

## Meeting Minutes March 13, 2014

Orcas Island Park and Recreation District Commission  
Public Meeting, Thursday, March 13, 2014  
Eastsound Firehall  
4:00 P.M. - 6:00 P.M.

### **I. CALL TO ORDER – 4:06 pm**

Bob Eagan, Chairman

Roll call:

- Seat 1: Vicki Vandermay - present
- Seat 2: Bob Eagan - present
- Seat 3: Martha Farish - present
- Seat 4: Jim Bredouw - *absent*
- Seat 5: Ian Lister – present

### **II. PUBLIC COMMENT**

*<No members of the public present.>*

### **III. MONTHLY AGENDA**

#### **1. Previous Minutes** – Feb. 13, 2014

**MOTION:** With no revisions, Vicki moved to approve Feb. 13 meeting minutes; Ian seconded and it was approved unanimously w/ Martha abstaining as she wasn't here for that meeting.

#### **2. Previous Minutes** – Feb. 27, 2014 – Special Meeting

**MOTION:** With no revisions, Martha moved to approve Feb. 27 meeting minutes; Ian seconded and it was approved unanimously w/ Vicki abstaining as she wasn't here for that meeting.

#### **3. Payment of Claims**

**MOTION** to approve Claims Payment #6501 for \$8,887.54 by Ian; seconded by Vicki; It was approved unanimously.

**MOTION** to approve sales tax payment of \$11.83 to the Department of Revenue by Vicki; seconded by Ian; It was approved unanimously.

#### **3. Employee Pay Slip**

**MOTION** to approve employee pay slip by Vicki; seconded by Ian; and it was approved unanimously.

#### IV. MONTHLY BUSINESS

##### 1. Financials

*<Custom runner attached>*

Cash ending balance at end of Feb. 2014 was \$112,079.32.

Marcia asked for a budget adjustment with our bars line items. She has requested to shift funds from maintenance to park improvement and to adjust some professional service line items. An adjusted budget will be prepared for consideration at the April meeting. During discussion Martha asked how Marcia's experience is with using the active net system. Marcia replied that it is going well, there are many features we don't use yet, but the public is using it more each season. We are using it for tracking program budgets, using more of the reports, group emails, and issuing receipts.

##### 4. Director's Report

*<Monthly Director's report attached>*

Marcia reported a misunderstanding with the OISD maintenances crew regarding the preparation of the youth league baseball fields. OIPRD performed duties consistent with the facilities rental agreement in preparation for little league baseball. This task was formally was performed by little league volunteers. When informed of OISD maintenance complaints, Marcia apologized and agreed this condition should be covered by the interlocal rental agreement. It was agreed that the language in the Buck Park interlocal also needs to be clarified regarding field maintenance for OISD team use. Vicki reports minutes of a meeting with the maintenance crew will reflect the current agreement that going forward both OISD and OIPRD will perform necessary tasks for in-field maintenance for their respective sports programs.

It was asked whether or not OIPRD should establish a petty cash fund, however, it was decided it is unnecessary at this point. We will be receiving the District credit card within a week.

Marcia announced that reviewing and creating our additional operational policies is a top priority. Now that we have completed a full year on operation we have the data to develop policies needed for audit, security, and program operations. Martha volunteered to help with the task. Bob also expressed interest in a policy committee.

**MOTION:** Martha moved to establish a policy committee of herself, Bob and Marcia to develop a set of draft policies for board review; Ian seconded. There was no discussion, and it was approved unanimously.

## **V. UNFINISHED BUSINESS**

### **1. Buck Park Transfer Update**

A letter has gone to the Washington State Recreation and Conservation office requesting the transfer. OISD is waiting for it to come back before any further action can be made. It is necessary to review the water usage agreement and complete the agreement based on current draft of the document. The document will be updated by legal and forwarded to the Board for final.

### **2. Security Check Policy Review**

Discussion arose about locations for finger printing, and what level of background checks was needed for what activities. Reviewing OIPRD's security check policy was added to the policy committee's tasks.

### **3. Tennis Windscreen Installed**

As part of park improvement, a tennis windscreen was installed. OIPRD is also looking for the green fiberglass screens used by the school in previous years. The screens will not be used on the south side of the court due to the pressure they place on the fence posts.

### **4. Baseball Field Maintenance – coordination and task sharing with OISD**

See Director's Report.

## **VI. NEW BUSINESS**

### **1. Report from Audit class**

Marcia spoke during the Director's Report about her time at the audit class and the need to finalize a current set of OIPRD policies. The annual audit report is due in May 2014. The submittal is to be made using the online reporting system.

### **2. Swimming Pool Request**

Marcia reported receiving several requests from the community about the desire to build a public swimming pool or to provide more affordable access to indoor swimming. It was agreed during discussion that building a swimming pool at this time was not feasible. An idea of a community swim day was brought up, perhaps being located at the Orcas Athletics Club. Strategies to make swimming more affordable were suggested, such as OIPRD having an Orcas Athletics Club membership or establishing a cost-sharing program.

### 3. Tennis Meeting – Mar. 26 at noon

A meeting with OIPRD, the Buck Park Association, and interested parties will take place at the OIPRD office on March 26<sup>th</sup>, 2014 at noon. The meeting will focus on balancing clinics, public usage, and OISD's usage. We will also discuss how to handle priority use of the tennis courts. The idea arose of charging a fee for instructors teaching private lessons on the Buck Park public courts. Other possible tennis court locations on Orcas Island were discussed such as the Rosario tennis courts and the Morning Star Heights tennis courts. Bob suggested OIPRD approach Morning Star Heights about helping them maintain their courts as part of a deal where OIPRD can use them for private lessons.

## VII. ADJOURNMENT

**MOTION** to adjourn by Vicki at 5:45 pm; 2<sup>nd</sup> by Bob, unanimously approved.  
The meeting was adjourned at 5:45 pm.

### **Addenda:**

March Payment of Claims  
Custom Report Runner  
Director's dashboard.pdf  
Security Check Policy

Public Meeting minutes for March 13, 2014

Approved by motion on this 11<sup>th</sup> day of APRIL, 2014

Signed and attested this 11<sup>th</sup> day of APRIL, 2014

  
Ian Lister, Commissioner #5,  
Secretary


  
Bob Eagan, Commissioner #2,  
Chair

**CLAIMS PAYMENT REQUEST**DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT **FUND # 6501**Page 1 of 6DATE: 13-Mar-14

SEE ATTACHED INVOICE ACCOUNTING REPORT

**TOTAL CLAIMS** \$8,887.54

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.

 3/13/14  
Signed as Chairman/Commissioner Date

**Board Authorization**

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 8,887.54 for the period ending March 13, 2014 We approve payment with our signatures below.

 03/13/14  
Commissioner Date

 3/13/14  
Commissioner Date

 03/13/14  
Commissioner Date

 3/13/14  
Commissioner Date

# Invoice Accounting Report by Vendor Name San Juan County

aplAVnn  
03/13/2014 1:16:34PM

Vendor Number: bee144 Name: BEERY ELSNER & HAMMOND, LLP

Invoice Number	Line No	Line Description	Account Number	Amount	Type
11292	1	Buck Park document review and edits	E 6501.00.571.00.41.0006	1,750.50	in

Vendor Number: cen480 Name: CENTURYLINK

Invoice Number	Line No	Line Description	Account Number	Amount	Type
ci0314	1	March phone bill	E 6501.00.571.00.42.0004	240.70	in

Vendor Number: gri146 Name: GRIFFIN YARD WORKS

Invoice Number	Line No	Line Description	Account Number	Amount	Type
gww0314	1	February maintenance and winter cleanup	E 6501.00.571.00.48.0010	903.64	in
	2	windscreen with trees - tennis court	E 6501.00.594.71.63.0010	1,200.00	in
	3	sales tax	E 6501.00.571.00.48.0010	73.19	in
	4	sales tax - windscreen	E 6501.00.594.71.63.0010	97.20	in
				Vendor Total:	2,274.03

Vendor Number: hic144 Name: HICKMAN, LANA

Invoice Number	Line No	Line Description	Account Number	Amount	Type
LH0314	1	instruction - art and science classes	E 6501.00.571.00.41.0003	220.00	in

Vendor Number: san275 Name: SAN JUAN SANITATION CO INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
sis0314	1	dumpster delivery and setup - spring	E 6501.00.571.00.47.0013	71.79	in

Vendor Number: ska149 Name: SKAGIT COUNTY PARKS & REC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
031114-1	1	SWISH TEAM registration, second 5/6	E 6501.00.571.00.49.0009	580.00	in
	2	Tulip Tourney - two teams	E 6501.00.571.00.49.0009	550.00	in
				Vendor Total:	1,130.00

# Invoice Accounting report by Vendor Name

Page: 2

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03/13/2014 1:16:34PM

Vendor Number: nei100 Name: SOUND PUBLISHING INC

Invoice Number	Line No	Line Description	Account Number	Amount	Type
623984	1	ads for maintenance services	E 6501.00.571.00.41.0101	192.51	in

Vendor Number: fun100 Name: THE FUNHOUSE DISCOVERY CTR

Invoice Number	Line No	Line Description	Account Number	Amount	Type
fhc031114	1	rent and storage locker	E 6501.00.571.00.45.0002	460.00	in
	2	February program and staff services	E 6501.00.571.00.41.0200	1,880.25	in
Vendor Total:				2,340.25	

Vendor Number: wes146 Name: WEST, MARCIA J.

Invoice Number	Line No	Line Description	Account Number	Amount	Type
mw19	1	spring flyer printing and 6 sets bulk	E 6501.00.571.00.31.0002	246.32	in
	2	Adobe Creative Cloud - monthly	E 6501.00.571.00.31.0004	21.89	in
	3	Office cupboard - felt~	E 6501.00.571.00.31.0013	30.84	in
	4	Skagit Vally Kawasaki - Mule Repair	E 6501.00.571.00.48.0011	368.71	in
Vendor Total:				667.76	
Grand Total:				8,887.54	

**CLAIMS PAYMENT REQUEST**

DISTRICT: ORCAS ISLAND PARK AND RECREATION DISTRICT

FUND # 6501

DATE: 13-Mar-14

Page 1 of 2

SEE ATTACHED INVOICE ACCOUNTING REPORT

TOTAL CLAIMS \$11.83

I do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is just, due, and unpaid obligation against the district. I am authorized to authenticate and certify to these claims. Materials backing up these claims will be retained by the district according to state law and are available to the public on request.


**Board Authorization**

Signed as Chairman / Commissioner

Date

As the duly elected board for this district we have reviewed the claims attached (including original backup materials) totaling

\$ 11.83 for the period ending March 13, 2014 We approve payment with our signatures below.

  
Commissioner


03/13/14

Date

  
Commissioner

3/13/14

Date

  
Commissioner

03/13/14

Date

Commissioner

Date



Invoice Accounting Report by Vendor Name  
San Juan County

aplNAVnn  
03/12/2014 4:40:07PM

Vendor Number: sta895      Name: STATE OF WASHINGTON

Invoice Number	Line No	Line Description	Account Number	Amount	Type
stax0314	1	Feb sales tax	E 6501.00.586.00.44.0000	11.83	in
Grand Total:				11.83	

FUND: 6501.00 ORCAS ISLAND PARK AND REC DISTRICT

Account No	Account Description	Amount	Total Amount	Beginning Balance	Ending Balance
<b>101</b>	<b>BEGINNING CASH BALANCE</b>			116,722.61	
212	SALARY PAYABLE	3,280.73			
231	OTHER ACCRUED LIABILITIES	1,236.72			
310	TAXES	3,263.27			
330	INTERGOVERNMENTAL REVENUE				
340	CHARGES FOR GOODS AND SERVICES	242.73			
360	MISCELLANEOUS REVENUES	1,560.00			
380	NONREVENUES	11.82			
	<b>TOTAL RECEIPTS</b>		9,595.27		
212	SALARY PAYABLE	3,280.73			
231	OTHER ACCRUED LIABILITIES	1,236.72			
570	CULTURE AND RECREATION	9,852.43			
580	NONEXPENDITURES	31.68			
590	DEBT SERVICE AND OTHER	-163.00			
	<b>TOTAL DISBURSEMENTS</b>		14,238.56		
<b>101</b>	<b>ENDING CASH BALANCE</b>				112,079.32
				<b>GL ENDING CASH BALANCE</b>	112,079.32
				<b>NET VARIANCE</b>	0.00
<b>241</b>	<b>PRIOR BONDS OUTSTANDING (BEGINNING BALANCE)</b>			0.00	
	BONDS PAID	0.00			
	BONDS ISSUED	0.00			
	<b>NET CHANGE</b>		0.00		
<b>241</b>	<b>BONDS OUTSTANDING (ENDING BALANCE)</b>				0.00
<b>151</b>	<b>BEGINNING INVESTMENT BALANCE</b>				
	INVESTMENTS ACQUIRED	0.00			
	INVESTMENTS LIQUIDATED	0.00			
<b>151</b>	<b>ENDING INVESTMENT BALANCE</b>				0.00

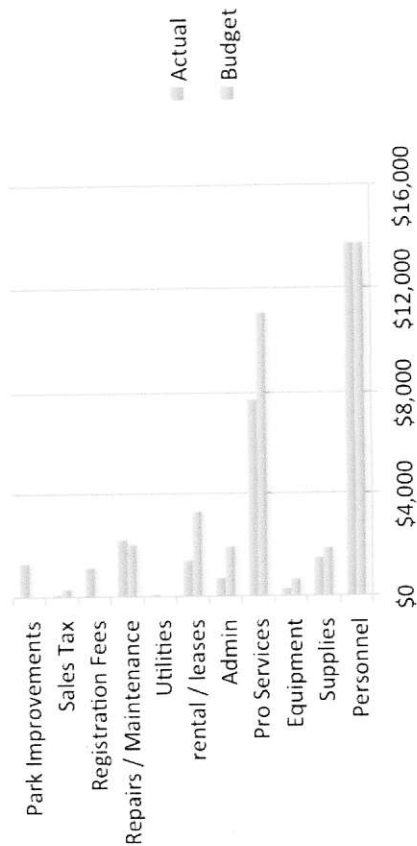
Orcas Island Park and Recreation District  
Monthly Director's Report

Funds as of 2/28/2014  
Ending Cash Balance:  
\$112,079.32  
Revenue for Feb 2014:  
\$5,077.82  
Expenses for Feb 2014:  
\$9,721.11

Difference from Budget:  
As of end of Feb.  
+ 11,559.32

We need to do a budget  
adjustment reflecting our  
adjusted tax income and  
beginning balance based  
on the Auditor's beginning  
cash adjustment.

1st Quarter Expenditures



Does not include GAP Loan Payment – Paid in full Feb. 2014

Buck Park Maintenance & Management

- Contracts are in place for the 2014 park season.
- Sani-cans have been placed. The cans have cleaning records and labels. Service is scheduled for Fridays.
- Mule is ready for use and will be stored at the school maintenance area.
- Baseball fields have been prepared for use including cleaning, fence repairs, leveling, and coach coordination.
- Evergreen windscreen has been planted on the south end of the tennis court. Ron has donated the deer fence until the trees are established.
- As part of the youth baseball fees OIPRD is taking care of the infields for Field 4 & 5, these areas are included in our facility use agreement.
- We submitted our grant input to OYCC for improvements to the fitness trail.
- Service has been restarted with San Juan Sanitation and dumpsters are in place.
- Parking area will need holes repaired but I recommend we wait until later in the spring.

Administrative Task Update

- I plan on completing the Annual Report in March. The class in FH was helpful and it was beneficial meeting the audit reviewers.
- The credit card application is hopefully, at last, been sorted out and I should have the card next week.
- We have started work on the All Island Summer Catalog. The goal is to have it out by the end of April.
- The 5/6 Boy's SWISH teams finished 4<sup>th</sup> in the league. Great for first time out. The girl's teams are setup for the Tulip Tournament the end of March.
- Although the OISD construction project is delayed we are still planning to being out of the gym by Apr. 1, with the exception of tumbling. We have permission to use the old mats in the K8 gym for the class.
- Several policies need to be revised / developed. I have the list from last weeks audit class. My goal is the have final drafts prepared for the April meeting.
- I will be on vacation April 11 – 18 and am setting up coverage for the office.

Activity Report

Avg. served per week = 134

March 13, 2014

activity	category	participants avg each time	end date	staffing	location
SWISH Boys	II	34	15-Mar	West	K8 Gym
Sat. Indoor Soccer	III	12	30-Mar	Hendric	K8 Gym
Boys Choir	II	8	7-Apr	WillAllen	Band Room
Elemento Science Club	III	8	2-Jun	Hickman	Funhouse
Art Club - Mt. & Islands	III	6	2-Jun	Hickman	K8 Gym
Magick the Gathering	III	8	6-Jun	FHC	Funhouse
Adult Basketball (2)	III	14	30-Mar	FHC	K8 Gym
Adult Volleyball (2)	III	12	31-Mar	FHC	K8 Gym
Running Club	III	10	28-May	Bruner	Funhouse
Youth Basketball	III	22	27-Mar	Gincig	K8 Gym
Upcoming Activities					
activity	category	setup / age	start date	staffing	location
Tennis	III	V / V, t, a	12-Apr	Dann	BP
Baseball / Softball / Tball	III	Ip / V, t	17-Mar	West	BP + School
Spring Soccer	III	Ip / V, t	23-Apr	staff	BP
Tumbling	III	Ip / prek	21-Apr	Gus	BP
TRIPS AND EVENTS					
Mariner Game trip			27-Apr		
*senior event, interest in expanding next year					

- Spring schedule and flyers out by the end of next week. Tumbling and T-Ball for PreK youth activities.
- Baseball planning is complete for next week's start. 20 players enrolled to date, may more need to sign up.
- March 22<sup>nd</sup> Basketball Adult Tourney – four teams so far, being setup as a senior project.
- Working on summer activities – focus is on drop in sports and weeklong workshops.

Commissioners' Action Items

- Follow up and complete Buck Park Transfer.
  - Water Use Agreement
  - Quit Claim Deed
  - Facility Use Agreement / Fees
- Review security policy and level of background checks
- Community outreach:
  - Game Coordinator at Shakespeare Festival – Badminton and Croquet
  - March Adult Basketball Tournament
  - April Baseball Trip
  - Assisting with HS senior projects – car wreck scenario May 15
- Community requests for pursuing funding for swimming pool.



# Orcas Island Park and Recreation District MARCH - JUNE Recreation Activities



Details and sign up for activities are on our website at:  
[www.orcasparkandrec.org](http://www.orcasparkandrec.org) or call 376-PARK  
or come to our office located in the Funhouse Commons.

## Clinics, Workshops and Special Events

DATES	SPORT	AGES	LOCATION	TIME	FEE
Mon & Wed Feb 26 - May 28	Running Club	7 - 14	The Funhouse Run course varies	3:30 - 4:45 pm	\$25
Thurs Feb 27 - Mar 27	Youth Basketball Fundamentals	6 - 12	K8 Gym	Girls 3:30 - 4:30 Boys 4:45 - 5:45	\$25
Tues & Thurs & Sat Mar 17- Jun 7	Baseball and Softball	6-15	Fields To Be Assigned	3:15 - 5:00 first week	\$75
Mon Mar 3 - Jun 10	Boys Choir	6 - 14	Public School Band Room	3:15 - 4:45 pm	\$50
Tues & Thur Apr 22- Jun 10	Free Style Wrestling Club	All ages	Camp Orkila Tracy Strong Lodge	5:00 -7:00 pm	\$35
Wed & Fri Apr 23- Jun 6	Spring Soccer	7-12	Buck Park Field	3:30-5:00	\$25
Mon Apr 21- May 26	Youth Tennis Teen Tennis	7 - 10 11 - 14	Buck Park Tennis Courts	Girls 3:15 - 4:15 Boys 4:15 - 5:15 Teens 5:15 - 6:15	\$50
Tues & Thur Apr 22- Jun 5	T-Ball	4-6	Upper Field O. I. Public School	3:15-4:30	\$55
Mon & Wed Apr 21 - Jun 4	Tumbling	3 - 5	TBD	3:00 - 4:00	\$20
Sun Apr 27	MARINERS FAMILY DAY	All Ages	Charter Trip to Safeco Field	ALL DAY	\$66 till Apr 3 \$71 after

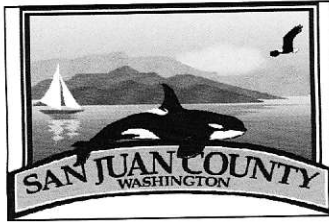
## Creative Explorations

DATES	ACTIVITY	AGES	LOCATION	TIME	FEE
Mon Mar 3- Jun 2	Elemento Science Club	7 - 12	The Funhouse Yurt	3:30 - 4:30 pm	\$25 or Drop in \$5 / class
Wed Mar 5- Jun 4	Yurt Art	7 - 12	The Funhouse Yurt	3:30 - 4:30 pm	\$25 or Drop in \$5 / class
Fri Mar 7- Jun 6	Magic Light	10 - 12	The Funhouse Commons	4:00-6:00	Free
Fri Mar 7- Jun 6	Magic the Gathering	13 - 18	The Funhouse Loft	7:00 - 10:00 pm	Free

## Drop In Sports

DAY	SPORT	AGES	LOCATION	TIME	FEE
Sat and Tues Mar 1- Mar 29	Adult Basketball	18+	K8 Gym	7:00 - 9:30 pm	\$2 Drop in
Sun and Wed Mar 2- Mar 30	Adult Volleyball (Outside Starting 4/1)	16+	K8 Gym	7:00 - 9:30 pm	\$2 Drop In free outside
Thur Mar 6- Mar 27	Soccer (Outside Starting 4/1)	16+	K8 Gym	7:00 - 9:30 pm	\$2 Drop in free outside

Open gym times may vary as needed due to changes in school schedules. Changes will be posted to Facebook and on the door.  
Activity Punch cards available for drop in sports. Save \$5 - 20 activities for \$35. Pick up a card at the gym or the OIPRD office.  
Last printed: 2/18/14 12:43 PM



**San Juan County**  
**F.MILENE HENLEY, Auditor**

P.O. Box 638 Friday Harbor, Washington 98250 360.378.2161

February 13, 2014

Orcas Island Parks & Recreation District Fund 6501

Re: Beginning Cash Adjustment

The information provided below addresses 2014 budgeted beginning cash and investments versus now known actual amounts.

If you choose to adjust your budgeted beginning cash balance to match the actual beginning cash balance, please submit a proper balanced budget adjustment Resolution. You may choose to hold off on the beginning cash adjustment until your district makes another budget adjustment. If so, please be sure to include the proper language for the beginning cash adjustment in that Resolution.

**2014 Budgeted Beginning Cash (Acct 308)**

12/31/13 Ending Cash	143,846
12/31/13 Ending Investments	<u>0</u>
Subtotal	<u>143,846</u>
Less 13th Mo. Warrants	399
Less Warrants Outstanding	<u>527</u>
2014 Actual Beg. Cash	<u>142,921</u>
308 Current	130,000
Difference	<u>12,921</u>
308 Total	<u>142,921</u>

**2014 Budgeted Ending Cash (Acct 508)**

508 Current	125,590
Difference	<u>12,921</u>
508 Total	<u>138,511</u>

Please look over your figures and let me know if you have any questions.

Kimberly Cox  
Accounts Payable, Jr. Districts  
San Juan County  
Auditor's Office

### Background Check Policy

1. It is both prudent and a requirement of OIPRD's insurance policy that criminal background checks be performed on many of the adults who work for, or volunteer for OIPRD. Therefore the following policy is adopted:
2. All staff ages 18 and older who work with youth must have state\* and federal\*\* background checks.
3. Any volunteer or class instructor who has one-on-one contact in an unsupervised environment, on or off the premises, during or after hours, must have state and federal background checks.
4. All regular volunteers and instructors (working on a regular or semi-regular schedule) will have a state and federal background check.
5. Teen staff under age 18 will have a state background check.
6. All potential employees and volunteers will be notified that they must undergo background checks in advance of hiring.
7. Disqualification based on criminal record will be determined by Washington State Law, section WAC 170-06-0120.

.....

\*State background checks are free, and provided by the Washington State Patrol. They can be done online in 24 hours or less.

\*\* The Washington State Patrol Identification and Criminal History Section has established this website as the official internet source providing criminal history conviction records from the state of Washington only.



# **Orcas Island Parks and Recreation Department**

## **Coaches Background Screening Policy**

### **PURPOSE**

It is the intent of this policy to establish certain guidelines wherein the Orcas Island Parks and Recreation Dept. (hereinafter referred to as OIPRD) and its affiliated volunteer recreation clubs can seek to protect our children by investigating the background of volunteers who will be coaching children involved in athletic programs approved by OIPRD.

The purpose of this policy is to require background checks on all organizational officers and/or directors, instructors, coaches, assistant coaches and volunteers of OIPRD programming involving youth under age 18, in order to preserve the safety and well-being of youth served by OIPRD. OIPRD shall not permit individuals to work with children if they have demonstrated past conduct incompatible with service to, or care of, children. Each co-sponsored organization shall be responsible for ensuring that its volunteers comply with this policy.

### **GENERAL**

- A. All recreation clubs shall ensure that all participants 18 years of age or younger shall have at least one (1) approved coach or assistant coach (hereinafter collectively referred to as "Coach") present at each athletic activity, including practices and games. A Coach becomes approved once the process described in this policy is completed.
- B. Any person who has been found guilty, pled guilty, or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in this policy will be immediately disqualified from coaching (either as head coach or assistant coach) in any athletic program approved by OIPRD. OIPRD also reserves the right to disqualify a person for any crime that would be considered a potential risk to children and/or vulnerable populations. A coach who willfully fails to comply with this background screening policy shall be automatically disqualified.
- C. This policy will apply to all youth sports coaches, both head and assistant, participating in sanctioned OIPRD recreational athletic leagues. If there is any doubt as to which coaches should be screened, the general rule is anyone who would potentially have unsupervised access to children on the team. Each Coach will have his or her background checked every 24 months for as long as he or she continues coaching.

### **SCREENING PROCESS**

- 1. OIPRD will provide each recreation sport/program's coordinator with a Youth Sports Volunteer Consent/Release Form for each head coach and assistant coach(es) for each team. Program coordinators will distribute these to all prospective coaches and assistant coaches to be completed and returned to the sport coordinator for the recreation club or OIPRD.
- 2. OIPRD will establish deadlines to submit the Youth Sports Volunteer Consent/Release Forms to OIPRD. These deadlines will be at least two weeks prior to the start of practices for each sport. This will give OIPRD time to compile the forms, process the forms and have the background checks conducted.
- 3. If the third party contractor reports any "fail" grades to OIPRD, OIPRD will notify the coach that he/she is not eligible for coaching. Upon request, the coach will receive a copy of the background check from the third party contractor.

## **CONFIDENTIALITY**

To help ensure confidentiality, recreation club presidents and sport coordinators of a recreation club will not be notified of a coach's criminal history. The criminal background reports shall be kept in a secure location by OIPRD for a period as required by applicable law.

## **ACCOUNTABILITY**

Recreation clubs play just as important a role in this screening program as does OIPRD. It is important for the integrity of the background screening program that all coordinators verify that (1) only those persons who are screened and who are not disqualified from coaching or assisting in the coaching of young people in the athletic programs are approved by the Parks and Recreation Department, and (2) that such persons are active with only the team or teams identified on the Youth Sports Volunteer Consent/Release Form pertaining to that person.

## **APPEALS PROCESS**

If a Coach's background check includes a charge set forth on the list of disqualifiers below, OIPRD shall immediately disqualify a person from volunteering as a coach. There shall be no appeal of a decision to disqualify a coach, if the coach's relevant criminal history is accurate; all decisions are final.

If a coach wishes to dispute the content of the profile report, the coach shall contact the third party responsible for conducting the background check by calling the telephone number listed on the report. The coach is responsible for providing any or all documentation to support his or her claim.

## **DISQUALIFYING CRIMES**

If a coach has (1) been found guilty, pled guilty, or pled no contest, regardless of adjudication, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the coach will be disqualified from volunteering for a coaching or assistant coaching position with any athletic team in any athletic program approved by OIPRD

- **All Sex Offenses/Murder/Homicide**
  - Examples of sex offenses include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
- **All other Felony Violence Offenses in the past ten (10) years**
  - Examples include, but are not limited to: manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- **All Felony Offenses other than violence or sex within the past ten (10) years**
  - Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.
- **All Misdemeanor Violence Offenses within the past seven (7) years**
  - Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.
- **Two or More Misdemeanor Alcohol Offenses within the past five (5) years**
  - Examples include, but are not limited to: driving under the influence, drunk and disorderly, public intoxication, etc.
- **All Misdemeanor Drug Offenses within the past five (5) years or multiple offenses in the past (10) years**



- Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, etc.
- **Any Other Misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that coach.**
  - Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

### **WHY THESE CRIMES?**

The National Recreation and Park Association (NRPA) has reviewed the resources of the National Association of Professional Background Screeners and sought the counsel of recognized background screening experts to develop a set of Recommended Guidelines for Volunteer Background Screening in park and recreation settings. These guidelines were produced as a result of this review.

### **SUMMARY CHECKLIST**

1. OIPRD will provide Background Screening Policy and Volunteer Consent/Release Forms to each coordinator in an OIPRD Program.
2. Coordinator gives the prospective Coach the Background Screening Policy and Volunteer Consent/Release Forms.
3. Coach retains policy for his/her own records, completes the form and returns it to Coordinator or OIPRD.
4. Coordinator returns forms to OIPRD.
5. OIPRD sends forms to third party contractor to perform background checks.
6. Third party contractor sends report to OIPRD
7. OIPRD notifies coach if there is a disqualification, and retains records in a secure location for required time period.

Orcas Island Park & Recreation District

**Youth Sports Volunteer  
Consent/Release Form**

Name of Organization: **Orcas Island Parks & Recreation District**

☐ Head Coach ☐ Asst. Coach ☐ Activity Leader ☐ Other \_\_\_\_\_ Age Group: \_\_\_\_\_

Program: \_\_\_\_\_ Season/Year: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: M / F Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Residence - Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

I, the undersigned, by execution of this document, give OIPRD permission to conduct a background check regarding my qualifications to coach/volunteer in Orcas Island Parks and Recreation District programs.

I understand that I have the right to: (1) obtain a copy of my background check report, and (2) challenge the accuracy of any information contained in this report by contacting the third party responsible for conducting the background check by calling the telephone number listed on the report.

By signing this application, I agree to the following:

- I certify that I have not been convicted and do not have charges currently pending against me for any of the disqualifying crimes listed on page two (2) and three (3) of the Background Screening Policy.
- I agree that at all times while serving as a volunteer or coach for the Orcas Island Parks & Recreation Department, I will immediately notify OIPRD if I am charged with any disqualifying crimes.

Print Name:

Date:

Signature: