other aspects that are solely the need or benefit of the affiliate member are not accepted. However, web site links as illustrated in the communications and marketing support section are eligible for assistance if they are not functioning properly or need updating.

Updates for coordinated web site and brochure listings with the PPD shall be coordinated through the member’s assigned staff liaison which is then coordinated with the Communications and Marketing and/or information Technology Managers depending on the scope of the request. Eligible IT opt-in support requests of affiliate and/or booster parent group members may be requested as an overall and on-going support or for specific single events and activities. Opt-in support and the related resources needed to facilitate the requested support must be reviewed and approved by the Information Technology Manager and be aligned with all related policies and procedures of the park district. In addition, these opted-in services are subject to cost recovery fees charged to the affiliate member at the most current rates listed in the park district Support Fees and Charges Schedule.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.07.11**

History of Approvals:

**1-14-22**

## 7.07.11 – Opt-In Support - Volunteer Management Support

The Palatine Park District (PPD) operates and has full-time staff allocated for the purpose of volunteer management. The resources associated with the volunteer management functions are intended to assist APG-SIG members in several ways. The volunteer management functions are administered through the Volunteer and Recruitment Division which is part of the District Services and Projects Department. The Division is led by the Assistant Superintendent of District Services and Projects and collaborated with the District's Volunteer and Recruitment Coordinator. See the Who's Who section of this manual for more details of these staff positions with the PPD (Section 7.02).

The Volunteer and Recruitment Division scope of work completed by the Assistant Superintendent and Coordinator includes, but is not limited to the distribution, review and acceptance of a volunteer application and related paperwork including a criminal background check authorization and a waiver of liability among others. The level of information on volunteer applications and related paperwork may vary depending on the type of volunteer opportunity being secured whether volunteering for an isolated single event or an on-going structure such as an athletic coach. However, the PPD does not provide any support or resources to recruit any needed staff or volunteers as this is solely the responsibility of the APG-SIG member organization, however opted in Communications and Marketing efforts to promote the need for volunteers is an acceptable support request.

The PPD processes the required criminal background checks required of all volunteers. Please refer to the Criminal Background Check Policy within this manual and the related requirements in order for volunteers to perform their assigned tasks by the APG-SIG member organization on PPD property. The PPD also provides support with the Criminal Background Check Policy in providing APG-SIG members with a listing of background checks needing to be updated. The policy is to ensure background checks are completed for all new volunteers as well as repeating volunteers every three (3) years or if a complaint or reasonable suspicion arises.

In addition, the Volunteer and Recruitment Coordinator also distributes, monitors, tracks, and assists with the required onboarding portal that the PPD has developed to acquaint volunteers with the training, expectations, policies, procedures, and helpful hints while volunteering on park district property. APG-SIG members may have their own onboarding and training separate from the park district and should inquire about other onboarding or training requirements or opportunities with their respective organization leadership.

The PPD also provides support by tracking, distributing, and reporting to APG-SIG member organization leadership, a listing of volunteers that have not fully and accurately completed the onboarding portal and related requirements and what components remain outstanding for each volunteer in question. These updates are provided to the assigned organization's leadership representative on a weekly basis during the organization's active season. This representative must ensure that every volunteer has satisfactorily completed the onboarding portal and background check prior to assisting on PPD property. This poses a direct liability to the park district and the member organization and is a critical requirement to be in full compliance. Repeated violations of this policy by any APG-SIG member organization will result in a status of being a member not in good standing, disciplinary actions by the PPD and/or suspension or revocation of program support and benefits as per the policies of the PPD and within this manual.

Volunteer management support provided are subject to related cost recovery fees and charges. Said fees and charges are invoiced annually to affiliate and parent booster group designated members for any criminal background check processing or other volunteer management opt-in support. For all other APG-SIG designated members, criminal background check processing is debited from the organizations park district account or from revenue sharing amounts per the agreement with the PPD.

All members of the APG-SIG Program, except for designated Affiliates and Parent Booster Groups, automatically receive the volunteer management support as a program under the auspices of the PPD. Affiliate and Parent Booster members may opt-in for volunteer management support, however such requests must be directly related to the alignment and compliance with all related park district policy and procedures.

The last component of support provided by the PPD regarding volunteer management is the recognition of its respective volunteers. The park district annually hosts a volunteer recognition event that is typically held in early February. The event includes a luncheon banquet, a Volunteer of the Year Award for each group and nominations to the PPD's prestigious Honor Roll designation.

Support for volunteer management and recognition includes reservation processing for the banquet event. In addition, support includes facilitation of the application and related documents for the designated VOY award, as well as ordering and distributing award plaques and pins. All questions regarding volunteer recognition and collaboration with the recognition opportunities for each APG-SIG member are directed through the PPD Volunteer and Recruitment Coordinator and assigned staff liaison.

Any fees and charges for opted-in volunteer management support beyond the basic package of tasks and services related to this opt-in support option are subject to cost recovery for the park district. Any and all related fees and charges will be assessed at the level posted in the most current schedule of the Support Fees and Charges Schedule.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section:

Procedure

History of Approvals:

Protocol/Best Practice

## 7.07.12 – Opt-In Support - Financial Reporting and Accounting Support

The Palatine Park District (PPD) operates and has several related resources as it relates to the financial reporting and accounting functions of the district. The financial functions performed by the PPD can assist APG-SIG members in several ways. The PPD employs several full-time staff to perform these functions such as reconciliation of accounts, banking and investment as well as budget development and reporting and payroll. The financial and accounting functions are administered through the Finance Department. The Department is led by the Superintendent of Finance and collaborated with the district's accounting and payroll staff.

The financial reporting and accounting scope of work performed by the PPD to assist APG-SIG members may include, the following tasks and support may be provided or opted-in depending on the organization's membership designation and unique needs:

### Payroll / HR Tasks and Support

- Prepare highlighted new hire packets along with providing parent checklist to avoid missing information (should not be needed in future due to new onboarding software).
- Assist new and returning staff with Work Permit process.
- Schedule Training for new and returning staff.
- Process new hire paperwork and assign employee numbers.
- Send updates on current staff listing (Rosters with employee numbers and pending statuses).
- Process bi-weekly payroll.
- Process increases/payroll status changes.
- Employee payroll inquiries.
- Provide liaisons annual payroll expense report for YE invoicing.

### Financial Tasks and Support

- Import Data from Registration Software into Finance Software (Enrollments / Refunds).
- Provide monthly reports with Revenues, Expenses, and Fund Balance.
- Quarterly Chargebacks for Scholarships.
- Create General Ledger accounts when needed.
- Create Invoices for Special Tournaments.
- Prepare Year End Chargebacks, such as:
  - Non-Resident Fees
  - Capital Contributions
  - Maintenance Fee per Participant
  - Lights
  - Background Checks
  - Payroll / FICA

- Turf Payment
- BW Pool Payment
- Misc (Field Maintenance, Turface, Chalk, Locks, Moving of Equipment)

Related fees and charges are invoiced annually to affiliate designated members for any opt-in support eligible expenses. All members of the APG-SIG Program, except for designated Affiliates and Parent Booster Groups, automatically receive the financial reporting and accounting support as a program under the auspices of the park district. Affiliate and Parent Booster members may opt-in for financial and accounting management support, however such requests must be directly related to the alignment and compliance with all related PPD policy and procedures.

Any fees and charges for registration processing support beyond the basic package of tasks and services related to this opt-in support option is subject to cost recovery for the park district. Related fees and charges will be assessed at the level posted in the most current schedule of fees and charges for park district support where applicable.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.08.1**

History of Approvals:

**1-17-22**

## 7.08.1 – Purchasing Policy

The Palatine Park District (PPD) procures equipment, supplies and materials to operate and manage various facilities, programs, services, parks and projects on an on-going basis. There are specific and distinct protocols and requirements applicable to purchases depending on the terms, conditions and costs associated with the procurement. The PPD is a local unit of government supported by property taxes paid by residents within the corporate boundaries of the park district. With this designation and structure, there are many terms, conditions, transparencies and processes to ensure the items being procured are effective as well as within the designated budgetary constraints. In addition, securing multiple quotes for associated costs is also a condition of PPD purchasing policy to ensure the best value is secured when purchasing.

All APG-SIG members must procure necessary purchases to support and operate their respective programs through the procedures and accounting support of the park district. Only Parent Booster Club Boards and Affiliates of the APG-SIG Program are exempt from purchasing through the park district. All purchases for program related expenses of qualified organizations within the APG-SIG Program are subject to and required to comply and follow all related policies, procedures and requirements in purchasing activities.

All purchased items must be incorporated and included within the park district annual operating and capital plan budgets each fiscal year (again with the exception of parent booster club board and affiliate organizations). The PPD fiscal year is currently set forth as a calendar year budget cycle being January 1 thru December 31. All purchase needs and related procurement of supplies and/or equipment (either operating or capital) must be requested and coordinated through the organization's appointed staff liaison and/or the corresponding Recreation Coordinator responsible for the respective program area or activity. Items of procurement desired by a APG-SIG member organization that meets the criteria for a shared cost capital improvement item including replacement, expansion or upgrading current infrastructure, are also required to be requested in the same manner and on the proper request forms. APG-SIG members interested in capital item budget requests should refer to section 7.07.2 of this manual.

Park District staff and the appointed staff liaison will notify APG-SIG members typically in April that member leadership need to begin thinking and formulating budget request needs in the development of the annual operating and capital budgets. Members shall communicate and coordinate these requests via their appointed staff liaison to finalize and submit all budgetary considerations and related requests by no later than July 31<sup>st</sup> of each fiscal year.

Any operational or capital budget request received by the park district is not guaranteed to be approved and fully funded for procurement. All requests are subject to alignment of park district priorities and needs, as well as justified with related generated revenues from the collection of fees and charges for the respective program. No subsidy requests will be considered unless the purchase is an emergency expenditure for any unforeseen circumstances or required to fully operate the program or activity identified as a priority of the park district. In addition, factors such as budgetary constraints, other priorities and needs of the park district, and the level of funding being requested for the overall support of the program are all factors influenced in the consideration and pending approvals of requested budget items by APG-SIG members.

Determination to the approval of requested budget items are required to consider and analyze the value, benefit, impact and related rationale for each purchase to ensure that no frivolous or luxury purchasing is being experienced within a program area or activity. This analysis and criteria for determination of a viable budget request may include elements within the park district's cost recovery policy and related protocol, as well as a return on investment (ROI) analysis where applicable. The park district will communicate with each APG-SIG member if and when further information, analysis and determinations are required to be considered for the budget.

Regardless, all budgeted requests are subject to review by key park district staff and pending final approval of both the operation and capital budgets by the Park Board of Commissioners. Once the budget is finalized and approved, the appointed staff liaison will provide the APG-SIG member with the final approved budgeted items and related amounts that can be expended within the next fiscal year. It is the policy and best practice of the park district to consider purchasing locally to support the immediate local commerce where deemed feasible. The park district, as a local unit of government, is also tax exempt. Thus, any procurement of supplies and equipment must be free of sales tax when purchased. Members shall consult with their appointed staff liaison regarding tax exemption numbers, protocol and procedures prior to any purchase being secured. In addition, Parent Booster Board purchases, as well as classified Affiliate members, cannot use the benefit of the park district's tax exemption status as this would be in violation of the tax exempt privilege and could jeopardize the status with the IRS for the park district.

The PPD is also a member of a purchasing card consortium and encourages any and all purchases with vendors that accept payments by purchasing credit cards to be secured and paid from the card. The park district receives a cash back rebate from the level of purchases processed via the purchasing card program. When applicable, and for cost of economies, the park district also encourages procurement and related purchases to be secured through approved and certified cooperative purchasing programs offered at the state or national level in order to ensure the best pricing for supply and equipment purchases. Moreover, all purchases being sought and secured must be free of any and all known or perceived conflict of interests where the individuals involved have a personal financial interest in the purchase. Any known violations after an investigation is performed by the park district and its appointed legal counsel, will be subject to removal from the program and possible criminal charges depending on the level known of the conflict of interest and amount of expense involved.

The park district has set forth a comprehensive and detailed quoting and approval system to ensure the proper due diligence in securing competitive pricing and follow general accounting principles for internal controls with all expenses. The following thresholds illustrated below must be followed and secured when soliciting pricing from an interested vendor in purchase of items:

### **Obtaining Quotes**

Written or verbal quotes are required prior to making purchases of \$5,000 or more. Refer to purchasing levels below for specific requirements. All quotes whether written or verbal need to be recorded and submitted to the Finance Department. Solicitation of quotes and subsequent responses may be sent through email or fax unless it is a sealed bid process.

For a solicited verbal quote over \$5,000 to be valid it must be approved by the Executive Director. This situation should be rare (refer to Section 2.11.12.01 Code of Ethics) but when occurring, the quote must include:

1. Quantity
2. Brand and Model Number
3. Detailed Description of item or service to be purchased
4. Unit Price
5. Number of Days Quote will be Considered Firm

### **Purchases of less than \$1,000**

1. Staff may purchase budgeted goods and services up to \$1,000.
2. No verbal or written quotes required but staff must make every effort to solicit the lowest price.

3. After a price has been agreed upon, the purchaser must submit a voucher request to their supervisor for approval and submission to Finance.

#### **Purchases of \$1,000 to \$4,999.99**

1. Department heads have the authority to approve purchases of budgeted items under \$5,000.
2. No verbal or written quotes required but staff must make every effort to solicit the lowest price.
3. After a price has been agreed upon, the purchaser must submit a voucher request to their supervisor for approval and submission to Finance.

#### **Purchases of \$5,000 to \$9,999.99**

1. The Executive Director and Superintendent of Finance have authority to approve purchases of budgeted items under \$9,999.99.
2. A minimum of three written quotes must be obtained.
  - a. For purchases of equipment and supplies without any vendor installation work, quotes *may* be obtained via Request for Proposal (RFP).
  - b. For projects involving labor and materials (i.e., park facility improvement projects; vendor installed equipment), quotes *may* be obtained from contractors via RFP.
  - c. For purchases of professional services (i.e., auditors, consultants, testing agencies), quotes *will* be obtained using a Professional Services RFP/Request for Qualifications (RFQ).
3. After a price has been agreed upon, the purchaser will submit a voucher check request to their supervisor for approval and submission to the Finance office.

#### **Purchases of \$10,000 to \$24,999.99**

1. The Executive Director has authority to approve the purchase of budgeted items under \$25,000.
2. A minimum of three written quotes will be obtained and due to the size of these projects, staff should seek a broad solicitation of quotes.
  - a. For purchases of equipment and supplies without installation done by the vendor, solicitation of quotes *may* be made via RFP.
  - b. For projects involving labor and materials (e.g., park facility improvement projects; equipment to be installed by vendor), solicitation of these quotes *may* be obtained via contractor RFP. Per state statute, Contractors are required to provide surety bonds (performance and payment) for all contracts for labor and materials to improve Park District facilities that are valued at \$50,000 or more, and this must be set forth in the RFP or bidding documents.
  - c. All quotes should be tallied on a summary with original copies attached and submitted to Finance with the payment request.
  - d. For purchases of professional services (e.g., auditors, consultants, testing agencies etc.) a "Professional Services RFP/RFQ" must be prepared and published.
  - e. Number of Days Quote will be Considered Firm

#### **Purchases of \$25,000 or more**

With few exceptions, any purchase of \$25,000 or more is subject to the formal competitive bidding process. For purchases of equipment and supplies the traditional Request for Proposals (RFP) format should be followed. For professional services (e.g., auditors, consultants, testing agencies), use a "Professional Services RFP".

Further details regarding the Park District full Purchasing Policy and related requirements can be obtained through the appointed staff liaison and is within the District Administrative Policy and Procedural Manual in section 2.11.2.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.08.2**

History of Approvals:

**1-17-22**

## 7.08.2 – Scholarships – Palatine Park Foundation

The Palatine Park District (PPD) and Park Foundation provide partial and full program scholarship opportunities for those members within the community that are currently experiencing financial distress or need for assistance. Fully awarded scholarships are rare as the philosophy, even if nominal, is for the participant to pay something as a commitment to the program and participation thereof. The focus of both organizations with regard to financial assistance and support of APG-SIG members and their respective missions, is that no one within the corporate boundaries of the park district is denied access to participate in an interested recreational pursuit solely on the inability to pay.

The Palatine Park Foundation (PPF) is a recognized 501C3 organization with the IRS and is incorporated and chartered within the State of Illinois. The PPF is governed by a volunteer board of directors and supported by the park district with a staff outreach liaison. The foundation is the philanthropic arm of the park district and provides support, both human and monetary, to the park district for various programs, events, and projects to provide enhanced park and recreational opportunities to the community at-large. The foundation hosts a variety of activities and events to generate donations and fundraising which greatly assists with funding the scholarship program to aid those in financial need.

Scholarships are requested via an application process. Interested applicants are required to fully complete the application form, acknowledge that all information is accurate and complete, and is legible for proper review by the park district staff and the PPF Board of Directors. Required supportive documentation and materials as prescribed in the application form must also accompany a completed application in order for any request to be eligible for awarding.

Scholarship awards are based on financial need for assistance and is measured through various thresholds and criteria. One main factor involved in the review and calculations for eligibility is based on the household current income along with the number of individuals within the household. The criteria to base the level of need is determined by household incomes as compared to the federal free lunch program typically used by public school systems. The program criteria and household income level thresholds are provided and updated annually from the Federal Department of Agriculture.

The park district provides an allotted amount of awarded scholarships per year within its annual operating budget. The PPF operates a scholarship fund generated through a variety of fundraising efforts and also has an allotted amount per year designated for program scholarships based on financial need. Once the annual allotments are exhausted within each fiscal year, new applications are no longer considered unless additional funds have been budgeted or secured. Awarding of scholarships are typically handled throughout the fiscal year so that any interested applicant has the same access and ability to secure a scholarship award. Therefore, awards are considered and awarded on a seasonal basis as a means to ensure that the timing of an applicant later in the fiscal year has the same opportunity to receive an awarded scholarship as an applicant applying at the beginning of the year.

The PPF Scholarship Program in coordination with the PPD is as follows:

## GENERAL CONSIDERATIONS

1. Foundation scholarships are available only to participants who are residents of the Palatine Park District and who meet the requirements for the Park District's Waiver of Fee Policy.
2. Scholarship applicants who are age 16 and over must pay a minimum 20% of the registration/participation fee. When possible and practicable, the Park District may offer volunteer/community service to offset all or part of the minimum 20% of the registration fee.
3. To assist with Foundation budgeting, all scholarship applications must be submitted within 10 days of the opening of the registration period for each season; for example, if the registration for the Spring session begins on February 25, scholarship requests for Spring programs would need to be submitted no later than March 7.
4. To further assist with Foundation budgeting, total scholarship awards for each year shall be limited to 80% of the Foundation's balance available for unrestricted scholarships on December 31 of the immediately preceding year. Awards shall be granted on the intended basis of 25% of the total annual amount in each of the four annual sessions – spring, summer, fall and winter.
5. These guidelines may be modified by the Foundation Board of Directors at any official meeting of the Board.

### TYPE OF RELATIONSHIP

### PROPOSED SHARE OF SCHOLARSHIP

Cooperative Program Provider	Scholarships and Waiver of Fees are generally not available for these programs.	
Special Interest Group	Interest Group	One Third
	Park District	One Third
	Foundation	One Third
Parent Advisory Group	Park District	One Half
	Foundation	One Half
Parent Booster Club	Booster Club	One Third
	Park District	One Third
	Foundation	One Third
Affiliate	Affiliate	One Half
	Park District	One Quarter
	Foundation	One Quarter

More information and to download policy and application go to [www.palatineparkfoundation.org/scholarships/](http://www.palatineparkfoundation.org/scholarships/)



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.08.3 – Bank Accounts

The Palatine Park District (PPD) has several bank accounts associated with the park district budget, general ledger and related operations. In addition, a separate fund is set forth within the park district budget and general ledger accounts with regard to funds associated with APG-SIG members. APG-SIG members, with the exception of Parent Booster Boards and Affiliate designated members, are prohibited from opening or holding a separate bank account as the funds and expenses with all other APG-SIG members are processed, tracked and reported through the financial records of the park district and held in FDIC certified local bank accounts.

Parent Booster Boards that obtain a fundraising account are permitted to hold a separate bank account in addition to the park district financial records and bank accounts, however such accounts must be disclosed and reported to the park district as part of the application and renewal process as a recognized member of the APG-SIG Program. In addition, all accounts must be opened and registered with an established and recognized incorporated organization and not within an individual associated with or current leader of the respective booster club board member. Designated Affiliates of the APG-SIG may also seek and obtain their own bank accounts for their fees, charges, expenses and related financial activity of their respective organization. There does not need to be any affiliation nor reporting of held bank accounts to the park district from Affiliates within the APG-SIG Program.

All APG-SIG members, again with the exception of a Parent Booster Boards or Affiliates, have all financial and banking support and services required to support the program completed by the park district. However, Parent Booster Boards and Affiliates may opt-in for financial accounting, bookkeeping and financial reporting and support. See section 7.07.12 of this manual for details on how to opt-in for financial support from the park district.

All banking and related accounting questions and issues shall be directed and coordinated through the staff liaison who will then inquire and make related requests to the PPD Finance Department. The Superintendent of Finance or his/her designee shall provide answers and/or requested financial data, information and reports related to the questions at hand. APG-SIG members shall refrain from directly contacting the finance department staff when possible. However, when the staff liaison is not available or require a direct contact, APG-SIG members are requested to limit contact and requests to the board member responsible for the financial operations of the organization, such as a Comptroller, Treasurer and/or the President of the organization. In any case, the staff liaison shall always be made aware of these requests including bank account information and related questions or concerns.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.08.4**

History of Approvals:

**1-18-22**

## 7.08.4 – Annual Budget

The Palatine Park District (PPD) governs its financial resources and reporting of anticipated revenues and expenses through the development, approval and reporting of performance of an annual operating budget. The operating budget master document also incorporates the PPD's intentions, plans and priorities of capital development and improvement projects for the year as well.

APG-SIG members are required to make themselves aware and informed of the expectations, requirements and engagement with the PPD and its annual operating budget protocol. All APG-SIG members, with the exception of Affiliates and Parent Booster Boards, will coordinate with corresponding PPD staff and their assigned staff liaison in the development and priority of the budgetary needs for the member organization to effectively operate their respective program and related activities. These member organizations and their respective budgets are incorporated into the master PPD annual operating budget and subject to the same criteria and process of review and adoption as all other areas and functions of the PPD.

Member organizations should refer to sections 7.07.12, 7.07.3 and 7.07.4 respectively to understand and follow the necessary budgetary requests and documentation so that all operational and capital requests can be incorporated and considered in the PPD master budget. All PPD budget information and requests shall be coordinated through the member organization's assigned staff liaison and the corresponding program coordinator on PPD recreation or facilities staff.

Key annual budget dates and deadlines include the following:

Jan 1 – Dec. 31 – This is the fiscal year budget cycle for the PPD.

March 15 – Copy of Annual Budget of Anticipated Revenues and Expenses filed with PPD for membership transparency file.

July 31 – All operational budget requests submitted for consideration into master PPD Annual Operating Budget.

August 31 – All capital development and improvement requests submitted for consideration into the PPD Capital Budget.

By December 15<sup>th</sup> - PPD Annual Operating and Capital Budgets are approved by the Park Board of Commissioners.

APG-SIG members shall also incorporate the performance of their respective budgets indicating actual revenue and expense reporting in comparison to projected budgets as a part of their required annual report to the PPD and/or presentation of the annual report at a regularly scheduled Park Board of Commissioners public business meeting.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.08.5**

Procedure

History of Approvals:

Protocol/Best Practice

**1-24-22**

## 7.08.5 – Fee Schedule for Cost Recovery

The Palatine Park District (PPD) supports and encourages the mission and related programs and activities of recognized APG-SIG members. Many times, in order for the member organization to be effective in the delivery of its programs and activities, it must rely on the time and expertise of PPD staff among other attributable resources provided to effectively operate their respective programs and related activities. This support and cost while vital to the success of the member organization and the partnership with the PPD, must be recovered to remain fiscally responsible to the annual operating budget and being good stewards to the taxpaying residents within the park district.

As a means to accomplish this fiscal effectiveness and responsibility, the PPD has developed and implemented a cost recovery model and an associated schedule of fees and charges that is used to account and bill APG-SIG member organizations for said support that is required and requested by members from the PPD. The cost recovery schedule of fees and charges is updated annually in conjunction with the District's annual operating budget development cycle. This is one reason why each APG-SIG member must be engaged and timely with their budget requests and information with their respective assigned staff liaison and plans for their upcoming year/season. Typically, the cost recovery schedule is updated and posted each January 1 of the fiscal year or shortly after that time.

The schedule for the applicable fees and charges for member support from the PPD, are broken down into three (3) major components based on the type and nature of the cost center in question. The components are as follows:

1. Direct purchase of supplies and equipment associated with the program. Examples are field paint, field drying agent, uniforms, etc.
2. Staff time and corresponding wages paid to complete a support task and request.
3. Request and direct cost for the use of a supported park amenity or contracted service. Examples are field lighting, porta potty units and/or garbage collection.

The cost recovery schedule of related fees and charges are also classified and accounted for billing purposes. The two (2) forms of structure and are as follows:

1. Time and material directly attributed to a specific supported task and purchase.
2. Per capita (head count) flat fee based on an actual three (3) year tending average of tracked expenses typically for on-going and routine supportive tasks. For example, a \$9 per capita fee for each participant in the preparation, , maintenance and improvements of a baseball field.

All billed recovery cost fees and charges are typically billed for applicable purchased items and support services that are secured and performed to support a specific need and/or request from the APG-SIG member organization that is beyond the basic standard of care for public use. The PPD performs various tasks within its facilities, parks and athletic fields for general, non-permitted use. This basic package of standard care for general public access and use includes, but are not limited to, mowing of grass once a week (twice during peak growing season), drag ballfields once per week, empty trash receptacles once per week, etc. All APG-SIG members are encouraged to consult with their assigned staff liaison with

questions regarding what cost recovery support items are applicable to being billed for support services of their respective organization.

Billing of cost recovery eligible items is typically distributed in November of each fiscal year. A detailed and itemized accounting of the billable charges is provided each annual cycle. Questions and inquiries regarding billing may be forwarded to the PPD Senior Accountant within the Finance Department of the PPD. The assigned staff liaison should also be contacted or copied on any and all billing questions and correspondence. The goal is to have all billing completed, accounts reconciled, and all relative payments or internal transfer of payments accomplished and posted prior to year-end. At the current recovery rates, the PPD is capturing on average 30-35% of the true actual cost. A phased-in plan over time will be instituted to where true affiliate members will be billed at 100% of actual cost and all other APG-SIG members will be billed at 50% of actual cost associated with eligible and applicable cost recovery items.

The annual updated Cost Recovery Fees and Charges Schedule can be attained on the District's website at [www.palatineparks.org](http://www.palatineparks.org) at the following web page <https://www.palatineparks.org/rccms/affiliates/> or member organizations can inquire and obtain a copy from their assigned staff liaison. The PPD also bills on a separate basis all costs associated with requested support for hosted special events, tournaments and activities beyond their typical operations. This billing will be done on a case by case basis and will follow the schedule of fees and charges for cost recovery efforts accordingly.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.08.6 – Asset Improvement and Development Fund Fees

The Palatine Park District (PPD) maintains an immense amount of assets attributed to its physical plant and amenities to effectively deliver park, recreation and facility services to the community at-large. The PPD is committed to the community by properly maintaining its aging infrastructure to ensure the safe and effective operation of its managed assets. This is accomplished through the development, prioritization and implementation of a Capital Plan and a corresponding budget with sufficient funding mechanisms.

Many, if not all of the APG-SIG member organizations use and benefit from the PPD providing its assets and infrastructure in order for them to effectively operate their respective programs and services. Cumulatively this use by all APG-SIG members, over a period of time, creates wear and tear on the assets of the PPD. Thus, the PPD has implemented an assessment of an asset improvement and development fee to assist in offsetting the capital improvement needs of the park district. This is completed over time to expand, improve, enhance, repair and/or replace its asset inventory and aging infrastructure within its parks and facilities.

This fee is charged on a per capita basis based on the confirmed registration participation data in each of the APG-SIG member's program. The current Development Fund Fee is \$10 per participant, however the PPD may evaluate and change this fee periodically based on trends and forecasting of capital needs and related spending levels. All APG-SIG members will be provided with ample notice from the park district for any changes to this fee structure so that they may plan and budget accordingly.

The fees are billed and paid to the PPD by Affiliate designated members and are typically billed and collected in conjunction with the year-end billing for support and services fees and charges. This billing is typically completed and distributed in November of each fiscal year and terms for payment are set to be paid by the end of the year so the District can close its financial records and books in preparation for the required public annual audit.

All other APG-SIG members will receive an accounting of these fees based on registration software confirmed data. Fees will be transferred from their program account or debited from the reported revenue generated from the program registration activity prior to any distributions being processed. All APG-SIG members will receive a detailed accounting of the billing or account transfers from the PPD Finance Department accordingly. All questions and inquiries regarding accounting and related billing details should be forwarded to the assigned staff liaison.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.08.7**

History of Approvals:

**2-21-22**

## 7.08.7 – Non-Resident Capital Fees

The Palatine Park District (PPD) recognizes and differentiates its pricing between residents and non-residents with the fees and charges associated with participation in the programs and services offered. This differentiation acknowledges that the parks, facilities and recreational spaces from which all programs and services are held, are subsidized by the property taxes paid by residents. APG-SIG members also utilize park district facilities, fields and assets to support their respective activities. In addition, many APG-SIG members accept non-residents to participate in their respective programs. Therefore, non-resident users do not pay these taxes as a result of their residency status and shall pay a surcharge in lieu of the property taxes and benefit from use of these assets.

Thus, as part of the PPD cost recovery model and goals associated with the model, a fee is billed and paid by APG-SIG members for each rostered non-resident participating in their respective program and related activities. The non-resident surcharge is currently billed at a rate of \$25 per person. The charges are calculated based on the official registration roster for each respective group and residency status is reviewed and confirmed by PPD. APG-SIG members shall make themselves aware of the PPD Residency Policy and inquire any questions or concerns with their assigned staff liaison. High School students who are non-residents of the PPD but attend a District 211 high school, may receive a discount on the non-resident fee if eligible. Otherwise, the \$25 surcharge is applicable.

The non-resident fees are typically charged to APG-SIG members in November of each fiscal year. Affiliate members are sent an invoice with a detailed accounting of the fees being assessed and paid to the PPD. All other APG-SIG members are assessed, billed these non-resident charges and transferred to the park district from the program accounts associated with the park district operating budget. These fees are allocated and used to continue to replace, repair, enhance and improve the infrastructure so that the assets used by APG-SIG members continue to be safe and effective in operating their respective programs and activities.

The PPD reserves the right to review, evaluate and change the non-resident surcharge at its sole discretion, however the PPD shall provide ample notice via their assigned staff liaison of any such increase so that APG-SIG members can plan and budget accordingly.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.08.8**

History of Approvals:  
**2-4-22**

## 7.08.8 – Maintenance Fees Per Capita

The Palatine Park District (PPD) throughout the year performs a variety of supportive maintenance tasks and functions that directly benefit APG-SIG members when using PPD property and amenities to operate their respective program and activities. These support tasks are performed with the intent to ensure the safe and effective use of PPD property and are mainly completed by the PPD’s Parks and Facilities Departments.

Maintenance tasks are associated and aligned with the PPD’s cost recovery methods and related policy. Tasks are charged to all APG-SIG members by either a specific project or task. The cost recovery may be charged on a time and material structure or on a per capita (participant) basis. Typically, for those larger member organizations, the per capita charging structure is utilized and are assessed for those supportive tasks that are both routine and completed on a high frequency (daily during season) basis. The determination of this structure is coordinated between the Parks and/or Facilities Department leadership, the assigned staff liaison, and the leadership representative of the member organization.

The determination of the actual billable charge level per participant is calculated on a per person dollar amount and is based on the previous three (3) year averaging trend of eligible billed charges for maintenance tasks performed. Thus, in order for a per capita fee structure to be considered and initiated, the PPD must have a minimum of three years of data available so an averaging can be calculated. The PPD reserves the right to review and change the fee to meet the ever increasing costs of doing business within the public sector. Any such changes to the per capita dollar amount will be coordinated with the member organization’s leadership and ample notice of such increases will be provided in advance as much as feasibly possible in order for organizational leadership to plan and budget accordingly. Such increases may also occur when the APG-SIG member requests more property use from the PPD or increases the frequency of routine maintenance tasks. Increases will also be considered and charged when the actual cost to the park district increases when performing the maintenance tasks. This may include increases in costs associated with related staffing, utilities, supplies, or equipment.

APG-SIG members upon request can receive detailed billing regarding what tasks are covered in the per capita fees paid to PPD. These requests should be directed to the member’s assigned staff liaison. The per capita cost recovery fees are typically billed in November of each fiscal year with the desired outcome to have all charges paid for and processed by the end of the fiscal year (December 31) so that year end reconciliation can take place prior to the commencement of the PPD annual audit requirements. All per capita billing is based on the final and official rosters or registration information provided by Affiliate members and where applicable the PPD’s registration software platform and participation reports. Questions regarding any billing questions related to any per capita charges shall also be directed to the assigned staff liaison who will then work with PPD registration and/or finance staff for a response.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.08.9**

Procedure

History of Approvals:

Protocol/Best Practice

**2-7-22**

## 7.08.9 – Financial Reporting and Controls

The Palatine Park District (PPD) has established a comprehensive financial system to ensure accurate, timely and accessible financial and accounting functions that help support APG-SIG member organizations. All members, with the exception of Affiliate and Parent Booster Boards, are recognized as a park district program, and are provided with financial reporting support through the PPD Finance Department. This includes but is not limited to, revenue receipts, expenditure reporting, budget, budget performance and various other detailed reports generated via the PPD's financial software platform. The designated affiliate and parent booster board members may also receive financial and accounting support and services if opted-in through their respective agreements with the PPD. Please refer to section 7.07 of this manual for additional information regarding opted-in support from the PPD.

The financial and accounting support also ensures that proper internal controls are established and monitored accordingly. In addition, the controls also ensure that all functions follow the generally accepted government accounting standards and are in compliance with all local, county, state and federal related laws, regulations and requirements. All financial and accounting functions are included within the PPD's required annual audit processes and requirements, thus transparency and accurate information in all these support functions are critical to the PPD's and member organization's success.

The protocol and best practices followed within these functions, assist with the integrity, transparency, redundancy and best practice controls with the collection of cash, fees and charges, encrypted transactions of EFT's, along with the use of debit and credit cards. The typical financial reporting and support by PPD for APG-SIG member organizations is as follows:

- Import Data from Registration Software into Finance Software (Enrollments / Refunds)
- Provide Monthly Reports with Revenues, Expenses, and Fund Balance
- Quarterly Chargebacks for Scholarships
- Create General Ledger accounts when needed (Map in both software platforms)
- Create Invoices for Special Tournaments (Casey Pohl, Celtic Cup, Stingray Tournament, etc.)
- Prepare Year-End Chargebacks for the following:
  - Non-Resident Fees
  - Capital Contributions
  - Maintenance Fee per Participant
  - Lights
  - Background Checks
  - Payroll / FICA (Celtic Soccer)
  - Turf Payment (Celtic Soccer)
  - BW Pool Payment (Swim Team)
  - Misc (Field Maintenance, Turface, Chalk, Locks, Moving of Equip)

The support for some member organizations may also be related to payroll related tasks, functions and reporting. Some of the typical support functions provided by PPD to APG-SIG members where applicable include the following:

- Prepare highlighted new hire packets along with providing parent checklist to avoid missing information (should not be needed in future due to new onboarding software)
- Assist new and returning staff with Work Permit process
- Schedule Training for new and returning staff
- Process new hire paperwork and assign employee numbers
- Assemble and process criminal background checks required for payroll employees
- Send updates on current staff listing (Rosters with employee numbers and pending statuses)
- Process bi-weekly payroll
- Process increases/payroll status changes
- Employee payroll inquiries
- Provide liaisons annual payroll expense report for Year-End invoicing

Reporting for tasks and support beyond this listing are available upon request and shall be initiated and requested through the assigned staff liaison. Availability of said reports may be limited due to the capabilities and limitations to the applicable software platforms associated and used by the PPD for financial reporting functions. The frequency of financial reports being furnished varies (monthly, quarterly, budget cycle, annually) and is dependent on both the nature and scope of the report requested, as well as unique needs of each member organization.

Each APG-SIG member is also required to provide financial reporting to the PPD for transparency, control protocol and information flow between partners. The financial reporting required for sharing include the annual budget, budget performance and monthly financial reports, as well as an annual financial report (AFR) shall be provided at various times to include, but not limited to the following:

- During budget development and capital plan cycles
- Monthly revenue and expense reporting to staff liaison
- Budget and annual financial report at time of application and annual renewals
- Budget performance and annual financial report during annual report to Park Board of Commissioners

All financial reporting and support issues and questions shall be directed to the assigned staff liaison who will then initiate the inquiry to the appropriate PPD department, division and staff.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.08.10**

History of Approvals:

**2-9-22**

## 7.08.10 – Monthly Reconciliation Reporting

The Palatine Park District (PPD) performs a monthly reconciliation process as a means to inform the Park Board of Commissioners and staff of the revenue generated and the expense dispersed in each given month as a means to provide valuable fiscal management information and how the District is performing to its annual operating budget. This reporting is a key fiscal management indicator and is of great assistance when deciphering key decisions that involve the allocation and prioritization of its fiscal resources.

APG-SIG members, with the exception of Affiliate and Parent Booster Board membership designations, are provided with monthly reconciliation reports which are performed through the PPD Finance Department. These monthly reconciliation reports, sometimes also referred to as profit/loss statements or a Treasurer's Report, become critical for APG-SIG members for several reasons. First, many APG-SIG members have limited seasons of activity for their respective programs with many months being inactive or limited activity in generating revenue. Breaking down the revenue and expenses reported each month regardless of being an active or inactive month, greatly assists in benchmarking performance to budget levels and develop goals set forth by the member organization's leadership.

Second, the monthly reconciliation reports may also provide helpful trending and comparison information with regard to activity reported the same month the previous year or even year to date. Monthly reporting data can also help leadership with the need to initiate expense control or when planning for upcoming programs, activities and events. For some APG-SIG members, it may also be a key indicator for when to initiate fee increases, fundraising, sponsorship or other types of partnership opportunities.

The PPD typically will complete the monthly reconciliation process after all known deposit of revenues and accounts payable have been processed and posted. The actual reports are typically available within the first 15 days of the subsequent month. Additional detail or data from a reconciliation report may be available upon request and is requested through the assigned staff liaison. Requests for additional detail and data may be subject to limitations provided through the PPD's financial and accounting software programs.

Affiliate and Parent Booster Boards are encouraged to share their respective monthly Treasurer's Reports at their board and/or leadership team meetings with the assigned park district staff liaison and will also be shared within an annual report presented by the member organization to the PPD Park Board of Commissioners.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.08.11**

History of Approvals:

**2-15-22**

## 7.08.11 – Tax Exemption Certificate and Use

The Palatine Park District (PPD) is a recognized 501C(6) corporation as determined by the Internal Revenue Service (IRS) and a local unit of government under the auspices and provisions of the Illinois Park District Code and its statutes, regulations and laws operating as a park district within the State of Illinois. Additionally, the park district has applied and is currently approved in meeting the necessary requirements to be exempt from paying Illinois sales tax when procuring commodities to operate the district. This determination and certificate are provided by the Illinois Department of Revenue and has an identifying account number confirming this status.

All purchases where the tax exemption certificate is used must be made by PPD and paid for through a recognized park district account. Even if the purchase is eligible and an expense necessary to support an APG-SIG member program, but is ordered through a third party or individual not an employee of the PPD, technically the purchase is not tax exempt and such use and purchase can jeopardize the continued tax exempt status of the PPD. This is also the case for purchases secured by Affiliate designated members and Parent Booster Boards.

All eligible purchases must also supply a copy of tax exempt certificate to the purchasing vendor and complete any required paperwork. This shall be completed at time of purchase or confirming an order with a payment. Questions and inquiries of purchases and eligibility of the PPD tax exemption certificate and sales tax exemption should be directed to the assigned staff liaison. Unauthorized or misuse, including use for personal property purchases, can lead to fines, criminal prosecution and revoking of membership and related benefits.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.09.1 – Field and Facility Allocation Process and Protocol

Palatine Park District (PPD) has established a formal and comprehensive process with specific protocol when allocating its facility spaces and fields to APG-SIG Member groups and organizations as well as other groups and rentals. The main premise in the allocation process is that priority is provided to those groups which mission and cause most aligns with PPD mission. This differentiation in priority is intended to ensure all limited resources allocated to support member organization's needs are first taken care of with those organizations that serve the general public and mass interests of the entire community. Thus, those programs that meet the interests and needs and provide open and full access to their respective programs receive first rights and priority to resources, support and fields. These groups have a recreational and/or house component to its program and related activities including full and equal access to any individual who wishes to participate. Protocol of equal playing time and opportunity to participate are also considered. The program must have its core purpose to serve as many residents of PPD as interested with no conditions of try outs, skill rankings or exclusive access in any form.

PPD acknowledges and realizes that competition forms out of recreational, and house-based programs as participants advance in their skills and interest levels. Thus, those programs which core is recreational and house in nature, but also has a travel and competitive segment are the next priority in the allocation process. In addition, any APG-SIG member in good standing for either of these two first priority in allocation of fields will receive priority over any non-APG-SIG member who also meets these protocols in priority.

The second filter to prioritization and the allocation of fields, resources and support is the residency rate of participation by each organization. Those organizations with a minimum of 50% or more resident of Palatine Park District participation will be considered for priority allocation, however those with higher residency rates will be permitted request priority of fields, facilities, resources and support by the park district.

Private sector groups and organizations, regardless of their eligibility to be a member of the APG-SIG program, will be provided lower priority in the allocation of fields, space, and support of resources. This also includes athletic programs/teams that have a private and closed player selection process with no open tryouts to residents of Palatine Park District. In these cases, the program would be determined to be a non-resident program and be processed as a private rental with current established fees and charges for use to be applied. The request may also require a rental agreement, proof of insurance and in some cases a special use permit requirement.

Allocation of fields, facilities and exclusive use of related spaces is set forth in alignment with permitting policy and schedule of when permits are made available. Please refer to section 7.09.2 for details, procedures and required documentation and form submittals in order to apply for requests to support the respective program. The allocation and permit process are currently handled through the District's Facilities Department and through the office of the Facilities Manager. Member organizations should also consult, coordinate and provide copies of all requests submitted on behalf of the member organization.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.09.2**

History of Approvals:

**4-22-22**

## 7.09.2 – Field and Facility Permit Requests

Palatine Park District (PPD) requires any organized and/or scheduled play whether competitive, recreational, games or practices to obtain an approved special use permit and pay applicable fees and charges in order to have exclusive and permitted use to play on park district fields. Prioritization in the approval and issuance of permitted use of fields is as follows:

1. PPD Programs, Activities and Events
2. APG-SIG Members in Good Standing – Recreational/House leagues first; Travel and Competitive leagues second
3. Non-APG-SIG Member groups and organizations with over 50% resident participants
4. Non-APG-SIG Member groups and organizations with under 50% resident participants
5. Private, Splinter and Renegade groups and organizations that compete directly with PPD or APG-SIG Member programs, activities and events

Permitted use receives exclusive scheduled field allocation, days and times prior to any non-permitted use and groups on PPD fields without a permit will be required to vacate the field or facility when a permitted use is on property at their respective day and time. Permitted users are encouraged to bring a copy of the permitted use document to have proof of the field allocation. Any conflicts of non-permitted field use should be reported to the assigned staff liaison immediately. Permitted users shall not confront non-permitted users that refuse to comply and if necessary shall contact the non-emergency number of the Police Department for assistance, as PPD has an intergovernmental agreement with the Village and Police Department to enforce the conduct and use of park district property and its related ordinances of use in the parks.

Outdoor athletic synthetic turf fields are generally available for use by the Park District Programs, Affiliates, and rental groups beginning March 1 through mid-November. Outdoor athletic grass turf fields are generally available for rental beginning April 1 through November 1 as weather permits. PPD does not plow or sweep snow cover from the fields thus if snow cover is apparent the scheduled programs and/or rentals will be canceled.

All seasonal field requests shall be submitted and coordinated through the assigned PPD Staff Liaison. In addition to Park District field space, seasonal field requests may also include any District 15 and District 211 field usage being request. Liaisons will route the request to the Facilities Coordinator who will review the request with the Asst. Superintendent of Parks and Planning to determine the fields that will be made available for each affiliate on a seasonal basis. As part of this determination staff will consider participant numbers, prior use, size of fields, and field conditions.

The general seasonal request timeline is as follows:

### Spring/Summer

- January 1<sup>st</sup> – Due date for Affiliate/Parent Group Spring field use request. Group should include all Park District requested fields as well as District 15 and 211 schools, (PPD will coordinate these school requests for you).

- February 28<sup>th</sup> – Palatine Park District will confirm fields allocated and permits issued to groups.
- March 15<sup>th</sup> – Game and practice schedules for all leagues beginning in April are due. Games and practices must be submitted in an electronic Excel file in the format below:
- April 15<sup>th</sup> - Game and practice schedules for all spring/summer leagues beginning after May 1 are due. Games and practices must be submitted in an electronic Excel file in the format below:

**Fall Field**

- June 1<sup>st</sup> – Due date for Affiliate/Parent Group Spring field use request. Group should include all Park District requested fields as well as District 15 and 211 schools, (PPD will coordinate these school requests for you).
- July 15<sup>th</sup> – Palatine Park District will confirm fields allocated and permits issued to groups.
- July 31<sup>st</sup> - Game and practice schedules for all leagues beginning in August are due. Games and practices must be submitted in an electronic Excel file in the format below:
- August 15<sup>th</sup> - Game and practice schedules for all spring/summer leagues beginning after August 15<sup>th</sup> are due. Games and practices must be submitted in an electronic Excel file in the format below:

Sample Excel Request Form Template:

<b>FIELD SIZE (Game/Practice)</b>	<b>LEAGUE</b>	<b>EST. # TEAMS</b>	<b>START/END DATES</b>	<b>DAYS</b> <b>Circle all days</b> <b>That apply</b>	<b>TIMES</b>
1. _____	_____	_____	_____	M T W Th F Sat Sun	_____ _____
2. _____	_____	_____	_____	M T W Th F Sat Sun	_____ _____
3. _____	_____	_____	_____	M T W Th F Sat Sun	_____ _____
4. _____	_____	_____	_____	M T W Th F Sat Sun	_____ _____
5. _____	_____	_____	_____	M T W Th F Sat Sun	_____ _____
6. _____	_____	_____	_____	M T W Th F Sat Sun	_____ _____
7. _____	_____	_____	_____	M T W Th F Sat Sun	_____ _____

8.	_____	_____	_____	_____	M T W Th F Sat Sun	_____
9.	_____	_____	_____	_____	M T W Th F Sat Sun	_____
10.	_____	_____	_____	_____	M T W Th F Sat Sun	_____
11.	_____	_____	_____	_____	M T W Th F Sat Sun	_____
12.	_____	_____	_____	_____	M T W Th F Sat Sun	_____

<b>FIELD SIZE (Game/Practice)</b>	<b>LEAGUE</b>	<b>EST. # TEAMS</b>	<b>START/END DATES</b>	<b>DAYS</b> <b>Circle all days</b> <b>That apply</b>	<b>TIMES</b>
13.	_____	_____	_____	_____	M T W Th F Sat Sun
14.	_____	_____	_____	_____	M T W Th F Sat Sun
15.	_____	_____	_____	_____	M T W Th F Sat Sun
16.	_____	_____	_____	_____	M T W Th F Sat Sun
17.	_____	_____	_____	_____	M T W Th F Sat Sun
18.	_____	_____	_____	_____	M T W Th F Sat Sun
19.	_____	_____	_____	_____	M T W Th F Sat Sun
20.	_____	_____	_____	_____	M T W Th F Sat Sun
21.	_____	_____	_____	_____	M T W Th F

22. \_\_\_\_\_ Sat Sun \_\_\_\_\_  
 \_\_\_\_\_ M T W Th F \_\_\_\_\_

23. \_\_\_\_\_ Sat Sun \_\_\_\_\_  
 \_\_\_\_\_ M T W Th F \_\_\_\_\_

24. \_\_\_\_\_ Sat Sun \_\_\_\_\_  
 \_\_\_\_\_ M T W Th F \_\_\_\_\_

**Print this page again if you need additional fields.  
 List any additional tournaments, league special events, or playoffs that might have additional requirements.**

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

FIELDS: \_\_\_\_\_

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

FIELDS: \_\_\_\_\_

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

FIELDS: \_\_\_\_\_

**Example Schedule**

- **Must be submitted as an electronic Excel file .xls in the format below. An electronic template can be furnished on request.**
- **Must be sent to the Park District two weeks prior to the first scheduled event.**

Games

Date	Time	Schedule Name	Home Team Name	Away Team Name
4/27/2019	9:00 AM	Lindberg Soccer	Celtic Soccer Games	Game

Practices

Date	Start Time	End Time	Schedule Name	Team Name
4/15/2019	5:00 PM	8:00 PM	GBUR 3	Celtic Soccer Practice



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.09.3**

History of Approvals:

**4-22-22**

## 7.09-3 – Scheduling

Palatine Park District (PPD) has an established general seasonal field schedule that guides usage from year to year. This general field schedule is based off previous requests, actual usage, and annual community and District special events. This schedule has been developed to ensure field space is available for District leagues and events, assigned Affiliate use, community groups, and residents.

In addition to the seasonal field schedule a priority of scheduling user has been established. Priority of scheduling of all District fields and facilities is as follows:

1. Park District sponsored programs and District/Community special events
2. Park District Affiliate programs or events
3. Resident Groups/Resident Teams (75% must reside within the Palatine Park District boundary)
4. Non-Resident groups or individuals

Affiliates and other user groups are not allowed to schedule any time provided to them to any other group as the permits are not transferrable. If the usage will not be used, affiliates and other user groups are required to communicate the cancellation(s) to the Facility Manager so the District asset can be reassigned if needed. Organizations are required to attempt to cancel any permitted usage at least 10 business days prior to the scheduled use.

All District fields are scheduled to groups by the Facilities Manager. Block times are provided to affiliate groups who are required to provide their practice and game schedules in a format that can be uploaded in to the District fields website. If an affiliate so chooses they can subscribe to the same website provider the District uses and link their site to the District managed site. Doing this allows the affiliate the ability to manage their individual practice and game schedules in real time as well as provide accurate access to the District of affiliate events. Scheduled generated from the District website and any linked site are used to schedule daily field prep. Reports are run by 6:00 am Mon-Fri and by 12:00 pm Friday for weekend events. Events scheduled after 6:00 am Mon-Fri will not be on the daily field prep schedule. Weekend events added after 12:00 pm Friday will not be on the weekend field prep schedule.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.09.4**

History of Approvals:

**4-22-22**

## 7.09.4 – Field Maintenance

Palatine Park District (PPD) has established a formal and comprehensive process with specific protocol when maintaining facility space and fields for APG-SIG member permitted use. The purpose of this policy and related protocol being implemented is to ensure PPD continues to provide safe and high-quality athletic fields, space, and facilities to the community at large and with organized athletic groups the District employs a field maintenance practice that is in accordance with industry standards.

### Baseball Fields

Baseball field maintenance requires a large amount of man hours to prep fields daily, throughout the seven months of play. The season begins in April and ends in late October. Daily game field prep includes dragging infields, chalking foul ball lines to fields listed on the game schedule and garbage collection. Weekly/biweekly work includes painting foul lines in the outfield at all field locations and executing safety inspections. Annual work includes setting up and removing home run fencing at Hamilton, adding infield mix, re-building pitching mounds and batters' boxes, cutting lips (where infield mix meets outfield turf) setting anchors for all bases, backstop fencing repairs, and storage box maintenance activities. Outfield maintenance activities includes fertilizing, aerating, top dressing, weed control, over seeding, sodding (if needed), irrigation, drainage, and filling holes.

This listing of duties and responsibilities encompasses the basic standard of care the park district performs. Additional and more frequent requests than the scope identified in this section are required to be requested by the authorized leadership of each applicable organization and may be subject to the billing of services in accordance with the most current published schedule of fees and charges.

### Grid Fields

Athletic natural turf fields require a large amount of man hours throughout the growing season to properly manage them. Athletic turf maintenance includes fertilizing, aerating, top dressing, weed control, over seeding, sodding (if needed in goal mouths), irrigation, drainage, filling holes, and biweekly mowing. While mowing takes the most time it is the most misunderstood. The District mows at a height of about 3 inches, which is longer than most residential lawns. This is done for a very specific reason, to allow more play. The longer the blade of grass the longer the root, longer roots make healthier plants that can withstand more play and add a cushion effect.

Field rotation is another very important aspect in maintaining athletic turf fields. Natural turf is a living breathing organism that needs time to regenerate and grow in after it has been used for a season. Generally, a field will not be used for two consecutive seasons (fall/spring) in a row because there is not a growing period in between them. Staff inspects each field prior to each season before assigning them to the requesting affiliate. In some circumstances a field may be used again without a resting period if that field is in better shape than the field that was out of play during the prior season. Staff will make that decision if they feel the field needs another season out of play to fully regenerate.

This listing of duties and responsibilities encompasses the basic standard of care the park district performs. Additional and more frequent requests than the scope identified in this section are required to be requested by the authorized leadership of each applicable organization and may be subject to the billing of services in accordance with the most current published schedule of fees and charges.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.09.5 – Basic Standard of Care

Palatine Park District (PPD) has established a formal and comprehensive program and related documentation with regard to what park maintenance and athletic field standards are determined for public use and the customer delivery experience for the public and APG-SIG member organizations and the safety of all who use them.

The Park District has developed a Basic Standard of Care guidelines to provide the highest quality recreational experience for our patrons. The Basic Standard of Care guideline identifies all athletic field prep activities performed by the District staff that are included in the maintenance fee per capita. The District has calculated each affiliates' maintenance fee per capita separately due to the varying levels of prep work involved for each sport. Any additional work outside of those guidelines are not included in the maintenance fee per capita; therefore, all work outside the basic standard of care will incur an additional expense to the requesting affiliate group. Outlined below are the scope and timing of the Basic Standard of Care provided to for the public use and APG-SIG members within their respective per capita billing of support and services.

The following game field prep activities are defined as the Basic Standard of Care:

### Community Park and Hamilton Reservoir

#### *Infields*

##### Normal field prep

- Drag and chalk fields listed on the game schedule once a day Monday thru Friday
- Drag and chalk fields listed on the game schedule twice a day on weekends

##### Rain day field prep

- Water removal by pump
- Hand rake and Scarify with field groomer
- 25 bags of calcinated clay per field
- Drag and chalk
- **Any over-time labor hours may incur an additional fee for that service.**

#### *Outfields*

- Extra mowing (biweekly)
- Fertilization and weed control applications
- Aerate fields twice a year
- Irrigate fields as needed to promote growth

### All Other Park District Baseball Fields

#### *Infields*

##### Normal field prep

- Drag and chalk fields listed on the game schedule once a day

##### Rain day field prep

- Water removal by pump if time allows
- Hand rake and Scarify with field groomer
- Add up to 10 bags of calcinated clay per field
- No chalking will be performed
- **Any over-time labor hours may incur an additional fee for that service**

#### *Outfields*

1. Mowing (weekly)
1. Fertilization application if needed
1. Aerate fields once a year if needed

### Other Seasonal Maintenance All Baseball Fields

- Drag practice fields once a week
- Paint outfield foul lines as needed
- Sod cut lips 1-2 times a season
- Weed control on infields
- Backstop fencing repair
- Grade warning track and weed control (Birchwood West 2)
- Scrap baseball mix out of dugouts
- Replace all ropes on base pegs
- Reset all home plates
- Rebuild 2 mounds at Hamilton and 1 at Maple Park
- Add infield mix as needed and level
- Preform safety inspections

The Basic Standard of Care for ball fields includes the purchase of calcinated clay, mound clay, chalk, home plates, field marking paint, and miscellaneous materials. The District's annual budget for those field materials is \$14,000.00. If or when those funds are depleted, the affiliate will be charge for any additional materials needed for the remainder of the calendar year.

### Natural Grass Fields

#### Normal field prep

- Layout and line paint fields
- Transport and assemble goals
- Re-line fields once a week during the season
- Remove goals at the end of season

#### Number of fields

- Soccer- Two 11V11, Two 9V9, three, 7V7, and six 5V5 fields per season
- Football- one High School regulation field per season
- Lacrosse- three fields per season

#### Seasonal Maintenance per field:

- Extra mowing (biweekly)
- One fertilization application at 175 lbs. per acre
- One weed control application
- Aerate twice a year
- Top dressing applications 10 yards of topsoil
- Seeding applications 100 lbs. per acre
- Irrigate fields as needed to promote growth (Celtic, Hamilton, and Ost)

The Basic Standard of Care for natural turf fields includes the above-mentioned number of fields per affiliate. It also includes the activities mentioned above along with the materials needed to carry out those activities. Any additional field maintenance work or materials needed to restore the turf, due to extra wear and tear of the fields, will be charged to the corresponding affiliate.

## Synthetic Turf Fields

Synthetic turf fields require the least amount of maintenance activities, but there are some tasks that need to be performed to maintain a quality playing surface. The District performs the following activities annually:

- Broom/rake fields as needed during the season
- Top dress the infill with crumb rubber annually
- Leaf and debris removal as needed during the season
- Seam repair as needed



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.09.6**

Procedure

History of Approvals:

Protocol/Best Practice

**4-27-22**

## 7.09.6 – Services Requested Beyond Basic Standard of Care

Palatine Park District (PPD) has established a formal and comprehensive program and related documentation with regard to what park maintenance and athletic field standards are determined for public use and the customer delivery experience for the public and APG-SIG member organizations and the safety of all who use them.

The Park District has developed a Basic Standard of Care guidelines to provide the highest quality recreational experience for our patrons. The Basic Standard of Care guideline identifies all athletic field prep activities performed by the District staff that are included in the maintenance fee per capita. The District has calculated each affiliates maintenance fee per capita separately due to the varying levels of prep work involved for each sport. Any additional work outside of those guidelines are not included in the maintenance fee per capita; therefore, all work outside the basic standard of care will incur an additional expense to the requesting affiliate group.

PPD acknowledges and supports that from time-to-time member organizations have needs for services, support and additional maintenance needs beyond the basic standard of care outlined in section 7.09.5 of this manual. This is typically identified and needed when an APG-SIG member is hosting a tournament, fundraiser or special event. In addition, member organizations may need additional tasks or frequency increases to tasks already identified in the basic standard of care listing. These requests must be requested through the proper forms, communication protocol and hierarchy of PPD and the APG-SIG program and all should be coordinated through the assigned staff liaison.

Requests must originate from an executive board member of the member organization and are facilitated by sending an e-mail describing the service and support being requested to the Superintendent and/or the Assistant Superintendent of Parks and Planning. The assigned staff liaison shall also be copied on the e-mail request. The request shall include the following information:

- Name of member organization
- The requestor's name and title on the respective board
- The location of the request
- Timeframe needed to be completed by
- Brief but detailed description in the scope of the requested service

The Superintendent or Assistant Superintendent of Parks and Planning will review and provide a response to the status and approval of the requested work. The staff liaison will also be copied on any additional correspondence regarding requested services. PPD staff may also need additional information and/or clarification of the request which will need to be addressed promptly as to be able to complete the support by the targeted deadline. It is at the sole discretion of PPD staff as to the feasibility and scheduling of requested member organization needs. APG-SIG members must understand that many variables such as staffing levels, equipment availability, weather, supply availability and procurement processes, as well as a host of other variables may influence of whether the request can and will be granted and/or completed by the intended deadline. Thus, all members requesting support and services beyond the basic standard of

care listing are encouraged to plan and submit requests as soon as feasibly possible to increase the chances of approval and completion on time.

APG-SIG members must acknowledge and accept all terms, conditions and processes to complete the requested work is at the sole discretion of PPD staff. All requests must be board driven and approved by the governing board of a member organizations and all individual or rogue requests will not be accepted and completed. Regardless any request submitted and completed regardless of the approval of an APG-SIG member governing board, all billable costs to said requests are the responsibility of the member organization to reimburse the park district.

All services and support are subject to the time and material rates and related costs as published in the most recent version of PPD Support Fees and Charges Schedule. This is updated approximately every three (3) years and copies of this fees and charges of billable services and support is provided to each member organization prior to the fiscal year and/or organized season.

Any service requests that are not listed on the Menu List of Costs will be considered on a case-by-case basis. If the request is approved by staff, the affiliate will be charged 100% for the District's expense (Labor and Materials). The activities and materials that are on the Menu List of Costs is listed below:

### Menu List of Costs

#### **Staffing Costs**

Base rates for all jobs are from 6:30 a.m. - 3:00 p.m. – Monday-Friday  
6:00 a.m. - 1:30 p.m. – Saturday and Sunday

#### **Fencing Manpower Costs**

Safety fence erection (per 50 ft. roll)  
Home run fencing (per sleeved baseball field)  
Home run fencing (per un-sleeved baseball field)

#### **Fencing Material Costs**

Fabric fence, for one field including posts, 450' linear  
Fabric fence, 150' sections  
Posts and sleeves, each

#### **Other Material Costs**

Padlocks  
Keyed padlocks  
Field dry mix (cost/bag)  
Field chalk (cost/bag)  
Field marking paint (cost/case)  
Trash pickers  
5-gallon pal of marking paint  
1 case of trash liners  
Topsoil (cost/cu.ft.)  
Hamilton lighting cost (per field per hour)  
Comm./Ost/Celtic lighting cost (per field per hour)  
Purchase and installation of padlock for Knaack box

**Other Manpower Costs**

Hauling equipment per crew member/hour

Tradesmen/hour

Tournament duty per hour, (dragging, lining, garbage, etc.)

Tournament baseball infield lining, per field

Tournament soccer field layout, per field

Line soccer tournament field labor and paint

Layout additional football field

Line additional football field, labor and paint

Install additional Hollywood base posts (each)

Deliver and return of tables (per table)

Deliver and return of chairs (per 3 chairs)

Set up and removal of one (1) Temporary Football Goal Post (practice field)

Relocation of soccer goals (per set)

Additional garbage removal

Deliver and return bleachers (cost/bleacher)

Deliver and return picnic table (cost/table)

Deliver and return barricades (cost/barricade)

Painting of Knaack field boxes

Knaack field boxes replacement of lid supports

**Other Charges**

Processing of criminal background checks, per volunteer



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.09.7**

Procedure

History of Approvals:

Protocol/Best Practice

**4-27-22**

## 7.09.7 – Supplies and Equipment – Deliveries and Storage

Palatine Park District (PPD) recognizes that APG-SIG members have the need to secure various supplies and equipment to support their respective programs and related activities. With the exception of Affiliates and Parent Booster Boards, all supplies and equipment for all other membership classifications secure supplies and equipment through the budget and procurement processes of PPD. These items must be included in the annual operating budget, follow all applicable purchasing policies and procedures and also meet the required verbal, written quotes and/or sealed bidding criteria. Purchases must also be free of charged sales tax, when applicable, as the PPD is a recognized tax-exempt organization within the State of Illinois. All quotes, bidding, ordering, procurement and purchase must be coordinated through the assigned PPD staff liaison.

### Deliveries

PPD will accept delivery of procured supplies and equipment for APG-SIG members. All deliveries must be secured and scheduled for delivery during typical office hours of PPD. Special sized and or timing of deliveries outside of this scope must be pre-arranged and approved by PPD and may incur billing of staff time if outside of the scope and responsibility of the park district. Any and all deliveries should be consulted and coordinated through the assigned staff liaison so proper instructions for the delivery service can be communicated to all parties involved. APG-SIG members must provide the staff liaison to the timing of the delivery (or at least a window of time) so that proper staff levels and scheduling can be secured to ensure the delivery can be received and accepted and placed into storage accordingly if applicable. The member organization must also coordinate and provide the staff liaison as to the size, weight and drop method being used by the delivery service to also ensure proper staffing levels and if additional equipment to accept and move the delivery is needed. All deliveries must also have a signed and confirmed shipping document confirming the delivery of the supplies and equipment were received, without damage and accurate to the products and quantities received.

Deliveries to the Community Center (250 E. Wood Street) must be delivered on a box truck with a lift gate in order to access the loading area. Deliveries that cannot be delivered via a box truck with a lift gate due to the size or weight of the item must be delivered to the Combined Service Facility located at 148 W. Illinois Ave. Again, this needs to be determined and coordinated via the staff liaison prior to the schedule and confirmation of the delivery so proper planning and related needs can be secured, scheduled and coordinated for acceptance. All other delivery needs and related locations other than the Community Center and Combined Services Facility must be arranged through the assigned staff liaison and approved by the Superintendent of Parks and Planning or his/her designee prior to a delivery being scheduled and accepted.

### Storage

The PPD also provides the service and support of both temporary and permanent storage of supplies and equipment for APG-SIG members. Storage options include indoor, outdoor, secured or not-secured and is limited based on demand and need after all PPD storage needs have been satisfied. Requests for both temporary and permanent storage services must be submitted and coordinated through their respective staff liaison. It is at the sole discretion and decision on whether storage will be provided and to the size and timeframe such storage may be secured for all APG-SIG members.

All allocated space offered will be clean, secure, and accessible during the normal operating hours of the facility in which it is located. Access outside of these hours requires advance notice through the assigned PPD staff liaison representative. Any items that have the capability to cause damage or liability to PPD property are not permitted. These include combustibles, perishable food, leaking containers and chemicals. All storage spaces must be kept locked at all times and the keys and/or combinations for all locks must be shared with the member group's PPD staff liaison.

The allocation of storage space is subject to change with each cycle of the APG-SIG agreement renewal. Priority for use of storage space is first given to PPD programs and activities. An authorized representative of the APG-SIG member group must submit a fully executed PPD Storage Waiver Form. A copy of the Storage Waiver Form is available in the appendix of this manual. See section 7.07.5 of this manual for more details and protocol regarding the storage request and waiver form and related processes.

Any and all items and property stored on park district premises via an approved and assigned agreement are at the sole risk of the group or organization and the park district will not assume any liability as the PPD does not carry insurance for items and properties stored on park district property by third party. The only exception may be an insurance claim due to catastrophic loss such as fire or water damage and coverage for facility contents coverages.

Affiliates with on-site storage closest with in the Community Center may have supplies and equipment delivered on their behalf. Supplies and deliveries should be communicated to the Affiliate's District liaison prior to delivery. The Park District must have keys to be able to access all areas at any time. Storage areas are for storage of affiliate supplies and equipment only, no personal property of any individual shall be stored in a District supplied storage area.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.09.8**

History of Approvals:

**4-30-22**

## 7.09.8 – Supplies, Equipment and Field Equipment Boxes

Palatine Park District (PPD) recognizes that member organizations regardless of their programs and activities have needs to have specific supplies and equipment readily available near or adjacent to the core facility, field or park area the programs and activities are taking place.

This availability may include supplies and equipment necessary to prepare a field, gymnasium, room or park. PPD will work with all member organizations requiring this need and support so that the supplies and equipment necessary to function are kept in a safe, secure and convenient location. Supplies and equipment may include field flags, cones, goals, bases, drying agents, rakes, shovels, etc. PPD has a wide variety of venues and spaces to accomplish these supply and equipment needs. Such areas include, but are not limited to the following:

- Storage closets and/or shelving
- Garage space
- Storage or location of equipment trailers
- Field equipment boxes
- Sheds

Affiliate groups are allowed to purchase and have the Park District place on their behalf field boxes and/or sheds for supply and equipment storage. Approval of providing and locations of said boxes and sheds are at the sole discretion of PPD. The District will supply at the cost of the affiliate locks for each box and keys to provide to coaches. It is the responsibility of the member organization and its coaches/volunteers to access any equipment in the boxes for play, as well, as return and secure the equipment after each use. The District will provide locks and keys at cost to affiliate groups for use of any field box on District property. The District must have access as needed to all field boxes on District property. No unauthorized, hazardous, or personal items may be stored in field boxes. The District is not responsible for any lost, damaged, or stolen items in any field box placed on District property.

At the conclusion of each season, based on the condition of the field box, the Park District will conduct maintenance including painting field boxes at a cost to the affiliate and return them prior to the following season.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.09.9**

History of Approvals:

**6-10-22**

## 7.09.9 – Field, Park, and Facility Access and Drop Gates

Palatine Park District (PPD) operates and maintains over 50 park sites and 11 different recreational facilities and venues. In order to manage all these properties effectively PPD has established a comprehensive system of operational and use hours of park and facility and related schedules. APG-SIG members are permitted access to the parks and facilities during these established park and facility hours to host their respective programs and activities. Member organizations may use all these properties during posted public hours, however organizations must secure a field, park and/or facility reservation per the request and scheduling protocol within this manual and issued permits for exclusive use of said field, facility and/or park.

APG-SIG members that need to request use of a field, facility or park beyond the established and posted hours of use and operations, must coordinate this through the assigned staff liaison and completion, review and approval of a special use permit in accordance to the terms, conditions and requirements outlined in section 7.04.2 Special Use Permits of this manual.

Facilities - Hours of operations vary depending on the facility or season of the year. Facility hours are posted at the entryway of each facility and are also posted on the PPD website at [www.palatineparks.org](http://www.palatineparks.org). Schedules may vary due to holidays, unforeseen emergencies or events. Member organizations should coordinate with the assigned staff liaison for use of any PPD facility.

Fields and Parks - Hours for use of parks is district-wide and is posted as sunrise to 9 p.m. in most parks. Some locations may be open for use until 11 p.m. as active park zones with fields and amenities with installed artificial lighting structures. Member organizations shall abide by posted hours of operation and hours posted listed on the location entry park sign and district website. Again, member organizations shall consult with the assigned staff liaison with any questions about hours of use for parks, fields and facilities.

Storage areas – APG-SIG members may have indoor and secured approved and assigned storage areas within PPD facilities and structures. APG-SIG members may access their groups storage areas within the facilities of the PPD during normal established and posted operating hours. Arrangements for access outside normal hours of operation can be requested and coordinated with the assigned staff liaison. Requests made and needed outside of the established hours of operation may incur billing and reimbursement to the PPD for the staff time wages necessary to complete the access request.

Keys – PPD may provide access to APG-SIG members on a limited and approved basis. Issuance must be requested by the President or head of the APG-SIG member. Such issuance will require the completion and approval of a key issuance form and key holder must sign and acknowledge the responsibility and waiver form. Any keys issued to access the facility can be obtained by the assigned staff liaison, who will keep track of their respective groups keyholder inventory. When an authorized keyholder no longer needs access to the facility, said keys must be returned to the staff liaison. Absolutely no keys issued by the park district may be duplicated or made without the express written consent of the Executive Director of the PPD. If a violation of duplicate or lost keys is found, said violation may result in disciplinary action as prescribed in this manual, and further may result in elimination of storage areas, reimbursement for theft,

damage as a result of unauthorized access, and/or the cost to have locks re-keyed by a professional locksmith vendor approved by the PPD.

Drop Gates – When accessing fields, no unauthorized vehicles shall be driven on walking paths, trails, or the grass without prior permission of the Superintendent of Parks and Planning and/or the Executive Director. Permission shall be inquired through the member's appointed staff liaison and then coordinated with the Superintendent or Assistant Superintendent of Parks and Planning. When such access is authorized all drop gates must be put back up immediately upon entry or exit of these restricted areas.

Responsible for damage and costs for repair, replacement at sole responsibility of member organization when unauthorized or violations to access protocol has been determined. Repeated unauthorized access violations may also result in forfeiture of permitted use of fields, parks and facilities and or non-renewal or revocation of APG-SIG member benefits or membership into the program.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: 7.09.10

History of Approvals:  
6-13-22

## 7.09.10 – Refuge Collection

Palatine Park District (PPD) maintains over 50 different park sites and nearly 800 acres of parks, facilities, open space and properties. PPD and its staff take great pride and measures to ensure the cleanliness and beautification of the parks, facilities and properties. Thus, the park district provides ample refuge receptacles throughout its parks system for park users and visitors to use when having the need to throw away garbage and items used while in the parks. PPD expects all APG-SIG members to join the duty and responsibility to not litter in the parks and abide by all park ordinances regarding littering and maintaining proper protocol when controlling waste and garbage in the parks. The scope, time and effort to place receptacles, bags and collection is a significant investment and is one the park district is committed to in order to keep our parks and properties safe, clean, rodent free and beautiful. The following items are an outline of the program PPD developed and follows towards this commitment and is as follows:

- The district staff provide refuge cans at all athletic fields.
- The number of refuge cans at each location depends on the volume of field and park usage.
- Refuge cans are emptied on average twice a week depending on location/use. Certain locations are emptied more often depending on the known and scheduled volume of use or a scheduled special event.
- Staff will pick up litter off the ground at the same time of collection from receptacles.
- The largest amount of litter is found on and adjacent to all athletic fields.
- Home teams are expected to pick up litter generated during their field use after each game.

### Excessive Garbage and Repeated Violations

Part of the benefit and privilege of using park district fields, parks and properties comes with the responsibility to leave the space better and cleaner condition than when used. If all take this mindset and responsibility seriously and be consistent in this effort, the parks, properties and fields will be sustainable and always in safe and clean conditions. Please report any littering, overflowed receptacles or vandalism with regard to district receptacles to PPD immediately. If and when PPD identifies, observes and/or confirms a violation of this responsibility and policy, and such remedy of the situation requires the park district to have additional staff, crews and time to clean a park, property or field as a result of excessive garbage or littering, the APG-SIG member in question will be subject to the costs associated with this extra time spent beyond the regular scope of refuge collection as defined above, and full reimbursement of said costs to the park district. Such reimbursement will be charged and billed as published in the most recent version of the PPD Support Fees and Charges Schedule. This is updated approximately every three (3) years and copies of this fees and charges of billable services and support is provided to each member organization prior to the fiscal year and/or organized season.

### Special Events or Large Gatherings

APG-SIG members are required to provide PPD with ample notice when special events, tournaments and other activities where a large gathering of people is expected as a result of using any park, facility, property and field(s). Typically, the larger the crowd or gathering the more garbage that is produced and in need of receptacles and collection. Proper notice will provide the park district with the ability to plan and schedule additional receptacles to be brought on-site and schedule ample crews for collection during and/or after the event. Any and all extra refuge needs beyond the regular

scope of support may be subject to a billing reimbursement to the park district as a means of cost recovery for the additional cost and staff time.

### **PPD Carry-In/Carry-Out Program**

The District has developed and initiated a Carry In/Carry Out program to assist in reducing the amount of waste generated from use of the parks and the odors and nuisances related to garbage and waste receptacles. This program centers on park users through the permit and rental park operation. The program promotes and encourages park users of large groups to take personal responsibility for properly disposing of the trash generated by their use or rental.

A garbage bag along with an attached leaflet is provided to the permit holder or renter with their confirmation. The program asks user to collect their trash in this bag and bring it home with them to dispose accordingly. This reduces the amount of garbage in the parks and significantly reduces the problem of overflowing receptacles keeping the parks cleaner, reducing rodent traffic and reducing staff time, fuel and emissions to collect and clean the parks of garbage.

The program also promotes and encourages environmental sensitive ways to reduce the amount of garbage generated by their use. Examples include, but are not limited to, placing food in reusable containers, durable and/or recyclable utensils and plates and use of cloth napkins. This program supports the District's Environmental Policy and Being Green Campaign by sustainable and wise use of resources, conservation and recycling efforts. The program is administered and managed by the Parks Department under the supervision of the Assistant Superintendent of Parks with cooperation of the Facilities Department and Facilities Coordinator for the permit and rental schedule and processes.



# Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.06.11**

Procedure

History of Approvals:

Protocol/Best Practice

**6-13-22**

## 7.09.11 – Field Lighting Systems and Protocol

Palatine Park District (PPD) is committed to provide the highest quality recreational experience for our patrons. Our parks and facilities are designed to uphold this commitment while meeting the needs of the District. To achieve this goal the District performs extensive research when deciding the different features and park amenities to offer our patrons. One such amenity is athletic field lighting at certain park sites. The District has provided field lighting at Hamilton (5 ball fields and 4 soccer fields), Community Park (2 ball fields and 1 football field), and Celtic Park (3 soccer fields). All field lighting equipment throughout the District uses a computer automated control system (Musco Control Link) that each affiliate has access to schedule lighting use.

It is the APG-SIG member's responsibility to schedule light use for each field daily. It is also the member's responsibility to shut off the lights if a scheduled game ends early or if it is canceled for any reason. PPD will charge the requesting member a \$19.00 per hour fee or the rate published in the most recent version of the PPD's Support Fees and Charges Schedule. This is updated approximately every three (3) years and copies of this fees and charges of billable services and support is provided to each member organization prior to the fiscal year and/or organized season to use the lights. Each member group and/or organization will be provided with a detailed billing per field for athletic field lighting use at the end of their respective season(s).

PPD will provide support for new users or special events, and it will also manage the member's authorized user groups/teams/coaches. Prior to each season, PPD staff will send each APG-SIG member's President or his/her designee, a list of existing users for review. The President or designee will then provide PPD staff a list of people to add or delete from their authorized user group. Staff will make the adjustments and provide each affiliate with the usernames and passwords for the added users to provide access to the lighting system portal. Users from each member group can be assigned certain functions only. For example, a single user may only be allowed to shut the lights off early using the call center but will not be able to alter an existing schedule or add a new one. Staff will discuss these options further during the annual user group review process.

The field lighting can be scheduled using three different methods:

1. Calling the Call Center (877-347-3319)
2. Scheduling on Musco's web site (<https://www.control-link.com>)
3. Scheduling on a mobile app

Options one and three are the quickest and easiest way to schedule a field for a couple of events. Option two is the best way to schedule multiple events for multiple weeks. A new user should view the corresponding training videos under the help tab prior to using the system. These videos are very helpful for new users trying to schedule multiple events for the season.

The following pages contain screen shot images to direct a new user to the training section of the web site.

New users guide to get started:

Log in to web site

The screenshot shows the login page for the Musco Control-Link Central system. At the top left is the Musco Lighting logo. The main heading is "Control-Link® Control System" followed by "Welcome to Musco Control-Link Central™ Remote Facility Management System". Below this is contact information for the Call Center: "Control-Link Central™ Call Center - 24 / 7 / 365 SUPPORT" with phone, email, and fax numbers. The central area features a login form with fields for "Usercode:" (containing "jholder") and "Password:", and a "Login" button. The page is flanked by images of sports fields at night. Below the login form, there are "Control-Link web site requirements" including screen resolution (1024 X 768 pixels) and browser versions (Internet Explorer 8+ and Firefox 18+). A note states that the scheduler will automatically sign the user off after 15 minutes of idle time. There is also a link for users who forgot their credentials. At the bottom, there is a copyright notice for Musco Sports Lighting, LLC from 2002 to 2015.

Control Link home page

The screenshot shows the home page of the Musco Control-Link Central system. At the top left is the Musco Lighting logo. The main heading is "Control-Link® Control System". On the top right, it says "Welcome Jim H" and "Today is Monday, February 2". Below this is a navigation menu with links for "Home", "My Schedules", "Facility Management", "Reports", "Admin", "Help", and "Logout". The main content area features a large image of a baseball field at night with the text "Legion Field at Heroes Park Gains Custom Retrofit System and Timely Installation with Musco's TLC for LED® Technology" and a "click to read more" link. Below this is a section titled "LED Light Source". On the left, there is a "Follow Us On Social Media!" section with icons for Twitter, Facebook, LinkedIn, and YouTube. In the center, there is a promotional banner for LED retrofit technology with a large question mark icon, stating "Should You Retrofit with LED?" and "Our new TLC for LED™ technology is affordable with amazing results - all backed by a 25-year warranty and Control-Link®." It includes a "Request a free cost analysis for replacing existing lights or installing a new system." and a "Click here" link. On the right, there is a section titled "GET easier CONTROL with the Musco Lighting App" with a "Click here to download" link and an image of a smartphone displaying the app.

## View Training Videos within the Help Tab

**MUSCO Lighting** Control-Link® Control System Welcome Jim H  
Today is Monday, February 2  
Call us at: (877) 347-3319

Home My Schedules Facility Management Reports Admin **Help** Logout

**SETTINGS** TRAINING

### Control-Link Training

The following training videos will teach you how to use the Control-Link website for scheduling and managing your facilities. Click on the topics below to view videos.

- System Overview
- Creating Schedules
- Changing Schedules
- Viewing Usage Reports
- Adding Schedulers and Contacts
- Facility Management
- Mobile Application

Screen Resolution: 1920 x 1080

For a step-by-step tutorial, click on the topic below.

- Step-by-Step Instructions
- Step-by-Step Mobile Application Instructions

Once you have completed the tutorials, you are ready to start making your own schedules. If you haven't already done so, contact us at (877) 347-3319 to get authorization to start using the Control-Link website.

### Pop-up Blockers

Using pop-up blockers while running the Control-Link web application might cause it to work incorrectly. Make sure your pop-up settings are set to **enable** pop-ups. To enable pop-ups, go to the "Tools" menu on your web browser, select "Internet Options", then select "Privacy" tab. Uncheck the "Block pop-ups" box. Also temporarily disable any other pop-up blockers that you may have installed. Click here to test your pop-up blocker.

## Start scheduling events on the Schedule Tab

**MUSCO Lighting** Control-Link® Control System Welcome Jim H  
Today is Monday, February 2  
Call us at: (877) 347-3319

Home My Schedules Facility Management Reports Admin Help Logout

MONTHLY WEEKLY DAILY

View schedules for Facility: All Facilities Field: All Fields User Group: All User Groups New Schedule  
Immediate Off  
Immediate On  
Print

Weekly View for: February 21 - February 27, 2021

Facility Name/Field	Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27
	ON/OFF						
<b>Celtic Park</b>							
Field 1 West							
Field 2 East							
Field 3 North							
Security	5:17p/ 6:37a	5:18p/ 6:35a	5:19p/ 6:34a	5:20p/ 6:32a	5:22p/ 6:31a	5:23p/ 6:29a	5:24p/ 6:28a
<b>Community Park</b>							
Baseball 1 East							
Baseball 2 West							
Security	5:02p/ 6:37a	5:03p/ 6:35a	5:04p/ 6:34a	5:05p/ 6:32a	5:07p/ 6:31a	5:08p/ 6:29a	5:09p/ 6:28a
<b>Gbur Baseball Complex</b>							
Baseball A							
Baseball B							
Baseball C							
Baseball D							
Baseball E							
Security	5:02p/ 6:37a	5:03p/ 6:35a	5:04p/ 6:34a	5:05p/ 6:32a	5:07p/ 6:31a	5:08p/ 6:29a	5:09p/ 6:28a
<b>Gbur Soccer Complex</b>							
Security	5:17p/ 6:37a	5:18p/ 6:35a	5:19p/ 6:34a	5:20p/ 6:32a	5:22p/ 6:31a	5:23p/ 6:29a	5:24p/ 6:28a
Security 2	5:17p/ 6:37a	5:18p/ 6:35a	5:19p/ 6:34a	5:20p/ 6:32a	5:22p/ 6:31a	5:23p/ 6:29a	5:24p/ 6:28a
Soccer 1							
Soccer 2							
Soccer 3							
Soccer 5							



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.09.12**

History of Approvals:

**5-16-22**

## 7.09.12 – Porta Potty Units

Palatine Park District (PPD) is committed to provide the highest quality recreational experience for our patrons. Our parks and facilities are designed to uphold this commitment while meeting the needs of the District. To achieve this goal the District performs extensive research when deciding the different features and park amenities to offer our patrons. One such amenity is washroom facilities or portable toilets at certain park sites. To help guide staff, a standard practice and related criteria has been established to honor our commitment fairly among all park patrons, affiliates and users.

This standard encompasses how the District will decide which location will have a portable toilet, how many units will be provided, where the unit will be placed within the site and how the related costs will be borne. The established standard practice for Park District sponsored programs, leagues, and special events are:

- Any location where a sponsored program, league, and/or special event are being held and are determined by staff as necessary.
- Any location where a daily entrance fee or user fee is collected by the Park District.
- The number of units will be determined by staff to accommodate the number of participants.
- The duration at each site will be determined by staff to accommodate the program, league, or special event.

The established standard practice for APG-SIG member organizations, leagues and General Public use are:

- The location must be owned or leased by the Palatine Park District.
- The location must have multiple site amenities (athletic fields, playgrounds, picnic shelters, tennis courts, etc.)
- The location does not currently offer direct outside access to public washroom facilities.
- The location is large in scope with significant use, traffic or rental activities.

The Park District will provide one (1) unit for each site. The duration of the unit at each site will be determined by staff to accommodate the intended use for the site. Requests for portable toilets that do not meet the standard practice criteria, or requests for additional units at sites meeting the criteria will be considered by the Park District if the following conditions are met:

- The requestor agrees to pay all fees and surcharges for the placement, servicing and removal of the requested unit or additional units.
- The requestor is an APG-SIG member of the Palatine Park District, or the requestor has completed a special use permit and/or purchased a park rental use agreement/permit for the site.
- Requestor must provide the district the list of additional locations/units and the dates they want them at that location by February (Mainly School location but Hamilton and Celtic Park is the exception for monthly rental).
- Requestor for additional units and scheduled extra cleanings for all events must be submitted at least three months prior to the event. (Casey Pohl, Baseball day, Showdown tournament, Celtic cup).
- The location's intended use is in conjunction with the requestors program, league or event.

- The location is Park District property or a formal agreement with the property owner for the use of the property is in place.

The established standard practices for the placement of the units within the parks, when feasible, are:

- The unit must be located in an area where it will comply with ADA guidelines for accessibility.
- The unit must be located in an area where routine servicing will not create property damage.
- The unit must be located in close proximity to the park site's amenities.
- The unit's orientation will also affect the location. The goal will be to place the enclosure around the unit in a direction that will conceal the unit as much as possible.

All requests and questions regarding portable toilets in the parks should be requested and coordinated through the assigned staff liaison who will then work with the Parks and Planning Department to make appropriate plans and accommodations with the contracted vendor of PPD.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section: **7.09.13**

History of Approvals:

**5-16-22**

## 7.09.13 – Unauthorized Private and Contractual Maintenance

Palatine Park District (PPD) has developed and invested in a comprehensive and effective standard of care platform with regard to the on-going maintenance of the district's parks, facilities, fields and properties. This includes, but is not limited to hiring and training of professional staff trained and skilled in grounds and facilities maintenance, a repair and replacement capital program, continued educational opportunities of staff to learn and develop more related knowledge and skills and purchase of proper equipment, tools and resources to perform the essential tasks and functions in maintaining all properties and assets of PPD.

No APG-SIG member organization nor any coach, board member or volunteer associated with a member organization is permitted to perform or hire anyone to perform maintenance of any kind on PPD property with the exception of routine and general field or space tasks such as raking or adding drying agents. All maintenance tasks requested beyond the standard of care maintenance program as defined earlier in this section of the manual is prohibitive without the expressed written permission of PPD. Any such request must be coordinated through the assigned staff liaison and any granted permission is subject to review by the Superintendent of Parks and Planning with final authorization and approval granted by the Executive Director.

Any and all costs associated with an approved request shall be the sole responsibility of the requesting member organization. PPD may consider a cost sharing arrangement of an approved request, but any such cost sharing is subject to review and approval of the Executive Director as well as the budgetary constraints of PPD. APG-SIG members are encouraged to forecast and plan as much as feasibly possible of any such requests aligned within the timing of annual operating budget request protocol.

Despite good intentions of trying to help out as a volunteer, rogue maintenance efforts and related tasks can and have ruined PPD fields and properties. For example, a volunteer felt a ballfield was too hard and rocky and proceeded to use a rototiller on the infield and essentially turned the field into mush and cost thousands of dollars to rebuild the infield. APG-SIG members are responsible to inform and monitor their respective volunteers and ensure that they will not violate this policy. If at any time PPD reports, observes and/or confirms a rogue volunteer maintenance task being completed the member organization will be solely responsible for any and all costs associated with restoring the field, facility space or property back to its original condition.

PPD may also consider requests for an APG-SIG member organization to hire a third-party outside contractor to perform maintenance tasks outside the scope or plans of PPD if the park district determines it will be of benefit and value to PPD and its asset inventory. Again, member organizations are encouraged to conduct this request in conjunction and aligned timing with the development of PPD's annual operating and capital plan budgets. Any and all requests of this nature again should be coordinated through the assigned staff liaison. Once again, permission is subject to review by the Superintendent of Parks and Planning with final authorization and approval granted by the Executive Director.

Any and all costs associated with an approved request shall be the sole responsibility of the requesting member organization. PPD may consider a cost sharing arrangement of an approved request, but any such cost sharing is subject to review and approval of the Executive Director as well as the budgetary constraints of PPD.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.10.0**

History of Approvals:

**6-28-22**

## 7.10.0 – Frequently Asked Questions

The intent of this section is to provide member groups and organizations with the referencing of what the typical and frequent questions that leadership from the various members have asked and the responses coordinated with the park district and communicated through the assigned staff liaisons. This section will evolve and be populated over time as staff liaisons coordinate the support and needs of our APG-SIG member groups and organizations.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.11.1 – Appendix – Criminal Background Check Form (On-Line)

The Palatine Park District (PPD) requires criminal background checks for any adult over the age of 18 working directly with youth on park district property. Refer to Section 7.06.6 for more details as to who is required to complete a successful background check, the protocol that must be followed and disqualifying charges that will eliminate individuals from being able to perform their respective volunteer responsibilities. Below is the web based on-line launching page of the criminal background check form located at <https://palatineparks.galaxydigital.com/>

**PALATINE PARK DISTRICT**  
**VOLUNTEER PROGRAM**

Get Involved, Make a Difference.

**VOLUNTEER NOW**

[Click here to register your organization.](#)

Volunteer Manual

VOLUNTEER MANUA

Don't see an opportunity that fits with you?  
Contact us to discuss custom experiences at [HR@palatineparks.org](mailto:HR@palatineparks.org)

[Our Community](#) [Recent Opportunities](#)



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.11.2

History of Approvals:

7-15-22

## 7.11.2 – Appendix – APG-SIG Service Request Form

The Palatine Park District (PPD) performs functions and maintenance to prepare all facilities, fields and spaces with the safe, enjoyable and effective use of APG-SIG programs and activities. For items requested by APG-SIG members beyond the defined core standard and mode of care, member organization leadership may request maintenance and other service requests beyond the core standards and use the form below to submit for review and pending approval. Requests submitted too late to be scheduled and coordinated will be rejected so all members are encouraged to submit requests with ample notice. Coordination of these requests shall be done via the assigned staff liaison and/or the Superintendent and Assistant Superintendent of Parks and Planning.



## APG-SIG MEMBER SERVICE REQUEST FORM

Date: \_\_\_\_\_ Work Order/Service Number: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Member Organization Name: \_\_\_\_\_

Phone : (     ) \_\_\_\_\_ Alt. Phone: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Location:

Park Site: \_\_\_\_\_

Field : \_\_\_\_\_

Brief Description of Requested Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date for Service to be Completed By: \_\_\_\_\_

Requestor Signature : \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Superintendent of Parks and Planning : \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Assigned: \_\_\_\_\_ Completed: \_\_\_\_\_

\_\_\_\_ Per Capita Fee Request    \_\_\_\_ Billing Request    \$ \_\_\_\_\_ Billing Amount to Finance

Copies:

\_\_\_\_ Requester

\_\_\_\_ Staff Liaison

\_\_\_\_ Finance (If Applicable)



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.11.3**

History of Approvals:

**6-28-22**

## 7.11.3 – Appendix – Special Use Permits

Below is a screen shot of the application and waiver for a special use permit. The special use permit can be downloaded and completed via the park district website at

<https://www.palatineparks.org/rccms/wp-content/uploads/2015/04/Special-Use-Permit-Request-25-Jan-2017.pdf>



## Palatine Park District Special Use Permit

The special use permit application must accompany a park or facility rental agreement form and be submitted with the rental agreement to the park or facility scheduling staff for review. The special use permit application will be forwarded to the office of the Executive Director for review and pending approval. The application must be filed with the Executive Director not less than fifteen (15) business days prior to the scheduled use. The review and pending approval will be determined within seven (7) days after formal filing or after approval by the Park Board of Commissioners where applicable. Special use permit applications will not be accepted in advance of rental reservations. Reservations for shelters are accepted beginning January 2 and pool rentals beginning March 1 of each calendar year. Facility and field reservations are generally accepted six months prior to the intended date of use. **Applicants for picnic shelter rentals must be at least twenty-one years of age and must provide a current photo ID including date of birth i.e. Driver's license, state ID for all Alcoholic Beverage permits.** Applications that are illegible or not fully completed will not be considered. In addition, any application found to be inaccurate or untruthful will be automatically denied. If such a determination is found after said use, the Park District may exercise its right to charge in full all applicable fees, process in full any security deposit and/or revoke any future privileges to use Park District parks, amenities and facilities.

**Please indicate the Special Use Permits that you would like to be considered:**

- |  |   |
|--|---|
| <input type="checkbox"/> Waiver of fees/deposit              | <input type="checkbox"/> Assembly/protest/service gathering   |
| <input type="checkbox"/> Fundraising event                   | <input type="checkbox"/> Display/exhibit on District property |
| <input type="checkbox"/> Serving alcoholic beverages         | <input type="checkbox"/> Overnight parking                    |
| <input type="checkbox"/> Selling alcoholic beverages         | <input type="checkbox"/> Parades or festivals                 |
| <input type="checkbox"/> Amplified sound/music               | <input type="checkbox"/> Artificial lighting                  |
| <input type="checkbox"/> Use after posted hours of operation | <input type="checkbox"/> Other _____                          |

Organization/Group \_\_\_\_\_

Rental Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Time of Rental \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_

Facility/Park Requested \_\_\_\_\_

City \_\_\_\_\_

Event Type \_\_\_\_\_

State/Zip \_\_\_\_\_

Estimated # in attendance \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

I will indemnify and hold harmless the Palatine Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on this contract, in its entirety, and agree to abide by it.

Applicant  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Executive Director  
Approval \_\_\_\_\_

Date \_\_\_\_\_



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.11.4**

History of Approvals:

**7-12-22**

## 7.11.4 – Appendix – Equipment Storage Waiver

The Palatine Park District (PPD) can provide storage of equipment and supplies for APG-SIG member organizations in good standing. Please refer to Section 7.07.5 for more details and information on how to inquire and secure said space for storage needs. Below is the waiver of liability that must be completed and signed by an authorized representative of the organization securing storage space on PPD property.



**PALATINE PARK DISTRICT**

**FACILITY USE – RELEASE AND HOLD HARMLESS WAIVER**

The Palatine Park District is a Municipal Corporation, incorporated in the state of Illinois and subject to the full rights and immunities provided in the Illinois Tort Immunity Act. Nothing in this agreement shall waive any of said rights and immunities.

By entering into the foregoing Facility Use agreement, you (“Renter”) recognize that the Palatine Park District (“Park District”) assumes no obligations or responsibility in connection with Renter’s use of its facilities. The Park District shall not be liable for damages to any stored equipment or property, or damages to any facility beyond the Park District’s reasonable control. This includes, but is not limited to, damages due to fire, storm, earthquakes, public disorder, criminal activity, labor disputes, labor shortages, strikes, riots, equipment failures, or acts of God/nature. Renter further acknowledges that, by the very nature of the Park District programs and activities conducted within its facilities, use of Park District facilities represents a certain risk and the Park District does not provide insurance protection for users of its facilities. Please be aware that in contracting with the Park District for use of its facilities Renter will be waiving and releasing all claims for injuries to Renter and any of Renter’s affiliates including, but not limited to coaches, participants, staff members, and volunteers, as well as damages to any property brought on sight. Renters and all guests assume all risks of injury, loss, or damage to person or property.

Further, the Park District, and any of its staff or volunteers, may have access to any stored equipment or property and will not be liable for damages where it was necessary to remove, relocate, or otherwise handle said property due to an emergency such as a flood, fire, electrical outage, criminal activity, medical emergency, etc. OR where said property was improperly stored in accordance with the terms of Renter’s Facility Use Agreement and removal, relocation or otherwise handling said property is deemed necessary by the Park District. Renter agrees to adhere to all Park District rules and regulations currently in effect, and those effected after the date of this agreement. Renter agrees to assume all costs of damages to the Park District facilities and property which may result from violation of said rules.

Renter hereby verifies that he/she/it has read and understands the above terms and conditions and agrees to hold harmless the Palatine Park District, the Park District Board, and its members and employees. Renter assumes responsibility for, and agrees to defend at its own expense, all claims for damage or property and persons, including medical expenses, for injuries incurred and arising incidental to the use of the facility involved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

On Behalf of \_\_\_\_\_

\_\_\_\_\_  
Signature



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.11.5

History of Approvals:

6-28-22

## 7.11.5 – Appendix – Accident/Incident/Injury Reporting

The Palatine Park District (PPD) has developed an on-line system in which APG-SIG member groups and organizations can use to comply the required accident/incident and injury reporting during their respective activities, programs and events. Below is a portion of a screen shot of the launch page of this reporting. The accident/incident and injury reporting can be downloaded and completed via the park district website at:

<https://forms.office.com/pages/responsepage.aspx?id=onceXaWRX0aNbc8Fsk9fEBQDYX-GPsBAgB80cWOMymFUQ1ZDTVFBWkYyRFJJOURERktNUVBITDJNUiQIQCN0PWcu>

# Palatine Park District - Incident Report

**Participant / Affiliate / Volunteer Accident/Incident Reporting**  
**Employee Injury Reporting**  
**Property Damage Reporting**  
**Auto/Truck Accident Reporting**

## Who and When

Please enter your name, time and date of incident. Don't forget to provide your contact phone number.

1

Name of Palatine Park District Employee or other individual completing this report?

Enter your answer

2

Phone number of Employee completing this report.

Enter your answer

3

Date of the occurrence



## Affiliate, Parent, Special Interest Groups Procedures Manual

Policy

Section: **7.11.6**

Procedure

History of Approvals:

Protocol/Best Practice

**FINAL 6-29-22**

### 7.11.6 – Appendix – Property Damage and Loss Reporting

The Palatine Park District (PPD) has developed an on-line system in which APG-SIG member groups and organizations can use to comply the required property damage reporting during their respective activities, programs and events. Below is a portion of a screen shot of the launch page of this reporting. The accident/incident and injury reporting can be downloaded and completed via the park district website at:

<https://forms.office.com/pages/responsepage.aspx?id=onceXaWRX0aNbc8Fsk9fEBQDYX-GPsBAgB80cWOMymFUQ1ZDTVFBWkYyRFJJOURERktNUVBITDJNUIQICN0PWcu>

# Palatine Park District - Incident Report

**Participant / Affiliate / Volunteer Accident/Incident Reporting**  
**Employee Injury Reporting**  
**Property Damage Reporting**  
**Auto/Truck Accident Reporting**

## Who and When

Please enter your name, time and date of incident. Don't forget to provide your contact phone number.

1

Name of Palatine Park District Employee or other individual completing this report?

Enter your answer

2

Phone number of Employee completing this report.

Enter your answer

3

Date of the occurrence



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.11.7**

History of Approvals:

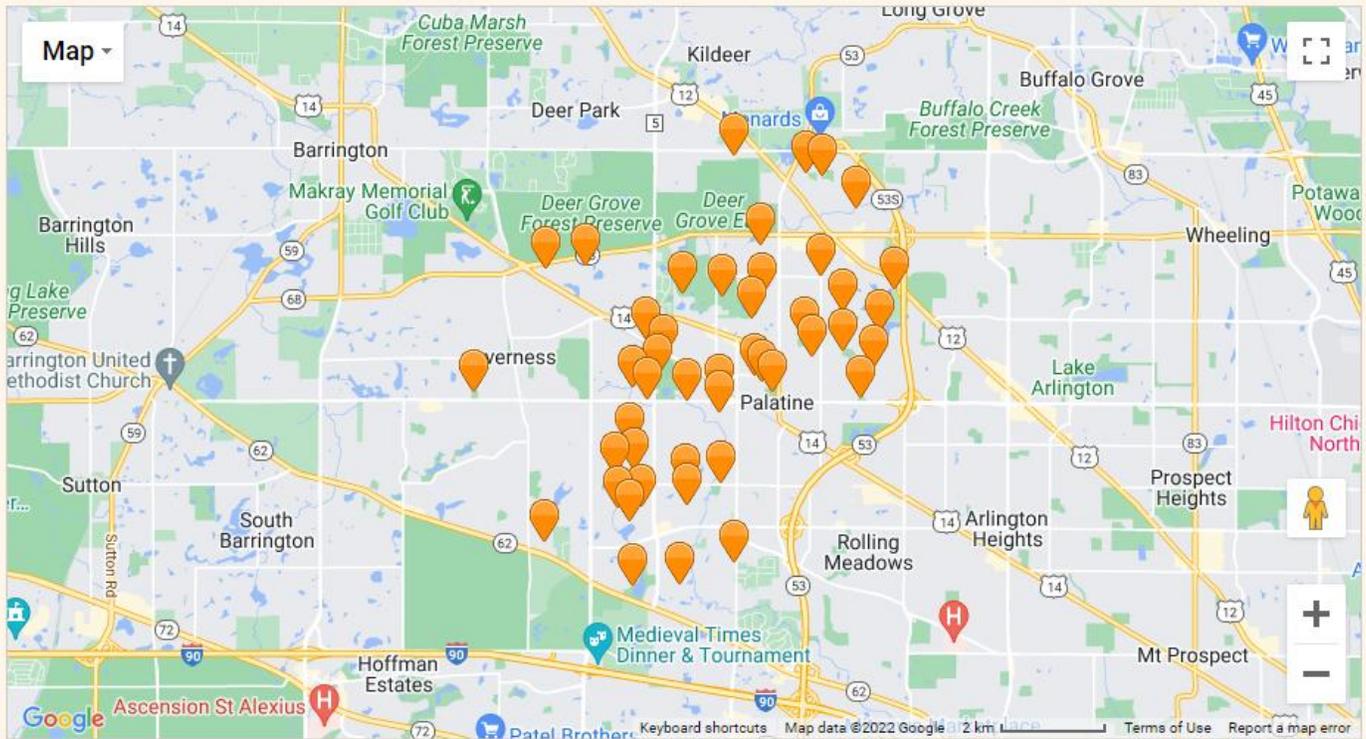
**6-29-22**

## 7.11.7 – Appendix – Facility and Field Locations and Amenities

The Palatine Park District (PPD) operates and maintains eleven (11) unique recreational facilities and over 50 park sites that host a variety of recreational opportunities and amenities to support these opportunities including athletic courts, fields and spaces. An inventory of these can be found on the PPD website at:

<https://www.palatineparks.org/rccms/parksmap/>

# Interactive Map of Parks



Search locations

Sort

Amenities

**Ashwood Park**

Amenities: Baseball/Softball Field(s), Bench, Bicycling, Jogging, Walking, Outdoor Basketball Court, Palatine Trail Access, Picnic Shelter, Picnic Table(s), Playground(s), Soccer/Football Field(s)

**Birchwood Park Recreation Center**

Amenities: Baseball/Softball Field(s), Basketball Court, Bench, Bicycling, Jogging, Walking, Bike Rack(s), Birchwood Recreation Center, Palatine Trail Access, Parking Lot, Picnic Table(s), Playground(s), Shelter(s), Soccer/Football Field(s), Tennis Court(s)

**Birchwood South Park**

Amenities: Baseball/Softball Field(s), Bicycling, Jogging, Walking, Bleachers, Palatine Trail Access, Soccer/Football/Lacrosse Field(s)

**Cardinal Park**

Amenities: Bicycling, Jogging, Walking, Soccer/Football Field(s)

**Cedar Park**

Amenities: Bench, Bicycling, Jogging, Walking, Bike Rack(s), Playground(s)

**Celtic Park**

Amenities: Athletic Field Lighting, Bench, Bicycling, Jogging, Walking, Parking Lot, Picnic Table(s), Playground(s), Soccer/Football Field(s), Turf Field



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.11.8**

History of Approvals:

**6-29-22**

## 7.11.8 – Appendix – Capital Improvement Request Form

The Palatine Park District (PPD) develops an annual capital improvement plan as part of the annual operating budget and capital plan. APG-SIG members may request items to be considered within identified budget timeline and constraints for fundings. Cost sharing is also a consideration that needs attention upon completing a request form as seen below. All requests and related coordination shall be conducted through the assigned staff liaison.





**PALATINE PARK DISTRICT  
Capital Project Request Form**

**➤ BIDDING INFORMATION:**

**Bid Packets:** Digital only  Email contact: \_\_\_\_\_  
(person who is handling and tracking distribution)

Hard Copies  Cost: \$ \_\_\_\_\_ Pickup Location: \_\_\_\_\_

**Contract Proposal:** Lump Sum Bid  Itemized Bid  Alternate Item(s)

If applicable, include option for contract extensions: 1 year  2 years

Include Prequalification Submittal for references

	<b>DATE:</b>	<b>*TIME:</b>	<b>**LOCATION:</b>
Bids Available		NA	
Pre-Bid Meeting		10:30 a.m.	
Bid Opening		10:30 a.m.	
Board Meeting			
Project Start			
Estimated Completion			

\* 10:30 is suggested default time – it allows for a.m. delivery services.

\*\* Submit a request to the Facility Manager or other appropriate party to reserve room for pre-bid meeting and/or bid opening; notify reception/registration of bid opening date.

**Name of Consultant(s):** \_\_\_\_\_

**Name of Vendor / Contractor:** \_\_\_\_\_

**Please Note –**

- Project Numbers must be included on all invoices, certificates for payment, change orders and/or purchase orders when submitted to Finance.
- Contact District Services for Contract preparation and return a signed contract to District Services.



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

7.11.9

History of Approvals:

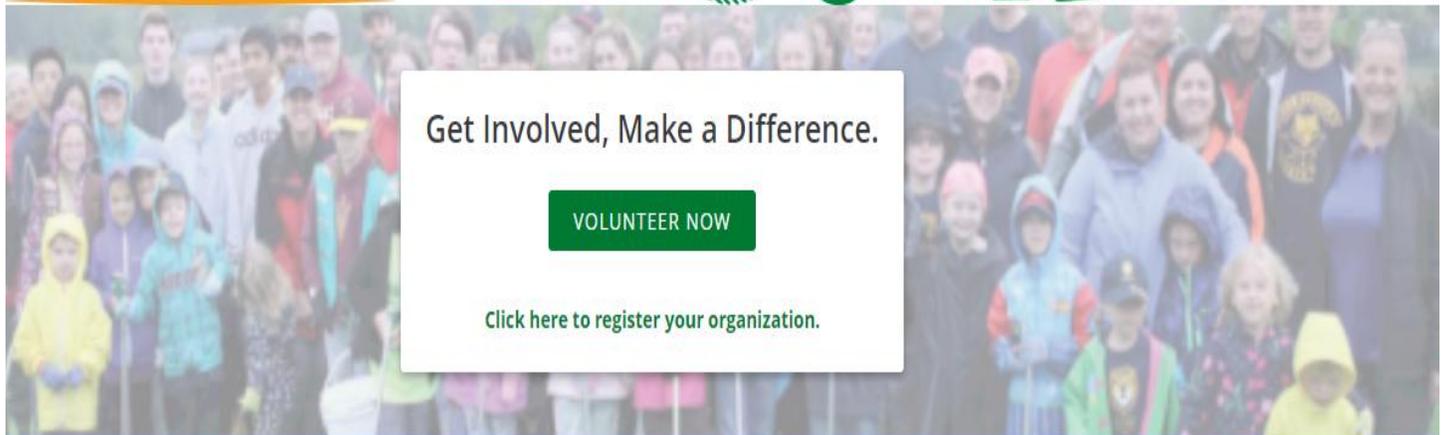
6-29-22

## 7.11.9 – Appendix – Volunteer Request Form

The Palatine Park District (PPD) has a comprehensive volunteer management program and APG-SIG members, and their respective families may want to give back to the park district and community with their time and talents. Individuals, groups, teams and entire membership are encouraged to volunteer for needed park district and community-based needs. Volunteers who identify with a particular APG-SIG member group or organization can also apply their respective volunteer hours to the member organization which in turn can receive additional benefits from the park district to assist in growing and improving the member organization's programs and activities. Volunteer opportunities are plentiful and can be coordinated through our Recruitment and Volunteer Coordinator at 847-991-0333 ext. 212 or e-mail at [hr@palatineparks.org](mailto:hr@palatineparks.org). Interested individuals and groups may view current opportunities and register as a volunteer on the PPD website at <https://palatineparks.galaxydigital.com/>.



# PALATINE PARK DISTRICT VOLUNTEER PROGRAM



Get Involved, Make a Difference.

[VOLUNTEER NOW](#)

[Click here to register your organization.](#)



[Volunteer Manual](#)

an opportunity that fits with you?  
to discuss custom experiences at [HR@palatineparks.org](mailto:HR@palatineparks.org)

[Recent Opportunities](#)



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

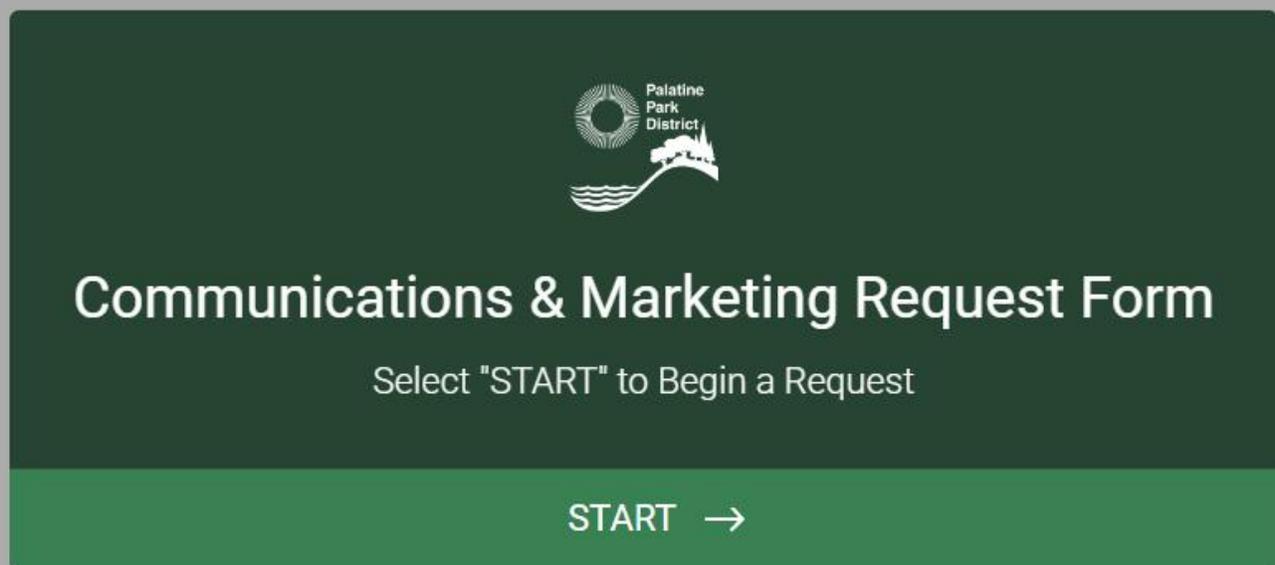
7.11.10

History of Approvals:

6-29-22

## 7.11.10 – Appendix – Marketing and Communications Request Form

The Palatine Park District (PPD) has a comprehensive communications and marketing platform, and APG-SIG members can opt-in and request assistance for needs to promote, market and advertise their respective programs, activities, events and social media. Our professional trained staff can provide expertise and experience to ensure all messaging is as effective as possible. Assistance may be subject to billable staff time and materials. Members should consult with their assigned staff liaison for any needs and related costs for the PPD to assist. Requests can be made through the completion of a form located at <https://form.jotform.com/220736950091152>.





# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.11.11**

History of Approvals:

**7-12-22**

## 7.11.11 – Appendix – IT/Help Desk Service Request Form

The Palatine Park District (PPD) has an established information technology and help desk staff and systems to help support the technology needs and related services to effectively operate the park district. APG-SIG member organizations may opt-in and request support in these areas to assist in their own operations. Refer to Section 7.07.10 for more details as to what IT support is available and how to request such assistance. Questions should be directed to the IT Manager at [IT@palatineparks.org](mailto:IT@palatineparks.org).





# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.11.12**

History of Approvals:

**7-15-22**

## 7.11.12 – Appendix – Residency Requirement Variance Request Form

The Palatine Park District (PPD) has a residency requirement and related policies to ensure that all interested residents have the access and ability to tryout and potentially be placed on a roster for sport and athletic teams. At times due to interest levels, conflicting interests, age groups and other extraordinary circumstances, despite best intentions and efforts, the residency required levels cannot be met. This process and form below are required for submission by the leadership of the APG-SIG member organization when they want to compete as a team/program that does not currently meet the residency requirements and related thresholds. Such requests should be coordinated and submitted to the assigned staff liaison and will follow the policy in Section 7.05.6.



## APG-SIG MEMBER RESIDENCY RATIO POLICY EXCEPTION REQUEST APPLICATION

Date: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Member Organization Name: \_\_\_\_\_

Phone : (     ) \_\_\_\_\_ Alt. Phone: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Coach Name: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Coach E-mail: \_\_\_\_\_

Team Name: \_\_\_\_\_ Boys \_\_\_\_ Girls \_\_\_\_ Age Group: \_\_\_\_\_

Classification: \_\_\_\_ Travel \_\_\_\_ All-Star \_\_\_\_ Tournament \_\_\_\_ Other: \_\_\_\_\_

# of Rostered Players: \_\_\_\_ # of Resident Players: \_\_\_\_ # of Non-Resident Players: \_\_\_\_

Percentage of Resident Players Rostered: \_\_\_\_% (Include copies of roster and all registration forms)

Were tryouts held? \_\_\_\_ Yes \_\_\_\_ No Date: \_\_\_\_\_ Location: \_\_\_\_\_

Was a 3<sup>rd</sup> Party Evaluator/Rater Use? \_\_\_\_ Yes \_\_\_\_ No (Include copies of ratings/try out sheets used)

Rater Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

On separate attached sheet of paper please provide history of the program/team involved, any and all contributing factors that would assist in the review and consideration of this requested policy exception.

Requestor Signature : \_\_\_\_\_ Date: \_\_\_\_\_

---

### Office Use Only:

Approvals:

Staff Liaison : \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent of Recreation : \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director : \_\_\_\_\_ Date: \_\_\_\_\_



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

History of Approvals:

## 7.11.13 – Appendix – Facility Service Request Form

The Palatine Park District (PPD) has eleven unique recreational facilities that have various amenities and services to support the needs, programs, activities and APG-SIG member events. From room set ups for meetings to user spaces for sports and activities, the PPD may provide support with regard to facility use. Any requests and related coordination should be first consulted with the assigned staff liaison. The form listed below must be completed and submitted to the staff liaison in order for staff time, materials and necessary supplies to be confirmed and scheduled. Member organizations should plan to submit a request form at least 5 days prior to the actual need. Forms submitted will then be routed to the corresponding Facility Manager for review, processing and scheduling. The form can be downloaded from the PPD website at: <https://www.palatineparks.org/rccms/rentals/requestform/>

# Rental Request Form

Palatine Park District • 847.991.0333 • palatineparks.org

---

## Personal Information

### Applicant Name \*

First Name

Last Name

### Date of Birth



Required for Household Set Up

### Company/Organization

If Applicable

### Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

### Primary Phone

Area Code

Phone Number

### Alternate Phone



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.11.14**

History of Approvals:

**7-15-22**

## 7.11.14 – Appendix – Travel/Transportation Permission Form and Liability Waiver

The Palatine Park District (PPD) has established a travel and transportation policy when APG-SIG member programs along with PPD program that require travel to and from competitions and events where participants will be transported on APG-SIG member or PPD arranged transportation. In addition, some travel may also include overnight stays at arranged lodging facilities. The PPD requires that every participant, along with their parent/legal guardian review, acknowledge and sign the code of conduct required during such travel arrangements and sign the travel and transportation waiver form in order to participate in these events, competitions and activities. The form, code of conduct and waiver of liability form is attached.



## PALATINE PARK DISTRICT TRAVEL CODE OF CONDUCT AND WAIVER

(A travel related trip is when the Palatine Park District and/or an APG-SIG member organization organizes and offers travel and lodging accommodations for a competition or event. All participants must read and sign prior to departing for a trip)

In accepting to be a part of the Palatine Park District and an APG-SIG program participant, I agree to:

1. Commit to team/program goals, program requirements and procedures.
2. Display proper respect, honesty, and sportsmanship toward teammates, coaches, officials, parents, and fellow competitors.
3. Refrain from any immoral, inappropriate or unacceptable behavior such as:
  - a. Use of tobacco products
  - b. Consumption of alcoholic beverages
  - c. Use of any drugs (unless medically prescribed)
  - d. Any illegal activity
  - e. Abusive or inappropriate action toward another person
4. Follow and obey team restrictions such as curfews, lights out policies, and any other guidelines placed by a team coach, team chaperone, or any other authority figure.
  - a. Curfew — in own room by 10 p.m. (unless changed by staff)
  - b. Lights out 10:30 p.m.
  - c. No female athletes in male athlete's rooms. No male athletes in female athlete's rooms. Unless parent or coach is in the room and/or gives consent.
5. Represent the Palatine Park District with the honor, pride and dignity that is expected as a team member/participant at all times.
6. Make good choices and hold yourself and other team members/participants accountable when choices and related behaviors and action do not align with the Code of Conduct.

Failure to abide by team/program rules and expectations will result in the immediate return home of the athlete/participant at the athlete's expense. Further disciplinary action may also be enforced upon the team's return after an investigation is completed and findings confirmed.

By signing this Code of Conduct, the athlete/participant takes on full responsibility for their actions when traveling and representing the Palatine Park District and/or APG-SIG Member Organization. Further that they acknowledge and understand the risk of participation in the program and any travel associated with participation in the program, competition or activity. By signing you agree to hold the Palatine Park District and its officers, agents and representatives, harmless from related participation and travel as prescribed in the Illinois Tort Immunity Act Statutes.

\_\_\_\_\_  
(Athlete Print Name)

\_\_\_\_\_  
(Athlete's  
Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Printed Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

When travel is offered by the Park District and/or APG-SIG Member the goal is to travel as a team/group to promote teamwork and ensure everyone is on schedule and safe. Exceptions to travel with the team must be requested ahead of time with the coach, manager or trip organizer and approved accordingly. It is at the sole discretion of the coach, manager and/or trip organizer whether separate travel arrangements can be secured and used.

### **Violation of Code of Conduct**

At the discretion of the Head Coach with approval from Palatine Park District staff, any or all of the following penalties may be applied when the investigation findings state a violation has occurred:

1. Participant may be scratched, benched or removed from any remaining events that day or from the entire trip.
2. Participant may be sent home immediately from the trip at his/her own expense and if there is an extra expense it will be solely the 's participant's responsibility.
3. Participant may be suspended from the team/group until the participant and their parents have had a conference with the Head Coach and Park District staff to discuss the appropriate disciplinary actions have been implemented.
4. Severe violations of the code of conduct will result in the participant being suspended from ALL team/program trips for the remainder of the season and/or specified period determined by the Head Coach and/or Park District staff.

### **Honor Code**

The following code is in effect throughout the year. Some of the items refer specifically to team travel. Additionally, anyone who, in the opinion of the coach or coaches, acts in a manner that would interfere with the travel objectives listed below will be subject to immediate return home at the expense of the parents and/or swimmer. Also, other punishments may be applied, including barring from future travel meets or other competition or dismissal from the team.

The Palatine Park District and/or APG-SIG Member Organization will seek out of town competition and related events for the following reasons:

- Different individual competitions
  - A higher quality of competition
  - Experience in trial/finals competition
  - Conditions conducive to exceptional performances
  - Representation at regional, state, national and international competitions
1. The Palatine Park District and/or APG-SIG Member organization may travel as a team to these meets and everyone is expected to behave in an exemplary matter. The reputation of the Palatine Park District, Host Organization, as well as other athletes with you, is dependent on your behavior.
  2. The coaching staff with approval from Park District staff holds the final word on any rules, regulations or disciplinary action.
  3. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, fellow competitors and the public.
  4. The consumption or purchase of alcohol, smoking or chewing tobacco, or use of any other illegal drug or substance of any kind will not be allowed. Any team member found or suspected to be in the presence of others partaking in any of the above activities (regardless of team affiliation) will be subject to the same punishments and probable expulsions from the program. Any participant suspected of such activity will appear before a review committee composed of the coaches, park district staff, and leadership of the APG-SIG member organization.
  5. Palatine Park District and /or APG-SIG member athletes and participants are not allowed to be in the same room with members of the opposite sex unless the doors are left open.
  6. No team meetings may be missed. Be punctual to all meetings and warm-up/practice times.
  7. No team member may be out of his or her room after the assigned bedtime, Permission must be obtained from the coach to leave the room past this time.
  8. Any damages or thievery incurred at a hotel/motel will be at the expense of the swimmers assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas, and such behavior should be kept to a minimum in your rooms. Do not charge long distance calls to your room.
  9. All team members will be polite in restaurants. Leave a minimum of a 18% tip. If there has been a problem with the service, see the coach.
  10. Agree to follow the rules about practice and meet behavior in the team/program handbook (if applicable).



# Affiliate, Parent, Special Interest Groups Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section:

**7.11.15**

History of Approvals:

**7-12-22**

## 7.11.15 – Appendix – Financial Need Scholarship Application

The Palatine Park District (PPD) has an established scholarship program in cooperation with the Palatine Park Foundation to provide financial assistance to individuals in financial stress, hardship and need. The goal of this program is to ensure that no individual is denied access to participate in recreational programs and activities solely on the basis of not being able to afford the fees. Individuals may apply for said scholarship funds by completing an application and submitting the required supplemental information for review and consideration for assistance. Individuals can find the application packet and forms at <https://www.palatineparkfoundation.org/wp-content/uploads/2020/03/Scholarship-letter-and-forms-packet.pdf>. Below is the launching page on the PPD website for scholarship information and related materials.



## Scholarships

Palatine Park Foundation is committed to providing recreational services to all residents who wish to participate in Park District Programs. Our Scholarship Program is intended to provide a reduced fee to residents who otherwise would not be able to participate in Park District recreation programs due to financial constraints. Eligibility is limited to residents within the Palatine Park District who request a waiver of fees and meet our scholarship guidelines.

The Scholarship Application packet includes our scholarship guidelines as well as a list of programs that are not available for scholarship funding. Please fill the application out completely and include a brief letter if necessary to explain your current situation and any special circumstances that may apply. In addition, you must include proof of residency, and a copy of your most recent Federal Income Tax Return (Form 1040 or 1040A) and corresponding W-2 or 1099 earnings summaries and three (3) of the most recent pay stubs from each wage earner. Applicants who are exempt from filing a tax return will be required to provide verification of non-filing status. Scholarship requests will be considered once all required documentation is received. Participants will not be able to participate in programs until the request is processed and appropriate fees have been paid.

### Scholarship Guidelines

1. Applicant must be a resident of the Palatine Park District and must provide:
  - A current, valid Illinois Driver's License or State ID with current address; OR
  - A current Voter's Registration card (with name, address and Palatine Park District listed) and a current utility bill with your name/resident address and photo identification; OR
  - Two current utility bills with your name/resident address and photo identification.
2. Proof of financial need must be demonstrated to qualify for a scholarship (a copy of the most recent 1040/A and W-2/1099 form is required). If applicant is not required to file an income tax return, you must include a verification of non-filing letter from the IRS. Please contact the IRS at 800-829-1040 or visit [IRS.gov](http://IRS.gov) and search Form 4506-T to request

include a handbook section on all the support and services the Park District provides as well as the “how to” to get requests completed in a timely and effective manner.

Again, we cannot thank each of you enough for your volunteer spirit, time and efforts to make Palatine a great community to live and recreate! We look forward to working with you and your group moving forward and will assist in any way needed to have your group complete the application process and receive a group determination in this new and exciting program.

Thanks for everything you do for our community!

Sincerely,

Michael Clark  
Executive Director