



# *Pleasant Hill Parks and Recreation*

203 Paul Street Pleasant Hill, MO 64080 • 816-540-3135 • FAX 816-987-5141

**Park Board Meeting**  
**Tuesday, September 8, 2015**  
**7pm in City Hall Council Chambers**

## **AGENDA**

### **Roll Call**

<input type="checkbox"/> President – Auggie Augspurg	<input type="checkbox"/> Andy Bailey
<input type="checkbox"/> Vice-President – Tim Akin	<input type="checkbox"/> Clay Hocker
<input type="checkbox"/> Secretary – Tria Cartner	<input type="checkbox"/> Christy Reeves
	<input type="checkbox"/> Heather Shore
	<input type="checkbox"/> Jeff Stith
	<input type="checkbox"/> David Whitaker

### **Consent Agenda**

1. Minutes – August 18, 2015
2. Director's Report

### **Regular Agenda**

1. Old Business
  - a. Fitness Park Land Update
  - b. TRIM Grant Update
  - c. Contract with Missouri Department of Conservation (MDC)
2. New Business
  - a. Pocket Park and City Mural – Jeff Wilson
  - b. Policies and Procedures: PHPR Recreation Procedures
3. Comments from the Board Members and Public
4. Next Meeting – October 13, 2015
5. Adjourn

Posted on: Date – 9/4/15

Time – 4:59pm Initials – JZ

**Pleasant Hill Parks Board  
Regular Meeting Minutes  
Tues August 18, 2015  
Pleasant Hill City Hall**

**Opening:**

The regular meeting of the Pleasant Hill Board was called to order at 7:01pm on Tues August 18, 2015 in the Conference room at the Pleasant Hill City Hall by Park Board President Auggie Augspurg.

**Present:**

Board members in attendance were Auggie Augspurg, Tim Akin, Tria Cartner, Andy Bailey, Clay Hocker, Heather Shore, and David Whitaker. Also in attendance were Justin Weiberg, and CJ Hicks.

**Consent Agenda:**

Andy made the motion to accept the consent agenda. David second the motion and passed unanimously.

***New Business:***

- a) Haunted Trail - Marc Crain of the notables joined us to ask for permission to use the trail for a Halloween Haunted trail. He asked for use of the MOPAC on October 24 from 4-11:00pm. Would like to use N Boardman to the parking lot. It will be set up for little ones to Trick or treat, and then turned into a hunted trail for the older children. It will be \$7 per ticket, which will include drinks, hotdog, candy, and trail walk. They raised \$3-\$4,000. Last year. Tim motioned to allow for use, Andy 2nd and passed. They will be required to purchase event insurance.
- b) Bulletin board at the pool for swim records - Vic Watson, and John Hemmerling here to represent the Dolphins swim team. The board for records with a header on it is approx 48x60x2. The records will be laminated and clean. They will also present meet results per team, practices and other general info. Approx cost is \$1000. The city has agreed to mount the board. David motioned to accept, Heather 2nd, passed.
- c) Duck Blind -Tom Livingston. Group of duck hunters were concerned that the city was going to get rid of hunting at city lake, due to the addition of the Mtn bike trail. Came to find out that 80+ hunters still use the blinds. Season runs from end of Oct to end of Dec. they pay approx \$50 to use the blind for 2 months, and there are 5 blinds. Also discovered that the drawing for the blinds did not happen this year or last. We assured them that this was not going away, and they were willing to work with trail builders on certain days during season.
- d) Trail additions - 5k markers and kiosk at Boardman parking lot. Justin will find out cost for markers and continue the discussion. Tim motioned to accept the bottom kiosk, Heather 2nd and passed.
- e) Policies and procedures - PPHR proof reading

**Old Business:**

**a)** Best Friends Dog Park - Grand Opening Sept 26 @ noon.

**b)** Fitness park land update - \$7942.20 - minimum bid, this includes the cost of the survey which was \$1400.00 this value came from close property value.

**c)** United Way - to donate \$10,000. for irrigation to North baseball field at Rec Complex. Mark Randall and Justin Wieberg went to the United Way board meeting to ask for the donation. Also the Lions club is going to donate approx \$15000. For the Porter Park shelter.

**d)** WE TIP program - went thru the Midwest Public Risk video. Posted on the website. Signs will go up soon. There are approx 25 signs to go up.

There will be more discussion on the fish stock program and TRIM program.

Next meeting is Sept 8th

Tria made the motion to adjourn, with David 2nd. Passed unanimously adjourning at 9:35pm.



## **Director's Report September 8, 2015**

### **Maintenance:**

City Park – The tennis courts are ready for painting. The Kiddie Cushion has been installed at the playground areas at the City Park. We're looking into a cohesive rubber material to place under the handicap swing to make it safer.

Best Friends Dog Park – The last of the concrete has been poured and the backfilling is underway. The two water fountains will be installed shortly. The final touches will include seeding and possibly laying down sod in a few areas. Grand Opening is set for September 26<sup>th</sup> at 12pm!

Work Orders Completed Include – Replaced ceiling tiles at City Hall, replacing florescent lights at the Old Street Barn, and bleachers were returned to normal at the Recreation Complex. The Booth Building was inspected on Wednesday, 9/2, and the following was found as minor violations (which were completed on Friday, 9/4): EXIT sign hard-wired at the entrance, combustion air vent into the furnace room, open slot in the breaker panel, 4-plex outlet in the kitchen to be turned into a GFI, and install a smoke/CO detector.

### **Recreation:**

Configuring dates for 2016!

Youth Fall Baseball/Softball – We have enough participants for 6 recreation teams.

Tiny Tots Football – Registration deadline was September 4<sup>th</sup>. As of Friday morning, we had 18 participants registered.

Youth Volleyball – Registration deadline was September 4<sup>th</sup>. As of Friday afternoon, we had 44 participants registered.

### **Aquatics**

The Pool has been closed for the season and starting the process of draining and winterizing very soon. Participation and financials have not changed much since school started and will have an updated financial report at our next meeting.

### **Administration**

The NW parcel of land totaling 1.4 acres at the Goppert Fitness Park was passed by the City Council to be sold to Joshua Curtis for \$7,945. The deed is currently being written up by our attorney for the land to be signed over to Mr. Curtis but the date has yet to be determined.

**AGREEMENT BETWEEN**  
**[name of cooperating entity]**  
**AND THE**  
**MISSOURI DEPARTMENT OF CONSERVATION**

THIS AGREEMENT is to implement the MISSOURI DEPARTMENT OF CONSERVATION COMMUNITY ASSISTANCE PROGRAM, and is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_, by and between **[name of cooperating entity]**, a **[municipal corporation (or other appropriate descriptor)]**, hereinafter referred to as the "**[City, County, etc.]**", and the MISSOURI DEPARTMENT OF CONSERVATION, an agency of the State of Missouri, hereinafter referred to as the "Department".

WHEREAS, the **[City, County, etc.]** **[owns, controls]** a tract of land in **[name of county]** with a **[no. of acres]**-acre lake known as **[official name of lake]** that is used by the **[City, County, etc.]** for **[list of uses]**, said area more fully described on attached Exhibit A, said exhibit incorporated herein by reference as if fully set out, and hereinafter referred to as the "Area", and

WHEREAS, the Department and **[City, County, etc.]** realize the importance and need for close-to-home fishing and associated outdoor activities, and

WHEREAS, the Department and **[City, County, etc.]** wish to take advantage of the qualities of this Area and maximize the recreational values associated with its proper management and use.

NOW, THEREFORE, in consideration of the mutual covenants of the parties contained herein, the parties hereto do mutually agree as follows:

1. **[CITY, COUNTY, ETC.] RESPONSIBILITIES.** The **[City, County, etc.]** agrees to:
  - A. Allow free public access and full use of the Area for fishing and other related recreational activities by the general public consistent with the Wildlife Code of Missouri and during hours established by mutual agreement of the **[City, County, etc.]** and the Department.
  - B. Provide Area maintenance as specified in attached Exhibit B, said exhibit incorporated herein by reference as if fully set out.
  - C. Monitor the condition of the facilities provided under the terms of this Agreement, and take necessary actions to ensure that they are clean, safe and usable, including but not limited to closing facilities to public access until any dangerous conditions that may have arisen have been corrected.
  - D. Provide adequate law enforcement of all state statutes and Area rules and regulations, except fishing, as much as **[City, County, etc.]** jurisdiction permits, for the safety and well-being of the users and facilities.



- E. Give proper recognition to the Department [**and the Federal Aid in Sport Fish Restoration Program (if federal aid is used to fund the project)**] in all brochures, advertisements or other publications concerning the Area.
- F. Prohibit fish stocking other than that recommended in writing by a Department fisheries management biologist.
- G. Construct the facilities listed below at [**official name of area**]. Construction must follow technical guidelines and specifications provided by the Department. Construction plans and any modifications must be reviewed and approved by the Department prior to any work. The Department must approve the work upon completion.

**[list of facilities to be constructed]**

- H. Provide the Department with copies of the invoices and associated payment vouchers for the materials and work described above in Section 1.G.
- I. Ensure that no federal monies are used to fund the [**City's, County's, etc.**] share of the total project costs.
- J. Manage its property within the watershed of [**official name of the lake**] to maintain the lake's good water quality, and take no actions that will lead to the deterioration of the lake's water quality, habitat or aquatic community.
- K. Defend, indemnify and hold harmless the Department, the State of Missouri and its employees and agents from any claim or suit brought by any third party in connection with the Area managed or the facilities to be constructed under this Agreement.

**[edit, add or delete sections as needed]**

**2. DEPARTMENT RESPONSIBILITIES.** The Department agrees to:

- A. Prepare and provide a general management plan for the fishery resources of the lake.
- B. Provide periodic fish community surveys and analysis, and manage the fishery through proper regulations, fish stocking, manipulation of the fish population and other fisheries management actions as determined by the Department.
- C. Enact and enforce appropriate fishing rules and regulations, and assist the [**City, County, etc.**] in enforcing the laws of the State of Missouri and the Wildlife Code of Missouri.

- D. Provide a cash grant reimbursement for the construction work described above in Section 1.G, covering **[number (usually 75)]%** of the total cost up to a maximum Department commitment of **[\$[amount]]**.
- E. Provide and maintain informational and entrance signs recognizing the **[City, County, etc.]** and the Department for their roles in this cooperative project.
- F. Provide or reimburse the cost of major repairs to the **[summary of facilities]** provided at **[official name of the area]** under the terms of this Agreement. Major repairs will be those determined through mutual agreement by the Department and the **[City, County, etc.]** to be necessary to restore the facilities to a safe and useable condition after severe damage from natural or man-made causes, or in the event of a major component failure not directly attributable to normal wear-and-tear. The Department will determine the types of repairs to be made at its expense. Repair work will be scheduled and performed under terms mutually agreed by the Department and the **[City, County, etc.]**. An amendment to this Agreement shall be required to provide for such repair work when the cost exceeds \$20,000 during any given year. In the case of repeated vandalism, damage caused by **[list other likely causes of significant damage, if appropriate]**, or damage caused by negligence by the **[City, County, etc.]**, the Department reserves the right to not repair or replace facilities.

**[edit, add or delete sections as needed]**

**3. JOINT RESPONSIBILITIES AND ACKNOWLEDGEMENTS.** Both parties agree that:

- A. This Agreement is for the purpose of capitalizing on the value of the Area for public fishing and other related outdoor activities.
- B. All Department and **[City, County, etc.]** covenants are subject to appropriations and the availability of funds, and that the Department and **[City, County, etc.]** recognize that it may be several years before facility development can be undertaken.
- C. The Department may fund its obligations under this Agreement with any combination of state and federal monies.
- D. The required fishing permit as defined by the Wildlife Code of Missouri and the effective regulations pertaining to the taking of fish and the use of the Area be jointly publicized insofar as possible.
- E. This Agreement shall become effective upon execution by both parties. It shall expire twenty-five years from the effective date; provided, however, that it shall



renew automatically for successive terms of one year each, if neither party has advised the other in writing of its intention to terminate the same at least one hundred and twenty days prior to any applicable termination date.

- F. In the event of breach or default of this Agreement by the [City, County, etc.], or should this Agreement be terminated by the [City, County, etc.] for other than breach or default by the Department, the [City, County, etc.] shall reimburse the Department for that portion of the costs of improvements at the Area provided by the Department, minus the total amount actually expended by the [City, County, etc.] to maintain said Area as previously set out. In the event of breach or default of this Agreement by the Department prior to its expiration date, use without restriction of all improvements installed at the Area with Department funds shall revert to the [City, County, etc.] at no cost.
- G. This agreement may be amended as desired by the mutual written agreement of the parties hereto.

[edit, add or delete sections as needed]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

MISSOURI DEPARTMENT OF  
CONSERVATION

\_\_\_\_\_  
FISHERIES DIVISION CHIEF

Approved as to form:

\_\_\_\_\_  
General Counsel

[NAME OF COOPERATING ENTITY]

\_\_\_\_\_  
[TITLE]

Attest:

\_\_\_\_\_  
[TITLE]



**EXHIBIT A**

**[Attach the legal description of the area and documentation that the area is owned (copy of deed) or will be legally under the control (copy of leases, easements or agreements) of the cooperating entity during the entire term of this Agreement.**

**For agreements that involve a total Department financial commitment of over \$50,000 for the development of facilities, attach a copy of a title search/title report for the property in order to confirm ownership and identify any liens, easements or other encumbrances that may affect the partner's and Department's ability to build and operate a fishing and boating access.]**

**DRAFT**

## EXHIBIT B

### AREA MAINTENANCE STANDARDS

The [City, County, etc.] agrees to provide routine maintenance of the Area and facilities sufficient to keep the public use facilities in a clean, safe and usable condition. In accomplishment of this, the [City, County, etc.] agrees to:

- 1) Provide routine cleaning of the boat ramp.
- 2) Clean up trash and litter at least once each week from May 1<sup>st</sup> through September 15<sup>th</sup>, and as needed during the rest of the year.
- 3) Clean and deodorize privies at least once a week from May 1<sup>st</sup> through September 15<sup>th</sup>, and as needed during the rest of the year.
- 4) Pump privies as needed or when liquid levels reach 75% of pit capacity, and to make minor repairs to Area privies as needed.
- 5) Mow grass within 10 feet of roads, parking lots, and other public use facilities often enough to ensure that it does not exceed a height of 6 inches; and mow a 20-foot semi-circle around the cantilever directional sign (if provided) often enough to ensure that vegetation does not obstruct the visibility of the sign from both directions.
- 6) Control grass on roads and parking areas and around traffic control barriers (if provided)
- 7) Provide and install rock (rip rap), as needed, to maintain any protective rocked slopes or banks in the vicinity of the provided facilities.
- 8) Maintain asphalt roads and parking areas according to American Association of State Highway and Transportation Officials (AASHTO) standards. Routine preventative maintenance shall include the regular application of asphalt seal-coats to prevent or delay costly corrective measures. Any cracks larger than 0.5 inches shall be filled with a crack sealer, prior to the application of a seal-coat. A slurry seal coat, which is a mixture of quick setting asphalt emulsion, fine aggregate, mineral filler, additive, and water shall be applied to the surface once every five years. In places where cracks are more severe, but limited to specific areas of pumping subgrade (resulting in potholes, tire tread lanes, etc.), the old asphalt shall be removed, and any soft pumping subgrade shall be excavated and replaced with a sufficient depth of clean aggregate to stabilize the subgrade prior to asphalt replacement.
- 9) Provide the normal, routine maintenance of Area roads, parking lots, boat ramp, floating fishing dock, privy, sidewalks and any other facilities provided under the terms of this Agreement needed to keep these items fully functional and to present a positive image of the [City, County, etc.] and Department to the public.

[edit, add or delete sections as needed]

## **Section D: Recreation Policies and Procedures**

### **I. Eligibility Requirements**

- A. Tiny Tots Programs – Created for children 3 to 5 years of age not yet attending Kindergarten may participate
- B. Youth Programs – Created for children attending Kindergarten through 8<sup>th</sup> Grade including Recreational (not competing in that particular sport for school) and Competitive levels of play
- C. Adult Programs – Created for individuals aged 18 and up
- D. Special Events – Created for individuals of ALL ages

### **II. Registration Process**

- A. Fee Schedule for ALL PHPR Programs (found on page ???)
- B. Participants can register for programs in 2 ways:
  - 1. Online at [www.TeamSideline.com/PleasantHill](http://www.TeamSideline.com/PleasantHill) (TeamSideline Instructions found on page ???)
  - 2. In person at City Hall (203 Paul Street, Pleasant Hill, Missouri 64080)
- C. Two levels of play for Youth Programs:
  - 1. Recreation covers the majority of participants involved. The purpose is for players to learn the game and continue to grow in their development while providing fair and equal teams in accordance with our Draft Policy (found on page ???).
  - 2. Competitive will be offered for selective age groups in Basketball and Baseball/Softball ONLY. Rules in competitive play vary from those of recreation play.
- D. Refund Policy (found on page ???)
- E. Privacy Policy (found on page ???)

### **III. Youth Coaching**

- A. Youth Coaches are unpaid volunteers and must agree to the following policies:
  - 1) Attend the Coach's Meeting before the start of any given youth program
  - 2) Coaches' Code of Conduct Form (found on page ???)
  - 3) Background Check Policy (found on page ???)
- B. Practice schedules and rosters will be given out at the coaches meeting

### **IV. Sponsorships**

- A. Sponsors have the choice in sponsoring 1 team of their choice for \$150 or 4 teams of their choice for \$600.
  - 1. Choosing to sponsor 1 team, an organization receives their name on the front of the team uniform (and purchased parent shirts) with the Parks and Recreation Sport logo. The sponsor will also receive their choice of colors for the uniform and a team photo appreciation plaque.



2. Choosing to sponsor 4 teams, an organization receives all of the benefits aforementioned in addition to Parks and Recreation purchasing a banner that will be hung in the spring at the recreation complex.
- B. To sponsor more than 4 teams in a given year, an arrangement must be made with the Recreation Supervisor.

## V. Sportsmanship

- A. Ejection penalties will vary based on severity and location.
1. If a player/coach is ejected from a game in Pleasant Hill, that player/coach may be suspended for a minimum of 1-game in which the player/coach may not be on the sideline playing/coaching but may be there to watch with the spectators. If the site supervisor or officials feel the suspended coach is trying to coach from the audience, that coach will be asked to leave.
  2. If a player/coach is ejected in a city other than Pleasant Hill, that player/coach may be not allowed to attend practice and/games for a minimum of 1 full week.
    - a. If a player/coach is ejected more than once in a single season, that player/coach may be suspended for the duration of that season.
    - b. Being suspended for the remainder of a season twice will enact a lifetime suspension from volunteering with Parks and Recreation programs.
- B. Ejection penalties for players in adult leagues will be the same as mentioned above.

## VI. Postponements

- A. Game decisions will be made no earlier than 2 hours the day of the contest.
- B. Announcements of game decisions can be found at:
- a. PHPR's Cancellation Hotline – (913) 791-2600
  - b. Home page of TeamSideline
  - c. PHPR Facebook Page
- C. Games will be canceled if the threat of inclement weather is imminent has caused field conditions that are no longer safe to play on, could cause irreparable damage to the surfaces, or could impede the play of the game beyond the scope of general weather guidelines.

## VII. Equipment and Uniforms

- A. Tiny Tots Programs
1. Equipment
    - a. Sport balls will be provided by Parks and Recreation
    - b. Players will need to provide athletic shoes for all tiny tots programs.
      - i. Cleats may be worn for outdoor programs only.
      - ii. Rubber-soled shoes are to be worn during indoor programs.
    - c. Players must provide their own glove for T-Ball.
  2. Uniforms
    - a. A shirt will be provided with the purchase of player registration.

- b. Sponsor will have the first choice in color preference followed by the Recreation Supervisor.
- c. Parent shirts are available to order as well.

**B. Youth**

1. Recreational teams will be provided with the following:
  - a. Basketball teams will be provided with 2-3 basketballs.
  - b. Volleyball will be provided with 2-3 volleyballs.
  - c. Baseball/Softball will be provided with an equipment bag containing 2 bats, 5 batting helmets, proper catcher's equipment, and 10 practice balls.
  - d. Game balls will be provided.
2. Uniforms
  - a. This will be the same as listed in the Tiny Tots section with the following additions:
    - i. Baseball/Softball players will be provided a hat (boys) or visor (girls).
3. Competitive teams are in charge of purchasing their own equipment and uniforms.

**C. Adult**

1. Teams are in charge of bringing their own equipment.
2. Teams are in charge of wearing numbers and like-colors.

**VIII. Forfeit Policy**

- A. Games will be considered a forfeit if 1 or both teams are not ready to play/have taken the field within ten minutes of the designated game time.
- B. Forfeit scores if 1 team is ready to play within 10 minutes of the designated game time:
  1. Baseball/Softball will be 5-0 per game.
  2. Volleyball will be 9-0 per game.
  3. Basketball will be 15-0 per game.

**IX. Recreational Locations**

- A. Fields
  1. City Park – Southeast Corner of Campbell Street and Harper Street
  2. Recreation Complex – 1528 East Broadway Street
    - a. North and South Baseball Fields
    - b. North and South Football Fields
  3. Girls Softball Fields – 1301 Myrtle Street
    - a. Skyline Field
    - b. Girls North and South Softball Fields
  4. Yuille Field – Southeast Corner of Highway 7 and Highway 58 Intersection
- B. Gymnasiums
  1. Primary School – 304 Eklund Street
  2. Elementary School – 327 North McKissock Street
  3. Intermediate School – 1204 East 136rd Street
  4. Middle School – 1301 East. Myrtle Street

**X. Recreation Policies**





## PHPR Coaches' Code of Conduct

The Pleasant Hill Parks & Recreation Department is committed to providing a positive and enjoyable environment for all participants in youth sports programs. These programs are provided for the benefit of the children of the community, not the parents or coaches. When the environment is correct, youth sports can provide valuable lessons in teamwork, sportsmanship, responsibility, and self-esteem. To clarify expectations concerning the behavior of all coaches, the following code of conduct has been developed.

- I will remember that children participate in sports to have fun and that the game is for youth, not adults.
- I will learn the rules of the game and the policies of the league and follow these guidelines even if I disagree.
- I will introduce myself to the opposing coach and official(s) before each game.
- I will be a positive role model and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators before, during, and after all games and practices. I will never engage in any kind of unsportsmanlike conduct such as booing or taunting, refusing to shake hands, or using profane language or gestures.
- I understand that my team can be held accountable for the actions of players, coaches, and fans associated with the team. Spectators should be encouraged to cheer for good plays by either team and discouraged from yelling at players and official(s) no matter the circumstances.
- I will teach my team to play by the rules and insist conflicts be resolved without resorting to hostility or violence.
- I will treat all coaches, players, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
- I will emphasize that doing one's best, competing fairly, and trying hard are more important than winning, so that my players will never feel defeated by the outcome of a game or his/her performance.
- I will never ridicule or yell at players or other participants for making a mistake or losing a competition.
- I will respect the officials and their authority during games. If there is a small issue, it can be discussed with the referee calmly and patiently. If there is a major complaint or if I think the referee was unfair, biased, unfit, or incompetent, I will report this opinion to the Parks & Recreation Department staff or a league representative. (Reactions will be taken seriously if they are presented objectively.)
- I will demand a sports environment that is free from drugs, tobacco; I will also refrain from their use at all sports events.
- I will thank the official(s) after the game and request my players do the same.

**NOTE:**

- Officials, especially young and inexperienced ones, are like your players in that they need time to develop. You can play an important role in helping them to improve by letting them concentrate on the game. You can help by encouraging them, by accepting their inevitable and occasional mistakes, and by offering constructive post-game comments. On the other hand, you could discourage and demoralize the referees by criticizing their decisions, by verbally abusing them, and inciting or even accepting your own players' improper behavior. They are volunteers like you and their efforts should be appreciated.
- Your example is powerful, for better or worse. If you insist on fair play, concentrate on your players' enjoyment of the game and their overall, long-term development, and support the referee, your players and their parents will notice. If you encourage or allow your players to play outside the rules, are overly concerned about results, and criticize the referee harshly, your players and their parents will also notice.
- Think about what you are doing during practices and games – always demonstrate fair play and sportsmanship. If you follow the expectations described above and encourage others to do so, the participants will have an enjoyable time, which is the reason for the league. Head coaches and assistant coaches **MUST** sign below in order to sit on the bench during games. Those who do not follow the Coaches' Code of Conduct will be disciplined or removed. Each of the league representatives is committed to providing a positive and enriching atmosphere for all youth activities, please be a part of these efforts.

➤ *By signing my name below, I acknowledge that I have read the Coaches' Code of Conduct and agree to follow the provisions listed.*

\_\_\_\_\_  
**Head Coach Name (PRINT)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Assistant Coach Name (PRINT)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head Coach Signature (SIGN)**

\_\_\_\_\_  
**Assistant Coach Signature (SIGN)**

**PHPR Competitive Team Promotion Policy**

Pleasant Hill Parks and Recreation (PHPR) encourages and promotes the participation in Competitive sports leagues. The department will assist a coach with the promotion of their team or tryout provided that they are going to register in the South Metro competitive leagues through PHPR. By choosing to use PHPR to assist in the marketing strategies of a competitive team, the coach must do the following:

- 1) Compose an e-mail to promote a team or tryout.
- 2) Send the e-mail to the Recreation Supervisor addressing the specified group of parents that the coach would like to send it to.
  - a) A spot on the PHPR website may be used, if requested.
- 3) The Recreation Supervisor will then send out the e-mail to the specified group (division) via TeamSideline.

COACH'S NAME: \_\_\_\_\_ TEAM NAME: \_\_\_\_\_

SPORT/DIVISION (GRADE LEVEL): \_\_\_\_\_

COACH'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Signature of PHPR staff below signifies that all parts of this agreement have been met by the requesting party.*

PHPR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## **PHPR Privacy Policy**

### **WHAT INFORMATION DO WE COLLECT?**

- We collect information from you when you register on our site or place an order.
- When ordering or registering on our site, as appropriate, you may be asked to enter your: name, e-mail address, mailing address, phone number or credit card information.

### **WHAT DO WE USE YOUR INFORMATION FOR?**

- Any of the information we collect from you may be used in one of the following ways:
- To personalize your experience (your information helps us to better respond to your individual needs)
- To improve our website (we continually strive to improve our website offerings based on the information and feedback we receive from you)
- To improve customer service (your information helps us to more effectively respond to your customer service requests and support needs)
- To process transactions (your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested)
- To administer a contest, promotion, survey or other site feature
- To send periodic emails
- The email address you provide for order processing, may be used to send you information and updates pertaining to your order, in addition to receiving occasional company news, updates, related product or service information, etc.

*NOTE: If at any time you would like to unsubscribe from receiving future emails, Contact [support@teamsideline.com](mailto:support@teamsideline.com) to stop receiving emails from TeamSideline.*

### **HOW DO WE PROTECT YOUR INFORMATION?**

- We implement a variety of security measures to maintain the safety of your personal information when you place an order or enter, submit, or access your personal information.
- We offer the use of a secure server. All supplied sensitive/credit information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Payment gateway providers database only to be accessible by those authorized with special access rights to such systems, and are required to keep the information confidential.
- After a transaction, your private information (credit cards, social security numbers, financials, etc.) will not be stored on our servers.

### **DO WE USE COOKIES?**

- Yes – Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information
- We use cookies to help us remember and process the items in your shopping cart, understand and save your preferences for future visits and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.
- If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly. However, you can still place orders over the telephone.

### **DO WE DISCLOSE ANY INFORMATION TO OUTSIDE PARTIES?**

- We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so



long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

#### **CHILDRENS ONLINE PRIVACY PROTECTION ACT COMPLIANCE**

- We are in compliance with the requirements of COPPA (Childrens Online Privacy Protection Act), our policy is located at <http://www.coppa.org/comply.htm>.

#### **TERMS AND CONDITIONS**

- Please also visit our Terms and Conditions section establishing the use, disclaimers, and limitations of liability governing the use of our website at <http://www.teamsideline.com/pleasanthill>

#### **YOUR CONSENT**

- By using our site, you consent to our web site privacy policy.

#### **CHANGES TO OUR PRIVACY POLICY**

- If we decide to change our privacy policy, we will post those changes on this page, and/or update the Privacy Policy modification date below.

*NOTE: This policy was last modified on 6/6/2012*

#### **CONTACTING US**

- If there are any questions regarding this privacy policy you may contact us using the information below.

<http://www.pleasanthill.com>

203 Paul Street

Pleasant Hill, Missouri 64080

United States

[recreation@pleasanthill.com](mailto:recreation@pleasanthill.com)

(816) 540-3135

*This policy is powered by Trust Guard, your PCI compliance authority.*

## PHPR Refund Policy

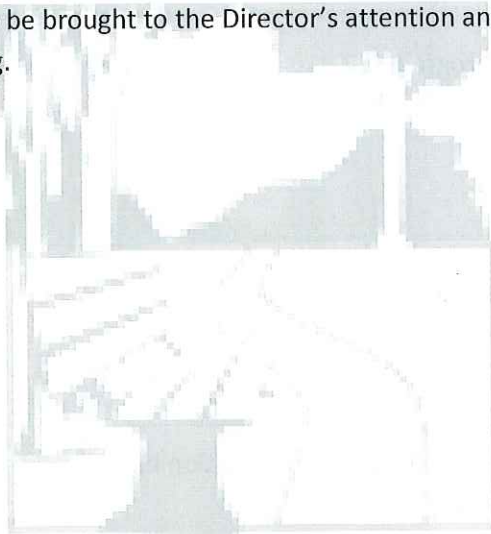
### Purpose

To efficiently distribute refunds in a timely, organized, and structured manner.

### Criteria

All refunds will be processed under the following factors:

- 1) All refunds will be subject to a \$5 processing fee (per transaction).
- 2) Once practices have started, only 50% will be refunded.
- 3) Once games have started, no refunds will be given.
- 4) Special circumstances need to be brought to the Director's attention and will be reviewed by the Park Board at the next scheduled meeting.



## PHPR TeamSideline Instructions

### Signing Up For TeamSideline

- 1) Go to [www.teamsideline.com/pleasanthill](http://www.teamsideline.com/pleasanthill)
- 2) Click on "Sign In" button
- 3) Enter your email address
  - a. Click on "I am a New User"
- 4) Fill out the required registration fields
  - a. Click on "Sign Up"
- 5) Add Parent
  - a. Enter other parent info
- 6) Add Player
  - a. Enter player info
- 7) Click "Enroll" to sign up for a program

### Program Registration

- 1) Click "Enroll"
- 2) On the "Add Items to Account" page
  - a. Fill in the required fields
  - b. Click "Add Enrollment"
  - c. Click "Check Out"
- 3) On the "Additional Information" page, enter information below:
  - a. "Program Specific Information"
  - b. "Medical Information"
  - c. "Emergency General Information"
  - d. "Family Shirts" (optional)
  - e. Agree to "Medical Treatment Consent"
  - f. Agree to "Parent/Guardian Terms & Conditions"
  - g. Click "Done"
- 4) On the "Check Out" page, enter information below:
  - a. Fill in the required fields

*Note: If you choose to pay by check, you can mail it or walk into City Hall. If you choose to pay by credit card, have your card present.*
  - b. Click on "Place Order"
- 5) You will then receive an "Order Confirmation" via email.

*Note: If you did not pay during this process, you MUST pay before the registration deadline in order to prevent late fees!*



## **PHPR Volunteer Background Check Policy**

### **Purpose**

The City of Pleasant Hill believes that allowing qualified individuals to volunteer in youth programs contributes to our overall success. Background checks serve as an important part of the selection process. The information we collect helps the City of Pleasant Hill promote a safe work environment for our current and future employees and volunteers. Background checks also help us obtain information necessary to ensure the protection of the City of Pleasant Hill's physical property, proprietary information, and other assets. The City of Pleasant Hill complies with all applicable federal, state, and local laws, including fair employment practices and equal employment opportunity, when conducting background check.

### **Procedure**

If the Background Check reveals criminal records or other serious misconduct (other than minor traffic violations), the Authorized Initiator will consult with Legal Counsel and Law Enforcement Officials, and if determined necessary, the volunteer selection supervisor shall make an initial determination as to whether the Background Check results would disqualify the candidate for the position. Failure to disclose criminal convictions requested during the application process may result in disqualification for volunteerism or termination of the volunteer position. Disqualification of a candidate based on information discovered in the Background Check is not subject to grievance or appeal by the candidate.

### **Criteria**

The group's consideration shall include, but not limited to, the following factors:

- A. Number of offenses or misconduct and the circumstances of each;
- B. Length of time between the offense or misconduct and the volunteer application;
- C. Other volunteer history;
- D. Evidence of applicant's rehabilitation efforts;
- E. Severity of the offense or misconduct; and
- F. The relevance of the offense or misconduct to responsibilities of the position.

### **Credit Reports**

To the extent required by the Fair Credit Reporting Act (FCRA), applicants will be informed, in writing, notice of adverse information discovered in the Background Check and given an opportunity to respond. Upon conclusion of the review, written notice will be sent to the candidate regarding the volunteer supervisor's decision of eligibility for the position.

### **Record-Keeping**

All results of the Background Check will remain confidential, will be maintained by Human Resources or Authorized Initiators, and will be disclosed only to authorized employees who have a need to know in the performance of their job assignments.

## PHPR Youth Draft Policy

### Purpose

Pleasant Hill Parks & Recreation has drafted this Draft Policy for the intention to divide teams equally and fairly and is to be used for all youth programs.

### Procedure

Drafts will be done in two parts; 1) FROZEN DRAFT and 2) BLIND DRAFT.

#### **1) FROZEN DRAFT**

- A. Head Coach selected for each team
  - i. Number of teams based on Number of participants
- B. Head Coach is allowed to "freeze":
  - i. Baseball/Softball – 5 Players
  - ii. Basketball, Volleyball - 3 Players
- C. "Frozen" players include:
  - i. Head Coach's son/daughter
  - ii. Assistant Coach's son/daughter
    - a. Assistant Coaches are chosen by the Head Coach
  - iii. After Head/Assistant Coach's sons/daughters are frozen they may choose to "freeze" additional players to have no more than a total of 3 or 5 frozen players (number of frozen players depends on the sport)
- D. If more than 1 Head Coach wants to "freeze" the same player, it will be up to that player/player's parents as to which team he/she will be frozen

#### **2) BLIND DRAFT**

- A. To be completed by Recreation Supervisor or unbiased person
- B. After "frozen" draft is complete, all unfrozen players will be put in the "blind" draft
- C. Unfrozen players will randomly be put onto teams to even-up the number of players per team and grade (in school) of players per team
  - i. Ex: To make sure Team A doesn't have 7 fifth graders while Team B only has 2

#### **3) DRAFT SPECIAL RULES**

- A. Request of Coach is NOT GUARANTEED
  - i. Parents have the option to request a coach but the request does not mean the child will be placed with that coach.
  - ii. The only way to guarantee that you are on a certain coach's team is if you are frozen to that coach
- B. Request to be on the same team as another player is NOT GUARANTEED
  - i. Unless you are brothers/sisters
  - ii. All other special circumstances will be reviewed by the Recreation Supervisor
- C. If you want to secure a Sponsor's child, it will count as one of your frozen players