



# **POLICIES AND PROCEDURES CLAREMONT YOUTH SPORTS COMMITTEE**

---

A Standing Committee of the  
CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION

## **A. MISSION STATEMENT**

The Mission of the Youth Sports Committee is to be fair and equitable in coordinating the needs of all youth sports organizations' participants nineteen (19) years of age and under in the City of Claremont, while managing the City and School District's resources.

Identify and anticipate future facility and maintenance needs.

Oversee fair and equitable consideration to all youth sports organizations in the community.

## **B. FUNCTION**

The functions of the Youth Sports Committee shall include but not be limited to the following:

1. Advise the Community and Human Services Commission on the progress made by local youth sports organizations and recommend ways in which the City can help encourage the participation of youth in existing sports programs.
2. Encourage Youth Sports Committee organizations to work together to help promote youth sports and that programs are enjoyable for youth.
3. Advise, recommend, assist, and encourage activities and programs for the sports programs of Claremont.
4. Identify sources of possible technical advancement, field and facility enhancement, and opportunities for youth sports programs.
5. Assist staff with assigning both City and School District fields and facilities for youth sports organization use.
6. The Committee shall be committed to the philosophy of diversity, equity and inclusion, equal opportunity, and fair treatment. The Committee's programs shall promote the general well-being of citizens, identify solutions to bridge opportunity gaps, and eliminate discrimination on the basis of race, ethnicity, national origin, class, disability, gender, age, sexual orientation, gender identification, religion, as well as cultural, political, or other affiliations.

## **C. MEMBERSHIP**

1. The committee shall consist of one representative from each qualifying youth sports organization. The qualifying youth sports organization must be in "good standing" as defined by these policies. A youth sports organization representative must attend Youth Sports Committee meetings. Representatives

must have the ability to make decisions on behalf of their organization.

2. In the event of an even number of youth sports organizations, the Community and Human Services Commission may appoint a member, or members, at large to maintain an odd numbered committee. The appointment process will begin when a new Youth Sports Organization request is reviewed by the Community and Human Services Commission or when a current member organization leaves the committee.
3. The committee shall assign each organization one vote on the Youth Sports Committee.
4. Members of the same household may not serve on the same committee.
5. Committee member annual terms are from September 1<sup>st</sup> through August 31<sup>st</sup>.
6. Qualifying youth sports organizations in good standing must designate their Youth Sports Committee representative for the following annual term by July 1<sup>st</sup> of each year.
7. A committee member may be removed from office for any reason by a majority vote of either the Community and Human Services Commission or the City Council. To the extent the City Council and Community and Human Services Commission disagree on removal, the City Council decision shall prevail.
8. Members shall attend meetings and participate in the activities of the committee.
9. Should a new youth sports organization wish to join the Youth Sports Committee they must meet all criteria and the timeline for their approval process will be as follows:
  - a. Field Allocation Starting in July
    - January: Submit Membership Request and Supporting Documentation to City of Claremont Staff.
    - March: Youth Sports Committee Review
    - April: Community and Human Services Commission Review
    - June: If approved, submission of Field Allocation Requests for July-December.
  - b. Field Allocation Starting in January
    - July: Submit Membership Request and Supporting Documentation to City of Claremont Staff.
    - September: Youth Sports Committee Review
    - October: Community and Human Services Commission Review

- December: If approved, submission of Field Allocation Requests for January-June.
10. The committee shall include at least one member and an alternate from the Community and Human Services Commission to serve as a liaison to the committee. Liaison is a non-voting position.
  11. The Commission liaison shall receive information about all meetings related to the committee such as ad hoc committee meetings and shall report to the Commission all pertinent information about committee activities.
  12. The Claremont Unified School District will have one staff person participate on the Committee to act as a liaison between the Committee and the School District. Liaison is a non-voting position.
  13. The committee shall include at least one staff representative from the Human Services Department to serve as a liaison to the committee. Liaison is a non-voting position.
  14. The committee shall include at least one staff representative from the Community Services Department to serve as a liaison to the committee. Liaison is a non-voting position.
  15. The Staff liaison(s) will update the Community and Human Services Commission on current members annually.
  16. All youth sports organizations are required to adhere to their own organizations approved code of ethics, as well as the Youth Sports Committee Code of Ethics.
  17. Qualifying youth sports organizations must meet the following requirements in order to remain a committee member in good standing. Any organization not adhering to these requirements may lose their good standing status and may be suspended or ejected from participation on the Youth Sports Committee, therefore forfeiting their voting and field allocation rights.
    - a. Bi-annually during the normal field allocation process, committee member youth sports organizations must complete the following steps:
      - Submit team rosters listing participant's names, city of residency or school, team coach, and assistant coach of the organization's previous season which serve as proof of correct residency ratio.
      - Submit complete list of names, addresses, telephone numbers, and email address of current Board of Directors.
      - Submit proof of insurance coverage which is current for the length of the allocation period.
      - Comply with State Gender Equity requirements.
      - Submit proof of current non-profit status with the State of California.
      - Submit the proper City and/or School District facility use forms.
      - Pay the required field, facility, and/or lighting usage fees

- determined by the City and School District.
- Submit a master calendar including seasonal tryout, practice, and game schedules, as well as all other organization activities.
  - Agree to the Self-Imposed Athletic Facility Fee of \$5.00 per athletic participant per field allocation process.
- b. Complete and submit all City or School District required documentation within 30 days of the request.
  - c. Fully comply with the City's direction and requirements for fingerprinting/Live Scan per government standards.
  - d. Require the annual attendance by the organization's representative at a majority of all regular meetings to be considered a voting member in good standing. Voting members in good standing shall be given priority in facility assignments.

#### **D. OFFICERS**

1. The committee shall nominate and select a chairperson and vice chairperson from its membership every September. Terms shall be one year in length with a limit of two consecutive terms.
2. Officer terms shall take place from September 1-August 31.
3. The committee shall nominate and select replacements for officer vacancies that occur from within the membership. The appointment expires August 31<sup>st</sup>.

#### **E. AD HOC COMMITTEES**

1. Ad hoc committees can be appointed by the Chair as needed for discrete subjects or tasks.
2. An ad hoc committee may not be a standing committee with a fixed meeting time and/or continuing subject matter jurisdiction. It cannot have members from another City legislative body and remain an ad hoc committee but is free to meet with staff and members of the community.
3. Ad hoc committees must be comprised of at least two members. They may not be greater than or equal to the quorum of the committee.
4. Ad hoc committees must report on their work progress at each regular meeting.

#### **F. MEETINGS**

1. The committee shall meet at least four times each calendar year, on a stated date, at a stated time, set in advance by the Committee and noticed in accordance with the Brown Act. The regular meeting will be conducted on the third Tuesday of September, December, March and June at 7:00 p.m.
2. The committee must work from an agenda prepared in advance by the Chair and staff liaisons.

3. Meeting minutes, prepared by City Staff, must be distributed with the agenda prior to the meeting.
4. Committee meetings must adhere to the requirements of the State of California Brown Act.

#### **G. STANDING RULES**

1. A quorum is reached when more than half (1/2) of all voting members are present.
2. A committee cannot conduct business or take action unless a quorum of voting committee members is present.
3. All minutes shall be approved by the committee and received and filed by the Community and Human Services Commission. All material submitted shall, in turn, be forwarded, unabridged, to the City Council, with a recommendation from the Community and Human Services Commission regarding such material.

#### **H. RESIDENCY REQUIREMENT**

1. The residency requirement is that 65% of the Claremont youth organization's registered participants using a City or School District sport facilities and/or fields be Claremont residents or attend Claremont schools.
2. The exceptions to the residency requirement are the Claremont Foothill Storm which is allowed thirteen (13) teams and the Claremont Stars which is allowed ten (10) teams who will be grandfathered in at 51%. Any expansion of new teams will need to adhere to the 65% residency rate.
3. Claremont Youth Sports organizations shall be grouped into two classifications.
  - a. Claremont Youth Sports organizations which meet the City's residency requirement and are, therefore, eligible to join the Youth Sports Committee.
  - b. Claremont Youth Sports organizations which do not meet the City's residency requirement and are, therefore, not eligible to join the Youth Sports Committee.
4. Claremont Youth Sports organizations, which do not meet the City's residency requirements and are not a member in good standing with the Youth Sports Committee and rent City or School District facilities and/or fields, shall make specific arrangements with either the City or the School District staff, and pay the standard facility and/or field use fees including any and all lighting fees. Scheduling of facilities and/or fields for use by these organizations is the last priority.
5. Approved sanctioned tournaments conducted by Claremont sport organizations, which are members of the Youth Sports Committee, are exempt from non-resident fee surcharges.

6. Enforcement and verification of residency requirement shall be handled in the following manner:
  - a. On an annual basis, the president or commissioner of each Claremont based sports organization shall submit to the City of Claremont, via the Youth Sports Committee, a signed agreement certifying the total registration (resident and non-resident) of the sports organization, the total Claremont resident registration, and the percentage of Claremont residency of its registration. The signed certification agreement shall include the understanding that the City, Youth Sports Committee, and/or School District may require verification to its satisfaction of registration, at its discretion, to ensure the accuracy of information. The annual calendar year residency verification shall be submitted to the Human Services Department within thirty (30) days of the last date of registration in the generally accepted peak season for participation in the group's program.
  - b. Youth sports organizations may request an audit of another sports organization's registration. Requesting organizations shall bear the City's cost of conducting the verification as a deposit prior to the audit. This cost shall be refunded if the verification finds that the audited group does not meet the City's residency requirements. Organizations found not in compliance with the residency requirements will pay the verification costs and penalties to the City and School District.
  - c. Any Youth Sports Committee member organization found to be non-compliant will be reviewed by the Youth Sports Committee. The Youth Sports Committee will forward a recommendation to the Community and Human Services Commission. The penalties may include having field allocation reduced or completely rescinded, or complete loss of Youth Sports Committee Membership.

## **I. RESERVE FUNDS**

### **1. Youth Athletic Facility Self-Imposed User Improvement Fund**

A short-term reserve fund comprised of participation fees from each Youth Sports Committee organization. Each organization has funds allocated based on the participation fees. Funds will be dispersed by the Youth Sports Committee for projects at the request of a specific organization.

### **2. Youth Sports Committee Reserve Fund**

A long-term reserve fund comprised of unspent Youth Athletic Facility Self-Imposed User Improvement Funds that were not dispersed in any given fiscal year. Funds will be dispersed by the Youth Sports Committee for projects that may benefit any youth sports organization.

### 3. Fund Allocation Process

- a. Each youth organization will submit its participation numbers to the Youth Sports Committee during the field/facility allocation process in December and June. The spring/summer season usage (January 1 – June 30) allocations are approved by the Youth Sports Committee at its December meeting. The fall/winter season usage (July 1 – December 31) allocations are approved by the Youth Sports Committee at its June meeting.
- b. Once participation numbers have been submitted, an organization will be invoiced \$5 per user.
- c. Each organization will submit the number of participants that receive a 25% or greater scholarship for their program. Participants that meet the scholarship criteria will not be charged the \$5 fund and the organization will not be required to submit funds on their behalf.
- d. Once an organization's funds have been collected, the organization may utilize 100% of those funds to complete approved projects prior to June 30 of that fiscal year. The approval process requires that organizations identify and present to the Youth Sports Committee a project or projects they would like to complete to enhance the athletic facility/facilities. The organization must meet with City and/or School District staff to get approval to complete the project. Independent contractors may only be used with prior approval by City or School District staff. Every project must meet all City and School District standards and requirements (e.g. building codes, safety regulations, etc.).
- e. Projects may vary in amount and may take years to accomplish. Funds may be allocated and set aside for future projects. It is up to the Youth Sports Committee to identify projects and move them through the process. It will be the responsibility of the Youth Sports Committee or its members to determine potential projects, costs, and timelines.
- f. Once a project has gone through the approval process, it will be placed on the next regularly scheduled Youth Sports Committee meeting agenda as an administrative item. Once approved by the Youth Sports Committee, the project may then be completed. When the project is complete, a demand request will be submitted and the contractor or agency performing the work will be provided a check within 2 – 3 weeks, which is the City's normal demand process.

- g. Each organization's Youth Athletic Facility account will be established and reconciled monthly to allow each organization to view their account balance. At the end of every fiscal year (June 30), all individual funds remaining in the organization's Youth Athletic Facility account will be rolled into the Youth Sports Committee Reserve Fund to be used for Youth Sports Committee approved projects by any Youth Sports Committee organization.
- h. Exceptions may be made upon the approval of the Youth Sports Committee, for the following reasons:
  - 1) A project requires funding in excess of the amount an organization collects in participant funds in one year.
  - 2) Work on a project they can carry over into a subsequent fiscal year or will take multiple years to complete.
  - 3) Funds are encumbered for a project to be completed in the future.

#### **J. ADDITIONAL REGULATIONS**

- 1. Code of Ethics
- 2. Field Allocation
- 3. Field Use

Originally Adopted 7/16/1990  
Revised and Adopted 2/7/24