

**PLEASANT VALLEY RECREATION & PARK DISTRICT
CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS
601 CARMEN DR., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
October 4, 2023**

6:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #752

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete any agenda item(s), or add any emergency agenda item(s).
- 5. PUBLIC COMMENT** - **In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public.** If you would like to make comments about a matter within the Board’s subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board.
- 6. CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired, the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.
 - A. Minutes for Regular Board Meeting of September 6, 2023**
Approval receives and files minutes.
 - B. Warrants, Accounts Payable & Payroll**
District's disbursements dated on or before September 30, 2023.
 - C. Financial Reports**
Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for August 2023.
 - D. Consideration and Approval of Regular Board of Director Meeting Dates for 2024**
Scheduling of the regular Board of Director meeting dates for calendar year 2024.
 - E. Consideration and Approval of Bid Proposal Award for Purchase of Top-Dressing Material and Delivery Services at Pleasant Valley Fields Sports Complex**
Awarding the bid to a contractor for the purchase and delivery of top dressing materials for Pleasant Valley Fields Sports Complex.
 - F. Consideration and Adoption of Resolution No. 748 and Resolution No. 749 Approving Updated Bereavement and California Family Rights Act (CFRA) Sections of the Personnel Policy and Procedures Manual to Comply with 2023 Labor Laws**
Updating the Personnel Policy and Procedures Manual to reflect recent passage of California AB 1041 and AB 1949 which both extend employee rights (and, in turn, employer obligations) with respect to employee protected time off under the California Family Rights Act.

7. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Receipt of Evergreen Solutions, LLC Classification and Compensation Report

Evergreen Solutions, LLC will present their summarized findings for the completion of a classification and compensation study for all District positions and a strategized plan for any needed improvements.

Suggested Action: A MOTION to Receive and File the District-wide Classification and Compensation study report by Evergreen Solutions, LLC which includes the consultant's recommendations.

B. Consideration and Approval for District Audit and Energy Interdependency Program Development by SitelogIQ

District Staff are seeking authorization from the Board to enter into a contract with SitelogIQ to conduct an audit of District facilities and parks to prepare and implement a District-wide energy interdependency program.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into an agreement with SitelogIQ to audit District parks and facilities and develop an energy interdependency program.

C. Consideration and Approval of a Three-Year Agreement between the Pleasant Valley Recreation and Park District and the Community Service Organizations

If approved, terms for the community service organization agreements with the District will be extended until October 2026.

Suggested Actions: A MOTION to Approve the following actions:

1. Approve the updated agreement between the District and Community Service Organizations AND
2. Renew all Community Service Organizations that have completed their renewal process through October 31, 2026.

D. Consideration and Approval of California Public Employees Retirement System (CalPERS) Actuarial Valuation Information Report as of June 2022

An update of actuarial valuation information as of June 2022 and future fiscal repercussions from the pension system the District participates in, the California Public Employees Retirement system.

Suggested Action: A MOTION to Approve and direct Staff to work with the Finance Committee on potential options for reducing future Unfunded Liability Payments and then return to the full Board for further action.

E. Consideration and Approval of Review of Amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities

A final review of amendments to the District's main ordinance, No. 8, Governing the Use of Parks, Recreation Areas, and Facilities.

Suggested Action: A MOTION to Approve and waive a second reading and Adopt the amended Ordinance No. 8 titled – *Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities*.

F. Consideration and Approval of Resolution No. 750, Adopting the Updated General Use Policy

Staff seeks approval of revisions to the General Use Policy which was last updated in December of 2019 and is made in conjunction with revisions to Ordinance No. 8.

Suggested Action: A MOTION to Approve Resolution No. 750, Approving and Adopting the updated General Use Policy.

G. Consideration and Approval of Resolution No. 751, Approving and Adopting the Updated Salary Schedule Adjusting General Manager Salary Range

On September 6, 2023, the Board approved a 3% salary increase to the General Manager's salary. The current salary schedule needs to be amended to allow for this increase.

Suggested Action: A MOTION to Approve Resolution No. 751, Approving and Adopting the updated salary schedule, adjusting only the General Manager salary range.

8. ORAL COMMUNICATION – INFORMATIONAL ITEMS, which do not require action but relate to District Business, will be reported by members of the Board and staff as follows:

A. Chair Magner

B. Ventura County Special District Association/California Special District Association

C. Santa Monica Mountains Conservancy

D. Standing Committees – Finance, Personnel

E. Ad Hoc Committees – Miracle League, Pickleball

F. Foundation for Pleasant Valley Recreation and Parks

G. General Manager's Report

H. Board Members

9. ADJOURNMENT

Notes: The Board of Directors reserves the right to modify the order in which agenda items are heard. Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the Friday preceding the Wednesday Board meeting.

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e., a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**Pleasant Valley Recreation and Park District
Camarillo City Hall Council Chambers
Minutes of Regular Meeting
September 6, 2023**

5:00 P.M.

REGULAR MEETING

1. CALL TO ORDER/ROLL CALL

Chair Magner opened the meeting. Director Roberts, who was remote, requested to participate remotely under AB 2449 under the just cause provision for caring of a child.

Chair Magner requested a motion. A motion was made by Director Malloy and seconded by Director Dransfeldt to approve Director Roberts' request for remote participation in the meeting.

**Motion to
Approve
Director
Roberts
Remote
Participation
Request**

Voting was as follows:

Ayes: Malloy, Dransfeldt, Kelley, Chair Magner

Noes:

Absent: Roberts

Carried

Motion: Carried

A. Recessed to Closed Session at 5:05 p.m.

B. Closed Session

i) Conference with Labor Negotiations

The Board conducted a closed session, pursuant to Government Code section 54957.6, with the General Manager, Human Resources Specialist, Administrative Services Manager, and District counsel, the District's negotiators, regarding labor negotiations with: (a) Service Employees International Union, Local 721, representing the District's employees, and (b) all other unrepresented employees.

ii) Public Employee Performance Evaluation and Compensation

The Board conducted a closed session, pursuant to Government Code Section 54957 and 54957.6(a) to conduct an employee performance evaluation of the General Manager and discussed the salary, compensation and fringe benefits provided to the General Manager.

2. RECONVENED INTO REGULAR MEETING

Chair Magner reconvened the meeting at 6:00 p.m. and reported that Director Roberts would be participating in the meeting remotely in accordance with AB 2449 under the provisions of just cause. Chair Magner stated there was nothing to report on the first Closed Session item. Regarding the second item, Chair Magner reported that the Board unanimously voted to give the General Manager a 3% merit increase effective September 9, 2023.

3. PLEDGE OF ALLEGIANCE

4. AMENDMENTS TO THE AGENDA

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dransfeldt to accept the agenda as presented.

**Motion to
Approve the
Agenda as
Presented**

Voting was as follows:

Ayes: Malloy, Dransfeldt, Roberts, Kelley, Chair Magner

Noes:

Absent:

Carried

Motion: Carried

5. PRESENTATIONS**A. Summer Highlights**

Recreation Specialist Briana Ramos presented highlights of the summer's program, activities and special events.

6. PUBLIC COMMENT

Chair Magner received one speaker card. Diana Ovadia, a Village at the Park resident near the YMCA wanted to know about policies in place regarding charging for parking for events held at PV Fields. On these event days, the nearby residents cannot park anywhere near their homes, because the park attendees choose to park in the street to save the cost of the parking fee. Ms. Ovadia requested that weekend events have a shuttle service to an offsite vacant parking lot.

7. CONSENT AGENDA

- A. Minutes for Regular Board Meeting of July 5, 2023 and Special Board Meeting of July 24, 2023
- B. Warrants, Accounts Payable & Payroll
- C. Financial Reports
- D. Park Impact Fee FY 2022-2023 Annual Report
- E. Consideration and Approval of a Request for Qualifications for the Top Dressing Material for Pleasant Valley Fields
- F. Consideration and Approval to Issue a Request for Proposals for Architectural Design Services for Lokker Park
- G. Consideration and Approval to Issue a Request for Proposals for Architectural Design Services for the Senior Center and Auditorium ADA Upgrades/Retrofit
- H. Consideration and Approval of Piggyback Purchase of Ford Maverick Hybrid Vehicle for the Park Services Manager
- I. Consideration and Approval of a Special Event by Camarillo Quilters Association for a Quilt Show and Boutique Sale in the Auditorium on April 19 & 20, 2024
- J. Consideration and Approval of a Special Event by Celebration of Sober Sisters Fundraiser Dinner in the Auditorium on March 9, 2024
- K. Consideration and Approval to Authorize the General Manager to Sign to Accept the City of Camarillo Three Year (2023-2025) Community Funding Agreement for the Camarillo Christmas Parade

Chair Wagner called for a motion. A motion was made by Director Malloy and seconded by Director Roberts to approve the Consent Agenda.

Motion to Approve the Consent Agenda

Voting was as follows:

Ayes: Malloy, Roberts, Dransfeldt, Kelley, Chair Wagner

Noes:

Absent:

Carried

Motion: Carried

8. PUBLIC HEARING

A. Consideration and Review of Amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities

Administrative Services Manager Justin Kiraly presented the impact changes made to the amended Ordinance No. 8.

Chair Wagner opened the public hearing. She asked if anyone wanted to speak for or against approving the amended ordinance. With no members of the public speaking for or against approving the amended ordinance, Chair Wagner closed the public hearing.

Board discussion included addressing some inconsistencies, clarifications and definitions.

Chair Wagner called for a motion. A motion was made by Director Malloy and seconded by Director Dransfeldt to approve the reading of the complete Ordinance No. 8 title – *Ordinance No. 8, Governing the Use of Parks, Recreation Areas and Facilities* and to waive further reading.

Motion to Approve Reading of Ord 8 Title and Waive Further Reading

Voting was as follows:

Ayes: Malloy, Dransfeldt, Roberts, Kelley, Chair Wagner

Noes:

Absent:

Carried

Motion: Carried

Chair Wagner called for a motion. A motion was made by Director Dransfeldt and seconded by Director Malloy to approve the introduction and first reading of the District’s amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities.

Motion to Approve Intro and 1st Reading of Ord 8

Voting was as follows:

Ayes: Dransfeldt, Malloy, Roberts, Kelley, Chair Wagner

Noes:

Absent:

Carried

Motion: Carried

9. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of a Three -Year Agreement between the Pleasant Valley Recreation and Park District and the Community Service Organizations

Director Kelley requested that this item be moved to the October meeting. Mr. Kelley stated that he needed more time to read through the report and numerous attachments for a more thorough analysis. He also requested that the contracts of the CSO’s be extended until the end of October since the agreements will not be reviewed until the October meeting.

Chair Magner called for a motion. A motion was made by Director Kelley and seconded by Director Roberts to approve that *Item 9.A.* be moved to the October meeting and to extend the CSO contracts to October 31, 2023.

Motion to Approve Item 9.A. Move to October Meeting and Extend CSO Contracts until Oct 31, 2023

Voting was as follows:

Ayes: Kelley, Roberts, Malloy, Dransfeldt, Chair Magner

Noes:

Absent:

Motion: Carried

Carried

B. Consideration and Approval of Bid Proposal Award for Landscape Maintenance Services at Pleasant Valley Fields Sports Complex

Park Services Manager Matt Parker and Justin Kiraly presented the bid proposal of ShowScapes, Inc. dba Treescape for landscape maintenance services at PV Fields. Jerry and Kimberly Monahan from ShowScapes were present on Zoom for questions. Discussion included: director request that Director Kelley recuse himself or abstain from voting because there may be a perceived risk in that the Monahan’s daughter is in Director Kelley’s wife’s Eagles Soccer Club; the District’s attorney negating any conflict of interest for Director Kelley since there are over 600 players in the club; lowest bid; deferred maintenance of trees and shrubs at the park; and sound proposal of local bidder ShowScapes rigorous maintenance schedule.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Chair Magner to approve and authorize the General Manager to enter into an initial five (5) year agreement between the District and ShowScapes, Inc. dba Treescape for Landscape Maintenance Services at Pleasant Valley Fields Sport Complex.

Motion to Approve ShowScapes for Landscape Maintenance Services at PV Fields

Voting was as follows:

Ayes: Malloy, Chair Magner, Kelley

Noes: Dransfeldt, Roberts

Absent:

Motion: Carried

Carried

C. Consideration and Approval of Bid Proposal Award for Custodial Maintenance Services at Pleasant Valley Fields Sports Complex

Administrative Analyst Jennifer Strain presented the bid proposal of Executive Facilities Services, Inc. for custodial maintenance services at PV Fields. Discussion included: billing

for actual hours worked; ability of contractor to be more flexible with part time personnel; cost of unfunded liability; need for District staff in other parks; and a possible start time of October 1, 2023.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Chair Magner to approve and authorize the General Manager to enter into an initial three (3) year agreement between the District and Executive Facilities Services, Inc. for Custodial Maintenance Services at Pleasant Valley Fields Sports Complex.

Motion to Approve EFS for Custodial Services at PV Fields

Voting was as follows:

Ayes: Malloy, Chair Magner, Dransfeldt, Roberts, Kelley

Noes:

Absent:

Carried

Motion: Carried

D. Consideration and Approval for Purchase Order and Drawdown of Capital Reserves for Urgency Repair Costs for Pleasant Valley Fields Lift Stations Pump Replacement and Station Repair Payable to Flo-Services, Inc. in an Amount Not to Exceed \$133,562.24

Park Services Manager Matt Parker presented a report which detailed the needed repair and replacement of pumps, float switches, capacitors and valves of the lift stations to keep the restrooms operating at PV Fields.

Chair Magner called for a motion. A motion was made by Director Roberts and seconded by Director Dransfeldt to approve a purchase order and drawdown of Capital Reserves for emergency repairs completed and payable to Flo-Services, Inc. for an amount of \$121,420.22 plus an additional 10% contingency for unforeseen repairs and labor, for a total not to exceed \$133,562.24.

Motion to Approve Funds for Urgency Repair at PV Fields

Voting was as follows:

Ayes: Roberts, Dransfeldt, Malloy, Kelley, Chair Magner

Noes:

Absent:

Carried

Motion: Carried

10. ORAL COMMUNICATION - INFORMATIONAL ITEMS

A. Chair Magner – Chair Magner reported that Director Roberts had to leave the meeting at 7:33 p.m.

B. Ventura County Special District Association/California Special District Association – VCSDA – No report. CSDA - Director Magner attended the CSDA’s annual conference at Monterey with Director Malloy and General Manager Otten. Ms. Magner was re-elected as CSDA President for another year.

C. Santa Monica Mountains Conservancy – Director Dransfeldt stated there will be a meeting on September 11.

D. Standing Committees – Finance – Director Malloy reported on the July and August committee meetings. Liaison – Director Malloy stated that 500 Camarillo citizens will be polled to see if there is support for a sales tax increase or revenue assessment to fund the Multi-Generational Recreation Center. Personnel - Nothing to report. Policy – Director Malloy stated that Ordinance No. 8 changes were covered.

F. Ad Hoc Committees – Miracle League – Director Malloy reported that they are nearing completion of the field construction and hope for an opening ceremony in November. Pickleball – Director Dransfeldt stated that the committee has been resurrected to discuss options and possibly revisit potential locations and court usage.

G. Foundation for Pleasant Valley Recreation and Parks – Director Dransfeldt reported that the 7th Annual Party for the Parks will be held at Camarillo Grove Park on September 9 and people are still welcome to donate to the Nature Education Center.

H. General Manager’s Report – General Manager Mary Otten reported on current projects and studies that staff are working on along with programs and special events.

I. Board Members – The Directors updated on the meetings and District events they attended for the month.

10. ADJOURNMENT

Chair Magner adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chair**

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Services Manager

DATE: October 4, 2023

SUBJECT: FINANCE REPORT AUGUST 2023

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH AUGUST 31, 2023

The District's Statements of Revenues and Expenditures for the period of August 1, 2023, through August 31, 2023, with a year-to-date comparison for the period of August 1, 2022, through August 31, 2022, are attached. The percentage rate used is 16.7% for Period 2 of the current fiscal year.

REVENUES

Total revenue including the 2nd month ending August 31, 2023, for Fund 10 (General Fund) has an overall increase of \$192,957.27 in comparison to Fiscal Year 2022-2023. The variance from the prior year includes: 1) increase in Rentals (5530) of \$56,981 and 2) increase in Public Fees (5510-5520) received in the amount of \$34,368. The increase in Rentals is due to increases in rental fees. Public fees have seen an increase due to continued interest from residents in District offered services, such as Camp Funtastic.

Total revenue recorded for Fund 20 for August 2023, the Assessment District Fund, was \$0.

Total revenue recorded for Fund 30 for August 2023, the Quimby Fund, was \$21,193 of interest. Quimby funds are only collected when new housing developments are subdivided.

Total revenue recorded for Fund 40 for August 2023, the Park Impact Fees Fund, was \$0. Park Impact fees are only collected when certain requirements are met for whenever additional square footage is added to either residential or commercial properties.

Total revenue recorded for Fund 50 for August 2023, the Community Development Block Grant (CDBG) Food Share Fund, was \$0. Reimbursement requests are made on a quarterly basis.

There was no revenue recorded for Fund 60 for August 2023, the Restricted Donations Fund. Fund 60 was established to keep donations made for a specific purpose/project separate from all other funds. This is done in accordance with Generally Accepted Accounting Principles.

EXPENDITURES

Fund 10 Personnel Expenditures: Adjusting for the Unfunded Liability payment to CalPERS (6170), there was an increase in salaries and benefits year-over-year of \$142,115. This is due to the filling of positions that were vacant last year, as well as cost of living and merit increases.

Fund 10 Service and Supply Expenditures show an increase of \$141,721 in comparison to the same period last year.

Adjusting for reserves, the increase in Services and Supplies year-to-date is \$123,924. This increase includes Insurance Liability (6410) being \$43,905 more than last year, an increase in IT Services (6220) of \$7,726 due to changing to an annual fee for the District website instead of monthly, an increase in Janitorial Supplies (6320) of \$10,819 due to purchasing supplies a month earlier, and an increase in Utilities - Water (7820) of \$27,052 due to increases in water rates and lessening of drought restrictions.

Fund 10 Capital Expenditures shows an increase of \$3,061 in comparison to the same period last year.

Fund 10 Total Expenditures year to date are \$273,283 more compared to this point last year.

Fund 20 Expenditures are \$45,735.69 in Personnel and \$32,885.89 in Services and Supplies in total as of this month. The reason for there being no budget for Personnel currently is due to the uncertainty regarding maintenance and custodial services at Pleasant Valley Fields. A decision was made on Pleasant Valley Fields at the September 2023 Board meeting, and a budget adjustment will be brought to the Board in the future.

Fund 30 has Expenditures of \$268 for the Freedom Park Pickleball Sports Complex this month.

Fund 40 has no Expenditures for this month.

Fund 50 has Personnel Expenses of \$5,087 and Services and Supplies Expenses of \$0 for this month. The District received an additional allocation of funds for CDBG to purchase supplies for future use. These expenses will be reimbursed from the CDBG Food Share grant received from the City of Camarillo. A budget adjustment will be brought to the Board.

Fund 60 has Expenditures of \$0 for this month.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 82.06%, Fund 20 by 93.96%, Fund 30 by 99.99%, Fund 50 by 5.53%, and Fund 60 by 70.47%. Fund 40 had no budget and no expenses.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for August 31, 2023, for Fund 10, Fund 20, Fund 30, Fund 40, Fund 50, and Fund 60.

ATTACHMENTS

- 1) Financial Statement of Revenues and Expenditures as of August 31, 2023, Fund 10
(2 pages)
- 2) Financial Statement of Revenue and Expenditures as of August 31, 2023, Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of August 31, 2023, Fund 30
(1 page)
- 4) Financial Statement of Revenue and Expenditures as of August 31, 2023, Fund 40

(1 page)

5) Financial Statement of Revenue and Expenditures as of August 31, 2023, Fund 50

(1 page)

6) Financial Statement of Revenue and Expenditures as of August 31, 2023, Fund 60

(1 page)

General Ledger
Fund 10 General Fund
August 2023 16.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apportionment	5110	\$ -	\$ -	\$ -	\$ 8,109,714.00	\$ 8,109,714.00	0.00%
Restricted Donation	5576	\$ 45.00	\$ -	\$ 5,045.00	\$ -	\$ (5,045.00)	0.00%
Interest Earnings	5310	\$ 21,112.31	\$ 8,420.70	\$ 51,892.47	\$ 230,000.00	\$ 178,107.53	22.56%
Carryover Balance	5502	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Park Patrol Citations	5506	\$ 104.00	\$ 474.52	\$ 1,223.32	\$ 2,300.00	\$ 1,076.68	53.19%
Bingo - Primary Revenue	5508	\$ 1,713.00	\$ 3,024.05	\$ 3,126.00	\$ 19,750.00	\$ 16,624.00	15.83%
Excess Bingo Revenue	5509	\$ 580.00	\$ 7,122.00	\$ 849.00	\$ 1,800.00	\$ 951.00	47.17%
Contract Classes-Public Fees	5510	\$ 27,307.73	\$ 48,769.14	\$ 55,534.67	\$ 183,357.00	\$ 127,822.33	30.29%
Public Fees	5511	\$ 69,429.74	\$ 126,440.95	\$ 154,245.84	\$ 305,964.00	\$ 151,718.16	50.41%
Public Fees-Entry Fees	5520	\$ 4,425.00	\$ 11,247.00	\$ 11,044.50	\$ 41,600.00	\$ 30,555.50	26.55%
Vending Concessions	5525	\$ -	\$ 797.25	\$ -	\$ 1,450.00	\$ 1,450.00	0.00%
Rental	5530	\$ 35,973.13	\$ 72,411.60	\$ 129,392.60	\$ 550,793.00	\$ 421,400.40	23.49%
Cell Tower Revenue	5535	\$ 13,213.00	\$ 17,791.31	\$ 33,663.79	\$ 159,600.00	\$ 125,936.21	21.09%
Parking Fees	5540	\$ 798.05	\$ 5,866.12	\$ 2,086.86	\$ 10,350.00	\$ 8,263.14	20.16%
Advertising Revenue	5555	\$ 700.00	\$ 3,000.00	\$ (50.00)	\$ 6,000.00	\$ 6,050.00	-0.83%
Sponsorships/Donations	5558	\$ (192.53)	\$ -	\$ 557.47	\$ 2,500.00	\$ 1,942.53	22.30%
Special Event	5561	\$ -	\$ (105.00)	\$ 11.00	\$ 125,120.00	\$ 125,109.00	0.01%
Staffing Cost Recovery - Parks	5563	\$ 2,590.50	\$ 10,400.50	\$ 5,656.00	\$ 41,212.00	\$ 35,556.00	13.72%
Special Event Permits	5564	\$ 200.00	\$ 300.00	\$ 600.00	\$ -	\$ (600.00)	0.00%
Security Services - Recovery	5566	\$ 1,050.00	\$ 700.00	\$ 1,050.00	\$ -	\$ (1,050.00)	0.00%
Contributions	5570	\$ 275.32	\$ -	\$ 275.32	\$ -	\$ (275.32)	0.00%
Other Misc Revenue	5575	\$ 3,420.00	\$ 15,416.50	\$ 10,030.00	\$ 35,250.00	\$ 25,220.00	28.45%
Incentive Income	5585	\$ 22.88	\$ 733.39	\$ 22.88	\$ 1,700.00	\$ 1,677.12	1.35%
Reimbursement - ROPS	5600	\$ -	\$ 101,763.06	\$ 161,273.64	\$ 350,000.00	\$ 188,726.36	46.08%
Revenue		\$ 182,767.13	\$ 434,573.09	\$ 627,530.36	\$ 10,193,460.00	\$ 9,565,929.64	6.16%
YTD Comparison				\$ 192,957.27			
Personnel							
Full Time Salaries	6100	\$ 292,383.34	\$ 302,422.65	\$ 390,237.80	\$ 2,804,745.00	\$ 2,414,507.20	13.91%
Overtime Salaries	6101	\$ 1,827.00	\$ 2,808.02	\$ 2,309.96	\$ 28,035.00	\$ 25,725.04	8.24%
Car Allowance	6105	\$ 1,238.28	\$ 1,661.48	\$ 1,651.04	\$ 7,600.00	\$ 5,948.96	21.72%
Cell Phone Allowance	6108	\$ 1,725.00	\$ 2,204.28	\$ 2,314.07	\$ 15,960.00	\$ 13,645.93	14.50%
Part-Time Salaries	6110	\$ 95,424.89	\$ 101,188.17	\$ 125,855.47	\$ 628,173.00	\$ 502,317.53	20.04%
Retirement	6120	\$ 54,702.09	\$ 50,421.97	\$ 72,610.80	\$ 532,840.00	\$ 460,229.20	13.63%
457 Pension	6121	\$ 5,911.81	\$ 5,998.98	\$ 6,127.62	\$ 7,000.00	\$ 872.38	87.54%
Deferred Compensation	6125	\$ 599.19	\$ 595.46	\$ 798.92	\$ 5,193.00	\$ 4,394.08	15.38%
Employee Insurance	6130	\$ 27,482.34	\$ 38,300.27	\$ 41,354.29	\$ 432,616.00	\$ 391,261.71	9.56%
Workers Compensation	6140	\$ 18,776.22	\$ 20,737.72	\$ 25,193.74	\$ 186,770.00	\$ 161,576.26	13.49%
Unemployment Insurance	6150	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
PERS Unfunded Liability	6170	\$ -	\$ 508,376.00	\$ 494,762.00	\$ 494,762.00	\$ -	100.00%
Personnel		\$ 500,070.16	\$ 1,034,715.00	\$ 1,163,215.71	\$ 5,153,694.00	\$ 3,990,478.29	22.57%
YTD Comparison				\$ 128,500.71			
Services and Supplies							
Telephone/Internet	6210	\$ 1,579.25	\$ 3,550.27	\$ 3,432.29	\$ 21,692.00	\$ 18,259.71	15.82%
IT Services	6220	\$ 3,652.84	\$ 6,059.44	\$ 13,785.68	\$ 64,298.00	\$ 50,512.32	21.44%
IT Hardware	6230	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Hardware/Software Services	6240	\$ 8,721.13	\$ 7,808.99	\$ 8,721.13	\$ 73,586.00	\$ 64,864.87	11.85%
Pool Chemicals	6310	\$ 914.17	\$ 1,336.83	\$ 914.17	\$ 7,250.00	\$ 6,335.83	12.61%
Janitorial Supplies	6320	\$ 58.96	\$ 7,510.45	\$ 10,877.47	\$ 49,800.00	\$ 38,922.53	21.84%
Kitchen Supplies	6330	\$ 33.30	\$ -	\$ 33.30	\$ 700.00	\$ 666.70	4.76%
Food Supplies	6340	\$ 451.02	\$ -	\$ 451.02	\$ 6,625.00	\$ 6,173.98	6.81%
Water Maint & Service	6350	\$ 74.55	\$ -	\$ 114.55	\$ 900.00	\$ 785.45	12.73%
Laundry/Wash Service	6360	\$ -	\$ -	\$ -	\$ 1,120.00	\$ 1,120.00	0.00%
Medical Supplies	6380	\$ -	\$ -	\$ -	\$ 1,390.00	\$ 1,390.00	0.00%
Insurance Liability	6410	\$ -	\$ 144,889.00	\$ 188,794.00	\$ 347,734.00	\$ 158,940.00	54.29%
Equipment Maintenance	6500	\$ -	\$ 24.54	\$ -	\$ 1,600.00	\$ 1,600.00	0.00%
Fuel	6510	\$ 6,354.19	\$ 6,189.66	\$ 6,354.19	\$ 68,475.00	\$ 62,120.81	9.28%
Vehicle Maintenance	6520	\$ 3,575.11	\$ 4,277.82	\$ 4,784.74	\$ 38,100.00	\$ 33,315.26	12.56%
Building Repair	6610	\$ 1,357.63	\$ 4,402.06	\$ 1,641.99	\$ 67,500.00	\$ 65,858.01	2.43%
HVAC Maintenance/Repairs	6620	\$ -	\$ -	\$ -	\$ 8,820.00	\$ 8,820.00	0.00%
Playground Maintenance	6630	\$ -	\$ -	\$ 18.22	\$ 35,000.00	\$ 34,981.78	0.05%
Grounds Maintenance	6710	\$ 9,521.20	\$ 16,017.98	\$ 10,993.04	\$ 101,220.00	\$ 90,226.96	10.86%
Tree Care	6719	\$ (110.47)	\$ -	\$ (110.47)	\$ 30,000.00	\$ 30,110.47	-0.37%
Contracted Pest Control	6730	\$ -	\$ -	\$ -	\$ 4,020.00	\$ 4,020.00	0.00%
Rubbish & Refuse	6740	\$ 7,731.85	\$ 9,602.09	\$ 7,731.85	\$ 84,330.00	\$ 76,598.15	9.17%
Vandalism/Theft	6750	\$ 198.61	\$ 292.98	\$ 589.24	\$ 1,000.00	\$ 410.76	58.92%
Memberships	6810	\$ -	\$ 3,650.00	\$ 5,105.00	\$ 16,952.00	\$ 11,847.00	30.11%
Office Supplies	6910	\$ 2,799.54	\$ 786.97	\$ 6,738.60	\$ 33,950.00	\$ 27,211.40	19.85%
Postage Expense	6920	\$ -	\$ 5,773.31	\$ 5,855.92	\$ 18,700.00	\$ 12,844.08	31.32%
Advertising Expense	6930	\$ -	\$ -	\$ -	\$ 3,040.00	\$ 3,040.00	0.00%
Printing Charges	6940	\$ 701.12	\$ 890.61	\$ 1,274.31	\$ 13,126.00	\$ 11,851.69	9.71%

General Ledger
Fund 10 General Fund
August 2023 16.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Bank & Registration Fees	6950	\$ 0.75	\$ 3,865.06	\$ 63.76	\$ 3,920.00	\$ 3,856.24	1.63%
Approp Redev/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 684,039.00	\$ 684,039.00	0.00%
Minor Furn Fixture & Equip	6980	\$ -	\$ 261.41	\$ -	\$ 25,237.00	\$ 25,237.00	0.00%
Fingerprint Fees (HR)	7010	\$ 208.00	\$ 280.00	\$ 208.00	\$ 3,360.00	\$ 3,152.00	6.19%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ -	\$ 6,675.00	\$ 6,675.00	0.00%
Permit & Licensing Fees	7030	\$ 4.28	\$ 1,005.80	\$ 2,430.28	\$ 7,300.00	\$ 4,869.72	33.29%
Professional Services	7100	\$ 9,894.27	\$ 2,310.00	\$ 25,604.27	\$ 270,200.00	\$ 244,595.73	9.48%
Legal Services	7110	\$ 4,694.50	\$ 5,260.00	\$ 4,694.50	\$ 90,000.00	\$ 85,305.50	5.22%
Typeset and Print Services	7115	\$ 11,681.76	\$ 11,390.79	\$ 11,681.76	\$ 36,600.00	\$ 24,918.24	31.92%
Instructor Services	7120	\$ 22,096.65	\$ 10,850.50	\$ 22,850.85	\$ 108,902.00	\$ 86,051.15	20.98%
PERS Admin Fees	7125	\$ 148.15	\$ 213.11	\$ 297.77	\$ 2,200.00	\$ 1,902.23	13.54%
Audit Services	7130	\$ 750.00	\$ 4,000.00	\$ 750.00	\$ 17,425.00	\$ 16,675.00	4.30%
Medical & Health Svcs	7140	\$ 120.00	\$ -	\$ 120.00	\$ 10,720.00	\$ 10,600.00	1.12%
Security Services	7150	\$ 593.50	\$ 330.00	\$ 923.50	\$ 7,122.00	\$ 6,198.50	12.97%
Entertainment Services	7160	\$ -	\$ -	\$ 250.00	\$ 4,300.00	\$ 4,050.00	5.81%
Business Services	7180	\$ 1,369.78	\$ 24,981.73	\$ 27,103.10	\$ 95,805.00	\$ 68,701.90	28.29%
Umpire/Referee Services	7190	\$ 100.00	\$ 440.00	\$ 100.00	\$ 1,700.00	\$ 1,600.00	5.88%
Subscriptions	7210	\$ 9.99	\$ 9.99	\$ 9.99	\$ 2,375.00	\$ 2,365.01	0.42%
Rents & Leases - Equip	7310	\$ 1,000.12	\$ 541.19	\$ 1,647.26	\$ 48,720.00	\$ 47,072.74	3.38%
Bldg/Field Leases & Rental	7320	\$ -	\$ -	\$ -	\$ 60.00	\$ 60.00	0.00%
Division Supplies	7410	\$ 4,218.92	\$ 42.90	\$ 4,329.63	\$ 30,365.00	\$ 26,035.37	14.26%
Program/Event Supplies	7420	\$ -	\$ 52.90	\$ -	\$ -	\$ -	#DIV/0!
Bingo Supplies	7430	\$ 288.13	\$ -	\$ 288.13	\$ 4,800.00	\$ 4,511.87	6.00%
Sporting Goods	7440	\$ 1,630.14	\$ 19.83	\$ 1,630.14	\$ 8,400.00	\$ 6,769.86	19.41%
Arts and Craft Supplies	7450	\$ -	\$ -	\$ -	\$ 1,575.00	\$ 1,575.00	0.00%
Training Supplies	7460	\$ -	\$ -	\$ -	\$ 3,970.00	\$ 3,970.00	0.00%
Small Tools	7500	\$ 95.11	\$ 312.19	\$ 95.11	\$ 6,000.00	\$ 5,904.89	1.59%
Safety Supplies	7510	\$ 214.29	\$ 260.00	\$ 214.29	\$ 4,415.00	\$ 4,200.71	4.85%
Uniform Allowance	7610	\$ -	\$ (219.64)	\$ -	\$ 15,790.00	\$ 15,790.00	0.00%
Safety Clothing	7620	\$ -	\$ 193.94	\$ -	\$ 5,404.00	\$ 5,404.00	0.00%
Conference&Seminar Staff	7710	\$ 625.00	\$ 2,669.00	\$ 4,795.00	\$ 19,665.00	\$ 14,870.00	24.38%
Conference&Seminar Board	7715	\$ 750.00	\$ 88.00	\$ 750.00	\$ 2,625.00	\$ 1,875.00	28.57%
Conference&Seminar Travel Exp	7720	\$ 549.96	\$ -	\$ 549.96	\$ 6,067.00	\$ 5,517.04	9.06%
Out of Town Travel Board	7725	\$ -	\$ -	\$ -	\$ 2,970.00	\$ 2,970.00	0.00%
Private Vehicle Mileage	7730	\$ 1.97	\$ 133.76	\$ 1.97	\$ 4,847.00	\$ 4,845.03	0.04%
Buses/Excursions	7750	\$ 4,722.46	\$ 4,180.49	\$ 5,287.10	\$ 11,400.00	\$ 6,112.90	46.38%
Tuition/Book Reimbursement	7760	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	0.00%
Utilities - Gas	7810	\$ 2,368.54	\$ 2,739.46	\$ 2,368.54	\$ 49,133.00	\$ 46,764.46	4.82%
Utilities - Water	7820	\$ 110,900.00	\$ 83,847.57	\$ 110,900.00	\$ 786,277.00	\$ 675,377.00	14.10%
Utilities - Electric	7830	\$ 8,576.37	\$ 9,132.68	\$ 8,694.41	\$ 232,694.00	\$ 223,999.59	3.74%
Airport Assessment Exp	7840	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ 682.32	\$ 1,336.70	\$ 682.32	\$ 18,190.00	\$ 17,507.68	3.75%
Meals for Staff Training	7920	\$ 94.31	\$ -	\$ 94.31	\$ 3,500.00	\$ 3,405.69	2.69%
Employee Morale	7930	\$ -	\$ -	\$ -	\$ 5,500.00	\$ 5,500.00	0.00%
COP Debt - PV Fields	7950	\$ -	\$ -	\$ -	\$ 343,214.00	\$ 343,214.00	0.00%
Reserve Vehicle Fleet	7970	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	100.00%
Reserve Computer Fleet	7971	\$ -	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	100.00%
Reserve Dry Period	7973	\$ -	\$ 65,203.00	\$ 5,000.00	\$ 5,000.00	\$ -	100.00%
Reserve Capital Improvements	7974	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	0.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 20,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	100.00%
Reserve - Compensated Absences	7976	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	100.00%
Services and Supplies		\$ 236,003.27	\$ 528,795.36	\$ 670,516.19	\$ 4,267,389.00	\$ 3,596,872.81	15.71%
YTD Comparison				\$ 141,720.83			
Capital							
General Capital	8400	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	0.00%
Equip/Facility Replacement	8420	\$ -	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	0.00%
Freedom Dog Park	8502	\$ 1,775.34	\$ -	\$ 3,061.15	\$ -	\$ (3,061.15)	0.00%
Valle Lindo Court Resurface	8505	\$ -	\$ -	\$ -	\$ 55,000.00	\$ 55,000.00	0.00%
Epoxy Pool Deck	8506	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%
Lokker Playground	8507	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	0.00%
PV Fields Irrigation Pumps	8508	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%
Capital		\$ 1,775.34	\$ -	\$ 3,061.15	\$ 815,000.00	\$ 811,938.85	0.38%
YTD Comparison				\$ 3,061.15			
Expense		\$ 737,848.77	\$ 1,563,510.36	\$ 1,836,793.05	\$ 10,236,083.00	\$ 8,399,289.95	17.94%
YTD Comparison				\$ 273,282.69			
Revenue Total		\$ 182,767.13	\$ 434,573.09	\$ 627,530.36	\$ 10,193,460.00	\$ 9,565,929.64	6.16%
Expense Total		\$ 737,848.77	\$ 1,563,510.36	\$ 1,836,793.05	\$ 10,236,083.00	\$ 8,399,289.95	17.94%
YTD Revenue-Expenses			\$ (1,128,937.27)	\$ (1,209,262.69)			
YTD Comparison				\$ (80,325.42)			

General Ledger
Fund 20 Assessment Fund
August 2023 16.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ 71.24	\$ 5,093.76	\$ 20,000.00	\$ 14,906.24	25.47%
Assessment Revenue	5500	\$ -	\$ 197.30	\$ -	\$ 1,293,871.00	\$ 1,293,871.00	0.00%
Revenue		\$ -	\$ 268.54	\$ 5,093.76	\$ 1,313,871.00	\$ 1,308,777.24	0.39%
Personnel							
Full Time Salaries	6100	\$ 22,065.71	\$ 2,585.09	\$ 28,915.62	\$ -	\$ (28,915.62)	0.00%
Cell Phone Allowance	6108	\$ 63.00	\$ 27.72	\$ 69.93	\$ -	\$ (69.93)	0.00%
Part-Time Salaries	6110	\$ 1,645.28	\$ -	\$ 2,198.98	\$ -	\$ (2,198.98)	0.00%
Retirement	6120	\$ 4,343.59	\$ 421.03	\$ 5,663.74	\$ -	\$ (5,663.74)	0.00%
Employee Insurance	6130	\$ 3,696.78	\$ 581.99	\$ 5,414.39	\$ -	\$ (5,414.39)	0.00%
Workers Compensation	6140	\$ 2,639.20	\$ 280.98	\$ 3,473.03	\$ -	\$ (3,473.03)	0.00%
Personnel		\$ 34,453.56	\$ 3,896.81	\$ 45,735.69	\$ -	\$ (45,735.69)	0.00%
YTD Comparison				\$ 41,838.88			
Services and Supplies							
Incidental Costs - Assess	6709	\$ -	\$ -	\$ -	\$ 19,444.00	\$ 19,444.00	0.00%
Grounds Maintenance	6710	\$ 4,528.82	\$ -	\$ 9,150.85	\$ -	\$ (9,150.85)	0.00%
Tree Care	6719	\$ 3,575.77	\$ -	\$ 3,575.77	\$ 90,000.00	\$ 86,424.23	3.97%
Contracted LS Services	6720	\$ 20,159.27	\$ 42,968.19	\$ 20,159.27	\$ 745,074.00	\$ 724,914.73	2.71%
Park Amenities - Assess	6722	\$ -	\$ -	\$ -	\$ 34,000.00	\$ 34,000.00	0.00%
Bank & Registration Fees	6950	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0.00%
Approp Redevel/Collection Fees	6960	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	0.00%
COP Debt - PV Fields	7950	\$ -	\$ -	\$ -	\$ 408,780.00	\$ 408,780.00	0.00%
Services and Supplies		\$ 28,263.86	\$ 42,968.19	\$ 32,885.89	\$ 1,300,868.00	\$ 1,267,982.11	2.53%
YTD Comparison				\$ (10,082.30)			
Expense		\$ 62,717.42	\$ 46,865.00	\$ 78,621.58	\$ 1,300,868.00	\$ 1,222,246.42	6.04%
YTD Comparison				\$ 31,756.58			
Revenue Total		\$ -	\$ 268.54	\$ 5,093.76	\$ 1,313,871.00	\$ 1,308,777.24	0.39%
Expense Total		\$ 62,717.42	\$ 46,865.00	\$ 78,621.58	\$ 1,300,868.00	\$ 1,222,246.42	6.04%
YTD Revenue-Expenses		\$ -	\$ (46,596.46)	\$ (73,527.82)			
YTD Comparison				\$ (26,931.36)			

General Ledger
Fund 30 Quimby Fund
August 2023 16.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ 21,192.91	\$ 5,464.72	\$ 34,780.62	\$ 120,000.00	\$ 85,219.38	28.98%
Revenue		\$ 21,192.91	\$ 5,464.72	\$ 34,780.62	\$ 120,000.00	\$ 85,219.38	28.98%
Capital							
General Capital	8400	\$ -	\$ -	\$ -	\$ 621,769.00	\$ 621,769.00	0.00%
Pickleball Sports Complex	8493	\$ 267.89	\$ 5,521.57	\$ 267.89	\$ 1,300,000.00	\$ 1,299,732.11	0.02%
Multi-Generation Center	8504	\$ -	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	0.00%
Capital		\$ 267.89	\$ 5,521.57	\$ 267.89	\$ 2,921,769.00	\$ 2,921,501.11	0.01%
Expense		\$ 267.89	\$ 5,521.57	\$ 267.89	\$ 2,921,769.00	\$ 2,921,501.11	0.01%
Revenue Total		\$ 21,192.91	\$ 5,464.72	\$ 34,780.62	\$ 120,000.00	\$ 85,219.38	28.98%
Expense Total		\$ 267.89	\$ 5,521.57	\$ 267.89	\$ 2,921,769.00	\$ 2,921,501.11	0.01%
YTD Revenue-Expenses		\$	\$ (56.85)	\$ 34,512.73			
YTD Comparison				\$ 34,569.58			

Date Received	Amount	Amount Earmarked	Developer	Development Case #	Amount Expended	Balance	Allocation Date
7/31/14	\$ 615,709.00	\$ 720,600.00	AMLI Residential	Springville (RPD-173)	\$ 615,709.00	\$ -	7/31/2019
1/31/15	\$ 2,250,489.70	\$ 2,250,489.70	Fairfield LLC		\$ 1,894,525.49	\$ 355,964.21	1/31/2020
8/8/16	\$ 2,649,209.00	\$ 3,200,000.00	Comstock/Elacora Mission Oaks		\$ 1,824,129.76	\$ 825,079.24	8/8/2021
8/10/16	\$ 474,353.00	\$ 629,500.00	KB Homes**		\$ 230,159.82	\$ 244,193.18	8/10/2021
6/7/18	\$ 21,612.25	\$ 21,612.25	Crestview		\$ -	\$ 21,612.25	6/7/2023
6/27/18	\$ -	\$ -	Aldersgate Construction		\$ 146,682.55	\$ -	REFUNDED
3/6/19	\$ 35,242.00	\$ -	Habitat for Humanity		\$ -	\$ 35,242.00	3/6/2024
9/12/19	\$ -	\$ -	Aldersgate Construction		\$ 92,200.46	\$ -	REFUNDED
11/21/19	\$ 1,264,500.00	\$ 1,000,000.00	Shea Homes		\$ -	\$ 1,264,500.00	11/21/2024
7/29/22	\$ 2,840,447.45	\$ -	Williams Homes		\$ -	\$ 2,840,447.45	7/29/2027
8/5/22	\$ 347,625.00	\$ -	Somis Ranch Phase 1		\$ -	\$ 347,625.00	8/5/2027
10/20/22	\$ 278,100.00	\$ -	Somis Ranch Phase 2		\$ -	\$ 278,100.00	10/20/2027
3/15/23	\$ 313,508.00	\$ -	Barry 60 LP		\$ -	\$ 313,508.00	3/15/2028
Total	\$ 11,090,795.40	\$ 7,822,201.95			\$ 4,803,407.08	\$ 6,526,271.33	

*Amount allocated exceeds fee total due to Valle Lindo Restroom Project, excess expenses to be allocated from KB Homes
**Expenses for Valle Lindo above AMLI fee amount allocated here, full allocated amount yet to be spent

General Ledger
Fund 40 Park Impact Fee Fund
August 2023 16.7%

Description	Account	Period	Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue								
Interest Earnings	5310	\$	-	\$ 58.56	\$ 995.49	\$ 8,000.00	\$ 7,004.51	12.44%
Revenue		\$	-	\$ 58.56	\$ 995.49	\$ 8,000.00	\$ 7,004.51	12.44%
Revenue Total								
		\$	-	\$ 58.56	\$ 995.49	\$ 8,000.00	\$ 7,004.51	12.44%
Expense Total								
		\$	-	\$ -	\$ -	\$ -	\$ -	0.00%

General Ledger
Fund 50 CDBG Fund
August 2023 16.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
CDBG - Food Share	5577	\$ -	\$ -	\$ -	\$ 11,491.00	\$ 11,491.00	0.00%
Revenue		\$ -	\$ -	\$ -	\$ 11,491.00	\$ 11,491.00	0.00%
Personnel							
Full Time Salaries	6100	\$ 306.90	\$ 808.26	\$ 429.66	\$ 8,679.00	\$ 8,249.34	4.95%
Part-Time Salaries	6110	\$ 4,086.42	\$ 3,729.04	\$ 5,412.60	\$ 1,860.00	\$ (3,552.60)	291.00%
Retirement	6120	\$ 608.96	\$ 628.54	\$ 811.73	\$ 806.00	\$ (5.73)	100.71%
Employee Insurance	6130	\$ 29.22	\$ 9.51	\$ 43.83	\$ -	\$ (43.83)	0.00%
Workers Compensation	6140	\$ 55.23	\$ 104.82	\$ 75.37	\$ 146.00	\$ 70.63	51.62%
Personnel		\$ 5,086.73	\$ 5,280.17	\$ 6,773.19	\$ 11,491.00	\$ 4,717.81	58.94%
Services and Supplies							
Division Supplies	7410	\$ -	\$ -	\$ 4,081.80	\$ -	\$ (4,081.80)	0.00%
Services and Supplies		\$ -	\$ -	\$ 4,081.80	\$ -	\$ (4,081.80)	0.00%
Expense		\$ 5,086.73	\$ 5,280.17	\$ 10,854.99	\$ 11,491.00	\$ 636.01	94.47%
Revenue Total		\$ -	\$ -	\$ -	\$ 11,491.00	\$ 11,491.00	0.00%
Expense Total		\$ 5,086.73	\$ 5,280.17	\$ 10,854.99	\$ 11,491.00	\$ 636.01	94.47%

General Ledger
Fund 60 Restricted Donations
August 2023 16.7%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ -	\$ 529.09	\$ 1,000.00	\$ 470.91	52.91%
Revenue		\$ -	\$ -	\$ 529.09	\$ 1,000.00	\$ 470.91	52.91%
Capital							
Micracle League 805 Ballfield	8497	\$ -	\$ -	\$ 88,586.05	\$ 300,000.00	\$ 211,413.95	29.53%
Capital		\$ -	\$ -	\$ 88,586.05	\$ 300,000.00	\$ 211,413.95	29.53%
Expense		\$ -	\$ -	\$ 88,586.05	\$ 300,000.00	\$ 211,413.95	29.53%
Revenue Total		\$ -	\$ -	\$ 529.09	\$ 1,000.00	\$ 470.91	52.91%
Expense Total		\$ -	\$ -	\$ 88,586.05	\$ 300,000.00	\$ 211,413.95	29.53%

CASH REPORT

	8/31/2023 Balance	8/31/2022 Balance
Debt Service - Restricted	\$ 145,621.34	\$ 140,605.17
457 Pension Trust Restricted	\$ 70,821.42	\$ 68,420.34
Cal CLASS/PW Quimby Fee - Restricted	\$ 4,481,735.30	\$ 842,398.02
VC Pool Quimby- Restricted	\$ 2,579,202.12	\$ 5,636,856.68
Park Impact Fees	\$ 228,424.49	\$ 172,417.66
Miracle League 805	\$ 423,531.81	\$ -
FCDP Checking	\$ 13,846.66	\$ 13,846.66
Total	\$ 7,943,183.14	\$ 6,874,544.53

Semi-Restricted Funds

Assessment	\$ 1,071,041.52	\$ 1,015,828.82
LAIF - Capital	\$ 1,402,761.19	\$ 2,032,015.47
PacWest/CalCLASS - Capital	\$ 1,893,900.19	\$ 1,120,756.80
Designated Project	\$ 230,484.00	\$ 230,484.00
Capital Reserves	\$ 500,000.00	\$ -
Capital - Vehicle Replacement	\$ 49,843.80	\$ 49,843.80
Contingency - Dry Period	\$ 462,337.09	\$ 397,337.08
Contingency - Computer	\$ 25,000.00	\$ 20,000.01
Contingency - Repair/Oper/Admin	\$ 320,000.00	\$ 300,000.00
Contingency - Compensated Absences	\$ 100,000.00	\$ 75,000.00
Contingency - Vehicle Replacement	\$ 30,000.00	\$ 30,000.00
Total	\$ 6,085,367.79	\$ 5,271,265.98

Unrestricted Funds

Contingency	\$ 4,103,622.17	\$ 2,809,751.09
General Fund Checking	\$ 344,413.14	\$ 483,081.11
Total	\$ 4,448,035.31	\$ 3,292,832.20

Total of all Funds

	\$ 18,476,586.24	\$ 15,438,642.71
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	9/14/2023 Balance	9/30/2022 Balance
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Debt Service - Restricted	\$ 145,621.34	\$ 140,605.17
457 Pension Trust Restricted	\$ 70,821.42	\$ 68,420.34
Cal CLASS/PW Quimby Fee - Restricted	\$ 4,481,735.30	\$ 832,508.41
VC Pool Quimby- Restricted	\$ 2,579,202.12	\$ 5,636,856.68
Park Impact Fees	\$ 1,999,738.49	\$ 172,636.06
Miracle League 805	\$ 423,531.81	\$ -
FCDP Checking	\$ 13,846.66	\$ 13,601.61
Total	\$ 9,714,497.14	\$ 6,864,628.27

Semi-Restricted Funds

Assessment	\$ 1,048,147.36	\$ 964,397.54
LAIF - Capital	\$ 1,402,761.19	\$ 2,032,015.47
PacWest/CalCLASS - Capital	\$ 1,893,900.19	\$ 1,120,756.80
Designated Project	\$ 230,484.00	\$ 230,484.00
Capital Reserves	\$ 500,000.00	\$ -
Capital - Vehicle Replacement	\$ 49,843.80	\$ 49,843.80
Contingency - Dry Period	\$ 462,337.09	\$ 397,337.08
Contingency - Computer	\$ 25,000.00	\$ 20,000.01
Contingency - Repair/Oper/Admin	\$ 320,000.00	\$ 300,000.00
Contingency - Compensated Absences	\$ 100,000.00	\$ 75,000.00
Contingency - Vehicle Replacement	\$ 30,000.00	\$ 30,000.00
Total	\$ 6,062,473.63	\$ 5,219,834.70

Unrestricted Funds

Contingency	\$ 3,903,622.17	\$ 2,409,751.09
General Fund Checking	\$ 249,920.47	\$ 260,766.66
Total	\$ 4,153,542.64	\$ 2,670,517.75

Total of all Funds

	\$ 19,930,513.41	\$ 14,754,980.72
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Pleasant Valley Recreation and Park District
 Monthly AP, Payroll, Wire, Online Payment Report
 August 2023

	Date	Amount	
Accounts Payables:	8/31/2023	\$ 337,915.84	
	Total	\$ 337,915.84	
Payroll (Total Cost):	8/3/2023	\$ 190,858.62	
	8/17/2023	\$ 187,212.22	
	8/31/2023	\$ 156,029.07	
	Total	\$ 534,099.91	
Payroll AP Payments	8/2/2023	\$ 41,700.86	PERS Health Insurance Premium
	8/2/2023	\$ 18,651.61	CALPERS - Ret PR 8/3/2023
	8/2/2023	\$ 3,617.05	Guardian
	8/2/2023	\$ 625.50	VSP
	8/2/2023	\$ 2,133.00	Hartford
	8/17/2023	\$ 18,667.31	CALPERS- Ret-PR-8/17/23
	Total	\$ 85,395.33	
	Grand Total	\$ 957,411.08	

Developer		Project				Quimby Funds		GL Code
No.	Location	Description	Budgeted	Expended	Awarded	Balance	Committed Date	Allocation Date
AMLI								
1	Nancy Bush	Nancy Bush Picnic Area(s)	\$ 45,600.00	\$ 29,585.62	\$ 615,709.00	\$ 615,709.00	7/31/2019	8446
2	Valle Lindo	Valle Lindo RR/Pavilion*	\$ 425,000.00	\$ 364,574.44		\$ 221,548.94	12/6/2018	8444
3	Nancy Bush	Nancy Bush Playground	\$ 250,000.00	\$ 221,548.94		-	10/3/2018	8445
TOTALS			\$ 720,600.00	\$ 615,709.00	\$	\$		
FAIRFIELD LLC								
1	Freedom	Freedom Baseball Fields- Non- Contract Cost	\$ 1,100,000.00	\$ 504,121.78	\$ 2,250,489.70	\$ 2,250,489.70	1/31/2020	8459
2	Freedom	Freedom Baseball Fields- Contract Cost	\$ 1,000,000.00	\$ 411,628.87		\$ 1,746,367.92	11/7/2018	
3	PVAC	PVAC Restrooms and Showers	\$ 500,000.00	\$ 647,336.74		\$ 687,402.31		8469
4	PV Fields	Fertilizer Injector System	\$ 60,000.00	\$ 50,788.90		\$ 636,613.41		8478
5		Senior and Community Rec Fac Project	\$ -	\$ -		\$ 636,613.41		
6		Senior and Community Rec Fac Exterior Proj	\$ -	\$ -		\$ 355,964.21		8480
7		Community Center Kitchen Expansion	\$ 250,000.00	\$ 280,649.20				
8		Community Center Classroom and Auditorium Enhancements						
9		Freedom Park Parking Lot Enhancement						
10		Freedom Park Landscape and Walking Path						
11		Camarillo Grove Nature Center						
TOTALS			\$ 1,910,000.00	\$ 1,894,525.49	\$	\$ 355,964.21		
ELACORA MISSION OAKS								
1	Encanto	PG Equipment Installation	\$ 189,887.74	\$ 189,887.74	\$ 2,649,209.00	\$ 2,649,209.00	8/8/2021	
2	Arnell Rich Pk	Arnell Ranch Park Renovation	\$ 1,500,000.00	\$ 1,496,641.96		\$ 2,459,321.26	11/3/2016	
3		Pickleball	\$ 1,400,000.00	\$ 137,600.06		\$ 962,679.30	11/5/2020	8464
4		Camarillo Nature Center	\$ 300,000.00	\$ -		\$ 825,079.24		8493
5		Freedom Park Landscape and Walking Path	\$ -	\$ -		\$ 825,079.24		
		Freedom Baseball Fields	\$ -	\$ -		\$ 825,079.24		
TOTALS			\$ 3,200,000.00	\$ 1,824,129.76	\$	\$ 825,079.24		
KB HOMES								
1	Valle Lindo	Valle Lindo RR/Pavilion*	\$ 425,000.00	\$ 32,368.30	\$ 474,353.00	\$ 474,353.00	8/10/2021	8444
2	Mel Vincent	Mel Vincent Park Restrooms	\$ 139,500.00	\$ 166,253.78		\$ 441,984.70		8460
3	Nancy Bush	Nancy Bush Pavilion	\$ 65,000.00	\$ 31,537.74		\$ 244,193.18		8447
4		Community Center Classroom and Auditorium Enhancements	\$ -	\$ -		\$ 244,193.18		
5		Dos Caminos Expansion and ADA	\$ -	\$ -		\$ 244,193.18		
TOTALS			\$ 629,500.00	\$ 230,159.82	\$	\$ 244,193.18		
CRESTVIEW								
1		Senior/Community Center ADA	\$ 21,612.25	\$ -	\$ 21,612.25	\$ 21,612.25	6/7/2023	
TOTALS			\$ 21,612.25	\$ -	\$	\$ 21,612.25		
HABITAT FOR HUMANITY								
			\$ -	\$ -	\$ 35,242.00	\$ 35,242.00	3/6/2024	
TOTALS			\$ -	\$ -	\$	\$ 35,242.00		
SHEA HOMES								
1		Multi-Generation Center	\$ 1,000,000.00	\$ -	\$ 1,264,500.00	\$ 1,264,500.00	11/21/2024	
TOTALS			\$ 1,000,000.00	\$ -	\$	\$ 1,264,500.00		
Williams Homes								
			\$ 2,840,447.45	\$ 2,840,447.45	\$ 2,840,447.45	\$ 2,840,447.45	7/29/2027	
TOTALS			\$ 2,840,447.45	\$ 2,840,447.45	\$	\$ 2,840,447.45		
Somis Ranch Phase 1								
			\$ 347,625.00	\$ 347,625.00	\$ 347,625.00	\$ 347,625.00	8/5/2027	
TOTALS			\$ 347,625.00	\$ 347,625.00	\$	\$ 347,625.00		
Somis Ranch Phase 2								
			\$ 278,100.00	\$ 278,100.00	\$ 278,100.00	\$ 278,100.00	10/20/2027	
TOTALS			\$ 278,100.00	\$ 278,100.00	\$	\$ 278,100.00		
Barry 60 LP								
			\$ 313,508.00	\$ 313,508.00	\$ 313,508.00	\$ 313,508.00	3/15/2028	
TOTALS			\$ 313,508.00	\$ 313,508.00	\$	\$ 313,508.00		
Grand Total			\$ 7,481,712.25	\$ 4,564,524.07	\$ 11,090,795.40	\$ 6,526,271.33		

California CLASS

Investment Name	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
California CLASS					1.51%	2.36%	2.61%	3.10%	3.80%
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23
California CLASS	4.19%	4.53%	4.70%	4.77%	5.00%	5.15%	5.23%	5.29%	5.45%

- Rates are determined at the end of the month

Ventura County Pool

Investment Name	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
Ventura County Pool	0.36%	0.51%	0.62%	0.82%	1.26%	1.55%	1.73%	1.92%	2.29%
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23
Ventura County Pool	2.74%	3.01%	3.15%	3.11%	3.60%	3.49%	3.56%	3.49%	3.51%

Local Agency Investment Fund (LAIF)

Investment Name	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
Local Agency Investment Fund (LAIF)	0.37%	0.52%	0.68%	0.86%	1.09%	1.28%	1.51%	1.77%	2.01%
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23
Local Agency Investment Fund (LAIF)	2.17%	2.43%	2.62%	2.83%	2.87%	2.99%	3.17%	3.31%	3.43%

Pacific Western Bank

Investment Name	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
Pacific Western Bank	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23
Pacific Western Bank	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%	0.04%

Bank Reconciliation

Board Audit

User: Cwebster
 Printed: 09/08/2023 - 7:50AM
 Date Range: 08/01/2023 - 08/31/2023
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	AFLAC	AFLAC: BILLING PERIOD JULY 20	08/02/2023	992.16
0	CALPERS HEALTH	CALPERS: HEALTH INSURANCE /	08/02/2023	41,700.86
0	CALPERS PENSION	CALPERS: PR CONT 8/3/2023 / PLA	08/02/2023	18,651.61
0	CALPERS PENSION	CALPERS: PR CONT 8/17/2023 / PL	08/16/2023	18,667.31
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE88 DEPOSIT / PR 8/3/2023 /	08/02/2023	3,958.26
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE88 PMT / PR 8/17/2023/ ST/	08/16/2023	3,984.06
0	GUARDIAN	GUARDIAN DENTAL: AUGUST BI	08/02/2023	3,617.05
0	HARTFORD LIFE & ACC. INSURAN	HARTFORD: AUG 2023 BILLING	08/02/2023	2,133.00
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS 941 DEPOSIT / PR 8/3/2	08/02/2023	29,142.24
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS / 941 DEPOSIT/ PR 8/17	08/16/2023	28,679.08
0	US BANK	US BANK: CAL CARD STMT 7/24/2	08/07/2023	-240.00
0	VSP	VSP: AUG 2023 BILLING	08/02/2023	625.50
26386	AMBER'S LIGHT LIONS CLUB	AMBER'S LIGHTS LION'S CLUB: C	08/10/2023	100.00
26410	ST DEMETRIOS GREEK ORTHODO	ST DEMETRIOS GREEK CHURCH:	08/10/2023	264.00
26414	VENTURA COUNTY SCOTTISH RIT	VC SCOTTISH RITE: CLEANING D	08/10/2023	200.00
26415	VENTURA COUNTY SPORTSFISHIN	VTA COUNTY SPORTSFISHING CL	08/10/2023	50.00
26423	HUB INTERNATIONAL INSURANC	HUB: INSURANCE JULY 2023	08/15/2023	2,594.00
26428	LISETH AYALA	AYALA, L: DEPOSIT CLEANING R	08/24/2023	50.00
Total for Department: 00 Non Departmentalized				155,169.13
Department: 03 Recreation				
0	AMAZON	AMAZON: HALLOWEEN SUPPLIE	08/10/2023	882.48
0	DEBRA GREENWOOD	GREENWOOD, D: WATER EXERCI	08/24/2023	742.30
0	ESTELA LIZARRAGA	LIZARRAGA, E: JULY 2023 CLASS	08/10/2023	1,485.25
0	JANET SNYDER	SNYDER, J: DANCE TEN / FOXTRC	08/10/2023	184.80
0	KALEY ROBISON	ROBISON, K: REPLACE PR CK 813	08/15/2023	622.22
0	KATIE SHINDEN	SHINDEN, K: KINDERMUSIK CLA	08/10/2023	1,470.30
0	MELANIE BURKE	BURKE, M: CAKE & COOKIE DEC	08/24/2023	722.80
0	PATRICIA J. BOLLAND	BOLLAND, P: JAZZERCISE / 33 EN	08/10/2023	760.50
0	SARAH PASCUAL	PASCUAL, S: MILEAGE REIMB JU	08/10/2023	1.97
0	US BANK	US BANK: CAL CARD STMT 7/24/2	08/07/2023	7,200.86
26380	GOOSETOWN PRODUCTIONS INC.	GOOSETOWN: MUSIC FREQS / SO	08/05/2023	5,500.00
26385	ALL GOOD DRIVING SCHOOL, INC	ALL GOOD DRIVING: INTERNET I	08/10/2023	30.10
26387	AMERICAN RED CROSS	AMERICAN RED CROSS: FIRST AI	08/10/2023	44.00
26388	MICHAEL ASHLEY	ASHLEY, M: PICKLEBALL INTRO	08/10/2023	156.00
26390	BOWNET	BOWNET: 27 - DOZEN SOFTBALL	08/10/2023	1,592.66
26393	LARRY CHAVEZ	CHAVEZ, L: 5 WEEK BASKETBAL	08/10/2023	100.00
26396	DURHAM SCHOOL SERVICES	DURHAM SCHOL SVCS: UNDERW	08/10/2023	1,614.46
26397	FUN EXPRESS	FUN EXPRESS: HALLOWEEN SUP	08/10/2023	3,127.49
26398	DANIEL E. HOWARD	HOWARD, D: JU-JITSU JULY CLAS	08/10/2023	429.00
26402	BRYAN MONKA	MONKA, B: SOCCER CLASSES - JI	08/10/2023	1,766.05
26406	PARKER ANDERSON ENRICHMEN	PARKER ANDERSON ENRICHMEN	08/10/2023	5,434.00
26408	KRIS SIMEON	SIMEON, K: 7/28 PERFORMANCE/	08/10/2023	150.00
26416	DUNCAN YOUNG	YOUNG, D: GYMNASTIC CLASSE	08/10/2023	1,228.50
26418	CASEY PRINTING	CASEY PRINTING: FALL 2023 ACT	08/15/2023	11,681.76
26421	SANDRA DIXON	DIXON, S: DANCE CLASSES / 9 EN	08/15/2023	276.25
26431	BINGO WEST #4	BINGO WEST: 4 OZ REGULAR INK	08/24/2023	288.13
26434	CANON SOLUTIONS AMERICA INC	CANON: PRINTING SUPPLIES	08/24/2023	433.28

Check No.	Vendor/Employee	Transaction Description	Date	Amount
26437	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SVCS: CAM GI	08/24/2023	619.00
26438	FENCE FACTORY RENTALS	FENCE FACTORY: FENCE PANELS	08/24/2023	520.00
26439	DANIEL E. HOWARD	HOWARD,D: JU-JITSU CLASS / 2 E	08/24/2023	65.00
26440	ROBERT INGLIS	INGLIS, R: DISCOVER SCUBA	08/24/2023	344.50
26443	BRYAN MONKA	MONKA, B: AUGUST SOCCER CL	08/24/2023	1,548.95
26444	PLAY-WELL TEKNOLOGIES	PLAYWEK TEKNOLOGIES: POKEM	08/24/2023	2,825.55
26446	RAEHEL BERNICE SANTOS	SANTOS, R: HAPPY BABY SOCIAL	08/24/2023	263.25
26449	THE FINISH LINE	THE FINISH LINE: BASKETBALL C	08/24/2023	556.80
26453	YOUTH EVOLUTION ACTIVITIES	YOUTH EVOLUTION: 13 ENROLLI	08/24/2023	2,188.55
26454	TAD MANAGEMENT, LLC	TAD MGMT LLC: SUMMER CONC	08/25/2023	4,394.27

Total for Department: 03 Recreation

61,251.03

Department: 04 Parks

0	ARAMSCO INC.	ARAMSCO: TOILET SUPPLIES / CC	08/10/2023	58.96
0	CITY OF CAMARILLO	CITY OF CAMARILLO: SVC DATE	08/02/2023	45,152.93
0	CITY OF CAMARILLO	CITY OF CAMARILLO: SVC DATE	08/25/2023	38,547.37
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: TICKET 3030190	08/10/2023	39.55
0	E.J.HARRISON AND SONS, INC.	EJ HARRISON: JULY 2023 BILLINC	08/10/2023	4,459.31
0	FERGUSON ENTERPRISES INC. #1:	FERGUSON: DESCALER / AQUATI	08/24/2023	103.78
0	GRAINGER	GRAINGER: FLOW PIN / FAUCET/	08/10/2023	380.38
0	LINCOLN AQUATICS	LINCOLN AQUATICS: MINIBULK C	08/10/2023	780.40
0	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES	08/10/2023	487.81
0	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES	08/24/2023	331.67
0	SOCAL GAS COMPANY	GAS CO: SVC DATE 2023-6/28 - 7/2	08/07/2023	2,368.54
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 2023-6/30 - 8/1 /PV	08/03/2023	2,798.73
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 2023-7/18 - 8/15/ FC	08/21/2023	5,777.64
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: ADA RR & SINK/BII	08/10/2023	217.02
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: DXR RR / SVC 1 DA	08/24/2023	179.97
0	US BANK	US BANK: CAL CARD STMT 7/24/2	08/07/2023	2,561.60
0	WATER & SANITATION SERVICES	WATER & SANITATION: SVC DATI	08/10/2023	577.18
0	WEX BANK	WEX: FUEL PURCHASES / JULY 20	08/10/2023	6,097.27
26383	STANLEY STEEMER	STANLEY STEEMER: CARPET CLE	08/10/2023	583.32
26389	B & B DO IT CENTER	B&B: MARKING PAINT / FREEDOM	08/10/2023	453.25
26391	CAMARILLO TOWING INC.	CAMARILLO TOWING: TRUCK# 1	08/10/2023	120.00
26394	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: GREEN WASTI	08/10/2023	208.60
26395	COASTAL PIPCO IRRIGATION INC.	COASTAL PIPCO: IRRIGATION SU	08/10/2023	521.06
26399	KASTLE KARE	KASTLE KARE: GOPHER MONTHLY	08/10/2023	600.00
26401	LEVI'S LOCK & SECURITY	LEVI'S LOCK & SECURITY: SERVI	08/10/2023	125.00
26403	NAPA AUTO PARTS	NAPA: MOWER BELTS	08/10/2023	637.64
26405	PACIFIC ROCK, INC.	PACIFIF ROCK: DG BASE / FREED	08/10/2023	1,775.34
26407	REPOWER SPECIALISTS LTD.	REPOWER: SAND PRO ENGINE R	08/10/2023	1,990.00
26409	SIMPLOT TURF & HORTICULTURE	SIMPLOT: HERBICIDE & FERTILIZ	08/10/2023	1,177.18
26411	SUPERIOR POOL PRODUCTS LLC	SUPERIOR POOL PRODUCTS: TAY	08/10/2023	115.12
26412	TURF RENOVATION MACHINERY I	TURF RENOVATION MACHINERY	08/10/2023	1,086.78
26413	TURF STAR INC.	TURF STAR: SCARIFIER SAND PR	08/10/2023	736.47
26419	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW WATER: SVC DATE 20	08/15/2023	62.72
26420	DIAL SECURITY	DIAL SECURITY: 7/15/2023 EVENT	08/15/2023	188.50
26422	E.J. HARRISON ROLLOFFS	E J ROLL OFFS: DUMP FEES FRO 1	08/15/2023	2,116.55
26423	HUB INTERNATIONAL INSURANC	HUB: INSURANCE JULY 2023	08/15/2023	-99.49
26425	AGRX	AGRX: GOPHER TRAPS / FREEDOM	08/24/2023	89.99
26427	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RCVY: JU	08/24/2023	947.39
26429	B & B DO IT CENTER	B&B: WASP SPRAY / FREEDOM PA	08/24/2023	3,505.25
26433	CAMROSA WATER DISTRICT	CAMROSA: SVC DATE 2023-6/30 -	08/24/2023	26,559.80
26436	COASTAL PIPCO IRRIGATION INC.	COASTAL PIPCO: IRRIGATION BA	08/24/2023	757.00
26438	FENCE FACTORY RENTALS	FENCE FACTORY: GRK WHEEL / E	08/24/2023	93.31
26445	PPG ARCHITECTURAL FINISHES	PPG: PAINT / GRAFITTI REMOVAL	08/24/2023	198.61

Total for Department: 04 Parks

155,469.50

Department: 05 Administration

0	ACTUARIAL RETIREMENT CONSU	ACTUARIAL RETIREMENT CONSI	08/24/2023	750.00
0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: LEGAL SV	08/24/2023	4,694.50

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	AMAZON	AMAZON: OFFICE SUPPLIES	08/10/2023	94.41
0	AMAZON	AMAZON: OFFICE SUPPLIES	08/24/2023	71.80
0	CALPERS HEALTH	CALPERS: HEALTH INSURANCE-	08/02/2023	148.15
0	CALPERS PENSION	CALPERS: GASB-68 FEES	08/24/2023	1,050.00
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: POU COOLER	08/10/2023	35.00
0	KONICA MINOLTA PREMIER FINA	KONICA MINOLTA: COPIER PROP	08/24/2023	658.33
0	SPECTRUM BUSINESS	SPECTRUM: SVC DATE 2023-7/17 -	08/10/2023	17.08
0	STAPLES BUSINESS ADVANTAGE	STAPLES: OFFICE SUPPLIES	08/10/2023	90.80
0	US BANK	US BANK: CAL CARD STMT 7/24/2	08/07/2023	5,671.41
0	WATER & SANITATION SERVICES	WATER & SANITATION: PROCESS	08/10/2023	0.75
26381	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: LIVSCAN	08/10/2023	352.00
26384	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE: INTERNET SVC AU	08/10/2023	1,567.30
26392	CCI OFFICE TECHNOLOGIES	CCI OFFICE TECHNOLOGIES: IX S	08/10/2023	196.35
26400	PAUL LERMA	LERMA, P: MISSIONAL OAK PARK	08/10/2023	62.50
26426	ALLCONNECTED, INC.	ALLCONNECTED: AUG 2023 MON	08/24/2023	3,652.84
26430	BAY ALARM	BAY ALARM: CAMERA SYSTEM /	08/24/2023	405.00
26432	CALIFORNIA SPECIAL DIST. ASSO	CSDA: 2023 CONFERENCE / ORDE	08/24/2023	625.00
26435	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAMILY: BILLED 1	08/24/2023	120.00
26441	KONICA MINOLTA	KONICA MINOLTA: JUL 2023 MON	08/24/2023	42.79
26442	PAUL LERMA	LERMA, P: LEAD HIKER 8/12/2023	08/24/2023	62.50
26448	STATE OF CALIFORNIA DEPT. OF J	STATE OF CA: DEPT OF JUSTICE /	08/24/2023	128.00
26450	DAVID TORFEH	TORFEH, D: 7/22/2023 INTERPRET	08/24/2023	50.00
26451	VENTURA COUNTY SPECIAL DIST	VCSDA: DINNER MEETING DUES	08/24/2023	75.00
Total for Department: 05 Administration				20,621.51
Total for Fund:10 General Fund				392,511.17

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
26404	NATURAL GREEN LANDSCAPES, I	NATURAL GREEN LANDSCAPE: JI	08/10/2023	20,159.27
26409	SIMPLOT TURF & HORTICULTURE	SIMPLOT: HERBICIDE / PV FIELD	08/10/2023	3,997.29
26424	WEST COAST ARBORISTS INC.	WEST COAST ARBORIST: TREE TI	08/15/2023	2,188.57
26447	SIMPLOT TURF & HORTICULTURE	SIMPLOT: SPRAY RITE BUFFER / I	08/24/2023	531.53
26452	WEST COAST ARBORISTS INC.	WEST COAST ARBORIST: TREE RI	08/24/2023	1,387.20
Total for Department: 00 Non Departmentalized				28,263.86
Total for Fund:20 Assessment Fund				28,263.86

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
0	US BANK	US BANK: CAL CARD STMT 7/24/2	08/07/2023	267.89
26382	LAUTERBACH & ASSOCIATES, INC	LAUTERBACH & ASSOCIATES: BI	08/10/2023	2,268.25
Total for Department: 00				<u>2,536.14</u>
Total for Fund:30 Park Dedication Fund				<u>2,536.14</u>

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		423,311.17

Pleasant Valley Recreation and Park District
 Quarterly Investment Report
 September 2023

Name Of Account	Fiscal Year 2022/2023												Total 4TH Qtr. Of 2022/2023	Total 2022/2023 Interest	Total Interest Earned Since Purchased			
	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total 2ND Qtr. Of 2022/2023	Jan-23	Feb-23	Mar-23	Total 3RD Qtr. Of 2022/2023	Apr-23				May-23	Jun-23	
LAIF Capital #1301	\$ 6,740.08	\$ -	\$ -	\$ 8,639.34	\$ -	\$ -	\$ 8,639.34	\$ 13,327.62	\$ -	\$ -	\$ -	\$ 13,327.62	\$ 18,002.49	\$ -	\$ -	\$ 18,002.49	\$ 46,709.53	
Ventura County Pool (Restricted -0241)	\$ -	\$ 5,039.70	\$ -	\$ 8,639.54	\$ -	\$ -	\$ 8,639.54	\$ -	\$ -	\$ 24,979.81	\$ 24,979.81	\$ -	\$ 16,340.27	\$ 21,192.91	\$ 37,533.18	\$ 76,192.23		
Pacific West Bank																		
457 Pension	\$ 2.56	\$ 2.54	\$ 2.25	\$ 1.39	\$ 0.12	\$ 0.11	\$ 1.62	\$ 0.12	\$ 0.10	\$ 0.12	\$ 0.34	\$ 0.11	\$ 0.12	\$ 0.11	\$ 0.34	\$ 0.34	\$ 9.65	
Assessment	\$ 36.34	\$ 34.90	\$ 32.26	\$ 18.88	\$ 0.18	\$ 0.13	\$ 19.19	\$ 0.14	\$ 0.14	\$ 0.20	\$ 0.48	\$ 0.18	\$ 0.17	\$ 0.18	\$ 0.53	\$ 0.53	\$ 123.70	
Capital	\$ 39.76	\$ 39.77	\$ 38.49	\$ 23.38	\$ 0.68	\$ 0.70	\$ 24.76	\$ 0.71	\$ 0.63	\$ 0.70	\$ 2.04	\$ 0.68	\$ 0.70	\$ 0.68	\$ 2.06	\$ 2.06	\$ 146.88	
Contingency	\$ 140.86	\$ 123.56	\$ 102.25	\$ 57.26	\$ 4.50	\$ 4.66	\$ 66.42	\$ 4.21	\$ 4.21	\$ 4.66	\$ 13.52	\$ 4.50	\$ 4.66	\$ 4.51	\$ 13.67	\$ 13.67	\$ 460.28	
Debt Service	\$ 4.77	\$ 4.78	\$ 4.62	\$ 2.86	\$ 0.18	\$ 0.19	\$ 3.23	\$ 0.19	\$ 0.17	\$ 0.19	\$ 0.55	\$ 0.19	\$ 0.19	\$ 0.18	\$ 0.56	\$ 0.56	\$ 18.51	
Quimby	\$ 130.65	\$ 294.37	\$ 227.38	\$ 198.24	\$ 243.28	\$ 260.16	\$ 701.68	\$ 259.37	\$ 234.08	\$ 238.68	\$ 732.13	\$ 223.75	\$ 141.64	\$ 129.98	\$ 495.37	\$ 495.37	\$ 2,581.58	
Park Impact Fees	\$ 29.28	\$ 29.28	\$ 28.34	\$ 17.03	\$ -	\$ -	\$ 17.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103.93	
California CLASS																		
457 Pension				\$ 67.14	\$ 203.63	\$ 232.12	\$ 502.89	\$ 251.17	\$ 237.47	\$ 267.06	\$ 755.70	\$ 272.45	\$ 291.04	\$ 287.07	\$ 850.56	\$ 850.56	\$ 2,109.15	
Assessment				\$ 638.33	\$ 1,149.32	\$ 1,676.85	\$ 3,464.50	\$ 4,077.72	\$ 3,549.05	\$ 3,782.58	\$ 11,409.35	\$ 4,176.93	\$ 5,355.52	\$ 5,098.77	\$ 14,631.22	\$ 14,631.22	\$ 29,505.07	
Capital				\$ 1,187.94	\$ 3,740.73	\$ 4,739.13	\$ 9,667.80	\$ 6,980.05	\$ 6,598.89	\$ 7,421.24	\$ 21,000.18	\$ 7,570.95	\$ 8,087.59	\$ 7,997.14	\$ 23,655.68	\$ 23,655.68	\$ 54,323.66	
Contingency				\$ 2,289.91	\$ 6,119.18	\$ 5,596.05	\$ 14,005.14	\$ 16,349.39	\$ 15,455.38	\$ 17,381.43	\$ 49,186.20	\$ 19,021.96	\$ 29,028.55	\$ 27,088.21	\$ 75,138.72	\$ 75,138.72	\$ 138,330.06	
Debt Service				\$ 139.45	\$ 422.92	\$ 482.10	\$ 1,044.47	\$ 521.67	\$ 493.21	\$ 554.67	\$ 1,569.55	\$ 565.86	\$ 604.47	\$ 596.22	\$ 1,766.55	\$ 1,766.55	\$ 4,380.57	
Quimby				\$ 275.65	\$ 1,623.44	\$ 1,849.74	\$ 3,748.83	\$ 2,001.55	\$ 1,892.35	\$ 2,627.79	\$ 6,521.69	\$ 3,462.49	\$ 3,698.55	\$ 3,648.04	\$ 10,809.08	\$ 10,809.08	\$ 21,079.60	
Park Impact Fees				\$ 172.51	\$ 523.16	\$ 596.38	\$ 1,292.05	\$ 663.73	\$ 638.04	\$ 740.74	\$ 2,042.51	\$ 763.84	\$ 849.00	\$ 947.45	\$ 2,560.29	\$ 2,560.29	\$ 5,894.85	
Total	\$ 7,124.30	\$ 5,568.90	\$ 435.59	\$ 22,368.85	\$ 14,031.32	\$ 15,438.32	\$ 51,838.49	\$ 44,438.08	\$ 29,103.72	\$ 57,999.87	\$ 131,541.67	\$ 54,066.38	\$ 64,402.47	\$ 66,991.45	\$ 185,460.30	\$ 185,460.30	\$ 381,969.25	\$ -

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Analyst

DATE: October 4, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF REGULAR
BOARD OF DIRECTOR MEETING DATES FOR 2024**

BACKGROUND

According to the Board Bylaws and Resolution No. 582, the Board of Directors (Board) meets the first Wednesday of every month at the City of Camarillo City Hall Council Chambers. The Community Center located at 1605 E. Burnley Street, Camarillo California is allocated as an alternate meeting location in the event the primary location specified is unavailable.

ANALYSIS

The Board Calendar is being presented in October due to significant changes from past scheduling.

The City is working on finalizing the design for an extensive remodeling project for the Council Chambers. The engineer in charge of the project currently estimates that construction will start towards the end of 2023 and is expected to last approximately 12 months. Due to the remodeling project, the Council Chambers will not be available for use. As a result, the District will need to hold Board of Director meetings at the District Community Center located at 1605 Burnley Street to conduct its Board meetings.

Staff has identified dates for the Board goal-setting workshop and budget workshops to take place at the District office as part of the annual board calendar. The Board goal-setting workshop is scheduled for Saturday, January 27, 2024. The budget workshops are scheduled to take place on Saturday, April 27, 2024, and Tuesday, May 7, 2024.

It is recommended the Board review all the meeting dates and make recommendations for any additional changes due to holidays and or conflicts.

FISCAL IMPACT

There is no budget impact as a result of this action.

RECOMMENDATION

It is recommended the Board review and approve the dates and change in location for the District's Regular Board Meetings for the calendar year 2024.

STRATEGIC PLAN COMPLIANCE

None.

ATTACHMENTS

- 1) Board of Directors Regular Meeting Dates 2024 Calendar (1 page)

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
BOARD OF DIRECTOR MEETING DATES
SENIOR CENTER, PVRPD COMMUNITY CENTER
1605 BURNLEY STREET, CAMARILLO
(UNLESS OTHERWISE NOTED)
2024 DATES**

- Wednesday, January 3, 6:00 pm
- **Saturday, January 27 at 9:00 am - Board Goal Setting Workshop**
- Wednesday, February 7, 6:00 pm
- Wednesday, March 6, 6:00 pm
- Wednesday, April 3, 6:00 pm
- **Saturday, April 27 at 8:00 am - Budget Workshop: Senior Center**
- Wednesday, May 1, 6:00 pm
- **Tuesday, May 7 at 5:00 pm - Budget Workshop: Senior Center**
- Wednesday, June 5, 6:00 pm
- Wednesday, July 3, 6:00 pm
- Wednesday, August 7, 6:00 pm (*typically dark in August*)
- Wednesday, September 4, 6:00 pm
- Wednesday, October 2, 6:00 pm
- Wednesday, November 6, 6:00 pm
- Wednesday, December 4, 6:00 pm

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Matthew Parker, Park Services Manager

DATE: October 4, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF BID
PROPOSAL AWARD FOR PURCHASE OF TOP-
DRESSING MATERIAL AND DELIVERY SERVICES AT
PLEASANT VALLEY FIELDS SPORTS COMPLEX**

BACKGROUND

Pleasant Valley Fields (PV Fields) was developed in 2009 and is a premier 55-acre sports complex. Since the development of the park, it has been under full contract with Brightview Landscape Services (“Brightview”). As part of the contract, an annual application of organic top-dressing material to the turf has been included as a cultural practice aimed at promoting a healthy soil structure, as well as facilitating late-season turf growth and repair. In early 2023 Brightview informed the District they would no longer be able to provide landscape services. The District analyzed the current contract and implemented changes to better suit the needs of the facility before releasing a Request For Proposal this past July for a new landscape contractor and the eventual bid award to Showscapes Landscaping on September 6, 2023. One of the changes will be for the District to supply the specified top-dressing material to the new contractor, ensuring both quality and cost control.

ANALYSIS

Allowing the District to directly procure the top-dressing material, it empowers us to exercise greater control over the associated costs related to soil amendments. This enhanced control enables us to efficiently manage expenses and secure the best value for the District. Furthermore, the park project has specific criteria for the type and quality of soil to be utilized. By taking charge of the procurement of these amendments, the District can ensure that the materials not only meet but exceed our established standards and specifications.

Additionally, the District’s decision to manage the procurement process directly affords us significant advantages. Direct oversight of the entire process is gained, holding the vendor directly accountable for various critical aspects such as delivery timelines, product quality, and coordination of soil amendments. This hands-on approach guarantees that our project requirements are met consistently and efficiently.

As for the contract's duration, it is set for an initial period of two (2) years, with the flexibility of extending it for an additional three (3), one-year terms. This strategic term structure allows us to secure stable pricing for the initial two years while retaining the flexibility to reevaluate our needs on a year-to-year basis for the subsequent three (3) years. This approach ensures that we can adapt to changing circumstances and maintain cost-efficiency throughout the project's lifecycle. The District released a Request For Qualifications (RFQ) on September 11th that contained specifications for 1,200 cubic yards of top-dressing material and its delivery. Staff also sent the RFQ notification to some known local suppliers /vendors. The proposals were due by 2:00 p.m. on September 18th.

Staff received only (1) bid from Agromin for \$36,293.40, which is \$33,706.60 less than the \$70,000 that staff budgeted for the top-dressing. Agromin is a reputable local soil and amendments supplier/producer and meets all the necessary qualifications required by the District.

The District has worked with and received quality material from Agromin in the past and has been satisfied with their service, responsiveness, and quality of products delivered. Being that Agromin meets the standards as a qualified vendor and is within the budgeted amount, Staff is recommending that the Board consider and award the contract to Agromin for an amount not to exceed \$36,293.40 for the purchase and delivery of 1,200 cubic yards of top-dressing material to be delivered to Pleasant Valley Fields.

FISCAL IMPACT

The District's FY 23/24 Budget for maintaining Pleasant Valley Fields amounts to \$500,000, encompassing a dedicated allocation of \$70,000 for top-dressing material. Should the Board decide to enter into a two (2) year agreement with Agromin, committing to an annual expenditure of \$36,293.40, this strategic choice would yield substantial savings. Specifically, there would be additional savings to Fund 20 in the amount of \$33,706.60, which could be directed toward other critical needs, within Fund 20.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal 1.1: Review costs, revenues, and subsidies for program and rentals.

RECOMMENDATION

It is recommended that the Board approve and authorize the General Manager to enter into an initial two (2) year agreement with the option for three (3) one-year extensions between the District and Agromin for Top-Dressing Supply and Delivery Services at Pleasant Valley Fields Sports Complex.

ATTACHMENTS

- 1) Agromin's RFQ Response (11 pages)
- 2) PVRPD-Agromin Professional Services Agreement (8 pages)

September 18, 2023

Matthew Parker
Park Services Manager
mparker@pvrpd.org
Office: (805) 482-5396

Dear Matthew,

On behalf of California Wood Recycling, Inc. dba Agromin, I am pleased to offer this response to the Pleasant Valley Recreation & Park District Request for lawn top dressing. Agromin is supremely qualified to meet this proposal and provide this product for Pleasant Valley Recreation & Park District. Agromin has 24 facilities, either in operation or the planning stages, that encompass all levels of organics processing. Our experience managing organics is unparalleled, where we serve as pre-processors, composting operators at both windrow facilities and covered aerated static pile (CASP) facilities that utilize both positive and negative airflow. We also manage research and development locations, as well as bagging plants and product distribution. Agromin has several anaerobic digestion facilities in the planning and construction stages.

Agromin has been at the forefront of research and development of compost technologies and programs, in addition to investing in carbon farming projects across the state. Agromin has remained diligent in recovering organics from our traditional waste streams which are then converted back into soil. We provide our customers, whether they are farmers, landscapers, or weekend gardeners, with complete transparency, and full disclosure on our product labels and in our business practices. We value a safe, natural, chemical-free world, and our products reflect the same characteristics. Our products meet stringent certification requirements, as detailed in this response, which allows them to be used in the production and processing of USDA certified organic food. These certifications have allowed Agromin to provide consistent, high-quality, highly desirable soil products for all markets.

As a company we pride ourselves in providing outstanding service to our customers and warranting all our products. We do not currently have any negative history to report. We are confident that we will meet and even exceed the requirements of this project.

Best Regards,

A handwritten signature in black ink, appearing to read "Bill Camarillo". The signature is fluid and cursive, with a large initial "B" and "C".

Bill Camarillo, CEO, Agromin

“Top Dressing Material RFQ”

Pleasant Valley Recreation and Park District



Proposal by:





AGROMIN Mission

"We believe that true sustainability starts with the ground right under our feet. If properly nurtured, our soil has the power to heal the earth and provide us all with the healthy food and vegetation we need to thrive. Inspired by the power of nature and enhanced by modern science, our high-quality soil products help manage organic waste and protect our precious natural resources. The result is an innovative solution that balances both ecology and economics to cultivate a planet that is truly sustainable – one container, one community and one city at a time."

1.0 Organizational Information

Agromin was founded in 1972 and began processing and recycling organic waste in 1993. With 30 years of experience managing organics, Agromin has since expanded its operations to manage organic materials for more than 200 jurisdictions throughout California. In addition to Agromin-operated facilities, Agromin also markets and distributes compost for its strategic partners throughout the State of California to facilitate the successful movement of products to market with the goal of promoting healthy soils throughout the state and West Coast.



Agromin operates 5 Covered Aerated Static Pile (CASP) compost facilities across the State, using both positive and negative aeration and multiple technology vendors. This experience is unmatched in California and Agromin has a wide-ranging experience managing feedstocks which includes:

- ✓ Green waste: managed at 21 facilities throughout California.
- ✓ Food waste: (source-separated and commingled with green waste) managed at 5 facilities throughout California.
- ✓ Mixed organics: managed at 5 facilities in California.

Food soiled paper, compostable products, and compostable bags: we are investing in several technologies to manage compostable service ware, products, and bags, that will be located at several facilities across the State.



List of all Agromin Operations in California by County

Company Name / Operator	Facility Name	Facility Type	Technology	City / County
California Wood Recycling dba Agromin	Calabasas Landfill Organics Recycling	Pre-Processing	----	Agoura, Los Angeles
California Wood Recycling dba Agromin	Scholl Canyon Landfill Organics Recycling	Pre-Processing	----	Glendale, Los Angeles
California Wood Recycling dba Agromin	Agromin-Bowles Green Material Composting	Composting	Windrow	Dos Palos, Merced
California Wood Recycling dba Agromin	Highway 59 Organics Recycling Facility	Composting	Windrow	Merced, Merced
Agromin OC	Seal Beach Naval Weapons Station (Planned)	Composting	Windrow	Seal Beach, Orange
Burrtec Waste Industries	Agua Mansa MRF	Composting	CASP (Negative Air)	Riverside, Riverside
Burrtec Waste Industries	Coachella Valley Compost	Composting	Windrow	Coachella, Riverside
New Burrtec Waste Industries	Edom Hill Compost	Composting	CASP (Negative Air)	Cathedral City, Riverside
California Wood Recycling dba Agromin	Agromin-Van Vleck Ranch Agricultural Composting Operations	Composting	Windrow	Rancho Murrieta, Sacramento
California Wood Recycling dba Agromin	Elder Creek Transfer Station	Pre-Processing	----	Sacramento, Sacramento
New California Wood Recycling dba Agromin	Agromin-Enviroservices Ag Compost Operation	Composting	Windrow	Hollister, San Benito
Agromin OC	Agromin OC Ontario Green Materials Composting	Composting	Windrow	Ontario, San Bernardino
Agromin-Burrtec LLC	Agromin Ontario Green Material Composting	Composting	Windrow	Ontario, San Bernardino
Burrtec Waste Industries	Victor Valley Compost	Composting	CASP (Negative Air)	Victorville, San Bernardino
Burrtec Waste Industries	West Valley MRF	Composting	GORE (Positive Air)	Fontana, San Bernardino
California Wood Recycling dba Agromin	Agromin-Limoneira Ag Material Composting Operation	Composting	Windrow	Cadiz, San Bernardino
Agromin OC	Agromin OC Oceanside Green Materials	Composting	Windrow	Fallbrook, San Diego
New California Wood Recycling dba Agromin	Corto Olive Commercial Organics Processing Operation	Composting	Windrow	Lodi, San Joaquin
California Wood Recycling dba Agromin	Tajiguas Anaerobic Digestion Facility (ADF)	Anaerobic Digestion	AD Facility	Goleta, Santa Barbara
New California Wood Recycling dba Agromin	Agromin Yolo Land & Cattle (Planned)	Chip and Grind	Chip and Grind	Dixon, Solano
California Wood Recycling dba Agromin	Agromin Organics Recycling	Composting	Windrow	Oxnard, Ventura
California Wood Recycling dba Agromin	Agromin Premium Soil Products	Manufacturing/ Blending	Bagging Plant	Oxnard, Ventura
California Wood Recycling dba Agromin	Agromin-Limoneira Ag Composting Operation	Composting	Windrow	Santa Paula, Ventura
California Wood Recycling dba Agromin	Simi Valley Landfill Organics Recycling	Pre-Processing	----	Simi Valley, Ventura
California Wood Recycling dba Agromin	Simi Valley Landfill C&D Recycling	Pre-Processing	----	Simi Valley, Ventura
New California Wood Recycling dba Agromin	Mountain View Organic Waste Processing Facility (Planned)	Pre-Processing	----	Oxnard, Ventura



2.0 Experience, Expertise & Past Performance

Our Team represents the leading experts in organic pre-processing, anaerobic composting, and soil amendment marketing. Agromin has wide-ranging experience operating pre-processing, composting, and compost manufacturing facilities. We ensure each aspect of the organics processing is managed to the highest level and our focus is on producing high-quality, marketable products. We understand that our customers require specific product requirements whether that being for agriculture, professional sports fields or detailed landscaping requirements unique to each project. For this reason, we are confident that our attention to quality and ability to manufacture very specific products for our customers, we will be able to successfully support this project.

2.1 Highlights



Largest Composter

California's largest organics recycler, composted and marketed over 1 million tons of organic waste in 2021

Carbon Farming

Works to combat climate change with carbon farming. By adding carbon from the atmosphere to depleted soil, farmers can both increase their yields and reduce emissions

Bioenergy

One of the top innovative bioenergy companies, Agromin manufactures and supplied wood chips to facilities throughout California

Award Winning

Has won numerous awards including the U.S. Composting Council's "Composter of the Year" and California Resource Recovery Association's "Leadership in Organics" award



2.2 References

- 1. City of Santa Barbara**
Rene Eyerly, Environmental Services Manager
735 Anacapa Street, Santa Barbara, CA 93101
Office: (805) 564-5678
Email: reyerly@santabarbaraCA.gov
- 2. City of Ventura**
Joe Yahner, Environmental Sustainability Division Manager
501 Poli Street, Ventura, CA 93001
Office: (805) 652-4558
Email: jyahner@ci.ventura.ca.us
- 3. Ventura County Community College District**
Lisa Sorensen, Purchasing Specialist
761 East Daily Drive, Camarillo, CA 93010
Office: (805) 986-7300

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2.3 Examples of previous work

1. City of Ventura – Montalvo Park

Start Date: May 2021 – End April 2022

Objectives:

- a) To improve the organic content of the soil
- b) Improve the lawns that are continuously used to play soccer and have seen significant deterioration
- c) Conserve water by improving the water retention of the soil through use of our Compost 100, Lawn Topper Mix and our ES-2 mulch products.

Agromin's involvement:

- a) Provided testing of the soil prior to treatment.
- b) Monitored quarterly the progress of the treatment
- c) Worked with the City to monitor water usage during the project

Response from the Community:

Users of the park were pleased with the improved state of the grass used for the playing fields. The City was happy with the decreased water usage they experienced as a result of the implementation of this project.

2. Van Vleck Ranch

Start Date: September 2017 – Ongoing

Objective:

Provide composted products to range land in order to protect and improve:

- a) the carbon content of the soil,
- b) bio-diversity
- c) improved pasture yields for range animals.

Agromin's involvement:

- a) manufacturing materials to the farmer's specification
- b) Delivery of materials
- c) On-going consultation with the land owner on progress of project

Response from the Community:

As a result of the project the rangeland improved dramatically and provided a solid basis to support further carbon farming projects. This project has sparked many conversations with other land owners after the initial success of the project.

3. Oxnard and Ventura Colleges

Start Date: September 2019 – Present

Objective: Provide Lawn Topper mix to the College playing fields

- a) Rejuvenate playing fields after sports seasons ends
- b) Improve the durability of the fields
- c) Increase water retention

Agromin's involvement:

- d) Manufacturing materials to the farmer's specification
- e) Delivery of materials
- f) On-going consultation with the land owner on progress of project

Response from the Community:

We receive an open Purchase Order every year so clearly the product we are providing to the college playing fields meets their quality criteria.



3 Scope of Work & Pricing

Material:

- Top-Dressing - 80% Compost—20% Sand
- Quantity: 1,200 Cubic Yards

Delivery:

- Rolloff – 40 Cubic Yard Per Haul
- Quantity: 30 Total Deliveries
-

Spreading (Optional)

- Per Cubic Yard: \$12.00

Cost:

- Material Cost: \$25.95 per cubic yard
 - Total Material Cost - \$31,140 + Tax
- Delivery Cost: \$90.00 Local Deliver
 - Total Delivery Cost - \$2,700 + Tax
- Overall Total Cost (Without Spreading): \$33,840 + Tax
- Optional Spreading: \$14 per cubic yard



4.0 Our Commitment to Sustainability & Combating Climate Change

Agromin transforms over 1.2 million tons of organic waste each year into more than 300 eco-friendly products for area farmers, landscapers, and gardeners. The use of these soil products contributes to water conservation, prevention of soil depletion, reduction in GHG emissions, and the reduced need for oil-based fertilizers and chemicals.

Agromin has a unique focus on end-use compost markets. Typically, commercial composting operations focus on the processing of feedstock to reduce waste volumes, which is appropriate. However, Agromin's approach is different. The process is important, but Agromin is intent on creating a high-quality product instead. Focusing on the end-user of the compost allows Agromin to produce soil amendments that align with their needs. Agromin is a manufacturer of compost, but the soil amendments that are produced from that compost far surpasses industry standards.

Agromin's operations comply with the following quality programs:

CDFA – California Department of Food and Agriculture

- Purpose – Organic Input Material Registration and Labeling of Product.

OMRI – Organics Material Research Institute

- Purpose – Organic Listing Compliance.

GAP/GHP Certification

- Purpose – Food Safety.

California Leafy Greens Marketing Agreement (LGMA)

- Purpose – Food Safety.

LGMA Compliant

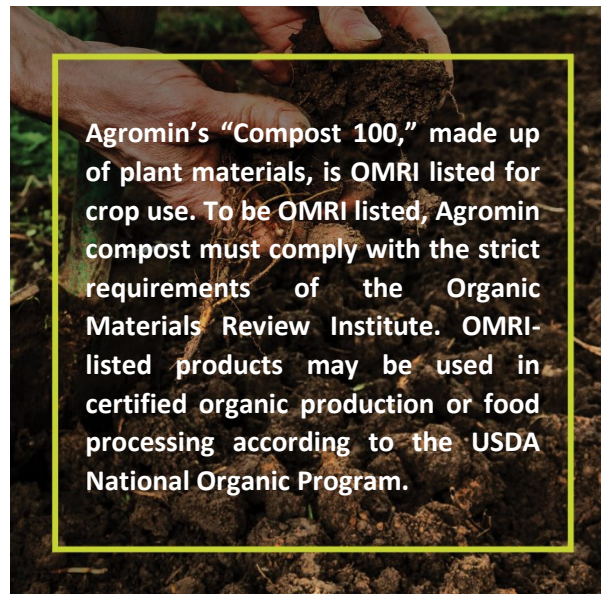
- Purpose – Food Safety for Leafy Greens.

U.S. Composting Council (USCC)

- Purpose – Compost Content and its Soil Products are Clean and Safe.

USCC Seal of Testing Assurance (STA Compost)

- Purpose – To Ensure Transparency of Compost Product.



In addition, all our facilities follow laws and regulations published by CalRecycle, California Air Resources Board (CARB), and State Water Resources Control Board (SWRCB).



AGROMIN's Carbon Farming & Regenerative Agriculture



“Regenerative Agriculture” describes farming and grazing practices that, among other benefits, reverse climate change by rebuilding soil organic matter with the use of compost and biochar to restore degraded soil biodiversity. This process draws carbon into the soil while simultaneously improving the water cycle. Lawrence Livermore Labs released a report, which featured natural climate solutions in which compost and biochar are used to sequester carbon into soils leading to carbon neutrality by 2045. These programs are noted as the most cost-effective climate solutions at a cost of only \$11 per metric ton of carbon dioxide. By contrast, the California Air Resources Board (CARB) regulatory offset price is about \$29 per metric ton. Natural climate solutions are estimated to result in negative emissions of 21.6 million metric tons of CO₂ per year which will be needed in order to get to carbon neutral by in 2045. These solutions require participation of the agriculture industry that have vast land assets throughout California. Integrating compost into regular growing practices will mitigate environmental impacts from farming, as well as capture carbon within the soil.

The Climate Action Reserve develops voluntary GHG offsets and is working on a Soil Enrichment Protocol, which will provide a strong basis for CARB’s regulatory protocol. These programs allow the industry to monetizing carbon negative emissions and helps provide some incentives for the use of compost at agricultural sites. Compost production and use is now viewed as an important part of moving the State toward carbon neutrality. The January 2019 Draft California 2030 Natural and Working Lands Climate Change Implementation Plan looks to double down on compost and mulch use by adding 31,000 to 62,000 acres each year through 2030. Additionally, the plan is to increase mulching on cropland at a rate of 10,400 to 20,800 acres per year. According to new research, soil could act as a significant carbon sink, holding up to three times as much carbon as is found in the atmosphere. Farmer across the State need, education, funding and technical support to integrate compost and mulch into their regular farming practices. Dirt can save the Earth and make the planet more resilient, provided that increasing quantities of recycled organics (such as compost, mulch, and biochar) are reintroduced to the world’s soils each year.

healthy soil has amazing water-retention capacity.

Every **1%** increase in organic matter results in as much as **25,000** gal of available soil water per acre.

Source: Kansas State Extension Agronomy e-Updates, Number 357, July 6, 2012

USDA United States Department of Agriculture
USDA is an equal opportunity provider and employer

Want more soil secrets?
 Check out www.nrcs.usda.gov

Scan Code for Agromin's Other Environmental Community Programs



**PLEASANT VALLEY RECREATION & PARK DISTRICT
SERVICES AGREEMENT**

This agreement is made and entered into, effective [REDACTED] between the **PLEASANT VALLEY RECREATION AND PARK DISTRICT**, a public agency ("District"), and **CALIFORINA WOOD RECYCLING, INC. DBA AGROMIN**, a California Corporation ("Contractor").

RECITALS

WHEREAS, following District's Request for Qualifications process, the District desires to contract with Contractor for certain services necessary for soil amendment processing, mixing, and delivery services necessary for "top-dressing" at Pleasant Valley Fields("Project").

WHEREAS, Contractor represents that it has the qualifications and technical skills, experience and expertise to perform these services for the District.

NOW THEREFORE, based on the terms and conditions herein, the parties agree as follows:

1. Scope of Services

Contractor shall perform the professional services required to complete the Project for the District as described in the Scope of Work attached as Exhibit "B" and incorporated by reference herein. All work and services by Contractor shall be performed in a diligent and professional manner.

2. Term of Contract

The term of the contract will be for a two (2) year period from October 10, 2023, through December 31, 2028, with the option to renew for up to a maximum of two (3) additional one (1)-year periods for a combined maximum of five (5) years. The optional renewal shall be at the District's sole discretion. To exercise its extension option, the District may give Contractor written notice of its election to exercise the option at least 120 days prior to Agreement expiration. Upon the provision of such notice by the District, an amendment to the Agreement will be presented to the District Board to extend the term. Unless otherwise earlier terminated as specified in Section 9, this Agreement shall commence and expire on the dates set forth above. Contractor shall complete all work in accordance with the timelines set forth in the Proposal.

3. Force Majeure

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement will be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the District, if the Contractor shall, within ten (10) days of the commencement of such delay, notify the Project Manager in writing of the causes of the delay. The Project Manager shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Project Manager, such delay is justified. The Project Manager's determination is final. In no event will Contractor be entitled to recover damages against the District for any delay in the performance of this Agreement, however caused; Contractor's sole remedy being extension of the Agreement pursuant to this Section.

4. Independent Contractor Relationship

It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Contractor to District being that of an independent contractor. Contractor is solely responsible for selecting the means, methods and procedures for performing its services hereunder as assigned by the District and for coordinating all portions of the work so the results will be satisfactory to District. Contractor will supply all tools and instruments required to perform its services under this Agreement. Neither the District nor any of its employees shall have any control over the manner or means by which Contractor or its staff perform the services required herein, except as otherwise set forth herein. Contractor shall perform all services required herein as an independent contractor of District and shall remain under only such obligations as are consistent with that role.

Contractor represents and warrants that the personnel used to provide services to the District pursuant to this Agreement are classified by Contractor as employees. Contractor shall not at any

time or in any manner represent that it or any of its employees are employees of District. District shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Contractor. In the event that Contractor or any staff of Contractor providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the District, then Contractor shall indemnify, defend, and hold harmless the District for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the District as a consequence of, or in any way attributable to, the assertion that Contractor or any staff Contractor used to provide services under this Agreement are employees of the District.

5. Compliance with Laws

Contractor will be solely responsible for giving all notices and complying with any and all applicable laws, ordinances, rules, regulations and lawful orders of any public authority relating to Contractor's work, including but not limited to those relating to copyright, trademark or other intellectual property matters.

6. Environmental Laws.

Contractor shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Contractor shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

7. Licenses, Permits, Fees and Assessments.

Contractor shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless District against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against District hereunder.

8. Payment to Contractor

District shall pay Contractor upon completion of the work within thirty (30) days after receipt of Contractor's invoices in a form approved by District's, with the exception of any disputed amounts which shall be withheld until resolution of the dispute. No payment made under this Agreement shall be conclusive evidence of Contractor's performance of the Agreement, either wholly or in part, and no payment shall be construed to be an acceptance of Contractor's work.

Total Annual Project Cost Not to Exceed: Thirty-six thousand two-hundred ninety three dollars and 40 cents or \$ 36,293.40

9. Termination of Contract

Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days' written notice to the other party. Upon receipt of any notice of termination, Contractor shall immediately cease all work or services hereunder except such as may be specifically approved by the District's General Manager. In the event this Agreement is terminated, all data, specifications, documents and information generated by Contractor in connection with the Project shall be delivered to District and may be used by District. Copies of these materials may be retained by Contractor. Contractor shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the District's General Manager thereafter

in accordance with the Schedule of Compensation and District shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

10. Insurance

Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement including any extension thereof, the following policies of insurance in Exhibit "A" – Liability Insurance Requirements.

Commercial General Liability Insurance: A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$2,000,000 per occurrence for all covered losses and no less than \$4,000,000 general aggregate and no less than \$4,000,000 for products/completed operations aggregate.

Workers' Compensation Insurance: A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.

Automotive Insurance: A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. In the event any of said policies of insurance are cancelled or amended, Contractor shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section to the District's Manager. If a copy of the insurance certificate is not on file prior to the commencement of the term of this Agreement, the District may deny Contractor access to the Property. Contractor agrees that the provisions of this Section shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible. All of the above policies of insurance shall be primary insurance. The general liability policy shall waive all rights of subrogation and contribution it may have against the District and the District's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. Failure on the part of Contractor, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the District's self-insurance pool.

Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to District.

11. Indemnification

By giving the consent set forth herein, Contractor shall defend, indemnify, and hold harmless the District, its officers, employees, volunteers, and agents ("District Parties") from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including actual or alleged claims, causes of action, or damages, including liability for injuries to any person or persons or damage to property arising

at any time out of or in any way related to the Contractor's use or occupancy of property controlled by the District, unless such claims are solely caused by the gross negligence or willful misconduct of District and/or District Parties. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement to the District and the District's Parties for all legal expenses and costs incurred by each of them. Contractor's obligation shall not be restricted to insurance or self-insurance proceeds, if any, received by the District or the District's Parties.

12. Terms

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral understanding or agreement not incorporated herein shall be binding on any of the parties.

13. Prohibition Against Subcontracting or Assignment

The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the District to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the District.

14. Notice

All notices or other official correspondence relating to contractual matters between the parties shall be made by depositing the same as first-class, postage paid mail addressed as follows :

To Contractor: California Wood Recycling, Inc. DBA Agromin
Attn: Bill Camarillo
201 Kinetic Drive
Oxnard, CA 93030

To District: Pleasant Valley Recreation and Park District
Attn: Matthew Parker
1605 Burnley St.
Camarillo, CA 93010

or such other address as either party may designate hereinafter in writing delivered to the other party. All notices shall be agreed to have been received three (3) days after mailing.

15. No Waiver

No failure or delay by District in asserting any of District's rights and remedies as to any default of Contractor shall operate as a waiver of the default, of any subsequent or other default by Contractor, or of any of District's rights or remedies. No such delay shall deprive District of its right to institute and maintain any actions or proceeding which may be necessary to protect, assert or enforce any rights or remedies arising out of this Agreement or the performance of this Agreement.

16. Partial Invalidity

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

17. Incorporation of Recitals

The foregoing recitals are incorporated herein as though fully set forth.

18. California Law

This Agreement shall be interpreted and construed pursuant to the laws of the State of California. Any dispute between the parties shall be filed and heard in a court of competent jurisdiction in the County of Ventura, State of California.

19. Additional Provisions

Contractor agrees that no full time employee of District shall be employed by its firm during the period that this Agreement is in effect.

20. Attorneys' Fees.

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

21. Conflict of Interest.

Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Contractor shall comply with all conflict of interest laws and regulations.

22. Interpretation

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

23. Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

[Signatures on following page]

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

DISTRICT:
PLEASANT VALLEY RECREATION &
PARK DISTRICT

By: _____
Mary Otten, General Manager

ATTEST:

INSERT

CONTRACTOR:
California Wood Recycling, Inc. DBA Agromin, a
California Corporation

By: _____
Name: _____
Its: _____

By: _____
Name: _____
Its: _____

DRAFT

EXHIBIT "A"
LIABILITY INSURANCE REQUIREMENTS

Pleasant Valley Recreation and Park District (PVRPD) requires evidence of insurance coverage documents, for the duration of any agreement term, a minimum of thirty (30) days prior to an agreement effective date or event, if specified. The following is required for all Certificates of Insurance and Additional Insured Endorsements.

Certificate of Insurance (COI) – Coverage shall be at least as broad as and include or state the following:

- Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$2,000,000** per occurrence, **\$4,000,000** aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- Professional Liability (Errors and Omissions):** *When applicable* – Insurance appropriate to the Contractor's profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.
- Liquor Liability:** *When applicable* - If Renter will be supplying alcoholic beverages, the CGL insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.
- Sexual Abuse and Molestation (SAM):** *When applicable* - If the CGL policy is not endorsed to include affirmative coverage for sexual abuse or molestation and the work will include contact with minors, Contractor shall obtain and maintain a SAM policy covering with a limit no less than **\$1,000,000** per occurrence or claim.
- Insured:** Must match entity named within the agreement.
- Insurer's Affording Coverage:** Must have an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the District.
- Policy Effective/Expiration Date:** Must cover dates of service or event.
- Description of Operations:** Must read "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees are listed as an Additional Insured." ****Include name, date, time, and location of event when applicable.*
- Certificate Holder:** Must read "Pleasant Valley Recreation and Park District 1605 Burnley Street, Camarillo, CA 93010" *(No abbreviations accepted)*

Additional Insured Endorsement (AIE) – Endorsement must include or state the following:

- Policy Number:** Must match policy numbers on COI.
- Additional Insured – Designated Person or Organization:** Must state "This endorsement changes the policy."
- Schedule – Name Of Additional Insured Person(s) or Organization(s):** Must read ""Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees."

Notice of Cancellation – A cancellation clause shall state the following:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named."

PVRPD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Coverage limits listed above are to be considered minimum coverage, PVRPD reserves the right to require higher limits and additional coverages at its discretion. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, PVRPD requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to PVRPD.

EXHIBIT "B"
SCOPE OF WORK

1. Manufacture / produced 1,200 cubic yards of top-dressing material with the following specifications and deliver to Pleasant Valley Fields located at 200 Westpark Court, Camarillo 93012:
 - a. 80 % compost—20% sand.
 - b. Compost must contain no nitrogenized product, fir or redwood, needs to be screened to ¼" minus, have a carbon to nitrogen ratio of under 25/1. Also have a pH less than 8.5 and a dry organic % above 30%; salts EC below 3, shall be garden humus.
 - c. Sand specifications for #2 sand 100% passing a #8 screen and no more than 1% passing a #200 screen.
2. Supplier must deliver to the District a sample of the material 4 weeks before deliveries begin, October 30, 2023. The District will provide supplier approval by November 6th, 2023.
3. Delivery Timeline – Week of Thanksgiving, November 20th - 24th, 2023.
4. Any delivery containing any contaminants i.e., rocks, glass, plastic, trash, or anything else not specific to the correct mix will be rejected and the supplier will be responsible for the disposal of the contaminated load and the delivery of replacement load of the correct material at no additional charge to the District.

DRAFT

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: October 4, 2023

SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 748 AND RESOLUTION NO. 749 APPROVING UPDATED BEREAVEMENT AND CALIFORNIA FAMILY RIGHTS ACT (CFRA) SECTIONS OF THE PERSONNEL POLICY AND PROCEDURES MANUAL TO COMPLY WITH 2023 LABOR LAWS

BACKGROUND

On January 1, 2023, two new California laws, AB 1041 and AB 1949 went into effect, both of which extend employee rights (and, in turn, employer obligations) with respect to employee protected time off under the California Family Rights Act (CFRA). The Personnel Policy and Procedures Manual needs to be updated with these changes to reflect 2023 Labor Laws.

The California Family Rights Act (CFRA) was first passed in 1993 and is the state law that allows employees to take up to 12 workweeks of unpaid leave for certain family and medical reasons if an employer has at least five employees and other eligibility conditions are met. For example, the employee must have more than 12 months of service with the employer and have worked at least 1,250 hours in the 12-month period before the date they want to begin their leave. Examples of eligible care are a serious health condition of the employee or of a family member with a serious health condition, or to bond with a new child.

ANALYSIS

The first new law, California AB 1041, expands upon 2021 amendments to the CFRA that broadened the definition of “parent” to include parents-in-law for purposes of leaves of absence to care for family members and other related employee policies. California AB 1041 further expands coverage to a “designated person” who is any individual related by blood or whose association with the employee is the equivalent of a family relationship. Similar to the Family and Medical Leave Act’s inclusion of those who served or will serve in the role of a parent, even without a blood or marital parental relationship, the CFRA now provides the same rights of leave to care for a broader group of designated persons who have a relationship which is equivalent to a family relationship. Notably, a designated person does not have to be identified by an employee in advance to qualify, and they may be identified for the first time when the employee requests leave. However, under the new law, an employer can limit an employee to only one designated person per 12-month period. Employers should evaluate leave qualification separately for each potentially applicable leave, when determining whether leaves under various laws can run concurrently.

The second new law, also effective January 1, 2023, is California AB 1949. This law amends CFRA regulations regarding protected time off for bereavement leave. Covered employees who have worked at least 30 days are now provided five days of bereavement leave, to be taken within three (3) months of a qualifying death. This is a departure from the CFRA's prior rule, which granted permanent employees up to three (3) days of bereavement leave, with up to two (2) additional days of bereavement leave upon request only if the death was out of state. This amendment also clarifies that, where an employer has a paid bereavement leave policy, the first three (3) days of leave will be paid leave. However, if an employer does not have an existing paid bereavement leave policy, the leave may be unpaid (or paid, at the employer's discretion). Finally, the law makes it unlawful for employers to deny a request by an eligible employee to take up to five (5) days of bereavement leave upon the death of qualifying family members, as defined in the CFRA.

Members of the PVRPD Negotiations team met with SEIU Local 721 (Union) representatives in a meet and confer session to discuss changes to the laws. Union representatives countered the bereavement policy with changes to the term "Family" to include Step-Parents and allow employees to utilize any accrued leave banks for the remaining two (2) workdays should they take more than the three (3) days of bereavement pay.

These two changes expand the landscape of protected leave in California, making it incumbent on employers to recognize these changes when granting and denying requests for leave, and to update their leave policies and practices to ensure compliance with these new amendments.

FISCAL IMPACT

There is no fiscal impact at this time.

RECOMMENDATION

It is recommended the Board review and approve Resolutions No. 748 and No. 749, updating the Bereavement and CFRA sections of the current Personnel Policy and Procedures Manual and the SEIU Local 721 MOU to comply with 2023 labor laws.

ATTACHMENTS

- 1) Redline – Personnel Policy Manual Updated for Bereavement Section L (2 pages)
- 2) Redline – SEIU MOU Bereavement Leave Policy, Article 25 (2 pages)
- 3) Redline - Personnel Policy Manual Section E. Leave of Absence (2 pages)
- 4) Resolution #748 – Adoption of Bereavement Leave (5 pages)
- 5) Resolution #749 - Adoption of CFRA (4 pages)

Pleasant Valley Recreation and Park District

Personnel Policy Manual

L. Bereavement Leave

In the event of a verified death in an employee's family, upon request, the District shall grant ~~a full-time employee up to three (3) days and a part-time year-round employee up to eighteen (18) hours of~~ up to five (5) workdays of bereavement leave, as provided below.

For the purpose of this Article, the term "family" shall be defined as spouse, child, parent, sibling, grandparent, grandchild, parent of a spouse, registered domestic partner, and parent of a registered domestic partner.

1. ~~For full-time employees, b~~ Bereavement leave will be paid at full pay for up to three (3) ~~consecutive workdays for full-time employees or eighteen (18) consecutive hours for part-time year-round employees~~ and shall not be charged against the employee's accrued vacation or sick leave. If the employee requests to take a cumulative leave of up to five (5) workdays, the District will allow the employee to use their accrued sick leave for the remaining two (2) workdays.
2. ~~For part-time year-round employees, bereavement leave will be paid at full pay for up to eighteen (18) hours and shall not be charged against the employee's accrued vacation or sick leave. If the employee requests to take a cumulative leave of up to five (5) workdays, t~~When travel to a distant greater than 400 miles or other circumstances require an absence longer than three (3) consecutive workdays for full-time employees or eighteen (18) consecutive hours for part-time year-round employees, the District may will allow the employee to use up to two (2) days of their accrued sick leave for the remaining balance of the cumulative 5 workdays.
3. For all other employees, up to a cumulative total of 5 workdays of unpaid bereavement leave provided,
4. If the employee requests to take a cumulative leave of longer than five (5) consecutive workdays, the District may allow the use of accrued vacation or compensatory time.
- 3.5. The bereavement leave must be completed within three (3) months of the date of death of the employee's family member.

An employee desiring to attend a funeral of others than described above may be given the time off, provided he/she so notified his/her Supervisor two (2) days in advance. Upon concurrence and authorization of the Supervisor, he/she shall take the time off against vacation, management or compensatory annual leave.

The District may require, within 30 days of the first day of the leave, that the employee provide documentation of the death of the family member, such as a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

Memorandum of Understanding between Pleasant Valley Recreation and Park District and Service Employees International Union Local 721

Article 25 Bereavement Leave

In the event of a verified death in an employee's family, upon request, the District shall grant ~~a full-time employee up to three (3) days and a part-time year-round employee up to eighteen (18) hours of~~ up to five (5) workdays of bereavement leave, as provided below.

For the purpose of this Article, the term "family" shall be defined as spouse, child, parent, sibling, grandparent, grandchild, parent of a spouse, registered domestic partner, step-parent, and parent of a registered domestic partner.

1. For full-time employees, bBereavement leave will be paid at full pay for up to three (3) ~~consecutive workdays for full-time employees or eighteen (18) consecutive hours for part-time year-round employees~~ and shall not be charged against the employee's accrued vacation or sick leave. If the employee requests to take a cumulative leave of up to five (5) workdays, the District will allow the employee to use their any accrued sick-leave for the remaining two (2) workdays.
2. For part-time year-round employees, bereavement leave will be paid at full pay for up to eighteen (18) hours and shall not be charged against the employee's accrued vacation or sick leave. If the employee requests to take a cumulative leave of up to five (5) workdays, t~~When travel to a distant greater than 400 miles or other circumstances require an absence longer than three (3) consecutive workdays for full-time employees or eighteen (18) consecutive hours for part-time year-round employees, the District may~~ will allow the employee to use up to two (2) days of their any accrued sick-leave for the remaining balance of the cumulative 5 workdays.
3. For all other employees, up to a cumulative total of 5 workdays of unpaid bereavement leave provided,
4. If the employee requests to take a cumulative leave of longer than five (5) consecutive workdays, the District may allow the use of any accrued vacation or compensatory time or leave without pay.
- 3-5. The bereavement leave must be completed within three (3) months of the date of death of the employee's family member.

An employee desiring to attend a funeral of others than described above may be given the time off, provided he/she so notified his/her Supervisor two (2) days in advance. Upon concurrence and authorization of the Supervisor, he/she shall take the time off against vacation, management or compensatory annual leave.

The District may require, within 30 days of the first day of the leave, that the employee provide documentation of the death of the family member, such as a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

E. Family Care and Medical Leave

The District will provide family and medical care leave for eligible employees, as required by State and Federal law, including leaves under the federal Family and Medical Leave Act (FMLA) (which includes Military Caregiver Leave, also known as Covered Service Member Leave), the California Family Rights Act (CFRA), and the Paid Family Care Leave Act (PFCLA). An individual who is entitled to leave under the FMLA and the CFRA may take Family Temporary Disability Insurance (FTDI) leave concurrently with leave taken under the FMLA and the CFRA.

1. Definitions

“12-Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

“Child” means, under FMLA, a child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. Under CFRA, there is no age limitation or requirement. An employee’s child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child, a stepchild, a legal ward, a son or daughter of a domestic partner, or a son or daughter to whom the employee stands in loco parentis (in place of a parent).

“Parent” means the biological, foster, or adoptive parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. Under CFRA, this term also includes parents-in-law.

“Spouse” means a husband or wife as defined or recognized under California state law for purposes of marriage.

“Domestic Partner” means a partner as defined in Section 297 of the Family Code.

“Designated Person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship.

~~“Family Member” means a Child, Parent, Spouse, or Domestic Partner as defined in this family care and medical leave policy.~~

“Serious Health Condition” means an illness, injury impairment, or physical or mental condition that involves:

1. Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (*i.e.*, inability to work or perform other regular daily activities because of the serious health condition, treatment involved, or recovery therefrom); or
2. Continuing treatment by a health care provider (*i.e.*, a serious health condition involving continuing treatment by a Health Care Provider as defined under Federal or State law).

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“Spouse” means a husband or wife as defined or recognized under California state law for purposes of marriage.

“Domestic Partner” means a partner as defined in Section 297 of the Family

“Designated Person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship.

“Serious Health Condition” means an illness, injury impairment, or physical or mental condition that involves:

1. Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (*i.e.*, inability to work or perform other regular daily activities because of the serious health condition, treatment involved, or recovery therefrom); or
2. Continuing treatment by a health care provider (*i.e.*, a serious health condition involving continuing treatment by a Health Care Provider as defined under Federal or State law).

RESOLUTION NO. 748

A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE PLEASANT VALLEY RECREATION & PARK DISTRICT, CALIFORNIA REPLACING THE BEREAVEMENT LEAVE POLICY IN THE 2022 PERSONNEL POLICY MANUAL AND THE MEMORANDUM OF UNDERSTANDING BETWEEN THE PLEASANT VALLEY RECREATION & PARK DISTRICT AND THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721

WHEREAS, on October 5, 2022, the District Board of Directors approved the Personnel Policy Manual; and

WHEREAS, on February 3, 2022, the District Board of Directors approved the successor Memorandum of Understanding between the Pleasant Valley Recreation & Park District and the Service Employees International Union, Local 721 (“SEIU MOU”); and

WHEREAS, the intent of the Personnel Policy Manual and SEIU MOU is to provide clarification to employees and management of the current personnel procedures, and

WHEREAS, the State of California adopted Assembly Bill 1949 on January 1, 2023 allowing employees to take up to five days of leave upon the death of certain family members; and

WHEREAS, District representatives met and conferred in good faith regarding the proposed draft of the Bereavement Policy with the representatives of the District’s Service Employee International Union, Local 721 (“SEIU”); and

WHEREAS, SEIU has proposed changes to the draft Bereavement Policy and District representatives have agreed to their requests; and

WHEREAS, District staff recommends that the Board of Directors adopt the proposed draft Bereavement Policy to Section L of the Personnel Policy Manual and Article 25 of the SEIU MOU attached hereto as Exhibit A.

NOW, THEREFORE, THE PLEASANT VALLEY RECREATION & PARK DISTRICT, BOARD OF DIRECTORS, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The recitals above are true and correct and incorporated herein by this reference.

Section 2. The Board of Directors hereby adopts the following Bereavement Leave Policy, attached in full hereto as Exhibit A. The Bereavement Leave Policy attached hereto as Exhibit A shall supersede and replace the previous Section L of the Personnel Policy and Article 25 of the SEIU MOU and any subsequent amendments.

Section 3. This resolution shall be effective as of the date of its adoption.

PASSED, APPROVED AND ADOPTED this 4th day of October, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Elaine Magner, Chair, Board of Directors
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

ATTEST:

Bev Dransfeldt, Secretary, Board of Directors
PLEASANT VALLEY RECREATION AND PARK DISTRICT

EXHIBIT “A”

Pleasant Valley Recreation and Park District

Personnel Policy Manual

L. Bereavement Leave

In the event of a verified death in an employee's family, upon request, the District shall grant up to five (5) workdays of bereavement leave, as provided below.

For the purpose of this Article, the term "family" shall be defined as spouse, child, parent, sibling, grandparent, grandchild, parent of a spouse, registered domestic partner, and parent of a registered domestic partner.

1. For full-time employees, bereavement leave will be paid at full pay for up to three (3) workdays and shall not be charged against the employee's accrued vacation or sick leave. If the employee requests to take a cumulative leave of up to five (5) workdays, the District will allow the employee to use their accrued sick leave for the remaining two (2) workdays.
2. For part-time year-round employees, bereavement leave will be paid at full pay for up to eighteen (18) hours and shall not be charged against the employee's accrued vacation or sick leave. If the employee requests to take a cumulative leave of up to five (5) workdays, the District will allow the employee to use their accrued sick leave for the remaining balance of the cumulative 5 workdays.
3. For all other employees, up to a cumulative total of 5 workdays of unpaid bereavement leave provided,
4. If the employee requests to take a cumulative leave of longer than five (5) workdays, the District may allow the use of accrued vacation or compensatory time.
5. The bereavement leave must be completed within three (3) months of the date of death of the employee's family member.

An employee desiring to attend a funeral of others than described above may be given the time off, provided he/she so notified his/her Supervisor two (2) days in advance. Upon concurrence and authorization of the Supervisor, he/she shall take the time off against vacation, management or compensatory annual leave.

The District may require, within 30 days of the first day of the leave, that the employee provide documentation of the death of the family member, such as a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

Memorandum of Understanding between Pleasant Valley Recreation and Park District and Service Employees International Union Local 721

Article 25 Bereavement Leave

In the event of a verified death in an employee's family, upon request, the District shall grant up to five (5) workdays of bereavement leave, as provided below.

For the purpose of this Article, the term "family" shall be defined as spouse, child, parent, sibling, grandparent, grandchild, parent of a spouse, registered domestic partner, step-parent, and parent of a registered domestic partner.

6. For full-time employees, bereavement leave will be paid at full pay for up to three (3) workdays and shall not be charged against the employee's accrued vacation or sick leave. If the employee requests to take a cumulative leave of up to five (5) workdays, the District will allow the employee to use any accrued leave for the remaining two (2) workdays.
7. For part-time year-round employees, bereavement leave will be paid at full pay for up to eighteen (18) hours and shall not be charged against the employee's accrued vacation or sick leave. If the employee requests to take a cumulative leave of up to five (5) workdays, the District will allow the employee to use any accrued leave for the remaining balance of the cumulative 5 workdays.
8. For all other employees, up to a cumulative total of 5 workdays of unpaid bereavement leave provided,
9. If the employee requests to take a cumulative leave of longer than five (5) workdays, the District may allow the use of any time or leave without pay.
10. The bereavement leave must be completed within three (3) months of the date of death of the employee's family member.

An employee desiring to attend a funeral of others than described above may be given the time off, provided he/she so notified his/her Supervisor two (2) days in advance. Upon concurrence and authorization of the Supervisor, he/she shall take the time off against vacation, management or compensatory annual leave.

The District may require, within 30 days of the first day of the leave, that the employee provide documentation of the death of the family member, such as a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

RESOLUTION NO. 749

A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE PLEASANT VALLEY RECREATION & PARK DISTRICT, CALIFORNIA REPLACING THE FAMILY CARE AND MEDICAL LEAVE POLICY IN THE 2022 PERSONNEL POLICY MANUAL

WHEREAS, on October 5, 2022, the District Board of Directors approved the Personnel Policy Manual; and

WHEREAS, the intent of the Personnel Policy Manual is to provide clarification to employees and management of the current personnel procedures, and

WHEREAS, the State of California adopted Assembly Bill 1041 on January 1, 2023 allowing employees to designate a person who may be related by blood or whose association with the employee is equivalent of a family relationship; and

WHEREAS, District staff recommends that the Board of Directors adopt the proposed draft Family Care and Medical Leave to Section E of the Personnel Policy Manual attached hereto as Exhibit A.

NOW, THEREFORE, THE PLEASANT VALLEY RECREATION & PARK DISTRICT, BOARD OF DIRECTORS, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The recitals above are true and correct and incorporated herein by this reference.

Section 2. The Board of Directors hereby adopts the following Family Care and Medical Leave Policy, attached in full hereto as Exhibit A. The Family Care and Policy attached hereto as Exhibit A shall supersede and replace the previous Section E of the Personnel Policy.

Section 3. This resolution shall be effective as of the date of its adoption.

PASSED, APPROVED AND ADOPTED this 4th day of October, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Elaine Magner, Chair, Board of Directors
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

ATTEST:

Bev Dransfeldt, Secretary, Board of Directors
PLEASANT VALLEY RECREATION AND PARK DISTRICT

EXHIBIT A

E. Family Care and Medical Leave

The District will provide family and medical care leave for eligible employees, as required by State and Federal law, including leaves under the federal Family and Medical Leave Act (FMLA) (which includes Military Caregiver Leave, also known as Covered Service Member Leave), the California Family Rights Act (CFRA), and the Paid Family Care Leave Act (PFCLA). An individual who is entitled to leave under the FMLA and the CFRA may take Family Temporary Disability Insurance (FTDI) leave concurrently with leave taken under the FMLA and the CFRA.

1. Definitions

“12-Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

“Child” means, under FMLA, a child under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. Under CFRA, there is no age limitation or requirement. An employee’s child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, or foster child, a stepchild, a legal ward, a son or daughter of a domestic partner, or a son or daughter to whom the employee stands in loco parentis (in place of a parent).

“Parent” means the biological, foster, or adoptive parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. Under CFRA, this term also includes parents-in-law.

“Spouse” means a husband or wife as defined or recognized under California state law for purposes of marriage.

“Domestic Partner” means a partner as defined in Section 297 of the Family

“Designated Person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship.

“Serious Health Condition” means an illness, injury impairment, or physical or mental condition that involves:

1. Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (*i.e.*, inability to work or perform other regular daily activities because of the serious health condition, treatment involved, or recovery therefrom); or
2. Continuing treatment by a health care provider (*i.e.*, a serious health condition involving continuing treatment by a Health Care Provider as defined under Federal or State law).

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Services Manager

DATE: October 4, 2023

SUBJECT: CONSIDERATION AND RECEIPT OF EVERGREEN SOLUTIONS, LLC CLASSIFICATION AND COMPENSATION REPORT

SUMMARY

To attract, develop, and retain a talented and dedicated workforce that empowers our employees to provide the highest level of service to our community of residents and businesses, it is necessary to review and update the entire classification and compensation structure for employees to determine its effectiveness and seek a strategy to improve a plan where needed. In September of 2022, the District Board awarded an agreement to Evergreen Solutions, LLC (Evergreen) to review and update the classification and compensation structure for all of the District's positions and to propose a strategy to improve the plan where needed. This report summarizes the study's findings. Evergreen has proposed a new salary schedule to remove inconsistencies in the current schedule and establish a uniform pay scale.

BACKGROUND

The most recent District-wide employee classification and compensation study was completed more than 15 years ago. During the interim, the Administration Department staff has worked with departments to review individual classifications, job descriptions, and update classification specifications on an ongoing and regular basis. The District has provided occasional compensation adjustments over the years, but District-wide compensation surveys have not been conducted. It is considered a best practice to conduct an agency-wide class and compensation study every five to seven years.

The Board approved a Request for Proposal in July of 2022 and subsequently awarded Evergreen the contract in September of 2022. Evergreen made an on-site visit on October 27, 2022. This visit allowed them to meet with Staff in focus groups, to get feedback, and have the opportunity to ask follow-up questions. Following the on-site visit, Staff were asked to utilize Evergreen's Job Assessment Tool (JAT). Staff participated in a process wherein they provided responses to survey questions about their perceived actual job duties. These JATs were analyzed and compared to the current classification descriptions, and classifications were individually scored based on employee responses to five compensable (Leadership, Working Conditions, Complexity, Decision Making, and Relationships) factors. These JATs were then reviewed by supervisors.

Evergreen conducted a comprehensive market salary survey for the District, which consisted of 26 peers including Recreation and Park Districts, Community Services Districts, Cities and Counties comparing comparable job duties not simply job titles. Not all 26 organizations were used for every position but were used for at least 1 position. After collecting the data, Evergreen provided the District with a comparative analysis of District and outside Classification and Compensation data. The agencies used for comparison purposes are shown in the following table, and were adjusted utilizing cost of living index information from the Council for Community and Economic Research for the areas they are located:

Target Respondents	
Auburn Area Recreation and Park District	Conejo Recreation and Park District
Carmichael Recreation and Park District	Desert Recreation District
Channel Island Community Services District	El Dorado Hills Community Services District
City of Camarillo	Hesperia Recreation and Park District
City of Fillmore	Mountains Recreation & Conservation Authority
City of Moorpark	Pleasant Hill Recreation and Park District
City of Ojai	Jurupa Recreation and Park District
City of Oxnard	Pleasant Valley School District
City of Port Hueneme	Rancho Simi Recreation and Park District
City of Santa Paula	Southgate Recreation and Park District
City of Simi Valley	Sunrise Recreation and Park District
City of Thousand Oaks	Valley Wide Recreation and Park District
City of Ventura	County of Ventura

ANALYSIS

Analysis of the District’s compensation system showed the following points (see Chapter 3 Section 3.1 in Attachment 1):

- The range spreads of the grades vary, ranging from 13 – 38 percent.
- The progression from one grade to the next was inconsistent, ranging from 1% to 34%.
- The number of employees on each pay grade is varied. Multiple pay grades have less than five employees occupying the grade.

- On average, there are 56.4% of full-time employees below midpoint and 43.6% above midpoint.
- On the full-time pay plan, overall, data provide that 35.9 percent of employees fall into Quartile 1 of their respective grade; 20.5 percent fall into Quartile 2; 2.6 percent fall into Quartile 3; and 41.0 percent fall into Quartile 4

Analysis of the District's compensation system with the market data showed (Chapter 3):

- The District is approximately 1% above the market average minimum.
- The district minimums ranged from 22.3% below to 18.3% above the market average.
- Of the 22 positions with sufficient responses, 11 were below market average and 11 were above market average.
- The District is approximately .3% above the market average midpoint.
- The District is approximately 0% above the market average maximum.
- The District's pay range spread is approximately 25.8 %, while its peers' pay range spread is 26.5 percent.

Analysis of the District's benefits system with the market data showed (Chapter 5):

- Market average employer premium paid for HMO is 36.85% on average and for PPO is 10.10% on average, actual amount determined by the number of dependents.
- District employer premium paid for either HMO or PPO is 70% regardless of plan or dependents.
- The District is market comparable with regards to dental and vision coverage.
- The District is market comparable with regards to short-term disability, long-term disability, and life insurance coverage.
- The District is market comparable with regards to employee assistance programs (EAP), tuition reimbursement, and retirement plans.
- The District is market comparable with regards to leave time and holidays.
- As a whole, the District total benefit package is in line with the market.

Evergreen had the following recommendations regarding classification and compensation.

1. Evergreen suggests adopting a new classification system for all staff employees. This new classification system would create a consistent salary schedule that provides clear progression.
2. Evergreen will continue to work on updating class descriptions to reflect the new classification system, as well as review FLSA status. This will be completed in future months.
3. Evergreen suggests adopting a new compensation structure and assignment of all positions to it equitably. The new structure consists of 20 unique pay grades. Two of the pay grades have level B, and this is to ensure marketability of these positions as well as internal equity. The newly created pay grades establish a clear career progression for employees and allow the District to administer an equitable pay system. The implementation of the compensation structure was established by ensuring all positions

were assigned to an appropriate pay grade, using the JAT analysis, results of the market study, and considerations for internal relationships between classifications, as well as retention and recruitment concerns.

4. Evergreen recommends the District transition to the new salary schedule utilizing the 30-Year Hybrid Parity model. This option consists of placing employees in their proposed pay ranges based on how long employees have been with the District. The parity model effectively divides the pay range into 30 equal segments, where each segment represents a year of class time. In addition to class time, the employee will receive half credit for total years with the organization outside of that class, i.e., 5 years in current class and 15 total years with the district would be equivalent to 10 class years. No adjustment is made for employees whose current salary is more than the parity model suggests.
5. Evergreen suggests the District conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues. The suggested pay schedule should provide for several years with no adjustments needed, except for yearly Cost of Living Adjustments (COLA). However, if certain positions have high turnover rates or are difficult to fill, it may be necessary to re-survey and adjust the specific position.
6. Evergreen recommends conducting a full classification and compensation study every 3-5 years. Market-wide changes to classification and compensation will occur, and it will be important to adjust for these changes to maintain market competitiveness.
7. Evergreen suggests revising policies and practices for moving employees' salaries through the pay plan, including procedures for determining the salaries of newly hired employees and employees who have been promoted, demoted, or transferred to a different classification. Three suggestions for salary progression are:
 - a. Structural: Adjustments to the ranges should be completed annually with the aim of adjusting for the changes in the cost of living, or COLAs. This annual adjustment will ensure the District's pay ranges do not rapidly fall out of line with those of its peers.
 - b. Classification: As a result of the market surveys, the District may identify classifications or job families that are experiencing considerable market movement and as a result, reassignment of the pay grades should be considered when this occurs. Alternatively, if the District identifies classifications that have become hard to recruit and retain, pay grade reassignment should also be considered to ensure the District is competitive for both recruiting new talent and retaining existing employees.
 - c. Individual: To tie into the adjustment of the structure, Evergreen recommends the District adjust employee salaries annually for COLA. In addition to the COLA, all employees who received a satisfactory annual performance evaluation should be given at least a 1-2% increase in addition to the COLA, in order to allow for employee progression into the range. Evergreen recommends the district grant additional adjustments to employees who receive above-average performance evaluations while considering the financial constraints of the District budget.

8. Evergreen recommends the District update its policy regarding promotions/demotions to align with the new compensation structure. The recommendation is an increase of 10% per grade of base salary for employees receiving a promotion. At the very least, an employee's new salary should always be increased to the minimum of the new salary range. In the case of demotions, Evergreen recommends a minimum salary decrease of 10% per grade, unless the decrease would put the new salary outside of the minimum. If the employee's salary exceeds the new range maximum after the pay decrease, the employee should be capped from receiving any salary adjustments until the pay moves upward to allow for increases.

Overall, the report from Evergreen finds the District has been fairly market competitive as a whole when considering both compensation and benefits provided to employees. While there is room for some improvement, the changes are more generally made to adjust for inconsistencies with the classification and salary schedule, instead of correcting for compensations way outside of the market.

The final phase of the study is to update the job descriptions. Since this tends to take the longest and does not have a direct impact on the implementation of the study's other recommendations, the consultant, in partnership with District staff, will complete that phase over the next few months. The consultant will propose changes to the job descriptions based on their review of the JATs that were received. The District frequently reviews and updates job descriptions when changes are identified throughout the year; however, job duties and requirements evolve over time due, in part, to changes in the way the District does business. The goal is to ensure that those changes are reflected so that job descriptions keep pace with the essential job functions as they are being performed today. The proposed job descriptions will be reviewed with managers, supervisors, and union groups (if applicable) prior to finalizing.

FISCAL IMPACT

There is no fiscal impact associated with receiving and filing this report. Financial impacts related to the implementation of the Classification and Compensation study will be discussed as part of the implementation strategy when it comes before the Board.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal 5.1: Position the District to attract and retain high-quality employees.

RECOMMENDATION

It is recommended the Board receive and file the District-wide Classification and Compensation study report by Evergreen, which includes the consultant's recommendations.

ATTACHMENTS

- 1) Compensation and Classification Study for Pleasant Valley Recreation and Park District, CA (49 pages)

Compensation and Classification Study for Pleasant Valley Recreation and Park District, CA

FINAL REPORT



Evergreen Solutions, LLC

September 27, 2023

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Chapter 1 - Introduction

The leadership of Pleasant Valley Recreation and Park District (the “District”) in keeping with its commitment to attracting and retaining the staff necessary to provide high quality services to its citizens determined that its current compensation and classification system and structures needed to be updated to better reflect best practices. Evergreen Solutions, LLC (“Evergreen”) was selected by the District as its partner in order to accomplish this goal. This engagement sought to evaluate the strengths and weaknesses of the District’s current systems, conduct a job analysis to study internal equity, collect peer salary data to study external equity, and adjust the current compensation system to better reflect the market. This study and the analysis contained within provides District leadership with valuable information related to their employee demographics, opinions, market data, as well as internal and external equity.

Internal equity relates to the fairness of an organization’s compensation practices among its current employees. Specifically, by reviewing the skills, responsibilities, and duties of each position, it can be determined whether similar positions are being compensated in an equitable manner within the organization. External equity relates to the differences between how an organization’s classifications are valued and the compensation available in the marketplace for the same skills, responsibilities, and duties. This component of the study aims to address how the District is positioned in the market relative to other local area government organizations with similar positions and to develop recommendations that allow the District to recruit and retain quality employees. The classification component of this study resolves any inconsistencies related to job requirements or job titles and ensures that all jobs are appropriately categorized and aligned with the work currently performed.

1.1 STUDY METHODOLOGY

Evergreen combines qualitative and quantitative data analysis to produce recommendations that maximize the fairness and competitiveness of an organization’s compensation structure and practices. It is important to note that the data utilized in the study represents a snapshot in time. As market conditions can change rapidly, it is important for the District to conduct regular market surveys to ensure their external market position does not decay. A full compensation and classification review is recommended approximately every five years. Some examples of project activities included:

- Conducting a project kick-off meeting;
- Presenting orientation sessions to employees;
- Facilitating focus group sessions with employees;
- Conducting an external market salary survey;



- Revising classification descriptions based on employee JAT feedback;
- Developing recommendations for compensation and classification changes;
- Creating draft and final reports; and
- Conducting training sessions with human resources staff in the methodology used to systematically assess job classifications.

Kickoff Meeting

The kickoff meeting provided an opportunity to finalize the work plan and begin the data collection process. Data collection included the gathering of relevant background material including existing pay plans, organization charts, policies, procedures, training materials, classification specifications, and other pertinent material.

Employee Outreach

Through the orientation sessions, Evergreen consultants briefed employees on the purpose and major processes of the study. This process addressed employee questions in an effort to resolve misconceptions about the study and related tasks and explained the importance of employee participation in the JAT process.

In addition, employees participated in focus group sessions designed to gather input from their varied perspectives as to the strengths and weaknesses of the current system. Feedback received from employees in this context was helpful in highlighting aspects of the organization which needed particular attention and consideration. This information provided some basic perceptual background, as well as a starting point for the research process.

Job Assessment Tool® (JAT) Classification Analysis

Employees were asked to complete individual JAT surveys, where they shared information pertaining to their work in their own words. These JATs were analyzed and compared to the current classification descriptions, and classifications were individually scored based on employee responses to five compensable factor questions. Each of the compensable factors—Leadership, Working Conditions, Complexity, Decision Making, and Relationships—were given weighted values based on employee responses, resulting in a point factor score for each classification. The rank order of classes by JAT scores was used to develop a rank order of classes within the proposed compensation structure. Combined with market data, this information formed the foundation of the combined recommendations. The nature of each compensable factor is described below:

- Leadership –relates to the employee’s individual leadership role, be it as a direct report of others who have leadership responsibilities, or as an executive who has leadership over entire departments or the District as a whole.
- Working Conditions – deals with the employee’s physical working conditions and the employee’s impact on those conditions, as well as the working conditions impact or potential impact on the employee.



- Complexity – describes the nature of work performed and includes options ranging from entry-level manual or clerical tasks up to advanced scientific, legal, or executive management duties.
- Decision Making – deals with the individual decision-making responsibility of the employees. Are decisions made on behalf of the employee or is the employee making autonomous decisions that impact the individual, other employees, or even the entire organization and the citizens that rely on the District?
- Relationships –deals with organizational structure and the nature of the employee’s working relationships. Responses range from employees who work primarily alone, those who work as members of a team, those who oversee teams, and even those who report to elected officials or the general public.

Salary Survey

The external market for this study was defined as identified local government organizations with similar positions as well as similar characteristics, demographics, and service offerings. Market data was collected from cities, counties and other Recreation and Park Districts in California. The data was then analyzed comparing District classifications to the jobs performing the same duties at peer organizations to gain a fuller understanding of their market position.

Recommendations

Evergreen developed recommendations for the District to consider in order to help maximize the effectiveness and efficiency of its current compensation and classification structure. Evergreen provided the District with a variety of recommendations for the future at various costs. Plans ranged from minor tweaks to the current compensation and classification systems to wholesale changes to the entire organizational structure. These plans were designed to fix the issues identified in this report, while continuing to build on the strengths the District currently exhibits.

1.2 REPORT ORGANIZATION

This report includes the following additional chapters:

- Chapter 2 – Summary of Employee Outreach
- Chapter 3 – Assessment of Current Conditions
- Chapter 4 – Market Summary
- Chapter 5 – Benefits Summary
- Chapter 6 – Recommendations



Chapter 2 – Summary of Outreach

Outreach was conducted by Evergreen consultants. The consultants met with District employees and explained the process of the study and fielded questions that employees had about the study. Conducting focus groups provided Evergreen with valuable information from employees, which served as a solid foundation for our research efforts. Employees provided Evergreen their opinions on classifications that were outdated, behind market, or had trouble retaining employees. Information was also provided on the employees' opinions of the biggest competitors to the District. Finally, employees provided information on all the positive aspects of employment with the District. Evergreen used employee opinions as a starting point for some data collection, but everything that was used in the course of this study was independently verified by Evergreen. A full summary of the outreach can be found in **Chapter 2** of this report.

Chapter 3 - Assessment of Current Conditions

An assessment of current conditions was conducted to help Evergreen better understand the current standing of all District pay ranges, demographics, and compensation structures. This assessment should be considered a snapshot in time and is reflective of the conditions present within the District upon the commencement of this study. By leveraging this information, Evergreen was able to gain a better understanding of the strengths and weaknesses of the current compensation system. When combined with the market results, the Assessment of Current Conditions helped provide a basis for recommendations. A full summary of the Assessment of Current Conditions can be found in **Chapter 3** of this report.

Chapter 4 - Market Summary

A salary survey was designed by Evergreen and approved by the District. After the results were received, the data were analyzed to compare the District to the overall results. Combined with the Assessment of Current Conditions, the market survey gave Evergreen the information needed to understand the District's position relative to its labor market. A full summary of the market results can be found in **Chapter 4** of this report.

Chapter 5 – Benefits Summary

A benefits analysis was completed as part of the study, as it is important to remember salary is only one part of the complete compensation package for employees. In addition to the market survey, Evergreen also gathered information on retirement, disability, and medical benefits offered by peer groups. A full summary of the benefits can be found in **Chapter 5** of this report.

Chapter 6 – Recommendations

During the recommendations phase, Evergreen provided several different solution options based on their current relationship to market. Solutions were provided that only require minor tweaks to the current compensation and classification systems, as well as some solutions

that would require wholesale changes to District current structures. Evergreen has provided the District with recommendations that can both leverage the current compensation structure and also help expand its ability to recruit and retain talent in the most competitive classifications. A full explanation of the recommendations can be found in **Chapter 6** of this report.



Chapter 2 – Summary of Employee Outreach

On October 27th, 2022, Evergreen consultants conducted orientation sessions and focus groups for the District. Orientation sessions were conducted to inform employees about the purpose of the study, while also providing employees information about the different ways they would be asked to participate in the study. Focus groups were designed to solicit open feedback from employees on their perceptions relating to compensation and classification. Overall, the goal of these groups was to gauge the general employee sentiment towards the current compensation and classification structures of the District, while also gathering specific concerns employees had.

The observations in this chapter are a generalized summary of opinions, general themes, and trends expressed by employees who either participated in a focus group or provided direct feedback to Evergreen. Information that may identify the commenter has been removed. It is important to note that the views shared in this summary are perceptual in nature and may not necessarily reflect actual conditions in the District.

Comments are separated by the following four categories below:

- 2.1 General Feedback
- 2.2 Compensation & Classification
- 2.3 Market Peers
- 2.4 Summary

2.1 GENERAL FEEDBACK

The primary focus of this study is to address the District's compensation and classification structures. However, it is important to understand how employees currently view employment at large within the District, and as a result, general feedback was sourced from employees on what brought them to work for the District and what were the primary factors that led to their continued employment. The comments described in this section reflect the factors that incentivize prospective applicants to pursue employment with the District and reflect the reasons employees have decided to continue working for the District. These elements are important to highlight, as compensation, while an important factor, is often not the sole determination for where employees wish to work. The responses varied from the individual health coverage benefits, the scope of work, and change in market position. Additional comments expressed by employees include:

- **Benefits** – Nearly all employees expressed that the benefits package, specifically the employer contributions should increase. There is a desire for an insurance cash out option. A few employees felt that they were not explained their benefits either during



onboarding or open enrollment well enough to intelligently comment on their benefits. Retirement benefits also weighed heavily with more tenured employees as a main motivator to stay with the District.

- **Recruited by Family and Friends** – Several of the participants stated that they were recruited to work for the District by a family member or friend. They were encouraged to join what was described as a wonderful place to work. These personal relationships brought them to the District, and most said it was the right decision for them at the time.
- **Culture** – Most employees described the quality of people they work with as the number one reason they have stayed with the organization. Many also commented on the District providing opportunities to broaden experience and competencies which is seen as a short-term positive as these are sought to take to organizations that offer higher pay and benefit contributions.
- **Growth** – Employees perceive that there is not room to grow in roles. They feel there should be more mid-tier positions to allow for promotions and mobility within the organization. Supervisors feel a strong responsibility to mentor and shape newer employees into a positive culture where their contributions are valued. They also mention that the only path for advancement is through supervisory staff attrition.
- **Environment** – Many employees expressed that working in the District where they live and grew up is a significant benefit. Nearly all employees feel proud to have a positive effect on the esthetics and services in the District. There is a sense of frustration where employees feel the District is focused on investing in infrastructure to compete with larger Recreation and Parks Districts, who have more resources, by sacrificing their benefits and salaries.
- **Schedule** – Employees expressed their satisfaction with the flexibility in their schedule. The 9/80 schedule is enjoyed by those that have it. Seasonal employees feel they could be more effective if they were on a regular part-time or full-time schedule as they exhaust allotted hours throughout the year.

Overall, personnel revealed that the District has several distinct advantages in place for employees along with some areas that employees feel could be improved.

2.2 COMPENSATION AND CLASSIFICATION

As the main focus of this study, feedback on compensation and classification was solicited from employees. Employees were asked to identify any concerns, challenges, or limitations observed with how the District currently compensates and classifies its positions. It is important to note that the perceptions of employees listed below do not necessarily reflect or align with the data collected in the market survey, found in **Chapter 4**.

Specific feedback shared by employees related to compensation practices included the following:



- **External Equity** – Feedback on the competitiveness of pay in the District showed some employees sharing that their starting pay is lower than in other organizations, but they have better opportunities to grow their knowledge in their field. Others felt that starting pay for their position is on par for what is offered in the labor market, however their scope of responsibility was broader than similar roles in other municipalities. Specific positions that perceived their pay as below market included:

- Marketing Specialist
- Administrative Positions
- Recreation Specialists

The supervisor focus groups expressed more concerns with progression opportunities for themselves as well as frontline employees, and classifications of positions titles that aligned more accurately with work performed. They feel that there should be intermediate positions to allow for growth with increases in proficiency.

- **Internal Equity** – Some departments had concerns that a few positions that were comparable in work performed had significant gaps in pay grades. Additionally, there was a trend that many positions feel they have outgrown their job descriptions and work performed is not accurately considered in salary computations. Specific positions that perceive a disparity in internal equity include:

- Grounds I and II
- Supervisors and Managers in Parks
- Recreation Specialists and Coordinators

- **Turnover** – Several positions were mentioned as positions that employees feel had a high turnover ratio. Some employees feel that the District has become a revolving door for less tenured staff over the last several years. Those positions included:

- Lifeguards
- Customer Service Representatives
- Administrative Analysts
- All recreation positions

- **Vacancies** – Employees brought up full-time vacant positions that they believed either wouldn't be filled in the near future or were eventually filled after a prolonged period of vacancy. They mentioned that this places an unfair burden on current employees, who are not compensated for the extra work they perform.

- **Benefits (perceived strengths)** – Most employees were happy to have a benefits package. Specifically, employees feel that the coverage meets their needs.

- **Benefits (perceived weaknesses)** – Employees did not like the fact that the employer paid portion of their benefits package had been reduced significantly in the past for Health insurance. The tenured employees noted that in the past the District paid for 100% of their CalPERS medical plans and it had been reduced to 30% and has been



marginally increased to 70%. This is viewed as a reduction in real wages by those employees.

2.3 MARKET PEERS

Focus group participants were asked to name organizations they considered to be both local and regional market peers, who they believe have similar characteristics to the District. Participants named the following municipalities with some frequency as the District's biggest competitors in terms of employee compensation and classification:

- Rancho Semi Recreation and Park District
- Conejo Recreation and Park District
- City of Thousand Oaks
- City of Oxnard
- City of Ojai
- City of Ventura
- City of Santa Barbara
- City of Semi Valley
- City of Agoura Hills
- City of Calabasas
- City of Camarillo
- Ventura County
- Santa Barbara County
- Las Virgenes Municipal Water District
- Camrosa Water District
- Pleasant Valley School District

2.4 SUMMARY

The feedback received by Evergreen provided a solid foundation for the development of recommendations for the District. The willingness of District employees to contribute to this dialogue was evident in the number of employees that took time out of their busy schedules to provide reasonable observations with respect to potential compensation and classification strengths/weaknesses across the organization. These comments were verified and taken into consideration when identifying challenges and formulating the recommendations for the District.

Employees were generally enthusiastic when describing their passion for their job and considered working for the District a very positive experience. Even though employees emphasized potential concerns, these are commonly found in many public-sector organizations. The Evergreen Team used the information gathered from employees throughout the remainder of this study to arrive at appropriate recommendations for the District.



Chapter 3 – Assessment of Current Conditions

This chapter provides a statistical analysis of the classification and compensation system in place at the District at the start of this study. The assessment is divided into the following sections:

- 3.1 Analysis of Pay Plans
- 3.2 Grade Placement Analysis
- 3.3 Quartile Analysis
- 3.4 Compression Analysis
- 3.5 Summary

The analysis in this chapter represents a snapshot in time – this chapter is based on employee information collected in October of 2022. Every organization changes continuously, so this chapter is not meant to be a definitive statement on continuing compensation practices at the District. Rather, this Assessment of Current Conditions (AOCC) is meant to represent the conditions that were in place when this study began. The data contained within provide the baseline for analyses through the course of this study but are not sufficient cause for recommendations in isolation. By reviewing employee data, Evergreen gained a better understanding of the structure and methods in place and identified issues for both further review and potential revision.

3.1 ANALYSIS OF PAY PLANS

The purpose of analyzing the pay plan used within the District is to help gain an overview of the compensation philosophy as it existed when the study began. The District had a system in place that categorized each classification into a pay range. For the purposes of this analysis, Evergreen has assigned alpha-numerical pay grades to each pay range. This assessment is separated for full-time and part-time positions. Part-time positions have pay ranges calculated at full-time hours for the purposes of this analysis. **Exhibit 3A** and **Exhibit 3B** display the District's pay plans for full-time and part-time employees. The exhibits provide the name; each pay grade on the plan; the value of each pay grade at minimum, midpoint and maximum; the range spread for each pay grade – which is a measure of the distance between the minimum and maximum of the grade; the midpoint progression between grades; and the number of employees per pay grade.

The District's full-time pay plan includes 12 occupied pay grades with 39 employees. The part-time pay plan includes four pay grades with 72 employees.

**EXHIBIT 3A
PAY PLAN SUMMARY – FULL-TIME**

Pay Plan	Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression	Employees
Full-Time	F1	\$ 40,526	\$ 48,804	\$ 57,081	41%	-	4
Full-Time	F2	\$ 40,548	\$ 46,034	\$ 51,519	27%	-6%	1
Full-Time	F3	\$ 44,588	\$ 50,625	\$ 56,662	27%	10%	1
Full-Time	F4	\$ 45,912	\$ 52,137	\$ 58,361	27%	3%	11
Full-Time	F5	\$ 49,024	\$ 55,657	\$ 62,290	27%	7%	1
Full-Time	F6	\$ 52,777	\$ 59,929	\$ 67,080	27%	8%	2
Full-Time	F7	\$ 55,095	\$ 62,544	\$ 69,994	27%	4%	3
Full-Time	F8	\$ 61,054	\$ 69,310	\$ 77,565	27%	11%	5
Full-Time	F9	\$ 71,848	\$ 81,593	\$ 91,339	27%	18%	7
Full-Time	F10	\$ 86,990	\$ 98,744	\$ 110,498	27%	21%	2
Full-Time	F11	\$ 117,300	\$ 129,030	\$ 140,760	20%	31%	1
Full-Time	F12	\$ 149,326	\$ 158,696	\$ 168,067	13%	23%	1

**EXHIBIT 3B
PAY PLAN SUMMARY – PART-TIME**

Pay Plan	Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression	Employees
Part-Time	P1	\$ 31,200	\$ 34,320	\$ 37,440	20%	-	28
Part-Time	P2	\$ 32,760	\$ 36,036	\$ 39,312	20%	5%	37
Part-Time	P3	\$ 48,090	\$ 52,686	\$ 57,283	19%	46%	6
Part-Time	P4	\$ 61,054	\$ 69,310	\$ 77,565	27%	32%	1

Comparing the summary data in **Exhibit 3A** and **Exhibit 3B** to best practices, a number of observations can be made regarding the District's pay plans. Based on the analysis of the pay plans, the following facts can be observed:

- The range spreads of the grades are inconsistent across the pay plans. Range spreads fall between 13 and 41 percent on the full-time pay plan, and between 19 and 27 percent on the part-time pay plan.
- The number of employees on each pay grade is varied. Multiple pay grades have only one incumbent occupying the grade, while others have over 10 employees in the grade.
- The minimum FTE annual pay offered to any District employee is \$31,200 while the maximum salary of any pay grade is \$168,067.

3.2 GRADE PLACEMENT ANALYSIS

The Grade Placement Analysis examines how employee salaries are distributed throughout the pay grades. This can help identify salary progression issues, which are usually accompanied by employee salaries that are clustered in segments of the pay grades. A clustering of employee salaries in the lower part of ranges can indicate a lack of salary progression for employees or a high level of employee turnover. A clustering of employee salaries in the high end of pay ranges can be a sign of high employee tenure or a sign that the pay ranges are behind market, forcing the organization to offer salaries near the maximum of the range to new hires. With regard to minimum and maximum salaries, employees at the grade minimum are typically newer to the organization or to the classification, while employees at the grade maximum are typically highly experienced and highly proficient in their classification. The Grade Placement Analysis examines how salaries compare to pay range minimums, midpoints, and maximums. Only pay grades with at least one incumbent are included in this analysis.

Exhibit 3D displays the percentage and number of employees compensated at their pay grade minimum and pay grade maximum for full-time employees. The percentages presented are based on the total number of employees in that grade. As can be seen in the exhibit, 15.4 percent (6 total) of all employees are compensated at their pay grade’s minimum. A slightly smaller percentage of employees, at 12.8 percent (5 total), are compensated at their pay grade’s maximum.

EXHIBIT 3D
EMPLOYEES AT MINIMUM AND MAXIMUM BY GRADE – FULL-TIME

Table with 6 columns: Grade, Employees, # at Min, % at Min, # at Max, % at Max. Rows include grades F1 through F12 and a Total row.

Exhibit 3E displays the percentage and number of employees compensated at their pay grade minimum and pay grade maximum for part-time employees. As seen in the exhibit, 98.6 percent (71 total) of all employees are compensated at their pay grade’s minimum. No employees are compensated at the pay grade maximum.

EXHIBIT 3E
EMPLOYEES AT MINIMUM AND MAXIMUM BY GRADE – PART-TIME

Grade	Employees	# at Min	% at Min	# at Max	% at Max
P1	28	28	100.0%	0	0.0%
P2	37	36	97.3%	0	0.0%
P3	6	6	100.0%	0	0.0%
P4	1	1	100.0%	0	0.0%
Total	72	71	98.6%	0	0.0%

In addition to assessing the number of employees at minimum and maximum, an analysis was conducted to determine the number of employees below and above pay grade midpoint. The percentages refer to the percentage of employees in each pay grade that are above and below midpoint. **Exhibit 3F** displays the results of this analysis for full-time employees: a total of 22 employees are compensated below their pay grade midpoint—which is 56.4 percent of all employees for the District. There are 17 employees compensated above midpoint of their pay grade, which is 43.6 percent of all employees.

EXHIBIT 3F
EMPLOYEES ABOVE AND BELOW MIDPOINT BY PAY GRADE – FULL-TIME

Grade	Employees	# < Mid	% < Mid	# > Mid	% > Mid
F1	4	4	100.0%	0	0.0%
F2	1	1	100.0%	0	0.0%
F3	1	0	0.0%	1	100.0%
F4	11	6	54.5%	5	45.5%
F5	1	0	0.0%	1	100.0%
F6	2	1	50.0%	1	50.0%
F7	3	2	66.7%	1	33.3%
F8	5	2	40.0%	3	60.0%
F9	7	4	57.1%	3	42.9%
F10	2	1	50.0%	1	50.0%
F11	1	1	100.0%	0	0.0%
F12	1	0	0.0%	1	100.0%
Total	39	22	56.4%	17	43.6%

Exhibit 3G displays the results of this analysis for part-time employees. 100 percent of employees on the part-time pay plan are compensated below their pay grade midpoint.

EXHIBIT 3G
EMPLOYEES ABOVE AND BELOW MIDPOINT BY PAY GRADE – PART-TIME

Grade	Employees	# < Mid	% < Mid	# > Mid	% > Mid
P1	28	28	100.0%	0	0.0%
P2	37	37	100.0%	0	0.0%
P3	6	6	100.0%	0	0.0%
P4	1	1	100.0%	0	0.0%
Total	72	72	100.0%	0	0.0%

3.3 QUARTILE ANALYSIS

The last part of the Grade Placement Analysis is a detailed look at how salaries are distributed through pay grades, through a quartile analysis. Here, each pay grade is divided into four segments of equal width, called quartiles. The first quartile represents the first 25 percent of the pay range; the second quartile represents the part of the range above the first quartile up to the mathematical midpoint; the third quartile represents the part of the range from the midpoint to 75 percent of the pay range; and the fourth quartile represents the part of the range above the third quartile up to the pay range maximum. Employees are assigned to a quartile within their pay range based on their current salary.

The quartile analysis is used to determine the location of employee salary clusters. Quartile analysis helps identify whether clusters exist in specific quartiles of pay grades. Additionally, the amount of time the employee has spent at the organization is also analyzed, in order to observe any relationship between organizational tenure and salary progression. This information, while not definitive alone, can shed light on any root issues within the current compensation and classification plan when combined with market data and employee feedback.

Exhibit 3H and **Exhibit I** show the number of employees that are in each quartile of each grade, as well as the average overall tenure (i.e. how long an employee has worked for the District) by quartile. On the full-time pay plan, overall, data provide that 35.9 percent of employees fall into Quartile 1 of their respective grade; 20.5 percent fall into Quartile 2; 2.6 percent fall into Quartile 3; and 41.0 percent fall into Quartile 4. On the part-time pay plan, however, 100 percent of employees fall into Quartile 1 of their respective pay grade.

Exhibit 3J and **Exhibit 3K** display a graphical representation of the data contained in **Exhibit 3H** and **Exhibit I**. Each pay grade is divided into up to four sections representing the percentage of employees in that pay grade who belong in each quartile. For example, on the part-time pay plan, all employees are in Quartile 1, as displayed by the red bars on the graph.

EXHIBIT 3H
QUARTILE ANALYSIS AND TIME WITH THE ORGANIZATION – FULL-TIME

GRADE	Total Employees	Average Tenure		1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
		Average Tenure	# Employees	Avg Tenure	# Employees	Avg Tenure	# Employees	Avg Tenure	# Employees	Avg Tenure	# Employees
F1	4	5.8	2	8.8	2	2.9	0	-	0	-	0
F2	1	1.1	1	1.1	0	-	0	-	0	-	0
F3	1	16.1	0	-	0	-	0	-	0	-	1
F4	11	9.1	4	1.8	2	5.2	0	-	0	-	5
F5	1	12.3	0	-	0	-	0	-	0	-	1
F6	2	17.9	0	-	1	8.1	0	-	0	-	1
F7	3	4.1	2	1.5	0	-	0	-	0	-	1
F8	5	11.1	1	8.3	1	13.4	1	2.5	2	15.7	2
F9	7	11.2	2	2.6	2	6.7	0	-	3	19.9	0
F10	2	17.8	1	9.3	0	-	0	-	0	-	1
F11	1	1.3	1	1.3	0	-	0	-	0	-	0
F12	1	9.1	0	-	0	-	0	-	0	-	1
Overall	39	9.8	14	3.8	8	6.4	1	2.5	16	9.1	17.1

EXHIBIT 3I
QUARTILE ANALYSIS AND TIME WITH THE ORGANIZATION – PART-TIME

GRADE	Total Employees	Average Tenure		1st Quartile		2nd Quartile		3rd Quartile		4th Quartile	
		Average Tenure	# Employees	Avg Tenure	# Employees	Avg Tenure	# Employees	Avg Tenure	# Employees	Avg Tenure	# Employees
P1	28	2.9	28	2.9	0	-	0	-	0	-	0
P2	37	3.1	37	3.1	0	-	0	-	0	-	0
P3	6	5.6	6	5.6	0	-	0	-	0	-	0
P4	1	7.2	1	7.2	0	-	0	-	0	-	0
Overall	72	3.3	72	3.3	0	-	0	-	0	-	0



EXHIBIT 3J
QUARTILE PLACEMENT BY PAY GRADE – FULL-TIME

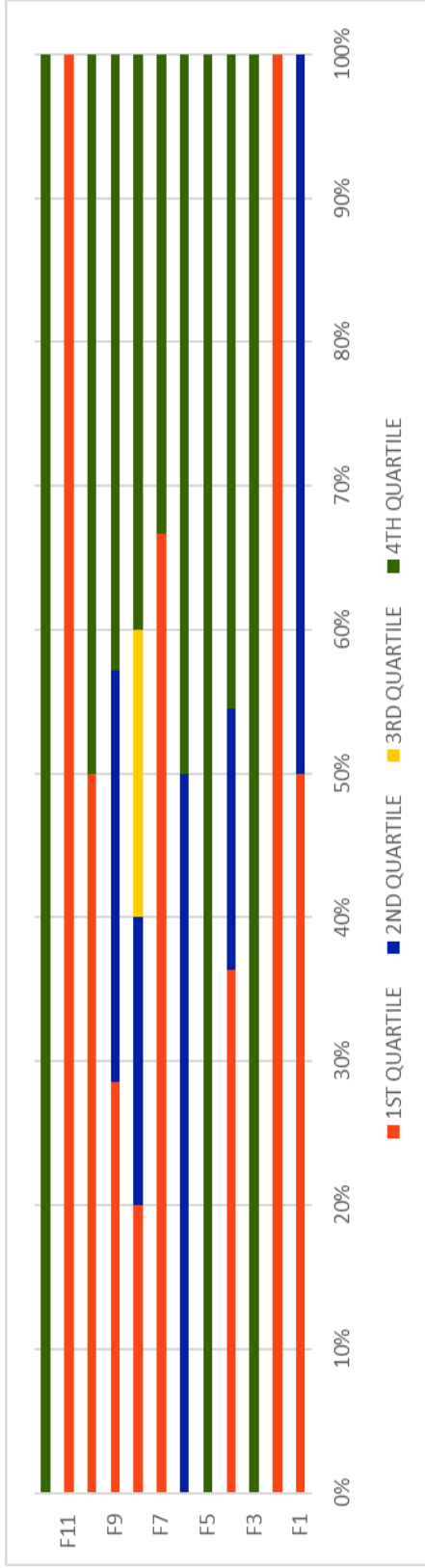
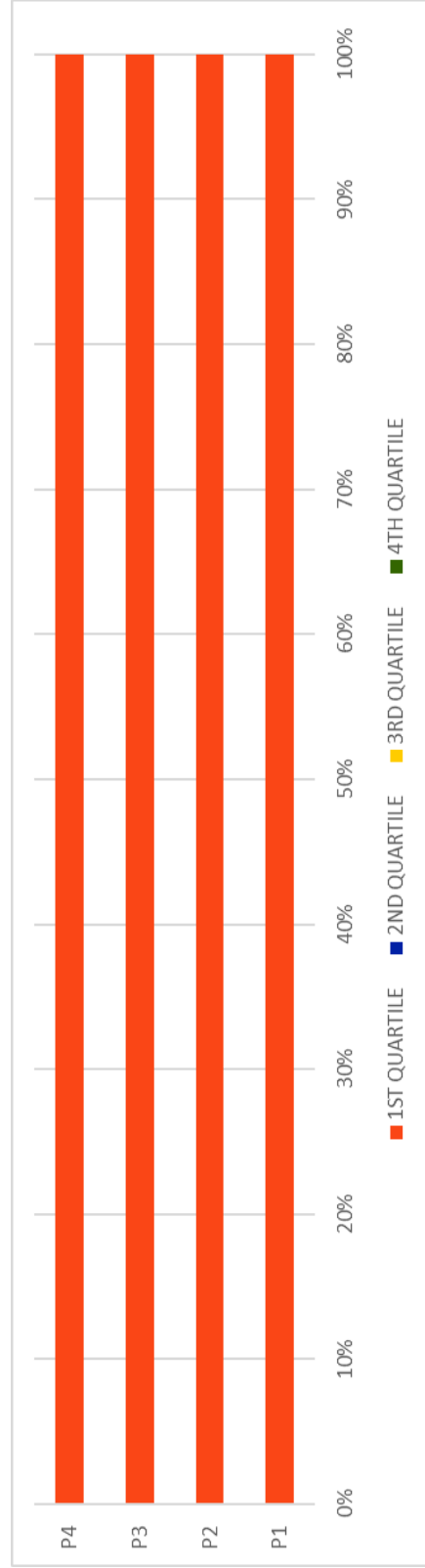


EXHIBIT 3K
QUARTILE PLACEMENT BY PAY GRADE – PART-TIME



There are several differences between employees on the full-time pay plan, and employees on the part-time pay plan. One thing that can be observed from the data is that a little under half of employees on the full-time pay plan are in Quartile 4 of their pay grades. This quartile has an average tenure of 17.1 years, and thus this would indicate that these employees are equitably progressing through their pay ranges. On the part-time pay plan, it is shown that all employees are in Quartile 1. It is important to note that the average tenure for this Quartile is only 3.3 years. Many employees on the part-time plan are seasonal, and this could be an indicator of why these employees are at the minimum of the pay range.

3.4 COMPRESSION ANALYSIS

Pay compression can be defined as the lack of variation in salaries between employees with significantly different levels of experience and responsibility. Compression can be seen as a threat to internal equity and morale. Two common types of pay compression can be observed when the pay of supervisors and their subordinates are too close, or when the pay of highly tenured staff and newly hired employees in the same job are too similar.

According to the Society for Human Resources Management (SHRM), specific examples of actions that may cause pay compression include the following:

- Reorganizations change peer relationships and can create compression if jobs are not reevaluated.
- In some organizations, certain departments or divisions may be relatively liberal with salary increases, market adjustments, and promotions—while others are not.
- Some employers have overlooked their Human Resources policies designed to regulate pay, paying new hires more than incumbents for similar jobs under the mantra of “paying what it takes to get the best talent.”
- Many organizations have found it easy to hire people who had already done the same work for another organization, eliminating the need for training. Rather than hiring individuals with high potential and developing them for the long term, they have opted for employees who could “hit the ground running”—regardless of their potential.

Exhibit 3L and **Exhibit 3M** indicate the ratio of subordinate to supervisor salaries by grade graphically. Employees were grouped into categories reflecting whether their actual salary was less than 80 percent, greater than 80 percent but less than 95 percent, greater than 95 percent but less than 100 percent, or greater than 100 percent of their supervisor’s salary. Less than 80 percent would indicate that the ratio of an employee’s salary to his supervisor’s salary would yield a result of less than 0.8. For example, an employee with a salary of \$79,000.00 and a supervisor with a salary of \$100,000.00 would yield a ratio of 0.79, and be placed into the Less than 80 percent category.

An analysis of the data would quickly reveal that most positions in the District are in a great position, with plenty of space between employee and supervisor salaries. Anywhere red appears on the exhibit may require further examination.

EXHIBIT 3L
EMPLOYEE TO SUPERVISOR SALARY RATIO BY PAY GRADE – FULL-TIME

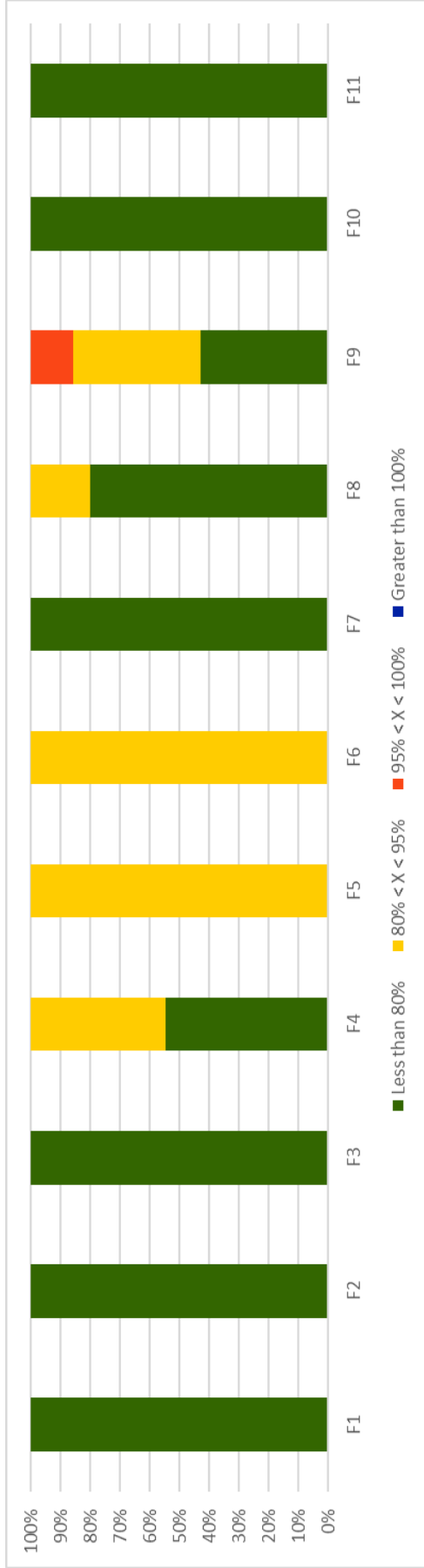


EXHIBIT 3M
EMPLOYEE TO SUPERVISOR SALARY RATIO BY PAY GRADE – PART-TIME

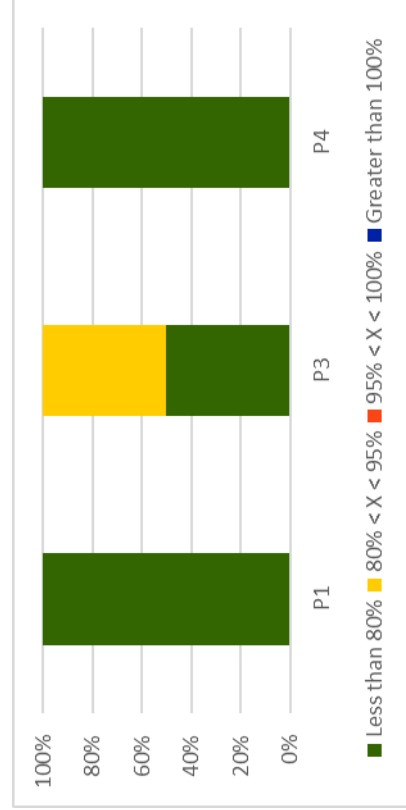
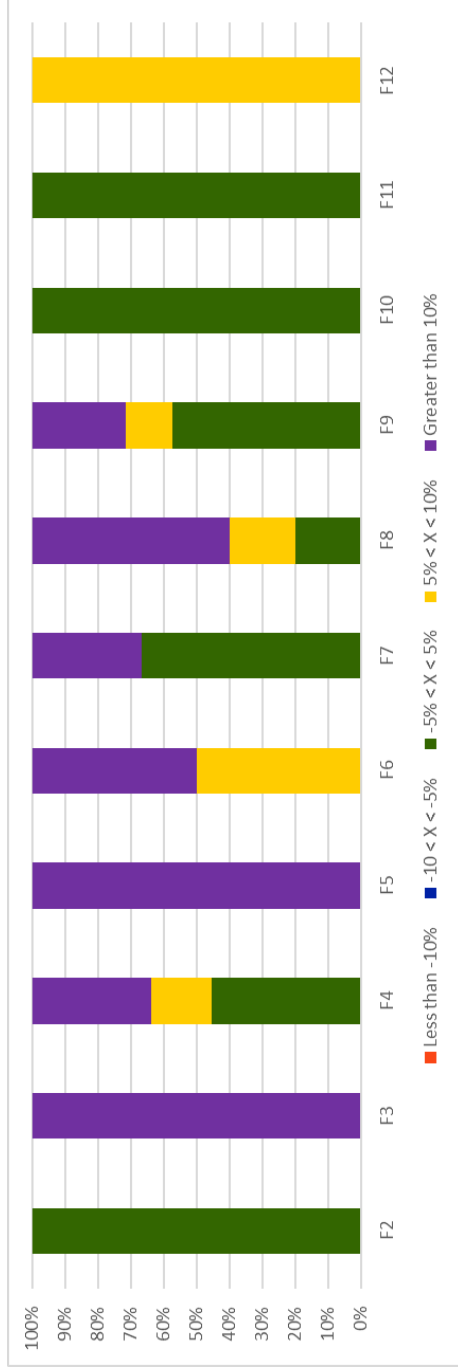


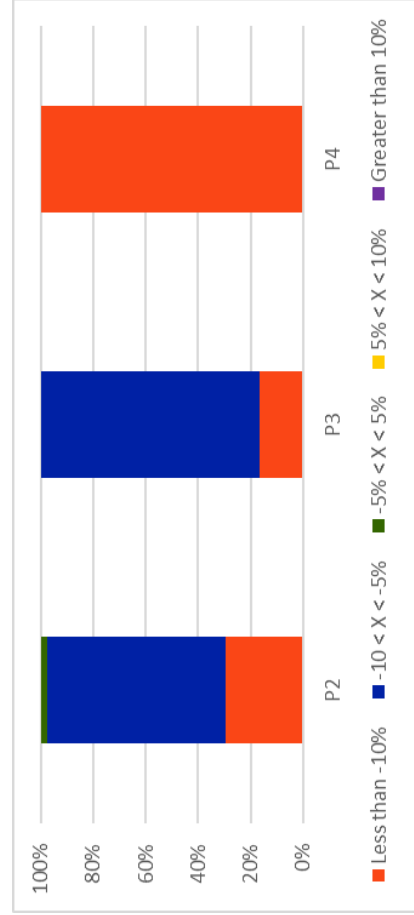
Exhibit 3N and **Exhibit 30** showcase the actual vs. expected salaries of District employees, sorted by pay grade. Expected salary is calculated using a thirty-year progression assumption for employees. For example, an employee who had worked at his position for fifteen years would expect to be at the grade midpoint, while an employee with thirty or more years of class years would expect to be at the grade maximum. An important distinction between this compression table and the quartile analysis: this compression table utilizes class years, while the Quartile analysis uses tenure. Class years are differentiated from tenure by using the date that an employee started working in their current classification as the start date, instead of the date they first were hired. To illustrate, if an employee had been an accountant for fifteen years, and then was promoted last year to Accountant Supervisor that employee would have fifteen years of tenure, but only one class year.

On **Exhibit 3N**, most District employees are being paid wages that are within 5 percent of what they would expect to receive, based on class years. This could indicate that employees on the full-time pay plan are equitably progressing through the pay ranges. On **Exhibit 30**, however, it is shown that most employees on the part-time plan are making less than 5 percent of what they would expect to receive, based on class years. As mentioned in the Quartile Analysis, several employees on the part-time plan are seasonal, which could be the reason for them not progressing as quickly through the pay ranges. A definitive answer cannot be determined without more data.

**EXHIBIT 3N
ACTUAL VS. EXPECTED SALARY – FULL-TIME**



**EXHIBIT 3O
ACTUAL VS. EXPECTED SALARY – PART-TIME**



3.5 SUMMARY

There were many observations made with respect to the District's compensation system in place at the beginning of the study.

- Range spread is inconsistent across pay grades on both the full-time and part-time pay plans.
- Almost all employees on the part-time pay plan (98.6 percent) are paid at the minimum of their pay grade.
- A little less than half of employees on the full-time pay plan (41 percent) are in Quartile 4 of their pay grade. All employees on the part-time pay plan are within Quartile 1.
- Most District employees are paid less than 80.0 percent of their supervisors' salaries.

This analysis acts as a starting point for the development of recommendations in subsequent chapters of this report. Paired with market data, Evergreen is able to make recommendations that will ensure that the District compensation system is structurally sound in terms of best practice, competitive with the market, and treats all employees equitably moving forward.



Chapter 4 – Market Summary

The purpose of the market summary chapter is to benchmark the District’s compensation practices against that of its market peers to establish how competitive the District is for employees within its market. To complete this market study, Evergreen compared pay ranges of select benchmark positions that the District possesses against the compensation of positions performing those same duties within peer organizations. By aggregating the differences in pay ranges across all the positions, a reasonable determination is made as to the District’s competitive position within the market.

It is important to note that individual salaries are not analyzed in this methodology, since individual compensation can be affected by variables such as experience and performance. For this reason, Evergreen looked at average pay ranges across the entire classification to make the most accurate comparison. The results of this market study should be considered reflective of the current state of the market at the time of this study; however, market conditions can change rapidly. Consequently, it is necessary to perform market surveys of peer organizations regularly for an organization to consistently monitor its position within the market. Furthermore, the market results detailed in this chapter provide a foundation for understanding the District’s overall structural standing to the market, and the rates reflected in this chapter, while a key factor, are not the sole determinant for how classifications were placed into the proposed salary ranges outlined in **Chapter 6**.

Evergreen conducted a comprehensive market salary survey for the District, which consisted of 26 peers including Recreation and Park Districts, Community Services Districts, Cities and Counties. Target peers were selected based on several factors including geographic proximity and population size. Target organizations were also identified for their competition to the District for employee recruitment and retention efforts. The list of targets that provided data for the purpose of this study are included in **Exhibit 4A**.



**EXHIBIT 4A
TARGET MARKET PEERS**

Target Respondents
Auburn Area Recreation and Park District
Carmichael Recreation and Park District
Channel Island Community Services District
City of Camarillo
City of Fillmore
City of Moorpark
City of Ojai
City of Oxnard
City of Port Hueneme
City of Santa Paula
City of Simi Valley
City of Thousand Oaks
City of Ventura
Conejo Recreation and Park District
Desert Recreation District
El Dorado Hills Community Services District
Hesperia Recreation and Park District
Jurupa Recreation and Park District
Mountains Recreation & Conservation Authority
Pleasant Hill Recreation and Park District
Pleasant Valley School District
Rancho Simi Recreation and Park District
Southgate Recreation and Park District
Sunrise Recreation and Park District
Valley Wide Recreation and Park District
Ventura County

Since the data collected for the market summary was from various regions of California, it was necessary to adjust peer responses relative to the District based on cost of living. For all organizations that fell outside the District’s immediate region, a cost-of-living adjustment was applied to the reported pay ranges to ensure a market average was attained in terms of the spending power an employee would have in the District. Evergreen utilizes cost of living index information from the Council for Community and Economic Research, and the scale is based on the national average cost of living being set at 100. The cost-of-living index figures for the District and each respondent market peer are in **Exhibit 4B**.



EXHIBIT 4B
RESPONDENTS WITH COST-OF-LIVING ADJUSTMENTS

Market Peers	Cost of Living Index
Pleasant Valley Recreation and Park District	135.9
Auburn Area Recreation and Park District	138.2
Carmichael Recreation and Park District	135.6
Channel Island Community Services District	135.9
City of Camarillo	135.9
City of Fillmore	135.9
City of Moorpark	135.9
City of Ojai	135.9
City of Oxnard	135.9
City of Port Hueneme	135.9
City of Santa Paula	135.9
City of Simi Valley	135.9
City of Thousand Oaks	135.9
City of Ventura	135.9
Conejo Recreation and Park District	135.9
Desert Recreation District	129.3
El Dorado Hills Community Services District	138.1
Hesperia Recreation and Park District	128.0
Jurupa Recreation and Park District	129.3
Mountains Recreation & Conservation Authority	162.7
Pleasant Hill Rec and Park District	147.4
Pleasant Valley School District	135.9
Rancho Simi Recreation and Park District	135.6
Southgate Recreation and Park District	135.6
Sunrise Recreation and Park District	129.3
Valley Wide Recreation and Park District	135.9
Ventura County	135.9



4.1 MARKET DATA

The results of the market study are displayed in **Exhibit 4C**, which includes the benchmark job titles and the market average salaries for each position at the minimum, midpoint, and maximum points of the pay ranges. Also included within the exhibit are the percentage differentials of the District's pay ranges at each respective point, relative to the market average pay. A positive percent differential is indicative of the District's pay range exceeding that of the average of its market peers; alternatively, a negative percent differential indicates the District's compensation for a given position lagging behind the average of its peers. For those classifications where no differential is shown, this is due to the District not possessing a pay range for comparison to the market. The exhibit also includes the average pay range for the market respondents for each position and how many responses each benchmark received.

While all benchmarks are surveyed by each peer, not every peer organization possesses an appropriate match to supply salary information for. Consequently, the benchmarks receive varying levels of response. For this study, all positions that received less than five matches from market peers were not considered in establishing the District's competitive position. The rationale behind these positions being excluded is that insufficient response can lead to unreliable averages that may skew the aggregated data, blurring the reality of the District's actual position in the market. Twenty-two of the 24 positions surveyed had a sufficient response for inclusion.



**EXHIBIT 4C
MARKET SURVEY RESULTS**

ID	Classification	Survey Minimum		Survey Midpoint		Survey Maximum		Survey Avg Range	# Resp.
		Average	% Diff	Average	% Diff	Average	% Diff		
1	Accounting Specialist	\$50,634.53	8.4%	\$57,775.21	7.9%	\$64,915.88	7.5%	28.2%	17
2	Admin Svc Manager	\$111,889.10	4.7%	\$126,430.23	2.0%	\$140,971.36	-0.1%	25.9%	11
3	Administrative Analyst	\$66,120.56	8.3%	\$76,724.98	6.2%	\$87,329.40	4.5%	32.0%	14
4	Customer Service Representative I	\$42,645.65	-5.0%	\$49,016.01	-6.3%	\$54,823.94	-6.2%	29.0%	14
5	Customer Service Representative II	\$45,994.90	-3.1%	\$51,968.30	-2.6%	\$57,941.69	-2.2%	26.1%	5
6	Customer Service Representative Lead Worker	\$63,042.54	-25.0%	\$68,232.16	-20.3%	\$73,421.78	-16.4%	16.3%	2
7	Development Analyst	\$70,493.05	1.9%	\$80,845.17	0.9%	\$91,197.29	0.2%	29.4%	6
8	General Manager	\$186,808.22	-22.3%	\$208,947.97	-27.3%	\$225,707.15	-29.3%	21.2%	12
9	Grounds Facilities I	\$42,145.20	8.6%	\$47,918.91	8.4%	\$53,692.61	8.3%	27.4%	19
10	Grounds Facilities II	\$47,787.76	9.9%	\$54,312.29	9.8%	\$60,836.81	9.8%	27.3%	17
11	HR Specialist	\$57,228.50	-3.8%	\$64,659.38	-3.3%	\$72,090.25	-3.0%	25.9%	14
12	Irrigation Specialist	\$59,651.08	2.3%	\$67,179.85	3.1%	\$74,708.63	3.8%	25.3%	3
13	Lead Park Ranger	\$62,391.13	-2.2%	\$70,915.41	-2.3%	\$79,439.68	-2.4%	27.2%	7
14	Lifeguard	\$33,903.48	-3.4%	\$36,597.09	-1.5%	\$39,392.87	-0.2%	16.7%	15
15	Mechanic	\$54,933.35	10.6%	\$61,973.32	11.2%	\$69,013.28	11.7%	25.6%	9
16	Park Maintenance Lead Worker	\$55,304.18	9.9%	\$62,668.30	10.1%	\$70,032.42	10.2%	26.6%	9
17	Park Ranger	\$50,588.40	-5.1%	\$57,723.57	-9.1%	\$64,858.74	-12.4%	28.0%	9
18	Park Services Manager	\$98,128.38	-12.0%	\$110,591.74	-11.3%	\$123,055.10	-10.8%	25.4%	8
19	Parks Supervisor	\$73,821.76	-2.7%	\$83,597.80	-2.4%	\$93,373.84	-2.2%	26.4%	6
20	Recreation Coordinator	\$49,895.11	18.3%	\$56,957.47	17.7%	\$64,019.84	17.3%	28.3%	14
21	Recreation Leader	\$31,915.05	-2.3%	\$34,611.08	-0.8%	\$37,669.67	-0.6%	18.6%	11
22	Recreation Manager	\$91,202.20	-4.7%	\$105,357.91	-6.5%	\$119,513.61	-7.8%	31.1%	12
23	Recreation Specialist	\$40,421.50	0.3%	\$47,600.48	2.5%	\$54,143.52	5.3%	34.7%	9
24	Recreation Supervisor	\$66,967.34	7.0%	\$78,088.56	4.4%	\$89,209.77	2.4%	33.3%	11
Overall Average			-0.1%		-0.4%		-0.5%	26.5%	10.6
Outliers Removed*			1.0%		0.3%		0.0%		



4.2 SALARY SURVEY RESULTS

Market Minimums

It is important to assess where an organization is relative to its market minimum salaries, as they are the beginning salaries of employees with minimal qualifications for a given position. Organizations that are significantly below market may experience recruitment challenges with entry-level employees. As seen in **Exhibit 4C**, the District is currently 1.0 percent above the market average minimum, when considering positions with sufficient responses. The District's benchmark positions ranged from 22.3 percent below to 18.3 percent above the market minimum.

The following are summary points of the results analysis concerning the market minimum:

- Of the 22 positions receiving sufficient response, 11 were below market, averaging 6.1 percent below. These 11 classifications represent roughly 50 percent of all surveyed positions receiving sufficient response.
- Of the 11 positions below market, 2 were more than 10.0 percent below the average market minimum. These positions are displayed in **Exhibit 4D**.

EXHIBIT 4D
CLASSIFICATIONS MORE THAN 10% BELOW THE MINIMUM

Classification	Difference
General Manager	-22.3%
Park Services Manager	-12.0%

- Of the 22 positions receiving sufficient response, 11 were above market, averaging 8.0 percent above. These classifications represent 50 percent of all surveyed positions.
- Of those 11 positions, two were more than 10.0 percent above the market minimum average. These positions are displayed in **Exhibit 4E**.

EXHIBIT 4E
CLASSIFICATIONS MORE THAN 10% ABOVE THE MINIMUM

Classification	Difference
Mechanic	10.6%
Recreation Coordinator	18.3%



Market Midpoints

The market midpoint is exceptionally important to analyze, as it is often considered the closest estimation of market average compensation. As seen in **Exhibit 4C**, the District is currently 0.3 percent above the market midpoint.

Analysis of the market midpoint comparisons yielded the following information:

- Regarding the midpoint average, 11 of the surveyed positions receiving sufficient response were below the market midpoint, averaging 6.7 percent below.
- Of the 11 positions below the market midpoint, 2 were more than 10.0 percent below the midpoint. These positions are displayed in **Exhibit 4F**.

EXHIBIT 4F
CLASSIFICATIONS MORE THAN 10% BELOW THE MIDPOINT

Classification	Difference
General Manager	-27.3%
Park Services Manager	-11.3%

- Of the 22 positions receiving a sufficient response, 11 were above the market midpoint.
- 3 positions were more than 10.0 percent above the market midpoint. Those positions are displayed in **Exhibit 4G**.

EXHIBIT 4G
CLASSIFICATIONS MORE THAN 10% ABOVE THE MIDPOINT

Classification	Difference
Mechanic	11.2%
Park Maintenance Lead Worker	10.1%
Recreation Coordinator	17.7%

Market Maximums

The pay range maximum averages, and how they compare to the District's, are also detailed in **Exhibit 4C**. The District is, on average, in line with the market at 0.0 percent above the market at the maximum of its salary bands for these 22 classifications.

The following points are regarding the District's position relative to the market average maximum:



- At the market maximum, 12 of the 22 positions fell below the average, averaging 6.4 percent below.
- Of these 12, 3 fell more than 10.0 percent below the market maximum. These 3 positions are displayed in **Exhibit 4H**.

EXHIBIT 4H
CLASSIFICATIONS MORE THAN 10% BELOW THE MAXIMUM

Classification	Difference
General Manager	-29.3%
Park Ranger	-12.4%
Park Services Manager	-10.8%

- Of the 22 positions surveyed receiving a sufficient response, 10 were above the market maximum.
- Of the 10 above average positions, 3 of them were more than 10.0 percent above the market maximum. The positions are displayed in **Exhibit 4I**.

EXHIBIT 4I
CLASSIFICATIONS MORE THAN 10% ABOVE THE MAXIMUM

Classification	Difference
Mechanic	11.7%
Park Maintenance Lead Worker	10.2%
Recreation Coordinator	17.3%

4.3 SALARY SURVEY CONCLUSION

The standing of individual classifications pay range relative to the market should not be considered a definitive assessment of actual employee salaries being similarly above or below the market; however, such differentials can, in part, explain symptomatic issues with recruitment and retention of employees.

The main summary points of the market study are as follows:

- The District is approximately 1.0 percent above the market minimum.
- The District is approximately 0.3 percent above the market midpoint.



- The District is in line with the market at 0.0 percent above the maximum.
- The District’s pay range spread is approximately 25.8 percent, while its peers’ pay range spread is 26.5 percent. That means that the District’s salary scale is slightly narrower than its peers.

The results of the market summary chapter are pivotal in the formulation of recommendations by Evergreen. By establishing the District’s market position relative to its peers, Evergreen is better able to propose recommendations that enable the District to occupy its desired competitive position.



Chapter 5 – Benefits Summary

As a component of this study, Evergreen conducted a benefits market analysis. A benefits analysis, much like a salary evaluation, represents a snapshot in time of what is available in peer organizations. The Benefit Survey can provide the organization with an understanding of the total compensation (salary and benefits) offered by its peers. It is important to realize that there are intricacies involved with benefits programs that are not captured by a benefits survey alone.

This information should be used as a cursory overview and not a line-by-line comparison, since benefits can be weighted differently depending on the importance to the organization. It should also be noted that benefits are sometimes negotiated and acquired through third parties, so one-to-one comparisons can be difficult. The analysis in this chapter highlights aspects of the benefits survey that provide pertinent information and had high completion rates by target peers.

Exhibit 5A provides a list of the 16 target peers from which full or partial benefits data were obtained for this analysis.

EXHIBIT 5A BENEFITS SURVEY RESPONDENTS

Target Peers
Mountains Rec & Conserv Auth
Southgate Rec and Park District
Carmichael Rec and Park District
Rancho Simi Rec and Park District
Pleasant Hill Rec and Park District
Auburn Area Recreation and Park
Desert Recreation District
Hesperia Rec and Park District
City of Oxnard
City of Thousand Oaks
City of Ventura
City of Simi Valley
City of Santa Paula
City of Camarillo
Ventura County
Pleasant Valley School District



5.1 EMPLOYEE INSURANCE COVERAGES AND MISCELLANEOUS BENEFITS

Exhibit 5B displays a basic overview of peer organization size, benefits as a percent of total compensation, and the average number of health plans offered. Market peers have an average of 24 full-time employees and 64 part-time employees. Comparatively, the District has 39 full-time employees and 45 part-time employees.

EXHIBIT 5B OVERALL BENEFITS INFORMATION

Organization Demographics	Peer Average		PVRPD	
Full-Time Employees	24	27.3%	39	46.4%
Part-Time Employees	64	72.7%	45	53.6%
Benefits as a percentage of total compensation	34.5%		18%	
Number of health plans offered	5.7		7.0	

Exhibit 5B also displays that the average number of health plans offered by peers (any combination of HMO, PPO, High Deductible, or other type of plan) is 5.7. The District offers seven types of health plans including HMO and PPO plans.

5.2 HEALTH PLANS

Exhibit 5C displays data on the types of health plans offered by peers. As can be seen, 6 peers offer an HMO plan and 5 offer a PPO plan.



EXHIBIT 5C
OVERVIEW OF HEALTH PLANS OFFERED BY PEERS

Health Plan Premiums & Deductibles	Peer HMO Average	Peer PPO Average
Number of peers offering each plan	6	5
DOLLAR AMOUNT (monthly) of employee premium paid by employer	\$427.29	\$151.00
PERCENTAGE (monthly) of employee premium paid by employer	40.0%	17.7%
DOLLAR AMOUNT (monthly) of employee premium paid by employee	\$641.93	\$704.37
PERCENTAGE (monthly) of employee premium paid by employee	60.0%	82.3%
Individual Maximum Deductible In Network	\$3,000.00	\$2,712.50
Individual Maximum Deductible Out of Network	-	\$4,733.33
DOLLAR AMOUNT (monthly) of employee plus child premium paid by employer	\$779.08	\$151.00
PERCENTAGE (monthly) of employee plus child premium paid by employer	36.8%	8.2%
DOLLAR AMOUNT (monthly) of employee plus child premium paid by employee	\$1,335.91	\$1,689.43
PERCENTAGE (monthly) of employee plus child premium paid by employee	63.2%	91.8%
Employee Plus Child Maximum Deductible In Network	\$6,000.00	\$3,837.50
Employee Plus Child Maximum Deductible Out of Network	-	\$5,233.33
DOLLAR AMOUNT (monthly) of employee plus spouse premium paid by employer	\$779.08	\$151.00
PERCENTAGE (monthly) of employee plus spouse premium paid by employer	36.8%	8.2%
DOLLAR AMOUNT (monthly) of employee plus spouse premium paid by employee	\$1,335.91	\$1,689.43
PERCENTAGE (monthly) of employee plus spouse premium paid by employee	63.2%	91.8%
Employee Plus Spouse Maximum Deductible In Network	\$6,000.00	\$3,837.50
Employee Plus Spouse Maximum Deductible Out of Network	-	\$5,233.33
DOLLAR AMOUNT (monthly) of employee plus family premium paid by employer	\$900.15	\$151.00
PERCENTAGE (monthly) of employee plus family premium paid by employer	33.8%	6.3%
DOLLAR AMOUNT (monthly) of employee plus family premium paid by employee	\$1,764.31	\$2,236.00
PERCENTAGE (monthly) of employee plus family premium paid by employee	66.2%	93.7%
Employee Plus Family Maximum Deductible In Network	\$6,000.00	\$3,837.50
Employee Plus Family Maximum Deductible Out of Network	-	\$5,233.33



For comparison purposes, a summary of the plans offered by The District are displayed in Exhibit 5D. As can be seen, The District offers seven health plans.

**EXHIBIT 5D
HEALTH PLANS OFFERED BY THE DISTRICT**

Health Plan Premiums & Deductibles	PVRPD	PVRPD	PVRPD	PVRPD
Number of peers offering each plan	Anthem Blue Cross Select (HMO)	Anthem Blue Cross Trad	Blue Shield Access + (HMO)	Kaiser (HMO)
DOLLAR AMOUNT (monthly) of employee premium paid by employer	\$535.76	\$654.58	\$589.83	\$529.35
PERCENTAGE (monthly) of employee premium paid by employer	70.0%	70.0%	70.0%	70.0%
DOLLAR AMOUNT (monthly) of employee premium paid by employee	\$229.61	\$280.54	\$252.78	\$226.86
PERCENTAGE (monthly) of employee premium paid by employee	30.0%	30.0%	30.0%	30.0%
Individual Maximum Deductible In Network	-	-	-	-
Individual Maximum Deductible Out of Network	-	-	-	-
DOLLAR AMOUNT (monthly) of employee plus child premium paid by employer	\$1,071.52	\$1,309.17	\$1,179.65	\$1,058.69
PERCENTAGE (monthly) of employee plus child premium paid by employer	70.0%	70.0%	70.0%	70.0%
DOLLAR AMOUNT (monthly) of employee plus child premium paid by employee	\$459.22	\$561.07	\$505.57	\$453.73
PERCENTAGE (monthly) of employee plus child premium paid by employee	30.0%	30.0%	30.0%	30.0%
Employee Plus Child Maximum Deductible In Network	-	-	-	-
Employee Plus Child Maximum Deductible Out of Network	-	-	-	-
DOLLAR AMOUNT (monthly) of employee plus spouse premium paid by employer	\$1,071.52	\$1,309.17	\$1,179.65	\$1,058.69
PERCENTAGE (monthly) of employee plus spouse premium paid by employer	70.0%	70.0%	70.0%	70.0%
DOLLAR AMOUNT (monthly) of employee plus spouse premium paid by employee	\$459.22	\$561.07	\$505.57	\$453.73
PERCENTAGE (monthly) of employee plus spouse premium paid by employee	30.0%	30.0%	30.0%	30.0%
Employee Plus Spouse Maximum Deductible In Network	-	-	-	-
Employee Plus Spouse Maximum Deductible Out of Network	-	-	-	-
DOLLAR AMOUNT (monthly) of employee plus family premium paid by employer	\$1,392.97	\$1,701.92	\$1,533.55	\$1,376.31
PERCENTAGE (monthly) of employee plus family premium paid by employer	70.0%	70.0%	70.0%	70.0%
DOLLAR AMOUNT (monthly) of employee plus family premium paid by employee	\$596.99	\$729.39	\$657.24	\$589.85
PERCENTAGE (monthly) of employee plus family premium paid by employee	30.0%	30.0%	30.0%	30.0%
Employee Plus Family Maximum Deductible In Network	-	-	-	-
Employee Plus Family Maximum Deductible Out of Network	-	-	-	-



**EXHIBIT 5D
HEALTH PLANS OFFERED BY THE DISTRICT (CONTINUED)**

Health Plan Premiums & Deductibles	PVRPD	PVRPD	PVRPD
Number of peers offering each plan	United Health Care (HMO)	PERS Gold (PPO)	PERS Plat (PPO)
DOLLAR AMOUNT (monthly) of employee premium paid by employer	\$555.54	\$487.15	\$710.36
PERCENTAGE (monthly) of employee premium paid by employer	70.0%	70.0%	70.0%
DOLLAR AMOUNT (monthly) of employee premium paid by employee	\$238.09	\$208.78	\$304.44
PERCENTAGE (monthly) of employee premium paid by employee	30.0%	30.0%	30.0%
Individual Maximum Deductible In Network	-	\$1,000.00	\$500.00
Individual Maximum Deductible Out of Network	-	-	-
DOLLAR AMOUNT (monthly) of employee plus child premium paid by employer	\$1,111.08	\$974.30	\$1,420.72
PERCENTAGE (monthly) of employee plus child premium paid by employer	70.0%	70.0%	70.0%
DOLLAR AMOUNT (monthly) of employee plus child premium paid by employee	\$476.18	\$417.56	\$608.88
PERCENTAGE (monthly) of employee plus child premium paid by employee	30.0%	30.0%	30.0%
Employee Plus Child Maximum Deductible In Network	-	\$2,000.00	\$1,000.00
Employee Plus Child Maximum Deductible Out of Network	-	-	-
DOLLAR AMOUNT (monthly) of employee plus spouse premium paid by employer	\$1,111.08	\$974.30	\$1,420.72
PERCENTAGE (monthly) of employee plus spouse premium paid by employer	70.0%	70.0%	70.0%
DOLLAR AMOUNT (monthly) of employee plus spouse premium paid by employee	\$476.18	\$417.56	\$608.88
PERCENTAGE (monthly) of employee plus spouse premium paid by employee	30.0%	30.0%	30.0%
Employee Plus Spouse Maximum Deductible In Network	-	\$2,000.00	\$1,000.00
Employee Plus Spouse Maximum Deductible Out of Network	-	-	-
DOLLAR AMOUNT (monthly) of employee plus family premium paid by employer	\$1,444.41	\$1,266.59	\$1,846.94
PERCENTAGE (monthly) of employee plus family premium paid by employer	70.0%	70.0%	70.0%
DOLLAR AMOUNT (monthly) of employee plus family premium paid by employee	\$619.03	\$542.83	\$791.54
PERCENTAGE (monthly) of employee plus family premium paid by employee	30.0%	30.0%	30.0%
Employee Plus Family Maximum Deductible In Network	-	\$2,000.00	\$1,000.00
Employee Plus Family Maximum Deductible Out of Network	-	-	-



In addition to questions regarding health care coverages, Evergreen asked peers to provide information on dental, vision, short-term disability, long-term disability, and life coverages.

Exhibit 5E shows that 87.5 percent of peers offer an employer paid dental insurance for employees, while only 50 percent offer one or more employee paid dental plan options. The average cost to peers for employee only dental coverage is \$102.52 while the average employer cost for employee plus dependent coverage is \$124.71. The employee’s premiums for optional employee paid plans averaged \$71.56 for employee only coverage while the average employer cost for employee plus dependent coverage is \$115.93. The District offers employer and employee paid premiums for both employee and employee plus dependent coverage.

**EXHIBIT 5E
DENTAL COVERAGE QUESTIONS**

Question	Peer Percentage Offering Employer Paid Option	PVRPD Offering Employer Paid	Peer Percentage Offering Employee Paid Option	PVRPD Offering Employee Paid Option
Does your organization offer employees Dental Insurance? (% yes)	87.5%	Yes	50.0%	Yes
Monthly cost for individual coverage?	\$102.52	\$36.04	\$71.56	\$15.44
Monthly cost for Employee plus dependent coverage?	\$124.71	\$71.90	\$115.93	\$30.82

Exhibit 5F shows that 60 percent of peers offer an employer paid vision insurance for employees, while 50 percent offer employee paid vision plan options. The average cost to peers for employee and employee plus dependent vision coverage is \$21.00. The employee’s premiums for optional employee paid plans for employee only coverage is \$9.07 and for employee plus dependent coverage is \$30.76 monthly. The District offers a vision plan with one set rate no matter how many dependents.

**EXHIBIT 5F
VISION COVERAGE QUESTIONS**

Question	Peer Percentage Offering Employer Paid Option	PVRPD Offering Employer Paid	Peer Percentage Offering Employee Paid Option	PVRPD Offering Employee Paid Option
Does your organization offer employees Vision Insurance? (% yes)	60.0%	Yes	50.0%	Yes
Monthly cost for individual coverage?	\$21.00	14.60	\$9.07	\$6.26
Monthly cost for Employee plus dependent coverage?	\$21.00	14.60	\$30.76	\$6.26



For short-term disability coverage, 50 percent of responding peers offer an employer paid plan and 25 percent of responding peers offered an employee paid plan as displayed in **Exhibit 5G**. On average, peers pay 66.7 percent of their salary at the time of a disability. The District offers employer paid short-term disability insurance.

**EXHIBIT 5G
SHORT-TERM DISABILITY COVERAGE QUESTIONS**

Short-Term Disability		Does your organization offer the following?	What percent of salary does the employee receive?
Coverage Plans	Employer Paid	50.0%	66.7%
	PVRPD	Yes	67.0%
	Employee Paid	25.0%	-
	PVRPD	No	-

66.7 percent of responding peers offer an employer paid long-term disability plan and none offer an employee paid plan as displayed in **Exhibit 5H**. On average, employer paid plans provide 66.4 percent of salary at the time of a disability. The District provides an employer paid long-term disability plan.

**EXHIBIT 5H
LONG-TERM DISABILITY COVERAGE QUESTIONS**

Long-Term Disability		Does your organization offer the following?	What percent of salary does the employee receive?
Coverage Plans	Employer Paid	66.7%	66.4%
	PVRPD	Yes	67.0%
	Employee Paid	0.0%	-
	PVRPD	No	-

Exhibit 5I summarizes the life insurance offerings of responding peers and The District. Overall, 100 percent of the responding peers offer life insurance. The average monthly cost to employers is \$12.04 and employees receive, on average, \$58,750.00 at the time of disability. The District offers employer-paid life insurance with a \$200,000 policy for Exempt employees.



**EXHIBIT 5I
LIFE INSURANCE**

Life Insurance	Peer Percentage Yes	Peer Average	PVRPD
Is employer-paid life insurance offered?	100.0%	-	Yes
Cost (monthly) to employer for individual coverage	-	\$12.04	\$16.80/\$4.20
Dollar amount of death benefit	-	\$58,750.00	\$200,000
Is Optional dependent coverage offered?	75.0%	-	No
Can the employee purchase (additional) life insurance if desired?	88.9%	-	No
Is accidental death insurance provided?	66.7%	-	Yes

5.3 EAP, TUITION REIMBURSEMENT, 529 PLANS, AND FINANCIAL PLANNING

Exhibit 5J displays questions regarding Employee Assistance Programs. As shown, 81.8 percent of participating peers offer EAP. For 87.5 percent of respondents, benefits are available to family members in addition to the employee. On average, peers provide 6.6 EAP visits per year. The District offers an EAP with 5 annual visits and allows the benefits to be available to family members in addition to the employee.

**EXHIBIT 5J
EMPLOYEE ASSISTANCE PROGRAMS**

EAP	Peer Percentage Yes	Peer Average	PVRPD
Is an EAP offered?	81.8%	-	Yes
Are benefits available to family members as well as the employee?	87.5%	-	Yes
Number of Annual EAP Visits Provided	-	6.6	5

Exhibit 5K displays questions regarding Tuition Reimbursement. As shown, 6 of the responding peers indicated that they have provisions to provide some type of tuition reimbursement for employees. On average, peers’ tuition reimbursement limit was \$2,200. The District also offers tuition reimbursement for 2 employees per year.

**EXHIBIT 5K
TUITION REIMBURSEMENT**

Tuition Reimbursement	Number of Peers Responded Yes	Peer Average	PVRPD
Is Tuition Reimbursement offered?	6	-	Yes
Tuition Reimbursement Limit	-	\$2,200.00	\$2,000.00



5.4 RETIREMENT

Exhibit 5L displays that the average number of plans offered by peers is 2.6 while The District has three plans. Most respondents indicated that the plans are state plans.

**EXHIBIT 5L
NUMBER OF RETIREMENT PLANS**

Number of Plans	Peer Average	PVRPD
Number of retirement plans offered	2.6	3.0

Exhibit 5M provides questions regarding retirement details. On average, participating peers offer five years to fully vest. For participating peers, organization contribution to this retirement option was 7.3 percent on average, while the employee contributes, on average, 6.3 percent of their salary. The District contributes 7.68 to 13.34 percent of salary and employees of the District contribute between 6.25 and 8 percent of their salary, depending on the retirement plan they are enrolled in.

**EXHIBIT 5M
RETIREMENT DETAILS**

Retirement Details	Peer Average	PVRPD
Years to Fully Vest	5	5
COLA Offered to Retiree Pensions	100.0%	Yes
Does the organization's retirement plan offer a disability provision?	100.0%	Yes
What percent of salary does the organization contribute to this retirement option?	7.3%	7.68 - 13.34% depending on the plan
What percent of salary does the employee contribute to this retirement option?	6.3%	6.25-8% depending on plan

Exhibit 5N shows that 12 peers offer additional retirement options, including a state plan. The District participates in a state plan and offers additional retirement options including Social Security.

**EXHIBIT 5N
RETIREMENT OPTIONS**

Retirement Participation	Number of Peers Responded Yes	PVRPD
Does the organization participate in a State Retirement System?	12	Yes
Is a retirement option other than a state plan offered?	5	Yes
Is D.R.O.P. offered?	-	No
Is a 401k, 401a, 403(b), or 457 offered?	12	Yes
Is a type of plan other than a 401k, 401a, 403(b) or 457 offered?	2	No
Does the employer contribute to any of these non-state retirement options?	-	Yes - Social Security



Exhibit 50 shows that 4 participating peers offer health insurance, 3 offer dental and 2 offer life insurance to retired employees. The District offers health insurance to retired employees through CalPERS.

**EXHIBIT 50
INSURANCE FOR RETIREES**

Insurance for Retirees	Number of Peers Responded Yes	PVRPD
Does your organization offer health insurance to retired employees?	4	Yes
Does your organization offer dental insurance to retired employees?	3	No
Does your organization offer life insurance to retired employees?	2	No

5.5 EMPLOYEE LEAVE, HOLIDAYS, AND COMPENSATORY TIME

Exhibit 5P provides the average minimum and maximum accrual rates and the average years of service required to achieve the maximum accrual rate for Sick Leave, Annual/Vacation Leave, and Paid Time off (PTO) leave for respondents.

**EXHIBIT 5P
LEAVE TIME ACCRUAL**

Leave Accrual	Organization	Offered?	Minimum Accrual Rate (Monthly)	How many years of service does it require to begin to accrue the minimum rate?	Maximum Accrual Rate (Monthly)	Years to Achieve Maximum Accrual Rate	Absolute Maximum Accrual for a Year
Sick Leave	Peer Percentage Yes/Average	100.0%	7.7	0.0	7.0	1.5	36.0
	PVRPD	Yes	7.9	0.0	-	-	95.94
Annual/Vacation Leave	Peer Percentage Yes/Average	90.9%	9.4	0.0	17.1	19.2	265.3
	PVRPD	Yes	0.0	0.0	Non - Represented 12.3 / Represented 27.3	-	Non- Represented 8 weeks / Represented 12 weeks
Paid-Time Off	Peer Percentage Yes/Average	75.0%	11.1	0.0	19.9	8.7	230
	PVRPD	No	-	-	-	-	-

As shown, 100 percent of peers reported that employees accrue sick leave, while 90.9 percent of peers reported that employees accrue annual/vacation leave. 75 percent of peers indicated that employees receive paid-time off. The District offers sick and annual/vacation leave as well as 80 hours of Management leave for exempt employees.

The percentage of peers that offer various holidays are shown in Exhibit 5Q. On average, peers offer 11.8 holidays to employees, compared to 12 offered by The District. In addition to the holidays displayed below, the District also offers Indigenous Day.



EXHIBIT 5Q
HOLIDAYS

Paid Holiday observed by peer organizations	Peer Percentage Yes	PVRPD
New Year's Day	100.0%	Yes
New Year's Eve	14.3%	No
Martin Luther King, Jr. Day	100.0%	Yes
Lincoln's Birthday	0.0%	No
Presidents Day	100.0%	Yes
Good Friday	0.0%	No
Easter	0.0%	No
Memorial Day	100.0%	Yes
Juneteenth	0.0%	No
Independence Day	100.0%	Yes
Labor Day	100.0%	Yes
Veteran's Day	100.0%	Yes
Thanksgiving Day	100.0%	Yes
Day after Thanksgiving	100.0%	Yes
Christmas Eve	71.4%	Yes
Christmas Day	100.0%	Yes
Personal Holiday	40.0%	No
Employee Birthday	0.0%	No

Exhibit 5R shows that 3 peers offer longevity pay and 4 offer merit raises. The District also provides merit raises.

EXHIBIT 5R
INCENTIVE PAY PROGRAMS

Types of longevity pay, bonuses, allowances, or incentive pay programs.	Number of Peers Responded Yes	PVRPD
Does your organization offer: Longevity Pay?	3	No
Does your organization offer: Merit Raises?	4	Yes
Does your organization offer: Merit Bonuses?	0	No

5.6 SUMMARY

Overall, The District was found to be comparable to the market with respect to the benefits portion of total compensation. The results were not surprising in that when single benefits were analyzed in isolation, some of The District's offerings appeared more or less generous than those offered by peers. However, when taken as a whole, the total package appeared to be in alignment with the market.



Chapter 6 - Recommendations

After reviewing the information provided in the preceding sections of this report, Evergreen developed recommendations to improve the District's current classification and compensation system. The recommendations, as well as the findings that led to each recommendation, are discussed in detail in this section. The recommendations are organized into three sections: classification, compensation, and administration of the system.

6.1 CLASSIFICATION RECOMMENDATIONS

An organization's classification system establishes how its human resources are employed to perform its core services. The classification system consists of the titles and descriptions of the different classifications, or positions, which define how work is organized and assigned. It is essential that the titles and descriptions of an organization's classifications accurately depict the work being performed by employees in the classifications in order to ensure equity within the organization and to enable comparisons with positions at peer organizations. The purpose of a classification analysis is to identify such issues as incorrect titles, outdated job descriptions, and inconsistent titles across departments. Recommendations are then made to remedy the identified concerns based on human resources best practices.

In the analysis of the District's classification system, Evergreen collected classification data through the Job Assessment Tool (JAT) process. The JATs, which were completed by employees and reviewed by their supervisors, provided information about the type and level of work being performed for each of the District's classifications. Evergreen reviewed the data provided in the JATs and used the information as the basis for classification recommendations.

FINDING

The classification system being utilized by the District was generally accurate, and titles described the work being performed by employees.

RECOMMENDATION 1: Adopt a new classification system for all staff employees.

Evergreen has developed a new proposed classification system for the District's consideration. The foundation for these recommendations was the work performed by employees in these classifications as described in their JATs and best practices among the District's peers.

RECOMMENDATION 2: Update existing class description to reflect the new classification system, and review all updated descriptions for FLSA status.

Evergreen will provide the District with updated classification descriptions to ensure that they accurately reflect the work being carried out by employees. These are being provided under separate cover. Upon completion and approval of the proposed class descriptions, Evergreen will further recommend an updated FLSA status for the roles based on the new, updated content contained within the description.

6.2 COMPENSATION RECOMMENDATIONS

The compensation analysis consisted of two parts: an external market assessment and an internal equity assessment. During the external market assessment, the District's compensation for selected benchmark classifications was compared to average compensation offered in the market the District competes for employees in. The external assessment consisted of comparing the District against its peer organizations within the market, and revealed that the District is currently lagging the market slightly.

During the internal equity assessment, consideration of the relationships between and the type of work being performed by the District's employees in their classifications was reviewed and analyzed. Specifically, a composite score was assigned to each of the District's classifications that quantified the classification's level of five separate compensatory factors. The level for each factor was determined based on responses to the JAT.

FINDING

The District does not currently maintain a defined pay plan. Ranges are provided for each classification, but the District does not use pay grades. Furthermore, the plan lacked uniformity in how classifications progressed from one to the next.

RECOMMENDATION 3: Adopt a new, market responsive compensation structure and assign all positions to it equitably.

A new pay plan was designed by Evergreen and was updated and approved by the District. The new structure consists of 20 unique pay grades. Two of the pay grades have level B, and this is to ensure marketability of these positions as well as internal equity. The newly created pay grades establish a clear career progression for employees and allow the District to administer an equitable pay system. Details of the proposed plan are located in **Exhibit 6-1**.

EXHIBIT 6-1
PROPOSED PAY PLAN

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
Part-Time Pay Plan					
P101	\$ 32,240.00	\$ 37,076.00	\$ 41,912.00	30.0%	-
P102	\$ 35,464.00	\$ 40,783.60	\$ 46,103.20	30.0%	10.0%
P103	\$ 44,720.00	\$ 51,428.00	\$ 58,136.00	30.0%	26.1%
P104	\$ 51,584.00	\$ 59,321.60	\$ 67,059.20	30.0%	15.3%
Full-Time Pay Plan					
F101	\$ 43,509.86	\$ 50,036.33	\$ 56,562.81	30.0%	-
F101B	\$ 44,784.00	\$ 51,501.60	\$ 58,219.20	30.0%	2.9%
F102	\$ 47,860.84	\$ 55,039.97	\$ 62,219.09	30.0%	6.9%
F103	\$ 52,646.93	\$ 60,543.96	\$ 68,441.00	30.0%	10.0%
F103B	\$ 53,830.40	\$ 61,135.70	\$ 68,441.00	27.1%	1.0%
F104	\$ 57,915.88	\$ 66,603.27	\$ 75,290.65	30.0%	8.9%
F105	\$ 63,707.47	\$ 73,263.59	\$ 82,819.71	30.0%	10.0%
F106	\$ 70,078.22	\$ 80,589.95	\$ 91,101.68	30.0%	10.0%
F107	\$ 77,086.04	\$ 88,648.95	\$ 100,211.85	30.0%	10.0%
F108	\$ 84,794.64	\$ 97,513.84	\$ 110,233.04	30.0%	10.0%
F109	\$ 93,274.11	\$ 107,265.23	\$ 121,256.34	30.0%	10.0%
F110	\$ 102,601.52	\$ 117,991.75	\$ 133,381.98	30.0%	10.0%
F111	\$ 112,861.67	\$ 129,790.92	\$ 146,720.17	30.0%	10.0%
F112	\$ 124,147.84	\$ 142,770.01	\$ 161,392.19	30.0%	10.0%
F113	\$ 136,562.62	\$ 157,047.02	\$ 177,531.41	30.0%	10.0%
F114	\$ 150,218.88	\$ 172,751.72	\$ 195,284.55	30.0%	10.0%

Implementation of the new compensation structure requires two steps. First, all positions were assigned to an appropriate pay grade within the overall plan. To determine what pay grade each position was assigned, Evergreen used the following factors: the results of the JAT analysis, the results of the market study, as well as consideration for both existing and newly created internal relationships between classifications. Assigning pay grades to classifications requires a balance of internal equity and desired market position, and recruitment and retention concerns also played a role in the process. Thus, the market results discussed in **Chapter 4** were not the sole criteria for the proposed pay ranges.



RECOMMENDATION 4: Evergreen recommends the District adopt a methodology to transition employee salaries into the proposed pay plan that aligns with its established compensation philosophy and meets the available financial resources of the institution.

The second step of implementing the proposed structure is then to transition employee salaries into their new recommended pay ranges. This step can be done via a variety of methods, each with their own strengths and drawbacks. After discussion with the District leadership, Evergreen recommends that the District pursue implementing the following transition methodology:

30-Year Hybrid Parity

This option consists of placing employees into their proposed pay ranges based on how long employees have been with the District. The parity effectively divides the pay range into 30 equal segments, where each segment represents a year of class time. Additionally, employees are given partial credit for any time they have spent at the District outside of their current classification at half credit. For example, an employee who has been in their classification for 5 years, but had 25 years with the organization over all, would be placed at the midpoint of the range, due to their receiving 5 years of class time at straight credit, and the remaining 20 years of experience at half credit, for a total of 15 years of credit. If an employee's current salary is higher than their class parity projected salary, no adjustment is made, and as such no salaries are decreased as part of this adjustment. This methodology seeks to re-align employee salaries on the basis of years in classification, while also giving credit for additional institutional experience, and can space out compressed employee salaries along the range based on this factor. However, this methodology does not account for past experience employees may have outside of the District. The estimated cost for this adjustment is **\$38,386.56**, affecting a total of **48** employees.

6.3 COMPENSATION AND CLASSIFICATION SYSTEM ADMINISTRATION

Any organization's compensation and classification system will need periodic maintenance. The recommendations provided in this chapter were developed based on conditions at the time the study was conducted. Without proper upkeep of the system, the potential for recruitment and retention issues may increase as the compensation and classification system becomes dated and less competitive.

RECOMMENDATION 5: Conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues, and make adjustments to pay grade assignments if necessary.

While it is unlikely that the pay plan as a whole will need to be adjusted for several years, a small number of classifications' pay grades may need to be reassigned more frequently. If one or more classifications are exhibiting high turnover or are having difficulty with recruitment, the District should collect salary range data from peer organizations to determine whether an adjustment is needed for the pay grade of the classification(s).

RECOMMENDATION 6: Conduct a comprehensive classification and compensation study every three to five years.

While small-scale salary surveys can improve the market position of specific classifications, it is recommended that a full classification and compensation study be conducted every three to five years to preserve both internal and external equity for the District. Changes to classification and compensation do occur, and while the increments of change may seem minor, they can compound over time. A failure to react to these changes quickly has the potential to place the District in a poor position for recruiting and retaining quality employees.

While the previous two recommendations intend to maintain the competitiveness over time of the classification and compensation structure as a whole, it is also necessary to establish procedures for determining equitable pay practices for individual employees.

RECOMMENDATION 7: Revise policies and practices for moving employees' salaries through the pay plan, including procedures for determining salaries of newly hired employees and employees who have been promoted, demoted, or transferred to a different classification.

The method of moving salaries through the pay plan and setting new salaries for new hires, promotions, demotions, and transfers depends largely on an organization's compensation philosophy. However, it is important for the District to have established guidelines for each of these situations, and that they are followed consistently for all employees. Common practices for progressing and establishing employee salaries are outlined below.

Salary Progression

As outlined above, Evergreen recommends District enact the second phase of implementing the new pay plan which would involve a one-time salary adjustment for employees to ensure they are placed in the proper percentile of their salary range. While this major adjustment should be performed when the District has the financial resources to do so, the District should continue to adjust salaries annually when financially feasible. Based on the feedback from employees and District leadership, Evergreen recommends that the basis of salary adjustment in the future be done at three distinct levels.

- **Structural:** Adjustment to the ranges should be done annually and with the aim of adjusting for the changes in cost of living. Evergreen recommends the District tie the annual compensation structure movement to the local change in the Consumer-Price-Index (CPI). This annual adjustment will ensure the District's pay ranges do not rapidly fall out of line with that of its peers; however, when conducting the small-scale surveys referenced above, the District should also collect pay plan movement and anticipated movement from its peers to gauge if market movement is keeping pace with CPI movement.
- **Classification:** As a result of the market surveys, the District may identify classifications or job families that are experiencing considerable market movement and as a result, reassignment of the pay grades should be considered when this occurs. Alternatively, if the District identifies classifications that have become hard to recruit and retain, pay

grade reassignment should also be considered to ensure the District is competitive for both recruiting new talent and retaining existing employees.

- Individual: To tie into the adjustment of the structure, Evergreen recommends the District adjust employee salaries annually for Cost-of-living adjustment (COLA). This adjustment would be done for all employees who receive a satisfactory performance evaluation, and the percentage adjustment would need to be roughly 1.0-2.0 percent more than the movement of the compensation structure in any given years, in order to allow for employee progression into the range. Moreover, based on the feedback from employees and District's desire to recruit and retain a high-quality workforce, Evergreen recommends the district grant additional adjustment to employees who receive above average performance evaluations. The District should exercise a differentiated percentage for high performers that met the financial constraints of the budget but while still providing a meaningful incentive for high performance.

Promotions/Demotions

When an employee is promoted to a new classification, it is important to have guidelines for calculating the employee's new salary that rewards the employee for his or her new responsibilities, moves the salary into the new pay grade, and ensures internal equity in the new classification. It is common for organizations to establish a minimum percentage salary increase that depends on the increase in pay grade as a result of the promotion. Regardless of the minimum percent increase, the employee's new salary should be within the new pay grade's range, and internal equity of salaries within the classification should be preserved.

RECOMMENDATION 9: Evergreen recommends the District update its policy regarding promotions/demotions to align with its new compensation structure.

Evergreen recommends the District Implement a minimum increase of ten percent per grade of base salary for employees receiving promotion. However, the employee's salary should always be increased to at least the minimum of the new salary range. In the case of demotions, Evergreen recommends a minimum salary decrease of ten percent per grade, except in cases where this percent decrease would reduce the employee's salary below the new range minimum. If the employee's salary exceeds the new range maximum after the pay decrease, the employee should be capped from receiving any salary adjustments until the pay moves upward to allow for increases.

6.4 SUMMARY

The District should be commended for its desire and commitment to provide competitive and fair compensation for its employees. The recommendations in this report establish a new competitive pay plan, externally and internally equitable classification titles and pay grade assignments, and system administration practices that will provide the District with a responsive compensation and classification system for years to come. While the upkeep of this recommended system will require concrete effort, the District will find that having a competitive compensation and classification system that encourages strong recruitment and employee retention is worth this commitment.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Jennifer Strain, Administrative Analyst

DATE: October 4, 2023

**SUBJECT: CONSIDERATION AND APPROVAL FOR DISTRICT
AUDIT AND ENERGY INTERDEPENDENCY
PROGRAM DEVELOPMENT BY SITELOGIQ**

BACKGROUND

The District has an immediate need for an energy audit, inclusive of all parks and facilities, to ensure compliance with California State energy and emissions mandates, determine potential cost savings, and identify potential revenue-generating opportunities such as electric vehicle charging stations. District Staff have been working with SitelogIQ, who specializes in energy efficiency for State and Local Governments, and together have found significant reasons to proceed with an audit and to develop an energy interdependency program.

ANALYSIS

The District has five parks and facilities that were initially identified as having opportunities for improving energy efficiency and revenue generation. These District parks and facilities, Community Center Park and Auditorium, Bob Kildee Community Park and Aquatic Center, Mission Oaks Park, Freedom Park, and Pleasant Valley Fields, are hosts to the largest volume of District programming, events, and rentals. These parks and facilities are currently dependent on a large consumption of power from the grid, examples of which include stage and event lighting, heating and air conditioning, and pool heating. In addition, these facilities have prime footprints for energy upgrades such as solar photovoltaic shade structures and electric vehicle charging stations which will help the District significantly offset energy use and operating costs.

SitelogIQ engineers performed an initial site walk at the five facilities listed above on June 8, 2023. During the site walks with District Staff, SitelogIQ gathered on-site data which included a review of building thermostat controls, HVAC equipment, internal and external lighting, and Southern California Edison (SCE) meters. Additionally, they performed a review of SCE bills for all District owned properties.

On July 20, 2023, SitelogIQ presented their initial findings of District utility consumption and assessment of District parks and facilities. Their engineers highlighted the following which support a need to perform a District-wide audit and develop an energy interdependency program:

- Utility costs are significantly increasing year over year.
- Outdated fluorescent and incandescent lighting.
- HVAC units beyond effective useful life.

- Inconsistent thermostats throughout District buildings.
- Aging pool equipment.

Their preliminary solutions include:

- Solar Photovoltaic Panels
- Battery Energy Storage
- Electric Vehicle Charging Stations
- LED Lighting with System-wide Controls
- Networkable Thermostats

California State Government Code 4217.10 et seq. allows the District to move forward with an audit and the establishment of an energy interdependency program if such program establishes that the District's operational costs will be reduced over the cost of equipment and systems installed. SitelogIQ's criteria is to develop a program that will be self-funded through utility cost savings.

FISCAL IMPACT

SitelogIQ will develop an energy program proposal upon execution of this Letter of Agreement. If the District declines the entire program proposal, the District will pay a development fee of twenty-four thousand, one-hundred-fifty dollars, \$24,150.00, to SitelogIQ. This fee will be waived if the District accepts any project in the program proposal within 60 days of the proposal presentation. If the District pays this fee and enters into a contract for any project in the program after 60 days, SitelogIQ will credit this fee toward the project's total cost.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goals and Strategies:

- 1.1: Review costs, revenues, and subsidies for program and rentals.
- 1.3: Identify additional sources of revenue to reduce the reliance of property tax.
- 1.4: Create Green Initiatives and Sustainability Program to encourage more efficient design and usage of our park system, respect of our natural environments, and to capitalize on the cost savings of these methods as well as grant opportunities.

RECOMMENDATION

Staff is recommending that the Board of Directors approve and authorize the General Manager to enter into an agreement with SitelogIQ to audit District parks and facilities and develop an energy interdependency program.

ATTACHMENTS

- 1) SitelogIQ Letter of Agreement (7 pages)



September 28, 2023

Mary Otten
General Manager
Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, CA 93010

RE: Facility Solution Project Feasibility and Letter of Agreement (LOA)

Dear Mrs. Otten:

This Letter of Agreement (LOA) is intended to briefly describe the manner in which SiteLogIQ and Pleasant Valley Recreation and Park District will work together during the project development process, as well as the obligations of each party with respect to the development process.

Client Identification: Pleasant Valley Recreation and Park District

Facility Locations:

1. Bob Kildee Community Park – 1030 Temple Ave,
2. Freedom Park – 275 E Pleasant Valley Rd,
3. Mission Oaks Park – 5501 Mission Oaks Blvd,
4. Pleasant Valley Fields – 152 Westpark Ct,
5. Pleasant Valley Recreation & Parks District Office – 1605 E. Burnley St,
6. Aldolfo Park – 3601 Aldolfo Rd,
7. Arneill Ranch Park – 1301 Sweetwater Ave,
8. Birchview Park – 5564 Laurel Ridge Ln,
9. Camarillo Grove Park – 6968 Camarillo Springs Rd,
10. Carmenita Park – 1506 Sevilla St,
11. Charter Oak Park – 325 Charter Oak Dr,
12. Dos Caminos Park – 2198 N Ponderosa Dr,
13. Encanto Park – 5300 Avenida Encanto,
14. Foothill Park – 1501 Cranbrook St,
15. Heritage Park – 1630 Heritage Trl,
16. Laurelwood Park – 2127 Dexter St,
17. Lokker Park – 848 Vista Coto Verde,
18. Mel Vincent Park- 180 ½ W Ponderosa Dr,
19. Nancy Push Park – 3 Bradford Ave,
20. Pitts Ranch Park – 1400 Flynn Rd,
21. Quito Park – 7073 Quito Ct,
22. Springville Courts – 801 Camino Tierra Santa,
23. Trailside Park – 5462 Cherry Ridge Dr,



- 24. Valle Lindo Park – 889 Aileen St,
- 25. Woodcreek Park – 1200 Woodcreek Rd,
- 26. Woodside Park – 247 Japonica Ave,
- 27. Calleguas Creek Park – 675 Avenida Valencia,
- 28. Las Posas Equestrian Park – 2084 Via Veneto Camarillo, CA

Area of Focus:

SitelogIQ will provide a proposal and Facility Solution agreement for the implementation of facility improvements, energy conservation, energy generation, and/or energy management services.

Scope of Services:

- A. SitelogIQ will conduct a site visit to the Facilities to perform a physical audit and collect data. The Client will cooperate and collaborate with SitelogIQ during this phase by providing copies of requested data, including (if available): Site and/or system drawings, historical operating data produced or recorded by existing controls or meters, manual logs, and any other data that may be pertinent to this evaluation.
- B. Client will also make operational personnel available at reasonable times for in-person and telephone interviews with SitelogIQ to answer questions about existing facilities conditions, operating profile and existing equipment operation.
- C. Where operational data is not available to support the analysis, SitelogIQ will utilize standard engineering practices and assumptions to provide a conservative analysis on the potential energy savings from installing the energy conservation measures.
- D. SitelogIQ will identify applicable grants, incentives and rebates that could reduce the program cost. If applicable, SitelogIQ will work with the Client to apply for the funding and provide the technical and costing information necessary to secure this funding.
- E. SitelogIQ will work with the Client to engaged local and regional stakeholders including other government agencies that may contribute and benefit from a District-wide energy program.
- F. SitelogIQ will also analyze the potential for energy generation measures.
- G. SitelogIQ will recommend energy management and/or on-going monitoring



services.

- H. For each of the targeted Energy Conservation Measures (ECMs), estimated (projected) operating costs will be calculated and then compared to existing operating costs. Existing conditions will be evaluated using data-logged or stipulated and mutually agreed operational schedules.
- I. SitelogIQ will prepare a return on investment analysis (consistent with the client's preferred evaluation methods based on agreed upon Economic Criteria noted below).
- J. SitelogIQ will provide budgetary construction costs estimates and a summary Scope of Work for all recommended ECMs. Cost estimates will represent a "turnkey" solution. Refer to Attachment A for the list of discussed potential ECM's to be evaluated.
- K. The results will be presented to client as a recommended Scope of Work and a financial proforma (such as a Cash Flow) which will include costs and energy savings for the next 25 years with escalation of no more than 6% and including future maintenance & repair costs. As a result, *True Cost of Ownership* is presented to the client for their review and consideration.

Client Responsibilities:

In order for SitelogIQ to provide the services described in this LOA, the Client agrees to provide (or cause its energy suppliers to provide) SitelogIQ with the data requested in Attachment B.

Development Efforts:

Client acknowledges that SitelogIQ will incur considerable expense in developing the Project. This expense includes the cost to by SitelogIQ's development team, the cost to visit the Site, and the cost to prepare the financial proforma. SitelogIQ is acting hereunder as an independent contractor and not as an agent or employee of the Client. SitelogIQ shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the Client.

Ownership of Work:

All work products, including all proforma's, schedules, and scope of work documentation provided by SitelogIQ, will only become the property of the Client upon execution of a binding, irrevocable contract between the Client and SitelogIQ for the implementation of the ECMs proposed by SitelogIQ. Notwithstanding the foregoing, to the extent that any tangible work documentation produced by SitelogIQ contains SitelogIQ's pre-existing materials (including but not limited to



templates, forms, and other SitelogIQ -created materials), SitelogIQ will remain the sole and exclusive owner of all such pre-existing materials.

Development Fee:

SitelogIQ will develop the program for the firm, fixed fee as listed below:

1. Development Fee: \$ 24,150 [Twenty-Four Thousand, One Hundred Fifty Dollars]

In the event that the Client enters into a contract with SitelogIQ for the implementation of the ECMs within 60 days after presenting the Proposal, then SitelogIQ's Development Fee will be waived. If the Client enters into a contract with SitelogIQ at a later date, the Development Fee paid by the Client will be credited toward the project's total implementation cost.

If SitelogIQ cannot meet the Economic Criteria, the Client will not compensate SitelogIQ for its development.

Economic Criteria:

The Client has represented to SitelogIQ that the Client agrees to move forward with the project if the project is shown to reduce the operational expenses at the sites over the useful life of the equipment and systems installed. The main financial objectives of the project are as follows:

1. Provide a self-funded program, which pays for itself through expense reductions and minimizes the Client's contribution and meets the requirements of California Government Code 4217.10 et seq.

This LOA shall be construed and enforced in accordance with the laws of the State of California without regard to principles of conflicts of law.

If you agree with the provisions set forth in this LOA, kindly sign and date the LOA below and return one fully executed copy to my attention. Thank you again for providing SitelogIQ with the opportunity to work on this important initiative.



Acceptance of Letter of Agreement

This agreement is between Pleasant Valley Recreation & Park District and SitelogIQ, Inc.

Client:

SitelogIQ

Name:

Name:

Title:

Title:

Date:

Date:



**Attachment A:
Potential Facility Improvement, Energy Conservation, Energy Generation,
and Energy Management Measures to be considered**

1. Interior and exterior lighting retrofits, including lighting controls.
2. On-site solar generation and energy storage system.
3. Electric vehicle charging and necessary infrastructure.
4. Pool equipment upgrades.
5. HVAC unit replacement.
6. Water conservation measures.



Attachment B:

Pre-audit Information Request

#	Must Have	Nice to Have
Utility Information		
1	Electric, Gas, Water, Oil, Other: Utility supplier and contact	all data in excel format; 3 to 5 years. Customer Access through Utility API.
2	Summary of monthly usage and cost (1 year minimum, 3 years preferred)	Utility Rate structures
3	Copies of actual Utility bills for one year	Kilo Watt (kW) and Kilo Volt Amp (kVA) Data: Monthly Peaks & 15-minute interval
4	What are the interconnection or other major electrical codes that we need to be aware of, e.g., for islanding from the utility, for connecting to a substation, etc.	Utility Meters: main & sub-meters- layout drawing, locations, areas they feed
5	What is the power rating of equipment (Volts, Amps, Hz)?	
Facility Information		
1	Age, Total building area (sq. feet.), Conditioned Area, window area, number of rooms, common facilities	Roof type & age, window type & age, any window films, etc?
2	Operation schedule, monthly occupancy data	
3	Complete set of building plans (original & as-builts); at a minimum, overall architectural plan, main mechanical schedule, electrical single-line diagram;	Please scan & pdf all the building as-built drawings.
4	Any problems regarding guest comfort (humidity, hot/cold areas, mold, etc.)	Equipment Maintenance logs & schedule (indicate recurring problems)
5	Any major renovation projects in the last 3 years? Or plans to renovate	Air balance report, Facility Assessment Plan

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Lanny Binney, Recreation Supervisor

DATE: October 4, 2023

SUBJECT: CONSIDERATION AND APPROVAL OF A THREE-YEAR AGREEMENT BETWEEN THE PLEASANT VALLEY RECREATION AND PARK DISTRICT AND THE COMMUNITY SERVICE ORGANIZATIONS

SUMMARY

The Pleasant Valley Recreation & Park District (“District”) has eight Community Service Organizations (“CSO”) that perform a service for the benefit of the public, sponsored and approved by the Pleasant Valley Recreation and Park District Board of Directors. The Board approved a two-year agreement in September of 2021 and these agreements will expire on September 14, 2023. Due to the size and scope of this information, the Board voted to move this item to the October 4, 2023, board meeting and extend the agreements until October 31, 2023.

BACKGROUND

In 2008, the Board of Directors (“Board”) approved a one-year agreement between the District and seven Community Service Organizations (Eagles Soccer Club, American Youth Soccer Organization, Camarillo Pony Baseball Association, Camarillo Girls Softball, Camarillo Youth Basketball, Cosmos Track Club, and Cougars Football) with a generic boilerplate agreement for all organizations. This agreement was to provide clear criteria and gather information regarding the various organizations as well as provide a checklist of items that each organization would need to provide to the District. There were approximately 19 items for the organizations to review and initial in order to be considered a CSO. The agreement was renewed on an annual basis if the group complied with all of the terms and conditions as stated in said agreement. The Sports Division within the Recreation Services Department handled the renewal of the agreements based upon the terms outlined in the agreement and the annual presentation to the Board of Directors. The agreement was then signed by the organization’s president and the District’s General Manager.

In 2017, the Board approved a two-year agreement with the CSO’s. This agreement increased to 32 items and included a snack bar agreement for those organizations with a snack bar facility and AB2007 concussion and head injury protocol. The additional items included the newly added facilities at Pleasant Valley Fields and Freedom Park Baseball Complex.

In 2021, the Board approved a two-year agreement with the CSO’s to include the seven organizations listed above and the Pleasant Valley Swim Team bringing the total count to eight CSO’s. This agreement included 35 items and AB1 which restricted the number of days youth football could practice with full contact, required a trained medical professional to be present at practices and games, and other requirements.

In 2022, the Board approved an agreement for use and maintenance with Camarillo Pony Baseball Association (“CPBA”) and the United States Specialty Sports Association (“USSSA”). The intent of the Agreement was to establish specific understandings for the use of certain District fields and facilities by CPBA and USSSA in the District’s organized recreational and sports program in order to expand and enhance recreational opportunities. The 2022 agreement with CPBA is valid until July 5, 2025. Camarillo Pony Baseball Association must at all times, during the term of this Agreement including an extension, be a District-approved Community Service Organization (“CSO”) and operate in compliance with the obligations of a CSO through the duration of this Agreement.

Over the years, additional agreements/guidelines/policies have been approved and discussed with each group but have not been included in the annual Community Service Organization agreement.

At the July 26 and August 8, 2023, Policy Committee meetings, the Board members provided feedback for changes to the Agreement and to capture policy and law updates. District Staff has made the requested revisions and sent the Agreement to CAPRI and the District’s legal counsel for review to ensure the District is in compliance with updated laws as well as insurance requirements.

ANALYSIS

Staff is updating this agreement due to the outdated annual agreements, changes in Ordinance 8, direction from the Board, and the termination of the existing agreement. The updated document contains some language from the original agreement and most of the language seen in the proposed agreement has been updated. The agreement outlines the following areas: 1) Field/Facility Use, 2) Insurance, 3) Safety and Security, 4) Coaches and Volunteers, 5) Reservation Fees, 6) Advertising, 7) Programming, and 8) Administrative, as well as 12 attachments (Attachments A-L).

The proposed Agreement will be signed by all eight of the approved District CSO’s: American Youth Soccer Organization, Camarillo Stingers Football (formerly known as the Cougars), Camarillo Girls Softball Association, Cosmos Track Club, Camarillo Pony Baseball Association, Camarillo Youth Basketball Association, Eagles Soccer Club, and Pleasant Valley Swim Team. The proposed agreement is for a three-year term.

At the Policy Committee meeting held in July and August, Staff brought the following changes:

1. Term:
 - a. September 15, 2023 – October 31, 2026 (three years instead of two years)
 - i. No extension due to AB1467 Youth Sports Safety Act to be implemented in January 2027.
 - b. The new President must set up a meeting with the District’s Recreation Services Manager or designee within the first 30-days of office and sign an acknowledgment of viewing this agreement and District policies.
 - c. Termination/Suspension clause. Each reserves the right to terminate or suspend this Agreement, or any portion, at any time, for any reason, with or without cause, upon six (6) months’ notice. The exception to the six (6) month notice would be due to the violation of any law or policy, breach of the terms of this Agreement, bankruptcy, or insolvency of CSO, or allegations of child abuse, neglect, or sexual impropriety.
2. Field/Facility Allocation Use:
 - a. The CSO’s must submit a completed Field/Facility Allocation and Use packet for a sports field/park or facility to reserve for games, practices, trainings, tournaments, friendlies/scrimmage, and/or meetings. This replaces the Calendar Meeting and reservations to be submitted at any time.

- b. Tournaments take precedence over practices and league games take precedence over practices during the winter period of November 1 – March 15 per the Turf Policy at Pleasant Valley Fields.
 - c. The CSO's agree to pick up trash around the field/facility and the District will charge the CSO's at the Master Fee Schedule's hourly rate if trash is in excess of normal game day usage.
 - d. Alterations to the field or facility need advance written consent from the General Manager or designee. Attachment E of the Agreement Packet outlines this process.
- 3. Insurance: To follow guidelines from the California Association for Parks and Recreation Indemnification (CAPRI) and to align the District with current insurance standards and practices in California, the following coverages with minimum limits are required -
 - a. General Liability – Limits no less than \$2M per occurrence, \$4M aggregate
 - b. Auto Liability – Limits no less than \$1M per accident
 - c. Workers' Compensation – As required by the State of California, for any entity with one or more employees, with Statutory Limits no less than \$1M per accident
 - d. Sexual Abuse and Molestation (SAM) – As required by CAPRI, when work includes contact with minors, limits no less than \$1M per occurrence or claim.
- 4. Safety & Security:
 - a. Concession sales by outside vendors must be approved in advance and comply with District, City of Camarillo, and Ventura County Health Department licensing, liability, and safety codes. Vendors must comply with the Turf policy should they request to place a tarp on District turf.
 - b. CSO's shall develop and implement an Inclement Weather, Emergency Action and Heat Illness Prevention Plan.
- 5. Coaches and Volunteers:
 - a. The District's Legal Counsel changed and added information regarding the Penal Code with the Penal Codes added as Attachment L.
- 6. Reservation Fees:
 - a. Community Service Organization agrees to pay an hourly fee based on the District approved Fee Schedule for the duration of this agreement. The fees will go up one dollar per hour per field/zone/area of use each year (\$1) as approved by the Board in November 2022.
- 7. Advertising:
 - a. All CSO's may receive a complimentary 1/12th page ad or pay the District rate for an ad in the Activity Guide.
 - b. All banners must meet District Ordinances and policies as well as City of Camarillo Municipal codes.
- 8. Programming:
 - a. CSO shall provide the District with an FFAU to request, practices, games, tournaments, field lining or other activities.
- 9. Administrative:
 - a. The removal of audit proof since CSO's are providing a Form 990 at the time of renewal.
 - b. If photographs/videos are taken of person(s) a District Photography waiver will be provided to be signed before photograph/video is taken. The District still reserves the right to take photographs/videos where person(s) identity/likeness is unrecognizable without a waiver. The CSO waives any right to review or approve the finished product or the use to which it may be applied.
 - c. Relationship of parties: the relationship of the CSO to the District shall be that of an independent agency using District property for the operation of CSO's agreed use of facilities.

- d. Licenses, Permits, Fees and Assessments – CSO shall obtain and keep on full force and effect at its sole cost and expense, such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement.
- e. Compliance with Laws - The CSO will be solely responsible for giving all notices and complying with any and all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority relating to the CSO’s work, including but not limited to those relating to copyright, trademark, or other intellectual property matters.
- f. Alcohol and Drugs - At no time shall CSO or any persons thereof sell, give away, or allow the consumption of alcohol, tobacco, or drugs on property of District.
- g. Recitals - The foregoing Recitals are incorporated herein by reference as if fully set forth.
- h. Corporate Authority - The persons executing this Agreement on behalf of the parties hereto warrant that such party is duly organized and existing, are duly authorized to execute and deliver this Agreement on behalf of said party.

Any items not specifically mentioned will be governed by the District’s Ordinances and Policies. As part of the agreement, District Staff are including the below-related information needed with the Agreement as attachments, when applicable to the organization:

- A. FFAU Schedule
- B. Field Closure Dates (approximate dates)
- C. Field/Facility Allocation and Use Process
- D. Field Lining Procedure
- E. Alterations to District Facilities
- F. Facility Use Agreement
- G. Incident/Accident Report Log
- H. Emergency Action Plan, Heat Illness Prevention Plan, and Inclement Weather Plan
- I. AB2007 Concussion or other head injuries
- J. AB 1 California Football Act
- K. Snack Bar Agreement
- L. Penal Code Sections 11165.7
- M. Liability Insurance Requirements

FISCAL IMPACT

Community Service Organization fees have moved from a lump sum bases to an hourly rate per the approved Fee Study on November 15, 2022, so there is a direct correlation to usage.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal:

- 4.4 A: Build, maintain, and support relationships with local non-profit organizations engaged in activities consistent with the District’s mission. Look for collaborative opportunities to expand services and fulfill unmet needs.

RECOMMENDATION

It is recommended the Board take the following actions:

1. Approve the updated agreement between the District and Community Service Organizations AND
2. Renew all Community Service Organizations that have completed their renewal process through October 31, 2026.

ATTACHMENTS

- 1) Agreement between District and the CSO's (Proposed - Redline) (60 pages)
- 2) Agreement between District and the CSO's (Proposed - Clean) (56 pages)
- 3) CSO Attachment Checklist (1 page)
- 4) AYSO - Annual Update, Bylaws, Form 990 (431 pages)
- 5) Camarillo Stingers – Annual Update, Bylaws, Form 990 (40 pages)
- 6) CGSA – Annual Update, Bylaws, Form 990 (33 pages)
- 7) Cosmos – Annual Update, Bylaws, Form 990 (40 pages)
- 8) CPBA - Annual Update, Bylaws, Form 990 (49 pages)
- 9) CYBA - Annual Update, Bylaws, Form 990 (36 pages)
- 10) Eagles Soccer Club - Annual Update, Bylaws, Form 990 (95 pages)
- 11) PVST - Annual Update, Bylaws, Form 990 (21 pages)

**Pleasant Valley Recreation and Park District
Community Service Organization Agreement**

This Agreement is by and between the Pleasant Valley Recreation and Park District (“District”) and the Community Service Organization (“CSO”)

INTRODUCTION

In consideration of its designation as a Community Service Organization by the Pleasant Valley Recreation and Park District (District), the Community Service Organization (CSO) during the term of this agreement agrees to comply with all of the requirements herein. Renewal of this agreement is at the sole discretion of the District beginning on the date this agreement is signed by the ~~president~~ President and ~~Vice-president~~ President of the Community Service Organization.

TERM:

The term of this agreement shall be for a three (3) year agreement starting September 15, 2023, and ending September 14, 2026. At any time should the nature or scope of the Community Service Organization change, or the President or designee change, the Community Service Organization Agreement ~~still stands~~ shall remain in full force and effect for the duration of the term. The new President must set up a meeting with the District’s Recreation Manager or designee within the first 30-days of office and sign an acknowledgement ~~of viewing that they have received and agree to abide by the agreement~~ Agreement and district policies.

The CSO and District ~~each reserves the right to terminate or suspend this Agreement, or any portion hereof, at any time, for any reason, with or without cause, upon six (6) months’ notice to the other party, except that where termination or suspension is due to the violation of any law or policy, breach of the terms of this Agreement, bankruptcy or insolvency of CSO, or allegations of child abuse, neglect or sexual impropriety, District may immediately suspend or terminate this Agreement. Upon receipt of any notice of termination or suspension for cause, The CSO shall immediately cease all services hereunder, unless the notice provides otherwise, or except such as specifically approved by District. reserve the right to terminate this Agreement with a six month written notice. If the organization is~~ Upon suspension of this agreement, the CSO will be subject to additional fees according to the District Master Fee Schedule until suspension of the agreement has been lifted. Upon termination or expiration ed from of this agreement, any outside user groups must have prior approval from the District to use or continue to use District property.

The CSO, after the completion of ~~the a~~ term of this Agreement, or upon termination ~~of this Agreement, must~~ shall leave all District owned ~~equipment or property~~ in its original working condition and shall restore all real property to its prior condition except to leave all permanent fixtures that may have been installed for on any District property that is used.

RENEWAL OF AGREEMENT

After the completion of the initial term of the agreement, the CSO may submit a request to renew the agreement for an additional 3-year term no later than ninety (90)

days prior to the end of the current agreement. Renewal requests may be granted at the sole discretion of the District Board. Requests for renewal must include the following:

1. Current Year Annual Update Form
2. Most recent IRS Form 990
3. Current approved Bylaws

FIELD/FACILITY USE

1. The CSO understands that all field/facility reservations are solely for the sport fields/facilities during practice, ~~games~~ and tournaments/events. Games shall be played at assigned fields/facilities per the Field Facility Allocation and Use (FFAU) process. Additional tournaments, events or post season practice and play need to be proposed during the FFAU process and approved, in writing, by the District. CSO's will be allowed reserved use of District facilities, as outlined in Attachment A - FFAU Schedule. The FFAU must be received by District Staff within the FFAU Schedule to reserve a sports complex or park for tournaments, games, practices, meets, matches and/or special events. Facilities and fields may be closed for rest and renovation at various times throughout the year. Such closures and will be announced during the FFAU Process and can be seen in Attachment B - Approximate Field/Facility Closure Dates.
2. It is mandatory that ~~Field/Facility~~ Coordinators, the President, Vice-President and/or any other significant/essential members of the CSO ~~complete the FFAU by the District assigned due date in order~~ to plan for the use of the facilities for the upcoming season/year. Failure to complete the FFAU Process may result in loss of field/facility space.
 - a. FFAU reservations will only be accepted if the FFAU packet is complete with the non-refundable processing fee.
 - b. If the FFAU is late the District will charge \$25 per business day that the FFAU is late.
 - c. If the CSO chooses to make any alterations to the approved FFAU:
 - i. CSO may add or alter the facility:
 1. Ten days prior to the date: If the District can accommodate, CSO will be charged at the District approved CSO charge rate listed in Reservation Fees Section 1.
 2. Nine or less days prior to the date: If the District can accommodate, CSO will be charged at the Approved Fee Schedule Class 1 rate.
 - ii. CSO may remove:
 1. Ten days prior to the date: If the District can accommodate, dates/times will be removed and CSO will not be charged.
 2. Nine or less days prior to the date: CSO will be charged at the District approved CSO charge rate listed in Reservation Fees Section 1.
3. The District reserves the right to cancel or suspend facility or field use permits for games, practices, and other uses whenever field/facility conditions could result in

injury to players or damage to the fields/facility. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, fire, emergency situations, and wind or pesticide application.

4. All games and practices shall take place between the hours of 8:00AM and 10:00PM, unless approved by District with prior written approval.
5. Tournaments take precedence over practice and league play in terms of playability during the winter period (November 1 through March 15) as outlined in the sports turf policy. League play takes precedence over practice.
6. CSO's are required to hold an annual training with coaches, and volunteers to review and enforce the District's Turf Policy and Field Lining process per space usage.
7. The CSO agrees to clean up debris/trash in and around the reserved facility on a daily basis. District shall charge the CSO the approved fee(s) per the fee schedule hourly rate for a District staff or designee to clean up debris found to be over and above normal usage.
8. The District shall prepare rented space as follows per CSO space usage:
 - a. All fields into playable condition for tournaments and/or seasonal play.
 - b. Aquatic Center meets swimmable conditions for practices/meets.
 - c. Gymnasiums are with a partnership with Pleasant Valley School District (PVSD) and if CSO sees any issues during the reserved time the District will work with PVSD.
9. The CSO shall be responsible for: limited field preparation, ~~items could including-~~ but not limited to; dragging, watering, field lining, etc., for the duration of this agreement, unless otherwise specified in writing.
10. Any additional field/facility maintenance issues requested by the CSO which may include, but may not be limited to, field renovations, soil additions, portable fences, storage areas, mowing, fence repair, moving of District property, etc. must be submitted in writing with a minimum of a 60-day notice, to the District's General Manager. CSO will be responsible for the cost for materials and District Staff or designee time and/or the entire cost of an outside vendor to perform any request.

11. Alterations to Facility.

No alterations or improvements to the Field/Facility shall be made or constructed by CSO, without the advance written consent of the District's General Manager or their designee. -Consent may be withheld by the District in its sole discretion.

Should the CSO wish to make any facility improvements to District property they must follow the Districts' processes and procedures found in Attachment E.

The cost of any and all alterations or improvements to the field/facility during the term of this Agreement (including but not limited to the preparation and submission

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of plans and drawings, timelines, construction, insurance, and bonds) shall be the sole responsibility of the CSO.

Prior to any such work, the CSO shall submit to the District for review plans, specifications and drawings detailing the proposed work/project. The plans, specifications and drawings shall be submitted in a form satisfactory to the District staff. The District, in its sole discretion, may require the CSO to make changes to the plans, specifications or drawings. Although the District, in such event, may review, require changes to, and ultimately in its sole discretion approve such plans, specifications and drawings, the District shall bear no liability or responsibility whatever for the plans, specifications or drawings. The CSO expressly agrees to indemnify the District for any claims in connection with such alterations or improvements relating to the payment of prevailing wages.

As a condition to receiving approval to make such alterations or improvements to the Facility, the CSO shall provide the District with: (a) payment and performance bonds equal to one hundred percent (100%) of the estimated cost of the work; and (b) liability insurance coverage in scope, amount and form as required by District. The CSO shall additionally comply with any other conditions imposed by the District or otherwise required by law related to the installation of alterations and improvements and the work to be performed, including but not limited to: (a) any and all laws, ordinances, rules, regulations, requirements and permit conditions imposed by the County of Ventura Department of Airports, the Federal Aviation Administration and the City of Camarillo, given the proximity of the Facility to the Camarillo Airport, and (b) (if applicable) the payment of prevailing wages. Upon receiving approval, the CSO shall diligently execute the work to completion. The CSO shall procure from all contractors, subcontractors and materials suppliers full and unconditional releases of any liens or claims against the Facility associated with work performed or materials supplied.

12. No oversized or personal vehicle shall be driven or parked on District fields without the express written consent of District staff.
13. District facilities are intended for use by the entire community and although the CSO is being granted reserved use of designated facilities for practices and games, it must be understood that cooperative use of District facilities by the CSO, District Sponsored Programs and the community is expected.
14. At no time, shall the CSO sublet District property for any reason to include monetary gain, or use for bargaining, trade for services, or other agreements with any Organization, Business, sports groups, agencies, or teams.
15. A CSO that operates a Snack Bar shall comply with Attachment K – Snack Bar Agreement.
- ~~16.~~ CSO's may reserve District classrooms or facilities with no charge at the following locations: Pleasant Valley Fields East Meeting Room and Skyway Room at Freedom Park. Reservations taking place at a different location will be charged at either the Class 1 Rate (CSO Rate) or the Class 2 Rate (Non-Profit Rate) as outlined in the

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District's Fee Schedule. These reservations will follow the District's General Use and District's Ordinance 8 outlined processes.

17.16.

INSURANCE AND INDEMNIFICATION

~~1. **Liability Insurance:** **Liability Insurance:** CSO shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement including any extension thereof, the following policies of insurance. Evidence of Coverage requirements provided in Attachment "M" – Liability Insurance Requirements. The CSO shall procure and maintain throughout the term of this Agreement Commercial General Liability insurance in a form and with coverage acceptable to the District. The District and District Parties shall be named as an "Additional Insured" under said insurance, and the insurance carrier shall issue an "Additional Insured" Endorsement in favor of the District and District Parties. An endorsement evidencing said coverage shall be provided to the District prior to the CSO's commencement of operation on District property under the terms of this Agreement. District shall not be responsible for the insufficiency of any insurance policy provided by the CSO pursuant to this Agreement, and the District shall have no liability to the CSO as a result of the inadequacy of said insurance. The policy(ies) shall specify that: (a) the CSO's insurance carrier is obligated not to cancel or reduce the coverage of such insurance without giving the District thirty (30) days written notice of its intention to do so; and (b) with regard to any claims arising out of the activities described in this Agreement, the CSO's insurance shall be primary insurance as respects the District and District's Parties. Any liability insurance of District shall be excess of the CSO's insurance and shall not contribute with it. The CSO shall require all contractors and subcontractors performing alteration or improvement work on District property in accordance with Section 10 to provide the same indemnification covenants and insurance coverage protective of the CSO and the District, as provided herein.~~

a) **Commercial General Liability Insurance:** A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, covering CGL on an "occurrence" basis, including products and completed operations. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$2,000,000 per occurrence for all covered losses and no less than \$4,000,000 general aggregate and no less than \$4,000,000 for products/completed operations aggregate.

b) **Automotive Insurance:** A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per accident.

combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

c) Workers' Compensation Insurance: A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.

d) Sexual Abuse and Molestation (SAM): If the CGL policy is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a SAM policy covering with a limit no less than \$1,000,000 per occurrence or claim.

The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. In the event any of said policies of insurance are cancelled or amended, CSO shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section to the District's Manager. If a copy of the insurance certificate is not on file prior to the commencement of the term of this Agreement, the District may deny CSO access to the Property. CSO agrees that the provisions of this Section shall not be construed as limiting in any way the extent to which CSO may be held responsible for the payment of damages to any persons or property resulting from CSO's activities or the activities of any person or persons for which CSO is otherwise responsible. All of the above policies of insurance shall be primary insurance. The general liability policy shall waive all rights of subrogation and contribution it may have against the District and the District's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. Failure on the part of Provider, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the District's self-insurance pool.

Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the CSO maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the CSO. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to District.

The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

2. Renter's Insurance:

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CSO's must provide the District with proof of two million dollar (\$2,000,000) commercial general liability insurance policy (CGL) on an "occurrence" basis and a four million dollar (\$4,000,000) general aggregate. Pleasant Valley Recreation and Park District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CSO. Proof of additional insured should be provided by endorsement to the CSO's CGL policy. This signed or stamped original endorsement shall be provided to the **Pleasant Valley Recreation and Park District, 1605 E. Burnley, Camarillo, CA 93010** no later than 30 days prior to start of season (or as requested per District requirements).

If the CSO stores equipment or materials on District property or within District facilities, the CSO shall provide evidence of renter's insurance to the District evidencing coverage in an amount not less than the replacement value of the equipment/materials so stored. The District is not responsible for any damage or theft of any CSO owned property stored on District property.

Storage areas are listed per CSO:

1. PV Fields Storage middle and east (AYSO)
 2. PV Fields Storage middle and west (Eagles)
 3. Bob Kildee Park six (6) Storage Containers and area in Aquatic Center (CPBA)
 4. Freedom Park Sheds – two (2) by Field 2 and Field 4, one (1) by Field 1, Field 4 and Field 6 (CPBA)
 5. Liberty Building (CPBA)
 6. Mission Oaks Park Storage near Field 1 (CGSA)
- Aquatic Center Office and Storage Room (PVST)

i. The following information should be typed in the "Certificate Holder" section:

Additionally Insured:

Pleasant Valley Recreation and Park District
1605 E. Burnley Street
Camarillo, CA 93010

Separate Endorsement Page will need to list:

Policy Number

Wording that states, "This endorsement changes the policy"

Wording that states, "This endorsement modifies insurance provided under the following: Commercial General Liability Coverage Part: SCHEDULE

Wording that states, "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees are listed as Additional Insured."

1. _____

2. 7. _____

3. Indemnification/Hold Harmless: By giving the consent set forth herein, CSO shall defend, indemnify, and hold harmless the District, its officers, employees, volunteers, and agents ("District Parties") from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including actual or alleged claims, causes of action, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way

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~~related to the CSO's use or occupancy of property controlled by the District, unless such claims are solely caused by the gross negligence or willful misconduct of District and/or District Parties. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement to the District and the District's Parties for all legal expenses and costs incurred by each of them. CSO's obligation shall not be restricted to insurance or self-insurance proceeds, if any, received by the District or the District's Parties. The CSO agrees to indemnify, defend and hold harmless the District and District's Parties from and against any and all claims, liability, damages, losses, expense and costs (including costs and reasonable attorney fees in litigation) of any nature, including personal injury, death, or property damage, sustained by any person (whether Radio Control participant, spectator, or third party) in connection with or arising out of the design and operation of the Facility and the public's use thereof, or in connection with the CSO's performance of its obligations hereunder or the CSO's failure to comply with such obligations, except such loss or damage caused by the gross negligence, or willful misconduct of the District, its officers, employees, or agents. These indemnification provisions shall survive the term of this Agreement.~~

~~ii. CSO's must provide the District with proof of two million dollar (\$2,000,000) commercial general liability insurance policy (CGL) on an "occurrence" basis and a four million dollar (\$4,000,000) general aggregate. Pleasant Valley Recreation and Park District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CSO. Proof of additional insured should be provided by endorsement to the CSO's CGL policy. This signed or stamped original endorsement shall be provided to the Pleasant Valley Recreation and Park District, 1605 E. Burnley, Camarillo, CA 93010 no later than 30 days prior to start of season (or as requested per District requirements).~~

~~iii. If the CSO stores equipment or materials on District property or within District facilities, the CSO shall provide evidence of renter's insurance to the District evidencing coverage in an amount not less than the replacement value of the equipment/materials so stored.~~

~~iv. Storage areas are listed per CSO~~

- ~~1. _____ PV Fields Storage middle and east (AYSO)~~
- ~~2. _____ PV Fields Storage middle and west (Eagles)~~
- ~~3. _____ Bob Kildee Park six (6) Storage Containers and area in Aquatic Center (CPBA)~~
- ~~4. _____ Freedom Park Sheds two (2) by Field 2 and Field 4, one (1) by Field 1, Field 4 and Field 6 (CPBA)~~
- ~~5. _____ Liberty Building (CPBA)~~
- ~~6. _____ Mission Oaks Park Storage near Field 1 (CGSA)~~
- ~~7. _____ Aquatic Center Office and Storage Room (PVST)~~

~~2. **Workers Compensation & Employer Liability Insurance:** The District requires the CSO to carry Workers Compensation & Employer Liability Insurance coverage with limits of no less than one million (\$1,000,000) per accident. The Workers Compensation policy will also need to include a waiver of subrogation with respect to the District.~~

~~3. **Sexual Abuse and Molestation (SAM) Coverage:** The District requires the CSO to maintain Sexual Abuse and Molestation (SAM) coverage for up to a minimum of \$1,000,000 per occurrence.~~

CSO's shall provide the District with a signed Facility Use Agreement – Attachment F as required by the District insurance provider California Association of Parks and Recreation indemnity (CAPRI). This document will need to be signed and adhered to by the CSO.

SAFETY & SECURITY

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1. The CSO must complete a monthly Accident/Incident report log (Attachment G) for any participants, spectators, volunteers, umpires, referees, or paid staff that has a minor accident or injury during the CSO's reserved times. Any accident which requires medical attention, hospitalization, etc. should be reported within 24 hours. For any accidents that may reflect in any claims against the District, or if there is any facility damage resulting from an accident, the District requires a copy of the completed form within 72 hours of the accident/incident of when the CSO is first alerted.
2. Community Service Organization CSO agrees to notify District of any facility damage, repairs needed, vandalism, suspicious activity, etc., within 24 hours. Emergency issues may be called in to the District and followed up in writing.
3. Concession sales by outside vendors or proprietors on any park facility hosted by the CSO, or other sub-contractor, must be approved in advance by the District's General Manager or designee and must comply with all District requirements and/or policies. Concessions must meet all District, City of Camarillo, and Ventura County Health Department licensing, liability, and safety codes. Vendors with electrical cords must have them covered. Vendors with generators must be placed on non-flammable protective surfacing to contain all spills and also protect from damaging District property. Turf tarps for vendors must comply with the Turf Policy (prior written approval six (6) weeks in advance and made of breathable material).
4. ~~CSO's shall~~ CSO's shall develop and implement an Inclement Weather, Emergency Action, and Heat Illness Prevention Plan (Attachment H) that gives directions to CSO officials, parents, ~~umpires~~ umpires, and players what to do during a storm, natural disaster or situation that may put some or all individuals in harm's way. These documents shall be given to the District on an annual basis and/or each time this agreement is renewed as a reference to have on file.
5. CSO shall comply and ensure all participants comply with AB 2007 ~~compliance~~ which requires "[a] youth sports organization that elects to offer an athletic program" to comply with all of the following in Attachment I – AB 2007 Concussions and other head injuries. A letter must be submitted each year to the District reflecting that the CSO has complied.
6. CSO shall comply and ensure all participants comply with AB1 ~~for~~ compliance ~~which required~~ provides that "(1) Youth football's highest priority is the safety and well-being of its participants. California children must have the right to be protected with safe youth football standards and practices empowering parents to make informed choices regarding the elected activities of their children." Compliance must be submitted each year to the District reflecting that the CSO has complied. Reference Attachment J – AB1 AB 1, Cooper. Youth athletics: California Youth Football Act.
7. The CSO is responsible for patrol, control and supervision of spectators and participants at CSO events, including making sure park rules, regulations, and policies are adhered to. Failure of league officials to control parents, volunteers,

~~participants~~participants, and visitors is sufficient reason to cancel, at any time, approved use of District facilities by the CSO.

COACHES AND VOLUNTEERS

CSO's must ensure all ~~adminsitrators~~administrators, employees and regular volunteers have completed training in child abuse and neglect ~~identification~~identification and reporting and completed all fingerprinting and/or perform adequate background screening required pursuant to Business and Professions Code Section ~~for all coaches/volunteers associated with the CSO~~18975 per AB506. The CSO shall provide the District with a letter on an annual basis stating they are in compliance with the foregoing and describing the performing a screening process used (for example, ~~-(LiveScan) as an example, but not limited to~~).

CSO acknowledges that they have been provided with a copy of Penal Code Sections 11165.7 and 11166, attached hereto as Attachment L, regarding CSO's duty to report any suspected or known child abuse or neglect. CSO acknowledges that they have read and understand this information and agree to comply with this mandatory reporting requirement.

RESERVATION FEES

1. The CSO agrees to pay:
 - a. ____ per hour of facility/field use for July 1, 2023, to June 30, 2024.
 - b. ____ per hour of facility/field use for July 1, 2024, to June 30, 2025.
 - c. ____ per hour of facility/field use for July 1, 2025, to June 30, 2026.
 - d. Other District Fees as applicable include but not limited to Staffing, Sport Lighting, Storage area fees, FFAU, reservations not on approved facility/field and any other late or reservation fees outlined in the FFAU procedure.
2. All fees are due within 30 days of receiving the invoice from the District.
 - a. If not received by 45 days a late fee per District Fee Schedule will be applied. In addition, an additional late fee will be applied for every month thereafter that payment remains outstanding. It may also result in loss of field/facility privileges.
3. These fees will be reviewed annually (or as directed by the Board) and are subject to increases per the District Approve Fee Schedule.
4. CSO's with a snack bar agreement will comply with and refer to Attachment K – Snack Bar Agreement.

ADVERTISING

1. CSO's receive a complimentary 1/12 page size ad in the District's Activity Guide. If they would like to place a larger ad they may purchase it per the fee outlined on the District's website. ~~—~~

2. The CSO shall not erect any advertising signage, sponsor banners, etc. on District property without express written permission of the District. All advertising signage shall be consistent with District guidelines, ordinances, and policies as well as the City of Camarillo's Codes and Ordinances. If approved, CSO's shall provide the District with a proof of the signage and installation/removal dates.

PROGRAMMING

1. The CSO shall provide the District with a FFAU which should contain the entire season's practices, games, and tournament schedule. Re-scheduled games need to be submitted in writing to the District. Any changes or additions submitted less than 10 days' notice, may result in additional costs.
2. Field/Facility Coordinators, Coaches, the President and/or any other significant/essential members of the CSO's— must meet with District ~~staff~~ during staff during the FFAU process to review facility issues and processes. CSO's shall restore each facility utilized during the season back to an acceptable condition and agrees to reimburse the District for facility damage that is a direct result of that CSO's facility use.
3. A fee will be required per the District's Fee Schedule, to open or close a District facility outside of business hours, before 6:00am and after 10:00pm.

ADMINISTRATIVE

1. CSO's shall provide an Annual Update Sheet, Tax Form 990 ~~and Organization and Organization~~ Bylaws to the District as ~~District as~~ part of the packet for the annual review ~~by the District at the District Board Meeting.~~ Packet should be complete, accurate, and provide transparency for the public and is due to the District by September 1st of each year.
- ~~1.2.~~ If completed packets are not received by the District by September 30th, CSO this Agreement may be suspended until all documentation has been received and approved.
- ~~2.3.~~ CSO's are required to pay for sport fields, parks and sports lighting per the District Fee Schedule and applicable staffing fees should any be incurred. CSO's shall be responsible for all costs associated with the use of facilities not owned by the District such as: Pleasant Valley School District, Oxnard Union High School District, etc. Light schedules shall be submitted to District Staff on a weekly basis by the CSO.
- ~~3.4.~~ CSO's shall ~~attach~~ submit a copy of non-profit status, or tax filing status, such as ESCORP, LLC, etc. to District staff upon renewal of this agreement.
- ~~4.5.~~ Any items not specifically mentioned will be governed by Ordinance 8, the General Use Policy and/or other District Policies.
- ~~5.6.~~ **Use of photographs and video.** The CSO consents to and grants the District the right, without fees, to make and use video tape/digital, etc. recordings and still photographs of programs, classes and competitions of participants,

spectators (including minor children) and facility employees and volunteers. If photographs/videos are taken of person(s) a District Photography waiver will be provided to be signed before a photograph/video is taken are used in District promotional materials. The District still reserves the right to take photographs/videos where person(s) identity/likeness is unrecognizable without a waiver. The CSO waives any right to review or approve the finished product or the use to which it may be applied.

6.7. Relationship of Parties: The relationship of the CSO to the District under this Agreement ~~shall will~~ be that of an independent agency ~~co-sponsored program~~ using District property for the operation of CSO's agreed use of facility. The CSO ~~shall will~~ have no right to obligate the District in any manner whatsoever. The CSO is and ~~shall will~~ be an independent contract ~~co-sponsored program and~~ responsible for performance of the obligations assumed by the CSO under this Agreement. All personnel employed in connection with CSO's use and operation of the Facility ~~shall will~~ be employees or independent contractors of CSO, and they ~~shall will~~ have no employment relationship with District. The CSO ~~shall will~~ be solely responsible for all matters concerning the employment of such individuals, including, but not limited to, the hiring, promoting, supervision, training, discharge, and compensation of such personnel. The CSO ~~shall will~~ be solely responsible for establishing policies and procedures within the organization by-laws relating to the employment of such personnel.

Notwithstanding the forgoing, the CSO ~~shall will~~ not discriminate against any employee/volunteer/patron because of race, creed, color, age, sex, sexual orientation, marital status, national origin, or handicap or disability. Such action shall include, but not be limited to, the following: employment, upgrading, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or determination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Licenses, Permits, Fees, and Assessments. CSO ~~shall will~~ obtain and keep on full force and effect at its sole cost and expense, such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement. The CSO ~~shall will~~ have the sole obligation to pay for any fees, assessments, and taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Operator's performance of the services required by this Agreement; and ~~shall will~~ indemnify, defend and hold harmless District against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against District hereunder. All such licenses, permits, consents, and authorizations ~~shall will~~ be in the name of the CSO.

The CSO covenants state that it shall take all actions necessary to establish and remain an organization in good standing and shall comply with all applicable California law related thereto.

7. **Compliance with Laws.** The CSO will be solely responsible for giving all notices and complying with any and all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority relating to the CSO's work, including but not limited to those relating to copyright, trademark, or other intellectual property matters.

8.

9. **Alcohol and Drugs.** At no time shall CSO or any persons thereof sell, give away, or allow the consumption of alcohol, tobacco, or drugs on property of District.

10. **Recitals.** The foregoing Recitals are incorporated herein by reference as if fully set forth.

11. **Corporate Authority.** The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

12. THE CSO ACCEPTS RESPONSIBILITY FOR ALL APPLICABLE CONDITIONS, AS WELL AS ALL DISTRICT RULES AND REGULATIONS NOT LISTED IN THIS AGREEMENT. THE CSO ASSUMES ALL RISK FOR LOSS, DAMAGE, LIABILITY, INJURY, COST OR EXPENSE THAT MAY ARISE DURING, OR BE CAUSED IN ANY WAY BY SUCH USE OR OCCUPANCY OF DISTRICT FACILITIES.

13. CSO'S SHALL, TO THE FULLEST EXTENT PERMITTED BY LAW, SAVE DEFEND (BY COUNSEL ACCEPTABLE TO DISTRICT) AND HOLD THE DISTRICT, IT'S DIRECTOR'S, AGENTS AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, CLAIMS AND LIABILITY FOR DAMAGES AND/OR INJURIES TO PERSONS AND PROPERTY, INCLUDING INJURY TO ORGANIZATION'S PARTICIPANTS OR DAMAGE TO ORGANIZATION'S PROPERTY THAT IN ANY WAY ARISE FROM OR ARE CAUSED BY CSO USE OR OCCUPANCY OF DISTRICT FACILITIES.

14. **Attachments:**

- A. FFAU Schedule
- B. Field Closure Dates (approximate dates)
- C. Field Facility Allocation and Use Process
- D. Field Lining Procedure
- E. Alterations to District Facilities
- F. Facility Use Agreement
- G. Incident/Accident Report Log
- H. Emergency Action Plan, Heat Illness Prevention Plan, and Inclement Weather Plan
- I. AB2007 Concussion or other head injuries
- J. AB 1 California Football Act

|
|
[K. Snack Bar Agreement](#)
[L. Penal Code Sections 11165.7 and 11166](#)
[K.M. Liability Insurance Requirements](#)

(Signatures Continue on last page after Attachments)

DRAFT

**ATTACHMENT A
FFAU TIMELINE**

Dates of Reservations	PVRPD Notifies User groups of Blackout Dates for Spring/Fall Season	Step 1		Step 2	Step 3	Step 4		Step 5	Step 6	Step 7
		Initial Allocation Request Process Opens	Initial Allocation Request Process Closes	Initial Allocation Request Processing/Time/ User Groups Notification of Allocation	User Group Allocation Meetings/Notification of Remaining Field/Facility Availability	Secondary Allocation Request Process Opens (optional User Group Discretion)	Secondary Allocation Request Process Closes	Secondary Allocation Request Processing Time/User groups Notification of Allocation	User group Allocation Meetings (optional User Group Discretion)	User group Appeal of Allocation Decisions (Optional)
Spring Season (Jan 1 - Jun 30)	2nd Week in May	June 1 @8:00am	Last Friday in June @5pm	1st week in July	2nd Week in July	3rd Monday in July @ 8:00am	3rd Friday in July @5:00pm	4th Week in July	Last week in July	Anytime User Group Discretion
Fall Season (Jul 1 - Dec 31)	2nd Week in November	December 1 @8:00am	Last Friday in December @5pm	1st week in January	2nd Week in January	3rd Monday in January @ 8:00am	3rd Friday in January @5:00pm	4th Week in January	Last week in January	Anytime User Group Discretion

There are no additional allocation request opportunities after secondary request(s) have been processed, allocated, and reviewed between the District and the User Group (Steps 4-6). Reservation requests that are made within 10 days of the desired date of the reservation will result in a payment of the administration fee, hourly rate of the field, hourly use of the lights and any additional fees if needed.

DRAFT

ATTACHMENT B

Approximate Field/Facility Closure Dates

PV Fields Soccer Zones

Mid – March to end of April
3rd week of June to 4th week of July
Thanksgiving week to end of the year

Freedom Baseball Fields

Second week of December to mid-January
August 1 to Thursday before Labor Day weekend
Various weekdays during fall season

Bob Kildee

Third week of December to early-January

Mission Oaks

4th week of November to early January

Pleasant Valley Aquatic Center

End of August – Labor Day (approximately two (2) weeks)
Fourth of July, Thanksgiving, Christmas, and New Years holidays

ATTACHMENT C
FIELD FACILITY ALLOCATION AND USE PROCESS



**PLEASANT VALLEY RECREATION AND PARK
DISTRICT FIELD AND FACILITY ALLOCATION
AND USE PROCESS**

Introduction

The Pleasant Valley Recreation and Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, the Aquatic Center, Senior Center, and other facilities, to organizations and the public for sports, cultural, social, and recreational activities and programs. The purpose of this process is to outline allocation priorities and procedures for the permitted use of District fields and facilities. The priorities set forth in this document will assist staff in allocating fields and facilities fairly and equitably. The District may charge to recover public costs to operate, maintain, supervise, and administer the use of parks and sports facilities.

The District will monitor proper use of allocations and permits with priority given in the following order: District programming, Community Service Organizations, resident organizations, in-District residents, and all other requests. This process does not outline the process for designation as a Community Service Group. For information on this process, please refer to the Community Service Organizations Application Form.

Requests for single-use field or facility rentals, tournaments, special events, additional use or programs not covered by the Field and Facility Allocation and Use Process, Ordinance 8, or the General Use Policy should be addressed in writing to the District.

Statement of Philosophy

The Pleasant Valley Recreation and Park District is dedicated to creating partnerships with local community organizations to ensure ample opportunity to participate in recreation and sports at various ability levels. The primary role in these partnerships is to provide athletic opportunities and to make certain District fields and facilities remain safe and of the highest quality. The permitting and allocation process provides an organization the exclusive use of a designated field or facility at a designated time, to the exclusion of all others. The objective of this process is to create clear written allocation procedures, policies, and guidelines that:

- Fairly distribute available fields and facilities to meet the current and future needs of the District, Community Service Organizations, resident organizations, District

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residents, and out-of-District User Groups

- Allocate any surplus fields and facilities to meet additional requests and/or new needs
- Incorporate “recovery periods” to maintain high quality and safe field and facility conditions

Definition of Terms

Community Service Organization- shall mean an organization that performs a service for the benefit of the public, is approved by the Pleasant Valley Recreation and Park District, and the Organization resides within the District boundaries. These activities are not part of the District programs/classes.

District- shall mean the Pleasant Valley Recreation and Park District and/or all land managed by the Pleasant Valley Recreation and Park District.

Field and/or Facility Modifications- shall mean changing or altering fields, facilities, parking lots, snack bars, and storage areas owned and managed by the Pleasant Valley Recreation and Park District.

General Use Policy- shall mean the procedures used in application of District policy.

In-District Resident- shall mean any person who resides within the boundaries of the District.

Ordinance 8- shall mean the provisions and rules governing the Pleasant Valley Recreation and Park District, to include use of parks, recreation areas, and facilities in order that all person may enjoy and make use of such parks and buildings and to protect the rights of all concerned.

Out-of-District/Non-Resident- shall mean any person, group, organization, association, partnership, firm, entity, or corporation that resides outside the District’s boundaries.

Primary Season- shall mean the first day of tryouts, practice, and/or games for that sport and will conclude with the final day of competition in that sport and is maximum of twelve weeks. End of season playoffs/tournaments are to include only those teams which participated in the primary season.

Resident Organization- shall mean public and private educational, service and civic groups and non-profit organizations with members who reside within the District when such groups are located within the District and providing programs open to the public with a primary purpose of recreation and/or youth sports.

Secondary Season- shall mean an alternative season other than the primary season and must not exceed the same number of weeks as the primary season in that sport. End of season playoffs/tournaments are to include only those teams which participated in the secondary season.

Select Programming- shall mean programming that: 1. has a competitive component that “cuts” or places players based on skill level; or 2. registration not open to all; or 3. uses paid trainers or coaches.

Sports Fields and Facilities- shall mean the fields and facilities at Bob Kildee Community Park, Freedom Park, Mission Oaks Park, Pleasant Valley Fields, Monte Vista Gym, and Pleasant Valley Aquatic Center.

Tournament- shall mean any organized series of games, contests, or invitational events that make up a single unit of competition, between a number of competitors or teams, who compete for an overall prize. This excludes any end-of-season championship for primary and/or secondary seasons.

User Group- shall mean any organization or group of people that have reserved a park space, field, or facility for a single activity or multiple activities at a specific location and time. User Group covers all Classification designations in this process.

User Group Classifications (“Class”)- shall mean the District priority ranking for user groups based on District-approved Ordinance(s) and the General Use Policy.

Classifications of User Groups

A User Group’s classification determines their priority for field allocation. This classification is determined in the District’s General Use Policy.

Class	Class Designation	Additional Class Description
0	Pleasant Valley Recreation & Park District	All District activities
1	Community Service Organization	Community Service Organization as approved by the Board of Directors.
2	Resident Organizations	Local school districts, governmental agencies, and non-profit organization.
3	In-District Residents	
4	Out-of-District or Non-Residents	

The District reserves the right to change and/or modify these classifications.

Sport Priority by Season

For the purposes of the process, the sport in season shall have the priority for any allocation request(s) related to the season in question. The list below is in alphabetical order and does not constitute priority between sports. The lists below are not inclusive of all requested sports.

Spring Season Sport Priority
Baseball
Softball

Fall Season Sport Priority
Football
Soccer
Basketball

Sports Fields Hours of Operation

Monday through Friday: 8:00 a.m. – 10:00p.m.

Saturday: 8:00 a.m. – 10:00 p.m.

Sunday: 8:00 a.m. – 10:00 p.m.

Hours outside of the normal hours of operation may be requested as part of the allocation process.

Field hours are at the discretion of the District and field conditions. All User Groups must have a copy of their permit available upon request by District staff.

Field and Facility Allocation Process

In creating a fair and equitable process for allocation of fields and facilities, the following timelines will be utilized as part of the submission process in determining allocation of fields/facilities. Exact dates for all items below can be found in Attachment C. Applications are available online and will be emailed to Community Service Organizations on the first day the allocation request process opens.

Application packets must be submitted in person at the District Office before the deadline.

Application packets are not accepted electronically.

User Groups must submit information as one complete application packet. Incomplete application packets will not be accepted.

Allocation Request Timeline and Process:

6 Month FFAU Timeline

Dates of Reservations	PVRPD Notifies User groups of Blackout Dates for Spring/Fall Season	Step 1		Step 2	Step 3	Step 4		Step 5	Step 6	Step 7
		Initial Allocation Request Process Opens	Initial Allocation Request Process Closes	Initial Allocation Request Processing Time/ User Groups Notification of Allocation	User Group Allocation Meetings/Notification of Remaining Field/Facility Availability	Secondary Allocation Request Process Opens (optional User Group Discretion)	Secondary Allocation Request Process Closes	Secondary Allocation Request Processing Time/User groups Notification of Allocation	User group Allocation Meetings (optional User Group Discretion)	User group Appeal of Allocation Decisions (Optional)
Spring Season (Jan 1 - Jun 30)	2nd Week in May	June 1 @8:00am	Last Friday in June @5pm	1st week in July	2nd Week in July	3rd Monday in July @ 8:00am	3rd Friday in July @5:00pm	4th Week in July	Last week in July	Anytime User Group Discretion
Fall Season (Jul 1 - Dec 31)	2nd Week in November	December 1 @8:00am	Last Friday in December @5pm	1st week in January	2nd Week in January	3rd Monday in January @ 8:00am	3rd Friday in January @5:00pm	4th Week in January	Last week in January	Anytime User Group Discretion

Allocation timeline is at the discretion of the District. Completed application packets received by the deadline will be processed in the first round of allocations. Submittal of required items listed below does not constitute approval of field use; however, every effort will be made to accommodate User Group requests.

Required items to be submitted with the allocation request:

1. A completed and signed Pleasant Valley Recreation and Park District Field and Facility Allocation and Use Process - Allocation Request Form (Attachment B)
2. \$100.00 Application Fee (per allocation request, per season)
 - a. Secondary Allocation Requests as part of the Initial Allocation Requests do not require additional fees
3. A copy of insurance meeting all requirements found in the General Use Policy
4. Scheduled allocation review meeting(s) with District staff (Attachment C) (Optional)
5. Signed acknowledgement of Field and Facility Allocation and Use Process
6. A copy of the User Groups IRS Letter of Determination (if applicable)
7. Previous calendar years' roster data for the organization

As a courtesy to User Groups, the District will provide a list of unavailable dates/times no less than twenty-one (21) days prior to the start of the Allocation Request process. A checklist of required items is attached to this process (Attachment A).

Application packets will be processed according to:

1. Completed application packets (Items 1-7)
2. Field and facility availability
3. User Group classifications

The District recognizes there may be conflicts for space and time that arise from this process.

Conflicts on any location/day/time will be resolved utilizing the following methods, in order:

1. User Groups self-mediate to determine a fair and amicable solution
2. History of facility use between conflicting user groups
 - a. Primary season/ primary facility for sport in question
 - b. Order of priority:
 - i. league practice or game
 - ii. tournament use
 - iii. camps/clinics
 - iv. showcase events
 - v. rain make-ups
 - vi. other/misc.
3. Random draw for priority use
 - a. Any conflict resolved through random draw shall be reversed in subsequent years.

The District reserves the right to schedule fields and facilities in accordance with the greatest benefit to the general public and/or the District.

Any initial FFAU request by a user group that is turned in after the deadline date will be subject to a \$25 per business day late fee. Example, if the due date is December 30 and the District receives it on January 4, we wouldn't count the holiday or weekend days, but business days would be charged at \$25 per day. This doesn't include the FFAU fee.

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- Step 1** • Initial Field and Facility Request by User Group(s)
- Step 2** • Initial Allocation Request(s) Processed by District Staff
- Step 3** • Initial Review of Allocated Fields and Facilities with User Group(s)

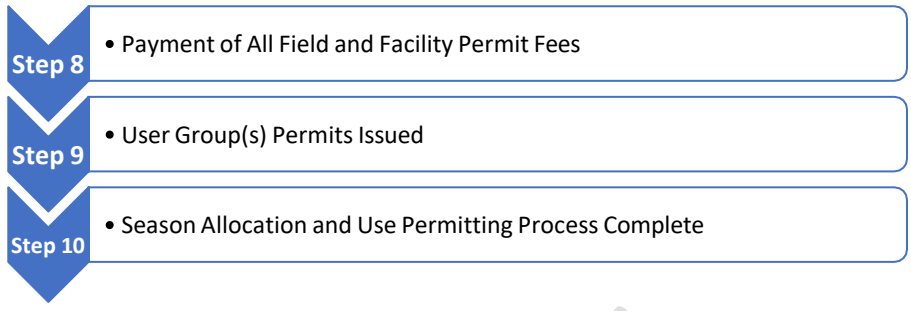
After the initial request(s) have been processed, allocated, and reviewed between the District and the User Group (Steps 1-3), any User Group may submit additional field and facility requests. All applications received after the initial allocation request deadlines will be processed as part of the secondary allocation process.

- Step 4** • Secondary Field and Facility Request by User Group(s)
- Step 5** • Secondary Allocation Request(s) Processed by District Staff
- Step 6** • Secondary Review of Allocated Fields and Facilities with User Group(s)

Reservation request that are made within 10 days of the desired date of the reservation will result in a payment of the administrative fee, the fee schedule Community Service Organization rate, possible hourly use of lights, and any additional applicable fees.

- Step 7** • Appeal of Allocation Decisions by User Group(s)

Any User Group may appeal (Step 7) the allocation decision of District staff. The appeal process is outlined in Section 110 of Ordinance 8.



After appeals by User Groups, the District shall provide an invoice for all fees associated with allocation of the field or facility. Payment of these fees (Step 8) is required before issuance of permit(s) for use (Step 9).

User Groups requesting rain makeup dates shall provide the District with this information in the “Notes” section of Attachment B. The District shall make every effort to accommodate rain make-up requests.

Any fields or facilities not allocated as part of this process shall be available on a first-come, first-serve basis to any User Group, organization, or individual as a rental at the approved fee schedule rate.

Payment for fields or facilities reserved as part of the Field and Facility Allocation and Use process must be paid prior to issuance of a permit for use (Step 8).

Field and Facility Fees

Pleasant Valley Recreation and Park District approved Fee Schedule can be found on the Districts’ website.

Maintenance Operations

Turf Preservation

It is the goal of the District that fields and facilities remain safe and of the highest quality. Guidelines for preservation of turf:

- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. User Groups should rotate use of areas and when possible, stay off fringe or bare areas to limit erosion and further damage.
- User Group should notify the District of any turf divots found while using fields.
- Tarps may only be placed on the turf with prior written approval and at the direction of District staff. Turf covering must be made of a breathable material.
- Fields may not be used during or after a heavy rain, when fields are wet or muddy, or when closed by the District.
- Soccer practices may not take place on the infield area of a softball or baseball diamond.
- No vehicles are allowed on District property, other than parking lots, without prior written permission noted on the permit issued by District.

01224.0001/912871.1

Sports Field Lining/Marking

- Lining of District fields is prohibited without prior written approval on the field use permit.
- Lining must be coordinated with District staff.
- Line colors must be approved by District.
- Burning lines on the District fields is prohibited.
- Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs for all damages occurring to the facility and termination of field use permit.

Field and Facility Closures

The District closes fields and facilities annually for scheduled maintenance and rest. Field and facility closure schedules and duration varies dependent on individual field and facility needs. The District reserves the right to schedule maintenance in an emergency or as needed to provide a safe environment for all users.

Field and/or Facility Modifications

All requests for modification or improvement to District fields or facilities must be submitted in writing to the District. All requests will be reviewed by District staff. The field or facility modification request review process may take a minimum of six (6) weeks.

Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to District Ordinance 8 or General Use Policy.

Inclement Weather

The Pleasant Valley Recreation and Park District reserves the right to cancel or suspend field or facility use permits when conditions could result in injury or cause damage to the District property. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, smoke, extreme heat, maintenance issues, lightening, earthquakes, or other reasons as decided by the District.

During inclement weather District staff will assess the playability of all District-owned and managed fields and facilities. The District's field and facilities condition line will be updated by 2:00pm on inclement weather days. It is the responsibility of the permit holder to obtain status and notify participants. Inclement weather is at the sole discretion of the District.

Field and Facility Violations

The District recognizes that User Groups utilizing fields and facilities may, from time to time, find themselves in situations that may violate District Ordinance 8 or General Use Policy. The District will work with User Groups to correct the issue and have set guidelines for types of violations and resulting administrative actions that may result. Offenses are recorded on a rolling 12-month period.

It is the responsibility of the User Group to ensure all participants, coaches, spectators, and volunteers understand and abide by this process.

First Offense:

01224.0001/912871.1

District staff will provide a verbal warning to the User Group describing what violation took place and discuss ways to reduce the likelihood of violation taking place in the future. If damage(s) to facility or staff time have occurred, the User Group is responsible for the associated costs. Verbal warning(s) shall be documented for record-keeping purposes.

Second Offense:

District staff will provide a verbal warning to the User Group describing what violation took place and discuss ways to reduce the likelihood of violation taking place in the future. If damage(s) to the field or facility or staff time have occurred, the User Group is responsible for the associated costs. Verbal warning(s) shall be documented for record-keeping purposes.

Third Offense:

District staff will provide a written warning to the User Group describing what violation took place and discuss ways to reduce the likelihood of violation taking place in the future. If damage(s) to the field or facility or staff time have occurred, the User Group is responsible for the associated costs. Written warning(s) shall be documented for record-keeping purposes.

Fourth Offense:

Written notice to the User Group of a three-day suspension of next applicable permit and restitution for any damages to field or facility. Offending User Group will be charged for field and facility rental and staff time at the Class IV rate. Written warning(s) shall be documented for record-keeping purposes.

Fifth Offense:

Written notice to the User Group of a seven-day suspension of next applicable permit and restitution for any damages to field or facility to the specific User Group team in question. Offending User Group will be charged for field and facility rental and staff time at the Class IV rate. Written warning(s) shall be documented for record-keeping purposes.

Sixth and Final Offense:

Written notice to the User Group of termination of any existing permitted field or facility use in the allocation period and relegation of User Group Class designation for next allocation process to the specific User Group team in question. Offending User Group will be charged for field and facility rental and staff time at the Class IV rate. Written warning(s) shall be documented for record-keeping purposes.

Violation examples include, but are not limited to:

1. Use of field of facility without permit.
2. Use of field of facility that has been closed due to inclement weather, safety issues, or maintenance purposes.
3. Use of fields or facility prior to or beyond permitted time.
4. Subletting, loaning, or trading fields or facilities with other User Groups.
5. Non-use of reserved fields or facilities without notifying the District.
6. Driving vehicles on/in fields or facility without written permission noted on permit.
7. Violation of District Ordinance 8 or General Use Policy.

Permit Cancellation

Permits may be cancelled and/or rescheduled at the discretion of the District. Permits cancelled by the District for field closure resulting in loss of use due to inclement weather or emergency maintenance may be rescheduled as availability allows or may be refunded in full.

Permits cancelled by the User Group at least sixty (60) days prior to the permitted use will be refunded in full. Cancellations between fifty-nine (59) and thirty (30) days prior to permitted use will be refunded at the rate of fifty (50) percent. Cancellations less than 30 days prior to the permitted use will not be refunded.

The District may cancel or re-assign use of District fields and facilities for the following reasons, including but not limited to:

1. District maintenance or repairs involving any District field or facility.
2. Concerns related to the health and safety of participants including but not limited to, rain, muddy conditions, smoke and/or smog alerts, extreme heat, maintenance issues, lightning and earthquakes.
3. Non-adherence to Field and Facility Allocation and Use Process or District Ordinance 8 or General Use Policy

The District reserves the right to schedule fields and facilities in accordance with the greatest benefit to the general public and/or the District.

Appeals

An appeal may be submitted in writing to the District within four (4) working days from the decision. This process can be found in the District's Ordinance 8, Section 110. The decision of the General Manager is final.

Acknowledgement

I acknowledge I have read and understand the Field and Facility Allocation and Use Process.

ATTACHMENT D
FIELD LINING PROCEDURE

1. The lining of ball fields (baseball, softball, soccer, etc.) will require District approval prior to performing the work.
2. No lining will take place unless prior approval is received from the General Manager or designee. Organizations will submit for approval, a rendering, drawing, or graphic representation of the proposed fields with dimensions in relationship to the park. This must be submitted with any future or current reservation requests/permits four (4) weeks prior to the league/tournament or event.
3. Upon approval of the rendering, the organization will submit a proposed date and time for lining/marketing of the fields to District Staff.
4. Paint that is made for field marking is required. Level 1 or Level 2 type of paint is required. Level 3 type paint will not be allowed on the turf. A water-based type of marking paint is required.
5. The lines shall be no wider than 4 inches.
6. Every effort will be given to the use of existing common field lines within and/or between multiple users.
7. Soccer Organizations shall move field lines one or two times each season, depending on the wear and at direction of District Staff, to give the referee lines (AR Lines) a chance to grow back during the season.
8. The District's Turf Policy, Ordinance 8, General Use, and all other District policies must be complied with.

ATTACHMENT E
ALTERATIONS TO DISTRICT FACILITIES

Development of Site

During the term of this Agreement, the Premises (field, facilities, District furnishings) may require modification or development to meet the needs of the CSO.

- A. In such event, all costs incurred in such work shall be borne by the CSO without contribution from the District, unless agreed upon in writing by both parties that the District will share in the cost of the work. If the District shares in the cost of the work, CSO understands and agrees that the work will be subject to the payment of prevailing wages and agrees to indemnify and hold the District harmless from any claims, actions, or penalties in connection the failure to properly pay or report prevailing wages.
- B. Plans and specifications for all proposed modifications, improvements and additions shall be submitted to the District for review prior to any work being performed. The District shall review those plans and specifications in a timely manner which shall not exceed 30-days from the date of submittal by the CSO. If either the CSO or the District so requests, a meeting shall be held between representatives of the CSO and the District to resolve problems or clarify matters related to the plans and specifications. If the District finds the plans and specifications to be acceptable, it shall so advise the CSO in writing, and the CSO shall be authorized to perform the modifications, improvements, and additions in accordance with those plans and specifications. If the plans and specifications are not acceptable to the District, the CSO shall be so advised and given the opportunity to modify the plans and specifications or provide new plans and specifications for consideration by the District. Any construction by CSO shall be in strict accordance with all local building codes and requirements. Any project having an estimated value greater than \$25,000 will be required to follow the District's formal bidding procedures.
- C. All modifications, improvements, and additions performed by the CSO shall be completed in strict accordance with the plans and specifications which have been approved by the District, using materials and construction techniques which are consistent with District standards. Construction by the CSO shall be in strict accordance with all local building codes and requirements.
- D. In the event that a temporary or permanent alteration is made by the CSO to the Premises, the CSO shall provide such faithful performance bonds and labor and material bonds as District may reasonably demand. The terms and provisions of the construction contract to accomplish any such alterations shall be subject to the prior written approval of the District General Manager and/or

his or her designee and shall be in strict accordance with all local and state building codes and requirements including prevailing wage and bidding requirements when applicable.

- E. The District reserves for itself the right to inspect all such work. Accordingly, the CSO shall plan and coordinate such work with the District to provide for such inspection. In the event District inspectors determine that work is not being performed in accordance with the plans and specifications, the CSO shall immediately correct such deficiencies in the work and take corrective action to ensure compliance with the plans and specifications. In the event of failure to comply with the plans and the specifications, the District may, at its option, require termination of work on such modification or development, or District may correct such deficiencies and all costs so incurred shall be paid by the CSO within ten (10) days after submission of an itemized statement.
- F. During any modification, improvements or new additions, the CSO shall assign a person to coordinate work being performed with District personnel. Said person shall be knowledgeable in the building trades and in local building codes and requirements. Said person shall be available during the construction period for job site consultation with District staff on a regular, weekly basis, and on an emergency basis to handle any construction problems which may develop.

ATTACHMENT F
FACILITY USE AGREEMENT

PERMIT/FACILITY USE AGREEMENT

RECOMMENDED LANGUAGE FOR INSURANCE RELATED PROVISIONS

A. INDEMNIFICATION

1. The **(USER/RENTER)** shall indemnify, defend, and hold harmless **(DISTRICT)**, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the **(USER/RENTER)**'s use or occupancy of a facility or property controlled by the **(DISTRICT)**, unless solely caused by the gross negligence or willful misconduct of **(DISTRICT)**, its officers, employees, or agents.

B. INSURANCE REQUIREMENTS

1. General liability insurance: The **(USER/RENTER)** shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$~~2~~⁴,000,000 per occurrence, \$~~4~~²,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
 - a. Such insurance shall name **(DISTRICT)**, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The **(USER/RENTER)** shall file certificates of such insurance with the **(DISTRICT)**, which shall be endorsed to provide thirty (30) days' notice to the **(DISTRICT)** of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the **(DISTRICT)** may deny access to the facility.
 - b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the **((DISTRICT))**'s self-insurance pool.

- c. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the **(USER/RENTER)** maintains higher limits than the minimums shown above, the **(DISTRICT)** requires and shall be entitled to coverage for the higher limits maintained by the **(USER/RENTER)**. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to **(DISTRICT)**.

C. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. A **(USER/RENTER)** shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The **(USER/RENTER)** agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The **(USER/RENTER)** further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. **(DISTRICT)** reserves the right to immediately revoke **(USER/RENTER)**'s right to use of the facility under this agreement should **(USER/RENTER)** fail to comply with any provision of this section.

D. FORCE MAJEURE

1. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the **(DISTRICT)** shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The **(USER/RENTER)** waives any right of recovery against **(DISTRICT)** and the **(USER/RENTER)** shall not charge results of "acts of God" to **(DISTRICT)**, its officers, employees, or agents.

|

Name

Signature

Date

DRAFT

**ATTACHMENT G
ACCIDENT REPORT**

The following Logs will be provided via an Excel workbook and must be submitted by the CSO monthly.

Accident Report Log						
Organization:			Month & Year:			
Please do not insert any participant personal information. If any facility damage occurred, or if the injury was a result of facility issues, please notify the Park District within 3 days of the incident using secondary form provided.						
Date	Time	Location	Age of Participant(s)	Accident Description <small>Please insert detailed description of what the injury was and how the injury occurred.</small>	Facility damage? <small>Was there any damage to the facility as a result of this accident?</small>	
1/1/2023						
1/2/2023						
1/3/2023						

Accident Report Log - Facility Damage Present						
Organization:			Provide this report to the District within 72 Hours of Accident			
Date	Time	Location	Age of Participant(s)	Accident Description <small>Please insert detailed description of what the injury was and how the injury occurred.</small>	Facility Damage <small>Describe in detail the damage that occurred the facility, or if there is damage to the facility that may have impacted the accident. Please provide photos showing where the damage is.</small>	

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ATTACHMENT H

**EMERGENCY ACTION PLAN, HEAT ILLNESS PREVENTION PLAN AND
INCLEMENT WEATHER PLAN**

DRAFT

ATTACHMENT I

AB 2007 CONCUSSION OR OTHER HEAD INJURIES

An act to add Article 2.5 (commencing with Section 124235) to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, relating to youth athletics.

[Approved by Governor September 23, 2016. Filed with Secretary of State September 23, 2016.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2007, McCarty. Youth athletics: youth sports organizations: concussions or other head injuries.

Existing law requires a school district, charter school, or private school, if it offers an athletic program, to immediately remove an athlete from an athletic activity for the remainder of the day if the athlete is suspected of sustaining a concussion or head injury, and prohibits the athlete from returning to the athletic activity until the athlete is evaluated by a licensed health care provider, trained in the management of concussions, and acting within the scope of his or her practice, and the athlete receives written clearance from the licensed health care provider to return to the athletic activity. Existing law also requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and athlete's parent or guardian before the athlete's initiating practice or competition.

This bill would apply these provisions to athletes participating in youth sports organizations, as defined to include organizations, businesses, nonprofit entities, or local governmental agencies that sponsor or conduct amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate in any of 27 designated sports. The bill would require youth sports organizations to notify the parents or guardians of athletes 17 years of age or younger who have been removed from athletic activities due to suspected concussions, as specified. The bill would require youth sports organizations to offer concussion and head injury education, or related educational materials, or both, to each of their coaches and administrators on a yearly basis, as prescribed. The bill would require each of these coaches and administrators to successfully complete the concussion and head injury education offered under the bill at least once either online or in person.

The bill would also require a youth sports organization to identify procedures for ensuring compliance with the bill's requirements for providing concussion and head injury education and a concussion and head injury information sheet. The bill would additionally require the youth sports organization to identify procedures to ensure compliance with the athlete removal provisions and the return-to-play protocol, as

specified. The bill would specify that it applies to all persons participating in the activities of a youth sports organization, irrespective of their ages.

DIGEST KEY

Vote: MAJORITY Appropriation: NO Fiscal Committee: NO Local Program: NO

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Article 2.5 (commencing with Section 124235) is added to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, to read:

**Article 2.5. Youth Sports Concussion Protocols
124235.**

(a) A youth sports organization that elects to offer an athletic program shall comply with all of the following:

(1) An athlete who is suspected of sustaining a concussion or other head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day and shall not be permitted to return to any athletic activity until he or she is evaluated by a licensed health care provider. The athlete shall not be permitted to return to athletic activity until he or she receives written clearance to return to athletic activity from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or other head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.

(2) If an athlete who is 17 years of age or younger has been removed from athletic activity due to a suspected concussion, the youth sports organization shall notify a parent or guardian of that athlete of the time and date of the injury, the symptoms observed, and any treatment provided to that athlete for the injury.

(3) On a yearly basis, the youth sports organization shall give a concussion and head injury information sheet to each athlete. The information sheet shall be signed and returned by the athlete and, if the athlete is 17 years of age or younger, shall also be signed by the athlete's parent or guardian, before the athlete initiates practice or competition. The information sheet may be sent and returned through an electronic medium including, but not necessarily limited to, fax or electronic mail.

(4) On a yearly basis, the youth sports organization shall offer concussion and head injury education, or related educational materials, or both, to each coach and administrator of the youth sports organization.

(5) Each coach and administrator shall be required to successfully complete the concussion and head injury education offered pursuant to paragraph (4) at least once, either online or in person, before supervising an athlete in an activity of the youth sports organization.

(6) The youth sports organization shall identify both of the following:

(A) Procedures to ensure compliance with the requirements for providing concussion and head injury education and a concussion and head injury information sheet, as contained in paragraphs (3) to (5), inclusive.

(B) Procedures to ensure compliance with the athlete removal provisions and the return-to-play protocol required pursuant to paragraph (1).

(b) As used in this article, all of the following shall apply:

(1) “Concussion and head injury education and educational materials” and a “concussion and head injury information sheet” shall, at a minimum, include information relating to all of the following:

(A) Head injuries and their potential consequences.

(B) The signs and symptoms of a concussion.

(C) Best practices for removal of an athlete from an athletic activity after a suspected concussion.

(D) Steps for returning an athlete to school and athletic activity after a concussion or head injury.

(2) “Licensed health care provider” means a licensed health care provider who is trained in the evaluation and management of concussions and is acting within the scope of his or her practice.

(3) “Youth sports organization” means an organization, business, nonprofit entity, or a local governmental agency that sponsors or conducts amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate in any of the following sports:

(A) Baseball.

(D) Boxing.

(B) Basketball.

(E) Competitive cheerleading.

(C) Bicycle motocross (BMX).

(F) Diving.

(G) Equestrian activities.

(H) Field hockey.

(I) Football.

(J) Full contact martial arts.

(K) Gymnastics.

(L) Ice hockey.

(M) Lacrosse.

(N) Parkour.

(O) Rodeo.

(P) Roller derby.

(Q) Rugby.

(R) Skateboarding.

(S) Skiing.

(T) Soccer.

(U) Softball.

(V) Surfing.

(W) Swimming.

(X) Synchronized swimming.

(Y) Volleyball.

(Z) Water polo.

(AA) Wrestling.

(c) This section shall apply to all persons participating in the activities of a youth sports organization, irrespective of their ages. This section shall not be construed to prohibit a youth sports organization, or any other appropriate entity, from adopting and enforcing rules intended to provide a higher standard of safety for athletes than the standard established under this section.

ATTACHMENT J
Assembly Bill No. 1

CHAPTER 158

An act to add Article 2.7 (commencing with Section 124240) to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, relating to youth athletics.

[Approved by Governor July 31, 2019. Filed with Secretary of
State July 31, 2019.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1, Cooper. Youth athletics: California Youth Football Act.

Under existing law, a school district, charter school, or private school that elects to offer an athletic program is prohibited from allowing a high school or middle school football team to conduct more than 2 full-contact practices, as defined, per week during the preseason and regular season, as defined, and from conducting a full-contact practice during the off-season.

This bill would express legislative findings and declarations relating to youth football and specifically relating to player safety. The bill, on and after January 1, 2021, would require a youth sports organization, as defined, that conducts a tackle football program to comply with certain requirements, including, among other things, not conducting more than 2 full-contact practices, as defined, per week during the preseason and regular season; not holding a full-contact practice during the off-season; having coaches receive a tackling and blocking certification, as specified; having designated personnel annually complete specified concussion and head injury education, a specified factsheet related to opioids, and designated training relating to heat-related illness, as defined; meeting specified requirements relating to safety equipment; having a licensed medical professional present during games, as specified; having coaches receive first aid, cardiopulmonary resuscitation, and automated external defibrillator certification; and inspecting safety equipment, as specified.

The bill, on and after January 1, 2021, would require a youth tackle football league to establish youth tackle football participant divisions that are organized by relative age or weight or by both age and weight, and to retain information for the tracking of youth sports injuries, as specified. The bill would declare that nothing in its provisions would prohibit any youth sports organization or youth tackle football league from adopting and enforcing rules providing a higher level of safety than the requirements of this bill.

DIGEST KEY

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

(a) The Legislature finds and declares all of the following:

(1) Youth football's highest priority is the safety and well-being of its participants. California children must have the right to be protected with safe youth football standards and practices empowering parents to make informed choices regarding the elected activities of their children.

(2) Nationwide, over 2.5 million players, coaches, cheerleaders, and parent volunteers participate in youth football.

(3) Youth football promotes the values of teamwork, self-discipline, diversity, academics, nutrition, leadership, and acceptance.

(4) Youth football promotes an active lifestyle that helps combat obesity rates in youth, which have increased by 300 percent over the past four decades and that lead to a broad range of health problems previously not seen until adulthood, such as high blood pressure, type 2 diabetes, and elevated blood cholesterol levels.

(5) Youth sports have become increasingly expensive due to the elimination of after school sports programs and the proliferation of travel teams and tournament-centric scheduling, but youth football remains an affordable neighborhood-based sport that is accessible in every community in California, irrespective of socioeconomic status or geographic location.

(6) Football is one of California's most popular sports, and the safety and well-being of the players is youth football's top priority.

(7) Many youth football organizations have implemented policies requiring the annual or biannual recertification of all football helmets by the helmet manufacturer or by an independent third party and the replacement of helmets that are damaged or that do not meet the current safety standards or recertification requirements.

(8) New helmet testing standards are being implemented to enable players to wear the safest helmet possible, and manufacturers continue to advance helmet technology.

(9) Blocking and tackling techniques designed to remove the head from contact have become the nationwide standard for teaching blocking and tackling, and coaches are required to complete annual certification and continuing education in blocking and tackling techniques that emphasize the removal of the head from any blocking or tackling and that provide coaches with noncontact drills designed to reinforce this training.

(10) The federal Centers for Disease Control and Prevention Concussion Protocol Training has become standard for many youth football organizations and coaches in an attempt to minimize the risk of injury for youth football players, and the training is designed to identify those players who exhibit symptoms of a concussion, to prescribe protocols for the immediate removal of those players from the game or practice, and to outline stringent “return to play” protocols that coaches, players, and parents must follow after a youth football player has received clearance from a medical doctor before that player is allowed to return to full participation.

(11) Youth football organizations have implemented policies for concussion response, proper hydration, equipment fitting, and age and weight requirements.

(12) California prohibits high school and middle school football teams from conducting more than two full-contact practices per week during the preseason and regular season, and California also prohibits the full-contact portion of a practice from exceeding 90 minutes in any single day and completely prohibits full-contact practice during the off-season.

(13) The awareness of the possible injury risks associated with football are now widely known and accepted by parents, players, coaches, officials, medical professionals, and the general public.

(14) The decision to play youth football ultimately rests with the parents, after their thoughtful consideration of the risks and benefits, as to whether participation in youth football is in their child’s best interest.

(15) In order to ensure youth tackle football participant safety and competitive play, youth tackle football leagues should be divided into divisions based on the participant's relative size and maturity, including classifications by appropriate weight, age, and size.

(b) It is therefore the intent of the Legislature to build upon prior legislation, including Assembly Bill 2007 (Chapter 516 of the Statutes of 2016), to improve youth tackle football safety with new safety standards while honoring youth tackle football's spirit and tradition.

SEC. 2.

Article 2.7 (commencing with Section 124240) is added to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, to read:

**Article 2.7. California Youth Football Act
124240.**

(a) This article shall be known, and may be cited, as the California Youth Football Act.

(b) As used in this article:

(1) "Coach" means a person appointed by a youth sports organization to supervise or instruct a participant in the sport of youth tackle football.

(2) "Full-contact portion" of practice is defined as the period of time in drills or live action that involves contact at game speed.

(3) "Full-contact practice" means a session where one or more drills or live action is conducted that involves contact at game speed, as in an actual tackle football game or scrimmage. This includes simulations or drills that involve any number of players.

(4) "Heat-related illness" includes, but is not necessarily limited to, heat cramps, heat syncope, heat exhaustion, and exertional heat stroke.

(5) "Off-season" means a period extending from the end of the regular season until 30 days before the commencement of the next regular season.

(6) "Play" includes participation in a youth tackle football game, scrimmage, or practice.

(7) "Preseason" means a period of 30 days before the commencement of the regular season.

(8) “Regular season” means the period from the first league football game or scrimmage until the completion of the final football game of that season.

(9) “Safety equipment” includes, but is not necessarily limited to, all of the following:

(A) A helmet and its associated parts, including, but not necessarily limited to, a face mask and mouthguard.

(B) Hip, knee, and shoulder pads.

(C) A jersey.

(D) A tailbone protector.

(E) Pants and thigh guards.

(F) Shoes, including cleats.

(10) “Youth sports organization” means an organization, business, or nonprofit entity that sponsors or conducts amateur sports competition, training, camps, clinics, practices, or clubs.

(11) “Youth tackle football league” means the organization that groups together youth sports organizations that conduct youth tackle football, administers rules, and sets game schedules. It may or may not be associated with a national organization.

124241.

On and after January 1, 2021, a youth sports organization that conducts a tackle football program shall comply with all of the following requirements:

(a) A tackle football team shall not conduct more than two full-contact practices per week during the preseason and regular season.

(b) A tackle football team shall not hold a full-contact practice during the off-season.

(c) The full-contact portion of a practice shall not exceed 30 minutes in any single day.

(d) A coach shall annually receive a tackling and blocking certification from a nationally recognized program that emphasizes shoulder tackling, safe contact and blocking drills, and techniques designed to minimize the risk during contact by removing the involvement of youth tackle football participant’s head from all tackling and blocking techniques.

(e) Each youth tackle football administrator, coach, and referee shall annually complete all of the following:

(1) The concussion and head injury education pursuant to Section 124235.

(2) The Opioid Factsheet for Patients pursuant to Section 124236.

(3) Training in the basic understanding of the signs, symptoms, and appropriate responses to heat-related illness.

(f) Each parent or guardian of a youth tackle football participant shall receive concussion and head injury information for that athlete pursuant to Section 124235 and the Opioid Factsheet for Patients pursuant to Section 124236.

(g) Each football helmet shall be reconditioned and recertified every other year, unless stated otherwise by the manufacturer. Only entities licensed by the National Operating Committee on Standards for Athletic Equipment shall perform the reconditioning and recertification. Every reconditioned and recertified helmet shall display a clearly recognizable mark or notice in the helmet indicating the month and year of the last certification.

(h) A minimum of one state-licensed emergency medical technician, paramedic, or higher-level licensed medical professional shall be present during all preseason, regular season, and postseason games. The emergency medical technician, paramedic, or higher-level licensed medical professional shall have the authority to evaluate and remove any youth tackle football participant from the game who exhibits an injury, including, but not necessarily limited to, symptoms of a concussion or other head injury.

(i) A coach shall annually receive first aid, cardiopulmonary resuscitation, and automated external defibrillator certification.

(j) At least one independent non rostered individual, appointed by the youth sports organization, shall be present at all practice locations. The individual shall hold current and active certification in first aid, cardiopulmonary resuscitation, automated external defibrillator, and concussion protocols. The individual shall have the authority to evaluate and remove any youth tackle football participant from practice who exhibits an injury, including, but not limited to, symptoms of a concussion or other head injury.

(k) Safety equipment shall be inspected before every full-contact practice or game to ensure that all youth tackle football participants are properly equipped.

(l) Each youth tackle football participant removed pursuant to this section shall comply with Section 124235. The injury shall be reported to the youth tackle football league.

(m) Each youth tackle football participant shall complete a minimum of 10 hours of noncontact practice at the beginning of each season for the purpose of conditioning, acclimating to safety equipment, and progressing to the introduction of full-contact practice. During this noncontact practice, the youth tackle football participants shall not wear any pads and shall only wear helmets if required to do so by the coaches.

(n) A youth sports organization shall annually provide a declaration to its youth tackle football league stating that it is in compliance with this article and shall either post the declaration on its internet website or provide the declaration to all youth tackle football participants within its youth sports organization.

124242.

On and after January 1, 2021, a youth tackle football league shall comply with both of the following:

(a) Establish youth tackle football participant divisions that are organized by relative age or weight or by both age and weight.

(b) Retain information from which the names of individuals shall not be identified for the tracking of youth sports injuries. This information shall include the type of injury, the medical treatment received by the youth tackle football participant and return to play protocols followed by the participant pursuant to subdivision (l) of Section 124241.

124243.

Nothing in this article shall prohibit any youth sports organization or youth tackle football league from adopting and enforcing rules intended to provide a higher standard of safety for youth tackle football participants than the requirements established under this article.

ATTACHMENT K
SNACK BAR AGREEMENT

This document will serve as an agreement between the Pleasant Valley Recreation and Park District (District) facilities and the Community Service Organization (CSO). Renewal will be subject to CSO satisfying requirements outlined in this agreement.

TERM: The term of this agreement shall be for a three (3) year agreement starting on September 15, 2023 and ending on September 14, 2026. At any time should the nature or scope of the CSO change, or the President or designee change, the agreement still stands for the duration of the term.

- A. The District has provided _____ snack bar(s) and the equipment that included within those snack bars.
- B. The District reserves the right to cancel or suspend facility or field use permits for games, practices and other uses whenever field conditions could result in injury to players or damage to the fields. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, fire, emergency situations, and wind or pesticide application. The snack bar may not be operational at these times.
- C. The CSO agrees to pay the District the sum of \$ 1 annually for the use of snack bar(s).
- D. The CSO shall pay for all services necessary or desirable to properly maintain and operate the snack bars during the term of the agreement including, although not limited to: Utility costs contribution, Inspections, Certification and Licensing or permits, equipment operation and upkeep, and such other services and costs as deemed appropriate by the General Manager of the District. The CSO shall be responsible for reimbursing the District for all costs associated with the operation of the snack bar facilities. These costs include, but are not limited to: utility expenses, health permits, backflow testing (soda machine), equipment maintenance and testing, and costs to repair any damage caused by the CSO to existing fixtures.
- E. The CSO understands that operation of the snack bar must be in compliance with the Ventura County Health Department codes and requirements and is responsible to pay all Ventura County Health Department fees, penalties or other costs during the term of this agreement. The CSO shall have a designated organizer complete an Environmental Health Division -

Temporary Food Facility (EHD-TFF) food safety course during the term of this agreement and provide District with a copy of certification.

- F.** The CSO shall, exclusively, operate the snack bar(s) at all designated events within at above listed park(s). Events may include scheduled league games for youth soccer, youth/adult softball, baseball, etc., tournaments, competitions and/or special events as requested and agreed upon by both the CSO and the District. The District has the right to use the snack bar with prior notice to the CSO for District held events at that park.
- G.** The CSO is responsible for staffing the snack bar(s) with paid or volunteer staff. Volunteers/Staff must be at least 16 years of age and be supervised at all times by an adult 18 years of age or older. The CSO shall be in compliance with state and/or federal labor laws.
- H.** The CSO shall provide other CSO's with ice from the ice machine during league play when requested by the group.
- I.** The CSO shall not allow other outside Organizations to operate snack bars during the term of this agreement.
- J.** Pleasant Valley Fields snack bar operator agrees to be in compliance with staffing the snack bar within two – thousand (2000) “man hours” of volunteer and/or paid work. The CSO shall track the recorded number of hours worked by volunteers and paid staff and provide this information to District staff on a quarterly basis.
- K.** The CSO, after the completion of a term, upon termination, or upon a mutually agreed upon time with the District, must leave all District owned equipment in original working condition and leave all permanent fixture inside snack bar(s).

The CSO and District reserve the right to terminate this Snack Bar Agreement with a 60-day written notice. If the organization is terminated from this agreement, any outside food vendors must have prior approval from the District.



DRAFT

ATTACHMENT L

Penal Code Sections 11165.7 and 11166

California Penal Code § 11166. Report of child abuse or neglect; mandated report; liability for failure to report; report by county probation or welfare department, or law enforcement agency, to investigatory agency and district attorney

(a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in the mandated reporter's professional capacity or within the scope of the mandated reporter's employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written followup report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

(1) For purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on the person's training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any "reasonable suspicion" is sufficient. For purposes of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified, and a report shall be prepared and sent by fax or electronic transmission, even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) A report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If, after reasonable efforts, a mandated reporter is unable to submit an initial report by telephone, the mandated reporter shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone followup call by the agency with which the mandated reporter filed the report. A mandated reporter who files a one-time automated written report because the mandated reporter was unable to submit an initial report by telephone is not required to submit a written followup report.

(1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written followup report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the statewide

child welfare information system. The department shall work with stakeholders to modify reporting forms and the statewide child welfare information system as is necessary to accommodate the changes enacted by these provisions.

(2) This subdivision shall not become operative until the statewide child welfare information system is updated to capture the information prescribed in this subdivision.

(3) This subdivision shall become inoperative three years after this subdivision becomes operative or on January 1, 2009, whichever occurs first.

(4) This section does not supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.

(c) A mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals the mandated reporter's failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(d)(1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of the clergy member's church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of the clergy member's church, denomination, or organization, has a duty to keep those communications secret.

(2) This subdivision does not modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

(3)(A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in the clergy member's professional capacity or within the scope of the clergy member's employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse and that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.

(B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

(C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.

(e)(1) A commercial film, photographic print, or image processor who has knowledge of or observes, within the scope of that person's professional capacity or employment, any film, photograph, videotape, negative, slide, or any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image depicting a child under 16 years of age engaged in an act of sexual conduct, shall, immediately or as soon as practicably possible, telephonically report the instance of reasonably suspected abuse to the law enforcement agency located in the county in which the images are seen. Within 36 hours of receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written followup report of the incident with a copy of the image or material attached.

(2) A commercial computer technician who has knowledge of or observes, within the scope of the technician's professional capacity or employment, any representation of information, data, or an image, including, but not limited to, any computer hardware, computer software, computer file, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image that is retrievable in perceivable form and that is intentionally saved, transmitted, or organized on an electronic medium, depicting a child under 16 years of age engaged in an act of sexual conduct, shall immediately, or as soon as practicably possible, telephonically report the instance of reasonably suspected abuse to the law enforcement agency located in the county in which the images or materials are seen. As soon as practicably possible after receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written followup report of the incident with a brief description of the images or materials.

(3) For purposes of this article, "commercial computer technician" includes an employee designated by an employer to receive reports pursuant to an established reporting process authorized by subparagraph (B) of paragraph (43) of subdivision (a) of Section 11165.7.

(4) As used in this subdivision, "electronic medium" includes, but is not limited to, a recording, CD-ROM, magnetic disk memory, magnetic tape memory, CD, DVD, thumbdrive, or any other computer hardware or media.

(5) As used in this subdivision, "sexual conduct" means any of the following:

(A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.

(B) Penetration of the vagina or rectum by any object.

(C) Masturbation for the purpose of sexual stimulation of the viewer.

(D) Sadoomasochistic abuse for the purpose of sexual stimulation of the viewer.

(E) Exhibition of the genitals, pubic, or rectal areas of a person for the purpose of sexual stimulation of the viewer.

(f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, the mandated reporter makes a report of the abuse or neglect pursuant to subdivision (a).

(g) Any other person who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9. For purposes of this section, "any other person" includes a mandated reporter who acts in the person's private capacity and not in the person's professional capacity or within the scope of the person's employment.

(h) When two or more persons, who are required to report, jointly have knowledge of a known or reasonably suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(i)(1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article. An internal policy shall not direct an employee to allow the employee's supervisor to file or process a mandated report under any circumstances.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose the employee's identity to the employer.

(3) Reporting the information regarding knowledge of or reasonably suspected child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(i)(1) A county probation or welfare department shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or reasonably suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child that relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send by fax or electronic transmission a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(2) A county probation or welfare department shall immediately, and in no case in more than 24 hours, report to the law enforcement agency having jurisdiction over the case after receiving information that a child or youth who is receiving child welfare services has been identified as the victim of commercial sexual exploitation, as defined in subdivision (d) of Section 11165.1.

(3) When a child or youth who is receiving child welfare services and who is reasonably believed to be the victim of, or is at risk of being the victim of, commercial sexual exploitation, as defined in Section 11165.1, is missing or has been abducted, the county probation or welfare department shall immediately, or in no case later than 24 hours from receipt of the information, report the incident to the appropriate law enforcement authority for entry into the National Crime Information Center database of the Federal Bureau of Investigation and to the National Center for Missing and Exploited Children.

(k) A law enforcement agency shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the district attorney's office every known or reasonably suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or reasonably suspected instance of child abuse or neglect reported to it that is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send by fax or electronic transmission a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

California Penal Code § 11165.7. "Mandated reporter" defined

(a) As used in this article, "mandated reporter" is defined as any of the following:

(1) A teacher.

(2) An instructional aide.

(3) A teacher's aide or teacher's assistant employed by a public or private school.

(4) A classified employee of a public school.

(5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of a public or private school.

(6) An administrator of a public or private day camp.

(7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.

- [\(8\) An administrator, board member, or employee of a public or private organization whose duties require direct contact and supervision of children, including a foster family agency.](#)
- [\(9\) An employee of a county office of education or the State Department of Education whose duties bring the employee into contact with children on a regular basis.](#)
- [\(10\) A licensee, an administrator, or an employee of a licensed community care or child daycare facility.](#)
- [\(11\) A Head Start program teacher.](#)
- [\(12\) A licensing worker or licensing evaluator employed by a licensing agency, as defined in Section 11165.11.](#)
- [\(13\) A public assistance worker.](#)
- [\(14\) An employee of a childcare institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.](#)
- [\(15\) A social worker, probation officer, or parole officer.](#)
- [\(16\) An employee of a school district police or security department.](#)
- [\(17\) A person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in a public or private school.](#)
- [\(18\) A district attorney investigator, inspector, or local child support agency caseworker, unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.](#)
- [\(19\) A peace officer, as defined in Chapter 4.5 \(commencing with Section 830\) of Title 3 of Part 2, who is not otherwise described in this section.](#)
- [\(20\) A firefighter, except for volunteer firefighters.](#)
- [\(21\) A physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage and family therapist, clinical social worker, professional clinical counselor, or any other person who is currently licensed under Division 2 \(commencing with Section 500\) of the Business and Professions Code.](#)
- [\(22\) An emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 \(commencing with Section 1797\) of the Health and Safety Code.](#)
- [\(23\) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.](#)
- [\(24\) A marriage and family therapist trainee, as defined in subdivision \(c\) of Section 4980.03 of the Business and Professions Code.](#)
- [\(25\) An unlicensed associate marriage and family therapist registered under Section 4980.44 of the Business and Professions Code.](#)

(26) A state or county public health employee who treats a minor for venereal disease or any other condition.

(27) A coroner.

(28) A medical examiner or other person who performs autopsies.

(29) A commercial film and photographic print or image processor as specified in subdivision (e) of Section 11166. As used in this article, "commercial film and photographic print or image processor" means a person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, or who prepares, publishes, produces, develops, duplicates, or prints any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image, for compensation. The term includes any employee of that person; it does not include a person who develops film or makes prints or images for a public agency.

(30) A child visitation monitor. As used in this article, "child visitation monitor" means a person who, for financial compensation, acts as a monitor of a visit between a child and another person when the monitoring of that visit has been ordered by a court of law.

(31) An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:

(A) "Animal control officer" means a person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations.

(B) "Humane society officer" means a person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.

(32) A clergy member, as specified in subdivision (d) of Section 11166. As used in this article, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.

(33) Any custodian of records of a clergy member, as specified in this section and subdivision (d) of Section 11166.

(34) An employee of any police department, county sheriff's department, county probation department, or county welfare department.

(35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 5.655 of the California Rules of Court.

(36) A custodial officer, as defined in Section 831.5.

(37) A person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

(38) An alcohol and drug counselor. As used in this article, an “alcohol and drug counselor” is a person providing counseling, therapy, or other clinical services for a state licensed or certified drug, alcohol, or drug and alcohol treatment program. However, alcohol or drug abuse, or both alcohol and drug abuse, is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

(39) A clinical counselor trainee, as defined in subdivision (g) of Section 4999.12 of the Business and Professions Code.

(40) An associate professional clinical counselor registered under Section 4999.42 of the Business and Professions Code.

(41) An employee or administrator of a public or private postsecondary educational institution, whose duties bring the administrator or employee into contact with children on a regular basis, or who supervises those whose duties bring the administrator or employee into contact with children on a regular basis, as to child abuse or neglect occurring on that institution's premises or at an official activity of, or program conducted by, the institution. Nothing in this paragraph shall be construed as altering the lawyer-client privilege as set forth in Article 3 (commencing with Section 950) of Chapter 4 of Division 8 of the Evidence Code.

(42) An athletic coach, athletic administrator, or athletic director employed by any public or private school that provides any combination of instruction for kindergarten, or grades 1 to 12, inclusive.

(43)(A) A commercial computer technician as specified in subdivision (e) of Section 11166. As used in this article, “commercial computer technician” means a person who works for a company that is in the business of repairing, installing, or otherwise servicing a computer or computer component, including, but not limited to, a computer part, device, memory storage or recording mechanism, auxiliary storage recording or memory capacity, or any other material relating to the operation and maintenance of a computer or computer network system, for a fee. An employer who provides an electronic communications service or a remote computing service to the public shall be deemed to comply with this article if that employer complies with Section 2258A of Title 18 of the United States Code.

(B) An employer of a commercial computer technician may implement internal procedures for facilitating reporting consistent with this article. These procedures may direct employees who are mandated reporters under this paragraph to report materials described in subdivision (e) of Section 11166 to an employee who is designated by the employer to receive the reports. An employee who is designated to receive reports under this subparagraph shall be a commercial computer technician for purposes of this article. A commercial computer technician who makes a report to the designated employee pursuant to this subparagraph shall be deemed to have complied with the requirements of this article and shall be subject to the protections afforded to mandated reporters, including, but not limited to, those protections afforded by Section 11172.

(44) Any athletic coach, including, but not limited to, an assistant coach or a graduate assistant involved in coaching, at public or private postsecondary educational institutions.

(45) An individual certified by a licensed foster family agency as a certified family home, as defined in Section 1506 of the Health and Safety Code.

[\(46\) An individual approved as a resource family, as defined in Section 1517 of the Health and Safety Code and Section 16519.5 of the Welfare and Institutions Code.](#)

[\(47\) A qualified autism service provider, a qualified autism service professional, or a qualified autism service paraprofessional, as defined in Section 1374.73 of the Health and Safety Code and Section 10144.51 of the Insurance Code.](#)

[\(48\) A human resource employee of a business subject to Part 2.8 \(commencing with Section 12900\) of Division 3 of Title 2 of the Government Code that employs minors. For purposes of this section, a "human resource employee" is the employee or employees designated by the employer to accept any complaints of misconduct as required by Chapter 6 \(commencing with Section 12940\) of Part 2.8 of Division 3 of Title 2 of the Government Code.](#)

[\(49\) An adult person whose duties require direct contact with and supervision of minors in the performance of the minors' duties in the workplace of a business subject to Part 2.8 \(commencing with Section 12900\) of Division 3 of Title 2 of the Government Code is a mandated reporter of sexual abuse, as defined in Section 11165.1. Nothing in this paragraph shall be construed to modify or limit the person's duty to report known or suspected child abuse or neglect when the person is acting in some other capacity that would otherwise make the person a mandated reporter.](#)

[\(b\) Except as provided in paragraph \(35\) of subdivision \(a\), volunteers of public or private organizations whose duties require direct contact with and supervision of children are not mandated reporters but are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect to an agency specified in Section 11165.9.](#)

[\(c\)\(1\) Except as provided in subdivision \(d\) and paragraph \(2\), employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. Whether or not employers provide their employees with training in child abuse and neglect identification and reporting, the employers shall provide their employees who are mandated reporters with the statement required pursuant to subdivision \(a\) of Section 11166.5.](#)

[\(2\) Employers subject to paragraphs \(48\) and \(49\) of subdivision \(a\) shall provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. The training requirement may be met by completing the general online training for mandated reporters offered by the Office of Child Abuse Prevention in the State Department of Social Services.](#)

[\(d\) Pursuant to Section 44691 of the Education Code, school districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools shall annually train their employees and persons working on their behalf specified in subdivision \(a\) in the duties of mandated reporters under the child abuse reporting laws. The training shall include, but not necessarily be limited to, training in child abuse and neglect identification and child abuse and neglect reporting.](#)

(e)(1) On and after January 1, 2018, pursuant to Section 1596.8662 of the Health and Safety Code, a childcare licensee applicant shall take training in the duties of mandated reporters under the child abuse reporting laws as a condition of licensure, and a childcare administrator or an employee of a licensed child daycare facility shall take training in the duties of mandated reporters during the first 90 days when that administrator or employee is employed by the facility.

(2) A person specified in paragraph (1) who becomes a licensee, administrator, or employee of a licensed child daycare facility shall take renewal mandated reporter training every two years following the date on which that person completed the initial mandated reporter training. The training shall include, but not necessarily be limited to, training in child abuse and neglect identification and child abuse and neglect reporting.

(f) Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed by this article.

(g) Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect.

DRAFT

Attachment "M" Liability Insurance Requirements

Pleasant Valley Recreation and Park District (PVRPD) requires evidence of insurance coverage documents, for the duration of any agreement term, a minimum of thirty (30) days prior to an agreement effective date or event, if specified. The following is required for all Certificates of Insurance and Additional Insured Endorsements.

Certificate of Insurance (COI) – Coverage shall be at least as broad as and include or state the following:

- Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$2,000,000** per occurrence, **\$4,000,000** aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- Professional Liability (Errors and Omissions):** When applicable – Insurance appropriate to the Contractor's profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.
- Sexual Abuse and Molestation (SAM):** When applicable - If the CGL policy is not endorsed to include affirmative coverage for sexual abuse or molestation and the work will include contact with minors, Contractor shall obtain and maintain a SAM policy covering with a limit no less than **\$1,000,000** per occurrence or claim.
- Insured:** Must match entity named within the agreement.
- Insurer's Affording Coverage:** Must have an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the District.
- Policy Effective/Expiration Date:** Must cover dates of service or event.
- Description of Operations:** Must read "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees are listed as an Additional Insured." ****Include name, date, time, and location of event when applicable.*
- Certificate Holder:** Must read "Pleasant Valley Recreation and Park District 1605 Burnley Street, Camarillo, CA 93010" (No abbreviations accepted)

Additional Insured Endorsement (AIE) – Endorsement must include or state the following:

- Policy Number:** Must match policy numbers on COI.
- Additional Insured – Designated Person or Organization:** Must state "This endorsement changes the policy."
- Schedule – Name Of Additional Insured Person(s) or Organization(s):** Must read "'Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees.'"

Notice of Cancellation – A cancellation clause shall state the following:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named."

PVRPD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Coverage limits listed above are to be considered minimum coverage. PVRPD reserves the right to require higher limits and additional coverages at its discretion. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, PVRPD requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to PVRPD.

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In witness whereof, District and Operator have executed this Agreement on
(date) _____ at Camarillo, California.

“District”:
Pleasant Valley Recreation and Park District,
a California Special District

By: _____
Its: General Manager
Date: _____

ATTEST:

“CSO”
Community Service Organization Title: _____

(Signature)
By (Name):
Its (Title):
Date: _____

(Signature)
By (Name):
Its (Title):
Date: _____

Organization Address:

(Street) (City) (Zip)

Pleasant Valley Recreation and Park District Community Service Organization Agreement

This Agreement is by and between the Pleasant Valley Recreation and Park District (“District”) and the Community Service Organization (“CSO”)

INTRODUCTION

In consideration of its designation as a Community Service Organization by the Pleasant Valley Recreation and Park District (District), the Community Service Organization (CSO) during the term of this agreement agrees to comply with all of the requirements herein. Renewal of this agreement is at the sole discretion of the District beginning on the date this agreement is signed by the President and Vice-President of the Community Service Organization.

TERM

The term of this agreement shall be for a three (3) year agreement starting September 15, 2023, and ending September 14, 2026. At any time should the nature or scope of the Community Service Organization change, or the President or designee change, the Community Service Organization Agreement shall remain in full force and effect for the duration of the term. The new President must set up a meeting with the District’s Recreation Manager or designee within the first 30-days of office and sign an acknowledgement that they have received and agree to abide by the Agreement and district policies.

The CSO and District each reserves the right to terminate or suspend this Agreement, or any portion hereof, at any time, for any reason, with or without cause, upon six (6) months’ notice to the other party, except that where termination or suspension is due to the violation of any law or policy, breach of the terms of this Agreement, bankruptcy or insolvency of CSO, or allegations of child abuse, neglect or sexual impropriety, District may immediately suspend or terminate this Agreement. Upon receipt of any notice of termination or suspension for cause, The CSO shall immediately cease all services hereunder, unless the notice provides otherwise, or except such as specifically approved by District. Upon suspension of this agreement, the CSO will be subject to additional fees according to the District Master Fee Schedule until suspension of the agreement has been lifted. Upon termination or expiration of this agreement, any outside user groups must have prior approval from the District to use or continue to use District property.

The CSO, after the completion of the term of this Agreement, or upon termination of this Agreement, shall leave all District owned equipment or property in its original working condition and shall restore all real property to its prior condition except to leave all permanent fixtures that may have been installed on any District property.

RENEWAL OF AGREEMENT

After the completion of the initial term of the agreement, the CSO may submit a request to renew the agreement for an additional 3-year term no later than ninety (90) days prior to the end of the current agreement. Renewal requests may be granted at the sole discretion of the District Board. Requests for renewal must include the following:

1. Current Year Annual Update Form

2. Most recent IRS Form 990
3. Current approved Bylaws

FIELD/FACILITY USE

1. The CSO understands that all field/facility reservations are solely for the sport fields/facilities during practice, games and tournaments/events. Games shall be played at assigned fields/facilities per the Field Facility Allocation and Use (FFAU) process. Additional tournaments, events or post season practice and play need to be proposed during the FFAU process and approved, in writing, by the District. CSO's will be allowed reserved use of District facilities, as outlined in Attachment A - FFAU Schedule. The FFAU must be received by District Staff within the FFAU Schedule to reserve a sports complex or park for tournaments, games, practices, meets, matches and/or special events. Facilities and fields may be closed for rest and renovation at various times throughout the year. Such closures will be announced during the FFAU Process and can be seen in Attachment B - Approximate Field/Facility Closure Dates.
2. It is mandatory that Field/Facility Coordinators, the President, Vice-President and/or any other significant/essential members of the CSO complete the FFAU by the District assigned due date in order to plan for the use of the facilities for the upcoming season/year. Failure to complete the FFAU Process may result in loss of field/facility space.
 - a. FFAU reservations will only be accepted if the FFAU packet is complete with the non-refundable processing fee.
 - b. If the FFAU is late the District will charge \$25 per business day that the FFAU is late.
 - c. If the CSO chooses to make any alterations to the approved FFAU:
 - i. CSO may add or alter the facility:
 1. Ten days prior to the date: If the District can accommodate, CSO will be charged at the District approved CSO charge rate listed in Reservation Fees Section 1.
 2. Nine or less days prior to the date: If the District can accommodate, CSO will be charged at the Approved Fee Schedule Class 1 rate.
 - ii. CSO may remove:
 1. Ten days prior to the date: If the District can accommodate, dates/times will be removed and CSO will not be charged.
 2. Nine or less days prior to the date: CSO will be charged at the District approved CSO charge rate listed in Reservation Fees Section 1.
3. The District reserves the right to cancel or suspend facility or field use permits for games, practices, and other uses whenever field/facility conditions could result in injury to players or damage to the fields/facility. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions,

including but not limited to, heavy rains, smog alerts, fire, emergency situations, and wind or pesticide application.

4. All games and practices shall take place between the hours of 8:00AM and 10:00PM, unless approved by District with prior written approval.
5. Tournaments take precedence over practice and league play in terms of playability during the winter period (November 1 through March 15) as outlined in the sports turf policy. League play takes precedence over practice.
6. CSO's are required to hold an annual training with coaches, and volunteers to review and enforce the District's Turf Policy and Field Lining process per space usage.
7. The CSO agrees to clean up debris/trash in and around the reserved facility on a daily basis. District shall charge the CSO the approved fee(s) per the fee schedule hourly rate for a District staff or designee to clean up debris found to be over and above normal usage.
8. The District shall prepare rented space as follows per CSO space usage:
 - a. All fields into playable condition for tournaments and/or seasonal play.
 - b. Aquatic Center meets swimmable conditions for practices/meets.
 - c. Gymnasiums are with a partnership with Pleasant Valley School District (PVSD) and if CSO sees any issues during the reserved time the District will work with PVSD.
9. The CSO shall be responsible for: limited field preparation, including, but not limited to; dragging, watering, field lining, etc., for the duration of this agreement, unless otherwise specified in writing.
10. Any additional field/facility maintenance issues requested by the CSO which may include, but may not be limited to, field renovations, soil additions, portable fences, storage areas, mowing, fence repair, moving of District property, etc. must be submitted in writing with a minimum of a 60-day notice, to the District's General Manager. CSO will be responsible for the cost for materials and District Staff or designee time and/or the entire cost of an outside vendor to perform any request.
11. Alterations to Facility.

No alterations or improvements to the Field/Facility shall be made or constructed by CSO, without the advance written consent of the District's General Manager or their designee. Consent may be withheld by the District in its sole discretion.

Should the CSO wish to make any facility improvements to District property they must follow the Districts' processes and procedures found in Attachment E.

The cost of any and all alterations or improvements to the field/facility during the term of this Agreement (including but not limited to the preparation and submission of plans and drawings, timelines, construction, insurance, and bonds) shall be the sole responsibility of the CSO.

Prior to any such work, the CSO shall submit to the District for review plans, specifications and drawings detailing the proposed work/project. The plans, specifications and drawings shall be submitted in a form satisfactory to the District staff. The District, in its sole discretion, may require the CSO to make changes to the plans, specifications or drawings. Although the District, in such event, may review, require changes to, and ultimately in its sole discretion approve such plans, specifications and drawings, the District shall bear no liability or responsibility whatever for the plans, specifications or drawings. The CSO expressly agrees to indemnify the District for any claims in connection with such alterations or improvements relating to the payment of prevailing wages.

As a condition to receiving approval to make such alterations or improvements to the Facility, the CSO shall provide the District with: (a) payment and performance bonds equal to one hundred percent (100%) of the estimated cost of the work; and (b) liability insurance coverage in scope, amount and form as required by District. The CSO shall additionally comply with any other conditions imposed by the District or otherwise required by law related to the installation of alterations and improvements and the work to be performed, including but not limited to: (a) any and all laws, ordinances, rules, regulations, requirements and permit conditions imposed by the County of Ventura Department of Airports, the Federal Aviation Administration and the City of Camarillo, given the proximity of the Facility to the Camarillo Airport, and (b) (if applicable) the payment of prevailing wages. Upon receiving approval, the CSO shall diligently execute the work to completion. The CSO shall procure from all contractors, subcontractors and materials suppliers full and unconditional releases of any liens or claims against the Facility associated with work performed or materials supplied.

12. No oversized or personal vehicle shall be driven or parked on District fields without the express written consent of District staff.
13. District facilities are intended for use by the entire community and although the CSO is being granted reserved use of designated facilities for practices and games, it must be understood that cooperative use of District facilities by the CSO, District Sponsored Programs and the community is expected.
14. At no time shall the CSO sublet District property for any reason to include monetary gain, or use for bargaining, trade for services, or other agreements with any Organization, Business, sports groups, agencies, or teams.
15. A CSO that operates a Snack Bar shall comply with Attachment K – Snack Bar Agreement.
16. CSO's may reserve District classrooms or facilities with no charge at the following locations: Pleasant Valley Fields East Meeting Room and Skyway Room at Freedom Park. Reservations taking place at a different location will be charged at either the Class 1 Rate (CSO Rate) or the Class 2 Rate (Non-Profit Rate) as outlined in the District's Fee Schedule. These reservations will follow the District's General Use and District's Ordinance 8 outlined processes.

INSURANCE AND INDEMNIFICATION

1. Liability Insurance: CSO shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement including any extension thereof, the following policies of insurance. Evidence of Coverage requirements provided in Attachment “M” – Liability Insurance Requirements

- a) **Commercial General Liability Insurance:** A policy of commercial general liability insurance using Insurance Services Office “Commercial General Liability” policy form CG 00 01, covering CGL on an “occurrence” basis, including products and completed operations. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$2,000,000 per occurrence for all covered losses and no less than \$4,000,000 general aggregate and no less than \$4,000,000 for products/completed operations aggregate.
- b) **Automotive Insurance:** A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.
- c) **Workers’ Compensation Insurance:** A policy of workers’ compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer’s liability limits no less than \$1,000,000 per accident for all covered losses.
- d) **Sexual Abuse and Molestation (SAM):** If the CGL policy is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a SAM policy covering with a limit no less than \$1,000,000 per occurrence or claim.

The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted. In the event any of said policies of insurance are cancelled or amended, CSO shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section to the District’s Manager. If a copy of the insurance certificate is not on file prior to the commencement of the term of this Agreement, the District may deny CSO access to the Property. CSO agrees that the provisions of this Section shall not be construed as limiting in any way the extent to which CSO may be held responsible for the payment of damages to any persons or property resulting from CSO’s activities or the activities of any person or persons for which CSO is otherwise responsible. All of the above policies of insurance shall be primary insurance. The general liability policy shall waive all rights of subrogation and contribution it may have against the District and the District’s Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. Failure on the part of Provider, or any of its subcontractors, to procure or maintain required insurance shall constitute a material breach of contract under which the District may immediately terminate this Agreement. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders’ Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best’s Key Rating Guide, unless otherwise approved by the District’s self-insurance pool.

Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally

provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the CSO maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the CSO. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to District.

The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

2. Renter's Insurance: If the CSO stores equipment or materials on District property or within District facilities, the CSO shall provide evidence of renter's insurance to the District evidencing coverage in an amount not less than the replacement value of the equipment/materials so stored. The District is not responsible for any damage or theft of any CSO owned property stored on District property.

Storage areas are listed per CSO:

1. PV Fields Storage middle and east (AYSO)
2. PV Fields Storage middle and west (Eagles)
3. Bob Kildee Park six (6) Storage Containers and area in Aquatic Center (CPBA)
4. Freedom Park Sheds – two (2) by Field 2 and Field 4, one (1) by Field 1, Field 4 and Field 6 (CPBA)
5. Liberty Building (CPBA)
6. Mission Oaks Park Storage near Field 1 (CGSA)
7. Aquatic Center Office and Storage Room (PVST)

3. Indemnification: By giving the consent set forth herein, CSO shall defend, indemnify, and hold harmless the District, its officers, employees, volunteers, and agents ("District Parties") from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including actual or alleged claims, causes of action, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the CSO's use or occupancy of property controlled by the District, unless such claims are solely caused by the gross negligence or willful misconduct of District and/or District Parties. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement to the District and the District's Parties for all legal expenses and costs incurred by each of them. CSO's obligation shall not be restricted to insurance or self-insurance proceeds, if any, received by the District or the District's Parties.

CSO's shall provide the District with a signed Facility Use Agreement – Attachment F as required by the District insurance provider California Association of Parks and Recreation indemnity (CAPRI). This document will need to be signed and adhered to by the CSO.

SAFETY & SECURITY

1. The CSO must complete a monthly Accident/Incident report log (Attachment G) for any participants, spectators, volunteers, umpires, referees, or paid staff that has a

minor accident or injury during the CSO's reserved times. Any accident which requires medical attention, hospitalization, etc. should be reported within 24 hours. For any accidents that may reflect in any claims against the District, or if there is any facility damage resulting from an accident, the District requires a copy of the completed form within 72 hours of the accident/incident of when the CSO is first alerted.

2. Community Service Organization CSO agrees to notify District of any facility damage, repairs needed, vandalism, suspicious activity, etc., within 24 hours. Emergency issues may be called in to the District and followed up in writing.
3. Concession sales by outside vendors or proprietors on any park facility hosted by the CSO, or other sub-contractor, must be approved in advance by the District's General Manager or designee and must comply with all District requirements and/or policies. Concessions must meet all District, City of Camarillo, and Ventura County Health Department licensing, liability, and safety codes. Vendors with electrical cords must have them covered. Vendors with generators must be placed on non-flammable protective surfacing to contain all spills and also protect from damaging District property. Turf tarps for vendors must comply with the Turf Policy (prior written approval six (6) weeks in advance and made of breathable material).
4. CSO's shall develop and implement an Inclement Weather, Emergency Action, and Heat Illness Prevention Plan (Attachment H) that gives directions to CSO officials, parents, umpires, and players what to do during a storm, natural disaster or situation that may put some or all individuals in harm's way. These documents shall be given to the District on an annual basis and/or each time this agreement is renewed as a reference to have on file.
5. CSO shall comply and ensure all participants comply with AB 2007 which requires "[a] youth sports organization that elects to offer an athletic program" to comply with all of the following in Attachment I – AB 2007 Concussions and other head injuries. A letter must be submitted each year to the District reflecting that the CSO has complied.
6. CSO shall comply and ensure all participants comply with AB1 which provides that "(1) Youth football's highest priority is the safety and well-being of its participants. California children must have the right to be protected with safe youth football standards and practices empowering parents to make informed choices regarding the elected activities of their children." Compliance must be submitted each year to the District reflecting that the CSO has complied. Reference Attachment J – AB1 AB 1, Cooper. Youth athletics: California Youth Football Act.
7. The CSO is responsible for patrol, control and supervision of spectators and participants at CSO events, including making sure park rules, regulations, and policies are adhered to. Failure of league officials to control parents, volunteers, participants, and visitors is sufficient reason to cancel, at any time, approved use of District facilities by the CSO.

COACHES AND VOLUNTEERS

CSO's must ensure all administrators, employees and regular volunteers have completed training in child abuse and neglect identification and reporting and completed all fingerprinting and/or perform adequate background screening required pursuant to Business and Professions Code Section 18975. The CSO shall provide the District with a letter on an annual basis stating they are in compliance with the foregoing and describing the screening process used (for example, LiveScan)

CSO acknowledges that they have been provided with a copy of Penal Code Sections 11165.7 and 11166, attached hereto as Attachment L, regarding CSO's duty to report any suspected or known child abuse or neglect. CSO acknowledges that they have read and understand this information and agree to comply with this mandatory reporting requirement.

RESERVATION FEES

1. The CSO agrees to pay:
 - a. ____ per hour of facility/field use for July 1, 2023, to June 30, 2024.
 - b. ____ per hour of facility/field use for July 1, 2024, to June 30, 2025.
 - c. ____ per hour of facility/field use for July 1, 2025, to June 30, 2026.
 - d. Other District Fees as applicable include but not limited to Staffing, Sport Lighting, Storage area fees, FFAU, reservations not on approved facility/field and any other late or reservation fees outlined in the FFAU procedure.
2. All fees are due within 30 days of receiving the invoice from the District.
 - a. If not received by 45 days a late fee per District Fee Schedule will be applied. In addition, an additional late fee will be applied for every month thereafter that payment remains outstanding. It may also result in loss of field/facility privileges.
3. These fees will be reviewed annually (or as directed by the Board) and are subject to increases per the District Approve Fee Schedule.
4. CSO's with a snack bar agreement will comply with and refer to Attachment K – Snack Bar Agreement.

ADVERTISING

1. CSO's receive a complimentary 1/12 page size ad in the District's Activity Guide. If they would like to place a larger ad they may purchase it per the fee outlined on the District's website.
2. The CSO shall not erect any advertising signage, sponsor banners, etc. on District property without express written permission of the District. All advertising signage shall be consistent with District guidelines, ordinances, and policies as well as the City of Camarillo's Codes and Ordinances. If approved, CSO's shall provide the District with a proof of the signage and installation/removal dates.

PROGRAMMING

1. The CSO shall provide the District with a FFAU which should contain the entire season's practices, games, and tournament schedule. Re-scheduled games need to be submitted in writing to the District. Any changes or additions submitted less than 10 days' notice, may result in additional costs.
2. Field/Facility Coordinators, Coaches, the President and/or any other significant/essential members of the CSO's must meet with District staff during the FFAU process to review facility issues and processes. CSO's shall restore each facility utilized during the season back to an acceptable condition and agrees to reimburse the District for facility damage that is a direct result of that CSO's facility use.
3. A fee will be required per the District's Fee Schedule, to open or close a District facility outside of business hours, before 6:00am and after 10:00pm.

ADMINISTRATIVE

1. CSO's shall provide an Annual Update Sheet, Tax Form 990 and Organization Bylaws to the District as part of the packet for the annual review by the District. Packet should be complete, accurate, and provide transparency for the public and is due to the District by September 1st of each year.
2. If completed packets are not received by the District by September 30th, this Agreement may be suspended until all documentation has been received and approved.
3. CSO's are required to pay for sport fields, parks and sports lighting per the District Fee Schedule and applicable staffing fees should any be incurred. CSO's shall be responsible for all costs associated with the use of facilities not owned by the District such as: Pleasant Valley School District, Oxnard Union High School District, etc. Light schedules shall be submitted to District Staff on a weekly basis by the CSO.
4. CSO's shall submit a copy of non-profit status, or tax filing status, such as ESCORP, LLC, etc. to District staff upon renewal of this agreement.
5. Any items not specifically mentioned will be governed by Ordinance 8, the General Use Policy and/or other District Policies.
6. **Use of photographs and video.** The CSO consents to and grants the District the right, without fees, to make and use video tape/digital, etc. recordings and still photographs of programs, classes and competitions of participants, spectators (including minor children) and facility employees and volunteers. If photographs/videos are taken of person(s) a District Photography waiver will be provided to be signed before a photograph/video are used in District promotional materials. The District still reserves the right to take photographs/videos where person(s) identity/likeness is unrecognizable without a waiver. The CSO waives any right to review or approve the finished product or the use to which it may be applied.
7. **Relationship of Parties:** The relationship of the CSO to the District under this

Agreement will be that of an independent agency using District property for the operation of CSO's agreed use of facility. The CSO will have no right to obligate the District in any manner whatsoever. The CSO is and will be responsible for performance of the obligations assumed by the CSO under this Agreement. All personnel employed in connection with CSO's use and operation of the Facility will be employees or independent contractors of CSO, and they will have no employment relationship with District. The CSO will be solely responsible for all matters concerning the employment of such individuals, including, but not limited to, the hiring, promoting, supervision, training, discharge, and compensation of such personnel. The CSO will be solely responsible for establishing policies and procedures within the organization by-laws relating to the employment of such personnel.

Notwithstanding the forgoing, the CSO will not discriminate against any employee/volunteer/patron because of race, creed, color, age, sex, sexual orientation, marital status, national origin, or handicap or disability. Such action shall include, but not be limited to, the following: employment, upgrading, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or determination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Licenses, Permits, Fees, and Assessments. CSO will obtain and keep on full force and effect at its sole cost and expense, such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement. The CSO will have the sole obligation to pay for any fees, assessments, and taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Operator's performance of the services required by this Agreement; and will indemnify, defend and hold harmless District against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against District hereunder. All such licenses, permits, consents, and authorizations will be in the name of the CSO.

The CSO covenants state that it shall take all actions necessary to establish and remain an organization in good standing and shall comply with all applicable California law related thereto.

8. **Compliance with Laws.** The CSO will be solely responsible for giving all notices and complying with any and all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority relating to the CSO's work, including but not limited to those relating to copyright, trademark, or other intellectual property matters.
9. **Alcohol and Drugs.** At no time shall CSO or any persons thereof sell, give away, or allow the consumption of alcohol, tobacco, or drugs on property of District.
10. **Recitals.** The foregoing Recitals are incorporated herein by reference as if fully set forth.
11. **Corporate Authority.** The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they

are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

12. THE CSO ACCEPTS RESPONSIBILITY FOR ALL APPLICABLE CONDITIONS, AS WELL AS ALL DISTRICT RULES AND REGULATIONS NOT LISTED IN THIS AGREEMENT. THE CSO ASSUMES ALL RISK FOR LOSS, DAMAGE, LIABILITY, INJURY, COST OR EXPENSE THAT MAY ARISE DURING, OR BE CAUSED IN ANY WAY BY SUCH USE OR OCCUPANCY OF DISTRICT FACILITIES.

13. CSO SHALL, TO THE FULLEST EXTENT PERMITTED BY LAW, SAVE DEFEND (BY COUNSEL ACCEPTABLE TO DISTRICT) AND HOLD THE DISTRICT, IT'S DIRECTOR'S, AGENTS AND EMPLOYEES FREE AND HARMLESS FROM ANY LOSS, CLAIMS AND LIABILITY FOR DAMAGES AND/OR INJURIES TO PERSONS AND PROPERTY, INCLUDING INJURY TO ORGANIZATION'S PARTICIPANTS OR DAMAGE TO ORGANIZATION'S PROPERTY THAT IN ANY WAY ARISE FROM OR ARE CAUSED BY CSO USE OR OCCUPANCY OF DISTRICT FACILITIES.

14. **Attachments:**

- A. FFAU Schedule
- B. Field Closure Dates (approximate dates)
- C. Field Facility Allocation and Use Process
- D. Field Lining Procedure
- E. Alterations to District Facilities
- F. Facility Use Agreement
- G. Incident/Accident Report Log
- H. Emergency Action Plan, Heat Illness Prevention Plan, and Inclement Weather Plan
- I. AB2007 Concussion or other head injuries
- J. AB 1 California Football Act
- K. Snack Bar Agreement
- L. Penal Code Sections 11165.7 and 11166
- M. Liability Insurance Requirements

(Signatures Continue on last page after Attachments)

ATTACHMENT A FFAU TIMELINE

Dates of Reservations	PVRPD Notifies User groups of Blackout Dates for Spring/Fall Season	Step 1		Step 2	Step 3	Step 4		Step 5	Step 6	Step 7
		Initial Allocation Request Process Opens	Initial Allocation Request Process Closes	Initial Allocation Request Processing Time/ User Groups Notification of Allocation	User Group Allocation Meetings/ Notification of Remaining Field/Facility Availability	Secondary Allocation Request Process Opens (optional User Group Discretion)	Secondary Allocation Request Process Closes	Secondary Allocation Request Processing Time/ User groups Notification of Allocation	User group Allocation Meetings (optional User Group Discretion)	User group Appeal of Allocation Decisions (Optional)
Spring Season (Jan 1 - Jun 30)	2nd Week in May	June 1 @8:00am	Last Friday in June @5pm	1st week in July	2nd Week in July	3rd Monday in July @ 8:00am	3rd Friday in July @5:00pm	4th Week in July	Last week in July	Anytime User Group Discretion
Fall Season (Jul 1 - Dec 31)	2nd Week in November	December 1 @8:00am	Last Friday in December @5pm	1st week in January	2nd Week in January	3rd Monday in January @ 8:00am	3rd Friday in January @5:00pm	4th Week in January	Last week in January	Anytime User Group Discretion

There are no additional allocation request opportunities after secondary request(s) have been processed, allocated, and reviewed between the District and the User Group (Steps 4-6). Reservation requests that are made within 10 days of the desired date of the reservation will result in a payment of the administration fee, hourly rate of the field, hourly use of the lights and any additional fees if needed.



ATTACHMENT B

Approximate Field/Facility Closure Dates

PV Fields Soccer Zones

Mid – March to end of April

3rd week of June to 4th week of July

Thanksgiving week to end of the year

Freedom Baseball Fields

Second week of December to mid-January

August 1 to Thursday before Labor Day weekend

Various weekdays during fall season

Bob Kildee

Third week of December to early-January

Mission Oaks

4th week of November to early January

Pleasant Valley Aquatic Center

End of August – Labor Day (approximately two (2) weeks)

Fourth of July, Thanksgiving, Christmas, and New Years holidays

ATTACHMENT C
FIELD FACILITY ALLOCATION AND USE PROCESS



PLEASANT VALLEY RECREATION AND PARK DISTRICT FIELD AND FACILITY ALLOCATION AND USE PROCESS

Introduction

The Pleasant Valley Recreation and Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, the Aquatic Center, Senior Center, and other facilities, to organizations and the public for sports, cultural, social, and recreational activities and programs. The purpose of this process is to outline allocation priorities and procedures for the permitted use of District fields and facilities. The priorities set forth in this document will assist staff in allocating fields and facilities fairly and equitably. The District may charge to recover public costs to operate, maintain, supervise, and administer the use of parks and sports facilities.

The District will monitor proper use of allocations and permits with priority given in the following order: District programming, Community Service Organizations, resident organizations, in-District residents, and all other requests. This process does not outline the process for designation as a Community Service Group. For information on this process, please refer to the Community Service Organizations Application Form.

Requests for single-use field or facility rentals, tournaments, special events, additional use or programs not covered by the Field and Facility Allocation and Use Process, Ordinance 8, or the General Use Policy should be addressed in writing to the District.

Statement of Philosophy

The Pleasant Valley Recreation and Park District is dedicated to creating partnerships with local community organizations to ensure ample opportunity to participate in recreation and sports at various ability levels. The primary role in these partnerships is to provide athletic opportunities and to make certain District fields and facilities remain safe and of the highest quality. The permitting and allocation process provides an organization the exclusive use of a designated field or facility at a designated time, to the exclusion of all others. The objective of this process is to create clear written allocation procedures, policies, and guidelines that:

- Fairly distribute available fields and facilities to meet the current and future needs of the District, Community Service Organizations, resident organizations, District

residents, and out-of-District User Groups

- Allocate any surplus fields and facilities to meet additional requests and/or new needs
- Incorporate “recovery periods” to maintain high quality and safe field and facility conditions

Definition of Terms

Community Service Organization- shall mean an organization that performs a service for the benefit of the public, is approved by the Pleasant Valley Recreation and Park District, and the Organization resides within the District boundaries. These activities are not part of the District programs/classes.

District- shall mean the Pleasant Valley Recreation and Park District and/or all land managed by the Pleasant Valley Recreation and Park District.

Field and/or Facility Modifications- shall mean changing or altering fields, facilities, parking lots, snack bars, and storage areas owned and managed by the Pleasant Valley Recreation and Park District.

General Use Policy- shall mean the procedures used in application of District policy.

In-District Resident- shall mean any person who resides within the boundaries of the District.

Ordinance 8- shall mean the provisions and rules governing the Pleasant Valley Recreation and Park District, to include use of parks, recreation areas, and facilities in order that all person may enjoy and make use of such parks and buildings and to protect the rights of all concerned.

Out-of-District/Non-Resident- shall mean any person, group, organization, association, partnership, firm, entity, or corporation that resides outside the District’s boundaries.

Primary Season- shall mean the first day of tryouts, practice, and/or games for that sport and will conclude with the final day of competition in that sport and is maximum of twelve weeks. End of season playoffs/tournaments are to include only those teams which participated in the primary season.

Resident Organization- shall mean public and private educational, service and civic groups and non-profit organizations with members who reside within the District when such groups are located within the District and providing programs open to the public with a primary purpose of recreation and/or youth sports.

Secondary Season- shall mean an alternative season other than the primary season and must not exceed the same number of weeks as the primary season in that sport. End of season playoffs/tournaments are to include only those teams which participated in the secondary season.

Select Programming- shall mean programming that: 1. has a competitive component that “cuts” or places players based on skill level; or 2. registration not open to all; or 3. uses paid trainers or coaches.

Sports Fields and Facilities- shall mean the fields and facilities at Bob Kildee Community Park, Freedom Park, Mission Oaks Park, Pleasant Valley Fields, Monte Vista Gym, and Pleasant Valley Aquatic Center.

Tournament- shall mean any organized series of games, contests, or invitational events that make up a single unit of competition, between a number of competitors or teams, who compete for an overall prize. This excludes any end-of-season championship for primary and/or secondary seasons.

User Group- shall mean any organization or group of people that have reserved a park space, field, or facility for a single activity or multiple activities at a specific location and time. User Group covers all Classification designations in this process.

User Group Classifications (“Class”)- shall mean the District priority ranking for user groups based on District-approved Ordinance(s) and the General Use Policy.

Classifications of User Groups

A User Group’s classification determines their priority for field allocation. This classification is determined in the District’s General Use Policy.

Class	Class Designation	Additional Class Description
0	Pleasant Valley Recreation & Park District	All District activities
1	Community Service Organization	Community Service Organization as approved by the Board of Directors.
2	Resident Organizations	Local school districts, governmental agencies, and non-profit organization.
3	In-District Residents	
4	Out-of-District or Non-Residents	

The District reserves the right to change and/or modify these classifications.

Sport Priority by Season

For the purposes of the process, the sport in season shall have the priority for any allocation request(s) related to the season in question. The list below is in alphabetical order and does not constitute priority between sports. The lists below are not inclusive of all requested sports.

Spring Season Sport Priority
Baseball
Softball

Fall Season Sport Priority
Football
Soccer
Basketball

Sports Fields Hours of Operation

Monday through Friday: 8:00 a.m. – 10:00p.m.

Saturday: 8:00 a.m. – 10:00 p.m.

Sunday: 8:00 a.m. – 10:00 p.m.

Hours outside of the normal hours of operation may be requested as part of the allocation process.

Field hours are at the discretion of the District and field conditions. All User Groups must have a copy of their permit available upon request by District staff.

Field and Facility Allocation Process

In creating a fair and equitable process for allocation of fields and facilities, the following timelines will be utilized as part of the submission process in determining allocation of fields/facilities. Exact dates for all items below can be found in Attachment C. Applications are available online and will be emailed to Community Service Organizations on the first day the allocation request process opens.

Application packets must be submitted in person at the District Office before the deadline. Application packets are not accepted electronically.

User Groups must submit information as one complete application packet. Incomplete application packets will not be accepted.

Allocation Request Timeline and Process:

6 Month FFAU Timeline

Dates of Reservations	PVRPD Notifies User groups of Blackout Dates for Spring/Fall Season	Step 1		Step 2	Step 3	Step 4		Step 5	Step 6	Step 7
		Initial Allocation Request Process Opens	Initial Allocation Request Process Closes	Initial Allocation Request Processing Time/ User Groups Notification of Allocation	User Group Allocation Meetings/Notification of Remaining Field/Facility Availability	Secondary Allocation Request Process (optional User Group Discretion)	Secondary Allocation Request Process Closes	Secondary Allocation Request Processing Time/User groups Notification of Allocation	User group Allocation Meetings (optional User Group Discretion)	User group Appeal of Allocation Decisions (Optional)
Spring Season (Jan 1 - Jun 30)	2nd Week in May	June 1 @8:00am	Last Friday in June @5pm	1st week in July	2nd Week in July	3rd Monday in July @ 8:00am	3rd Friday in July @5:00pm	4th Week in July	Last week in July	Anytime User Group Discretion
Fall Season (Jul 1 - Dec 31)	2nd Week in November	December 1 @8:00am	Last Friday in December @5pm	1st week in January	2nd Week in January	3rd Monday in January @ 8:00am	3rd Friday in January @5:00pm	4th Week in January	Last week in January	Anytime User Group Discretion

Allocation timeline is at the discretion of the District. Completed application packets received by the deadline will be processed in the first round of allocations. Submittal of required items listed below does not constitute approval of field use; however, every effort will be made to accommodate User Group requests.

Required items to be submitted with the allocation request:

1. A completed and signed Pleasant Valley Recreation and Park District Field and Facility Allocation and Use Process - Allocation Request Form (Attachment B)
2. \$100.00 Application Fee (per allocation request, per season)
 - a. Secondary Allocation Requests as part of the Initial Allocation Requests do not require additional fees
3. A copy of insurance meeting all requirements found in the General Use Policy
4. Scheduled allocation review meeting(s) with District staff (Attachment C) (Optional)
5. Signed acknowledgement of Field and Facility Allocation and Use Process
6. A copy of the User Groups IRS Letter of Determination (if applicable)
7. Previous calendar years' roster data for the organization

As a courtesy to User Groups, the District will provide a list of unavailable dates/times no less than twenty-one (21) days prior to the start of the Allocation Request process. A checklist of required items is attached to this process (Attachment A).

Application packets will be processed according to:

1. Completed application packets (Items 1-7)
2. Field and facility availability
3. User Group classifications

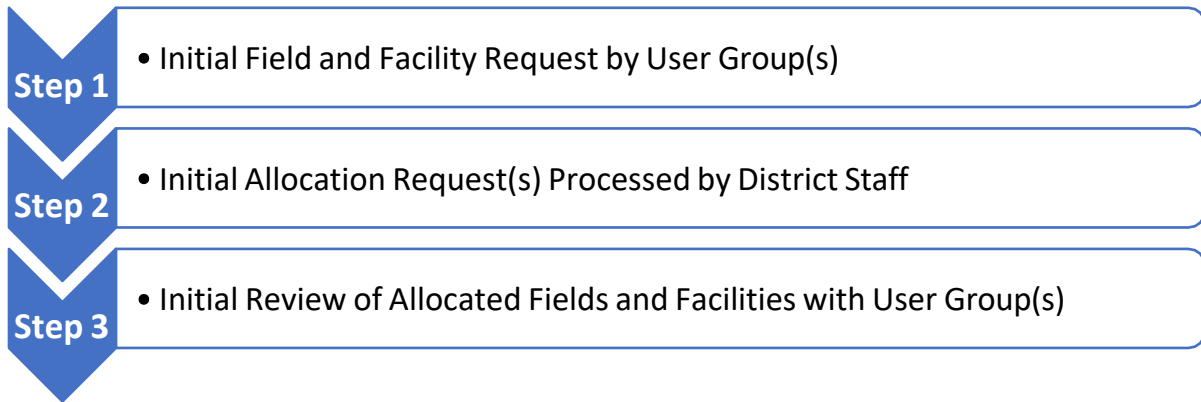
The District recognizes there may be conflicts for space and time that arise from this process.

Conflicts on any location/day/time will be resolved utilizing the following methods, in order:

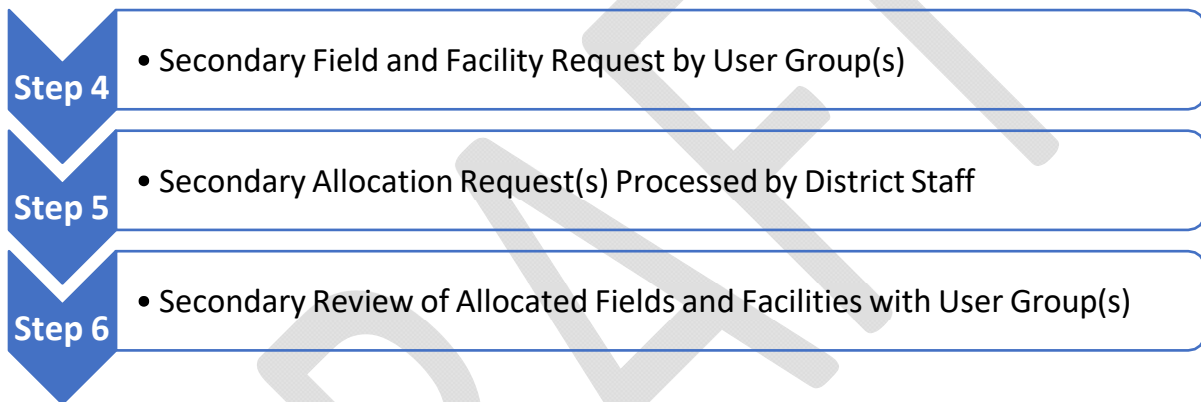
1. User Groups self-mediate to determine a fair and amicable solution
2. History of facility use between conflicting user groups
 - a. Primary season/ primary facility for sport in question
 - b. Order of priority:
 - i. league practice or game
 - ii. tournament use
 - iii. camps/clinics
 - iv. showcase events
 - v. rain make-ups
 - vi. other/misc.
3. Random draw for priority use
 - a. Any conflict resolved through random draw shall be reversed in subsequent years.

The District reserves the right to schedule fields and facilities in accordance with the greatest benefit to the general public and/or the District.

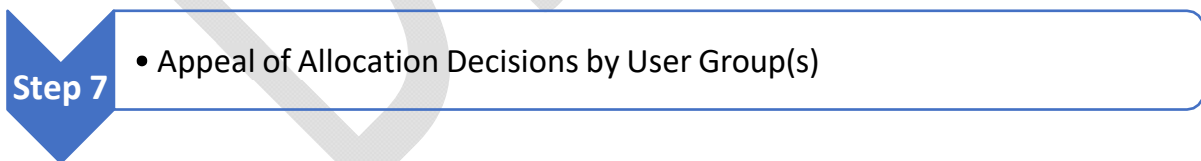
Any initial FFAU request by a user group that is turned in after the deadline date will be subject to a \$25 per business day late fee. Example, if the due date is December 30 and the District receives it on January 4, we wouldn't count the holiday or weekend days, but business days would be charged at \$25 per day. This doesn't include the FFAU fee.



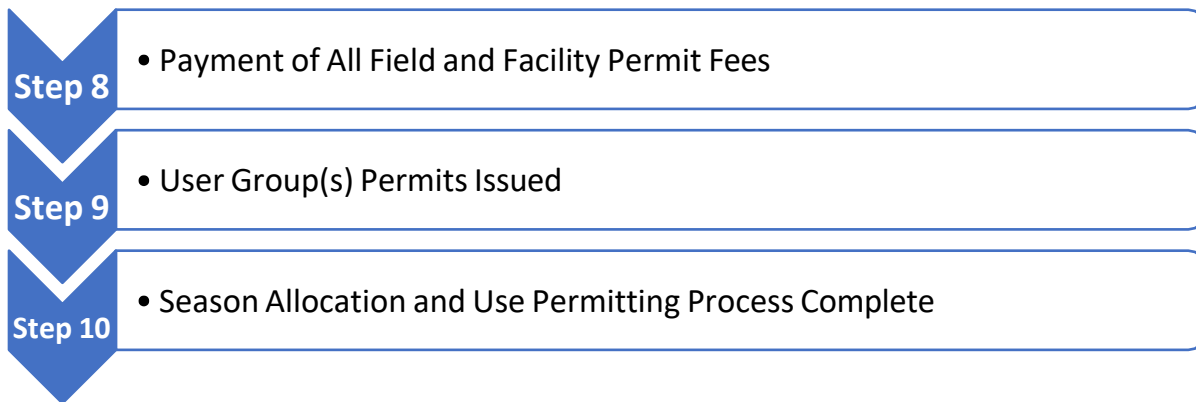
After the initial request(s) have been processed, allocated, and reviewed between the District and the User Group (Steps 1-3), any User Group may submit additional field and facility requests. All applications received after the initial allocation request deadlines will be processed as part of the secondary allocation process.



Reservation request that are made within 10 days of the desired date of the reservation will result in a payment of the administrative fee, the fee schedule Community Service Organization rate, possible hourly use of lights, and any additional applicable fees.



Any User Group may appeal (Step 7) the allocation decision of District staff. The appeal process is outlined in Section 110 of Ordinance 8.



After appeals by User Groups, the District shall provide an invoice for all fees associated with allocation of the field or facility. Payment of these fees (Step 8) is required before issuance of permit(s) for use (Step 9).

User Groups requesting rain makeup dates shall provide the District with this information in the “Notes” section of Attachment B. The District shall make every effort to accommodate rain make-up requests.

Any fields or facilities not allocated as part of this process shall be available on a first-come, first-serve basis to any User Group, organization, or individual as a rental at the approved fee schedule rate.

Payment for fields or facilities reserved as part of the Field and Facility Allocation and Use process must be paid prior to issuance of a permit for use (Step 8).

Field and Facility Fees

Pleasant Valley Recreation and Park District approved Fee Schedule can be found on the Districts’ website.

Maintenance Operations

Turf Preservation

It is the goal of the District that fields and facilities remain safe and of the highest quality. Guidelines for preservation of turf:

- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. User Groups should rotate use of areas and when possible, stay off fringe or bare areas to limit erosion and further damage.
- User Group should notify the District of any turf divots found while using fields.
- Tarps may only be placed on the turf with prior written approval and at the direction of District staff. Turf covering must be made of a breathable material.
- Fields may not be used during or after a heavy rain, when fields are wet or muddy, or when closed by the District.
- Soccer practices may not take place on the infield area of a softball or baseball diamond.
- No vehicles are allowed on District property, other than parking lots, without prior written permission noted on the permit issued by District.

Sports Field Lining/Marking

- Lining of District fields is prohibited without prior written approval on the field use permit.
- Lining must be coordinated with District staff.
- Line colors must be approved by District.
- Burning lines on the District fields is prohibited.
- Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs for all damages occurring to the facility and termination of field use permit.

Field and Facility Closures

The District closes fields and facilities annually for scheduled maintenance and rest. Field and facility closure schedules and duration varies dependent on individual field and facility needs. The District reserves the right to schedule maintenance in an emergency or as needed to provide a safe environment for all users.

Field and/or Facility Modifications

All requests for modification or improvement to District fields or facilities must be submitted in writing to the District. All requests will be reviewed by District staff. The field or facility modification request review process may take a minimum of six (6) weeks.

Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to District Ordinance 8 or General Use Policy.

Inclement Weather

The Pleasant Valley Recreation and Park District reserves the right to cancel or suspend field or facility use permits when conditions could result in injury or cause damage to the District property. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, smoke, extreme heat, maintenance issues, lightening, earthquakes, or other reasons as decided by the District.

During inclement weather District staff will assess the playability of all District-owned and managed fields and facilities. The District's field and facilities condition line will be updated by 2:00pm on inclement weather days. It is the responsibility of the permit holder to obtain status and notify participants. Inclement weather is at the sole discretion of the District.

Field and Facility Violations

The District recognizes that User Groups utilizing fields and facilities may, from time to time, find themselves in situations that may violate District Ordinance 8 or General Use Policy. The District will work with User Groups to correct the issue and have set guidelines for types of violations and resulting administrative actions that may result. Offenses are recorded on a rolling 12-month period.

It is the responsibility of the User Group to ensure all participants, coaches, spectators, and volunteers understand and abide by this process.

First Offense:

District staff will provide a verbal warning to the User Group describing what violation took place and discuss ways to reduce the likelihood of violation taking place in the future. If damage(s) to facility or staff time have occurred, the User Group is responsible for the associated costs. Verbal warning(s) shall be documented for record-keeping purposes.

Second Offense:

District staff will provide a verbal warning to the User Group describing what violation took place and discuss ways to reduce the likelihood of violation taking place in the future. If damage(s) to the field or facility or staff time have occurred, the User Group is responsible for the associated costs. Verbal warning(s) shall be documented for record-keeping purposes.

Third Offense:

District staff will provide a written warning to the User Group describing what violation took place and discuss ways to reduce the likelihood of violation taking place in the future. If damage(s) to the field or facility or staff time have occurred, the User Group is responsible for the associated costs. Written warning(s) shall be documented for record-keeping purposes.

Fourth Offense:

Written notice to the User Group of a three-day suspension of next applicable permit and restitution for any damages to field or facility. Offending User Group will be charged for field and facility rental and staff time at the Class IV rate. Written warning(s) shall be documented for record-keeping purposes.

Fifth Offense:

Written notice to the User Group of a seven-day suspension of next applicable permit and restitution for any damages to field or facility to the specific User Group team in question. Offending User Group will be charged for field and facility rental and staff time at the Class IV rate. Written warning(s) shall be documented for record-keeping purposes.

Sixth and Final Offense:

Written notice to the User Group of termination of any existing permitted field or facility use in the allocation period and relegation of User Group Class designation for next allocation process to the specific User Group team in question. Offending User Group will be charged for field and facility rental and staff time at the Class IV rate. Written warning(s) shall be documented for record-keeping purposes.

Violation examples include, but are not limited to:

1. Use of field of facility without permit.
2. Use of field of facility that has been closed due to inclement weather, safety issues, or maintenance purposes.
3. Use of fields or facility prior to or beyond permitted time.
4. Subletting, loaning, or trading fields or facilities with other User Groups.
5. Non-use of reserved fields or facilities without notifying the District.
6. Driving vehicles on/in fields or facility without written permission noted on permit.
7. Violation of District Ordinance 8 or General Use Policy.

Permit Cancellation

Permits may be cancelled and/or rescheduled at the discretion of the District. Permits cancelled by the District for field closure resulting in loss of use due to inclement weather or emergency maintenance may be rescheduled as availability allows or may be refunded in full.

Permits cancelled by the User Group at least sixty (60) days prior to the permitted use will be refunded in full. Cancellations between fifty-nine (59) and thirty (30) days prior to permitted use will be refunded at the rate of fifty (50) percent. Cancellations less than 30 days prior to the permitted use will not be refunded.

The District may cancel or re-assign use of District fields and facilities for the following reasons, including but not limited to:

1. District maintenance or repairs involving any District field or facility.
2. Concerns related to the health and safety of participants including but not limited to, rain, muddy conditions, smoke and/or smog alerts, extreme heat, maintenance issues, lightning and earthquakes.
3. Non-adherence to Field and Facility Allocation and Use Process or District Ordinance 8 or General Use Policy

The District reserves the right to schedule fields and facilities in accordance with the greatest benefit to the general public and/or the District.

Appeals

An appeal may be submitted in writing to the District within four (4) working days from the decision. This process can be found in the District's Ordinance 8, Section 110. The decision of the General Manager is final.

Acknowledgement

I acknowledge I have read and understand the Field and Facility Allocation and Use Process.

ATTACHMENT D
FIELD LINING PROCEDURE

1. The lining of ball fields (baseball, softball, soccer, etc.) will require District approval prior to performing the work.
2. No lining will take place unless prior approval is received from the General Manager or designee. Organizations will submit for approval, a rendering, drawing, or graphic representation of the proposed fields with dimensions in relationship to the park. This must be submitted with any future or current reservation requests/permits four (4) weeks prior to the league/tournament or event.
3. Upon approval of the rendering, the organization will submit a proposed date and time for lining/marketing of the fields to District Staff.
4. Paint that is made for field marking is required. Level 1 or Level 2 type of paint is required. Level 3 type paint will not be allowed on the turf. A water-based type of marking paint is required.
5. The lines shall be no wider than 4 inches.
6. Every effort will be given to the use of existing common field lines within and/or between multiple users.
7. Soccer Organizations shall move field lines one or two times each season, depending on the wear and at direction of District Staff, to give the referee lines (AR Lines) a chance to grow back during the season.
8. The District's Turf Policy, Ordinance 8, General Use, and all other District policies must be complied with.

ATTACHMENT E
ALTERATIONS TO DISTRICT FACILITIES

Development of Site

During the term of this Agreement, the Premises (field, facilities, District furnishings) may require modification or development to meet the needs of the CSO.

- A. In such event, all costs incurred in such work shall be borne by the CSO without contribution from the District, unless agreed upon in writing by both parties that the District will share in the cost of the work. If the District shares in the cost of the work, CSO understands and agrees that the work will be subject to the payment of prevailing wages and agrees to indemnify and hold the District harmless from any claims, actions, or penalties in connection the failure to properly pay or report prevailing wages.
- B. Plans and specifications for all proposed modifications, improvements and additions shall be submitted to the District for review prior to any work being performed. The District shall review those plans and specifications in a timely manner which shall not exceed 30-days from the date of submittal by the CSO. If either the CSO or the District so requests, a meeting shall be held between representatives of the CSO and the District to resolve problems or clarify matters related to the plans and specifications. If the District finds the plans and specifications to be acceptable, it shall so advise the CSO in writing, and the CSO shall be authorized to perform the modifications, improvements, and additions in accordance with those plans and specifications. If the plans and specifications are not acceptable to the District, the CSO shall be so advised and given the opportunity to modify the plans and specifications or provide new plans and specifications for consideration by the District. Any construction by CSO shall be in strict accordance with all local building codes and requirements. Any project having an estimated value greater than \$25,000 will be required to follow the District's formal bidding procedures.
- C. All modifications, improvements, and additions performed by the CSO shall be completed in strict accordance with the plans and specifications which have been approved by the District, using materials and construction techniques which are consistent with District standards. Construction by the CSO shall be in strict accordance with all local building codes and requirements.
- D. In the event that a temporary or permanent alteration is made by the CSO to the Premises, the CSO shall provide such faithful performance bonds and labor and material bonds as District may reasonably demand. The terms and provisions of the construction contract to accomplish any such alterations shall be subject to the prior written approval of the District General Manager and/or

his or her designee and shall be in strict accordance with all local and state building codes and requirements including prevailing wage and bidding requirements when applicable.

- E. The District reserves for itself the right to inspect all such work. Accordingly, the CSO shall plan and coordinate such work with the District to provide for such inspection. In the event District inspectors determine that work is not being performed in accordance with the plans and specifications, the CSO shall immediately correct such deficiencies in the work and take corrective action to ensure compliance with the plans and specifications. In the event of failure to comply with the plans and the specifications, the District may, at its option, require termination of work on such modification or development, or District may correct such deficiencies and all costs so incurred shall be paid by the CSO within ten (10) days after submission of an itemized statement.
- F. During any modification, improvements or new additions, the CSO shall assign a person to coordinate work being performed with District personnel. Said person shall be knowledgeable in the building trades and in local building codes and requirements. Said person shall be available during the construction period for job site consultation with District staff on a regular, weekly basis, and on an emergency basis to handle any construction problems which may develop.

ATTACHMENT F
FACILITY USE AGREEMENT

PERMIT/FACILITY USE AGREEMENT

RECOMMENDED LANGUAGE FOR INSURANCE RELATED PROVISIONS

A. INDEMNIFICATION

1. The **(USER/RENTER)** shall indemnify, defend, and hold harmless **(DISTRICT)**, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the **(USER/RENTER)**'s use or occupancy of a facility or property controlled by the **(DISTRICT)**, unless solely caused by the gross negligence or willful misconduct of **(DISTRICT)**, its officers, employees, or agents.

B. INSURANCE REQUIREMENTS

1. General liability insurance: The **(USER/RENTER)** shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$2,000,000 per occurrence, \$4,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
 - a. Such insurance shall name **(DISTRICT)**, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The **(USER/RENTER)** shall file certificates of such insurance with the **(DISTRICT)**, which shall be endorsed to provide thirty (30) days' notice to the **(DISTRICT)** of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the **(DISTRICT)** may deny access to the facility.
 - b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the **((DISTRICT))**'s self-insurance pool.

- c. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the **(USER/RENTER)** maintains higher limits than the minimums shown above, the **(DISTRICT)** requires and shall be entitled to coverage for the higher limits maintained by the **(USER/RENTER)**. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to **(DISTRICT)**.

C. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. A **(USER/RENTER)** shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The **(USER/RENTER)** agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The **(USER/RENTER)** further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. **(DISTRICT)** reserves the right to immediately revoke **(USER/RENTER)**'s right to use of the facility under this agreement should **(USER/RENTER)** fail to comply with any provision of this section.

D. FORCE MAJEURE

1. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the **(DISTRICT)** shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The **(USER/RENTER)** waives any right of recovery against **(DISTRICT)** and the **(USER/RENTER)** shall not charge results of "acts of God" to **(DISTRICT)**, its officers, employees, or agents.

Name

Signature

Date

DRAFT

ATTACHMENT G ACCIDENT REPORT

The following Logs will be provided via an Excel workbook and must be submitted by the CSO monthly.

Accident Report Log						
Organization:		Month & Year:				
Please do not insert any participant personal information. If any facility damage occurred, or if the injury was a result of facility issues, please notify the Park Distrit within 3 days of the incident using secondary form provided.						
Date	Time	Location	Age of Participant(s)	Accident Description	Facility damage?	
				Please insert detailed description of what the injury was and how the injury occurred.	Was there any damage to the facility as a result of this accident?	
1/1/2023						
1/2/2023						
1/3/2023						

Accident Report Log - Facility Damage Present					
Organization:		Provide this report to the District within 72 Hours of Accident			
Date	Time	Location	Age of Participant(s)	Accident Description	
				Please insert detailed description of what the injury was and how the injury occurred.	

Facility Damage
Describe in detail the damage that occurred the facility, or if there is damage to the facility that may have impacted the accident. Please provide photos showing where the damage is.

ATTACHMENT H

**EMERGENCY ACTION PLAN, HEAT ILLNESS PREVENTION PLAN AND
INCLEMENT WEATHER PLAN**

DRAFT

ATTACHMENT I

AB 2007 CONCUSSION OR OTHER HEAD INJURIES

An act to add Article 2.5 (commencing with Section 124235) to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, relating to youth athletics.

[Approved by Governor September 23, 2016. Filed with Secretary of State September 23, 2016.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2007, McCarty. Youth athletics: youth sports organizations: concussions or other head injuries.

Existing law requires a school district, charter school, or private school, if it offers an athletic program, to immediately remove an athlete from an athletic activity for the remainder of the day if the athlete is suspected of sustaining a concussion or head injury, and prohibits the athlete from returning to the athletic activity until the athlete is evaluated by a licensed health care provider, trained in the management of concussions, and acting within the scope of his or her practice, and the athlete receives written clearance from the licensed health care provider to return to the athletic activity. Existing law also requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and athlete's parent or guardian before the athlete's initiating practice or competition.

This bill would apply these provisions to athletes participating in youth sports organizations, as defined to include organizations, businesses, nonprofit entities, or local governmental agencies that sponsor or conduct amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate in any of 27 designated sports. The bill would require youth sports organizations to notify the parents or guardians of athletes 17 years of age or younger who have been removed from athletic activities due to suspected concussions, as specified. The bill would require youth sports organizations to offer concussion and head injury education, or related educational materials, or both, to each of their coaches and administrators on a yearly basis, as prescribed. The bill would require each of these coaches and administrators to successfully complete the concussion and head injury education offered under the bill at least once either online or in person.

The bill would also require a youth sports organization to identify procedures for ensuring compliance with the bill's requirements for providing concussion and head injury education and a concussion and head injury information sheet. The bill would additionally require the youth sports organization to identify procedures to ensure compliance with the athlete removal provisions and the return-to-play protocol, as

specified. The bill would specify that it applies to all persons participating in the activities of a youth sports organization, irrespective of their ages.

DIGEST KEY

Vote: MAJORITY Appropriation: NO Fiscal Committee: NO Local Program: NO

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Article 2.5 (commencing with Section 124235) is added to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, to read:

**Article 2.5. Youth Sports Concussion Protocols
124235.**

(a) A youth sports organization that elects to offer an athletic program shall comply with all of the following:

(1) An athlete who is suspected of sustaining a concussion or other head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day and shall not be permitted to return to any athletic activity until he or she is evaluated by a licensed health care provider. The athlete shall not be permitted to return to athletic activity until he or she receives written clearance to return to athletic activity from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or other head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.

(2) If an athlete who is 17 years of age or younger has been removed from athletic activity due to a suspected concussion, the youth sports organization shall notify a parent or guardian of that athlete of the time and date of the injury, the symptoms observed, and any treatment provided to that athlete for the injury.

(3) On a yearly basis, the youth sports organization shall give a concussion and head injury information sheet to each athlete. The information sheet shall be signed and returned by the athlete and, if the athlete is 17 years of age or younger, shall also be signed by the athlete's parent or guardian, before the athlete initiates practice or competition. The information sheet may be sent and returned through an electronic medium including, but not necessarily limited to, fax or electronic mail.

(4) On a yearly basis, the youth sports organization shall offer concussion and head injury education, or related educational materials, or both, to each coach and administrator of the youth sports organization.

(5) Each coach and administrator shall be required to successfully complete the concussion and head injury education offered pursuant to paragraph (4) at least once, either online or in person, before supervising an athlete in an activity of the youth sports organization.

(6) The youth sports organization shall identify both of the following:

(A) Procedures to ensure compliance with the requirements for providing concussion and head injury education and a concussion and head injury information sheet, as contained in paragraphs (3) to (5), inclusive.

(B) Procedures to ensure compliance with the athlete removal provisions and the return-to-play protocol required pursuant to paragraph (1).

(b) As used in this article, all of the following shall apply:

(1) “Concussion and head injury education and educational materials” and a “concussion and head injury information sheet” shall, at a minimum, include information relating to all of the following:

(A) Head injuries and their potential consequences.

(B) The signs and symptoms of a concussion.

(C) Best practices for removal of an athlete from an athletic activity after a suspected concussion.

(D) Steps for returning an athlete to school and athletic activity after a concussion or head injury.

(2) “Licensed health care provider” means a licensed health care provider who is trained in the evaluation and management of concussions and is acting within the scope of his or her practice.

(3) “Youth sports organization” means an organization, business, nonprofit entity, or a local governmental agency that sponsors or conducts amateur sports competitions, training, camps, or clubs in which persons 17 years of age or younger participate in any of the following sports:

(A) Baseball.

(D) Boxing.

(B) Basketball.

(E) Competitive cheerleading.

(C) Bicycle motocross (BMX).

(F) Diving.

(G) Equestrian activities.

(H) Field hockey.

(I) Football.

(J) Full contact martial arts.

(K) Gymnastics.

(L) Ice hockey.

(M) Lacrosse.

(N) Parkour.

(O) Rodeo.

(P) Roller derby.

(Q) Rugby.

(R) Skateboarding.

(S) Skiing.

(T) Soccer.

(U) Softball.

(V) Surfing.

(W) Swimming.

(X) Synchronized swimming.

(Y) Volleyball.

(Z) Water polo.

(AA) Wrestling.

(c) This section shall apply to all persons participating in the activities of a youth sports organization, irrespective of their ages. This section shall not be construed to prohibit a youth sports organization, or any other appropriate entity, from adopting and enforcing rules intended to provide a higher standard of safety for athletes than the standard established under this section.

ATTACHMENT J
Assembly Bill No. 1

CHAPTER 158

An act to add Article 2.7 (commencing with Section 124240) to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, relating to youth athletics.

[Approved by Governor July 31, 2019. Filed with Secretary of
State July 31, 2019.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1, Cooper. Youth athletics: California Youth Football Act.

Under existing law, a school district, charter school, or private school that elects to offer an athletic program is prohibited from allowing a high school or middle school football team to conduct more than 2 full-contact practices, as defined, per week during the preseason and regular season, as defined, and from conducting a full-contact practice during the off-season.

This bill would express legislative findings and declarations relating to youth football and specifically relating to player safety. The bill, on and after January 1, 2021, would require a youth sports organization, as defined, that conducts a tackle football program to comply with certain requirements, including, among other things, not conducting more than 2 full-contact practices, as defined, per week during the preseason and regular season; not holding a full-contact practice during the off-season; having coaches receive a tackling and blocking certification, as specified; having designated personnel annually complete specified concussion and head injury education, a specified factsheet related to opioids, and designated training relating to heat-related illness, as defined; meeting specified requirements relating to safety equipment; having a licensed medical professional present during games, as specified; having coaches receive first aid, cardiopulmonary resuscitation, and automated external defibrillator certification; and inspecting safety equipment, as specified.

The bill, on and after January 1, 2021, would require a youth tackle football league to establish youth tackle football participant divisions that are organized by relative age or weight or by both age and weight, and to retain information for the tracking of youth sports injuries, as specified. The bill would declare that nothing in its provisions would prohibit any youth sports organization or youth tackle football league from adopting and enforcing rules providing a higher level of safety than the requirements of this bill.

DIGEST KEY

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

(a) The Legislature finds and declares all of the following:

- (1) Youth football's highest priority is the safety and well-being of its participants. California children must have the right to be protected with safe youth football standards and practices empowering parents to make informed choices regarding the elected activities of their children.
- (2) Nationwide, over 2.5 million players, coaches, cheerleaders, and parent volunteers participate in youth football.
- (3) Youth football promotes the values of teamwork, self-discipline, diversity, academics, nutrition, leadership, and acceptance.
- (4) Youth football promotes an active lifestyle that helps combat obesity rates in youth, which have increased by 300 percent over the past four decades and that lead to a broad range of health problems previously not seen until adulthood, such as high blood pressure, type 2 diabetes, and elevated blood cholesterol levels.
- (5) Youth sports have become increasingly expensive due to the elimination of after school sports programs and the proliferation of travel teams and tournament-centric scheduling, but youth football remains an affordable neighborhood-based sport that is accessible in every community in California, irrespective of socioeconomic status or geographic location.
- (6) Football is one of California's most popular sports, and the safety and well-being of the players is youth football's top priority.

(7) Many youth football organizations have implemented policies requiring the annual or biannual recertification of all football helmets by the helmet manufacturer or by an independent third party and the replacement of helmets that are damaged or that do not meet the current safety standards or recertification requirements.

(8) New helmet testing standards are being implemented to enable players to wear the safest helmet possible, and manufacturers continue to advance helmet technology.

(9) Blocking and tackling techniques designed to remove the head from contact have become the nationwide standard for teaching blocking and tackling, and coaches are required to complete annual certification and continuing education in blocking and tackling techniques that emphasize the removal of the head from any blocking or tackling and that provide coaches with noncontact drills designed to reinforce this training.

(10) The federal Centers for Disease Control and Prevention Concussion Protocol Training has become standard for many youth football organizations and coaches in an attempt to minimize the risk of injury for youth football players, and the training is designed to identify those players who exhibit symptoms of a concussion, to prescribe protocols for the immediate removal of those players from the game or practice, and to outline stringent “return to play” protocols that coaches, players, and parents must follow after a youth football player has received clearance from a medical doctor before that player is allowed to return to full participation.

(11) Youth football organizations have implemented policies for concussion response, proper hydration, equipment fitting, and age and weight requirements.

(12) California prohibits high school and middle school football teams from conducting more than two full-contact practices per week during the preseason and regular season, and California also prohibits the full-contact portion of a practice from exceeding 90 minutes in any single day and completely prohibits full-contact practice during the off-season.

(13) The awareness of the possible injury risks associated with football are now widely known and accepted by parents, players, coaches, officials, medical professionals, and the general public.

(14) The decision to play youth football ultimately rests with the parents, after their thoughtful consideration of the risks and benefits, as to whether participation in youth football is in their child’s best interest.

(15) In order to ensure youth tackle football participant safety and competitive play, youth tackle football leagues should be divided into divisions based on the participant's relative size and maturity, including classifications by appropriate weight, age, and size.

(b) It is therefore the intent of the Legislature to build upon prior legislation, including Assembly Bill 2007 (Chapter 516 of the Statutes of 2016), to improve youth tackle football safety with new safety standards while honoring youth tackle football's spirit and tradition.

SEC. 2.

Article 2.7 (commencing with Section 124240) is added to Chapter 4 of Part 2 of Division 106 of the Health and Safety Code, to read:

Article 2.7. California Youth Football Act 124240.

(a) This article shall be known, and may be cited, as the California Youth Football Act.

(b) As used in this article:

(1) "Coach" means a person appointed by a youth sports organization to supervise or instruct a participant in the sport of youth tackle football.

(2) "Full-contact portion" of practice is defined as the period of time in drills or live action that involves contact at game speed.

(3) "Full-contact practice" means a session where one or more drills or live action is conducted that involves contact at game speed, as in an actual tackle football game or scrimmage. This includes simulations or drills that involve any number of players.

(4) "Heat-related illness" includes, but is not necessarily limited to, heat cramps, heat syncope, heat exhaustion, and exertional heat stroke.

(5) "Off-season" means a period extending from the end of the regular season until 30 days before the commencement of the next regular season.

(6) "Play" includes participation in a youth tackle football game, scrimmage, or practice.

(7) "Preseason" means a period of 30 days before the commencement of the regular season.

(8) “Regular season” means the period from the first league football game or scrimmage until the completion of the final football game of that season.

(9) “Safety equipment” includes, but is not necessarily limited to, all of the following:

(A) A helmet and its associated parts, including, but not necessarily limited to, a face mask and mouthguard.

(B) Hip, knee, and shoulder pads.

(C) A jersey.

(D) A tailbone protector.

(E) Pants and thigh guards.

(F) Shoes, including cleats.

(10) “Youth sports organization” means an organization, business, or nonprofit entity that sponsors or conducts amateur sports competition, training, camps, clinics, practices, or clubs.

(11) “Youth tackle football league” means the organization that groups together youth sports organizations that conduct youth tackle football, administers rules, and sets game schedules. It may or may not be associated with a national organization.

124241.

On and after January 1, 2021, a youth sports organization that conducts a tackle football program shall comply with all of the following requirements:

(a) A tackle football team shall not conduct more than two full-contact practices per week during the preseason and regular season.

(b) A tackle football team shall not hold a full-contact practice during the off-season.

(c) The full-contact portion of a practice shall not exceed 30 minutes in any single day.

(d) A coach shall annually receive a tackling and blocking certification from a nationally recognized program that emphasizes shoulder tackling, safe contact and blocking drills, and techniques designed to minimize the risk during contact by removing the involvement of youth tackle football participant’s head from all tackling and blocking techniques.

(e) Each youth tackle football administrator, coach, and referee shall annually complete all of the following:

(1) The concussion and head injury education pursuant to Section 124235.

(2) The Opioid Factsheet for Patients pursuant to Section 124236.

(3) Training in the basic understanding of the signs, symptoms, and appropriate responses to heat-related illness.

(f) Each parent or guardian of a youth tackle football participant shall receive concussion and head injury information for that athlete pursuant to Section 124235 and the Opioid Factsheet for Patients pursuant to Section 124236.

(g) Each football helmet shall be reconditioned and recertified every other year, unless stated otherwise by the manufacturer. Only entities licensed by the National Operating Committee on Standards for Athletic Equipment shall perform the reconditioning and recertification. Every reconditioned and recertified helmet shall display a clearly recognizable mark or notice in the helmet indicating the month and year of the last certification.

(h) A minimum of one state-licensed emergency medical technician, paramedic, or higher-level licensed medical professional shall be present during all preseason, regular season, and postseason games. The emergency medical technician, paramedic, or higher-level licensed medical professional shall have the authority to evaluate and remove any youth tackle football participant from the game who exhibits an injury, including, but not necessarily limited to, symptoms of a concussion or other head injury.

(i) A coach shall annually receive first aid, cardiopulmonary resuscitation, and automated external defibrillator certification.

(j) At least one independent non rostered individual, appointed by the youth sports organization, shall be present at all practice locations. The individual shall hold current and active certification in first aid, cardiopulmonary resuscitation, automated external defibrillator, and concussion protocols. The individual shall have the authority to evaluate and remove any youth tackle football participant from practice who exhibits an injury, including, but not limited to, symptoms of a concussion or other head injury.

(k) Safety equipment shall be inspected before every full-contact practice or game to ensure that all youth tackle football participants are properly equipped.

(l) Each youth tackle football participant removed pursuant to this section shall comply with Section 124235. The injury shall be reported to the youth tackle football league.

(m) Each youth tackle football participant shall complete a minimum of 10 hours of noncontact practice at the beginning of each season for the purpose of conditioning, acclimating to safety equipment, and progressing to the introduction of full-contact practice. During this noncontact practice, the youth tackle football participants shall not wear any pads and shall only wear helmets if required to do so by the coaches.

(n) A youth sports organization shall annually provide a declaration to its youth tackle football league stating that it is in compliance with this article and shall either post the declaration on its internet website or provide the declaration to all youth tackle football participants within its youth sports organization.

124242.

On and after January 1, 2021, a youth tackle football league shall comply with both of the following:

(a) Establish youth tackle football participant divisions that are organized by relative age or weight or by both age and weight.

(b) Retain information from which the names of individuals shall not be identified for the tracking of youth sports injuries. This information shall include the type of injury, the medical treatment received by the youth tackle football participant and return to play protocols followed by the participant pursuant to subdivision (l) of Section 124241.

124243.

Nothing in this article shall prohibit any youth sports organization or youth tackle football league from adopting and enforcing rules intended to provide a higher standard of safety for youth tackle football participants than the requirements established under this article.

ATTACHMENT K
SNACK BAR AGREEMENT

This document will serve as an agreement between the Pleasant Valley Recreation and Park District (District) facilities and the Community Service Organization (CSO). Renewal will be subject to CSO satisfying requirements outlined in this agreement.

TERM: The term of this agreement shall be for a three (3) year agreement starting on September 15, 2023 and ending on September 14, 2026. At any time should the nature or scope of the CSO change, or the President or designee change, the agreement still stands for the duration of the term.

- A. The District has provided _____ snack bar(s) and the equipment that included within those snack bars.
- B. The District reserves the right to cancel or suspend facility or field use permits for games, practices and other uses whenever field conditions could result in injury to players or damage to the fields. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, fire, emergency situations, and wind or pesticide application. The snack bar may not be operational at these times.
- C. The CSO agrees to pay the District the sum of \$1 annually for the use of snack bar(s).
- D. The CSO shall pay for all services necessary or desirable to properly maintain and operate the snack bars during the term of the agreement including, although not limited to: Utility costs contribution, Inspections, Certification and Licensing or permits, equipment operation and upkeep, and such other services and costs as deemed appropriate by the General Manager of the District. The CSO shall be responsible for reimbursing the District for all costs associated with the operation of the snack bar facilities. These costs include, but are not limited to; utility expenses, health permits, backflow testing (soda machine), equipment maintenance and testing, and costs to repair any damage caused by the CSO to existing fixtures.
- E. The CSO understands that operation of the snack bar must be in compliance with the Ventura County Health Department codes and requirements and is responsible to pay all Ventura County Health Department fees, penalties or other costs during the term of this agreement. The CSO shall have a designated organizer complete an Environmental Health Division - Temporary Food Facility (EHD-TFF) food safety course during the term of this agreement and provide District with a copy of certification.

- F.** The CSO shall, exclusively, operate the snack bar(s) at all designated events within at above listed park(s). Events may include scheduled league games for youth soccer, youth/adult softball, baseball, etc., tournaments, competitions and/or special events as requested and agreed upon by both the CSO and the District. The District has the right to use the snack bar with prior notice to the CSO for District held events at that park.
- G.** The CSO is responsible for staffing the snack bar(s) with paid or volunteer staff. Volunteers/Staff must be at least 16 years of age and be supervised at all times by an adult 18 years of age or older. The CSO shall be in compliance with state and/or federal labor laws.
- H.** The CSO shall provide other CSOs with ice from the ice machine during league play when requested by the group.
- I.** The CSO shall not allow other outside Organizations to operate snack bars during the term of this agreement.
- J.** Pleasant Valley Fields snack bar operator agrees to be in compliance with staffing the snack bar within two – thousand (2000) “man hours” of volunteer and/or paid work. The CSO shall track the recorded number of hours worked by volunteers and paid staff and provide this information to District staff on a quarterly basis.
- K.** The CSO, after the completion of a term, upon termination, or upon a mutually agreed upon time with the District, must leave all District owned equipment in original working condition and leave all permanent fixture inside snack bar(s).

The CSO and District reserve the right to terminate this Snack Bar Agreement with a 60-day written notice. If the organization is terminated from this agreement, any outside food vendors must have prior approval from the District.

ATTACHMENT L

Penal Code Sections 11165.7 and 11166

California Penal Code § 11166. Report of child abuse or neglect; mandated report; liability for failure to report; report by county probation or welfare department, or law enforcement agency, to investigatory agency and district attorney

(a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in the mandated reporter's professional capacity or within the scope of the mandated reporter's employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written followup report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

(1) For purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on the person's training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any "reasonable suspicion" is sufficient. For purposes of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified, and a report shall be prepared and sent by fax or electronic transmission, even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) A report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If, after reasonable efforts, a mandated reporter is unable to submit an initial report by telephone, the mandated reporter shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone followup call by the agency with which the mandated reporter filed the report. A mandated reporter who files a one-time automated written report because the mandated reporter was unable to submit an initial report by telephone is not required to submit a written followup report.

(1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written followup report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the statewide

child welfare information system. The department shall work with stakeholders to modify reporting forms and the statewide child welfare information system as is necessary to accommodate the changes enacted by these provisions.

(2) This subdivision shall not become operative until the statewide child welfare information system is updated to capture the information prescribed in this subdivision.

(3) This subdivision shall become inoperative three years after this subdivision becomes operative or on January 1, 2009, whichever occurs first.

(4) This section does not supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.

(c) A mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals the mandated reporter's failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(d)(1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of the clergy member's church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of the clergy member's church, denomination, or organization, has a duty to keep those communications secret.

(2) This subdivision does not modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

(3)(A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in the clergy member's professional capacity or within the scope of the clergy member's employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse and that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.

(B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

(C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.

(e)(1) A commercial film, photographic print, or image processor who has knowledge of or observes, within the scope of that person's professional capacity or employment, any film, photograph, videotape, negative, slide, or any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image depicting a child under 16 years of age engaged in an act of sexual conduct, shall, immediately or as soon as practicably possible, telephonically report the instance of reasonably suspected abuse to the law enforcement agency located in the county in which the images are seen. Within 36 hours of receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written followup report of the incident with a copy of the image or material attached.

(2) A commercial computer technician who has knowledge of or observes, within the scope of the technician's professional capacity or employment, any representation of information, data, or an image, including, but not limited to, any computer hardware, computer software, computer file, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image that is retrievable in perceivable form and that is intentionally saved, transmitted, or organized on an electronic medium, depicting a child under 16 years of age engaged in an act of sexual conduct, shall immediately, or as soon as practicably possible, telephonically report the instance of reasonably suspected abuse to the law enforcement agency located in the county in which the images or materials are seen. As soon as practicably possible after receiving the information concerning the incident, the reporter shall prepare and send, fax, or electronically transmit a written followup report of the incident with a brief description of the images or materials.

(3) For purposes of this article, "commercial computer technician" includes an employee designated by an employer to receive reports pursuant to an established reporting process authorized by subparagraph (B) of paragraph (43) of subdivision (a) of Section 11165.7.

(4) As used in this subdivision, "electronic medium" includes, but is not limited to, a recording, CD-ROM, magnetic disk memory, magnetic tape memory, CD, DVD, thumbdrive, or any other computer hardware or media.

(5) As used in this subdivision, "sexual conduct" means any of the following:

(A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.

(B) Penetration of the vagina or rectum by any object.

(C) Masturbation for the purpose of sexual stimulation of the viewer.

(D) Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.

(E) Exhibition of the genitals, pubic, or rectal areas of a person for the purpose of sexual stimulation of the viewer.

(f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, the mandated reporter makes a report of the abuse or neglect pursuant to subdivision (a).

(g) Any other person who has knowledge of or observes a child whom the person knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9. For purposes of this section, "any other person" includes a mandated reporter who acts in the person's private capacity and not in the person's professional capacity or within the scope of the person's employment.

(h) When two or more persons, who are required to report, jointly have knowledge of a known or reasonably suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(i)(1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article. An internal policy shall not direct an employee to allow the employee's supervisor to file or process a mandated report under any circumstances.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose the employee's identity to the employer.

(3) Reporting the information regarding knowledge of or reasonably suspected child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(j)(1) A county probation or welfare department shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or reasonably suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child that relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send by fax or electronic transmission a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(2) A county probation or welfare department shall immediately, and in no case in more than 24 hours, report to the law enforcement agency having jurisdiction over the case after receiving information that a child or youth who is receiving child welfare services has been identified as the victim of commercial sexual exploitation, as defined in subdivision (d) of Section 11165.1.

(3) When a child or youth who is receiving child welfare services and who is reasonably believed to be the victim of, or is at risk of being the victim of, commercial sexual exploitation, as defined in Section 11165.1, is missing or has been abducted, the county probation or welfare department shall immediately, or in no case later than 24 hours from receipt of the information, report the incident to the appropriate law enforcement authority for entry into the National Crime Information Center database of the Federal Bureau of Investigation and to the National Center for Missing and Exploited Children.

(k) A law enforcement agency shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the district attorney's office every known or reasonably suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or reasonably suspected instance of child abuse or neglect reported to it that is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send by fax or electronic transmission a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

California Penal Code § 11165.7. "Mandated reporter" defined

(a) As used in this article, "mandated reporter" is defined as any of the following:

(1) A teacher.

(2) An instructional aide.

(3) A teacher's aide or teacher's assistant employed by a public or private school.

(4) A classified employee of a public school.

(5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of a public or private school.

(6) An administrator of a public or private day camp.

(7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.

- (8) An administrator, board member, or employee of a public or private organization whose duties require direct contact and supervision of children, including a foster family agency.
- (9) An employee of a county office of education or the State Department of Education whose duties bring the employee into contact with children on a regular basis.
- (10) A licensee, an administrator, or an employee of a licensed community care or child daycare facility.
- (11) A Head Start program teacher.
- (12) A licensing worker or licensing evaluator employed by a licensing agency, as defined in Section 11165.11.
- (13) A public assistance worker.
- (14) An employee of a childcare institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- (15) A social worker, probation officer, or parole officer.
- (16) An employee of a school district police or security department.
- (17) A person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in a public or private school.
- (18) A district attorney investigator, inspector, or local child support agency caseworker, unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- (19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who is not otherwise described in this section.
- (20) A firefighter, except for volunteer firefighters.
- (21) A physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage and family therapist, clinical social worker, professional clinical counselor, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- (22) An emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- (23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
- (24) A marriage and family therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.
- (25) An unlicensed associate marriage and family therapist registered under Section 4980.44 of the Business and Professions Code.

(26) A state or county public health employee who treats a minor for venereal disease or any other condition.

(27) A coroner.

(28) A medical examiner or other person who performs autopsies.

(29) A commercial film and photographic print or image processor as specified in subdivision (e) of Section 11166. As used in this article, "commercial film and photographic print or image processor" means a person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, or who prepares, publishes, produces, develops, duplicates, or prints any representation of information, data, or an image, including, but not limited to, any film, filmstrip, photograph, negative, slide, photocopy, videotape, video laser disc, computer hardware, computer software, computer floppy disk, data storage medium, CD-ROM, computer-generated equipment, or computer-generated image, for compensation. The term includes any employee of that person; it does not include a person who develops film or makes prints or images for a public agency.

(30) A child visitation monitor. As used in this article, "child visitation monitor" means a person who, for financial compensation, acts as a monitor of a visit between a child and another person when the monitoring of that visit has been ordered by a court of law.

(31) An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:

(A) "Animal control officer" means a person employed by a city, county, or city and county for the purpose of enforcing animal control laws or regulations.

(B) "Humane society officer" means a person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.

(32) A clergy member, as specified in subdivision (d) of Section 11166. As used in this article, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.

(33) Any custodian of records of a clergy member, as specified in this section and subdivision (d) of Section 11166.

(34) An employee of any police department, county sheriff's department, county probation department, or county welfare department.

(35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 5.655 of the California Rules of Court.

(36) A custodial officer, as defined in Section 831.5.

(37) A person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

(38) An alcohol and drug counselor. As used in this article, an “alcohol and drug counselor” is a person providing counseling, therapy, or other clinical services for a state licensed or certified drug, alcohol, or drug and alcohol treatment program. However, alcohol or drug abuse, or both alcohol and drug abuse, is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

(39) A clinical counselor trainee, as defined in subdivision (g) of Section 4999.12 of the Business and Professions Code.

(40) An associate professional clinical counselor registered under Section 4999.42 of the Business and Professions Code.

(41) An employee or administrator of a public or private postsecondary educational institution, whose duties bring the administrator or employee into contact with children on a regular basis, or who supervises those whose duties bring the administrator or employee into contact with children on a regular basis, as to child abuse or neglect occurring on that institution's premises or at an official activity of, or program conducted by, the institution. Nothing in this paragraph shall be construed as altering the lawyer-client privilege as set forth in Article 3 (commencing with Section 950) of Chapter 4 of Division 8 of the Evidence Code.

(42) An athletic coach, athletic administrator, or athletic director employed by any public or private school that provides any combination of instruction for kindergarten, or grades 1 to 12, inclusive.

(43)(A) A commercial computer technician as specified in subdivision (e) of Section 11166. As used in this article, “commercial computer technician” means a person who works for a company that is in the business of repairing, installing, or otherwise servicing a computer or computer component, including, but not limited to, a computer part, device, memory storage or recording mechanism, auxiliary storage recording or memory capacity, or any other material relating to the operation and maintenance of a computer or computer network system, for a fee. An employer who provides an electronic communications service or a remote computing service to the public shall be deemed to comply with this article if that employer complies with Section 2258A of Title 18 of the United States Code.

(B) An employer of a commercial computer technician may implement internal procedures for facilitating reporting consistent with this article. These procedures may direct employees who are mandated reporters under this paragraph to report materials described in subdivision (e) of Section 11166 to an employee who is designated by the employer to receive the reports. An employee who is designated to receive reports under this subparagraph shall be a commercial computer technician for purposes of this article. A commercial computer technician who makes a report to the designated employee pursuant to this subparagraph shall be deemed to have complied with the requirements of this article and shall be subject to the protections afforded to mandated reporters, including, but not limited to, those protections afforded by Section 11172.

(44) Any athletic coach, including, but not limited to, an assistant coach or a graduate assistant involved in coaching, at public or private postsecondary educational institutions.

(45) An individual certified by a licensed foster family agency as a certified family home, as defined in Section 1506 of the Health and Safety Code.

(46) An individual approved as a resource family, as defined in Section 1517 of the Health and Safety Code and Section 16519.5 of the Welfare and Institutions Code.

(47) A qualified autism service provider, a qualified autism service professional, or a qualified autism service paraprofessional, as defined in Section 1374.73 of the Health and Safety Code and Section 10144.51 of the Insurance Code.

(48) A human resource employee of a business subject to Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code that employs minors. For purposes of this section, a "human resource employee" is the employee or employees designated by the employer to accept any complaints of misconduct as required by Chapter 6 (commencing with Section 12940) of Part 2.8 of Division 3 of Title 2 of the Government Code.

(49) An adult person whose duties require direct contact with and supervision of minors in the performance of the minors' duties in the workplace of a business subject to Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code is a mandated reporter of sexual abuse, as defined in Section 11165.1. Nothing in this paragraph shall be construed to modify or limit the person's duty to report known or suspected child abuse or neglect when the person is acting in some other capacity that would otherwise make the person a mandated reporter.

(b) Except as provided in paragraph (35) of subdivision (a), volunteers of public or private organizations whose duties require direct contact with and supervision of children are not mandated reporters but are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect to an agency specified in Section 11165.9.

(c)(1) Except as provided in subdivision (d) and paragraph (2), employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. Whether or not employers provide their employees with training in child abuse and neglect identification and reporting, the employers shall provide their employees who are mandated reporters with the statement required pursuant to subdivision (a) of Section 11166.5.

(2) Employers subject to paragraphs (48) and (49) of subdivision (a) shall provide their employees who are mandated reporters with training in the duties imposed by this article. This training shall include training in child abuse and neglect identification and training in child abuse and neglect reporting. The training requirement may be met by completing the general online training for mandated reporters offered by the Office of Child Abuse Prevention in the State Department of Social Services.

(d) Pursuant to Section 44691 of the Education Code, school districts, county offices of education, state special schools and diagnostic centers operated by the State Department of Education, and charter schools shall annually train their employees and persons working on their behalf specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws. The training shall include, but not necessarily be limited to, training in child abuse and neglect identification and child abuse and neglect reporting.

(e)(1) On and after January 1, 2018, pursuant to Section 1596.8662 of the Health and Safety Code, a childcare licensee applicant shall take training in the duties of mandated reporters under the child abuse reporting laws as a condition of licensure, and a childcare administrator or an employee of a licensed child daycare facility shall take training in the duties of mandated reporters during the first 90 days when that administrator or employee is employed by the facility.

(2) A person specified in paragraph (1) who becomes a licensee, administrator, or employee of a licensed child daycare facility shall take renewal mandated reporter training every two years following the date on which that person completed the initial mandated reporter training. The training shall include, but not necessarily be limited to, training in child abuse and neglect identification and child abuse and neglect reporting.

(f) Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed by this article.

(g) Public and private organizations are encouraged to provide their volunteers whose duties require direct contact with and supervision of children with training in the identification and reporting of child abuse and neglect.

Attachment "M"

Liability Insurance Requirements

Pleasant Valley Recreation and Park District (PVRPD) requires evidence of insurance coverage documents, for the duration of any agreement term, a minimum of thirty (30) days prior to an agreement effective date or event, if specified. The following is required for all Certificates of Insurance and Additional Insured Endorsements.

Certificate of Insurance (COI) – Coverage shall be at least as broad as and include or state the following:

- Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than **\$2,000,000** per occurrence, **\$4,000,000** aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- Professional Liability (Errors and Omissions):** *When applicable* – Insurance appropriate to the Contractor’s profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.
- Sexual Abuse and Molestation (SAM):** *When applicable* - If the CGL policy is not endorsed to include affirmative coverage for sexual abuse or molestation and the work will include contact with minors, Contractor shall obtain and maintain a SAM policy covering with a limit no less than **\$1,000,000** per occurrence or claim.
- Insured:** Must match entity named within the agreement.
- Insurer’s Affording Coverage:** Must have an assigned policyholders’ Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best’s Key Rating Guide, unless otherwise approved by the District.
- Policy Effective/Expiration Date:** Must cover dates of service or event.
- Description of Operations:** Must read "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees are listed as an Additional Insured." ****Include name, date, time, and location of event when applicable.*
- Certificate Holder:** Must read “Pleasant Valley Recreation and Park District 1605 Burnley Street, Camarillo, CA 93010” (*No abbreviations accepted*)

Additional Insured Endorsement (AIE) – Endorsement must include or state the following:

- Policy Number:** Must match policy numbers on COI.
- Additional Insured – Designated Person or Organization:** Must state “This endorsement changes the policy.”
- Schedule – Name Of Additional Insured Person(s) or Organization(s):** Must read ““Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees.””

Notice of Cancellation – A cancellation clause shall state the following:

“Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named.”

PVRPD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Coverage limits listed above are to be considered minimum coverage, PVRPD reserves the right to require higher limits and additional coverages at its discretion. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, PVRPD requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to PVRPD.

In witness whereof, District and Operator have executed this Agreement on

(date)_____at Camarillo, California.

“District”:

Pleasant Valley Recreation and Park District,
a California Special District

By: _____

Its: General Manager

Date: _____

ATTEST:

“CSO”

Community Service Organization Title:_____

(Signature)

By (Name):

Its (Title):

Date: _____

(Signature)

By (Name):

Its (Title):

Date: _____

Organization Address:

(Street)

(City)

(Zip)

2023-2026 Community Service Organization (“CSO”) Agreement Checklist

(Organization)

<u>Agreement Item</u>	<u>Date Submitted</u>	<u>LB/MO Initials</u>	
<input type="checkbox"/> Agreement signed by the CSO’s President/VP	_____	_____	_____
<input type="checkbox"/> General Liability Insurance	_____	_____	_____
<input type="checkbox"/> Renters Insurance (if applicable)	_____	_____	_____
<input type="checkbox"/> Worker’s Compensation Insurance	_____	_____	_____
<input type="checkbox"/> Sexual Abuse Molestation	_____	_____	_____
<input type="checkbox"/> Force Majeure – Permit/Facility Use Agreement	_____	_____	_____
<input type="checkbox"/> Inclement Weather Plan	_____	_____	_____
<input type="checkbox"/> Emergency Action Plan	_____	_____	_____
<input type="checkbox"/> Heat Illness Prevention Plan	_____	_____	_____
<input type="checkbox"/> AB 2007 signed letter submitted	_____	_____	_____
<input type="checkbox"/> AB 1 signed letter submitted	_____	_____	_____
<input type="checkbox"/> Signed letter regarding background screenings	_____	_____	_____
<input type="checkbox"/> Most Recent Form 990	_____	_____	_____
<input type="checkbox"/> Most Recent Bylaws	_____	_____	_____
<input type="checkbox"/> Most Recent Annual Update completed	_____	_____	_____
<input type="checkbox"/> Copy of non-profit status submitted	_____	_____	_____
<input type="checkbox"/> Snack Bar Agreement signed by the CSO’s President/VP	_____	_____	_____
<input type="checkbox"/> Health Division Food Safety Course completed	_____	_____	_____
<input type="checkbox"/> Penal Code Sections 11165.7	_____	_____	_____

**PLEASANT VALLEY RECREATION & PARK DISTRICT
COMMUNITY SERVICE ORGANIZATION
ANNUAL UPDATE FORM**

NAME OF ORGANIZATION: AYSO - REGION 68

A representative from your Organization must attend the following PVRPD Board meeting on:
Wednesday, September 6, 2023 at 6pm at the City of Camarillo Council Chambers

OFFICERS	NAME	ADDRESS	PHONE
President	<u>JEANNETTE ROSSLING</u>	<u>279 SPINDLEWOOD AVE</u>	<u>(805) 427-4525</u>
Vice President	<u>RICHARD FRANK</u>	<u>1162 SADDLEBACK CIR</u>	<u>(805) 377-7450</u>
Treasurer	<u>DARREN HARTWICH</u>	<u>104 LOMA DR.</u>	<u>(805) 298-2626</u>
Secretary	<u>HEATHERLY TOPETE</u>	<u>2111 EUCLID CIRCLE</u>	<u>(805) 810-4202</u>

Number of Participants last year: _____ Primary season: 1700+ Secondary Season: 800+
 Projected number of participants in upcoming year: _____ Primary season: 1800+ Secondary Season: 800+

What day and time are Board Meetings held? 3RD WEDNESDAY Time: 7:00PM
 Address where Board Meetings are held? 799-B CAMARILLO SPRINGS ROAD
 Are Board Members elected or appointed? Elected: 7 Appointed: 30+
 When are new Board Members elected? Month: JANUARY
 When are new Board Members installed? Month: JANUARY

Organization must attach a copy of current By-Laws and IRS Form 990 when submitting this form

Changes Organization has made from previous year:
UPDATED POLICIES & PROCEDURES
ELECTED NEW BOARD MEMBERS
MOVED REGIONAL OFFICE

Please provide any comments for the PVRPD Board of Directors:

Please complete and return the Annual Update, By-Laws and IRS Form 990 by August 4, 2023 to:

Lanny Binney
 Recreation Supervisor
 1605 E. Burnley Street
 Camarillo, CA 93010

lbinney@pvrrpd.org

Phone: (805) 482-1996

Submitted By: JEANNETTE ROSSLING

Signature: Jeannette Rossling

SINGERLEWAK LLP
10960 WILSHIRE BOULEVARD, SUITE 700
LOS ANGELES, CALIFORNIA 90024
(310) 477-3924

MAY 16, 2022

AMERICAN YOUTH SOCCER ORGANIZATION
19750 S VERMONT AVE NO 200
TORRANCE, CA 90502
ATTENTION: MATTHEW WINEGAR

DEAR MATTHEW:

ENCLOSED ARE THE ORGANIZATION'S 2020 EXEMPT ORGANIZATION RETURNS. THE STATE EXEMPT ORGANIZATION RETURNS AND ANNUAL REPORT ARE ALSO ENCLOSED.

SPECIFIC FILING INSTRUCTIONS ARE AS FOLLOWS.

FORM 990 RETURN:

THIS RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. IF YOU WISH TO HAVE IT TRANSMITTED ELECTRONICALLY TO THE IRS, PLEASE SIGN, DATE, AND RETURN FORM 8879-EO TO OUR OFFICE. WE WILL THEN SUBMIT THE ELECTRONIC RETURN TO THE IRS. DO NOT MAIL A PAPER COPY OF THE RETURN TO THE IRS. RETURN FORM 8879-EO TO US BY MAY 16, 2022.

FORM 990-T RETURN:

FORM 990-T HAS AN OVERPAYMENT OF \$5,000. THE ENTIRE OVERPAYMENT HAS BEEN APPLIED TO THE ESTIMATED TAX PAYMENTS.

NO AMOUNT IS DUE ON FORM 990-T.

PLEASE SIGN AND MAIL ON OR BEFORE MAY 16, 2022.

MAIL TO - DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE CENTER
OGDEN, UT 84201-0027

CALIFORNIA FORM 199 RETURN:

THE CALIFORNIA FORM 199 RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. IF YOU WISH TO HAVE IT TRANSMITTED ELECTRONICALLY TO THE FTB, PLEASE SIGN, DATE AND RETURN FORM 8453-EO TO OUR OFFICE. WE WILL THEN SUBMIT THE ELECTRONIC RETURN TO THE FTB. DO NOT MAIL THE PAPER COPY OF THE RETURN TO THE FTB.

NO PAYMENT IS REQUIRED.

CALIFORNIA FORM 109 RETURN:

THE CALIFORNIA FORM 109 SHOULD BE MAILED ON OR BEFORE MAY 16, 2022 TO:

FRANCHISE TAX BOARD
P.O. BOX 942857
SACRAMENTO, CA 94257-0500

NO PAYMENT IS REQUIRED.

THE RETURN SHOULD BE SIGNED AND DATED BY THE AUTHORIZED INDIVIDUAL(S).

CALIFORNIA FORM RRF-1:

THE CALIFORNIA FORM RRF-1 SHOULD BE MAILED ON OR BEFORE MAY 16, 2022 TO:

REGISTRY OF CHARITABLE TRUSTS
P.O. BOX 903447
SACRAMENTO, CA 94203-4470

ENCLOSE A CHECK OR MONEY ORDER FOR \$225.00, PAYABLE TO DEPARTMENT OF JUSTICE.

THE REPORT SHOULD BE SIGNED AND DATED BY THE AUTHORIZED INDIVIDUAL(S).

WE RECOMMEND THAT YOU USE CERTIFIED MAIL WITH POST MARKED RECEIPT FOR PROOF OF TIMELY FILING.

COPIES OF ALL THE RETURNS ARE ENCLOSED FOR YOUR FILES. WE SUGGEST THAT YOU RETAIN THESE COPIES INDEFINITELY.

VERY TRULY YOURS,

SINGERLEWAK LLP

IRS e-file Signature Authorization for an Exempt Organization

For calendar year 2020, or fiscal year beginning JUL 1, 2020, and ending JUN 30, 2021

2020

Department of the Treasury Internal Revenue Service

Do not send to the IRS. Keep for your records. Go to www.irs.gov/Form8879EO for the latest information.

Name of exempt organization or person subject to tax

Taxpayer identification number

AMERICAN YOUTH SOCCER ORGANIZATION

95-6205398

Name and title of officer or person subject to tax

MATT WINEGAR NATIONAL EXECUTIVE DIRECTOR

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

Table with 2 columns: Line number and Description/Amount. Includes rows for Form 990, Form 990-EZ, Form 1120-POL, Form 990-PF, Form 8868, Form 990-T, and Form 4720.

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above organization or I am a person subject to tax with respect to (name of organization), (EIN) and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize SINGERLEWAK LLP to enter my PIN 12345. Enter five numbers, but do not enter all zeros.

as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

95151467890

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature SINGERLEWAK LLP

Date 05/16/22

ERO Must Retain This Form - See Instructions Do Not Submit This Form to the IRS Unless Requested To Do So

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. AMERICAN YOUTH SOCCER ORGANIZATION	Taxpayer identification number (TIN) 95-6205398
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. C/O 10960 WILSHIRE BLVD., STE 700	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. LOS ANGELES, CA 90024	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

MATTHEW WINEGAR

- The books are in the care of ▶ **19750 S VERMONT AVE NO 200 - TORRANCE, CA 90502**
Telephone No. ▶ **(424) 221-7910** Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 16, 2022**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year _____ or
 ▶ tax year beginning **JUL 1, 2020**, and ending **JUN 30, 2021**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

Form **990**

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2020

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization AMERICAN YOUTH SOCCER ORGANIZATION Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 19750 S VERMONT AVE NO 200 City or town, state or province, country, and ZIP or foreign postal code TORRANCE, CA 90502	D Employer identification number 95-6205398 E Telephone number (424) 221-7910
F Name and address of principal officer: MATTHEW WINEGAR SAME AS C ABOVE		G Gross receipts \$ 45,228,813. H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions H(c) Group exemption number ▶
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
J Website: ▶ WWW.AYSO.ORG		
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation: 1964 M State of legal domicile: CA

Part I Summary

1	Briefly describe the organization's mission or most significant activities: TO TEACH, PROMOTE & DEVELOP YOUTH SOCCER IN THE U.S., TO DEVELOP YOUNGSTERS IN BODY AND		
2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
3	Number of voting members of the governing body (Part VI, line 1a)	3	12
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	11
5	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	44
6	Total number of volunteers (estimate if necessary)	6	30000
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	105,000.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
9	Program service revenue (Part VIII, line 2g)	1,149,505.	1,718,030.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	61,096,266.	42,894,500.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	209,100.	50,564.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,373,487.	556,521.
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	63,828,358.	45,219,615.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	4,316,083.	2,504,470.
16b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 0.	0.	0.
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	57,757,493.	40,133,700.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	62,073,576.	42,638,170.
19	Revenue less expenses. Subtract line 18 from line 12	1,754,782.	2,581,445.
20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
21	Total liabilities (Part X, line 26)	62,556,243.	64,461,234.
22	Net assets or fund balances. Subtract line 21 from line 20	7,478,758.	6,802,304.
22	Net assets or fund balances. Subtract line 21 from line 20	55,077,485.	57,658,930.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer MATTHEW WINEGAR, NATIONAL EXECUTIVE DIRECTOR Type or print name and title	Date _____		
Paid Preparer Use Only	Print/Type preparer's name NAZANIN BENYAMINI	Preparer's signature NAZANIN BENYAMINI	Date 05/16/22	Check <input type="checkbox"/> if self-employed PTIN P00666808
	Firm's name ▶ SINGERLEWAK LLP	Firm's EIN ▶ 95-2302617		
	Firm's address ▶ 10960 WILSHIRE BOULEVARD, 7TH FLOOR LOS ANGELES, CA 90024-3783		Phone no. (310) 477-3924	

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:
AYSO'S VISION IS TO PROVIDE WORLD CLASS YOUTH SOCCER PROGRAMS THAT ENRICH CHILDREN'S LIVES. AYSO'S MISSION IS TO DEVELOP AND DELIVER QUALITY YOUTH SOCCER PROGRAMS WHICH PROMOTE A FUN, FAMILY ENVIRONMENT BASED ON AYSO'S SIX PHILOSOPHIES: 1. EVERYONE PLAYS 2. BALANCED TEAMS

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 29,871,317. including grants of \$) (Revenue \$ 39,569,662.)
MAIN SOCCER PROGRAM INCLUDES PLAYER REGISTRATION REVENUE AND EXPENSES CONSISTING OF PLAYER UNIFORMS, FIELD EXPENSES, REPAIRS AND MAINTENANCE, PLAYER FEES TO THE UNITED STATES SOCCER FEDERATION AND DIRECT INSURANCE COSTS.

4b (Code:) (Expenses \$ 8,128,495. including grants of \$) (Revenue \$ 2,888,640.)
TOURNAMENTS & CULTURAL EXCHANGE PROGRAMS - TOURNAMENT PROGRAMS ARE GAMES OR A SERIES OF GAMES PLAYED WITH OTHER AYSO TEAMS OR NON-AYSO TEAMS, THE AYSO TEAMS CAN INCLUDE TEAMS FROM ANY REGIONS, AREA OR SECTION.
CULTURAL EXCHANGE PROGRAMS ARE GAMES, SERIES OF GAMES OR TOURNAMENTS IN WHICH AYSO PLAYERS TRAVEL TO ANOTHER COUNTRY, OR WHERE AN AYSO REGION, AREA OR SECTION HOSTS A TEAM FROM ANOTHER COUNTRY, FOR THE DUAL PURPOSE OF PLAYING SOCCER AND LEARNING ABOUT DIFFERENT CULTURES AND GEOGRAPHIC AREAS AND MAKING FRIENDS THROUGH THE UNIVERSAL LANGUAGE OF SOCCER.

4c (Code:) (Expenses \$ 1,291,703. including grants of \$) (Revenue \$ 878,364.)
TRAINING PROGRAMS:
COACHING PROGRAM - PROVIDES WIDE RANGE OF COURSES TO CONTINUE INSTRUCTING VOLUNTEER COACHES.
OFFICIATING PROGRAM - PROVIDES WIDE RANGE OF COURSES TO CONTINUE INSTRUCTING ITS VOLUNTEER REFEREES.

MANAGEMENT PROGRAM - PROVIDES EXTENSIVE MANAGEMENT TRAINING TO ITS VOLUNTEERS ON HOW TO MANAGE THEIR LOCAL PROGRAMS.
THE ORGANIZATION ALSO PROVIDES IN-DEPTH OPERATIONAL MANUALS TO ASSIST ADMINISTRATORS AT EVERY LEVEL FOR THOROUGH UNDERSTANDING OF THEIR DUTIES.

4d Other program services (Describe on Schedule O.)
(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 39,291,515.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	1 X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors?</i>	2 X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4	X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8	X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	9	X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	10 X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	11c	X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	11d	X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a	X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b X	
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13	X
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19	X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		X
b A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	X	
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		X
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?	X	

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, question text, and Yes/No response boxes. Includes questions 2a through 16 regarding employee reporting, tax returns, unrelated business income, foreign accounts, prohibited transactions, and charitable contributions.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	12	
b	Enter the number of voting members included on line 1a, above, who are independent	11	
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	X	
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	X	
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official	X	
b	Other officers or key employees of the organization	X	
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **CA, SC, OR, PA, NV, IL, UT, TN, FL, MI, NY, HI**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records **MATTHEW WINEGAR - (424) 221-7910**
19750 S VERMONT AVE NO 200, TORRANCE, CA 90502

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) PAULA MUESSE DIRECTOR, BUSINESS SYSTEMS & STRATEG	40.00					X	197,693.	0.	22,006.	
(2) WILLIAM SNYDER DIRECTOR, PROGRAMS AND EDU	40.00				X		170,931.	0.	32,942.	
(3) MATTHEW WINEGAR NATIONAL EXECUTIVE DIRECTO	40.00	X		X			182,000.	0.	6,000.	
(4) YVONNE LARA DIRECTOR, MARKETING	40.00					X	143,942.	0.	9,686.	
(5) JILL MESHEKOW (UNTIL 1/7/21) DIRECTOR, HUMAN RESOURCES	40.00					X	126,121.	0.	20,116.	
(6) ANNETTE NASTRI (UNTIL 4/30/21) DIRECTOR, FINANCE & ACCOUN	40.00					X	139,144.	0.	3,104.	
(7) YVETTE BARRETT NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(8) JEFF RANSOM NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(9) RANDY PITMAN NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(10) PENNEY WAKEFIELD NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(11) CATHY FARLESS NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(12) DAN HOWALD NATIONAL VP BOARD OF DIREC	20.00	X					0.	0.	0.	
(13) RUBEN GONZALEZ NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(14) EILEEN TABERT NATIONAL VP BOARD OF DIREC	10.00	X					0.	0.	0.	
(15) MICHAEL KARON AYSO NATIONAL PRESIDENT	30.00	X		X			0.	0.	0.	
(16) DOUG RYAN NATIONAL TREASURER	30.00	X		X			0.	0.	0.	
(17) MARGIE CLOSE NATIONAL SECRETARY	10.00	X		X			0.	0.	0.	

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	730,022.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	988,008.				
	g Noncash contributions included in lines 1a-1f	1g	\$ 15,604.				
	h Total. Add lines 1a-1f			1,718,030.			
Program Service Revenue	2 a REGISTRATION FEES & PROGRAM RECEI	Business Code	711210	39,569,662.	39,569,662.		
	b TOURNAMENTS & CAMP RECEIPTS		711210	2,888,640.	2,888,640.		
	c TRAINING PROGRAMS & MEETINGS		711210	436,198.	436,198.		
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			42,894,500.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			50,564.		50,564.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real				
			(ii) Personal				
	b Less: rental expenses	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities				
			(ii) Other				
	b Less: cost or other basis and sales expenses	7b					
c Gain or (loss)	7c						
d Net gain or (loss)							
8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a						
b Less: direct expenses	8b						
c Net income or (loss) from fundraising events							
9 a Gross income from gaming activities. See Part IV, line 19	9a						
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a		18,553.				
			9,198.				
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory			9,355.		9,355.		
Miscellaneous Revenue	11 a OTHER INCOME	Business Code	900099	442,166.	442,166.		
	b ADVERTISING IN DIGITAL MEDIA		541800	105,000.	105,000.		
	c						
	d All other revenue						
	e Total. Add lines 11a-11d			547,166.			
12 Total revenue. See instructions			45,219,615.	43,336,666.	105,000.	59,919.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	361,766.	54,120.	307,646.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	1,597,164.	83,570.	1,513,594.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	56,274.	6,897.	49,377.	
9 Other employee benefits	321,798.	56,267.	265,531.	
10 Payroll taxes	167,468.	21,186.	146,282.	
11 Fees for services (nonemployees):				
a Management				
b Legal	61,817.		61,817.	
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	103,185.		103,185.	
12 Advertising and promotion	1,382,535.	1,382,535.		
13 Office expenses	2,685,267.	2,245,033.	440,234.	
14 Information technology	315,876.	315,876.		
15 Royalties				
16 Occupancy	299,408.	299,408.		
17 Travel	289,543.	287,536.	2,007.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	1,291,703.	1,291,703.		
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	63,869.		63,869.	
23 Insurance	617,088.	412,038.	205,050.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a FIELD EXPENSES	11,391,977.	11,391,977.		
b TOURNAMENTS & CLINICS	8,128,495.	8,128,495.		
c UNIFORMS	7,882,882.	7,882,882.		
d TRAINING	2,415,099.	2,227,036.	188,063.	
e All other expenses	3,204,956.	3,204,956.		
25 Total functional expenses. Add lines 1 through 24e	42,638,170.	39,291,515.	3,346,655.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	58,954,488.	1	61,565,033.
	2 Savings and temporary cash investments	1,609,416.	2	1,609,416.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	610,432.	4	596,950.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	9,198.	8	0.
	9 Prepaid expenses and deferred charges	447,699.	9	341,221.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 2,216,793.		
	b Less: accumulated depreciation	10b 2,114,710.	75,479.	10c 102,083.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	849,531.	15	246,531.
16 Total assets. Add lines 1 through 15 (must equal line 33)	62,556,243.	16	64,461,234.	
Liabilities	17 Accounts payable and accrued expenses	1,135,408.	17	518,638.
	18 Grants payable		18	
	19 Deferred revenue	5,325,190.	19	5,869,002.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	1,018,160.	25	414,664.
	26 Total liabilities. Add lines 17 through 25	7,478,758.	26	6,802,304.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	54,991,860.	27	57,589,305.
	28 Net assets with donor restrictions	85,625.	28	69,625.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	55,077,485.	32	57,658,930.
	33 Total liabilities and net assets/fund balances	62,556,243.	33	64,461,234.

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	45,219,615.
2	Total expenses (must equal Part IX, column (A), line 25)	2	42,638,170.
3	Revenue less expenses. Subtract line 2 from line 1	3	2,581,445.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	55,077,485.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	57,658,930.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b	Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input checked="" type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____		

Form 990 (2020)

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge ...						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources ...						
9 Net income from unrelated business activities, whether or not the business is regularly carried on ...						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f)).....	14	%
15 Public support percentage from 2019 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2020. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 33 1/3% support test - 2019. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2020. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2019. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	2,311,622.	1,951,019.	1,896,310.	1,149,505.	1,718,031.	9,026,487.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	73,498,131.	70,715,394.	73,398,227.	61,096,266.	42,894,500.	321,602,518.
3 Gross receipts from activities that are not an unrelated trade or business under section 513	3,575,050.	2,674,127.	1,992,325.	1,623,334.	18,553.	9,883,389.
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	79,384,803.	75,340,540.	77,286,862.	63,869,105.	44,631,084.	340,512,394.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0.
c Add lines 7a and 7b						0.
8 Public support. (Subtract line 7c from line 6.)						340,512,394.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6	79,384,803.	75,340,540.	77,286,862.	63,869,105.	44,631,084.	340,512,394.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	119,580.	118,444.	134,262.	209,100.	50,564.	631,950.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975	729,364.	709,992.	585,003.	380,877.	105,000.	2,510,236.
c Add lines 10a and 10b	848,944.	828,436.	719,265.	589,977.	155,564.	3,142,186.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	1,230,123.	1,407,240.	899,461.	856,636.	442,166.	4,835,626.
13 Total support. (Add lines 9, 10c, 11, and 12.)	81,463,870.	77,576,216.	78,905,588.	65,315,718.	45,228,814.	348,490,206.

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f))	15	97.71 %
16 Public support percentage from 2019 Schedule A, Part III, line 15	16	97.54 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f))	17	.90 %
18 Investment income percentage from 2019 Schedule A, Part III, line 17	18	1.04 %

19a 33 1/3% support tests - 2020. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2019. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described in line 11a above?		
c A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.		
11a		
11b		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
1		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
1		
2		
3		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
2 Activities Test. Answer lines 2a and 2b below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	Yes	No
b Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No" provide details in Part VI.		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		
2a		
2b		
3a		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions.
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2020 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1 Distributable amount for 2020 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2020 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2020			
a From 2015			
b From 2016			
c From 2017			
d From 2018			
e From 2019			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2020 distributable amount			
i Carryover from 2015 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2020 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2020 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2021. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2016			
b Excess from 2017			
c Excess from 2018			
d Excess from 2019			
e Excess from 2020			

Schedule B

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Name of the organization

AMERICAN YOUTH SOCCER ORGANIZATION

Employer identification number

95-6205398

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2020)

Name of organization AMERICAN YOUTH SOCCER ORGANIZATION	Employer identification number 95-6205398
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Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	SCORE 26 E. ANAHEIM ST. WILMINGTON, CA 90748	\$ 37,500.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	SATOR 1455 W 139TH STREET GARDENA, CA 90249	\$ 12,500.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	PEPSI 700 ANDERSON HILL ROAD PURCHASE, NY 10577	\$ 10,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	CAMP MOBILE INC. 575 HIGH STREET PALO ALTO, CA 94301	\$ 45,833.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	US SMALL BUSINESS ADMINISTRATION (PPP LOAN) 200 W SANTA ANA BLVD STE 180 SANTA ANA, CA 92701	\$ 730,022.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization AMERICAN YOUTH SOCCER ORGANIZATION	Employer identification number 95-6205398
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Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____

Name of organization AMERICAN YOUTH SOCCER ORGANIZATION	Employer identification number 95-6205398
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Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization **AMERICAN YOUTH SOCCER ORGANIZATION** Employer identification number **95-6205398**

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

Preservation of land for public use (for example, recreation or education) Preservation of a historically important land area

Protection of natural habitat Preservation of a certified historic structure

Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

Yes No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

Yes No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

▶ \$ _____

(ii) Assets included in Form 990, Part X

▶ \$ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1

▶ \$ _____

b Assets included in Form 990, Part X

▶ \$ _____

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2020

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	222,071.	222,071.	221,801.	221,589.	221,429.
b Contributions					
c Net investment earnings, gains, and losses			270.	212.	160.
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance	222,071.	222,071.	222,071.	221,801.	221,589.

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment 100.0000 %
 - b Permanent endowment %
 - c Term endowment %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|---|-----|----|
| (i) Unrelated organizations | | X |
| (ii) Related organizations | | X |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? <input type="checkbox"/> | | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		198,296.	181,373.	16,923.
d Equipment		681,272.	602,122.	79,150.
e Other		1,337,225.	1,331,215.	6,010.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				102,083.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) DEFERRED RENT	60,868.
(3) PPP LOAN	337,500.
(4) INSURANCE DEDUCTIBLE RESERVE	16,296.
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	414,664.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII...

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	9,479,252.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d	1,366,347.	
e	Add lines 2a through 2d	2e		1,366,347.
3	Subtract line 2e from line 1		3	8,112,905.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b	37,106,710.	
c	Add lines 4a and 4b	4c		37,106,710.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	45,219,615.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	7,594,524.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d	1,061,735.	
e	Add lines 2a through 2d	2e		1,061,735.
3	Subtract line 2e from line 1		3	6,532,789.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b	36,105,381.	
c	Add lines 4a and 4b	4c		36,105,381.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5	42,638,170.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART V, LINE 4:

TO PROVIDE ASSISTANCE TO ECONOMICALLY OR GEOGRAPHICALLY DISADVANTAGED REGIONS FOR THE PURCHASE OF EQUIPMENT, FIELD DEVELOPMENT OR MAINTANENCE, MARKETING AND TRAINING, TRAINING MATERIALS AND PROGRAM EXPANSION.

PART X, LINE 2:

AYSO HAS BEEN DESIGNATED AS TAX EXEMPT UNDER INTERNAL REVENUE CODE SECTION 501(C)(3) AND IS ALSO EXEMPT FROM STATE FRANCHISE TAXES UNDER SECTION 23701(D) OF THE CALIFORNIA REVENUE AND TAXATION CODE.

IN ACCORDANCE WITH ACCOUNTING STANDARDS CODIFICATION TOPIC NO. 740, "UNCERTAINTY IN INCOME TAXES," THE ORGANIZATION RECOGNIZES THE IMPACT OF

Part XIII Supplemental Information (continued)

TAX POSITIONS IN THE CONSOLIDATED FINANCIAL STATEMENTS IF THAT POSITION IS MORE LIKELY THAN NOT TO BE SUSTAINED ON AUDIT, BASED ON THE TECHNICAL MERITS OF THE POSITION. TO DATE, THE ORGANIZATION HAS NOT RECORDED ANY UNCERTAIN TAX POSITIONS. DURING THE YEARS ENDED JUNE 30, 2021, AND 2020, THE ORGANIZATION DID NOT RECOGNIZE ANY AMOUNT IN POTENTIAL INTEREST AND PENALTIES ASSOCIATED WITH UNCERTAIN TAX POSITIONS AND DID NOT NOTE ANY MATTERS WHICH MAY HAVE AN EFFECT ON ITS TAX-EXEMPT STATUS.

THE FOLLOWING ARE THE OPEN TAX YEARS FOR EACH JURISDICTION:

FEDERAL - 2017-2019

STATE - 2016-2019

PART XI, LINE 2D - OTHER ADJUSTMENTS:

Table with 2 columns: Description and Amount. Rows include: REVENUE FROM AYSO SERVICES CORPORATION, A SEPARATE RELATED ENTITY (1,303,741); REVENUE FROM AYSO ADULT SOCCER CORPORATION, A SEPARATE RELATED ENTITY (53,120); REVENUE FROM AYSO WHEN!, A SEPARATE RELATED ENTITY (9,486); TOTAL TO SCHEDULE D, PART XI, LINE 2D (1,366,347).

PART XI, LINE 4B - OTHER ADJUSTMENTS:

Table with 2 columns: Description and Amount. Row includes: REVENUE FROM AYSO REGIONS NOT INCLUDED IN AUDITED FINANCIALS (37,106,710).

PART XII, LINE 2D - OTHER ADJUSTMENTS:

Table with 2 columns: Description and Amount. Row includes: EXPENSES FROM AYSO SERVICES CORPORATION, A SEPARATE RELATED ENTITY (956,304).

Part XIII Supplemental Information (continued)

EXPENSES FROM AYSO ADULT SOCCER CORPORATION, A SEPARATE

RELATED ENTITY 49,471.

EXPENSES FROM AYSO WHEN!, A SEPARATE RELATED ENTITY 55,960.

TOTAL TO SCHEDULE D, PART XII, LINE 2D 1,061,735.

PART XII, LINE 4B - OTHER ADJUSTMENTS:

EXPENSES FROM AYSO REGIONS NOT INCLUDED IN AUDITED

FINANCIALS 36,105,381.

**SCHEDULE J
(Form 990)**

Compensation Information

OMB No. 1545-0047

2020

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

AMERICAN YOUTH SOCCER ORGANIZATION

Employer identification number

95-6205398

Part I Questions Regarding Compensation

- 1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.
- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |
- b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain
- 2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?
- 3** Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.
- | | |
|---|---|
| <input checked="" type="checkbox"/> Compensation committee | <input checked="" type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study |
| <input checked="" type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |
- 4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:
- a** Receive a severance payment or change-of-control payment?
- b** Participate in or receive payment from a supplemental nonqualified retirement plan?
- c** Participate in or receive payment from an equity-based compensation arrangement?
- If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.
- Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**
- 5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:
- a** The organization?
- b** Any related organization?
- If "Yes" on line 5a or 5b, describe in Part III.
- 6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:
- a** The organization?
- b** Any related organization?
- If "Yes" on line 6a or 6b, describe in Part III.
- 7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III
- 8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III
- 9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
1b		
2	X	
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2020

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Open to Public
Inspection

Name of the organization

AMERICAN YOUTH SOCCER ORGANIZATION

Employer identification number
95-6205398

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

CHARACTER, AND TO FOSTER SOCCER COMPETITION FOR SUCH YOUTH.

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

3. OPEN REGISTRATION. 4. POSITIVE COACHING 5. GOOD SPORTSMANSHIP 6.
PLAYER DEVELOPMENT.

FORM 990, PART VI, SECTION B, LINE 11B:

THE FORM 990 IS PROVIDED TO THE BOARD MEMBERS PRIOR TO FILING.

FORM 990, PART VI, SECTION B, LINE 12C:

ALL THE NATIONAL BOARD MEMBERS SIGN A CONFLICT OF INTEREST STATEMENT EACH
YEAR. BOARD MEMBERS ARE REQUIRED TO DISCLOSE ANY CONFLICT OF INTEREST THAT
MAY EXIST. COMPLIANCE OF THE POLICY IS MONITORED BY THE CONTROLLER.

FORM 990, PART VI, SECTION B, LINE 15:

THE HUMAN RESOURCES DIRECTOR GATHERS EXTERNAL MARKET DATA FOR SALARY RAISES
FOR ALL EMPLOYEES INCLUDING OFFICERS AND DIRECTORS. FOR OFFICERS AND
DIRECTORS, A COMPENSATION PACKAGE INCLUDES BENEFITS AND ANNUAL SALARY, IS
THEN APPROVED BY THE NATIONAL BOARD OF DIRECTORS (NBOD). THE NBOD
PRESIDENT DETERMINES AND APPROVES THE COMPENSATION PACKAGE FOR THE NATIONAL
EXECUTIVE DIRECTOR (NED) AND IT GOES TO THE NBOD BOARD FOR A FINAL VOTE.
THE AMOUNT OF SALARY AND BENEFITS GIVEN TO OTHER EMPLOYEES DETERMINED BY
THE NATIONAL EXECUTIVE DIRECTOR (NED), BASED ON THE INDUSTRY AVERAGE. THE
NBOD IS INFORMED SUBSEQUENTLY OF THE SALARY RAISE OF OTHER EMPLOYEES.

Name of the organization AMERICAN YOUTH SOCCER ORGANIZATION	Employer identification number 95-6205398
---	---

FORM 990, PART VI, SECTION C, LINE 18:

THE ORGANIZATION'S FORM 990 IS ALSO AVAILABLE FOR PUBLIC INSPECTION ON
WWW.GUIDESTAR.ORG

FORM 990, PART VI, SECTION C, LINE 19:

GOVERNING DOCUMENTS ARE AVAILABLE ON THE ORGANIZATIONS WEBSITE. THE
CONFLICT OF INTEREST POLICY IS AVAILABLE UPON REQUEST. FINANCIAL STATEMENTS
ARE NOW FOUND ON OUR MEMBERSHIP WEBSITE AND ARE LIMITED TO EXECUTIVE
MEMBERS ONLY.

**SCHEDULE R
(Form 990)**

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

**Open to Public
Inspection**

Name of the organization

AMERICAN YOUTH SOCCER ORGANIZATION

Employer identification number
95-6205398

Part I Identification of Disregarded Entities. Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
AYSO WHEN! FOUNDATION - 81-4596409 19750 S. VERMONT AVE., STE 200 TORRANCE, CA 90502	CHARITABLE	CALIFORNIA	501(C)(3)	N/A	AMERICAN YOUTH SOCCER ORGANIZATION		X
AYSO ADULT SOCCER CORPORATION - 81-4542474 19750 S. VERMONT AVE., STE 200 TORRANCE, CA 90502	AMATEUR SOCCER	CALIFORNIA	501(C)(4)	N/A	AMERICAN YOUTH SOCCER ORGANIZATION		X

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2020

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?

	Yes	No
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity		X
b Gift, grant, or capital contribution to related organization(s)	X	
c Gift, grant, or capital contribution from related organization(s)		X
d Loans or loan guarantees to or for related organization(s)		X
e Loans or loan guarantees by related organization(s)		X
f Dividends from related organization(s)		X
g Sale of assets to related organization(s)		X
h Purchase of assets from related organization(s)		X
i Exchange of assets with related organization(s)		X
j Lease of facilities, equipment, or other assets to related organization(s)		X
k Lease of facilities, equipment, or other assets from related organization(s)		X
l Performance of services or membership or fundraising solicitations for related organization(s)	X	
m Performance of services or membership or fundraising solicitations by related organization(s)		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	X	
o Sharing of paid employees with related organization(s)	X	
p Reimbursement paid to related organization(s) for expenses	X	
q Reimbursement paid by related organization(s) for expenses		X
r Other transfer of cash or property to related organization(s)		X
s Other transfer of cash or property from related organization(s)		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

Part VII Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

Multiple horizontal lines for providing supplemental information.

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. AMERICAN YOUTH SOCCER ORGANIZATION	Taxpayer identification number (TIN) 95-6205398
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. C/O 10960 WILSHIRE BLVD., STE 700	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. LOS ANGELES, CA 90024	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 7

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

MATTHEW WINEGAR

- The books are in the care of ▶ **19750 S VERMONT AVE NO 200 - TORRANCE, CA 90502**
Telephone No. ▶ **(424) 221-7910** Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 16, 2022**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year _____ or
 ▶ tax year beginning **JUL 1, 2020**, and ending **JUN 30, 2021**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	5,000.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

Form **990-T**

Exempt Organization Business Income Tax Return
(and proxy tax under section 6033(e))

OMB No. 1545-0047

2020

For calendar year 2020 or other tax year beginning **JUL 1, 2020**, and ending **JUN 30, 2021**.

▶ Go to www.irs.gov/Form990T for instructions and the latest information.
▶ Do not enter SSN numbers on this form as it may be made public if your organization is a 501(c)(3).

Department of the Treasury
Internal Revenue Service

Open to Public Inspection for
501(c)(3) Organizations Only

A <input type="checkbox"/> Check box if address changed.	Print or Type	Name of organization (<input type="checkbox"/> Check box if name changed and see instructions.) AMERICAN YOUTH SOCCER ORGANIZATION	D Employer identification number 95-6205398
B Exempt under section <input checked="" type="checkbox"/> 501(c)(3)) <input type="checkbox"/> 408(e) <input type="checkbox"/> 220(e) <input type="checkbox"/> 408A <input type="checkbox"/> 530(a) <input type="checkbox"/> 529(a) <input type="checkbox"/> 529S		Number, street, and room or suite no. If a P.O. box, see instructions. 19750 S VERMONT AVE NO 200	E Group exemption number (see instructions)
		City or town, state or province, country, and ZIP or foreign postal code TORRANCE, CA 90502	F <input type="checkbox"/> Check box if an amended return.
		C Book value of all assets at end of year ▶ 64,461,233.	
G Check organization type ▶ <input checked="" type="checkbox"/> 501(c) corporation <input type="checkbox"/> 501(c) trust <input type="checkbox"/> 401(a) trust <input type="checkbox"/> Other trust <input type="checkbox"/> Applicable reinsurance entity			
H Check if filing only to ▶ <input type="checkbox"/> Claim credit from Form 8941 <input type="checkbox"/> Claim a refund shown on Form 2439			
I Check if a 501(c)(3) organization filing a consolidated return with a 501(c)(2) titleholding corporation ▶ <input type="checkbox"/>			
J Enter the number of attached Schedules A (Form 990-T) ▶ 1			
K During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? ▶ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," enter the name and identifying number of the parent corporation. ▶			
L The books are in care of ▶ MATTHEW WINEGAR Telephone number ▶ (424) 221-7910			

Part I Total Unrelated Business Taxable Income		
1 Total of unrelated business taxable income computed from all unrelated trades or businesses (see instructions)	1	-358,796.
2 Reserved	2	
3 Add lines 1 and 2	3	-358,796.
4 Charitable contributions (see instructions for limitation rules)	4	0.
5 Total unrelated business taxable income before net operating losses. Subtract line 4 from line 3	5	-358,796.
6 Deduction for net operating loss. See instructions	6	
7 Total of unrelated business taxable income before specific deduction and section 199A deduction. Subtract line 6 from line 5	7	-358,796.
8 Specific deduction (generally \$1,000, but see instructions for exceptions)	8	1,000.
9 Trusts. Section 199A deduction. See instructions	9	
10 Total deductions. Add lines 8 and 9	10	1,000.
11 Unrelated business taxable income. Subtract line 10 from line 7. If line 10 is greater than line 7, enter zero	11	0.

Part II Tax Computation		
1 Organizations taxable as corporations. Multiply Part I, line 11 by 21% (0.21)	1	0.
2 Trusts taxable at trust rates. See instructions for tax computation. Income tax on the amount on Part I, line 11 from: <input type="checkbox"/> Tax rate schedule or <input type="checkbox"/> Schedule D (Form 1041)	2	
3 Proxy tax. See instructions	3	
4 Other tax amounts. See instructions	4	
5 Alternative minimum tax (trusts only)	5	
6 Tax on noncompliant facility income. See instructions	6	
7 Total. Add lines 3 through 6 to line 1 or 2, whichever applies	7	0.

LHA For Paperwork Reduction Act Notice, see instructions.

Form **990-T** (2020)

Part III Tax and Payments

1a	Foreign tax credit (corporations attach Form 1118; trusts attach Form 1116)	1a		
b	Other credits (see instructions)	1b		
c	General business credit. Attach Form 3800 (see instructions)	1c		
d	Credit for prior year minimum tax (attach Form 8801 or 8827)	1d		
e	Total credits. Add lines 1a through 1d	1e		
2	Subtract line 1e from Part II, line 7	2		0.
3	Other taxes. Check if from: <input type="checkbox"/> Form 4255 <input type="checkbox"/> Form 8611 <input type="checkbox"/> Form 8697 <input type="checkbox"/> Form 8866 <input type="checkbox"/> Other (attach statement)	3		
4	Total tax. Add lines 2 and 3 (see instructions). <input type="checkbox"/> Check if includes tax previously deferred under section 1294. Enter tax amount here	4		0.
5	2020 net 965 tax liability paid from Form 965-A or Form 965-B, Part II, column (k), line 4	5		0.
6a	Payments: A 2019 overpayment credited to 2020	6a	5,000.	
b	2020 estimated tax payments. Check if section 643(g) election applies <input type="checkbox"/>	6b		
c	Tax deposited with Form 8868	6c		
d	Foreign organizations: Tax paid or withheld at source (see instructions)	6d		
e	Backup withholding (see instructions)	6e		
f	Credit for small employer health insurance premiums (attach Form 8941)	6f		
g	Other credits, adjustments, and payments: <input type="checkbox"/> Form 2439 <input type="checkbox"/> Form 4136 <input type="checkbox"/> Other Total	6g		
7	Total payments. Add lines 6a through 6g	7		5,000.
8	Estimated tax penalty (see instructions). Check if Form 2220 is attached <input type="checkbox"/>	8		
9	Tax due. If line 7 is smaller than the total of lines 4, 5, and 8, enter amount owed	9		
10	Overpayment. If line 7 is larger than the total of lines 4, 5, and 8, enter amount overpaid	10		5,000.
11	Enter the amount of line 10 you want: Credited to 2021 estimated tax 5,000. Refunded	11		0.

Part IV Statements Regarding Certain Activities and Other Information (see instructions)

	Yes	No
1 At any time during the 2020 calendar year, did the organization have an interest in or a signature or other authority over a financial account (bank, securities, or other) in a foreign country? If "Yes," the organization may have to file FinCEN Form 114, Report of Foreign Bank and Financial Accounts. If "Yes," enter the name of the foreign country here		X
2 During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If "Yes," see instructions for other forms the organization may have to file.		X
3 Enter the amount of tax-exempt interest received or accrued during the tax year \$		
4a Did the organization change its method of accounting? (see instructions)		X
b If 4a is "Yes," has the organization described the change on Form 990, 990-EZ, 990-PF, or Form 1128? If "No," explain in Part V		

Part V Supplemental Information

Provide the explanation required by Part IV, line 4b. Also, provide any other additional information. See instructions.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: _____ Date: _____ Title: **NATIONAL EXECUTIVE DIRECTOR**

May the IRS discuss this return with the preparer shown below (see instructions)? Yes No

Paid Preparer Use Only

Print/Type preparer's name: **NAZANIN BENYAMINI** Preparer's signature: **NAZANIN BENYAMINI** Date: **05/16/22** Check if self-employed PTIN: **P00666808**

Firm's name: **SINGERLEWAK LLP** Firm's EIN: **95-2302617**

Firm's address: **10960 WILSHIRE BOULEVARD, 7TH FLOOR LOS ANGELES, CA 90024-3783** Phone no.: **(310) 477-3924**

**SCHEDULE A
(Form 990-T)**

Department of the Treasury
Internal Revenue Service

**Unrelated Business Taxable Income
From an Unrelated Trade or Business**

▶ Go to www.irs.gov/Form990T for instructions and the latest information.
▶ Do not enter SSN numbers on this form as it may be made public if your organization is a 501(c)(3).

ENTITY 1

OMB No. 1545-0047

2020

Open to Public Inspection for
501(c)(3) Organizations Only

A Name of the organization AMERICAN YOUTH SOCCER ORGANIZATION	B Employer identification number 95-6205398
C Unrelated business activity code (see instructions) ▶ 541800	D Sequence: 1 of 1

E Describe the unrelated trade or business ▶ **ADVERTISING**

Part I Unrelated Trade or Business Income		(A) Income	(B) Expenses	(C) Net
1 a Gross receipts or sales				
b Less returns and allowances	c Balance ▶	1c		
2 Cost of goods sold (Part III, line 8)	2			
3 Gross profit. Subtract line 2 from line 1c	3			
4 a Capital gain net income (attach Sch D (Form 1041 or Form 1120)) (see instructions)	4a			
b Net gain (loss) (Form 4797) (attach Form 4797) (see instructions)	4b			
c Capital loss deduction for trusts	4c			
5 Income (loss) from a partnership or an S corporation (attach statement)	5			
6 Rent income (Part IV)	6			
7 Unrelated debt-financed income (Part V)	7			
8 Interest, annuities, royalties, and rents from a controlled organization (Part VI)	8			
9 Investment income of section 501(c)(7), (9), or (17) organizations (Part VII)	9			
10 Exploited exempt activity income (Part VIII)	10			
11 Advertising income (Part IX)	11	210,000.	568,796.	-358,796.
12 Other income (see instructions; attach statement)	12			
13 Total. Combine lines 3 through 12	13	210,000.	568,796.	-358,796.

Part II Deductions Not Taken Elsewhere (See instructions for limitations on deductions) Deductions must be directly connected with the unrelated business income

1 Compensation of officers, directors, and trustees (Part X)				1
2 Salaries and wages				2
3 Repairs and maintenance				3
4 Bad debts				4
5 Interest (attach statement) (see instructions)				5
6 Taxes and licenses				6
7 Depreciation (attach Form 4562) (see instructions)	7			
8 Less depreciation claimed in Part III and elsewhere on return	8a			8b
9 Depletion				9
10 Contributions to deferred compensation plans				10
11 Employee benefit programs				11
12 Excess exempt expenses (Part VIII)				12
13 Excess readership costs (Part IX)				13
14 Other deductions (attach statement)				14
15 Total deductions. Add lines 1 through 14	15			0.
16 Unrelated business income before net operating loss deduction. Subtract line 15 from Part I, line 13, column (C)	16			-358,796.
17 Deduction for net operating loss (see instructions)	17			0.
18 Unrelated business taxable income. Subtract line 17 from line 16	18			-358,796.

LHA For Paperwork Reduction Act Notice, see instructions.

Schedule A (Form 990-T) 2020

Part III Cost of Goods Sold Enter method of inventory valuation

Table with 8 rows for Cost of Goods Sold. Rows include: 1 Inventory at beginning of year, 2 Purchases, 3 Cost of labor, 4 Additional section 263A costs, 5 Other costs, 6 Total, 7 Inventory at end of year, 8 Cost of goods sold. Row 9 is a checkbox question about section 263A rules.

Part IV Rent Income (From Real Property and Personal Property Leased with Real Property)

Table for Rent Income. Row 1: Description of property with checkboxes A, B, C, D. Rows 2-4: Rent received or accrued breakdown by source (personal vs real property) and total. Row 5: Total deductions. Row 6: Total rents received or accrued with a total of 0.

Part V Unrelated Debt-Financed Income (see instructions)

Table for Unrelated Debt-Financed Income. Row 1: Description of debt-financed property with checkboxes A, B, C, D. Rows 2-8: Gross income from debt-financed property, deductions, average acquisition debt, and gross income reportable. Row 9: Allocable deductions. Row 10: Total allocable deductions. Row 11: Total dividends-received deductions.

Part VI Interest, Annuities, Royalties, and Rents from Controlled Organizations (see instructions)

1. Name of controlled organization	2. Employer identification number	Exempt Controlled Organizations			
		3. Net unrelated income (loss) (see instructions)	4. Total of specified payments made	5. Part of column 4 that is included in the controlling organization's gross income	6. Deductions directly connected with income in column 5
(1)					
(2)					
(3)					
(4)					
Nonexempt Controlled Organizations					
7. Taxable Income	8. Net unrelated income (loss) (see instructions)	9. Total of specified payments made	10. Part of column 9 that is included in the controlling organization's gross income	11. Deductions directly connected with income in column 10	
(1)					
(2)					
(3)					
(4)					
			Add columns 5 and 10. Enter here and on Part I, line 8, column (A)	Add columns 6 and 11. Enter here and on Part I, line 8, column (B)	
Totals			0.	0.	

Part VII Investment Income of a Section 501(c)(7), (9), or (17) Organization (see instructions)

1. Description of income	2. Amount of income	3. Deductions directly connected (attach statement)	4. Set-asides (attach statement)	5. Total deductions and set-asides (add cols 3 and 4)
(1)				
(2)				
(3)				
(4)				
		Add amounts in column 2. Enter here and on Part I, line 9, column (A)		Add amounts in column 5. Enter here and on Part I, line 9, column (B)
Totals		0.		0.

Part VIII Exploited Exempt Activity Income, Other Than Advertising Income (see instructions)

1	Description of exploited activity: _____		
2	Gross unrelated business income from trade or business. Enter here and on Part I, line 10, column (A)	2	
3	Expenses directly connected with production of unrelated business income. Enter here and on Part I, line 10, column (B)	3	
4	Net income (loss) from unrelated trade or business. Subtract line 3 from line 2. If a gain, complete lines 5 through 7	4	
5	Gross income from activity that is not unrelated business income	5	
6	Expenses attributable to income entered on line 5	6	
7	Excess exempt expenses. Subtract line 5 from line 6, but do not enter more than the amount on line 4. Enter here and on Part II, line 12	7	

Part IX Advertising Income

STATEMENT 1

1 Name(s) of periodical(s). Check box if reporting two or more periodicals on a consolidated basis.

A DIGITAL MEDIA

B

C

D

Enter amounts for each periodical listed above in the corresponding column.

	A	B	C	D
2 Gross advertising income	105,000.	105,000.		
Add columns A through D. Enter here and on Part I, line 11, column (A)				210,000.

a				
3 Direct advertising costs by periodical	284,398.	284,398.		
a Add columns A through D. Enter here and on Part I, line 11, column (B)				568,796.

4 Advertising gain (loss). Subtract line 3 from line 2. For any column in line 4 showing a gain, complete lines 5 through 8. For any column in line 4 showing a loss or zero, do not complete lines 5 through 7, and enter zero on line 8	-179,398.	-179,398.		
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5 Readership costs

6 Circulation income

7 Excess readership costs. If line 6 is less than line 5, subtract line 6 from line 5. If line 5 is less than line 6, enter zero

8 Excess readership costs allowed as a deduction. For each column showing a gain on line 4, enter the lesser of line 4 or line 7

a Add line 8, columns A through D. Enter the greater of the line 8a, columns total or zero here and on Part II, line 13

0.

Part X Compensation of Officers, Directors, and Trustees (see instructions)

1. Name	2. Title	3. Percentage of time devoted to business	4. Compensation attributable to unrelated business
(1)		%	
(2)		%	
(3)		%	
(4)		%	

Total. Enter here and on Part II, line 1

0.

Part XI Supplemental Information (see instructions)

SEPARATE PERIODICALS INCLUDED IN STATEMENT 1
A CONSOLIDATED PERIODICAL

	GROSS INCOME	DIRECT COSTS	CIRC. INCOME	RDRSHIP COSTS
- DIGITAL MEDIA	105,000.	284,398.	0.	0.

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STATE COPY

2020

California Exempt Organization Annual Information Return

199

Calendar Year 2020 or fiscal year beginning (mm/dd/yyyy) **07/01/2020**, and ending (mm/dd/yyyy) **06/30/2021**

Corporation/Organization name AMERICAN YOUTH SOCCER ORGANIZATION	California corporation number 0537598
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Additional information. See instructions.	FEIN 95-6205398
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Street address (suite or room) 19750 S VERMONT AVE NO 200	PMB no.
---	---------

City TORRANCE	State CA	ZIP code 90502
-------------------------	--------------------	--------------------------

Foreign country name	Foreign province/state/country	Foreign postal code
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<p>A First return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>B Amended return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>C IRC Section 4947(a)(1) trust <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>D Final information return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date: (mm/dd/yyyy) _____</p> <p>E Check accounting method: (1) <input type="checkbox"/> Cash (2) <input checked="" type="checkbox"/> Accrual (3) <input type="checkbox"/> Other</p> <p>F Federal return filed? (1) <input checked="" type="checkbox"/> 990T (2) <input type="checkbox"/> 990PF (3) <input type="checkbox"/> Sch H (990) (4) <input checked="" type="checkbox"/> Other 990 series</p> <p>G Is this a group filing? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>H Is this organization in a group exemption <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," what is the parent's name? _____</p>	<p>I Did the organization have any changes to its guidelines not reported to the FTB? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>K Is the organization exempt under R&TC Section 23701g? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," enter the gross receipts from nonmember sources \$ _____</p> <p>L Is the organization a limited liability company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>M Did the organization file Form 100 or Form 109 to report taxable income? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N Is the organization under audit by the IRS or has the IRS audited in a prior year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>O Is federal Form 1023/1024 pending? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date filed with IRS _____</p>
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Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1 Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	43,510,783	00
	2 Gross dues and assessments from members and affiliates	2		00
	3 Gross contributions, gifts, grants, and similar amounts received STMT 1	3	1,718,030	00
	4 Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B	4	45,228,813	00
	5 Cost of goods sold STMT 2	5	9,198	00
	6 Cost or other basis, and sales expenses of assets sold	6		00
	7 Total costs. Add line 5 and line 6	7	9,198	00
	8 Total gross income. Subtract line 7 from line 4	8	45,219,615	00
Expenses	9 Total expenses and disbursements. From Side 2, Part II, line 18	9	42,638,170	00
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	2,581,445	00
Filing Fee	11 Total payments	11		00
	12 Use tax. See General Information K	12		00
	13 Payments balance. If line 11 is more than line 12, subtract line 12 from line 11	13		00
	14 Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	14		00
	15 Penalties and Interest. See General Information J	15		00
	16 Balance due. Add line 12 and line 15. Then subtract line 11 from the result	16		00

Sign Here Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer	Title NATIONAL EXECU	Date	Telephone
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Preparer's signature NAZANIN BENYAMINI	Date 05/16/22	Check if self-employed <input type="checkbox"/>	PTIN P00666808
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Firm's name (or yours, if self-employed) and address SINGERLEWAK LLP 10960 WILSHIRE BOULEVARD, 7TH FLOOR LOS ANGELES, CA 90024-3783	Telephone (310) 477-3924
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May the FTB discuss this return with the preparer shown above? See instructions Yes No

Part II Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.

028951 12-22-20

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	•	1	18,553	00
	2	Interest	•	2	50,564	00
	3	Dividends	•	3		00
	4	Gross rents	•	4		00
	5	Gross royalties	•	5		00
	6	Gross amount received from sale of assets (See Instructions)	•	6		00
	7	Other income	•	7	43,441,666	00
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	•	8	43,510,783	00
	9	Contributions, gifts, grants, and similar amounts paid	•	9		00
	10	Disbursements to or for members	•	10		00
	11	Compensation of officers, directors, and trustees	•	11	361,766	00
	12	Other salaries and wages	•	12	1,597,164	00
	13	Interest	•	13		00
	14	Taxes	•	14	167,468	00
	15	Rents	•	15	299,408	00
	16	Depreciation and depletion (See instructions)	•	16	63,869	00
	17	Other expenses and disbursements	•	17	40,148,495	00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	•	18	42,638,170	00

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
Assets					
1	Cash		60,563,904		63,174,449
2	Net accounts receivable		610,432		596,950
3	Net notes receivable				
4	Inventories		9,198		
5	Federal and state government obligations				
6	Investments in other bonds				
7	Investments in stock				
8	Mortgage loans				
9	Other investments				
10	a Depreciable assets	4,109,321		2,216,793	
	b Less accumulated depreciation	(4,033,842	75,479	(2,114,710)	102,083
11	Land				
12	Other assets STMT 6		1,297,230		587,752
13	Total assets		62,556,243		64,461,234
Liabilities and net worth					
14	Accounts payable		1,135,408		518,638
15	Contributions, gifts, or grants payable				
16	Bonds and notes payable				
17	Mortgages payable				
18	Other liabilities STMT 7		6,343,350		6,283,666
19	Capital stock or principal fund				
20	Paid-in or capital surplus. Attach reconciliation				
21	Retained earnings or income fund		55,077,485		57,658,930
22	Total liabilities and net worth		62,556,243		64,461,234

Schedule M-1 Reconciliation of income per books with income per return			
Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.			
1	Net income per books	•	2,581,445
2	Federal income tax	•	
3	Excess of capital losses over capital gains	•	
4	Income not recorded on books this year	•	
5	Expenses recorded on books this year not deducted in this return	•	
6	Total. Add line 1 through line 5		2,581,445
7	Income recorded on books this year not included in this return	•	
8	Deductions in this return not charged against book income this year	•	
9	Total. Add line 7 and line 8		
10	Net income per return. Subtract line 9 from line 6		2,581,445

CA 199 CASH CONTRIBUTIONS STATEMENT 1
INCLUDED ON PART I, LINE 3

<u>CONTRIBUTOR'S NAME</u>	<u>CONTRIBUTOR'S ADDRESS</u>	<u>DATE OF GIFT</u>	<u>AMOUNT</u>
SCORE	26 E. ANAHEIM ST. WILMINGTON, CA 90748		37,500.
SATOR	1455 W 139TH STREET GARDENA, CA 90249		12,500.
PEPSI	700 ANDERSON HILL ROAD PURCHASE, NY 10577		10,000.
CAMP MOBILE INC.	575 HIGH STREET PALO ALTO, CA 94301		45,833.
US SMALL BUSINESS ADMINSTRATION (PPP LOAN)	200 W SANTA ANA BLVD STE 180 SANTA ANA, CA 92701		730,022.
TOTAL INCLUDED ON LINE 3			<u>835,855.</u>

FORM 199

COST OF GOODS SOLD
INCLUDED ON PART I, LINE 5

STATEMENT 2

COST OF GOODS SOLD

1. INVENTORY AT BEGINNING OF YEAR	9,198
2. MERCHANDISE PURCHASED.	
3. COST OF LABOR.	
4. MATERIALS AND SUPPLIES	
5. OTHER COSTS.	
6. ADD LINES 1 THROUGH 5	9,198
7. INVENTORY AT END OF YEAR	
8. COST OF GOODS SOLD (LINE 6 LESS LINE 7) . .	9,198

CA 199	OTHER INCOME	STATEMENT	3
DESCRIPTION		AMOUNT	
OTHER INCOME		442,166.	
ADVERTISING IN DIGITAL MEDIA		105,000.	
REGISTRATION FEES & PROGRAM RECEIPTS		39,569,662.	
TRAINING PROGRAMS & MEETINGS		436,198.	
TOURNAMENTS & CAMP RECEIPTS		2,888,640.	
TOTAL TO FORM 199, PART II, LINE 7		43,441,666.	

CA 199	COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES	STATEMENT	4
NAME AND ADDRESS	TITLE AND AVERAGE HRS WORKED/WK	COMPENSATION	
PAULA MUESSE 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	DIRECTOR, BUSINESS SYSTEMS 40.00	0.	
WILLIAM SNYDER 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	DIRECTOR, PROGRAMS AND EDU 40.00	0.	
MATTHEW WINEGAR 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL EXECUTIVE DIRECTO 40.00	0.	
YVONNE LARA 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	DIRECTOR, MARKETING 40.00	0.	
JILL MESHEKOW (UNTIL 1/7/21) 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	DIRECTOR, HUMAN RESOURCES 40.00	0.	
ANNETTE NASTRI (UNTIL 4/30/21) 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	DIRECTOR, FINANCE & ACCOUN 40.00	0.	
YVETTE BARRETT 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL BOARD OF DIRECTOR 10.00	0.	

AMERICAN YOUTH SOCCER ORGANIZATION

95-6205398

JEFF RANSOM 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL BOARD OF DIRECTOR 10.00	0.
RANDY PITMAN 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL BOARD OF DIRECTOR 10.00	0.
PENNEY WAKEFIELD 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL BOARD OF DIRECTOR 10.00	0.
CATHY FARLESS 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL BOARD OF DIRECTOR 10.00	0.
DAN HOWALD 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL VP BOARD OF DIREC 20.00	0.
RUBEN GONZALEZ 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL BOARD OF DIRECTOR 10.00	0.
EILEEN TABERT 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL VP BOARD OF DIREC 10.00	0.
MICHAEL KARON 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	AYSO NATIONAL PRESIDENT 30.00	0.
DOUG RYAN 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL TREASURER 30.00	0.
MARGIE CLOSE 19750 S VERMONT AVE NO 200 TORRANCE, CA 90502	NATIONAL SECRETARY 10.00	0.

TOTAL TO FORM 199, PART II, LINE 11

0.

CA 199	OTHER EXPENSES	STATEMENT	5
DESCRIPTION		AMOUNT	
FIELD EXPENSES		11,391,977.	
TOURNAMENTS & CLINICS		8,128,495.	
UNIFORMS		7,882,882.	
TRAINING		2,415,099.	
PENSION PLAN CONTRIBUTIONS		56,274.	
OTHER EMPLOYEE BENEFITS		321,798.	
LEGAL FEES		61,817.	
OTHER PROFESSIONAL FEES		103,185.	
ADVERTISING AND PROMOTION		1,382,535.	
OFFICE EXPENSES		2,685,267.	
INFORMATION TECHNOLOGY		315,876.	
TRAVEL		289,543.	
CONFERENCES AND CONVENTIONS		1,291,703.	
INSURANCE		617,088.	
ALL OTHER EXPENSES		3,204,956.	
TOTAL TO FORM 199, PART II, LINE 17		40,148,495.	

CA 199	OTHER ASSETS	STATEMENT	6
DESCRIPTION	BEG. OF YEAR	END OF YEAR	
PREPAID EXPENSES AND DEFERRED CHARGES	447,699.	341,221.	
OTHER ASSETS	603,000.	0.	
INVESTMENT IN SUBSIDIARY	246,531.	246,531.	
TOTAL TO FORM 199, SCHEDULE L, LINE 12	1,297,230.	587,752.	

CA 199	OTHER LIABILITIES	STATEMENT	7
DESCRIPTION	BEG. OF YEAR	END OF YEAR	
DEFERRED RENT	76,302.	60,868.	
PPP LOAN	730,022.	337,500.	
INSURANCE DEDUCTIBLE RESERVE	211,836.	16,296.	
DEFERRED REVENUE	5,325,190.	5,869,002.	
TOTAL TO FORM 199, SCHEDULE L, LINE 18	6,343,350.	6,283,666.	

CA 199	FUND BALANCES	STATEMENT	8
DESCRIPTION	BEG. OF YEAR	END OF YEAR	
NET ASSETS WITHOUT DONOR RESTRICTIONS	54,991,860.	57,589,305.	
NET ASSETS WITH DONOR RESTRICTIONS	85,625.	69,625.	
TOTAL TO FORM 199, SCHEDULE L, LINE 21	55,077,485.	57,658,930.	

TAXABLE YEAR
2020

California e-file Return Authorization for Exempt Organizations

FORM
8453-EO

Exempt Organization name	Identifying number
AMERICAN YOUTH SOCCER ORGANIZATION	95-6205398

Part I Electronic Return Information (whole dollars only)

1 Total gross receipts (Form 199, line 4)	1	45,228,813
2 Total gross income (Form 199, line 8)	2	45,219,615
3 Total expenses and disbursements (Form 199, line 9)	3	42,638,170

Part II Settle Your Account Electronically for Taxable Year 2020

4 <input type="checkbox"/> Electronic funds withdrawal	4a Amount	4b Withdrawal date (mm/dd/yyyy)
---	------------------	--

Part III Banking Information (Have you verified the exempt organization's banking information?)

5 Routing number _____	7 Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
6 Account number _____	

Part IV Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2020 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements to be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

Sign Here			
	Signature of officer	Date	NATIONAL EXECUTIVE DIRECTOR

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2020 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO Must Sign	ERO's signature SINGERLEWAK LLP	Date	Check if also paid preparer <input checked="" type="checkbox"/>	Check if self-employed <input type="checkbox"/>	ERO's PTIN P00666808
	Firm's name (or yours if self-employed) and address SINGERLEWAK LLP 10960 WILSHIRE BOULEVARD, 7TH FLOOR LOS ANGELES, CA				Firm's FEIN 95-2302617 ZIP code 90024-3783

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

Paid Preparer Must Sign	Paid preparer's signature _____	Date	Check if self-employed <input type="checkbox"/>	Paid preparer's PTIN
	Firm's name (or yours if self-employed) and address _____			Firm's FEIN _____ ZIP code _____

California Exempt Organization
Business Income Tax Return

Calendar Year 2020 or fiscal year beginning (mm/dd/yyyy) **07/01/2020**, and ending (mm/dd/yyyy) **06/30/2021**

Corporation/Organization name
AMERICAN YOUTH SOCCER ORGANIZATION California corporation number
0537598

Additional information. See instructions. FEIN
95-6205398

Street address (suite/room no.)
19750 S VERMONT AVE NO 200 PMB no.

City (If the corporation has a foreign address, see instructions.)
TORRANCE State
CA ZIP code
90502

Foreign country name Foreign province/state/county Foreign postal code

- A First return filed? Yes No
- B Is this an education IRA within the meaning of R&TC Section 23712? Yes No
- C Is the organization under audit by the IRS or has the IRS audited in a prior year? Yes No
- D Final return?
 - Dissolved Surrendered (Withdrawn) Merged/Reorganized
 - Enter date (mm/dd/yyyy)
- E Amended return? Yes No
- F Accounting method used: (1) Cash (2) Accrual (3) Other
- G Nature of trade or business **ADVERTISING**
- H Is the organization a non-exempt charitable trust as described in IRC Section 4947(a)(1)? Yes No
- I Is this organization claiming any former; Enterprise Zone (EZ), Local Agency Military Base Recovery Area (LAMBRA), Targeted Tax Area (TTA), or Manufacturing Enhancement Area (MEA) tax benefits? Yes No
- J Is this organization a qualified pension, profit-sharing, or stock bonus plan as described in IRC Section 401(a)? Yes No
- K Unrelated Business Activity (UBA) code **541800**
- L Is this a hospital? Yes No
If "Yes," attach federal Schedule H (Form 990)

Taxable Corporation	1	Unrelated business taxable income from Side 2, Part II, line 30	•	1	-179,398	00
	2	Mult. In 1 by the avg. apport. pctg _____ % from the Sch. R, Apport. Formula Wksht, Part A, In 2 or Part B, In 5. See instr.	•	2		00
	3	Enter the lesser amt from In 1 or In 2. If the unrelated bus. activity is wholly in CA and Sch. R was not compltd, enter the amt from In 1	•	3	-179,398	00
Taxable Trust	4	Unrelated business taxable income from Side 2, Part II, line 30	•	4		00
Tax Computation	5	Unrelated business taxable income from line 3 or line 4	•	5	-179,398	00
	6	EZ, LAMBRA, or TTA NOL carryover deduction	•	6		00
	7	Net Operating Loss deduction. See General Information N	•	7		00
	8	Add line 6 and line 7	•	8		00
	9	Net unrelated business taxable income. Subtract line 8 from line 5	•	9	-179,398	00
	10	Tax 8.84 % x line 9. See General Information J	•	10		00
	11	Tax credits from Schedule B. See instructions	•	11		00
Total Tax	12	Balance. Subtract line 11 from line 10. If line 11 is greater than line 10, enter -0-	•	12		00
	13	Alternative minimum tax. See General Information O	•	13		00
	14	Total tax. Add line 12 and line 13	•	14		00
Payments	15	Overpayment from a prior year allowed as a credit	•	15		00
	16	2020 estimated tax payments. See instructions	•	16		00
	17	Withholding (Form 592-B and/or 593). See instructions	•	17		00
	18	Amount paid with extension (form FTB 3539)	•	18		00
	19	Total payments and credits. Add line 15 through line 18	•	19		00
Use Tax/Tax Due/Overpayment	20	Use tax. See instructions	•	20		00
	21	Payments balance. If line 19 is more than line 20, subtract line 20 from line 19	•	21		00
	22	Use tax balance. If line 20 is more than line 19, subtract line 19 from line 20	•	22		00
	23	Tax due. Subtract line 21 from line 14. Pay entire amount with return. See instructions	•	23		00
	24	Overpayment. Subtract line 14 from line 21. See instructions	•	24		00
	25	Enter amount of line 24 to be applied to 2021 estimated tax	•	25		00

Refund or Amount Due	26 Refund. If line 25 is less than line 24, then subtract line 25 from line 24	• 26		00
	a Fill in the account information to have the refund directly deposited. Routing number	• 26a		
	b Type: Checking <input type="checkbox"/> Savings <input type="checkbox"/> c Account Number	• 26c		
	27 Penalties and interest. See General Information M	• 27		00
	28 <input type="checkbox"/> Check if estimate penalty computed using Exception B or C and attach form FTB 5806			
	29 Total amount due. Add line 22, line 23, line 25, and line 27, then subtract line 24	• 29		00

Unrelated Business Taxable Income

Part I Unrelated Trade or Business Income

1 a Gross receipts or gross sales	b Less returns and allowances	c Balance	• 1c		00
2 Cost of goods sold and/or operations (Schedule A, line 7)			• 2		00
3 Gross profit. Subtract line 2 from line 1c			• 3		00
4 a Capital gain net income. See Specific Line Instructions - Trusts attach Schedule D (541)			• 4a		00
b Net gain (loss) from Part II, Schedule D-1			• 4b		00
c Capital loss deduction for trusts			• 4c		00
5 Income (or loss) from partnerships, limited liability companies, or S corporations. See Specific Line Instructions. Attach Schedule K-1 (565, 568, or 100S) or similar schedule			• 5		00
6 Rental income (Schedule C)			• 6		00
7 Unrelated debt-financed income (Schedule D)			• 7		00
8 Investment income of an R&TC Section 23701g, 23701i, or 23701n organization (Schedule E)			• 8		00
9 Interest, Annuities, Royalties and Rents from controlled organizations (Schedule F)			• 9		00
10 Exploited exempt activity income (Schedule G)			• 10		00
11 Advertising income (Schedule H, Part III, Column A)			• 11		00
12 Other income. Attach schedule			• 12		00
13 Total unrelated trade or business income. Add line 3 through line 12			• 13		00

Part II Deductions Not Taken Elsewhere (Except for contributions, deductions must be directly connected with the unrelated business income.)

14 Compensation of officers, directors, and trustees from Schedule I	• 14		00
15 Salaries and wages	• 15		00
16 Repairs	• 16		00
17 Bad debts	• 17		00
18 Interest	• 18		00
19 Taxes	• 19		00
20 Contributions	• 20		00
21 a Depreciation (Corporations and Associations - Schedule J) (Trusts - form FTB 3885F)	• 21a		00
b Less: depreciation claimed on Schedule A	• 21b		00
22 Depletion	• 22		00
23 a Contributions to deferred compensation plans	• 23a		00
b Employee benefit programs	• 23b		00
24 Other deductions	• 24		00
25 Total deductions. Add line 14 through line 24	• 25		00
26 Unrelated business taxable income before allowable excess advertising costs. Subtract line 25 from line 13	• 26		00
27 Excess advertising costs (Schedule H, Part III, Column B)	• 27	179,398	00
28 Unrelated business taxable income before specific deduction. Subtract line 27 from line 26	• 28	-179,398	00
29 Specific deduction	• 29	1,000	00
30 Unrelated business taxable income. Subtract line 29 from line 28. If line 28 is a loss, enter line 28	• 30	-179,398	00

To learn about your privacy rights, how we may use your information, and the consequences for not providing the requested information, go to ftb.ca.gov/forms and search for 1131. To request this notice by mail, call 800.852.5711.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Title NATIONAL EXECUTIVE	Date	• Telephone
Paid Preparer's Use Only	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	• PTIN
	Firm's name (or yours, if self-employed)			P00666808
	and address			• Firm's FEIN
				95-2302617
				• Telephone
				(310) 477-3924
May the FTB discuss this return with the preparer shown above? See instructions				• <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Schedule A Cost of Goods Sold and/or Operations.

Method of inventory valuation (specify)

N/A

1	Inventory at beginning of year	1		00
2	Purchases	2		00
3	Cost of labor	3		00
4	a Additional IRC Section 263A costs. Attach schedule	4a		00
	b Other costs. Attach schedule	4b		00
5	Total. Add line 1 through line 4b	5		00
6	Inventory at end of year	6		00
7	Cost of goods sold and/or operations. Subtract line 6 from line 5. Enter here and on Side 2, Part I, line 2	7		00

Do the rules of IRC Section 263A (with respect to property produced or acquired for resale) apply to this organization? Yes No

Schedule B Tax Credits.

1	Enter credit name	code	1		00	
2	Enter credit name	code	2		00	
3	Enter credit name	code	3		00	
4	Total. Add line 1 through line 3. If claiming more than 3 credits, enter the total of all claimed credits on line 4. Enter here and on Side 1, line 11				4	00

Schedule K Add-On Taxes or Recapture of Tax.

1	Interest computation under the look-back method for completed long-term contracts. Attach form FTB 3834	1		00
2	Interest on tax attributable to installment: a Sales of certain timeshares or residential lots	2a		00
	b Method for non-dealer installment obligations	2b		00
3	IRC Section 197(f)(9)(B)(ii) election to recognize gain on the disposition of intangibles	3		00
4	Credit recapture. Credit name	4		00
5	Total. Combine the amounts on line 1 through line 4	5		00

Schedule R Apportionment Formula Worksheet. Use only for unrelated trade or business amounts.

Part A. Standard Method - Single-Sales Factor Formula. Complete this part only if the corporation uses the single-sales factor formula.

	(a) Total within and outside California	(b) Total within California	(c) Percent within California [(b) ÷ (a)] x 100
1 Total sales			
2 Apportionment percentage. Divide total sales column (b) by total sales column (a) and multiply the result by 100. Enter the result here and on Form 109, Side 1, line 2.			

Part B. Three Factor Formula. Complete this part only if the corporation uses the three-factor formula.

	(a) Total within and outside California	(b) Total within California	(c) Percent within California [(b) ÷ (a)] x 100
1 Property factor:			
2 Payroll factor: Wages and other compensation of employees			
3 Sales factor: Gross sales and/or receipts less returns and allowances			
4 Total percentage: Add the percentages in column (c)			
5 Average apportionment percentage: Divide the factor on line 4 by 3 and enter the result here and on Form 109, Side 1, line 2. See instructions for exceptions			

Schedule C Rental Income from Real Property and Personal Property Leased with Real Property

For rental income from debt-financed property, use Schedule D, R&TC Section 23701g, Section 23701i, and Section 23701n organizations. See instructions for exceptions.

1 Description of property	2 Rent received or accrued	3 Percentage of rent attributable to personal property
		%
		%
		%
4 Complete if any item in column 3 is more than 50%, or for any item if the rent is determined on the basis of profit or income	5 Complete if any item in column 3 is more than 10%, but not more than 50%	
(a) Deductions directly connected	(b) Income includible, column 2 less column 4(a)	(a) Gross income reportable, column 2 x column 3
		(b) Deductions directly connected with personal property
		(c) Net income includible, column 5(a) less column 5(b)

Add columns 4(b) and column 5(c). Enter here and on Side 2, Part I, line 6

Schedule D Unrelated Debt-Financed Income

Table with 9 columns: 1 Description of debt-financed property, 2 Gross income from or allocable to debt-financed property, 3 Deductions directly connected with or allocable to debt-financed property (a) Straight-line depreciation, (b) Other deductions, 4 Amount of average acquisition indebtedness on or allocable to debt-financed property, 5 Average adjusted basis of or allocable to debt-financed property, 6 Debt basis percentage, column 4 ÷ column 5, 7 Gross income reportable, column 2 x column 6, 8 Allocable deductions, total of columns 3(a) and 3(b) x column 6, 9 Net income (or loss) includible, column 7 less column 8.

Total. Enter here and on Side 2, Part I, line 7

Schedule E Investment Income of an R&TC Section 23701g, Section 23701i, or Section 23701n Organization

Table with 6 columns: 1 Description, 2 Amount, 3 Deductions directly connected, 4 Net investment income, column 2 less column 3, 5 Set-asides, 6 Balance of investment income, column 4 less column 5.

Total. Enter here and on Side 2, Part I, line 8

Enter gross income from members (dues, fees, charges, or similar amounts)

Schedule F Interest, Annuities, Royalties and Rents from Controlled Organizations

Table with 6 columns: 1 Name of controlled organizations, 2 Employer identification number, 3 Net unrelated income (loss), 4 Total of specified payments made, 5 Part of column (4) that is included in the controlling organization's gross income, 6 Deductions directly connected with income in column (5). Includes sub-section for Exempt Controlled Organizations.

Table with 6 columns: 7 Taxable income, 8 Net unrelated income (loss), 9 Total of specified payments made, 10 Part of column (9) that is included in the controlling organization's gross income, 11 Deductions directly connected with income in column (10).

4 Add columns 5 and 10

5 Add columns 6 and 11

6 Subtract line 5 from line 4. Enter here and on Side 2, Part I, line 9

Schedule G Exploited Exempt Activity Income, other than Advertising Income

Table with 8 columns: 1 Description of exploited activity (attach schedule if more than one unrelated activity is exploiting the same exempt activity), 2 Gross unrelated business income from trade or business, 3 Expenses directly connected with production of unrelated business income, 4 Net income from unrelated trade or business, column 2 less column 3, 5 Gross income from activity that is not unrelated business income, 6 Expenses attributable to column 5, 7 Excess exempt expense, column 6 less column 5 but not more than column 4, 8 Net income includible, column 4 less column 7 but not less than zero.

Total. Enter here and on Side 2, line 10

Schedule H Advertising Income and Excess Advertising Costs

Part I Income from Periodicals Reported on a Consolidated Basis

1 Name of periodical	2 Gross advertising income	3 Direct advertising costs	4 Advertising income or excess advertising costs. If column 2 is greater than column 3, complete columns 5, 6, and 7. If column 3 is greater than column 2, enter the excess in Part III, column B(b). Do not complete columns 5, 6, and 7.	5 Circulation income	6 Readership costs	7 If column 5 is greater than column 6, enter the income shown in column 4, in Part III, column A(b). If column 6 is greater than column 5, subtract the sum of column 6 and column 3 from the sum of column 5 and column 2. Enter amount in Part III, column A(b). If the amount is less than zero, enter -0-.
	0	0				
Totals						

Part II Income from Periodicals Reported on a Separate Basis

DIGITAL MEDIA	105,000	284,398	-179,398			
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Part III Column A - Net Advertising Income

Part III Column B - Excess Advertising Costs

(a) Enter "consolidated periodical" and/or names of non-consolidated periodicals	(b) Enter total amount from Part I, columns 4 or 7, and amount listed in Part II, columns 4 or 7	(a) Enter "consolidated periodical" and/or names of non-consolidated periodicals	(b) Enter total amount from Part I, column 4, and amounts listed in Part II, column 4
		DIGITAL MEDIA	179,398
Enter total here and on Side 2, Part I, line 11		Enter total here and on Side 2, Part II, line 27	179,398

Schedule I Compensation of Officers, Directors, and Trustees

1 Name of officer	2 SSN or ITIN	3 Title	4 Percent of time devoted to business	5 Compensation attributable to unrelated business	6 Expense account allowances
			%		
			%		
			%		
			%		
			%		
Total. Enter here and on Side 2, Part II, line 14					

Schedule J Depreciation (Corporations and Associations only. Trusts use form FTB 3885F.)

1 Group and guideline class or description of property	2 Date acquired (mm/dd/yyyy)	3 Cost or other basis	4 Depreciation allowed or allowable in prior years	5 Method of computing depreciation	6 Life or rate	7 Depreciation for this year
1 Total additional first-year depreciation (do not include in items below)						
2 Other depreciation:						
Buildings						
Furniture and fixtures						
Transportation equipment						
Machinery and other equipment						
Other (specify)						
3 Other depreciation						
4 Total						
5 Amount of depreciation claimed elsewhere on return						
6 Balance. Subtract line 5 from line 4. Enter here and on Side 2, Part II, line 21a						

Attach to Form 100, Form 100W, Form 100S, or Form 109.

Corporation name

California corporation number

AMERICAN YOUTH SOCCER ORGANIZATION

0537598

During the taxable year the corporation incurred the NOL, the corporation was a(n): C corporation

S corporation Exempt organization Limited liability company (electing to be taxed as a corporation)

FEIN

95-6205398

If the corporation previously filed California tax returns under another corporate name, enter the corporation name and California corporation number:

If the corporation is included in a combined report of a unitary group, see instructions, General Information C, Combined Reporting.

Part I Current year NOL. If the corporation does not have a current year NOL, go to Part II.

1	Net loss from Form 100, line 18; Form 100W, line 18; Form 100S, line 15; or Form 109, line 2. Enter as a positive number	1	179,398	00
2	2020 disaster loss included in line 1. Enter as a positive number	2		00
3	Subtract line 2 from line 1. If zero or less, enter -0- and see instructions	3	179,398	00
4	a Enter the amount of the loss incurred by a new business included in line 3	4a		00
	b Enter the amount of the loss incurred by an eligible small business included in line 3	4b		00
	c Add line 4a and line 4b	4c		00
5	General NOL. Subtract line 4c from line 3	5	179,398	00
6	Current year NOL. Add line 2, line 4c, and line 5. See instructions	6	179,398	00

Part II NOL carryover and disaster loss carryover limitations. See instructions.

1	Net income - Enter the amount from Form 100, line 18; Form 100W, line 18; Form 100S, line 15 less line 16; or Form 109, line 2; (but not less than -0-). If the corporation taxable income is \$1,000,000 or more, see inst	(g) Available balance	0
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Prior Year NOLs

(a) Year of loss	(b) Code - See instructions	(c) Type of NOL - See below *	(d) Initial loss - See instructions	(e) Carryover from 2019	(f) Amount used in 2020	(g) Available balance	(h) Carryover to 2021 col. (e) minus col. (f)
2	2019	GEN	88,720	88,720	0	0	88,720

Current Year NOLs

(a) Year of loss	(b) Code - See instructions	(c) Type of NOL - See below *	(d) Initial loss - See instructions	(e) Carryover from 2019	(f) Amount used in 2020	(g) Available balance	(h) Carryover to 2021 col. (d) minus col. (f) See instructions.
3	2020	DIS					
4	2020	GEN	179,398				179,398
	2020						
	2020						
	2020						

* Type of NOL: General (GEN), New Business (NB), Eligible Small Business (ESB), or Disaster (DIS).

Part III 2020 NOL deduction

1	Total the amounts in Part II, line 2, column (f)	1		00
2	Enter the total amount from line 1 that represents disaster loss carryover deduction here and on Form 100, line 21; Form 100W, line 21; or Form 100S, line 19. Form 109 filers enter -0-	2		00
3	Subtract line 2 from line 1. Enter the result here and on Form 100, line 19; Form 100W, line 19; Form 100S, line 17; or Form 109, line 7	3		00

**ANNUAL REGISTRATION RENEWAL FEE REPORT
 TO ATTORNEY GENERAL OF CALIFORNIA**
 Sections 12586 and 12587, California Government Code
 11 Cal. Code Regs. sections 301-306, 309, 311, and 312

(For Registry Use Only)

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

<p>AMERICAN YOUTH SOCCER ORGANIZATION Name of Organization</p> <hr/> <p>List all DBAs and names the organization uses or has used</p> <p>19750 S VERMONT AVE NO 200 Address (Number and Street)</p> <p>TORRANCE, CA 90502 City or Town, State, and ZIP Code</p> <p>(424) 221-7910 Telephone Number</p> <p style="text-align: right;">E-mail Address</p>	<p>Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report</p> <hr/> <p>State Charity Registration Number CT010636</p> <p>Corporation or Organization No. 0537598</p> <p>Federal Employer ID No. 95-6205398</p>
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ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)
 Make Check Payable to Department of Justice

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A - ACTIVITIES

For your most recent full accounting period (beginning 07/01/2020 ending 06/30/2021) list:

Gross Annual Revenue \$ <u>45,219,615</u>	Noncash Contributions \$ <u>15,604</u>	Total Assets \$ <u>64,461,234</u>
Program Expenses \$ <u>39,291,515</u>	Total Expenses \$ <u>42,638,170</u>	

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		X
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		X
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		X
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		X
5. During this reporting period, did the organization receive any governmental funding? SEE STATEMENT 9	X	
6. During this reporting period, did the organization hold a raffle for charitable purposes?		X
7. Does the organization conduct a vehicle donation program?		X
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	X	
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		X

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

MATTHEW WINEGAR	NATIONAL EXECUTIVE DIRECT	
Signature of Authorized Agent	Printed Name	Title
		Date

CA RRF-1	INFORMATION REGARDING GOVERNMENTAL FUNDING	STATEMENT	9
	PART B, LINE 5		

PPP LOAN PROVIDED BY THE SMALL BUSINESS ADMINISTRATION
SMALL BUSINESS ADMINISTRATION
(714)550-7420
5 HUTTON CENTER DR STE 900
SANTA ANA, CA

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. AMERICAN YOUTH SOCCER ORGANIZATION	Taxpayer identification number (TIN) 95-6205398
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. C/O 10960 WILSHIRE BLVD., STE 700	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. LOS ANGELES, CA 90024	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

MATTHEW WINEGAR

- The books are in the care of ▶ **19750 S VERMONT AVE NO 200 - TORRANCE, CA 90502**
Telephone No. ▶ **(424) 221-7910** Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 16, 2022**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year _____ or
 ▶ tax year beginning **JUL 1, 2020**, and ending **JUN 30, 2021**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

Application for Automatic Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ **File a separate application for each return.**
▶ **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. AMERICAN YOUTH SOCCER ORGANIZATION	Taxpayer identification number (TIN) 95-6205398
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions. C/O 10960 WILSHIRE BLVD., STE 700	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. LOS ANGELES, CA 90024	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 | 7

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

MATTHEW WINEGAR

- The books are in the care of ▶ **19750 S VERMONT AVE NO 200 - TORRANCE, CA 90502**
Telephone No. ▶ **(424) 221-7910** Fax No. ▶ _____
- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until **MAY 16, 2022**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ▶ calendar year _____ or
 ▶ tax year beginning **JUL 1, 2020**, and ending **JUN 30, 2021**.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	5,000.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

Form **990**

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2020

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization AMERICAN YOUTH SOCCER ORGANIZATION Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 19750 S VERMONT AVE NO 200 City or town, state or province, country, and ZIP or foreign postal code TORRANCE, CA 90502 F Name and address of principal officer: MATTHEW WINEGAR SAME AS C ABOVE	D Employer identification number 95-6205398 E Telephone number (424) 221-7910 G Gross receipts \$ 45,228,813. H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions H(c) Group exemption number ▶
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527 J Website: ▶ WWW.AYSO.ORG		
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶ L Year of formation: 1964 M State of legal domicile: CA		

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO TEACH, PROMOTE & DEVELOP YOUTH SOCCER IN THE U.S., TO DEVELOP YOUNGSTERS IN BODY AND 2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets. 3 Number of voting members of the governing body (Part VI, line 1a) 3 12 4 Number of independent voting members of the governing body (Part VI, line 1b) 4 11 5 Total number of individuals employed in calendar year 2020 (Part V, line 2a) 5 44 6 Total number of volunteers (estimate if necessary) 6 30000 7a Total unrelated business revenue from Part VIII, column (C), line 12 7a 105,000. 7b Net unrelated business taxable income from Form 990-T, Part I, line 11 7b 0.	
Revenue	8 Contributions and grants (Part VIII, line 1h) 1,149,505. Prior Year 1,718,030. Current Year 9 Program service revenue (Part VIII, line 2g) 61,096,266. 42,894,500. 10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) 209,100. 50,564. 11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 1,373,487. 556,521. 12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 63,828,358. 45,219,615.	
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3) 0. 0. 14 Benefits paid to or for members (Part IX, column (A), line 4) 0. 0. 15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 4,316,083. 2,504,470. 16a Professional fundraising fees (Part IX, column (A), line 11e) 0. 0. b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0. 17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 57,757,493. 40,133,700. 18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 62,073,576. 42,638,170. 19 Revenue less expenses. Subtract line 18 from line 12 1,754,782. 2,581,445.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16) 62,556,243. Beginning of Current Year 64,461,234. End of Year 21 Total liabilities (Part X, line 26) 7,478,758. 6,802,304. 22 Net assets or fund balances. Subtract line 21 from line 20 55,077,485. 57,658,930.	

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer MATTHEW WINEGAR, NATIONAL EXECUTIVE DIRECTOR Type or print name and title	Date _____		
Paid Preparer Use Only	Print/Type preparer's name NAZANIN BENYAMINI	Preparer's signature NAZANIN BENYAMINI	Date 05/16/22	Check <input type="checkbox"/> if self-employed PTIN P00666808
	Firm's name ▶ SINGERLEWAK LLP	Firm's EIN ▶ 95-2302617		Firm's address ▶ 10960 WILSHIRE BOULEVARD, 7TH FLOOR LOS ANGELES, CA 90024-3783
	Phone no. (310) 477-3924			

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:
AYSO'S VISION IS TO PROVIDE WORLD CLASS YOUTH SOCCER PROGRAMS THAT ENRICH CHILDREN'S LIVES. AYSO'S MISSION IS TO DEVELOP AND DELIVER QUALITY YOUTH SOCCER PROGRAMS WHICH PROMOTE A FUN, FAMILY ENVIRONMENT BASED ON AYSO'S SIX PHILOSOPHIES: 1. EVERYONE PLAYS 2. BALANCED TEAMS

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 29,871,317. including grants of \$) (Revenue \$ 39,569,662.)
MAIN SOCCER PROGRAM INCLUDES PLAYER REGISTRATION REVENUE AND EXPENSES CONSISTING OF PLAYER UNIFORMS, FIELD EXPENSES, REPAIRS AND MAINTENANCE, PLAYER FEES TO THE UNITED STATES SOCCER FEDERATION AND DIRECT INSURANCE COSTS.

4b (Code:) (Expenses \$ 8,128,495. including grants of \$) (Revenue \$ 2,888,640.)
TOURNAMENTS & CULTURAL EXCHANGE PROGRAMS - TOURNAMENT PROGRAMS ARE GAMES OR A SERIES OF GAMES PLAYED WITH OTHER AYSO TEAMS OR NON-AYSO TEAMS, THE AYSO TEAMS CAN INCLUDE TEAMS FROM ANY REGIONS, AREA OR SECTION.
CULTURAL EXCHANGE PROGRAMS ARE GAMES, SERIES OF GAMES OR TOURNAMENTS IN WHICH AYSO PLAYERS TRAVEL TO ANOTHER COUNTRY, OR WHERE AN AYSO REGION, AREA OR SECTION HOSTS A TEAM FROM ANOTHER COUNTRY, FOR THE DUAL PURPOSE OF PLAYING SOCCER AND LEARNING ABOUT DIFFERENT CULTURES AND GEOGRAPHIC AREAS AND MAKING FRIENDS THROUGH THE UNIVERSAL LANGUAGE OF SOCCER.

4c (Code:) (Expenses \$ 1,291,703. including grants of \$) (Revenue \$ 878,364.)
TRAINING PROGRAMS:
COACHING PROGRAM - PROVIDES WIDE RANGE OF COURSES TO CONTINUE INSTRUCTING VOLUNTEER COACHES.
OFFICIATING PROGRAM - PROVIDES WIDE RANGE OF COURSES TO CONTINUE INSTRUCTING ITS VOLUNTEER REFEREES.

MANAGEMENT PROGRAM - PROVIDES EXTENSIVE MANAGEMENT TRAINING TO ITS VOLUNTEERS ON HOW TO MANAGE THEIR LOCAL PROGRAMS.
THE ORGANIZATION ALSO PROVIDES IN-DEPTH OPERATIONAL MANUALS TO ASSIST ADMINISTRATORS AT EVERY LEVEL FOR THOROUGH UNDERSTANDING OF THEIR DUTIES.

4d Other program services (Describe on Schedule O.)
(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 39,291,515.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14a Did the organization maintain an office, employees, or agents outside of the United States?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	<input type="checkbox"/>	<input type="checkbox"/>
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	X	
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?	X	

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, question text, and Yes/No response boxes. Includes questions 2a through 16 regarding employee reporting, tax returns, unrelated business income, foreign accounts, prohibited transactions, and charitable contributions.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members of the governing body at the end of the tax year (12); 1b Enter the number of voting members included on line 1a, above, who are independent (11); 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? (X); 3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? (X); 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? (X); 5 Did the organization become aware during the year of a significant diversion of the organization's assets? (X); 6 Did the organization have members or stockholders? (X); 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? (X); 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? (X); 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? (X); b Each committee with authority to act on behalf of the governing body? (X); 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O (X).

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates? (X); 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? (X); 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? (X); 11b Describe in Schedule O the process, if any, used by the organization to review this Form 990.; 12a Did the organization have a written conflict of interest policy? If "No," go to line 13 (X); 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? (X); 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done (X); 13 Did the organization have a written whistleblower policy? (X); 14 Did the organization have a written document retention and destruction policy? (X); 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? a The organization's CEO, Executive Director, or top management official (X); b Other officers or key employees of the organization (X); If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).; 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? (X); 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? (X).

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed CA, SC, OR, PA, NV, IL, UT, TN, FL, MI, NY, HI
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. [X] Own website [] Another's website [X] Upon request [X] Other (explain on Schedule O)
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records MATTHEW WINEGAR - (424) 221-7910 19750 S VERMONT AVE NO 200, TORRANCE, CA 90502

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) PAULA MUESSE DIRECTOR, BUSINESS SYSTEMS & STRATEG	40.00					X	197,693.	0.	22,006.	
(2) WILLIAM SNYDER DIRECTOR, PROGRAMS AND EDU	40.00			X			170,931.	0.	32,942.	
(3) MATTHEW WINEGAR NATIONAL EXECUTIVE DIRECTO	40.00	X		X			182,000.	0.	6,000.	
(4) YVONNE LARA DIRECTOR, MARKETING	40.00					X	143,942.	0.	9,686.	
(5) JILL MESHEKOW (UNTIL 1/7/21) DIRECTOR, HUMAN RESOURCES	40.00					X	126,121.	0.	20,116.	
(6) ANNETTE NASTRI (UNTIL 4/30/21) DIRECTOR, FINANCE & ACCOUN	40.00					X	139,144.	0.	3,104.	
(7) YVETTE BARRETT NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(8) JEFF RANSOM NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(9) RANDY PITMAN NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(10) PENNEY WAKEFIELD NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(11) CATHY FARLESS NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(12) DAN HOWALD NATIONAL VP BOARD OF DIREC	20.00	X					0.	0.	0.	
(13) RUBEN GONZALEZ NATIONAL BOARD OF DIRECTOR	10.00	X					0.	0.	0.	
(14) EILEEN TABERT NATIONAL VP BOARD OF DIREC	10.00	X					0.	0.	0.	
(15) MICHAEL KARON AYSO NATIONAL PRESIDENT	30.00	X		X			0.	0.	0.	
(16) DOUG RYAN NATIONAL TREASURER	30.00	X		X			0.	0.	0.	
(17) MARGIE CLOSE NATIONAL SECRETARY	10.00	X		X			0.	0.	0.	

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal								959,831.	0.	93,854.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								959,831.	0.	93,854.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **6**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
SINGERLEWAK LLP, 10960 WILSHIRE BLVD 7TH FLOOR, LOS ANGELES, CA 90024	ACCOUNTING AND CONSULTING	195,233.
KRG TECHNOLOGIES INC 25000 AVENUE STANFORD, VALENCIA, CA 91355	INFORMATION TECHNOLOGY	189,135.
IT REFINED, INC 1192 DRAPER PKWY. #111, DRAPER, UT 84020	INFORMATION TECHNOLOGY	159,490.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **9**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A)	(B)	(C)	(D)	
			Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	730,022.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	988,008.				
	g Noncash contributions included in lines 1a-1f	1g	\$ 15,604.				
	h Total. Add lines 1a-1f			1,718,030.			
Program Service Revenue	2 a REGISTRATION FEES & PROGRAM RECEI	Business Code	711210	39,569,662.	39,569,662.		
	b TOURNAMENTS & CAMP RECEIPTS		711210	2,888,640.	2,888,640.		
	c TRAINING PROGRAMS & MEETINGS		711210	436,198.	436,198.		
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			42,894,500.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			50,564.		50,564.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real				
			(ii) Personal				
	b Less: rental expenses	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities				
			(ii) Other				
	b Less: cost or other basis and sales expenses	7b					
c Gain or (loss)	7c						
d Net gain or (loss)							
8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a						
b Less: direct expenses	8b						
c Net income or (loss) from fundraising events							
9 a Gross income from gaming activities. See Part IV, line 19	9a						
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a		18,553.				
			9,198.				
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory			9,355.		9,355.		
Miscellaneous Revenue	11 a OTHER INCOME	Business Code	900099	442,166.	442,166.		
	b ADVERTISING IN DIGITAL MEDIA		541800	105,000.	105,000.		
	c						
	d All other revenue						
	e Total. Add lines 11a-11d			547,166.			
12 Total revenue. See instructions			45,219,615.	43,336,666.	105,000.	59,919.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	361,766.	54,120.	307,646.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	1,597,164.	83,570.	1,513,594.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	56,274.	6,897.	49,377.	
9 Other employee benefits	321,798.	56,267.	265,531.	
10 Payroll taxes	167,468.	21,186.	146,282.	
11 Fees for services (nonemployees):				
a Management				
b Legal	61,817.		61,817.	
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	103,185.		103,185.	
12 Advertising and promotion	1,382,535.	1,382,535.		
13 Office expenses	2,685,267.	2,245,033.	440,234.	
14 Information technology	315,876.	315,876.		
15 Royalties				
16 Occupancy	299,408.	299,408.		
17 Travel	289,543.	287,536.	2,007.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	1,291,703.	1,291,703.		
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	63,869.		63,869.	
23 Insurance	617,088.	412,038.	205,050.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a FIELD EXPENSES	11,391,977.	11,391,977.		
b TOURNAMENTS & CLINICS	8,128,495.	8,128,495.		
c UNIFORMS	7,882,882.	7,882,882.		
d TRAINING	2,415,099.	2,227,036.	188,063.	
e All other expenses	3,204,956.	3,204,956.		
25 Total functional expenses. Add lines 1 through 24e	42,638,170.	39,291,515.	3,346,655.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	58,954,488.	1	61,565,033.
	2 Savings and temporary cash investments	1,609,416.	2	1,609,416.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	610,432.	4	596,950.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	9,198.	8	0.
	9 Prepaid expenses and deferred charges	447,699.	9	341,221.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 2,216,793.		
	b Less: accumulated depreciation	10b 2,114,710.	75,479.	10c 102,083.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	849,531.	15	246,531.
16 Total assets. Add lines 1 through 15 (must equal line 33)	62,556,243.	16	64,461,234.	
Liabilities	17 Accounts payable and accrued expenses	1,135,408.	17	518,638.
	18 Grants payable		18	
	19 Deferred revenue	5,325,190.	19	5,869,002.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	1,018,160.	25	414,664.
	26 Total liabilities. Add lines 17 through 25	7,478,758.	26	6,802,304.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	54,991,860.	27	57,589,305.
	28 Net assets with donor restrictions	85,625.	28	69,625.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	55,077,485.	32	57,658,930.
33 Total liabilities and net assets/fund balances	62,556,243.	33	64,461,234.	

Form 990 (2020)

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	45,219,615.
2	Total expenses (must equal Part IX, column (A), line 25)	2	42,638,170.
3	Revenue less expenses. Subtract line 2 from line 1	3	2,581,445.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	55,077,485.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	57,658,930.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input checked="" type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____		

Form 990 (2020)

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization AMERICAN YOUTH SOCCER ORGANIZATION	Employer identification number 95-6205398
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Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge ...						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources ...						
9 Net income from unrelated business activities, whether or not the business is regularly carried on ...						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f)).....	14	%
15 Public support percentage from 2019 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2020. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 33 1/3% support test - 2019. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2020. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2019. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	2,311,622.	1,951,019.	1,896,310.	1,149,505.	1,718,031.	9,026,487.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	73,498,131.	70,715,394.	73,398,227.	61,096,266.	42,894,500.	321,602,518.
3 Gross receipts from activities that are not an unrelated trade or business under section 513	3,575,050.	2,674,127.	1,992,325.	1,623,334.	18,553.	9,883,389.
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	79,384,803.	75,340,540.	77,286,862.	63,869,105.	44,631,084.	340,512,394.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0.
c Add lines 7a and 7b						0.
8 Public support. (Subtract line 7c from line 6.)						340,512,394.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6	79,384,803.	75,340,540.	77,286,862.	63,869,105.	44,631,084.	340,512,394.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	119,580.	118,444.	134,262.	209,100.	50,564.	631,950.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975	729,364.	709,992.	585,003.	380,877.	105,000.	2,510,236.
c Add lines 10a and 10b	848,944.	828,436.	719,265.	589,977.	155,564.	3,142,186.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	1,230,123.	1,407,240.	899,461.	856,636.	442,166.	4,835,626.
13 Total support. (Add lines 9, 10c, 11, and 12.)	81,463,870.	77,576,216.	78,905,588.	65,315,718.	45,228,814.	348,490,206.

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f))	15	97.71 %
16 Public support percentage from 2019 Schedule A, Part III, line 15	16	97.54 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f))	17	.90 %
18 Investment income percentage from 2019 Schedule A, Part III, line 17	18	1.04 %

19a 33 1/3% support tests - 2020. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2019. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?		
11a		
b A family member of a person described in line 11a above?		
11b		
c A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
2		
3 By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
3		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		Yes	No
2a			
b Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
2b			
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No" provide details in Part VI .			
3a			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			
3b			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions.
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2020 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1 Distributable amount for 2020 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2020 (reasonable cause required - explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2020			
a From 2015			
b From 2016			
c From 2017			
d From 2018			
e From 2019			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2020 distributable amount			
i Carryover from 2015 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2020 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2020 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2021. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2016			
b Excess from 2017			
c Excess from 2018			
d Excess from 2019			
e Excess from 2020			

Schedule A (Form 990 or 990-EZ) 2020

Schedule B

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Name of the organization

AMERICAN YOUTH SOCCER ORGANIZATION

Employer identification number

95-6205398

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization AMERICAN YOUTH SOCCER ORGANIZATION	Employer identification number 95-6205398
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Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	SCORE 26 E. ANAHEIM ST. WILMINGTON, CA 90748	\$ 37,500.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	SATOR 1455 W 139TH STREET GARDENA, CA 90249	\$ 12,500.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	PEPSI 700 ANDERSON HILL ROAD PURCHASE, NY 10577	\$ 10,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	CAMP MOBILE INC. 575 HIGH STREET PALO ALTO, CA 94301	\$ 45,833.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	US SMALL BUSINESS ADMINISTRATION (PPP LOAN) 200 W SANTA ANA BLVD STE 180 SANTA ANA, CA 92701	\$ 730,022.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
_____	_____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization AMERICAN YOUTH SOCCER ORGANIZATION	Employer identification number 95-6205398
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Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____
		\$ _____	_____

Name of organization AMERICAN YOUTH SOCCER ORGANIZATION	Employer identification number 95-6205398
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Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2020

Open to Public Inspection

Name of the organization AMERICAN YOUTH SOCCER ORGANIZATION **Employer identification number** 95-6205398

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
 Preservation of land for public use (for example, recreation or education) Preservation of a historically important land area
 Protection of natural habitat Preservation of a certified historic structure
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule D (Form 990) 2020

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	222,071.	222,071.	221,801.	221,589.	221,429.
b Contributions					
c Net investment earnings, gains, and losses			270.	212.	160.
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance	222,071.	222,071.	222,071.	221,801.	221,589.

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment 100.0000 %
 - b Permanent endowment %
 - c Term endowment %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|---|--------------------------|-------------------------------------|
| (i) Unrelated organizations | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (ii) Related organizations | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		198,296.	181,373.	16,923.
d Equipment		681,272.	602,122.	79,150.
e Other		1,337,225.	1,331,215.	6,010.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				102,083.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) DEFERRED RENT	60,868.
(3) PPP LOAN	337,500.
(4) INSURANCE DEDUCTIBLE RESERVE	16,296.
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	414,664.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII...

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	9,479,252.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
	a Net unrealized gains (losses) on investments	2a		
	b Donated services and use of facilities	2b		
	c Recoveries of prior year grants	2c		
	d Other (Describe in Part XIII.)	2d	1,366,347.	
	e Add lines 2a through 2d	2e		1,366,347.
3	Subtract line 2e from line 1		3	8,112,905.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b	37,106,710.	
	c Add lines 4a and 4b	4c		37,106,710.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	45,219,615.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	7,594,524.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
	a Donated services and use of facilities	2a		
	b Prior year adjustments	2b		
	c Other losses	2c		
	d Other (Describe in Part XIII.)	2d	1,061,735.	
	e Add lines 2a through 2d	2e		1,061,735.
3	Subtract line 2e from line 1		3	6,532,789.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b	4a		
	b Other (Describe in Part XIII.)	4b	36,105,381.	
	c Add lines 4a and 4b	4c		36,105,381.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5	42,638,170.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART V, LINE 4:

TO PROVIDE ASSISTANCE TO ECONOMICALLY OR GEOGRAPHICALLY DISADVANTAGED REGIONS FOR THE PURCHASE OF EQUIPMENT, FIELD DEVELOPMENT OR MAINTANENCE, MARKETING AND TRAINING, TRAINING MATERIALS AND PROGRAM EXPANSION.

PART X, LINE 2:

AYSO HAS BEEN DESIGNATED AS TAX EXEMPT UNDER INTERNAL REVENUE CODE SECTION 501(C)(3) AND IS ALSO EXEMPT FROM STATE FRANCHISE TAXES UNDER SECTION 23701(D) OF THE CALIFORNIA REVENUE AND TAXATION CODE.

IN ACCORDANCE WITH ACCOUNTING STANDARDS CODIFICATION TOPIC NO. 740, "UNCERTAINTY IN INCOME TAXES," THE ORGANIZATION RECOGNIZES THE IMPACT OF

Part XIII Supplemental Information (continued)

TAX POSITIONS IN THE CONSOLIDATED FINANCIAL STATEMENTS IF THAT POSITION IS MORE LIKELY THAN NOT TO BE SUSTAINED ON AUDIT, BASED ON THE TECHNICAL MERITS OF THE POSITION. TO DATE, THE ORGANIZATION HAS NOT RECORDED ANY UNCERTAIN TAX POSITIONS. DURING THE YEARS ENDED JUNE 30, 2021, AND 2020, THE ORGANIZATION DID NOT RECOGNIZE ANY AMOUNT IN POTENTIAL INTEREST AND PENALTIES ASSOCIATED WITH UNCERTAIN TAX POSITIONS AND DID NOT NOTE ANY MATTERS WHICH MAY HAVE AN EFFECT ON ITS TAX-EXEMPT STATUS.

THE FOLLOWING ARE THE OPEN TAX YEARS FOR EACH JURISDICTION:

FEDERAL - 2017-2019

STATE - 2016-2019

PART XI, LINE 2D - OTHER ADJUSTMENTS:

Table with 2 columns: Description and Amount. Rows include: REVENUE FROM AYSO SERVICES CORPORATION, A SEPARATE RELATED ENTITY (1,303,741); REVENUE FROM AYSO ADULT SOCCER CORPORATION, A SEPARATE RELATED ENTITY (53,120); REVENUE FROM AYSO WHEN!, A SEPARATE RELATED ENTITY (9,486); TOTAL TO SCHEDULE D, PART XI, LINE 2D (1,366,347).

PART XI, LINE 4B - OTHER ADJUSTMENTS:

Table with 2 columns: Description and Amount. Row: REVENUE FROM AYSO REGIONS NOT INCLUDED IN AUDITED FINANCIALS (37,106,710).

PART XII, LINE 2D - OTHER ADJUSTMENTS:

Table with 2 columns: Description and Amount. Row: EXPENSES FROM AYSO SERVICES CORPORATION, A SEPARATE RELATED ENTITY (956,304).

Part XIII Supplemental Information (continued)

EXPENSES FROM AYSO ADULT SOCCER CORPORATION, A SEPARATE

RELATED ENTITY 49,471.

EXPENSES FROM AYSO WHEN!, A SEPARATE RELATED ENTITY 55,960.

TOTAL TO SCHEDULE D, PART XII, LINE 2D 1,061,735.

PART XII, LINE 4B - OTHER ADJUSTMENTS:

EXPENSES FROM AYSO REGIONS NOT INCLUDED IN AUDITED

FINANCIALS 36,105,381.

**SCHEDULE J
(Form 990)**

Compensation Information

OMB No. 1545-0047

2020

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

AMERICAN YOUTH SOCCER ORGANIZATION

Employer identification number

95-6205398

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Compensation committee | <input checked="" type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study |
| <input checked="" type="checkbox"/> Form 990 of other organizations | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment?
- b** Participate in or receive payment from a supplemental nonqualified retirement plan?
- c** Participate in or receive payment from an equity-based compensation arrangement?
- If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
1b		
2	X	
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2020

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1 a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title	(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
	(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) PAULA MUESSE DIRECTOR, BUSINESS SYSTEMS & STRATEG	(i) 197,693.	(ii) 0.	(iii) 0.	0.	22,006.	219,699.	0.
(ii) 0.	0.	0.	0.	0.	0.	0.	0.
(2) WILLIAM SNYDER DIRECTOR, PROGRAMS AND EDUCATIONAL	(i) 170,931.	(ii) 0.	(iii) 0.	3,302.	29,640.	203,873.	0.
(ii) 0.	0.	0.	0.	0.	0.	0.	0.
(3) MATTHEW WINEGAR NATIONAL EXECUTIVE DIRECTOR	(i) 182,000.	(ii) 0.	(iii) 0.	0.	6,000.	188,000.	0.
(ii) 0.	0.	0.	0.	0.	0.	0.	0.
(4) YVONNE LARA DIRECTOR, MARKETING	(i) 143,942.	(ii) 0.	(iii) 0.	2,723.	6,963.	153,628.	0.
(ii) 0.	0.	0.	0.	0.	0.	0.	0.
(i) 0.							
(ii) 0.							
(iii) 0.							
(i) 0.							
(ii) 0.							
(iii) 0.							
(i) 0.							
(ii) 0.							
(iii) 0.							
(i) 0.							
(ii) 0.							
(iii) 0.							
(i) 0.							
(ii) 0.							
(iii) 0.							
(i) 0.							
(ii) 0.							
(iii) 0.							

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Open to Public
Inspection

Name of the organization

AMERICAN YOUTH SOCCER ORGANIZATION

Employer identification number

95-6205398

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

CHARACTER, AND TO FOSTER SOCCER COMPETITION FOR SUCH YOUTH.

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

3. OPEN REGISTRATION. 4. POSITIVE COACHING 5. GOOD SPORTSMANSHIP 6.

PLAYER DEVELOPMENT.

FORM 990, PART VI, SECTION B, LINE 11B:

THE FORM 990 IS PROVIDED TO THE BOARD MEMBERS PRIOR TO FILING.

FORM 990, PART VI, SECTION B, LINE 12C:

ALL THE NATIONAL BOARD MEMBERS SIGN A CONFLICT OF INTEREST STATEMENT EACH YEAR. BOARD MEMBERS ARE REQUIRED TO DISCLOSE ANY CONFLICT OF INTEREST THAT MAY EXIST. COMPLIANCE OF THE POLICY IS MONITORED BY THE CONTROLLER.

FORM 990, PART VI, SECTION B, LINE 15:

THE HUMAN RESOURCES DIRECTOR GATHERS EXTERNAL MARKET DATA FOR SALARY RAISES FOR ALL EMPLOYEES INCLUDING OFFICERS AND DIRECTORS. FOR OFFICERS AND DIRECTORS, A COMPENSATION PACKAGE INCLUDES BENEFITS AND ANNUAL SALARY, IS THEN APPROVED BY THE NATIONAL BOARD OF DIRECTORS (NBOD). THE NBOD PRESIDENT DETERMINES AND APPROVES THE COMPENSATION PACKAGE FOR THE NATIONAL EXECUTIVE DIRECTOR (NED) AND IT GOES TO THE NBOD BOARD FOR A FINAL VOTE. THE AMOUNT OF SALARY AND BENEFITS GIVEN TO OTHER EMPLOYEES DETERMINED BY THE NATIONAL EXECUTIVE DIRECTOR (NED), BASED ON THE INDUSTRY AVERAGE. THE NBOD IS INFORMED SUBSEQUENTLY OF THE SALARY RAISE OF OTHER EMPLOYEES.

Name of the organization AMERICAN YOUTH SOCCER ORGANIZATION	Employer identification number 95-6205398
---	---

FORM 990, PART VI, SECTION C, LINE 18:

THE ORGANIZATION'S FORM 990 IS ALSO AVAILABLE FOR PUBLIC INSPECTION ON
WWW.GUIDESTAR.ORG

FORM 990, PART VI, SECTION C, LINE 19:

GOVERNING DOCUMENTS ARE AVAILABLE ON THE ORGANIZATIONS WEBSITE. THE
CONFLICT OF INTEREST POLICY IS AVAILABLE UPON REQUEST. FINANCIAL STATEMENTS
ARE NOW FOUND ON OUR MEMBERSHIP WEBSITE AND ARE LIMITED TO EXECUTIVE
MEMBERS ONLY.

SCHEDULE R (Form 990)
 Department of the Treasury Internal Revenue Service
Related Organizations and Unrelated Partnerships
 ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
 ▶ Attach to Form 990.
 ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization: **AMERICAN YOUTH SOCCER ORGANIZATION**
 Employer identification number: **95-6205398**

Part I Identification of Disregarded Entities. Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
AYSO WHEN! FOUNDATION - 81-4596409 19750 S. VERMONT AVE., STE 200 TORRANCE, CA 90502	CHARITABLE	CALIFORNIA	501(C)(3)	N/A	AMERICAN YOUTH SOCCER ORGANIZATION		X
AYSO ADULT SOCCER CORPORATION - 81-4542474 19750 S. VERMONT AVE., STE 200 TORRANCE, CA 90502	AMATEUR SOCCER	CALIFORNIA	501(C)(4)	N/A	AMERICAN YOUTH SOCCER ORGANIZATION		X

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?

	Yes	No
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity		X
b Gift, grant, or capital contribution to related organization(s)	X	
c Gift, grant, or capital contribution from related organization(s)		X
d Loans or loan guarantees to or for related organization(s)		X
e Loans or loan guarantees by related organization(s)		X
f Dividends from related organization(s)		X
g Sale of assets to related organization(s)		X
h Purchase of assets from related organization(s)		X
i Exchange of assets with related organization(s)		X
j Lease of facilities, equipment, or other assets to related organization(s)		X
k Lease of facilities, equipment, or other assets from related organization(s)		X
l Performance of services or membership or fundraising solicitations for related organization(s)	X	
m Performance of services or membership or fundraising solicitations by related organization(s)		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	X	
o Sharing of paid employees with related organization(s)	X	
p Reimbursement paid to related organization(s) for expenses		X
q Reimbursement paid by related organization(s) for expenses		X
r Other transfer of cash or property to related organization(s)		X
s Other transfer of cash or property from related organization(s)		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

Part VII Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

Multiple horizontal lines for providing supplemental information.

**SCHEDULE A
(Form 990-T)**

Department of the Treasury
Internal Revenue Service

**Unrelated Business Taxable Income
From an Unrelated Trade or Business**

▶ Go to www.irs.gov/Form990T for instructions and the latest information.
▶ Do not enter SSN numbers on this form as it may be made public if your organization is a 501(c)(3).

ENTITY 1

OMB No. 1545-0047

2020

Open to Public Inspection for
501(c)(3) Organizations Only

A Name of the organization AMERICAN YOUTH SOCCER ORGANIZATION	B Employer identification number 95-6205398
C Unrelated business activity code (see instructions) ▶ 541800	D Sequence: 1 of 1

E Describe the unrelated trade or business ▶ **ADVERTISING**

Part I Unrelated Trade or Business Income		(A) Income	(B) Expenses	(C) Net
1 a Gross receipts or sales				
b Less returns and allowances	c Balance ▶	1c		
2 Cost of goods sold (Part III, line 8)	2			
3 Gross profit. Subtract line 2 from line 1c	3			
4 a Capital gain net income (attach Sch D (Form 1041 or Form 1120)) (see instructions)	4a			
b Net gain (loss) (Form 4797) (attach Form 4797) (see instructions)	4b			
c Capital loss deduction for trusts	4c			
5 Income (loss) from a partnership or an S corporation (attach statement)	5			
6 Rent income (Part IV)	6			
7 Unrelated debt-financed income (Part V)	7			
8 Interest, annuities, royalties, and rents from a controlled organization (Part VI)	8			
9 Investment income of section 501(c)(7), (9), or (17) organizations (Part VII)	9			
10 Exploited exempt activity income (Part VIII)	10			
11 Advertising income (Part IX)	11	210,000.	568,796.	-358,796.
12 Other income (see instructions; attach statement)	12			
13 Total. Combine lines 3 through 12	13	210,000.	568,796.	-358,796.

Part II Deductions Not Taken Elsewhere (See instructions for limitations on deductions) Deductions must be directly connected with the unrelated business income

1 Compensation of officers, directors, and trustees (Part X)				1
2 Salaries and wages				2
3 Repairs and maintenance				3
4 Bad debts				4
5 Interest (attach statement) (see instructions)				5
6 Taxes and licenses				6
7 Depreciation (attach Form 4562) (see instructions)	7			
8 Less depreciation claimed in Part III and elsewhere on return	8a			8b
9 Depletion				9
10 Contributions to deferred compensation plans				10
11 Employee benefit programs				11
12 Excess exempt expenses (Part VIII)				12
13 Excess readership costs (Part IX)				13
14 Other deductions (attach statement)				14
15 Total deductions. Add lines 1 through 14	15			0.
16 Unrelated business income before net operating loss deduction. Subtract line 15 from Part I, line 13, column (C)	16			-358,796.
17 Deduction for net operating loss (see instructions)	17			0.
18 Unrelated business taxable income. Subtract line 17 from line 16	18			-358,796.

LHA For Paperwork Reduction Act Notice, see instructions.

Schedule A (Form 990-T) 2020

Part III Cost of Goods Sold Enter method of inventory valuation

1	Inventory at beginning of year	1	
2	Purchases	2	
3	Cost of labor	3	
4	Additional section 263A costs (attach statement)	4	
5	Other costs (attach statement)	5	
6	Total. Add lines 1 through 5	6	
7	Inventory at end of year	7	
8	Cost of goods sold. Subtract line 7 from line 6. Enter here and in Part I, line 2	8	
9	Do the rules of section 263A (with respect to property produced or acquired for resale) apply to the organization?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part IV Rent Income (From Real Property and Personal Property Leased with Real Property)

1 Description of property (property street address, city, state, ZIP code). Check if a dual-use (see instructions)

A _____

B _____

C _____

D _____

	A	B	C	D
2 Rent received or accrued				
a From personal property (if the percentage of rent for personal property is more than 10% but not more than 50%)				
b From real and personal property (if the percentage of rent for personal property exceeds 50% or if the rent is based on profit or income)				
c Total rents received or accrued by property. Add lines 2a and 2b, columns A through D				
3 Total rents received or accrued. Add line 2c columns A through D. Enter here and on Part I, line 6, column (A)				0.
4 Deductions directly connected with the income in lines 2(a) and 2(b) (attach statement)				
5 Total deductions. Add line 4 columns A through D. Enter here and on Part I, line 6, column (B)				0.

Part V Unrelated Debt-Financed Income (see instructions)

1 Description of debt-financed property (street address, city, state, ZIP code). Check if a dual-use (see instructions)

A _____

B _____

C _____

D _____

	A	B	C	D
2 Gross income from or allocable to debt-financed property				
3 Deductions directly connected with or allocable to debt-financed property				
a Straight line depreciation (attach statement)				
b Other deductions (attach statement)				
c Total deductions (add lines 3a and 3b, columns A through D)				
4 Amount of average acquisition debt on or allocable to debt-financed property (attach statement)				
5 Average adjusted basis of or allocable to debt-financed property (attach statement)				
6 Divide line 4 by line 5	%	%	%	%
7 Gross income reportable. Multiply line 2 by line 6				
8 Total gross income (add line 7, columns A through D). Enter here and on Part I, line 7, column (A)				0.
9 Allocable deductions. Multiply line 3c by line 6				
10 Total allocable deductions. Add line 9, columns A through D. Enter here and on Part I, line 7, column (B)				0.
11 Total dividends-received deductions included in line 10				0.

Part VI Interest, Annuities, Royalties, and Rents from Controlled Organizations (see instructions)

1. Name of controlled organization	2. Employer identification number	Exempt Controlled Organizations			
		3. Net unrelated income (loss) (see instructions)	4. Total of specified payments made	5. Part of column 4 that is included in the controlling organization's gross income	6. Deductions directly connected with income in column 5
(1)					
(2)					
(3)					
(4)					
Nonexempt Controlled Organizations					
7. Taxable Income	8. Net unrelated income (loss) (see instructions)	9. Total of specified payments made	10. Part of column 9 that is included in the controlling organization's gross income	11. Deductions directly connected with income in column 10	
(1)					
(2)					
(3)					
(4)					
			Add columns 5 and 10. Enter here and on Part I, line 8, column (A)	Add columns 6 and 11. Enter here and on Part I, line 8, column (B)	
Totals			0.	0.	

Part VII Investment Income of a Section 501(c)(7), (9), or (17) Organization (see instructions)

1. Description of income	2. Amount of income	3. Deductions directly connected (attach statement)	4. Set-asides (attach statement)	5. Total deductions and set-asides (add cols 3 and 4)
(1)				
(2)				
(3)				
(4)				
		Add amounts in column 2. Enter here and on Part I, line 9, column (A)		Add amounts in column 5. Enter here and on Part I, line 9, column (B)
Totals		0.		0.

Part VIII Exploited Exempt Activity Income, Other Than Advertising Income (see instructions)

1	Description of exploited activity: _____		
2	Gross unrelated business income from trade or business. Enter here and on Part I, line 10, column (A)	2	
3	Expenses directly connected with production of unrelated business income. Enter here and on Part I, line 10, column (B)	3	
4	Net income (loss) from unrelated trade or business. Subtract line 3 from line 2. If a gain, complete lines 5 through 7	4	
5	Gross income from activity that is not unrelated business income	5	
6	Expenses attributable to income entered on line 5	6	
7	Excess exempt expenses. Subtract line 5 from line 6, but do not enter more than the amount on line 4. Enter here and on Part II, line 12	7	

Part IX Advertising Income

STATEMENT 1

1 Name(s) of periodical(s). Check box if reporting two or more periodicals on a consolidated basis.

A DIGITAL MEDIA

B

C

D

Enter amounts for each periodical listed above in the corresponding column.

	A	B	C	D
2 Gross advertising income	105,000.	105,000.		
Add columns A through D. Enter here and on Part I, line 11, column (A)				210,000.

a				
3 Direct advertising costs by periodical	284,398.	284,398.		
a Add columns A through D. Enter here and on Part I, line 11, column (B)				568,796.

4 Advertising gain (loss). Subtract line 3 from line 2. For any column in line 4 showing a gain, complete lines 5 through 8. For any column in line 4 showing a loss or zero, do not complete lines 5 through 7, and enter zero on line 8	-179,398.	-179,398.		
---	-----------	-----------	--	--

5 Readership costs

6 Circulation income

7 Excess readership costs. If line 6 is less than line 5, subtract line 6 from line 5. If line 5 is less than line 6, enter zero

8 Excess readership costs allowed as a deduction. For each column showing a gain on line 4, enter the lesser of line 4 or line 7

a Add line 8, columns A through D. Enter the greater of the line 8a, columns total or zero here and on Part II, line 13

0.

Part X Compensation of Officers, Directors, and Trustees (see instructions)

1. Name	2. Title	3. Percentage of time devoted to business	4. Compensation attributable to unrelated business
(1)		%	
(2)		%	
(3)		%	
(4)		%	

Total. Enter here and on Part II, line 1

0.

Part XI Supplemental Information (see instructions)

SEPARATE PERIODICALS INCLUDED IN STATEMENT 1
A CONSOLIDATED PERIODICAL

	GROSS INCOME	DIRECT COSTS	CIRC. INCOME	RDRSHIP COSTS
- DIGITAL MEDIA	105,000.	284,398.	0.	0.

Addendum A: Voting rights of Board Members

1. Regional Board Positions – Voting
 - 1.1 Regional Commissioner
 - 1.2 Safety Director
 - 1.3 CVPA
 - 1.4 Treasurer
 - 1.5 Registrar
 - 1.6 Referee Administrator
 - 1.7 Coach Administrator
 - 1.8 Assistant Referee Administrator
 - 1.9 Director Referee Instruction
 - 1.10 Director Referee Assessment
 - 1.11 Referee Scheduler
 - 1.12 Assistant Coach Administrator
 - 1.13 Game Scheduler
 - 1.14 Practice Scheduler
 - 1.15 Executive ARC
 - 1.16 Assistant Regional Commissioner(s)
 - 1.17 Head Director of Players
 - 1.18 Director of Players - Boys Competitive
 - 1.19 Director of Players - Girls Competitive
 - 1.20 Director of Players – Boys Non-Competitive
 - 1.21 Director of Players – Girls Non-Competitive
 - 1.22 Head Team manager
 - 1.23 Facilities Director
 - 1.24 VIP / EPIC Director
 - 1.25 Webmaster
 - 1.26 CSC Tournament Director
 - 1.27 CC Tournament Director
 - 1.28 Spring Director
 - 1.29 United Director
 - 1.30 Extra Program Coordinator
 - 1.31 Tournament Team Director
 - 1.32 Schoolyard / 5U Director
 - 1.33 Division Coordinator B6U
 - 1.34 Division Coordinator B7U
 - 1.35 Division Coordinator B8U
 - 1.36 Division Coordinators B10U
 - 1.37 Division Coordinator B12U
 - 1.38 Division Coordinator B14U
 - 1.39 Division Coordinator B19U
 - 1.40 Division Coordinator G6U
 - 1.41 Division Coordinator G7U
 - 1.42 Division Coordinator G8U
 - 1.43 Division Coordinators G10U
 - 1.44 Division Coordinator G12U
 - 1.45 Division Coordinator G14U
 - 1.46 Division Coordinator G19U
2. Regional Board Positions – Non-Voting
 - 2.1 Secretary
 - 2.2 Uniform Director
 - 2.3 Awards Director
 - 2.4 CSC Registrar
 - 2.5 CC Registrar
 - 2.6 Management administrator
 - 2.7 Assistant treasurer
 - 2.8 Statistician
 - 2.9 Auditor
 - 2.10 PVRPD liaison

Addendum B: Additional Regional Policies and Procedures

1. Fees
 - 1.1 Fall Fee Schedule (2023)
 - 1.1.1 5U Schoolyard: \$80
 - 1.1.2 6U-8U Non-Competitive: \$110
 - 1.1.3 10U-19U Competitive: \$130
 - 1.1.4 VIP: \$20
 - 1.2 Discounts
 - 1.2.1 Active Military Families \$15 per child
 - 1.2.2 Sibling Discounts
 - 2nd Child: \$15
 - 3rd Child: \$15
 - 4th Child: \$15
 - 5th Child Free
 - 1.3 Scholarship Program –
 - 1.3.1 Scholarship applications shall be reviewed by a committee against a given set of criteria clearly defined in the application. The committee will make recommendations to the RC with final approval granted by the RC subject to available funding.
 - 1.3.1.1 A maximum annual funding limit shall be established by the Board prior to awarding any scholarships.
 - 1.3.1.2 All applications will be reviewed and retained in a confidential manner.
 - 1.3.2 Applications will be reviewed and accepted on a first come, first serve basis until all funds earmarked for scholarships have been disbursed.
 - 1.3.3 All players granted financial assistance are expected to fully participate to support their team for the duration of the season. Players previously provided financial assistance and failed to be an active participant during the season without a due cause will not be eligible for future financial aid
 - 1.4 Refund Policy
 - 1.4.1 The refund amount shall be based on the date the request to withdraw from the program is received by the Registrar. Upon receipt of the withdrawn player's registration form, the Treasurer shall issue a refund. The AYSO National Fee and any administrative fee charged by Sports Connect or other AYSO vendors at the time of registration cannot be refunded.
 - 1.4.2 Any player who withdraws from the program shall be entitled to a full refund less the National Fee and any administrative fees charged by Sports Connect or other AYSO vendors at the time of registration if the request is received before August 1st.
 - 1.4.3 Any player who withdraws from the program after August 1st and no later than the start of the second game of the season will receive 50% refund less the National Fee and any administrative fees charged by Sports Connect or other AYSO vendors at the time of registration and the player must return their uniform to be eligible. No refunds will be given after the second game of the season.
 - 1.4.4 Any player who withdraws due to permanent change of station (PCS) by a military family shall be entitled to a full refund less the National Fee and any administrative fees charged by Sports Connect or other AYSO vendors at the time of registration regardless of when the request was received.
2. Meetings
 - 2.1 The Regional Board shall fix, at its initial meeting each year ("annual meeting"), the time, date and place of each regular meeting of the Regional Board and send notice of such annual meeting to all participants in the program.
 - 2.2 It shall be the policy of the Region to hold at least one board meeting in each month. The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region.
 - 2.3 All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold a private session. The Regional Commissioner or 1/3 of the board members may call a special meeting of the Regional Board with three days' prior notice stating the purposes of such meeting, which notice may be given in writing (e-mail shall be acceptable), by telephone or in person.
 - 2.4 No quorum of the voting board members is required for a vote. A vote shall be passed based on a majority of the voting board members present at the meeting at the time of the vote.
 - 2.5 The Regional Board may make decisions that modify these Policies and Protocols. The Regional Board is not bound by these Policies and Protocols if the Regional Board deems a modification or exception of the Policies and Protocols is in the best interest of the Region.
 - 2.6 Decisions between Board Meetings
 - 2.6.1 In the event that a decision on an issue is necessary between scheduled Regional Board meetings, the RC shall either call an Executive Board Meeting or poll the Executive Board or Regional Board by e-mail.
 - 2.6.2 The RC shall keep a written record of the poll.

- 2.6.3 The decision reached by the Executive Board shall have the same effect as if it were voted on at a regular Board Meeting.
 - 2.6.4 Such decisions shall be reported to the Regional Board at the next scheduled meeting.
3. Expenditure Authorization
- 3.1 For unbudgeted expenditures requiring authorization between General Board Meetings, the RC is authorized to approve expenditures up to and including \$750.
 - 3.2 The Executive Board is authorized to approve expenditures up to and including \$1,500. Any expenditure approved in this manner will be reported to the General Board at the next scheduled meeting.
4. Duties and Responsibilities of Additional Regional Board Positions
- 4.1 Regional Commissioner (RC) Additional Duties and Responsibilities
 - 4.1.1 Regional Commissioner shall serve a three-year term.
 - 4.2 Assistant Regional Commissioner(s) (ARC)
 - 4.2.1 The ARC shall assist the RC and serve as the acting RC in the absence of the RC.
 - 4.3 Head Director of Players (HDOP)
 - 4.3.1 The Head Director of Players shall be responsible for the operation of the Core Competitive and Non-competitive programs. HDOP, with the Director of Players (DOP) for competitive and non-competitive programs, shall manage and assist the Division Coordinators for each division. The HDOP shall coordinate with the Registrar, CVAP CVPA, Head Team Manager, Regional Referee Administrator, and Regional Coach Administrator and Administrator and other Board members to coordinate the Fall Core Program.
 - 4.4 Director of Players
 - 4.4.1 The Director of Players shall ensure that a Division Coordinator is not responsible for a Non-competitive division in which a family member is a playing member. The Director of Players shall allow Division Coordinators to be responsible for a Competitive division in which a family member is a playing member as long as the Division Coordinator is not in charge of that division's team formation.
 - 4.4.2 The Director of Players shall be responsible for team formation in competitive divisions based on team balance. The Director of Players may elect to have Division Coordinators be responsible for team formation for their Non-competitive divisions
 - 4.4.3 The Director of Players, along with the Division Coordinators, shall maintain team rosters
 - 4.4.4 The Director of Players shall work with the Division Coordinators and Registrar to place late registrations on teams if openings exist, track players requesting refunds and maintain a player wait list.
 - 4.4.5 The Director of Players with the Coaching Staff shall schedule and conduct ratings meetings for the 8U and older divisions and provide the updated ratings to the Registrar for incorporation into the player ratings into the AYSO player database.
 - 4.4.6 The Director of Players shall work with the Head Team Manager to manage Parent Participation Points and schedule parent volunteers
 - 4.4.7 The Director of Players shall work with the Equipment Director to determine quantities of equipment and uniforms needed
 - 4.4.8 The Director of Players shall work with the Field Director to determine the need for field painting and field setup/tear-down by parent volunteers
 - 4.4.9 The Director of Players shall work with the Game Scheduler to determine number of fields, the development of the game schedule and the development of the field volunteer schedule
 - 4.4.10 The Director of Players shall coordinate with Area W staff logistics in preparation of the Area W Fall Core Playoffs
 - 4.5 Division Coordinator
 - 4.5.1 The Division Coordinator shall be responsible for the administration and operation of a division of play within the Region.
 - 4.5.2 The Division Coordinator shall recruit the coaches and provide guidance and support to the coaches. The Division Coordinator shall resolve minor problems, issues and disputes within the division and refer non-minor problems, issues, and disputes to the applicable Director of Players.
 - 4.5.3 The Division Coordinator shall assist the Director of Players to ensure all Coaches and Assistant Coaches are completed and current with the following items:
 - 4.5.3.1 Registered in Sports Connect for the currently Membership year
 - 4.5.3.2 Live Scan Fingerprinted
 - 4.5.3.3 Safe Sport training
 - 4.5.3.4 Sterling Volunteer Risk Status is completed and current
 - 4.5.3.5 Safe Haven training
 - 4.5.3.6 CDC Concussion Awareness training

- 4.5.3.7 Sudden Cardiac Arrest training
 - 4.5.3.8 Age-specific coach training.
 - 4.5.4 The Division Coordinator shall assist the Uniform Director in the distribution of uniforms to teams.
 - 4.5.5 In the applicable divisions, the Division Coordinator shall coordinate the collection of player ratings.
 - 4.5.6 The Division Coordinator shall assist the Director of Players in their duties and responsibilities as needed
- 4.6 Secretary
- 4.6.1 The Secretary shall be responsible for taking minutes of all Regular and Executive Board meetings and posting them on our Regional website within 14 days after the meeting for approval at the next Regular Board meeting. Secretary shall not be a voting member of the Executive Board, but shall be a voting member of the Regional Board.
 - 4.6.2 The Secretary shall provide a copy of the minutes to the Area Director.
 - 4.6.3 The Secretary shall record changes to these Policies and Procedures when approved and maintain an accurate set of all such changes so a new edition of the Policies and Procedures may be published.
 - 4.6.4 The Secretary shall maintain an archive of the Region's administrative documents, manuals, board meeting minutes, and other materials as requested by the RC.
- 4.7 EXTRA Program Coordinator (EPC)
- 4.7.1 The EPC shall be responsible for the operation of the EXTRA program.
 - 4.7.2 The EXTRA divisions shall be U09 and older and shall be approved by the Region 68.
 - 4.7.3 The EPC shall recruit and oversee the applicable EXTRA Coaches.
 - 4.7.4 The EPC shall be responsible for team formation in accordance with the EXTRA program Policies and Procedures.
 - 4.7.5 The EPC shall maintain team rosters in an approved spreadsheet and provide this information to the Executive Board.
 - 4.7.6 The EPC shall work with the Registrar to register teams, track players requesting refunds and maintain a player wait list.
 - 4.7.7 The EPC shall work with the CVPA to ensure all coaches and assistant coaches are currently registered, certified, and have age-specific training.
 - 4.7.8 The EPC shall disseminate information to the EXTRA coaches.
 - 4.7.9 The EPC shall schedule and conduct skill assessment sessions for the players.
 - 4.7.10 The EPC shall hold ratings meetings for the EXTRA players.
- 4.8 Regional Auditor
- 4.8.1 The Regional Auditor shall be responsible for auditing the books and records quarterly.
 - 4.8.2 The Regional Auditor shall not have signature authority nor reside at the same residence as someone who has signature authority.
- 4.9 Equipment Director
- 4.9.1 The Equipment Director shall be responsible for the purchasing and distribution of uniforms and coach supplies (soccer balls, first aid kits, etc.). The Equipment Director shall be responsible for purchasing and maintaining equipment, including goals, goal nets, and corner flags as may be needed by the Region.
 - 4.9.2 The Equipment Director shall submit a budget for uniforms and equipment to the Treasurer by March 31st for the upcoming year (July 1 through June 30).
- 4.10 Field Director
- 4.10.1 The Field Director shall be responsible for the interface with the responsible organization to ensure the fields are properly maintained.
 - 4.10.2 The Field Director shall be responsible for the layout and marking of fields before the start of the season and the weekly painting of the fields during the season.
 - 4.10.3 The Field Director shall be responsible for the proper care and maintenance of all field equipment (vehicles, paint machines, etc.).
 - 4.10.4 The Field Director shall be responsible for the field equipment distribution and pick up, field painting, field monitor assignments and preseason work day activities and tracking points and forwarding the tally to the Statistician.
- 4.11 Awards Director
- 4.11.1 The Awards Director shall be responsible for obtaining trophies, pins, and medallions for distribution as deemed appropriate by the board.
 - 4.11.2 The Awards Director shall submit a budget for trophies, pins, and medallions to the Treasurer by March 31st for the upcoming year (July 1 through June 30).

- 4.12 Head Team Manager
 - 4.12.1 The Head Team Manager shall be responsible for the dissemination of information to the Team Managers and conduct Team Manager Meetings prior to the start of the season.
 - 4.12.2 The Head Team Manager shall generate the parent participation schedule for the field equipment distribution and pick up, field painting, field monitor assignments and preseason work day activities and coordinate with the Field Director.
 - 4.12.3 The Head Team Manager shall coordinate the selection of a photographer with the ARC, generate the Picture Day schedule, and oversee Picture Day.
 - 4.12.4 The Head Team Manager shall coordinate the distribution of pictures to the Playing Members.
 - 4.12.5 The Head Team Manager will coordinate the participation of any other Community activities approved by the Board of Directors.
- 4.13 Tournament Director(s)
 - 4.13.1 The Tournament Director(s) shall be responsible for submitting the application paperwork for all Region 68 sponsored tournaments.
 - 4.13.2 The Tournament Director shall be responsible for recruiting the tournament staff and all preparation and operational activities associated with Region 68 sponsored tournaments.
 - 4.13.3 The Tournament Director shall have the training requirements specified by the National Tournament Commission.
- 4.14 Tournament Team Director
 - 4.14.1 The Tournament Team Director shall be responsible for all post- season teams participating in the various AYSO tournaments.
 - 4.14.2 The Tournament Team Director shall monitor all teams, coaches, and players to assure compliance with all AYSO philosophies and regional and National Policies and Procedures.
- 4.15 Spring League Director
 - 4.15.1 The Spring League Director shall be responsible for all aspects of the spring season.
 - 4.15.2 The Spring League Director shall recruit a staff consisting of, as a minimum, a Registrar, CVPA, Safety Director, Director of Player(s), and Division Coordinators to assist in the management of the spring season.
 - 4.15.3 The Spring League Director shall be responsible for player registration, coach recruitment, team formation, uniforms, fields, game and referee schedules, and any other activities necessary to conduct a secondary season soccer program.
- 4.16 Webmaster
 - 4.16.1 Maintains the regional website home page.
 - 4.16.2 Works with departmental heads on online digital advertising.
 - 4.16.3 Oversees and maintains and updates region website on a timely basis on all upcoming events and activities.
 - 4.16.4 Trains and manages departmental heads on maintaining and updating their own specific web page responsibilities.
 - 4.16.5 Stays up to date and current on all aspects on the website's technical platform.
 - 4.16.6 Manages passwords and admin privileges of all users to the website.
- 4.17 PVR&PD Liaison
 - 4.17.1 The PVR&PD Liaison shall be responsible for representing the Region on the Youth Sports Commission and representing the Region at PVR&PD monthly meetings.
 - 4.17.2 The PVR&PD Liaison shall communicate with PVR&PD management as directed by the RC.
- 4.18 Regional Coach Administrator (RCA) Staff
 - 4.18.1 Assistant RCA
 - 4.18.1.1 The Assistant RCA(s) shall assist the RCA in the training and supervising of all Coaches in the Region and serve as the acting RCA in the absence of the RCA.
 - 4.18.1.2 When there is more than one Assistant RCA, the RCA shall designate an Executive Assistant RCA to serve as the acting RCA in the absence of the RCA.
 - 4.18.2 Practice Field Scheduler
 - 4.18.2.1 The Practice Field Scheduler shall be responsible for scheduling all practice fields for the Region.
 - 4.18.2.2 The Practice Field Scheduler shall coordinate practice fields and practice field lights through the PVR&PD Sports Supervisor to ensure appropriate reservations are in place for field and light use.
 - 4.18.3 Game Scheduler
 - 4.18.3.1 The Game Scheduler shall be responsible for scheduling games during the regular season,

- playoffs, and championship day.
- 4.18.3.2 The Game Scheduler shall receive team numbers for coaches of multiple teams from the Directors of Players and shall make an effort to minimize overlapping game times for these coaches.
- 4.18.4 Statistician
 - 4.18.4.1 The Statistician shall be responsible for maintaining standings for the Region.
 - 4.18.4.2 The Statistician shall update game standings and parent participation points for the competitive divisions on a weekly basis and post the standings on the website or at the fields on Saturday.
- 4.18.5 VIP/EPIC Coordinator
 - 4.18.5.1 The VIP/EPIC Program Coordinator, if any, shall serve as a liaison between the Regional Commissioner and the parents or guardians of children eligible to play in the Region's or Area's VIP/EPIC program for special children with physical or mental disabilities or challenges.
 - 4.18.5.2 The VIP/EPIC Program Coordinator's responsibilities shall include the supervision of the division of the VIP/EPIC players into balanced teams, and the arranging and scheduling of practices and games for such VIP/EPIC play.
- 4.19 Regional Referee Administrator (RRA) Staff
 - 4.19.1 Assistant RRA
 - 4.19.1.1 The Assistant RRA(s) shall assist the RRA in the recruitment, training and supervising of all Referees in the Region.
 - 4.19.1.2 The Assistant RRA(s) shall be responsible for the scheduling of all Referees, Assistant Referees and Youth Referees using the Region's referee scheduling software.
 - 4.19.1.3 When there is more than one Assistant RRA, the RRA shall designate an Executive Assistant RRA to serve as the acting RRA in the absence of the RRA.
 - 4.19.2 Director of the Player Referee Organization (PRO) Program
 - 4.19.2.1 The Director of the PRO Program shall be responsible for the recruitment, retention, training, and supervising of all Youth Referees in the Region.
 - 4.19.2.2 The Director of the PRO Program shall recommend to the RRA those Youth Referees whose skill level merits consideration for badge upgrade training.
 - 4.19.2.3 The Director of the PRO Program shall recommend Youth Referees for summer referee camps.
 - 4.19.3 Director of Referee Assessment
 - 4.19.3.1 The Director of Referee Assessment shall be responsible for the assessment and mentoring of all Referees.
 - 4.19.3.2 The minimum requirements for this position shall be Intermediate Referee and successful completion of the Referee Assessor course.
 - 4.19.4 Director of Referee Instruction
 - 4.19.4.1 The Director of Referee Instruction shall arrange for and/or facilitate training programs where needed, register such programs with the NSTC and disseminate information about such programs to all referee candidates.
 - 4.19.4.2 The Director of Referee Instruction shall ensure the timely and accurate recording of completion of referee training courses administered by the Region.
- 4.20 Regional Designated Officials
 - 4.20.1 The Coach
 - 4.20.1.1 The Coach shall be responsible for providing guidance and instructional training to the assigned team and conduct practices in accordance with Regional Policies and Procedures.
 - 4.20.1.2 The Coach must be at least 18 years of age.
 - 4.20.1.3 The Coach shall have completed & be current with the following:
 - 4.20.1.3.1 Registered in Sports Connect for the currently Membership year
 - 4.20.1.3.2 Live Scan Fingerprinted
 - 4.20.1.3.3 Safe Sport training
 - 4.20.1.3.4 Sterling Volunteer Risk Status is completed and current
 - 4.20.1.3.5 Safe Haven training
 - 4.20.1.3.6 CDC Concussion Awareness training
 - 4.20.1.3.7 Sudden Cardiac Arrest training
 - 4.20.1.3.8 Age-specific coach training.
 - 4.20.1.4 The Coach shall have an e-signed copy of each player's registration form at all team functions.
 - 4.20.1.5 The Coach shall be responsible for player safety and shall inspect the practice field before each practice for dangerous conditions.
 - 4.20.1.6 Two AYSO Adult Volunteers at all events

- 4.20.1.6.1 The Coach shall ensure that at least two adult volunteers, including the coach, one of the same gender as the players, are present at all team functions.
 - 4.20.1.6.2 All Adult volunteers must have the following items completed and current:
 - Registered in Sports Connect for the currently Membership year
 - Live Scan Fingerprinted
 - Safe Sport training
 - Sterling Volunteer Risk Status is completed and current
 - Safe Haven training
 - CDC Concussion Awareness training
 - Sudden Cardiac Arrest training
 - 4.20.1.6.3 No activity shall start until two adults are present. Should two adults not be present the coach shall cancel the event after 15 minutes.
 - 4.20.1.6.4 Should a team event be occurring without two adults, the Coach shall be warned. Additional offences of this policy may subject the coach and team to additional sanctions.
 - 4.20.1.7 The Coach shall complete the lineup card, make substitutions in accordance with Regional Policies and Procedures, and be responsible for the behavior of the sideline during and immediately before and after games.
 - 4.20.1.8 In the 8U and older divisions, the Coach shall provide a completed Player Evaluation Form to the Division Coordinator at least seven days prior to the division's Ratings Meeting.
 - 4.20.1.9 The Coach shall not coach more than one team in a season unless authorized by the RCA and RC.
 - 4.20.1.10 The Coach shall not receive their team roster until they have completed volunteer registration.
 - 4.20.1.11 6U, 7U and 8U teams shall not receive their uniforms until the Coach, Assistant Coach, Team Manager and Referee have cleared volunteer registration.
 - 4.20.1.12 10U – 16/19U teams shall not receive their uniforms until the Coach, Assistant Coach, and Team Manger have cleared volunteer registration.
- 4.20.2 Assistant Coach
- 4.20.2.1 The Assistant Coach shall assist the Coach in carrying out the coaching and management requirements of the team.
 - 4.20.2.2 The Coach shall select the Assistant Coach after the players have been assigned to the team.
 - 4.20.2.3 The Assistant Coach must be at least 18 years of age.
 - 4.20.2.4 The Assistant Coach shall assume the responsibilities of the Coach in the Coach's absence, including having signed copies of each player's registration form at all team functions.
 - 4.20.2.5 The Assistant Coach shall have completed and keep current:
 - 4.20.2.5.1 Registered in Sports Connect for the currently Membership year
 - 4.20.2.5.2 Live Scan Fingerprinted
 - 4.20.2.5.3 Safe Sport training
 - 4.20.2.5.4 Sterling Volunteer Risk Status is completed and current
 - 4.20.2.5.5 Safe Haven training
 - 4.20.2.5.6 CDC Concussion Awareness training
 - 4.20.2.5.7 Sudden Cardiac Arrest training
 - 4.20.2.5.8 Age-specific coach training.
- 4.20.3 Team Manager
- 4.20.3.1 The Team Manager shall assist the Coach by organizing the parents in the following duties: coordinating parent participation assignments, scheduling snacks, ordering the banner, disseminating information, and any other duties deemed necessary by the Coach.
 - 4.20.3.2 The Team Manager must be at least 18 years of age.
 - 4.20.3.3 The Team Manager shall have completed and keep current:
 - 4.20.3.3.1 Registered in Sports Connect for the currently Membership year
 - 4.20.3.3.2 Live Scan Fingerprinted
 - 4.20.3.3.3 Safe Sport training
 - 4.20.3.3.4 Sterling Volunteer Risk Status is completed and current
 - 4.20.3.3.5 Safe Haven training
 - 4.20.3.3.6 CDC Concussion Awareness training
 - 4.20.3.3.7 Sudden Cardiac Arrest training
- 4.20.4 Referee
- 4.20.4.1 The Referee shall be part of the IFAB-approved ("diagonal") system of officiating games consisting of a Referee and two Assistant Referees and/or club linesman if sufficient Assistant Referees are not available.
 - 4.20.4.2 Referee and Assistant Referee who are over 18 years of age must compete and be current on the following:
 - 4.20.4.2.1 Registered in Sports Connect for the currently Membership year

- 4.20.4.2.2 Live Scan Fingerprinted
- 4.20.4.2.3 Safe Sport training
- 4.20.4.2.4 Sterling Volunteer Risk Status is completed and current
- 4.20.4.2.5 Safe Haven training
- 4.20.4.2.6 CDC Concussion Awareness training
- 4.20.4.2.7 Sudden Cardiac Arrest training

4.20.4.3 Youth Referees who are under 18 years of age must complete and be current of the following:

- 4.20.4.3.1 Registered in Sports Connect for the currently Membership year
- 4.20.4.3.2 Safe Sport training
- 4.20.4.3.3 Safe Haven training
- 4.20.4.3.4 CDC Concussion Awareness training
- 4.20.4.3.5 Sudden Cardiac Arrest training

4.20.4.4 The Referee shall have the appropriate training/experience to referee a given game. The Regional Referee Administrator shall determine if a referee has the appropriate training and experience to referee a given game

4.20.4.5 The Referee shall assume "full charge" of games they are officiating the moment they enter the designated field of play.

4.20.4.6 The Referee shall have authority over players, coaches, other officials, spectators, and any other person or element affecting the game.

4.20.4.7 The Referee shall have the authority to caution or send off players, substitutes.

4.20.4.8 The Referee shall have the authority to expel coaches according to the Laws of the Game. Should the referee determine that a spectator should be removed from the game, the referee shall direct the coach to have the spectator leave the game. The referee can suspend the game until the spectator leaves. If the spectator does not leave the area within a reasonable amount of time, the referee can terminate the match. The Board has the right to determine if the spectator needs to be part of a due process review.

4.20.4.9 This authority shall extend after the game until all participants have exited the vicinity of the field.

4.20.4.10 The Referee shall submit an Incident Report to the RRA for any caution, send-off and/or expelling a coach. In the competitive divisions, a Referee shall not officiate a game in which a family member is a Playing Member without prior approval by the RRA.

4.20.4.11 A Referee shall not coach or support a team while in uniform. A Referee is not in uniform if wearing a "civilian" shirt.

4.20.5 Assistant Referee

4.20.5.1 The Assistant Referee shall be part of the IFAB-approved ("diagonal") system of officiating games consisting of a Referee and two Assistant Referees.

4.20.5.2 In the competitive divisions, an Assistant Referee shall not officiate a game in which a family member is a Playing Member without prior approval by the RRA.

4.20.5.3 An Assistant Referee shall not coach or support a team while in uniform. An Assistant Referee is not in uniform if wearing a "civilian" shirt.

4.20.6 Youth Referee

4.20.6.1 The Youth Referee shall be a Referee or Assistant Referee who is at least 12 years old and under the age of 18.

4.20.6.2 A Youth Referee must have a medical release form signed by a parent or guardian in their possession any time they participate in a game. A Youth Referee must be older than the players in the game they are officiating.

4.20.6.3 A Youth Referee must be at least 2 years older than the age of the player in which the Youth Referee is officiating or assisting the Referee.

5. Executive Board

5.1 The Executive Board shall provide guidance to Regional Commissioner and the Regional Board regarding the business of the Region. The Executive Board shall discuss personnel issues and review motions/proposals intended to be proposed to the Regional board.

5.1.1 The region shall have an Executive Board comprised of the following positions:

- 5.1.1.1 Regional Commissioner – Elected
- 5.1.1.2 Treasurer – Elected
- 5.1.1.3 Child & Volunteer Protection Advocate – Elected
- 5.1.1.4 Safety Director – Elected
- 5.1.1.5 Registrar – Elected
- 5.1.1.6 Regional Referee Administrator – Elected
- 5.1.1.7 Regional Coach Administrator – Elected
- 5.1.1.8 Assistant Regional Commissioner(s) – Appointed
- 5.1.1.9 Head Director of Players – Appointed

- 5.1.1.10 VIP Director – Appointed
- 5.1.1.11 Head Team Manager – Appointed
- 5.1.1.12 Facilities Director – Appointed
- 5.1.1.13 Any position appointed by the Regional Commissioner
- 5.1.2 During the secondary season the following positions shall be part of the Executive Board.
 - 5.1.2.1 Spring League Director
 - 5.1.2.2 Tournament Director(s)
 - 5.1.2.3 Tournament Team Director

6. Program Information

- 6.1 Every player shall be entitled to play at least three-quarters of every game, except in the 5U, 6U and 16U/19U division, unless it is mathematically impossible to do so based on the number of players on a team and the Coach of such teams has been told by the Region that this requirement will not apply. 5U and 6U players shall be entitled to play at least two-thirds of every game and 16U/19U players shall be entitled to play at least half of every game. In any event, absent injury to a player or other extraordinary circumstances, all players shall be entitled to play at least half of every game.
- 6.2 It is also the policy of the Region to have no player in the 10U, 12U and 14U divisions play more than two quarters per game as goalkeeper during the regular season. Goalkeeper restrictions shall be waived during pool play and on Championship Day.
- 6.3 The Regional Board may waive registration fees in whole or in part with respect to any participant if such a fee would create a hardship for such participant or his/her family.
- 6.4 Division Assignment
 - 6.4.1 Players shall be assigned to a division based upon their gender and age as of January 1 of the current year.
 - 6.4.2 A player whose age places them in the 5U, 6U or 7U divisions shall be allowed to play up one age division per parent request.
 - 6.4.3 A player whose age places them in the 8U, 10U or 14U divisions shall be allowed to play up one age division. This will only be honored if the child participates in a skills assessment.
 - 6.4.4 The region shall not allow players to play down in a lower age division.
 - 6.4.5 Any player with special needs shall play in the VIP program.
- 6.5 Game Policies
 - 6.5.1 The length of the season shall be ten (10) games plus a Championship Day in the 10U, 12U and 14U divisions unless the game schedule is modified because of an odd number of teams. Inclement weather or poor field conditions may necessitate from time to time the postponing or cancelling of games.
 - 6.5.2 Any such postponement or cancellation will be made by the RC, RRA or the Safety Director as early as practical before game time.
 - 6.5.3 Once the game begins, only the Referee in charge of the particular soccer field may suspend or cancel the game, except that the RC or designate may suspend or cancel games due to inclement weather or other conditions that may warrant such action.
 - 6.5.4 The highest standards of conduct and good sportsmanship must be maintained at all times by players, coaches, referees, spectators and all other participants.
 - 6.5.5 Offensive, insulting or abusive language is forbidden.
 - 6.5.6 The use of alcohol, tobacco products including chewing tobacco, or illegal drugs in the vicinity of the playing field during practices or games is strictly forbidden.
 - 6.5.7 All players must wear the official uniform for all games.
 - 6.5.8 All players must wear appropriate soccer clothing for all practices.
 - 6.5.9 The use of shin guards is required at all practices and games.
 - 6.5.10 Coaches are expected to be positive and set the best possible example for the players and spectators.
 - 6.5.11 Excessive coaching from the sidelines shall not be permitted, and the function of the coach shall be to provide encouragement and a positive direction.
 - 6.5.12 The coach may enter the field of play only with the consent of the referee and may coach only within the technical area which is the length of the center circle.
 - 6.5.13 Spectators at games must provide adequate space for the Assistant Referees to perform their duties (three yards from sideline if space between fields allow) and between the penalty areas.
 - 6.5.14 Spectators are expected at all times to act positively around players and to demonstrate respect for opponents, officials, and all other volunteers.
- 6.6 Referee Polices
 - 6.6.1 Under no circumstances should spectators attempt to coach or address derogatory remarks to players, coaches or referees.
 - 6.6.2 At the end of the game, the players on each team shall line up and shake hands with the players of the opposing team and thank the Referee and Assistant Referees.
 - 6.6.3 The Referee shall have the power and authority to caution and send off players.
 - 6.6.4 The Referee shall also have the authority to warn and send off coaches if their conduct violates the

- Laws of the Game and or this Policies and Protocols. The Referee shall not restart the match until the offending person leaves the vicinity playing area. If the offending person refuses to leave playing area, the Referee shall suspend the match; final outcome of the game will be determined by the Executive Board.
- 6.6.5 Harassment of Referees shall not be tolerated. Any actions, verbal or otherwise, deemed as harassing behavior towards a Referee shall result in actions being taken against the offending individual
 - 6.6.6 Harassment of Youth Referee shall not be allowed. Coaches and spectators shall not instruct or critique a Youth Referee. Any conduct that is deemed to be harassment (as determined by the referee, the assistant referees, any regional board member or member of the referee staff) of a youth referee by any coach may result in the expelling of the coach without any warning. Any conduct that is deemed to be harassment (as determined by the referee, the assistant referees, any regional board member or member of the referee staff) of a youth referee by any spectator may result coach being directed to have the spectator leave the area of the game without any warning.
 - 6.6.7 Should a coach have an issue with the referee they are instructed to get a member of the referee staff to observe the referee during the game in question so that the referee staff can advise the referee.
 - 6.6.8 These actions may be taken whether the offense was brought to the attention of the Coach during the game (Caution or Send Off) or brought to the attention of the RRA after the completion of the game.
 - 6.6.9 A player who is sent off for violation of the Laws of the Game shall be suspended for the duration of that game and shall not participate in the team's next scheduled game. A player who is cautioned or sent off may be subject to additional disciplinary action (e.g., parent conferences, additional game suspensions, expulsion) at the discretion of the three board members, preferable the RA, RRA and Coach Administrator upon thorough review of the incident.
 - 6.6.10 A coach, assistant coach or spectator who is warned or sent from the field may also be subject to similar or additional disciplinary action at the discretion of the Executive Board upon thorough review of the incident.
- 6.7 Running up the Score
- 6.7.1 It is the policy of the Region that each team shall try to avoid a "run- up", that is, winning by more than five goals. Although scores are not kept in non-competitive divisions, similar actions shall be taken by the coach if the game is being dominated by one team.
 - 6.7.2 Each coach shall be responsible to see that this does not occur by proper coaching, player substitutions, player assignments, and other positive means.
 - 6.7.3 Disregard of this policy will result in observation by the Director of Players, RCA, RRA, ARC or RC who shall have the authority to recommend due process if the persistent disregard for the policy continues.
- 6.8 Game Protests. No protest of games shall be permitted.
- 6.8.1 However, a Coach may file with the RRA a written report of any misapplication of the Laws of the Game by a Referee.
 - 6.8.2 This procedure shall not be used as a means of complaining about or criticizing any judgment call of a Referee or Assistant Referee.
 - 6.8.3 If, after investigation by the Referee Staff, it is found that a Law was misapplied, such Referee shall be so informed in order to ensure that no further misapplication occurs.
- 6.9 Incident Reports
- 6.9.1 Any person may submit a written incident report, regarding the statements or actions of anyone interacting, in a negative way, with the AYSO program.
 - 6.9.2 The report shall be as specific as possible and shall be signed and dated, with the reporter's phone number indicated.
 - 6.9.3 The report shall be submitted to the Safety Director (SD).
- 6.10 Championship Day
- 6.10.1 The playoff format shall consist of pool play followed by single elimination play on Championship Day.
 - 6.10.2 The composition of playoff pools will be determined based on the number of teams in a division.
 - 6.10.3 The team will be ineligible to participate in Championship Day if all of a team's adult leadership, the coach, assistant coach, team manager, and referee(s), have NOT completed the following:
 - 6.10.3.1 Registered in Sports Connect for the current Membership year
 - 6.10.3.2 Live Scan Fingerprinted
 - 6.10.3.3 Safe Sport training
 - 6.10.3.4 Sterling Volunteer Risk Status is completed and current
 - 6.10.3.5 Safe Haven training
 - 6.10.3.6 CDC Concussion Awareness training
 - 6.10.3.7 Sudden Cardiac Arrest training
 - 6.10.4 If the Coach and Assistant Coach have not completed the proper coach training for their division, that team will be ineligible to participate in Championship Day. The Regional Commissioner or Regional Board may make exceptions to the coach training if there is good cause for the lack of training.
 - 6.10.5 If the Coach does not turn in their team player ratings, that team will be ineligible to participate in Championship Day.
 - 6.10.6 A team will be ineligible to participate in Championship Day if the Coach and/or Assistant Coach have not followed the 50% play rule. All players must sit out 1 quarter before any player plays more than

- three quarters.
- 6.10.7 Pool Play Point System – Points during pool play
 - 6.10.7.1 Win 6 points
 - 6.10.7.2 Tie 3 points
 - 6.10.7.3 Loss 0 points
 - 6.10.7.4 Shutout 1 point (for an earned shutout, including 0-0 tie)
 - 6.10.7.5 Goals Scored 1 point per goal (max 3 per match)
 - 6.10.7.6 Red Card -2 points for each red card
 - 6.10.7.7 Team Personnel/Parent Ejection: -2 points for each person (unless reduction already applied for Red Card)
 - 6.10.7.8 It is the policy of the Region that each team shall try to avoid a “run-up”, that is, winning by more than five goals. Disregard of this policy may result in a post-game Caution (1 point deduction).
 - 6.10.7.9 During Pool Play and on Championship Day a team who wins or ties and is in violation of the Everyone Plays philosophy will result in a 0-1 forfeit. In addition, if the offending team loses the game, they would lose any points earned from goals scored and the non-offender would not benefit from a shutout since it was not an earned shut out
 - 6.10.8 Tie Breaker Criteria for Pool Play Seeding
 - 6.10.8.1 Fewest goals allowed in regular play
 - 6.10.8.2 Most goals scored in regular play (maximum 5 goals more than opponents score per game)
 - 6.10.8.3 Head-to-Head competition in regular play
 - 6.10.8.4 Coin toss
 - 6.10.9 Tiebreaker Criteria to Advance to Championship Day
 - 6.10.9.1 Head-to-Head competition in pool play
 - 6.10.9.2 Most wins in pool play
 - 6.10.9.3 Most ties in pool play
 - 6.10.9.4 Fewest goals allowed in pool play
 - 6.10.9.5 Most goals scored in pool play (maximum 5 goals more than opponents score per game)
 - 6.10.9.6 Fewest goals allowed in regular play
 - 6.10.9.7 Most goals scored in regular play (maximum 5 goals more than opponents score per game)
 - 6.10.9.8 Head-to-Head competition in regular play
 - 6.10.9.9 Coin toss
 - 6.10.10 Championship Day Format
 - 6.10.10.1 Team will advance and be seeded for Championship Day based on pool play standing.
 - 6.10.10.2 First-place teams in each pool, plus the number of “wild card” teams needed to complete the bracket shall advance, assuming the team meets the minimum Parent Participation level.
 - 6.10.10.3 If the first-place team in a pool does not meet this level, the spot becomes a “wild card” spot. Tiebreaker Criteria above will be used as necessary for seeding.
 - 6.11 Advancement to Area Playoff
 - 6.11.1 Attending Area playoff is by invitation by the Area Director and is not a right given to a team because they won on Championship Day. Regional Commissioner may deny a team entry into Area Playoffs based on good cause.
 - 6.11.2 If there are more Championship Day Champion Teams than invitations to the Area Playoff in that division, the following criteria shall be used to determine which teams go to Area Playoffs.
 - 6.11.2.1 Most wins in pool play and Championship Day
 - 6.11.2.2 Most ties in pool play and Championship Day
 - 6.11.2.3 Fewest goals allowed in pool play and Championship Day
 - 6.11.2.4 Coin toss
7. Parent Participation Requirements
- 7.1 Overview of Parent Participation Points.
 - 7.1.1 The amount of parent participation points required for the season shall be posted prior to the start of the first game of the season.
 - 7.1.2 The Regional Board or the Regional Commissioner also has the right to modify the Parent Participation Requirements or an individual team’s requirements at any time during the season if the Regional Board or the Regional Commissioner finds good cause to do so.
 - 7.1.3 As an all-volunteer organization with over 1,500 playing members, Region 68 depends on every family participating in some manner and to some level. Each family that has a player in the region shall be expected to volunteer a minimal amount of time to help the region operate.
 - 7.1.4 Board members, coaches, assistant coaches, referees, and team managers donate many hours to the program. Parents who do not participate in one of these capacities are depended upon to donate 2-3 hours to the program for each child registered.
 - 7.2 Job descriptions which earn Parent Participation Points are provided in the following paragraphs.
 - 7.2.1 Points earned by Refereeing Games
 - 7.2.1.1 The Referee Administrator has the authority to make exception to Parent Participation Points

- earned through refereeing games.
- 7.2.1.2 Teams in competitive divisions are awarded one (1) Parent Participation Point for completing a referee position (Referee or Assistant Referee) for a 10U to 14U game.
 - 7.2.1.3 Teams in competitive divisions are awarded two (2) Parent Participation Point for completing a referee position (Referee or Assistant Referee) for a U16/19 game.
 - 7.2.1.4 A team may earn no more than two (2) per day by refereeing games. Extra or United teams may earn more depending on their game travel schedule if allowed by the Regional Referee Administrator or the Regional Commissioner on a case-by-case basis.
 - 7.2.1.5 At least 4 referee points must be earned during weeks 8, 9 and/or 10 of the Core Season.
 - 7.2.1.6 A team can only earn one Parent Participation Point by a youth referee per weekend.
 - 7.2.1.7 It is the responsibility of the Coach, Team Manager, and/or the Referee to make sure the team receives proper credit for games refereed, not the referee staff.
 - 7.2.1.8 Refereeing 8U, 7U and 6U games will not count as a parent participation points.
 - 7.2.1.9 Any member of the referee staff who works a morning or afternoon shift at the referee tent can earn a point for a team in which they are the assigned referee.
- 7.2.2 Other ways to earn Parent Participation points. Teams in competitive divisions (10U – 19U) are awarded Parent Participation points for completing their team’s assignments only on the assigned days.
- 7.2.2.1 **Equipment Distribution** – Volunteer helps distribute painters, goals, nets, corner flags and other miscellaneous equipment from storage containers to all fields. A golf cart and trailer are used to assist. Shift starts one hour before first game time of day and lasts about 45 minutes. Job requires the volunteer to be able to lift 40 lbs.
 - 7.2.2.2 **Equipment Pick-up** – Volunteer helps pick up goals, nets, and corner flags from all fields and put them back into storage containers. A golf cart and trailer are used to assist. Shift starts after the last game of day is played and lasts about 45 minutes. Job requires the volunteer to be able to lift 40 lbs.
 - 7.2.2.3 **Field Work Day** – A 3- to 4-hour shift on a Saturday before Labor Day. Volunteer helps measure and layout fields, paint lines, and sort through and set up goals.
 - 7.2.2.4 **Set Up Schoolyard Program (5U)**: One team to help set up the Playground Program each week 2 points per week.
 - 7.2.2.5 **Field Monitor** – A 2-hour shift on Saturday. Job requires the volunteer to monitor 4-5 fields from a central location and radio in requirements to the Information Booth. This will involve walking the fields.
 - 7.2.2.6 **Competitive and Non- Competitive Information Booths**. A 2-hour shift on Saturday at an information booth.
 - 7.2.2.7 **Board Member**: If you are a member of the Regional Board (voting or non-voting) you earn a point per season that can be awarded to a team in which you have a family member playing. These are not transferable.
 - 7.2.2.8 **Other Jobs**: The regional board, executive committee or Regional Commissioner may create and assign additional jobs to teams during the season.
- 7.2.3 Parent Participation Points Requirements
- 7.2.3.1 Requirement for Competitive teams shall be posted prior to the start of the first game of the season
 - 7.2.3.2 Should a team believe there is a discrepancy in PP points then the discrepancy is to be resolved with the Statistician within three weeks of the assignment date.
 - 7.2.3.3 Non-Competitive teams must achieve one Parent Participation point to be eligible for season end awards.
8. Very Important Player (VIP) / Everyone Plays In our Community (EPIC) Program
- 8.1 The VIP/EPIC Program provides a quality soccer experience for children and adults whose physical or mental disabilities make it difficult for them to successfully participate on mainstream teams. VIP/EPIC teams may include players who are blind or visually impaired, amputees or with conditions that impair mobility, mentally or emotionally challenged, autistic, Down syndrome, cerebral palsy, and any other condition that makes playing on a VIP/EPIC team best for the player.
 - 8.2 Depending on the number of registered VIP/EPIC players, their gender, and age, teams may be coed, gender-based, or age-based.
 - 8.3 The size of the playing field and length of game shall be determined by the age and number of players.
 - 8.4 Score shall not be kept and every effort shall be made so that every player has the opportunity to score in every game.
9. Awards
- 9.1 Players in the non-competitive divisions may be given participation awards (trophies or medals as determined by the Regional Board), so long as the team fulfills its parent participation requirements.
 - 9.2 Players and coaches of competitive teams participating on Championship Day shall receive trophies or medals

indicating their final playoff position.

- 9.3 Special awards for players in the U19 division, coaches, and volunteer families
- 9.4 The following awards are presented at the end of season Player recognition ceremony:
 - 9.4.1 Sharon Waite Award: Given in memory of Sharon Waite, mother and AYSO soccer volunteer. This award is given to a 17- or 18-year-old girl who has demonstrated the AYSO philosophies of good sportsmanship, positive attitude and fair play.
 - 9.4.2 George Grub Award: Given in memory of George Grub, father and supporter of AYSO soccer. This award is given to a 17- or 18-year-old boy who has demonstrated the AYSO philosophies of good sportsmanship, positive attitude and fair play.
 - 9.4.3 AYSO Most Valuable Player: Given to all AYSO high school seniors with 10 or more years of AYSO playing experience
- 9.5 The following awards are presented at the end of season volunteer recognition ceremony
 - 9.5.1 Ed Pike Award: Given in memory of Ed Pike, former RC and coach. This award is given to a coach with at least 5 years of experience who has exhibited the AYSO philosophies in an exemplary manner.
 - 9.5.2 Ken Aston Award: Given in memory of Ken Aston, a Referee and supporter of AYSO soccer. This award is given to a Referee who has exhibited the AYSO philosophies in an exemplary manner and has made lasting contributions to R68.
 - 9.5.3 Ramon Padron / Steve Arthur Award: Given in memory of Ramon Padron, a coach and supporter of AYSO soccer and Steve Arthur a coach, referee and support of AYSO. This award is given to a volunteer family that represents the AYSO spirit of giving
 - 9.5.4 David Winters Award: Given in memory of David Winters, a coach and supporter of AYSO soccer. This award is given to a volunteer that represents the AYSO spirit of giving.
 - 9.5.5 Robert Gutierrez Award: Given in the memory of Robert Gutierrez, a coach, team manager and supporter of AYSO soccer. This award is given to a volunteer with 2 years of service as a Team Manager that represents the AYSO philosophies in an exemplary manner and has made lasting contributions to R68.

10. Secondary Season

- 10.1 Postseason Competition (Competitive Divisions)
 - 10.1.1 Postseason competition is defined as an extension of the fall season for League Championship teams and All-star teams participating in Area W, Section 10, and Tri-Section playoffs.
 - 10.1.2 The season ends for a postseason team when the team is eliminated from AYSO postseason playoffs.
 - 10.1.3 The Region shall pay the entry fees associated with postseason teams playing in the Area W, Section 10, and Tri-Section playoffs.
 - 10.1.4 Postseason teams may choose to compete in other tournaments, but they will be expected by the Region to manage monies and recruit Referees for these tournaments in compliance with "Tournament Team Operating Policy".
 - 10.1.5 Players who choose not to compete in these tournaments shall not be excluded from consideration for postseason teams.
 - 10.1.6 League Championship teams may not add a player to or replace a player from their regular season roster.
 - 10.1.7 Postseason teams shall also abide by the tournament rules associated with each AYSO advancement tournament.
 - 10.1.8 The number of teams competing in postseason play shall be determined by Area W based on the number of Region 68 players registered in a division.
 - 10.1.9 If a player is a member of both a League Championship team and an All-star team or Tournament Team, the player's commitment to the League Championship team shall take preference at all times.
 - 10.1.10 If a player is a member of both an All-star team and a Tournament Team, the player's commitment to the All-star team shall take precedence at all times.
 - 10.1.11 A player who receives a Red card or two Yellow cards during postseason play may be removed from further postseason participation by vote of the Executive Board.
 - 10.1.12 A coach or parent who is ejected from a game during postseason play may be removed from further postseason participation by vote of the Executive Board.
- 10.2 All-star Competition
 - 10.2.1 The number of All-Star teams shall be determined by Area W based on the number of Region 68 players registered in a division and what Region 68 is able to supply based on the competitive skills of the players.
 - 10.2.2 The number of players on an All-star team shall be nine (9) in 10U, twelve (12) in 12U and fourteen (14) in 14U.
 - 10.2.3 Playing time and replacement of players shall be determined by the tournament rules associated with each AYSO advancement tournament
 - 10.2.4 To be eligible for All-star consideration, a player must participate in at least $\frac{3}{4}$ of their league team's games, except for games missed due to illness or injury and documented by a note from a physician.
 - 10.2.5 If a player plays "up" a division in the primary season, that player must play "up" during All-star play.

- 10.2.6 Selection to the All-star team will be determined by the All-star Coach via recommendations from League coaches and observation during the primary season.
- 10.2.7 If more than one All-Star team is required in a division, a draft shall be held with the appointed coaches and the Director of Players - Competitive.

10.3 Tournament Team Competition

- 10.3.1 Prior to the start of pool play competition, the Executive Committee shall determine the number of tournament teams that can be supported by the Region and the number of teams per division and age group.
- 10.3.2 Tournament team competition provides an affordable, year-round soccer opportunity. Tournament teams are "select" teams; that is, the coach can select any player who participated in at least 50% of the games in their division in the primary season.
- 10.3.3 As such, the level of play is higher than in the AYSO primary season, often as high as or higher than the All-star level.
- 10.3.4 Tournament teams recruit players, manage finances, and schedule activities individually.
- 10.3.5 It will be a requirement for the team to have a good management team in place that is familiar with the Tournament Team Policies.
- 10.3.6 If a registered player is unable to participate in primary season play due to a medical condition, verified with a doctor's note, they may be eligible for tournament team play with a release to participate in athletics.

10.4 All Star / Tournament Coach Selection Process

- 10.4.1 Any coach wishing to coach in All-Star or Tournament Play must submit an application to the Tournament Teams Director no later than October 1.
- 10.4.2 To be eligible to coach or assistant coach an All-star or Tournament team, a coach must have completed and be current in the following:
 - 10.4.2.1 Live Scan Fingerprinted
 - 10.4.2.2 Safe Sport training
 - 10.4.2.3 Sterling Volunteer Risk Status is completed and current
 - 10.4.2.4 Safe Haven training
 - 10.4.2.5 CDC Concussion Awareness training
 - 10.4.2.6 Sudden Cardiac Arrest training
 - 10.4.2.7 Age Specific coach training
- 10.4.3 A coach who has received a sendoff during the primary season must be approved by the RC, RCA and RRA before they can be considered for selection as an All-star coach.
- 10.4.4 Coaches shall be selected based on a range of criteria
 - 10.4.4.1 Be in good standing with the Region by demonstrating competency in coaching skills and team management
 - 10.4.4.2 Be considered by the Tournament Teams Support
 - 10.4.4.3 Staff and Executive Committee and be approved by the Regional board
 - 10.4.4.4 Returning coaches must re-apply and will be evaluated each membership year
 - 10.4.4.5 Being an active participant in the Region's standard primary program as the Region determines adequate may be a consideration if coaches meet all the requirements above.

10.5 Spring League

- 10.5.1 Spring League is a secondary season program conducted on Sundays in February, March, April, and/or May.
- 10.5.2 Spring League shall follow the same format as the regular season with the following exceptions: the Region shall only provide a Spring League tee shirt and socks, all divisions shall be noncompetitive (no standings kept), practices shall be limited to one hour to one- and one-half hours per week, and age divisions may be combined or not offered as determined by the Regional Board.
- 10.5.3 Spring League shall have a separate registration fee determined by the Regional Board. Spring League is an optional program that shall only be offered if there are enough volunteers to staff the program.

11. Facilities

- 11.1 It shall be the responsibility of both teams for the first game each day to set up the goalposts and nets and both teams for the last game of each day to take down the goalposts and nets.
- 11.2 Each field shall be lined under the direction of the Field Director on Saturday morning or Friday afternoon.
- 11.3 Each Coach shall be provided with a first aid kit.
- 11.4 No trash should be left at the facility except in designated containers.
- 11.5 Parking shall be limited to designated areas at the fields.
- 11.6 For safety reasons, no pets shall be allowed at the facility while games or practice sessions are in progress.
- 11.7 Golf Cart Safety: Golf carts make it easier for youth sports volunteers to perform a multitude of tasks. Along with this responsibility, the safe use of these vehicles is important for any volunteer operating them. Please ensure the following:

- 11.7.1 To be covered by AYSO insurance, all drivers must be 18 years of age with a valid driver's license and be insured. All drivers must be approved to drive by the Regional Commissioner, Field Director or their delegates.
- 11.7.2 All drivers must be instructed on the risks associated with operation on athletic fields and on how to properly store/secure the vehicles when not in use. Notably, when not in use, golf cart keys must not be left in the ignition and the parking brake must be activated.
- 11.7.3 The vehicles must not be used to carry more people than their carrying capacity. Each person must be sitting in a seat.
All drivers must also understand the importance of maintaining a slow speed when operating the vehicles around soccer fields filled with players, parents and spectators.

12. Common Sense Emergency Plan

- 12.1 AYSO Volunteers: Emergencies and natural disasters can and do happen, and predicting their nature, form and timing is challenging, if not unattainable. Upon report of an emergency or natural disaster, specific directions will generally not be immediately available from police. Soccer field occupants will need to use common sense, and decide what action to take on their own depending on their proximity to the threat and their own comfort level. At all times, it is imperative to remain vigilant and, when necessary, reduce or eliminate hazards and emergencies on the soccer field. Consider creating a portable emergency kit customized to meet your family's needs including essential medications, a First Aid kit, food, water and any other items that may be helpful. When families are prepared and use common sense, the fear and loss that accompany emergencies and disasters are greatly reduced.
- 12.2 Activation of Common Sense Emergency Plan
 - 12.2.1 Call 911 and/or notify an AYSO staff member (normally in red AYSO shirts).
 - 12.2.2 Assess the situation using all available information. If an AIR HORN is sounded it means lightning or other danger may be imminent.
 - 12.2.3 Decide whether to shelter in place or evacuate.
 - 12.2.4 If lightening occurs you should seek shelter.
 - 12.2.5 SAFER AREAS are inside fully enclosed vehicles and buildings.
 - 12.2.6 UNSAFE AREAS are in open areas like fields or parking lots, anywhere near metal objects such as flagpoles and soccer goals, and under trees.
 - 12.2.7 If there is an active shooter, major protest or other large-scale event, the field will be evacuated and remain closed until the police declare the area is safe.
 - 12.2.8 Remain vigilant—Help keep the children safe and calm, and gather additional facts about the emergency if you are able.
 - 12.2.9 Once guidance is provided by emergency personnel be sure to cooperate to enhance the response and recovery processes in place.

13. Rules of Play – Summary

Division	6U	7U	8U
Number of Players on Team	6	8	8
Number of Players on Field*	4 v 4	6 v 6	6 v 6
Goal Keeper	No Keeper All Season		
Field Size	5U: 60 ft by 84 ft 6U: 70 ft by 100 ft	75 ft by 150 ft (or 84 ft by 174ft)	84 ft by 174 ft
Goal Size	4' x 8'	5 ft by 10ft (or 4'x 8')	5 ft by 10ft (or 4'x 8')
Game Length	30 minutes (Six 5 minute periods)	40 minutes (4 quarters)	40 minutes (4 quarters)
Ball Size	3		
Field Markings	Half line	Half line	Half line
	5 yd radius center circle	6 yd radius center circle	7 yd radius center circle
	5 yd by 10 yd goal area	6 yd by 12 yd goal area	6 yd by 12 yd goal area
	No penalty area	12 yd line, width of field	12 yd by 24 yd penalty area
	1 yd corner arc	1 yd corner arc	1 yd corner arc
	No penalty arc	No penalty arc	No penalty arc
	No penalty spot	No penalty spot	No penalty spot
Start of Play	No change except 5 yds away	No change except 6 yds away	No change except 7 yds away
Ball In & Out of Play	No change from normal IFAB rules		
Method of Scoring	No change from normal IFAB rules		
Off side	No offside called		
Fouls & Misconduct	Referee explain ALL infractions		
Free Kicks	All are Direct, opponents 5 yds away. Attacking team takes kick from outside Defending team goal area	All are Direct, opponents 6 yds away. Attacking team takes kick from outside Defending team goal area.	All are Direct, opponents 7 yds away. Attacking team takes kick from outside Defending team goal area.
Penalty Kicks	No penalty kicks		
Throw In	If bad first, Ref explain & re-do. If second bad, just play.	If bad, Referee explain, and re-do.	
Goal Kick	Taken inside goal area, opponents 5 yds away	Taken inside goal area, opponents beyond 12 yd line	No change from normal
Corner Kick	No change, opponents 5 yds away	No change, opponents 6 yds away	No change, opponents 7 yds away

Division	10U	12U	14U	16U/19U
Number of Players on Team	9	12	14	18
Number of Players on Field*	7 v 7	9 v 9	11 v 11	11 v 11
Goal Keeper	Yes, all season Regular Season: Half Game Maximum Pool Play: Full Game Allowed			Yes
Field Size	120 ft by 240 ft	150 ft by 275 ft	210 ft by 330 ft	210 ft by 330 ft
Goal Size	7 ft by 7 yds	8 ft by 8 yds		
Game Length	50 minutes	60 minutes	70 minutes	80/90 minutes
Substitution	Approximately midway through each half and at halftime.			Free substitution per Laws of the Game
Minimum Playing Time	3 quarters			35 minutes
Ball Size	4		5	
Field Markings	Half line	Half line		
	8 yd radius center circle	10 yd radius center circle		
	6 by 15 yd goal area	6 by 20 yd goal area		
	14 x 36 yd penalty area	18 x 44 yd penalty area		
	1 yd corner arc	1 yd corner arc		
	8 yd penalty arc	10 yd penalty arc		
	10 yd penalty spot	12 yd penalty spot		
Start of Play	IFAB rules, except 8 yds away	No change from normal IFAB rules		
Ball In & Out of Play	No change from normal IFAB rules			
Method of Scoring	No change from normal IFAB rules			
Off side	No change from normal IFAB rules			
Fouls & Misconduct	No change from normal except referees should work with coaches to eliminate need for cautions & send-offs. No cards (red, yellow) will be shown.	No change from normal except referees should work with coaches to allow a player to be substituted after receiving a caution if coach believes this is best for the player.		
Free Kicks	IFAB rules, except 8 yds away	No change from normal IFAB rules		
Penalty Kicks	No change from normal IFAB rules			
Throw In	No change from normal IFAB rules			
Goal Kick	No change from normal IFAB rules			
Corner Kick	IFAB rules, except 8 yds away	No change from normal IFAB rules		



AYSO Reference Book



everyone plays[®]

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1. AYSO National Bylaws

ARTICLE I: AYSO PHILOSOPHY AND STRUCTURE

SECTION 1.01 PHILOSOPHY

The Philosophy of the Organization is to educate and develop young people by encouraging their interest and participation in soccer through its “Everyone Plays®,” “Open Registration,” “Balanced Teams,” “Positive Coaching,” “Good Sportsmanship” and “Player Development” concepts.

SECTION 1.02 GENERAL STRUCTURE

The Organization shall be divided into such operating divisions as the National Board of Directors (the “Board”) may from time to time determine. The present operating divisions are divided by geographical area into Sections, with the responsibility for each Section being vested in a Section Director. Each Section is divided into Areas, with the responsibility for each Area being vested in an Area Director. Each Area is divided into Regions, with the responsibility for each Region being vested in a Regional Commissioner. The Board shall have the right to determine the number of divisions, including Sections, Areas and Regions and their geographical boundaries (which need not be contiguous).

SECTION 1.03 ORGANIZATION DUTIES AND RESPONSIBILITIES

- (a) The responsibilities of the Organization to Regions shall be:
- (1) To define the geographical boundaries of a Region and any boundary disputes between Regions.
 - (2) To provide National Rules & Regulations.
 - (3) To set up standard regulations pertaining to uniforms.
 - (4) To provide a source of insurance for liability coverage and accident reimbursement program.
 - (5) To provide such services and materials for educational purposes and the operation of Regions as the executive members determine are necessary and affordable.
 - (6) To provide guidance in organization and operation of its divisions including Regions, Areas and Sections.
 - (7) To supervise inter-play between Regions, Areas and Sections.
 - (8) To provide legal advice when needed.
 - (9) To provide assistance in developing access to playing fields, including the formation of subsidiary corporations for such purpose consistent with the Organization’s nonprofit status.
 - (10) To provide statements of policy relating to the foregoing areas of responsibility.
 - (11) To conduct the business of the Organization as a nonprofit corporation.

- (b) The Board may grant the right to a Region to operate special programs under certain rules and guidelines as may be approved from time to time by the Board. In addition, the Board may, consistent with these Bylaws, and the policies, rules, regulations and philosophies of the Organization, authorize the Organization and any of its divisions to operate, participate in or sponsor, alone or in concert with other organizations, other similar youth development activities, including soccer camps and after-school soccer programs. In approving applications for such activities, the Board must be assured that any such program will not overburden or conflict with the current existing programs and philosophies of AYSO.

SECTION 1.04 DUTIES AND RESPONSIBILITIES OF A REGION

The duties and responsibilities of a Region shall be:

- (a) To operate and offer a quality youth soccer program in a safe, fun, fair and positive environment that complies in spirit and letter with the Bylaws, policies, rules, regulations and philosophies of the Organization;
- (b) To maintain good community relations with the primary objective being youth development and to become involved in other community activities;
- (c) To register all participating players, coaches, referees, administrators and other volunteers, prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration and application requirements and procedures of the Organization;
- (d) To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable part thereof;
- (e) To obtain and maintain safe playing facilities;
- (f) To obtain and be accountable for uniforms, balls, goals and other equipment and to use such equipment in a safe manner;
- (g) To schedule practices and games;
- (h) To recruit and assign volunteer coaches and referees, and train them through clinics and audio/visual programs;
- (i) To disseminate information to the participants, their families and the community concerning the Region and its programs;
- (j) To recognize volunteer efforts;
- (k) To hold periodic meetings of the Regional Board and disseminate to the participants, their families and the community appropriate information concerning the operation of the Region by the Board;
- (l) To publish for the Region and the files of the Organization, and make available to the participants and their families at least annually, financial statements of the Region and guidelines for the operation of the Region approved by the Area Director and Section Director, or in the absence of such guidelines operate the Region in accordance with the Standard Regional Policies and Protocols as are in effect from time to time;
- (m) To collect and disburse fees and other moneys for the sound financial organization and operation of the Region, to keep and submit to the AYSO Office as required, accurate financial records to insure continuation of the tax exempt status of the Organization, to participate in the National Accounting Program, and to pay to the AYSO Office prior to the start of each season the National portion of its registration fees and all amounts due with respect to its purchases;

- (n) To elect or appoint, at a minimum, a Regional Commissioner, Treasurer, and a third board member to assist with Regional operations. At the discretion of the Region, when volunteers are available, to elect or appoint a Coach Administrator, Referee Administrator, Safety Director, Child & Volunteer Protection Advocate (CVPA) and Registrar. (At least one board member must be trained and responsible for CBPA duties; the responsibilities of the remaining unfilled positions should be assumed by the three required members).
- (o) To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures;
- (p) To notify the National Office immediately of any threatened or actual claim against a Region;
- (q) To implement the Organization's National programs available to the Region at least once a season;
- (r) To cooperate with neighboring Regions, and Area, Section and development personnel, to promote growth, development and cooperation throughout the Organization;
- (s) To participate in Area, Section and National events and programs and;
- (t) To cooperate in policies and procedures developed by the Board or the National Office with respect to requiring each coach, referee and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting the coach, referee or such volunteer to participate.

SECTION 1.05 PILOT PROGRAM REGIONS

- (a) The Board may from time to time establish a pilot program Region within a geographical area, not in conflict with an existing Region. A pilot program Region may also be established by mutual approval of the Section Director and the National Executive Director.
- (b) A Regional Commissioner for the pilot program will be appointed by the Section Director for a term not to exceed three years. Such pilot Regional Commissioner for the pilot program shall not become an executive member unless and until the pilot program is chartered as a Region and appointed by the National Board of Directors.
- (c) The pilot program will operate and be subject to the Organization's Bylaws, rules, regulations, policies and philosophies.
- (d) The pilot program Region shall apply for its charter within five years of inception. Existing pilots shall apply for their charter within five years commencing July 1, 2004. If deemed necessary, a pilot program Region may be extended for an indefinite period of time with review by the Area Director, Section Director and National Board approval.

SECTION 1.06 CHARTERED REGIONS

- (a) Responsible adults apply for the charter and show a willingness to abide by the Bylaws, rules, regulations, policies and philosophies of the Organization;
- (b) The Region plans to field a reasonably expected number of teams during its forthcoming season, or has reached a reasonably expected number of players based on the demographics of its geographical location;
- (c) No geographic conflict exists with any other Region;
- (d) The Region has maintained financial and administrative stability and fulfilled its financial and other obligations as a pilot Region.

SECTION 1.07 REVOCATION OF CHARTER OR PILOT STATUS

The Board may reduce a chartered Region to pilot status or suspend or revoke the charter or pilot status of any Region not in compliance with its duties and responsibilities as defined in Section 1.04 or for noncompliance with these Bylaws or the rules, regulations, policies and philosophies of the Organization.

ARTICLE II: OFFICES

SECTION 2.01 PRINCIPAL OFFICE

The Organization’s principal office (the “National Office”) shall be fixed and located in such place as the Board shall determine from time to time.

SECTION 2.02 OTHER OFFICES

Branch or subordinate offices may be established at any time by the National Executive Director at any place or places.

ARTICLE III: MEMBERS

SECTION 3.01 CATEGORIES OF MEMBERS

There shall be three categories of members: honorary members, executive members and participating members.

SECTION 3.02 HONORARY MEMBERS

Honorary membership may be extended by the Board to individuals who have rendered outstanding or extraordinary service on behalf of youth soccer in America. The term, rights, duties and privileges of each honorary member shall be fixed by the Board.

SECTION 3.03 EXECUTIVE MEMBERS

Executive membership shall be extended to:

- (a) All members of the Board as long as they remain on the Board.
- (b) All Section Directors, Area Directors, Special Directors, and Regional Commissioners of chartered Regions as long as they hold their respective positions.

No person may hold more than one position within the Organization which is an executive membership position and such memberships shall not be transferable.

SECTION 3.04 PARTICIPATING MEMBERS

- (a) Participating membership shall be extended to:
 - (1) All youth who exhibit a sincere interest in soccer and who have become registered as a participating player pursuant to the *Rules & Regulations* of the Organization.
 - (2) All Region, Area and Section volunteers, other than executive members, who become registered with the Organization, including all Section and Area staff, and all Regional administrators, coaches and referees.

- (b) The term of each participating member shall be the length of time such participating member is registered with the Organization.

SECTION 3.05 RIGHT TO VOTE

- (a) Only executive members shall have the right to vote. Each executive member of record shall be entitled to cast one vote at meetings of the executive members. Whenever any corporate action is to be taken by vote of the executive members, it shall, except as otherwise expressly provided by the California Nonprofit Public Benefit Corporation Law (the "Law") or by these Bylaws, be authorized by a majority of votes cast (not counting abstentions) by the executive members.
- (b) Nothing in this Section 3.05 shall be construed as limiting the right of the Organization to refer to persons or entities associated with it as "members" even though such persons or entities are not executive members as defined in Section 3.03, and no such reference shall constitute anyone a member, within the meaning of Section 5056 of the Law or the foregoing provisions of this Section 3.05, unless such persons or entities shall have qualified for executive membership as set forth above. All references in these Bylaws, or in the Law, to "approval by the members" or "approval by a majority of all members" shall be deemed to apply to the executive members only.

SECTION 3.06 REGIONAL REGISTRATION FEE

Each participating player shall pay a registration fee in such amounts and at such times as shall be determined by the Region. These fees shall be sufficient to enable the Region to meet its financial obligations, including its financial and other commitments to the Organization.

SECTION 3.07 TERMINATION OF MEMBERSHIP

- (a) The Board, or its designee, may expel an executive member for conduct which the Board shall deem inimical to the best interests of the Organization, including, without limitation, violation of any provision of these Bylaws or any of the rules, regulations, policies or philosophies of the Organization.
- (b) The Board, or its designee, shall give the executive member who is the subject of the proposed action 15 days prior notice of the proposed expulsion and the reasons therefore. The executive member may submit orally or in a written statement to the Board, or its designee, a response regarding the proposed action not less than five days before the effective date of the proposed expulsion. Prior to the effective date of the proposed action, the Board, or a designee authorized to decide that the proposed expulsion not take place, shall review any such statement submitted and shall determine the mitigating effect, if any, of the information contained therein on the proposed expulsion.
- (c) The procedures contained in subparagraph (b) above shall only apply to the termination of an executive member's rights as a member under the Law. The Board, or its designee, may, without notice or hearing, suspend any or all operational powers or authority that an executive member may have by virtue of holding a position described in ARTICLE VII for a period not to exceed 90 days.
- (d) Sections 3.07(a), (b) and (c) do not govern the expulsion or suspension of a participating member. Separate protocols apply to participating members. The Board shall establish standards and procedures for the suspension or expulsion of a participating member.

SECTION 3.08 PLACE OF MEETINGS

Meetings of the entire executive membership shall be held at any place designated by the Board. The Board may also declare that a meeting of the entire executive membership may be held, in whole or in part, by electronic transmission by and to the corporation or by electronic video screen communication pursuant to California Corporations Code section 5510. Executive members who attend meetings of the entire executive membership at the place designated by the Board must cast their votes while in the room in which said meeting is being held.

SECTION 3.09 ANNUAL MEETINGS

The annual meeting of all executive members of the Organization, the “annual meeting” or the NAGM, shall be held within 45 days of the end of each fiscal year but preferably before the end of each fiscal year. Directors shall be elected at the NAGM and any other proper business may be transacted at the NAGM.

SECTION 3.10 SPECIAL MEETINGS

Special meetings of the executive membership shall be held as may be determined necessary by the Board or at the request of one-third of the executive members. In addition, regular or special meetings of executive members within any particular division of the Organization shall be held as may be determined necessary by the Area Director, Section Director or Board.

SECTION 3.11 NOTICE OF ANNUAL OR SPECIAL MEETINGS

- (a) Written notice of each annual or special meeting of executive members shall be given not less than 10 nor more than 90 days before the date of the meeting to each executive member entitled to notice thereof; provided, however, that if notice is given by mail but is not mailed by first-class, registered, or certified mail, the notice shall be given not less than 20 days before the meeting. Such notice shall state the place, date and hour of the meeting and,
 - (1) in the case of a special meeting, the general nature of the business to be transacted, and no other business may be transacted, or
 - (2) in the case of the annual meeting, those matters which the Board, at the time of the giving of the notice, intends to present for action by the executive members, but, subject to the provisions of applicable law, any proper matter may be presented at the meeting for action.
- (b) Notice of an executive members' meeting shall be given by any means permitted by Bylaw 9.14 or Section 5511(b) of the Law.
- (c) The notice of any meeting at which Directors are to be elected shall include the names of all those who are nominees at the time the notice is sent to the executive members.

SECTION 3.12 QUORUM

A majority of the executive members, present either in person or by proxy, shall be necessary to constitute a quorum at a meeting. Any executive member appearing virtually, either by electronic transmission by and to the corporation or by electronic video screen communication, shall be considered to be appearing in person at that meeting for the purpose of determining the existence of a quorum.

SECTION 3.13 ADJOURNED MEETINGS AND NOTICE THEREOF

Any executive members' meeting, whether or not a quorum is present, may be adjourned from time to time by the vote of a majority of the votes represented either in person or by proxy, but in the absence of a quorum no other business may be transacted at such meeting. It shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted thereat, other than by announcement at the meeting at which such adjournment is taken; provided, however, when any executive members' meeting is adjourned for more than 45 days, notice of the adjourned meeting shall be given as in the case of the meeting as originally called, whether annual or special.

SECTION 3.14 PROXIES

Every executive member entitled to vote at a meeting of executive members or to express consent or dissent without a meeting may authorize another person or persons to act for her/him by written proxy. Every proxy must be signed by the executive member. No proxy shall be valid after the expiration of three months from the

date thereof. Every proxy shall be revocable at the pleasure of the executive member executing it. The proxy, in order to be valid, must be delivered to, and accepted by, the National Secretary prior to the opening of the meeting.

SECTION 3.15 ACTION BY MEMBERS WITHOUT A MEETING BY WRITTEN BALLOT

- (a) Any action which may be taken at any regular or special meeting of the executive members may be taken without a meeting provided there is satisfaction of the following ballot requirements:
- (1) The Organization distributes a written ballot to every executive member entitled to vote on the matter;
 - (2) The ballot sets forth the proposed action, provides an opportunity to specify approval or disapproval of any proposal, and provides a reasonable time within which to return the ballot to the Organization;
 - (3) The number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action;
 - (4) The number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot; and
 - (5) The ballot shall be solicited in a manner consistent with Section 5511(b) of the Law and Section 3.16 of these Bylaws. All such solicitations shall indicate that number of responses needed to meet the quorum requirement and, with respect to ballots other than for the elections of Directors, shall state the percentage of approvals necessary to pass the measures submitted. The solicitation shall specify the time by which the ballot must be received in order to be counted.
- (b) Directors may be elected by written ballot.
- (c) A written ballot may not be revoked.
- (d) The Board shall give written notice of the results of any vote taken under this Section 3.15 within 30 days after the time period specified for the receipt of ballots.

SECTION 3.16 FORM OF PROXY OR WRITTEN BALLOT

The form of any written ballot or proxy distributed to 10 or more of the executive members shall afford an opportunity on the form of written ballot or proxy to specify a choice between approval and disapproval of each matter or group of related matters intended, at the time the written ballot is distributed, to be acted on by such written ballot or proxy. The form shall also provide, subject to reasonable specified conditions, that where the person solicited specifies a choice with respect to any such matter, the vote must be cast in accordance therewith. In any election of Directors, any form of written ballot or proxy in which the Directors to be voted on are named therein as candidates and which is marked by an executive member "withhold" or otherwise marked in a manner indicating that the authority to vote for the election of Directors is withheld shall not be voted either for or against the election of a Director.

SECTION 3.17 CONDUCT OF EXECUTIVE MEMBER MEETINGS

The National President may preside as chairman at all meetings of the executive members. The chairman shall conduct each such meeting in a businesslike and fair manner, but shall not be obligated to follow any technical, formal or parliamentary rules or principles of procedure. The chairman shall have all of the powers usually vested in the chairman of a meeting of members.

SECTION 3.18 RIGHTS OF INSPECTION

These Bylaws, the Articles and the accounting books and records and minutes of proceedings of the Organization, of the Board, of the committees of the Board, and of each division of the Organization shall be open to inspection upon the written request of any executive member.

SECTION 3.19 POSTPONEMENT OF 2020 NAGM

The COVID-19 virus has created a pandemic that has disrupted all aspects of life. Forty-three states have issued full or partial shelter-in-place orders to slow the spread of the coronavirus pandemic. Meetings of more than 10 people are prohibited in the majority of states in the United States, and social distancing is required at any such meeting. It is currently unknown how long these restrictions will last.

Bylaw 3.09 requires AYSO to hold an annual meeting of members (“NAGM”) no later than 45 days after the end of AYSO’s fiscal year. AYSO’s fiscal year ends June 30. At this time, it is unknown if AYSO can timely hold the annual meeting currently scheduled for June 5-7, 2020. As such, the Board considers the COVID-19 pandemic to be a *force majeure* event requiring modification of Bylaw 3.09 as well as other bylaws related to the holding of an annual meeting of executive members in 2020.

The Board hereby postpones the 2020 NAGM such that it will be held on the same date, time and at the same location as the 2021 NAGM. The term of the current President of the National Board of Directors is hereby extended until the election for that position at the 2021 NAGM. To remain consistent with Bylaw 4.03, which requires that Directors hold staggered terms, the terms of each member of the National Board of Directors are also extended by one year. All currently proposed amendments to AYSO Bylaws and/or AYSO National Rules and Regulations that could have been considered at the 2020 NAGM will be considered at the 2021 NAGM should the proponents of those amendments wish to have them considered at that time. All persons currently nominated to the AYSO National Board of Directors shall have their nominations carry over to the 2021 NAGM.

ARTICLE IV: DIRECTORS

SECTION 4.01 POWERS

Subject to any limitations contained in the Articles of Incorporation (the “Articles”), these Bylaws or the Law relating to action required to be approved by the executive members or by a majority of all the executive members, the activities and affairs of the Organization shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the activities of the Organization to any person or persons, Management Company, or committee however composed, provided that the activities and affairs of the Organization shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

- (a) To select and remove all officers (except the National President), agents and employees of the Organization, prescribe powers and duties for them as may not be inconsistent with law, the Articles or these Bylaws, fix their compensation and require from them such security, if any, for faithful service as the Board may deem appropriate. In the case of the removal or resignation of the National President, under the provisions of Section 6.04, the National Board of Directors shall appoint one of the Directors to fulfill the remainder of the term until the next National Annual General Meeting of the executive members.
- (b) To conduct, manage and control the affairs and activities of the Organization, and to make such Rules & Regulations therefore not inconsistent with law, the Articles or these Bylaws, as they may deem appropriate.

- (c) To adopt, make and use a corporate seal and to alter the form of such seal from time to time, as they may deem appropriate.
- (d) To authorize the issuance of memberships in the Organization from time to time, upon such terms and for such consideration as may be lawful.
- (e) To borrow money and incur indebtedness for the purposes of the Organization, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation or other evidence of debt and securities therefore.

SECTION 4.02 NUMBER OF DIRECTORS

- (a) The authorized number of Directors of the Organization shall be thirteen until changed by an amendment to these Bylaws duly adopted with the approval of the executive members.
- (b) Eleven of the Directors shall be elected from the membership or from volunteers who have participated within the Organization.
- (c) Two of the Directors (the “Outside Directors”) may be appointed by a two-thirds vote of the Directors who were elected by executive members pursuant to Section 4.02(b), or selected pursuant to Section 4.17(b). The Outside Directors shall be selected and appointed to provide outside perspective and bring particular expertise, experience or skills to the Board for the benefit of the Organization, including but not limited to the areas of financial management, fundraising, media, child development, sponsorship, sports medicine, youth sports business and/or strategic expertise, or technology. A person may not serve as an Outside Director if, in the opinion of the Board, such person has a material relationship with the Organization, which includes but is not limited to the following:
 - (i) Employment of such person or any member of such person’s family as an executive officer of the Organization at any time during the past five years; (ii) prior service as a member of the Organization’s Board of Directors at any time during the past five years; and (iii) prior service as a Section Director of the Organization at any time during the past five years.

SECTION 4.03 TERM OF OFFICE

- (a) The eleven Directors elected from the membership or from volunteers shall serve staggered terms of three years each. The executive members, under the procedures prescribed in Section 4.05, shall elect three classes of Directors, with the first class having three Directors, the second class having four Directors and the third class having four Directors. The term of office for the Directors in each class shall expire at the third following annual meeting of the executive members and each succeeding third year thereafter.
- (b) The two Outside Directors shall serve staggered terms of two years; however, similar to the fact that the eleven directors described in Section 4.03(a) may be re-elected to that position, each of the two Outside Directors may be reappointed to that position for another term of two years subject to the discretion of the Board. Except as provided below with respect to the initial terms of the first two Outside Directors appointed by the Board under Section 4.02(c) or as needed in the event of a vacancy in an Outside Director position prior to the end of such Outside Director’s term, the terms of the two Outside Directors shall commence on January 1 and shall end on December 31 two years thereafter. In the case of the initial terms of the first two Outside Directors appointed by the Board and in the case of the term of an Outside Director appointed in the event of a vacancy in an Outside Director position prior to the end of such Outside Director’s term, the term of appointment of an Outside Director may have a beginning date other than January 1 and may be more or less than two years, provided that the terms of the Outside Directors shall be staggered such that, in any year, only one Outside Director’s term shall end on December 31.

SECTION 4.04 PROCEDURES FOR THE NOMINATION OF DIRECTORS

- (a) A nominating commission shall be formed that is comprised of at least eight (8) commission members for the nomination of candidates for election as Directors and the President at the annual meeting of executive members at which Directors and the President are to be elected. One member shall be a member of the Board whose term of office will not expire at the annual meeting of the executive members with respect to the election for which the Board member is acting as a member of the nominating commission. The Board member will serve as a non-voting Chair for the commission. All commission members together shall be designated by the Board and charged to seek qualified candidates for election to the Board and President. The members shall be appointed in a manner prescribed in a National Policy Statement of the Board. The term of appointment to the commission shall be for two years, however, the Board member who is Chair of the commission may be appointed for only one year. At least 120 days prior to the date of the annual meeting of executive members at which Directors and the President are to be elected, the nominating commission shall make its report to the Board in which the commission identifies the candidates nominated by the commission. The National Secretary shall forward to each executive member, by means of communication permitted by Bylaw Section 9, a list of candidates nominated by office.
- (1) No person who serves as a commission member concerning candidates for election at a particular annual meeting of executive members shall be eligible to seek subsequently to be, or accept nomination as, or otherwise be, a candidate for election to the Board or as President at the same annual meeting of executive members to which the nominating commission relates. This prohibition includes, without limitation, each method for nomination of candidates specified in this Bylaw 4.04.
- (2) By serving as a member, each commission member shall be deemed to waive any rights that such person may otherwise have to be a candidate for election to the Board or as President with respect to the election for which such person is acting as a member of the nominating commission.
- (b) Candidates for election as Directors and/or as President at an annual meeting of executive members may be nominated by petition signed by at least six executive members and delivered to the National Office to the attention of the National Secretary at least 75 days prior to the date of such annual meeting. On timely receipt of such petition, the National Secretary shall cause the names of the candidate(s) named on such petition to be placed on the ballot along with all other properly nominated candidates for Director and/or President.
- (c) Any executive member at the National Annual General Meeting present in person or by proxy may place names of candidates for election as Directors and/or President in nomination. Due to the logistical challenges of holding a hybrid in-person and virtual National Annual General Meeting, persons nominated pursuant to this subsection must be present at said National Annual General Meeting.

SECTION 4.05 VOTING PROCEDURES FOR ELECTION OF DIRECTORS

- (a) The Directors and President shall be elected at the National Annual General Meeting.
- (b) At the National Annual General Meeting, the election of the Directors shall precede the election of the National President.
- (c) The eleven Directors to be elected from the membership at large shall be elected by classes, with each class consisting of either three or four seats. The executive members shall cast their votes for all Directors of the same class at the same time. Each executive member shall be entitled to cast one vote for each seat in the class. These votes may not be cumulative, but each vote must be cast in favor of a different candidate. All nominations for the class must close before the first ballot is taken. After the executive members have cast their ballots, the candidates receiving the highest number of votes, either in person or by proxy, are elected.
- (d) The two Outside Directors shall be appointed separately by the NBOD in accordance with 4.02(c).

SECTION 4.06 PLACE OF MEETINGS

Regular or special meetings of the Board shall be held at any place which has been designated from time to time by resolution of the Board. In the absence of such designation, regular meetings shall be held at the principal office of the Organization.

SECTION 4.07 ANNUAL MEETINGS

The Board shall hold an annual meeting for the purposes of organization, selection of officers and the transaction of other business. Annual meetings of the Board shall be held on such dates and at such times as may be fixed by the Board.

SECTION 4.08 REGULAR MEETINGS

Regular meetings of the Board may be held without call or notice on such dates and at such times as may be fixed by the Board.

SECTION 4.09 SPECIAL MEETINGS

Special meetings of the Board for any purpose or purposes may be called at any time by the Chairman of the Board, the National President, the National Secretary or any two Directors.

SECTION 4.10 NOTICE OF ANNUAL AND SPECIAL MEETINGS OF THE BOARD

- (a) Annual and special meetings of the Board shall be held upon at least seven days' notice by first-class mail or 48 hours' notice given personally or by telephone, electronic transmission, or other similar means of communication permitted by Bylaw Section 9.14.
- (b) Any such notice shall be addressed or transmitted to each Director at such Director's address as it is shown upon the records of the Organization or as may have been given to the Organization by the Director for purposes of notice.
- (c) Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mails, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted if giving the notice by electronic means. Oral notice shall be deemed to have been given at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office or residence of the recipient who the person giving the notice has reason to believe will promptly communicate it to the receiver.

SECTION 4.11 WAIVER OF NOTICE

Notice of a meeting need not be given to any Director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such Director. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

SECTION 4.12 QUORUM

- (a) A majority of the Directors then in office shall constitute a quorum for the transaction of business, except to adjourn as provided in Section 4.15. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number be required by the Law, the Articles, or these Bylaws, except as provided in subsection (b) of this Section 4.12.

- (b) A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting; provided, that the Board can only take action pursuant to this subparagraph (b) on items included in the agenda for the meeting.

SECTION 4.13 PARTICIPATION IN MEETINGS BY CONFERENCE TELEPHONE

Directors may participate in a meeting of the Board or a committee meeting through use of a conference telephone or similar communications equipment so long as all Directors participating in such meeting can hear one another.

SECTION 4.14 ADJOURNMENT

A majority of the Directors present, whether or not a quorum is present, may adjourn any Directors' meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent Directors if the time and place be fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than 24 hours, reasonable notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

SECTION 4.15 ACTION BY BOARD WITHOUT A MEETING

Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or the committee shall individually or collectively consent in writing to the adoption of a resolution authorizing the action. The resolution and written consents thereto shall be filed with the minutes of the proceedings of the Board or committee.

SECTION 4.16 RIGHTS OF INSPECTION

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Organization.

SECTION 4.17 VACANCIES

- (a) Subject to the provisions of Section 5226 of the Law, any Director may resign effective upon giving written notice to the Chairman of the Board, the National President, the National Secretary or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective.
- (b) Vacancies may be filled by a majority of the remaining Directors, although less than a quorum, or by a sole remaining Director at any regular or special meeting of the Board. Each Director so selected shall hold office until the next annual meeting of the executive members and until a successor has been selected to serve the remainder of the vacated Director's term of office.
- (c) A vacancy in the Board shall be deemed to exist in case of the death, resignation or removal of any Director, or if the authorized number of Directors be increased, or if the executive members fail, at any regular or special meeting of executive members at which any Director or Directors are elected, to elect the full authorized number of Directors to be voted for at that meeting.
- (d) The Board may declare vacant the office of a Director who has been declared of unsound mind by a final order of court, convicted of a felony, or been found by a final order or judgment of any court to have breached any duty arising under Sections 5230 through 5238 of the Law. In addition, the Board may remove, and declare vacant, the office of a Director who fails to attend three Board meetings within any one fiscal year.

- (e) The executive members may elect a Director or Directors at any time to fill any vacancy or vacancies not filled by the Directors.
- (f) No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term of office.

SECTION 4.18 REMOVAL OF DIRECTORS

Except as otherwise provided herein or by the Law, any or all Directors may be removed with or without cause, by a majority vote of the executive members participating in such vote.

SECTION 4.19 FEES AND COMPENSATION

Directors shall not receive any compensation for their services as Directors or as members of committees or commissions, but reimbursement or advancement may be made for any expenses incurred or paid by them for the benefit of the Organization.

The Organization shall not make any loan of money or property to, or guarantee the obligation of, any Director or officer, unless approved by the California Attorney General; provided, however, that the Organization may advance money to a Director or officer of the Organization for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or Director, provided that in the absence of any such advance, such Director or officer would be entitled to be reimbursed for such expenses by the Organization. Subject to the provisions of Section 5227 of the Law, nothing contained in this Section 4.19 shall be construed to preclude any Director from serving the Organization in any other capacity as an officer, agent, employee or otherwise and receiving compensation therefore.

SECTION 4.20 INTERESTED TRANSACTIONS PROHIBITED

No director shall enter into any interested or self-dealing transaction with the Organization except as may be in compliance with Section 5233 of the Law.

ARTICLE V: COMMITTEES

SECTION 5.01 EXECUTIVE COMMITTEE

- (a) The Board may, by resolution adopted by a majority of the number of Directors then in office, establish an Executive Committee consisting of such number of Directors as may be determined by the Board. The Executive Committee shall have and may exercise only such powers as are specifically delegated to it by the Board to manage the business and affairs of the Organization.
- (b) Appointments to the Executive Committee shall be by a majority vote of the Directors then in office. A majority of all the members of the Executive Committee may determine its rules of procedure unless the Board shall otherwise provide. The Board shall have the power to change the members of the Executive Committee at any time, either with or without cause, and to fill vacancies; provided, however, that all appointments to the Executive Committee shall be by a majority vote of the Directors then in office.
- (c) Any action that under the provisions of the Law may be taken at a meeting of the Executive Committee may be taken without a meeting if authorized by a writing signed by all members of the Executive Committee who would be entitled to vote at a meeting for such purpose and filed with the National Secretary.
- (d) The Board may, at any regular or special meeting, overrule any action or actions of the Executive Committee by a majority vote of all members of the Board, provided that any such action will not affect the contractual rights of parties outside the Organization.

SECTION 5.02 STANDING OR SPECIAL COMMITTEES

- (a) If the Board determines that the management of the Organization would be benefited by the establishment of one or more standing or special committees, in addition to the Executive Committee, the Board may from time to time establish one or more such committees.
- (b) The term “standing committee” or “special committee” shall mean any committee appointed by the Board which is authorized by specific delegation, without further Board action, to make and implement decisions on behalf of the Board, or to implement, with some degree of discretion, decisions of the Board pursuant to guidelines established by the Board.
- (c) The establishment of a standing or special committee shall be effected by a resolution of the Board approved by the vote of the majority of the Directors then in office, which specifically sets forth the powers and duties delegated to such committee and specifically identifies the committee as a “standing” or “special committee.” Each such committee shall consist of two or more Directors and shall be presided over by a Director selected by the Board.
- (d) Notice of, and procedures for, meetings of standing or special committees shall be as prescribed by the chairman of each such standing or special committee, and meetings of standing or special committees may be called by the Board or the chairman of the standing or special committee.

SECTION 5.03 LIMITATIONS UPON COMMITTEES OF THE BOARD

No committee of the Board shall have any of the authority of the Board with respect to:

- (a) The approval of any action for which the Law also requires approval of the executive members or approval of a majority of all executive members;
- (b) The filling of vacancies on the Board or on any committee that has the authority of the Board;
- (c) The amendment or repeal of Bylaws or the adoption of new Bylaws;
- (d) The amendment or repeal of any resolution of the Board that by its express terms is not so amendable or repealable;
- (e) The appointment of other committees of the Board or the members thereof if such committee will have the authority of the Board;
- (f) The expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; or
- (g) The approval of any self-dealing transaction, except that when it is not reasonably practicable to obtain approval of the Board prior to entering into such a transaction, a committee authorized by the Board may approve the transaction in a manner consistent with the standards set forth in Section 5233(d) of the Law subject to ratification by a majority of the Directors then in office (without counting the vote of any interested Director) at the next meeting of the Board.

SECTION 5.04 ADVISORY COMMISSIONS AND COUNCILS

The Chairman of the Board, the Board, or the National President may from time to time appoint such advisory commissions as deemed appropriate, consisting of Directors or persons who are not Directors, but such advisory commissions and councils shall not be deemed committees of the Board and shall not exercise any powers of the Board. Notice of, and procedures for, meetings of advisory commissions and councils shall be as prescribed by the chairman of each such advisory commission and councils, and meetings of advisory commissions and councils may be called by the Chairman of the Board, the Board, the Executive Committee, the National President or the chairman of the advisory commission and council.

ARTICLE VI: OFFICERS

SECTION 6.01 OFFICERS

The officers of the Organization shall be a National President, a National Secretary and a National Treasurer. The Organization may also have, at the discretion of the Board, a Chairman of the Board, a National Executive Vice President, one or more National Vice Presidents, one or more Assistant National Secretaries, one or more Assistant National Treasurers, a National Executive Director, and such other officers as may be elected or appointed in accordance with the provisions of Section 6.03. No person shall hold more than one office.

SECTION 6.02 ELECTION OF THE NATIONAL PRESIDENT

After all the Directors have been elected under the provisions of Sections 4.05 or 4.17, the executive members shall elect one Director, by a majority of the votes cast, to serve a one year term as National President.

If no Director receives a majority of the votes cast on the first ballot, the executive members shall elect one of the two Directors receiving the highest total of votes cast on the first vote. All other officers of the Organization, except such officers as may be elected or appointed in accordance with the provisions of Section 6.03 or 6.05 shall be chosen annually by, and shall serve at the pleasure of, the Board. They shall hold their respective offices until their resignation, removal, or other disqualification from service or until their respective successors shall be elected.

SECTION 6.03 SUBORDINATE OFFICERS

The Board may elect, and may empower the National President to appoint, such other officers as the business of the Organization may require, each of whom shall hold office for such period, have such authority and perform such duties as are provided in these Bylaws or as the Board may from time to time determine.

SECTION 6.04 REMOVAL AND RESIGNATION

The National President can be removed only under the provisions of Section 4.17(d) and 4.18 of these Bylaws. Any other officer may be removed at any time, either with or without cause, by the vote of two-thirds of the entire Board or, in the case of an officer, who is chosen under Section 6.03, by any officer upon whom such power of removal may be conferred by the Board. Any such removal shall be without prejudice to the rights, if any, of the officer under any contract of employment.

Any officer may resign at any time by giving written notice to the Chairman of the Board, National President or National Secretary of the Board, but without prejudice to the rights, if any, of the Organization under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

SECTION 6.05 VACANCIES

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

SECTION 6.06 CHAIRMAN OF THE BOARD

The Chairman of the Board, if there be such an officer, shall assume the duties and responsibilities normally associated with the position or those duties assigned by the Board.

SECTION 6.07 NATIONAL PRESIDENT

The National President shall be the chief executive officer of the Organization and, subject to the control of the Board, shall:

- (a) Provide leadership and broad guidance to the Organization in all its activities;
- (b) Preside, when present, at the meetings of the executive members and at the meetings of the Board;
- (c) Nominate, subject to the approval of a majority of the entire Board and without prejudice to the rights of all Board members to make such nominations, members of Board committees as and when needed;
- (d) Have the general powers and duties usually vested in the office of President of a nonprofit volunteer organization;
- (e) Prepare and submit at each NAGM a written annual report covering the Organization's activities for the twelve months ending on the date of the Meeting; and
- (f) Have such other powers and duties as may be prescribed by the Board or these Bylaws.

SECTION 6.08 NATIONAL EXECUTIVE VICE PRESIDENT

The National Executive Vice President if any, shall assume the duties of the National President in the latter's absence and perform such other duties as may be assigned from time to time by the Board.

SECTION 6.09 NATIONAL VICE PRESIDENTS

The National Vice Presidents, if any, shall perform such duties as may be directed by the National President and have such other duties as may be assigned to them from time to time by the Board.

SECTION 6.10 NATIONAL SECRETARY

The National Secretary, or a designee, shall keep the minutes of the proceedings of all Board and executive members' meetings, certify official records, maintain a list of names and addresses of all executive members, and issue notice of meetings of the executive members and the Board. The National Secretary shall keep, or cause to be kept, at the principal office in the State of California the original or a copy of the Organization's Articles and Bylaws, as amended to date.

SECTION 6.11 NATIONAL TREASURER

The National Treasurer, or such person designated by the Board, shall be the Chief Financial Officer of the Organization, have custody of all funds, securities, evidence of indebtedness and other valuable documents, and deposit funds and securities in the name and to the credit of this Organization in a bank or depository. The National Treasurer, or such designee, may invest such funds under the supervision of the Board in such investments as may comply with Section 5240 of the Law. The National Treasurer, or such designee, shall keep in appropriate books an accurate account of all money received and paid out. The National Treasurer or such designee shall render a report of the funds, receipts and disbursements of the Organization annually or at such other times as requested by the Board.

SECTION 6.12 NATIONAL EXECUTIVE DIRECTOR

The National Executive Director shall be the chief operating officer of the Organization and, subject to the supervision of the Board, shall:

- (a) Manage the business and affairs of the Organization;

- (b) Hire, supervise, and direct all employees of the Organization, and have the power to delegate responsibilities and commensurate authority to subordinates;
- (c) Manage the collection, deposit, investment and disbursement of all funds of the Organization in accordance with the specific or general instructions of the National Treasurer.
- (d) Be a nonvoting staff advisor to the Board, Executive Committee, if any, and all standing committees, if any, and when invited, shall attend meetings of the Board, Executive Committee and/or standing committees;
- (e) Have the power to suspend a Section Director, Area Director or Regional Commissioner for conduct which the National Executive Director believes inimical to the best interests of the Organization, including, without limitation, violation of any provision of these Bylaws or any of the rules, regulations, policies or philosophies of the Organization;
- (f) Have the general powers and duties of management usually vested in the office of a National Executive Director or general manager of a nonprofit volunteer organization; and
- (g) Have such other powers and duties as may be prescribed by the Board or these Bylaws.

ARTICLE VII: SPECIAL DIRECTORS

SECTION 7.01 SECTION DIRECTOR

A Section Director shall be nominated by themselves and the Area Directors within each Section. Such nomination shall be submitted to the National Board of Directors for its consideration. The National Board of Directors shall have the discretion whether or not to appoint the nominee as Section Director, and shall have the discretion to make the appointment for a term of three years or for such shorter time period as the National Board of Directors deems appropriate in its sole discretion. Each Section Director shall:

- a) Report to the Board and be responsible for the performance and growth of his or her Section and all inter-Area activities within such Section.
- b) Organize and maintain volunteer staff to assure adequate support and services to the Area in his or her Section.
- c) Be the official spokesperson for the Section with respect to all AYSO matters, including, without limitation, publicity, outside development, business systems and budgets.
- d) Be responsible for such other matters that directly relate to the operation of the Section, and
- e) Oversee dispute resolution within the Section.
- f) A Section Director may be suspended or removed by the Board.

SECTION 7.02 AREA DIRECTOR

An Area Director shall be nominated by themselves and the Regional Commissioners within each Area. If the Section Director, whose territory includes that Area approves the nomination of that person as Area Director, then, in such event the nomination subsequently (i) will be delivered to the National Board of Directors for its consideration; and (ii) the National Board of Directors shall have the discretion whether or not to appoint the nominee, and, if the National Board of Directors elects in its discretion to appoint the nominee, the National Board of Directors shall have the discretion to make the appointment for a term of three years or for shorter time period as the National Board of Directors deems appropriate. Each Area Director shall:

- (a) Report to the Section Director and be responsible for the performance and growth of their Areas and all inter-Regional and extra-Regional activities within their Areas;
- (b) Organize and maintain volunteer staff to assure adequate support and services to the Regions in their Areas;
- (c) Be the official spokesman for the Area in regard to publicity, outside development, cultural exchange, internal development, business systems, budgets, bylaws, Board policies, Rules & Regulations;
- (d) Be responsible for such other matters that directly relate to the operation of the Area; and
- (e) Oversee dispute resolution within the Area.

An Area Director may be suspended by the Section Director responsible for such Area and suspended or removed by the Board.

SECTION 7.03 REGIONAL COMMISSIONER

A Regional Commissioner shall be nominated by a majority of the Regional Board in accordance with the Standard Regional Policies and Protocols as properly amended, if at all. If the Area Director and the Section Director whose territory includes that Region both approve the nomination of that person as Regional Commissioner, then, in such event the nomination subsequently (i) will be delivered to the National Board of Directors for its consideration; and (ii) the National Board of Directors shall have the discretion whether or not to appoint the nominee, and, if the National Board of Directors elects in its discretion to appoint the nominee, the National Board of Directors shall have the discretion to make the appointment for a term of three years or for a shorter time period as the National Board of Directors deems appropriate. A Regional Commissioner shall have the responsibility and authority to administer the day-to-day business of the Region within the framework of these Bylaws, including without limitation, Section 1.04 hereof, and the Standard Regional Policies and Protocols as properly amended, if at all. A Regional Commissioner shall maintain close liaison with the Area Director and coordinate inter-Area activities through the Area Director. A Regional Commissioner may be suspended by the Area Director or the Section Director and suspended or removed by the National Board of Directors.

SECTION 7.04 OTHER SPECIAL DIRECTORS

It shall be within the authority of the Board to establish positions that are not set forth within these Bylaws and to appoint Special Directors to fill those positions. Any person appointed to a position established under this Section 7.04 shall become an executive member of the Organization. Special Directors shall be appointed by the Board for a term of three years, or such shorter term as the Board may prescribe.

SECTION 7.05 MULTIPLE TERMS

Nothing contained in Section 7 shall limit the number of terms that an executive member may serve.

ARTICLE VIII: RULES AND REGULATIONS

SECTION 8.01 NATIONAL RULES & REGULATIONS

The Organization shall adopt a set of Rules & Regulations to be known as the “*National Rules & Regulations*” governing the conduct, playing, and scheduling of soccer games.

SECTION 8.02 AMENDMENTS

- (a) The *National Rules & Regulations* may be amended or repealed at the annual meeting of executive members if approved by the executive members provided that the proposed change has been submitted

by an executive member in writing to the National Office no later than 75 days prior to the date of the annual meeting of executive members.

- (b) The requirement that a proposed change be submitted by an executive member in writing to the National Office no later than 75 days prior to the date of the annual meeting of executive members may be suspended by the vote of two-thirds of the executive membership, either in person or by proxy.
- (c) *National Rules & Regulations* may be amended by the Board by a two-thirds vote of the Directors present and voting (but not less than a majority of the entire Board) at a Board meeting.

SECTION 8.03 SECTION RULES & REGULATIONS

- (a) Each Section may adopt such Rules & Regulations governing the conduct, playing, and scheduling of soccer games within the Section as may be deemed appropriate which are not inconsistent with the *National Rules & Regulations* as may be in effect from time to time.
- (b) The Section Rules & Regulations may be amended or repealed if approved by a majority of the chartered Regional Commissioners, Area Directors, and Section Director of the Section as a group, each being entitled to one vote.

ARTICLE IX: MISCELLANEOUS

SECTION 9.01 INSPECTION OF ARTICLES AND BYLAWS

The Organization shall keep in its principal office in the State of California the original or a copy of its Articles and of these Bylaws as amended to date, which shall be open to inspection by the executive members at all reasonable times during office hours. The Organization shall upon the written request of any executive member furnish a copy of the Articles or Bylaws as amended to date.

SECTION 9.02 ENDORSEMENT OF DOCUMENTS: CONTRACTS

Subject to the provisions of applicable law, no note, mortgage, evidence of indebtedness, contract, conveyance or other instrument in writing and any assignment or endorsement thereof executed or entered into between the Organization and any other person shall be valid and binding on the Organization unless the signing officers had the authority to execute the same. Unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the Organization by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

SECTION 9.03 CONSTRUCTION AND DEFINITIONS

Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the General Provisions of the California Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws.

SECTION 9.04 MAINTENANCE OF CORPORATE RECORDS

The accounting books, records, minutes of proceedings of the executive members, the Board and the Executive Committee shall be kept at such place or places designated by the Board or, in the absence of such designation, at the principal business office of the Organization. The minutes shall be kept in written, typed or printed form, and the accounting books and records shall be kept either in written typed or printed form or in any other form capable of being converted into written, typed or printed form.

SECTION 9.05 ANNUAL REPORT

The Board shall cause an annual report to be furnished to the Directors and executive members not later than 120 days after the close of the Organization's fiscal year. The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such accountant's report, the certificate of an authorized officer of the Organization that such statements were prepared without audit from the books and records of the Organization. The annual report shall contain in appropriate detail the following:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue or receipts of the Organization both unrestricted and restricted to particular purposes, for the fiscal year;
- (d) The expenses or disbursements of the Organization, for both general and restricted purposes, during the fiscal year; and
- (e) Any information required by Section 9.06.

SECTION 9.06 ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATION

- (a) The Organization shall furnish annually to its executive members and Directors a statement of any covered transaction or indemnification described below, if such covered transaction or indemnification took place. Such annual statement shall be affixed to and sent with the annual report described in Section 9.05. A covered transaction under this Section 9.06 is a transaction in which the Organization was a party, and in which any Director or officer had a direct or indirect material financial interest (excluding a mere common directorship).
- (b) The statement required by this Section 9.06 shall describe briefly:
 - (1) Any covered transaction during the previous fiscal year involving more than \$50,000 or which was one of a number of covered transactions in which the same interested persons had a direct or indirect material financial interest and which transactions in the aggregate involve more than \$50,000.
 - (2) The names of the interested persons involved in such transactions, stating such person's relationship to the Organization, the nature of such person's interest in the transaction, and, where practicable, the amount of such interest; provided that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.
 - (3) The amount and circumstances of any indemnification or advances aggregating more than \$10,000 paid during the fiscal year to any officer or Director of the Organization pursuant to Section 9.07; provided that no such report need be made in the case of indemnification that has been approved by the executive members.

SECTION 9.07 INDEMNIFICATION

The Organization shall, to the maximum extent permitted by Law, indemnify each executive member and the National Executive Director against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact that such person is or was acting as an agent of the Organization and shall advance to such persons expenses incurred in defending any such proceeding to the maximum extent permitted by law. The Board may, in its discretion, provide by resolution for such indemnification of, or advance of expenses to, other agents, members and employees of the Organization, and likewise may refuse to provide for such indemnification or advance of expenses except to the extent such indemnification is mandatory under the Law.

SECTION 9.08 INSURANCE

The Organization shall have the power to purchase and maintain insurance on behalf of any agent of the Organization against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the Organization will have the power to indemnify the agent against such liability under the provisions of Section 9.07, provided, however, that the Organization shall have no authority to purchase and maintain such insurance to indemnify any agent of the Organization for a violation of Section 5233 of the Law.

SECTION 9.09 PROHIBITED USES OF MEMBERSHIP LISTS

The membership list is a corporate asset. Without consent of the National Executive Director the membership list or any part thereof may not be used by any person for any purpose unrelated to an executive member's interest as an executive member. Without limiting the generality of the foregoing, without the consent of the Board, or its designee, the membership list or any part thereof may not be:

- (a) Used to solicit money or property unless such money or property will be used solely for the benefit of the Organization;
- (b) Used for any purpose which the user does not reasonably and in good faith believe will benefit the Organization;
- (c) Used for any commercial purpose or purposes in competition with the Organization; or
- (d) Sold or purchased by any person.

SECTION 9.10 FEES

Each Region shall remit a membership fee to the Organization for each participating player in the Region in such amount as shall be determined from time to time by the executive members.

SECTION 9.11 FISCAL YEAR

The fiscal year of the Organization shall commence on July 1 of each year and end on June 30 of the following year.

SECTION 9.12 BUDGET PRESENTATION BY GOALS AND OBJECTIVES

Annually, the National Board of Directors shall present to the executive members at the National Annual General Meeting a set of goals and objectives for the American Youth Soccer Organization. The proposed budget for each fiscal year, which shall also be presented annually to the executive members, shall be predicated and based upon the stated goals and objectives. The proposed budget shall provide a thorough and specific analysis and explanation of how the proposed amount and type of expenditures assists the Organization in attaining its stated goals and objectives.

The National Board of Directors shall provide periodic status reports not less than quarterly through the AYSO National Web site and at the National Annual General Meeting regarding each goal and objective presented to the executive members.

SECTION 9.13. RIGHTS OF REGIONS

Regions have the right to choose their own suppliers.

SECTION 9.14 NOTICE, PUBLICATION, SOLICITATIONS OR COMMUNICATION

Any written notice, publication, report, solicitation or other communication required under these Bylaws or the Law, or in conducting the business of the Organization, may be made by electronic transmission or through any other means of communication permitted under the Law.

ARTICLE X: AMENDMENTS

SECTION 10.01 BYLAWS

- (a) New Bylaws may be adopted or current Bylaws may be amended or repealed by the vote of two-thirds of the executive members, either in person or by proxy or ballot, except as otherwise provided by the Law. Amendments to be considered under the provisions of the section at the annual meeting of executive members must be submitted by an executive member in writing to the National Office no later than 75 days prior to the date of the annual meeting of executive members.
- (b) The requirement that a proposed change be submitted by an executive member in writing to the National Office no later than 75 days prior to the date of the annual meeting of executive members may be suspended by the vote of three-quarters of the Executive Membership, either in person or by proxy.
- (c) In addition to the right of the executive members as provided in subparagraph (a) to adopt, amend or repeal Bylaws, and except as otherwise provided in the Law, Bylaws may be adopted, amended or repealed by the Board by a two-thirds vote of the Directors present and voting (but not less than a majority of the entire Board) at a Board meeting unless the action would materially and adversely affect the rights of the executive members as to voting.
- (d) From time to time, AYSO Bylaws may be amended to impose limits on the terms that some or all executive members may serve in a particular executive member position. Should such term limits be imposed, they will not apply to any person serving as an executive member on the date that any such bylaw is approved. Should any such term limit be repealed, said term limit will not be applicable to persons who become executive members subject to that term limit while said term limit was in effect. This provision will also be applicable to any current executive member who became an executive member while any prior term limit provision previously contained in these bylaws was in effect.

SECTION 10.02 ARTICLES OF INCORPORATION

The Articles of Incorporation may be amended if approved by a two-thirds vote of the executive members, either in person or by proxy or ballot, except as otherwise provided in the Law and if approved by a two-thirds vote of the Directors present and voting (but not less than a majority of the entire Board) at a Board meeting.

SECTION 10.03 ADOPTION

The National Bylaws of the American Youth Soccer Organization which appear in the text of the preceding document are those in effect as of Saturday, August 22, 2015 and have been adopted pursuant to Bylaw Section 10.01, other provisions of the Bylaws and applicable California law.

2. AYSO National Rules & Regulations

The American Youth Soccer Organization (“AYSO”) within its operating framework of Sections, Areas and Regions, offers a variety of player program options for delivering a quality soccer experience to all participants. Additionally, alternative soccer play programming may include indoor soccer, futsal, AYSO Playground Soccer, AYSO Schoolyard Soccer, jamboree format or monitored pick-up play, Soccerfest, camps, technical training, skills clinics and other offerings across the Organization.

AYSO primarily delivers outdoor soccer match play. The following Rules & Regulations shall be used for Region, Area, Section and tournament play within AYSO. Some flexibility in these rules may be allowed for other forms of match play with the approval of the Area Director and Section Director.

I. MATCH CONDUCT

AYSO matches shall be conducted in accordance with the current *IFAB Laws of the Game* and decisions of the International Football Association Board (IFAB) in effect on August 1 each calendar year and the US Soccer Player Development Initiatives, with the following exceptions and clarifications:

A. COMPETITION

1. Coaches, officials and spectators shall not enter the field of play unless requested by the referee.
2. Except for small-sided matches (Article I.H), a scheduled match shall not commence nor be continued unless both teams can field at least seven eligible players.

B. DURATION OF MATCHES

1. Matches shall be of two equal halves, not to exceed the following maximum durations:

Division	Maximum Duration of Half
Playground Soccer	Not Applicable
Schoolyard Soccer	10 minutes
6U	10 minutes
8U	20 minutes
10U	25 minutes
12U	30 minutes
14U	35 minutes
16U	40 minutes
19U	45 minutes

2. Half-time periods shall be a minimum of five and a maximum of ten minutes as designated by the referee.

3. Player Safety is paramount. Water breaks are allowed at the referee's discretion when heat conditions warrant this consideration.
4. Where necessary due to scheduling time constraints, the duration of the two halves is to be reduced by an equal amount to allow for substitution in accordance with Article I.C.1.

C. PLAYING TIME AND SUBSTITUTION

1. Except as noted in Article I.C.3 all eligible team members in attendance at AYSO matches must play at least half of the match, excluding overtime.

Such participation is controlled as follows:

- a. Approximately midway through each half the referee shall permit substitution. This normally occurs during a regular stoppage in play, and the match is resumed with the appropriate restart (i.e. throw-in, goal kick, corner kick, kick-off, free kick, penalty kick or dropped ball). On occasion the referee may need to stop play for substitution while the ball is in play, in which case the match is resumed with a dropped ball.
 - b. Substitutions may also be made at half-time and at the start of any overtime periods.
 - c. When the referee signals for substitution, the coaches should have all substitutes entering the match immediately report to the referee or the designated assistant referees, who shall note on the lineup cards those team members substituting.
 - d. During such stoppages, the coach of each team may substitute as many team members, or none, including previously substituted team members, as long as all eligible team members meet the minimum playing requirements.
 - e. The referee shall allow for any time lost due to substitution or other cause by stopping his/her watch or adding playing time. (See Article I.B.4. regarding reducing the length of halves to permit proper substitution.)
2. Substitution for injury:
 - a. If a player is injured, the coach may provide a substitute for the player, in which case the injured player may not return until the beginning of the next "quarter". Only the player who is injured is credited with a "quarter" played regardless of the actual time played.
 - b. The coach may choose to not substitute and "play short" thereby allowing the injured player to return during the "quarter" in which he or she was injured.
 - c. The player must receive a signal from the referee in order to return to the match.
 3. Late arriving team members shall be substituted as follows:
 - a. If the team member arrives during the first "quarter", the team member must play a minimum of two of the remaining three "quarters".
 - b. If the team member arrives during the second or third "quarter", the team member must play a minimum of one "quarter".
 4. Signed lineup cards must be completed by the referee and forwarded to the Regional Commissioner or his/her designee.

D. OFFICIATING

1. Referees shall officiate in accordance with the current versions of *AYSO Rules & Regulations* (the rules of competition), the *IFAB Laws of the Game* (AYSO Edition) and decisions of the IFAB.
2. Referees shall officiate in a manner inducing clean competition and good sportsmanship, placing great emphasis on the welfare of the players. If a player is injured, the referee, at his/her discretion, may stop play to ensure the welfare of the player even if the ball has not gone out of play.
3. The *Laws of the Game* are intended to provide that matches should be played with as little interference as possible, and in this view it is the duty of referees to penalize only deliberate breaches of the Law. Constant whistling for trifling and doubtful breaches produces bad feeling and loss of temper on the part of the players and spoils the pleasure of spectators.

E. DUTIES AND RESPONSIBILITIES OF COACHES, REFEREES, OFFICIALS, OTHER VOLUNTEERS, SPECTATORS, TEAM MEMBERS AND OTHER PARTICIPANTS

1. It shall be the duty of each coach, referee, official, other volunteer, spectator, team member and other participant to:
 - a. Conduct himself/herself in a manner becoming a member of AYSO and consistent with the AYSO Six Philosophies and the highest standards of conduct.
 - b. Work together as a team in support of the children playing the match and in alignment with the Stewards of the Game and Kids Zone programs to promote a safe, fair, fun environment.
 - c. Comply with and promote compliance with the Bylaws, Rules & Regulations and policies, including those related to registration, certification and training.
 - d. Encourage clean competition and good sportsmanship.
 - e. Prohibit and abstain from making negative comments and complaints about officiating.
 - f. Present a healthy and safe athletic environment for team members, including but not limited to, not consuming alcoholic beverages, using tobacco products or smoking or simulating smoking or the use of tobacco products during practices or matches or in the immediate vicinity of the soccer fields.
2. It shall also be the duty of each coach to:
 - a. Effective August 1, 2015, all coaches in all age divisions shall be trained consistent with the AYSO National Coaching Program standards for the age/skill level of the team he/she will coach; and train and coach the team to the best of his/her ability.
 - b. Remain within the coaches' technical area (Article I.G.2) during the match; a maximum of two coaches is permitted for each team.
 - c. Limit his/her sideline participation during AYSO matches to comments that are positive and/or encouraging, with limited supportive instruction.
 - d. Upon team formation, and during all subsequent team gatherings, practices, scrimmages, and (Regional, Inter-Regional, Area, Sectional, National and tournament

play), have in his/her possession all signed forms, rosters, waivers and/or identification cards as may be required by AYSO policies so as to verify registration of team members or confirm volunteer qualifications.

F. SIZE OF BALL

Ball size for each division shall be as follows:

Age Division	Size	Circumference	Weight
AYSO Schoolyard Soccer, 6U & 8U	3	23.0-25.0 inches	10-12 oz.
10U & 12U	4	25.0-26.5 inches	12-14 oz.
14U, 16U & 19U	5	26.5-28.0 inches	14-16 oz.

G. FIELD OF PLAY

- The dimensions and markings of the field of play and goals shall be at the discretion of the Region and, whenever possible, conform to the *IFAB Laws of the Game* for 13U and older or to AYSO/US Soccer Player Development Initiative small-sided match requirements- as follows:

Field Sizes by Age Division					
	Schoolyard 6U, 7U, 8U	9U, 10U	11U, 12U	13U, 14U	15U,16U, 17U,19U
Length (Yards)	25 to 35	55 to 65	70 to 80	100 to 130	100 to 130
Width (Yards)	15 to 25	35 to 45	45 to 55	50 to 100	50 to 100
Center Circle Radius (Yards)	5	8	8	10	
Goal Area Length/Width (Yards)	None	4 x 8	5 x 16	6 x 20	
Penalty Area Length/Width (Yards)	None	12 x 24	14 x 36	18 x 44	
Goal Line to Penalty Spot(Yards)	None	10	10	12	
Max Goal Size Height/Width (Feet)	4 x 6	6.5 x 18.5	7 x 21	8 x 24	
Recommended Goal Size (Feet)	4 x 6	6.5 x 12	6.5 x 18.5	8 x 24	

- The coaches’ technical area on each side of the halfway line shall be marked by two lines off the field of play and perpendicular to the touch line. The area shall be as long as the diameter of the center circle. Where possible, the coaches’ technical area shall include two additional lines, with one line parallel to and at least one yard from the touch line, and a second parallel line no more than three yards from the touch line.

3. The field shall be marked, where possible, with a spectator control line parallel to the touch line at a distance of at least three yards from the touch line. Coaches and officials should help the assistant referees keep spectators behind the spectator control line and between the top lines of the penalty area.
4. Spectators shall not be allowed behind the goal lines, with the exception of photographers who have received authorization from the referee, and who shall remain quiet and sufficiently back from the goal lines.

H. SMALL-SIDED MATCHES

1. US Soccer has mandated for its member associations small-sided matches as part of the Player Development Initiatives. Match play shall be governed by the *IFAB Laws of the Game* as modified by AYSO (with permission), the *AYSO National Rules & Regulations* and the age appropriate AYSO Coach Manual.
2. Small -sided games are permitted for all divisions.

I. HEADING THE BALL

1. Consistent with the US Soccer mandates on heading the ball, heading is banned for all division players 11U and below (12U and below for programs without single age divisions) in both practices and matches.

Heading for players in 14U is limited to a maximum of thirty (30) minutes per week with no more than 15-20 headers, per player. There is no restriction on heading in matches.

2. An indirect free kick will be awarded to the opposing team if a player in the above-stated divisions, deliberately touches the ball with his/her head during a match. The indirect free kick is to be taken from the place where the player touched the ball with his/her head with the following exceptions:
 - a. An indirect free kick awarded to the attacking team inside the opposing team's goal area, must be taken on the goal area line which runs parallel to the goal line at the point nearest to where the player touched the ball with his/her head.
 - b. An indirect free kick awarded to the defending team in their own goal area may be taken from anywhere in that area.
3. Neither cautions nor send-offs shall be issued for persistent offenses or denying an obvious goal scoring opportunity related to the heading infractions.

J. THROW-INS

1. For 6U, the throw-in is replaced with the pass-in. Opposing players must be at least two yards from the ball until it is kicked.
2. For 8U, each Region shall have the discretion to use either throw-ins or pass-ins or dribble-ins to restart play.
3. Training of throw-in technique may begin at 8U and up.

K. GOALKEEPER PUNTS

1. For 9U to 10U, the goalkeeper shall not punt, nor drop kick the ball.
2. An indirect kick will be awarded to the opposing team at the spot of the offense if a goalkeeper for 9U to 10U deliberately punts the ball during a match, except that an indirect free kick awarded to the attacking team inside the opposing team's goal area must be taken on the goal area line which runs parallel to the goal line at the point nearest to where the goalkeeper punted the ball.

L. BUILD-OUT LINE (9U AND 10U)

1. The build-out line shall be placed across the field equidistant between the top of the penalty area and the halfway line.
2. The opposing team must move behind the build-out line for a goal kick or when the goalkeeper has possession.
3. The player taking the goal kick, does not have to wait for opposing players to move behind the build-out line to put the ball into play. The goal kick, may be played to either side of the build-out line. The ball is in play after the ball is kicked and clearly moves, after which—the opposing team may cross the build-out line. If an opponent crosses the build out line before the ball is in play and interferes with the goal kick, the kick is retaken.
4. The goal keeper in possession of the ball in their hands does not have to wait for the opposing players to move behind the build out line to release the ball. The ball may be released to either side of the build out line, after which the opposing team may cross the build out line. If an opponent crosses the build out line before the ball is released and interferes with play, an indirect free kick is awarded to the goal keepers team at the point where the opponent crossed the build out line.
5. The build-out line in the opponents half of the field shall be used as the line to determine offside. Players cannot be penalized for an offside offense between the halfway line and that build-out line.

II. TEAMS

A. TEAM NAMES

1. Team names shall bear no resemblance to a religion, race, ethnicity or nationality.

B. TEAM PARTICIPATION

1. Teams shall participate only in matches approved by their respective Regional Commissioners and/or presiding AYSO governing authority.
2. Participation in tournaments requires a signed roster.
3. Participation in tournaments or soccer play outside of the United States requires US Soccer approval.

C. TEAM SIZE

1. The following are the recommended team sizes:

Age Division	Players per team on field	Maximum no. of team members	Minimum no. of team members
19U	11-a-side	18	12
16U	11-a-side	18	12
14U	11-a-side	15	12
12U	9-a-side	12	10
10U	7-a-side	10	8
8U	4-a-side (No goalkeepers)	6	5
6U	4-a-side (No goalkeepers)	6	5
AYSO Schoolyard Soccer	4-a-side (No goalkeepers)	6	5

2. Regions may allow 8U specific teams the option to play 5v5, with no goalkeeper, instead of 4v4, with no goalkeeper. This option is not available for Regions that have 8U teams with 7U players.
 3. All divisions may play optionally with teams of smaller sizes for mini-soccer, indoor soccer or small-sided matches.
- D.** The maximum number of team members listed in Article II.C may be increased with approval of the Area Director, but no more than would allow each team member to play at least half of each match.
- E.** Each primary season, every effort shall be made to balance team strengths within each age division, within a reasonable geographical area.
- F.** A Region or Area shall not form leagues on a major and minor basis within any age division.
- G.** The only team member(s) a head coach may specify be on his/her team is his/her own child or children.

III. REGISTRATION

- A. The standard age divisions for the Boys and Girls programs are as follows:

Age	Division
Ages 3, 4 or 5 by the date of program commencement	AYSO Playground Soccer
5 years but not younger than 4 years	AYSO Schoolyard Soccer
6 years and Under	6U
8 years and Under	8U
10 years and Under	10U
12 years and Under	12U
14 years and Under	14U
16 years and Under	16U
19 years and Under	19U

- B. The player’s age division shall be determined by birth year as per the AYSO Age Determination Chart.
- C. AYSO Playground Soccer is a program for learning fundamental motor skills and physical literacy using soccer as a theme. AYSO Playground Soccer shall not have competition in training (1v1, 2v2) or match play of any kind.
- D. AYSO Schoolyard Soccer and 6U divisions are primarily for the introduction of soccer skills.
- E. In Regions where there are not enough registrants to make any or all standard age divisions, divisions may be combined so that teams may be formed.

Such divisions shall be classified on the basis of the oldest registrant and shall not, after the start of the season of play, be reclassified to a lower age division should the oldest registrant(s) then be removed from the roster. A Region approved exception to allow a player to play down will not affect the age division of the team for play within the Region only.

- F. Regions with a sufficient number of registrants within a standard age division may, with the approval of the Area Director and Section Director, form single-year sub-divisions within the standard age divisions defined in Article III.A.
- G. No potential team member may register without the written consent of his/her parent or guardian, unless the registrant is of the age of majority in his/her respective state.
- H. A registrant becomes an official team member upon:

1. Payment of the National Membership Fee and payment to the Region of its required registration fee, and
 2. Placement on a team by the Regional Commissioner or the Regional Commissioner's designated representative.
- I. The Regional Commissioner is responsible for assuring the eligibility of all team members on teams within the Region. Upon request of the Regional Commissioner or Area Director, a team member must present his/her birth certificate or other legal proof of age.
 - J. Boys and girls may play on the same teams where there is an insufficient number of registrants to establish separate teams with reasonable application of Article III.D. It is strongly recommended, however, that separate boys and girls teams be instituted and maintained wherever possible.

IV. TRANSFER OF TEAM MEMBERS

A team member may transfer from one team to another within a Region, or from one Region to another, after the following three conditions have been met:

- A. Approval of both coaches of the teams involved.
- B. Approval of Regional Commissioner(s) or his/her designee.
- C. Approval of team member and parent/guardian; parent/guardian approval is not required if team member is of the age of majority in his/her respective state.

V. DURATION OF REGISTRATION

- A. The period of official membership shall be from August 1st through the following July 31st each year.
- B. The AYSO competition year or soccer calendar coincides with the Membership Year. Competition may begin on August 1 of the Membership Year and ends on July 31 of the Membership Year.

VI. PLAYERS' EQUIPMENT

- A. Each chartered AYSO Region shall provide for team members to wear a matching team uniform consisting of a jersey, shorts and socks. See the AYSO National Uniform Brand Specifications posted on ayso.org and housed with the Marketing Department at the National Office.
- B. No person, company or business entity may use any of the AYSO trade names, trademarks or logos for any use other than AYSO-authorized activities without the prior written consent of the National Office. This includes, but is not limited to, having the AYSO Traditional logo stamped on soccer balls, soccer shoes or other equipment, or used in association with the products or services of any person. Those types of activities weaken any national licensing program and may violate license agreements then in force. Any approved use shall require that an ® should be placed next to the AYSO registered trade name or trademark or, if the trade name is not registered, a ™ should be placed next to such trade name or trademark. These symbols serve notice that the trade names and trademarks belong to AYSO.
- C. Athletic footwear (with or without cleats) are permissible in all AYSO competitions subject to the referee's approval regarding their safety under Law 4.

- D. Team members must wear shinguards that provide a reasonable degree of protection, and that are completely covered by their socks, to participate in any practice or match. The lone exception is sanctioned beach futsal soccer tournament play where players may opt out of wearing shinguards.
- E. Team members shall not be allowed to practice or participate in any match with any type of cast or splint. Removal of any type of cast or splint at the field or surrounding area in order to participate shall disqualify the team member from practice or match participation.
- F. Players shall not wear anything that is dangerous to either themselves or other players subject to the referee's approval under Law 4.

VII. OWNERSHIP AND RESPONSIBILITY OF UNIFORMS AND EQUIPMENT

The custodianship and disposition of equipment and supplies purchased by an individual Region shall be the responsibility of that Region.

VIII. INCIDENTS AND INJURIES

- A. All incidents, injuries or property damage involving an AYSO participant or occurring at an AYSO event shall be reported to, and by, the Regional Commissioner or safety director on the AYSO Incident Report Form in accordance with the directive of AYSO. Incident Report Forms with the appropriate attachments shall be delivered to the Risk Management Department of the National Office at the earliest possible opportunity.
- B. Subject to the terms and conditions from the current carriers of AYSO's insurance policies, there is a limited time for filing claims. It is the responsibility of the claimant to initiate and complete the process.

AYSO EXTRA Rules & Regulations

INTRODUCTION

AYSO EXTRA is an optional tryout based program that provides an option to play soccer at a more challenging level for those youth players who possess the desire, appropriate skills and abilities. AYSO EXTRA is a player development, player focused program within the AYSO player development pyramid. AYSO's Six Philosophies apply to the program:

The EXTRA program is:

- An approved program (April 2015).
- For teams participating from AYSO Regions that shall be formed through tryouts.
- Designed to supplement and support a primary AYSO program.
- Shall not harm or detract from a Region's primary program.

The player base within a Region or Area and the available volunteers to organize, to administrate, to operate and to support the program effectively will determine the Areas and Regions ability to facilitate EXTRA.

The Section Director or his/her designee will collaborate with the appointed staff to assist in managing the program through AYSO volunteers.

The AYSO EXTRA program and its matches shall be conducted under the AYSO National Rules and Regulations that include the US Soccer Player Development Initiatives with the following exceptions and clarifications:

I. MATCH CONDUCT

- A. EXTRA supplements a Region's primary program. EXTRA may not be the only program a Region operates.
- B. The Section Director or his/her designee is responsible for:
 1. Sanctioning of the EXTRA gaming circuit
 2. Oversight of EXTRA program operations
 - a. Inside the Section or
 - b. Section Interplay and/or play-offs or
 - c. Allowing participation of non-AYSO teams in the gaming circuit
 - d. Allowing play in non-AYSO gaming circuits if an AYSO only EXTRA gaming circuit is not feasible.
 3. Ensuring dispute resolution and due process are handled quickly and appropriately.

C. GAMING CIRCUIT GUIDELINES

1. Shall be a formal written document widely posted and/or published to be available to participants, current and prospective.
2. Shall comply with AYSO National Rules and Regulations.
3. Shall conform to AYSO National Bylaws and National Policy Statements.
4. Must include a disciplinary/misconduct policy.
5. Are to adhere to US Soccer Player Development Initiatives related to age guidelines for training, number of matches in a day and year, and rest days.
 - a. Two to three training sessions per match
 - b. Limit of 20 matches per calendar year for 10U
 - c. Limit of 30 matches per calendar year for 11U and 12U
 - d. Limit travel times
6. Teams participating in a non-AYSO gaming circuit must adhere to the rules and regulations for AYSO as well as the other gaming circuit.

D. OFFICIATING

1. Referees participating in the EXTRA program must be currently registered and accepted volunteers.
2. Referees shall be a minimum of two years older than the oldest players in the division to which they have been assigned.
3. Referees shall be approved by the Region Referee Administrator (RRA) and/or Area Referee Administrator (ARA).
4. Referees shall be evaluated and approved each Membership Year.
5. Participating Regions must supply referees to cover the games being played in their Region.
6. Referees will be assigned to games in divisions for which they are certified based on certification badge level as follows:
 - a. 10U Basic – Regional or higher
 - b. 12U/13U/14U Intermediate or higher
 - c. 14U to 18U Advanced or National
 - d. Recommended to be one badge level higher than the above with experience in positive sideline management.
7. Participation in non-AYSO gaming circuits may require USSF certified referees

E. COACHING

1. Selection

- a. Coaches participating in the EXTRA program must be currently registered and accepted volunteers.
 - b. Must be an active participant in the Region's standard primary program as an instructor, coach or referee mentor, or other volunteer service the Region determines adequate to fulfill this requirement.
 - c. Coach and assistant coach assignments shall be renewed each season.
2. Coaches must have completed the AYSO training levels below:
 - a. 10U Division - U10 Certified or higher
 - b. 11U/12U Divisions - U12 Coach Certified or higher
 - c. 13U/14U Divisions - Intermediate Coach Certified or higher
 - d. 15U Division and Up – Advanced Coach Certified or higher
 3. Each EXTRA Program Team shall have a trained and certified head coach and trained and certified assistant coach..
- F. DUTIES AND RESPONSIBILITIES OF COACHES, REFEREES, OFFICIALS, OTHER VOLUNTEERS, SPECTATORS, TEAM MEMBERS AND OTHER PARTICIPANTS**
1. All participants in EXTRA shall exemplify the highest standard of AYSO's Six Philosophies.
 2. All participants will provide signed Kids Zone pledges to the Region or coach.
 3. Are subject to the code of conduct policy set by the gaming circuit and National Policy Statement 2.12.

II. TEAMS

- A. Area Directors shall approve the number of teams participating from each of their Regions.
- B. Shall be formed in advance of primary program team formation.
- C. Must undergo new selections each Membership Year with no guaranteed rosters positions for coaches or players.
- D. Team Rosters are to be entered in AYSO's Registration System of Record, before the primary program, and shall include:
 1. Regional and divisional identification;
 2. Coach's and assistant coach's names, address, home and work phone numbers, e- mail addresses, coach training level and Safe Haven certification date;
 3. Player information: name, address, phone number, birth date, AYSO registration number and date of registration and jersey number;
 4. Team number, uniform colors and team name (if available); and

5. Approval of the Regional Commissioner certifying players and coaches.
- E. The determination of the appropriate number of teams in a division should be based on:**
1. The population of available players in the divisions in a Region;
 2. The effect the creation of the teams will have on the standard primary program;
 3. The capability of the player pool from within the Region;
 4. Field availability;
 5. Age-appropriate referee support; and
 6. The effect on the program-wide team balancing.
- F. Regions forming more than one team in a gender/age division must receive written approval from their Area Director prior to the formation of the teams.**
- G. Regions may not have more teams in an EXTRA Program division than in its Standard Primary Program division.**
- H. Regions that create multiple teams in the same gender/age division shall be balanced. A/B teams shall NOT be created.**
- I. Single-year age bracketing is permissible and recommended. A gaming circuit may also have two-year age bracketing where such action may be in the best interest of a sustainable program. In such cases, the age of the oldest player will determine the age bracket placement of the team.**
- J. AYSO Identification Cards shall be used for players and coaches. Outside gaming circuits may require additional ID cards.**
1. Player ID cards shall bear the name, AYSO ID number, a recent photo and the signature of the Regional Commissioner.
 2. Coach ID cards will be specified by the Program Administrator and shall bear the name, AYSO ID number, a recent picture and a Section/Area/Region (nn/a/nn) designation. Coaches shall wear ID cards visibly on their person during pre-game check-in and for the duration of all matches.
 3. Any ID cards required by outside gaming circuits shall meet their requirements.
- K. Coaches must have an official AYSO roster, ID cards and copies of AYSO Player Registration Forms (medical release forms) for each participating player as well as their own ID cards. These must be at all events (games, practices, scrimmages, parties, etc.) in which the team participates.**

III. REGISTRATION

A. Player Eligibility:

1. Each Regional Commissioner of a Region electing to and accepted by the gaming circuit to participate in the EXTRA Program is responsible for his/her Region's compliance with established player eligibility requirements.
2. Player eligibility, as it pertains to age requirements to participate in a specific gender/age bracket, is defined in the AYSO National Rules & Regulations.
3. Players not currently registered as a member of AYSO may attend a tryout by completing the non-AYSO player tryout form and paying the appropriate nominal fee.
4. Players eligible to participate in match play must be currently registered in AYSO and have participated in a scheduled player evaluation at dates and times determined by the Region.
5. The AYSO System of Record shall be the source of determining all players' current registration status.
6. An EXTRA side-by-side player may not play on another AYSO standard primary program team during the same season, nor will they be eligible for All-Star play.
7. An EXTRA concurrent player may play on another AYSO standard primary program team during the same season, and they will be eligible for All-Star play.
8. Players may be added to an EXTRA program team as long as they are not rostered on another AYSO team and comply with the requirements herein. The additional player must be approved by the Regional Commissioner and the Area Director.

B. Player Selection:

1. AYSO EXTRA teams must be chosen by fair and impartial tryouts. Tryout dates for AYSO EXTRA teams will be posted on the host Region's website and communicated to the player participants.
2. The tryout date will be set by a Region's EXTRA Coordinator with the approval of the RC and/or Region's Board of Directors.
3. AYSO EXTRA Programs will make every effort to hold multiple tryout sessions (at least two) on alternating days of a week to allow players to select when they may tryout.
4. Copies of tryout records may be requested by the EXTRA Section Coordinator. Regions are advised to maintain records.
5. Players may only be selected from candidates who attended tryouts. The Section Director or his/her designee overseeing the gaming circuit must approve any exceptions.
6. Once selected and position accepted, the player may not drop off one team and be picked up by another team during that season. All players and parents will sign the team commitment form, which prohibits all participants in the AYSO EXTRA Program from switching teams during the season.
7. Tryouts require standard format and evaluation forms available from the AYSO National Office Programs Department.

C. Player Selection Procedure:

1. Evaluators shall be Advanced or National Coach Certified. AYSO Camps Coaches and/or United Program DOC's may be used as an alternative.
2. Evaluations shall be as impartial as possible.
3. Coaches of an EXTRA Program Team may not participate in their team's evaluation. Coaches should observe all the players throughout the evaluations.
4. A parent of a player trying out for an EXTRA Program Team may not participate as an evaluator for his/her child's gender/age bracket.
5. Evaluators are strongly encouraged to use a small-sided game format to evaluate players. Evaluators are strongly encouraged to utilize the AYSO Player Evaluation Procedure available at ayso.org.
6. Evaluators shall submit player rankings/ratings and recommend the most capable and deserving players.
7. The Selection Committee should consist of the Regional Commissioner, the Regional Coach Administrator, the Regional EXTRA Program Administrator, the EXTRA Program Coach and any other designees by the Regional Commissioner.
8. Regional Commissioners shall attest to coach compliance, with the respective Area Director's oversight/verification. The list of approved coaches and assistant coaches shall be submitted to appropriate gaming circuit administrator/registrar.

D. Player Commitment

1. Players selected to the EXTRA Program will commit to their teams as their priority non-school activity.
2. It is expected that every player attends each practice and game at the scheduled times.

E. Ineligible Participants

1. Use of ineligible player or coach will result in consequences for those responsible for the transgression.
2. Consequences may affect participation by the player, coach, or other AYSO volunteers responsible.
3. Disciplinary actions are subject to AYSO's Dispute Resolution and Due Process procedures.
4. Non-AYSO gaming circuits may have additional sanctions and Dispute Resolution and Due Process procedures.

IV. PLAYERS' EQUIPMENT

- A. All Uniforms and equipment shall be in accordance with AYSO National Rules and Regulations

- B. The home team in a match is responsible for wearing uniform jerseys (or scrimmage vests) that clearly distinguish them from the other team. In case of color conflicts, the home team is required to change uniform colors.
- C. The home team in a match is responsible for wearing uniform jerseys (or scrimmage vests) that clearly distinguish them from the other team. In case of color conflicts, the home team is required to change uniform colors.

V. FINANCE AND SERVICES

- A. Regions are to set EXTRA program fees for participants to cover costs of participation.
- B. EXTRA player fees may include payment for paid trainers for development and continuing education of coaches and players and must comply with National Policy Statement 2.5.
- C. Coaches or administrators shall not be paid.
- D. Gaming circuits shall set budgets as part of the Area or Section.
 - 1. Budgets are to be approved by the Executive Members of the participating Regions and Areas in the gaming circuit.
 - 2. Gaming circuits should be self-sustaining and may participate in an outside gaming circuit as deemed necessary with AD/SD approval.
 - 3. Team fees are to be agreed on an annual basis.
 - 4. Accounting shall be tracked in NAP Online as required for Areas and Sections.

3. AYSO National Policy Statements

Article One: Use of AYSO Name, Trademarks, Mailing List and AYSO's Licensing Program

1.1 Use of AYSO Name and Trademarks

AYSO has various registered trade names and trademarks such as "AYSO," "Everyone Plays," "SOCCER NOW" and "PLAYSOCCER." In addition, AYSO has proprietary rights in other names it uses from time to time, and may from time to time add others. All such names are valuable assets of AYSO, and their protection is essential to our national licensing program.

In order to protect AYSO's rights in and to the trade names and trademarks and their association with our organization, the visual image of the trade names and trademarks should be consistent in terms of configuration and color combination.

In the case of the "AYSO" logo, red and blue letters enclosed in an outer circle in the color white in a blue square surrounds the "AYSO" letters.

In the case of "Everyone Plays," the type style is extremely important, since the words are not unique in themselves.

In the case of "PLAYSOCCER," the use of the colors is most important so that the "AYSO" is in a different color from the other six letters.

In the case of other trade names and trademarks, please refer to the National Office, Attention: Creative Services Department, for guidance on their proper use.

No Region may use any patch combining any of the AYSO trade names or trademarks other than those authorized by AYSO's National Office without the prior written consent of the National Office. In the case of uniforms, while every Region is encouraged to use patches authorized by the National Office, silk screening will continue to be permitted without the need for consent of the National Office, provided that the geometric configuration is correct. Silk screening is less desirable because it only provides for a two-color combination, rather than the red, white and blue combination on the patch.

No person may use any of the AYSO trade names for any use other than AYSO-authorized activities without the prior written consent of the National Office. This includes having the AYSO logo stamped on soccer balls, soccer shoes or other equipment, or used in association with the products or services of any person. Those types of activities weaken any national licensing program and may violate license agreements then in force.

Whenever possible, an "®" should be placed after the registered trade name or trademark when used and, if the trade name is not registered, a "™" should be placed after such trade name or trademark. These symbols put the world on notice that the trade names and trademarks belong to AYSO.

1.2 AYSO Mailing Lists and Executive Member Directory and AYSO Databases

The names and addresses and other information about the members of AYSO constitute a very valuable asset of AYSO. If used properly and sparingly, they can be an important source of fund raising, give AYSO valuable publicity that will benefit the entire organization and keep registration fees to a minimum. At the same time, AYSO recognizes the need to protect the right to privacy of individuals who are participating in AYSO programs.

Improper use of the names and addresses of AYSO members may substantially dilute the value of such asset and, in certain circumstances, endanger AYSO's nonprofit status.

(a) Regional Use of Member Names and Addresses

Regions may use the names and addresses and other information about the participants in their respective Regions for those purposes they deem proper, provided that:

- (i) The use does not conflict with one of AYSO's national licensing programs;
- (ii) The use does not unduly expose the Region's participants to outside solicitations; and
- (iii) The association with an organization or product is consistent with the AYSO philosophy and would not otherwise bring into disrepute AYSO's name, reputation or programs.

For example, it would be improper for a Region to associate itself with a cigarette manufacturer (which would hurt our image) or endorse a soccer ball manufacturer, but it would be appropriate for a Region to arrange for a promotion with a local professional soccer club.

If a Regional Commissioner has any questions as to the applicability of the above guidelines, he/she should consult with the National Office, Attention: Marketing Department, before taking any action.

(b) Use of Member Names and Addresses for AYSO Business Purposes by Persons Other than Regional Commissioners

The use of member names and addresses and other information about members by persons other than Regional Commissioners, such as Area Directors or Section Directors, requires the prior approval of the National Office if it is for a use other than for a mailing by such officer to communicate with the members of his/her Area or Section. This is because such communication then becomes "national" in scope, since all officers other than Regional Commissioners are national officers and their use of such lists or information becomes a matter of National rather than Regional policy.

(c) Use of Executive Member Directory or AYSO Databases

Under no circumstances should any member give to any person outside of AYSO a copy of his Executive Member Directory or provide to any person outside of AYSO access to AYSO databases or to data extracted there from. This information is the exclusive property of AYSO and is confidential. Upon the termination of his position with AYSO, any executive member in possession of such a directory or data must surrender his copy either to his successor in such position or, if there is none, to the National Office.

(d) Mailing Labels – Procedures

AYSO members with the proper rights can access lists and print mailing labels directly from the AYSO database system. Additionally, requests for labels can be made to the National Office, Attention: Registration Department.

1.3 AYSO Licensing

AYSO may from time to time grant licenses to raise funds to support AYSO programs and to keep AYSO's name and activities in the public eye. The program involves the licensing of one or more of AYSO's trade names and trademarks for use on or in association with a product for distribution in retail markets. In some cases the license may be exclusive; in other cases it may not. The thrust of such program is in retail distribution to persons outside the AYSO community and does not affect the use by Regions of products for Regional play. Products under license change from time to time, and have in the past involved soccer balls, soccer shoes, wearing apparel and related soccer equipment and accessories. Obviously, each Region is encouraged to support the program by buying, whenever feasible, AYSO-licensed products. For a list of current licensees and

retail outlets carrying such products, please consult the National Office, Attention: Marketing Department. No Region may, in its own right, license the use of any of AYSO's trade names or trademarks, except that vendors to the Region may use such trade names and trademarks for soccer uniforms used by the Region upon completion of a vendor authorization form obtainable from the National Office.

Article Two: AYSO Activities

2.1 Participation in Non-AYSO Tournaments and Games

A Regional Commissioner may sanction participation of his Region or teams from his Region in a non-AYSO tournament, game, parade or other event with the prior approval of the Area Director, but such Regional Commissioner is responsible for advising participants of the then applicable rules relating to Soccer Accident Insurance (SAI) and liability insurance coverage and their limitations.

2.2 Participation in Secondary Programs

The definition of "secondary programs" is any program other than the Standard Primary program (whether in single or split format) and any playoffs associated with the Standard Primary program. Special or experimental programs may be excluded from inclusion in some or all secondary programs depending upon the specifications of the event and/or the national policy.

While the format of a secondary program may differ from the Standard Primary program, it must comply with the spirit and philosophy of AYSO and use the AYSO National Rules & Regulations applicable to the Standard Primary program to the maximum extent possible and may include concurrent play. Secondary programs must be self-supporting and be maintained from funds collected by the Region for such programs.

Tournaments desiring to include U-10 teams must follow the AYSO Small-Sided U-10 Guidelines for play in this age division. The field and goal size should conform to the guidelines in the U-10 coaching manual whenever possible.

(a) Player Participation

Participation in organized tournaments by U-8 division players (those players just completing the U-8 and under Standard Primary program) is not appropriate and will not be approved by AYSO. Refer to the AYSO Tournament Handbook under I. INTRODUCTION, D. AYSO Tournament Vocabulary and Definitions, "U-8 and Under Soccerfests."

Player participation in secondary programs (a) shall require prior participation as a team member in the concurrent or just-concluded Standard Primary program, absent special circumstances (described below); (b) should be inclusive (open registration) and not exclusionary, but may be limited by age and/or gender. A player may participate on a Standard Primary program team and on a secondary program team at the same time, but may not participate on more than one Standard Primary program team at any one time unless participation on the additional Standard Primary program team is permitted in connection with a special program approved by the National Board of Directors. (See Bylaw Section 1.03(b) and Rules & Regulations Article III, I.) It is recommended that, to be eligible for participation in a secondary program, a team member should have played in a minimum of one-half of the Standard Primary program games.

Special circumstances would include, but are not limited to, an illness; a soccer-related injury; a player's change of address (moved to a new Region); parental custodial rights; conflict with secondary or high school rules of state which prevent the registered player from completing the Standard Primary program; guest players; and/or players enrolled in any special or pilot program that has been approved for inclusion in AYSO secondary programs by the National Board of Directors.

If such a special circumstance arises within a Region, the Regional Commissioner must request approval, in writing, from the Area Director and/or Section Director prior to adding the child to a secondary program roster.

In rare or special cases where all efforts have been exhausted to obtain a replacement player within the Region or a neighboring Region, the Area Director and Section Director may approve an outside player to participate. Said approval shall be sought in writing and shall state the name(s) of the tournament(s) the outside player(s) will be permitted to participate in. No outside player shall be permitted to participate without first registering with the National Office.

(b) Coach Participation

All AYSO coaches and assistant coaches who wish to coach in the AYSO National Games, concurrent secondary play competitions or nationally sanctioned AYSO Tournaments must, at a minimum:

1. Be a registered volunteer in eAYSO for the current year.
2. Have AYSO Safe Haven for Coaches certification.
3. Be trained per the National Coaching Program Guidelines at the age/skill level of the team they wish to enter/coach.

Following are the required certifications for each of the age levels:

Division	Minimum Required Certification
10U	U-10 Coach
12U	U-12 Coach
14U	Intermediate Coach
16U, 18U, U19	Advanced Coach

In open invitational tournaments, non-AYSO teams must comply with the spirit of AYSO, whether co-sponsored or otherwise, and the rules of player eligibility, team formation, and roster numbers must be followed. Non-AYSO teams may observe their organization’s small-sided team roster size provided that all rostered team members are assured playing time of at least one-half of every game.

Nothing in this policy statement is meant to suggest that a Region, Area or Section is required to conduct a secondary program.

2.3 Sponsorship by Regions or Areas of Summer Camp Programs

In the case where a Region or Area runs its own summer camp, there is exposure on the part of AYSO, as well as the particular Region or Area, resulting from injuries to campers and damages to facilities. Accordingly, each such child must be either (a) a currently registered AYSO participant; or (b) immediately registered with AYSO, upon payment of the annual player registration fee. No Region or Area may sponsor a camp run by another organization, whether for profit or otherwise, because of the exposure of AYSO to liability, and the possible danger of AYSO's loss of its not-for-profit status. Sponsorship by AYSO of any such camp may imply that AYSO's insurance and SAI program support the camp and that the AYSO principles will be followed. All Regions and Areas should avoid permitting any of the AYSO trade names or trademarks to be included in any advertisements or brochures for any camp. A Region or Area may cooperate, however, with a camp in establishing a mutually beneficial program.

2.4 Application of “Everyone Plays” Rule to AYSO Teams Playing Non-AYSO Teams

The AYSO “Everyone Plays” rule, requiring each player to play at least one-half of every game, and the number of players on a team rule, shall apply to AYSO teams (whether Standard Primary program teams or teams

specially constituted for such event) participating in non-AYSO tournaments or games within or without outside the U.S.A., regardless of whether the other team, the referee or the sponsors of the tournament or game apply or follow such rule.

2.5 Paying for Outside Services

AYSO permits the use of paid service providers when utilized by Regions, Areas and other members of the organization to improve the delivery of AYSO's programs. However, when using paid service providers, it is absolutely imperative that such arrangements follow certain protocols to ensure that AYSO and individuals within the organization are not harmed.

Numerous federal and state tax, labor, employment and benefit laws may apply when paying for services. If these laws are not followed, it could lead to significant liability to AYSO and personal liability for executive members and/or board members who approve or permit such payments. Moreover, it is possible that such liability may not be shielded by the Volunteer Protection Act of 1997 or insurance policies, such as Officers and Directors Insurance.

In order to assist its Members, AYSO has prepared guidelines for use which have been approved by the NBOD for distribution. Members contemplating paying for services must consult these guidelines prior to engaging a paid service provider first, and then follow those guidelines.

No contractual arrangements for pay-for-services should be entered into, and no payments for services may be made, unless done in strict compliance with the guidelines. This includes proper execution of the Paid Services Agreement and Questionnaire, and furnishing of supporting documentation (W-9, CGL COI, Business License, etc.). Failure to comply with the guidelines may result in any number of measures, including but not limited to the following: forbidding any future business with the identified business entity (ban), suspension or removal of the person(s) responsible, revocation of the Region and/or Area's Charter, tournament cancellation, program cancellation and/or any other actions necessary to address the situation presented.

Further Guidance

If there is ever any question regarding pay-for-services, members are strongly encouraged to contact their Area Director or the National Office Risk Manager.

2.6 Player Conflicts Between AYSO and Other Activities

AYSO has no policy restricting its players from participating in other programs or activities that take place during the same season as the AYSO program. Regions have from time to time excluded children from AYSO programs where the dual participation results in the inability of such child to participate effectively in the AYSO program. That means that, if a child is continuously unable to adequately participate because he or she is enrolled in another program or activity, then the Region may require such child to choose between AYSO and the other program. Of course, the Region should take such action only as a last resort, and every effort should be made to accommodate every child who wishes to participate in an AYSO program.

2.7 All-Star Programs

An "All-Star" program is, in accordance with Policy Statement 2.2, a secondary program. It is hosted by a Region, Area or Section, and it includes only team members who have participated as players in the Standard Primary program (i.e., the first playing season in the Region in which all registered players participate) and which selects players for participation based primarily on their ability.

An All Star program is a specific set of competitions in AYSO played in close proximity to the end of the Standard Primary program and should not be confused with "select", "travel" or "tournament" programs or other competitions that, with a few exceptions, typically take place at times further removed from the completion of the Standard Primary program.

The National Board of Directors (NBOD) recognizes that the All-Star program is a historical AYSO program in some parts of the country and allows it organization-wide as an optional offering.

An All-Star program, if implemented, shall abide by the following policies:

- (a) It shall not be allowed to become more extensive or important than the Standard Primary program.
- (b) Team members must have participated as players in the Standard Primary program. (It is recommended that to be eligible for participation in an All-Star program, a team member should have played a minimum of one-half of the Standard Primary program games.)
- (c) It must be self-supporting and not use general Region funds.
- (d) It shall not involve Jamboree, U-6 or U-8 divisions.
- (e) AYSO principles, Everyone Plays (one-half of every game), Positive Coaching, Good Sportsmanship, and Player Development will be emphasized.

Each Section may adopt All-Star Rules & Regulations that further define and restrict their All-Star competition.

Each of Sections One, Two, Ten and Eleven will continue to operate the All-Star Program as a Special Program with regard to its funding – an approved exception by the National Board of Directors due to elements approved in 1965 for these founding programs, which largely operate as extensions to their Standard Primary programs.

2.8 Tournaments

- (a) All tournaments sponsored by an AYSO program or with which the AYSO name is associated must comply with the letter and spirit of the AYSO Tournament Handbook.
- (b) All tournaments, excluding Standard Primary program playoffs and excluding All-Star playoffs in Sections One, Two, Ten and Eleven, which involve teams from more than one Region within the Area, must have prior written approval of the Area Director; all tournaments which involve teams from more than one Area within the Section, must have prior written approval of the hosting Area Director and Section Director; all tournaments which involve teams from more than one Section or non-AYSO teams must have prior written approval of the hosting Area Director, Section Director and the National Director of Tournaments.
- (c) The National Board of Directors, on recommendation from the National Tournament Advisory Commission, may approve a fee to be submitted with a Tournament Authorization packet.
- (d) The Referee Plan of the tournament may require teams to pre-pay a refundable “referee commitment fee” as a guarantee that the team will furnish referees for the event, in addition to the entry or participation for the event, as long as the following conditions are met:
 - (i) The referee commitment fee shall be in a reasonable amount approved by the Section Director, and must be paid with a Regional check.
 - (ii) In all cases where the referee completes the assigned games, the referee commitment fee is refunded to the Region that pre-paid the fee immediately at the conclusion of the event, or by mail no later than fourteen (14) days following the conclusion of the event.
 - (iii) In cases where the referee fails to complete his or her assigned games, the referee commitment fee may be retained to pay expenses of the tournament, or applied to the use to which tournament proceeds were specified in the event announcement.

- (e) Regions, Areas, and Sections that host an AYSO tournament must have a healthy financial standing in the organization. Tournament hosts must not have outstanding debts, balances or invoices due the organization, its sponsors or suppliers. Failure to comply in bringing accounts current may result in the tournament not being approved or as Paragraph (f) describes other applicable steps that may be taken by the National Board of Directors.
- (i) A Region that has submitted a tournament authorization package for approval that is found to have outstanding invoices due in excess of 90 days shall have the approval process immediately suspended until the past due invoices are paid.
 - (ii) A Region that is found to be 90 days past due on outstanding invoices AFTER the tournament approval process has been completed, and is within 30 days prior to the tournament, shall have 10 days to satisfactorily resolve the outstanding delinquent balance or risk revocation of approval resulting in cancellation of the event.
 - (iii) A Region that is found to have balances in excess of 90 days, and less than 30 days remain until the tournament, will receive a financial evaluation by the Section Director and Section Tournament Administrator to the viability of the Region's ability to host a financially successful event. At this point, a determination will be made as to whether or not to allow the event to proceed regardless of subsequent financial compliance.
 - (iv) Good financial standing must be maintained. If a Region is held in financial non-compliance (outstanding invoices in excess of 90 days) two or more times during a fiscal year, it risks program sanctions including the revocation of tournament approval for the next fiscal year.
- (f) Tournaments held in AYSO shall comply with the following oversight dependent upon the scope of the tournament. The oversight includes the following, but is not limited to: all areas of compliance; filing of an annual budget and Regional rules and guidelines; annual coach and referee training and certification and input into eAYSO; tournament administrators and organizers properly trained and certified; all Regional players properly registered in AYSO and eAYSO; and the Region is otherwise held in good standing in the organization.
- (g) If a tournament does not comply with Paragraph (a), (b), (e) and (f) above and, if applicable, Paragraph (c) and (d), or if the tournament host has an outstanding financial balance with the organization which is over 90 days past due, Paragraph (d), the AYSO National Board reserves the right to:
- (i) Suspend such tournament through its designees, the National Director of Tournaments;
 - (ii) Discipline individuals administering or organizing such tournament;
 - (iii) Deny liability insurance coverage for such tournament or SAI coverage for participants in such tournament; or
 - (iv) Revoke or suspend the charter of the Region or Regions hosting such tournament.
- (h) The tournament Treasurer will be responsible for completing the financial accounting of the tournament and assisting the Regional treasurer with submitting the Tournament Income and Expense Statement on all AYSO Open, Open Invitational and International tournaments to the appropriate Section Tournament Director within 90 days after the event. This form must be submitted with sign-off approvals by the Regional Commissioner, Area Director and Section Director. This financial statement shall be made immediately available to anyone requesting it.

Section Tournament Administrators are responsible for following up with tournament directors to bring all tournaments into compliance. No further tournaments will be approved unless they are in compliance with the above stated requirement.

- (i) Tournament proceeds may only be used for approved AYSO-related purposes which are consistent with AYSO's not-for-profit, IRS Code 501(c) (3) status. This includes program operation and/or enhancement such as: registration scholarships, VIP programs, equipment purchases, field development, acquisition and maintenance, etc. Tournament proceeds may also be allocated to a Region's secondary season teams for uses including, but not limited to, tournament fees, team parties and player and/or coach mementos, as long as such items are approved AYSO-related expenditures.
 - (i) All tournament sponsorship letters and solicitations, as well as all businesses being contacted, must first be approved by the Regional Commissioner.
 - (ii) The intended use of tournament proceeds must be indicated on all advertising and sponsorship solicitations, and proceeds must be used as stated.
 - (iii) The Regional Commissioner is ultimately responsible for all funds collected and disbursed in the name of AYSO at the Regional level. Therefore, the Regional Commissioner can disallow any disbursement that he/she deems inappropriate.
- (j) Prior to final approval at the appropriate level, only proposed tournament dates and notification that approval is pending may be posted on the tournament or Region Website. E-mail blasts are permitted but must include the caveat that applications will not be accepted until the tournament is approved. The following activities are prohibited prior to approval:
 - (i) posting on the tournament or Region Website anything other than the tournament date and its status (pending approval)
 - (ii) mailing or e-mailing tournament applications, rules, etc.
 - (iii) soliciting or accepting applications to the tournament
 - (iv) accepting payment of tournament entry fees

Any tournament not in compliance with this policy will be required to cease all advertising, including removing all tournament information from the Web. Non-compliance with this policy may result in tournament cancellation and/or sanctions on future tournament events.

2.9 Knee Braces

AYSO will not prohibit the use of knee braces by players in AYSO events and programs; provided that the brace is adequately covered and padded in the judgment of the referee, so as to eliminate the possibility of its causing injury to the other players on the field of play.

2.10 Goal Safety

As part of our mission, AYSO must provide a safe playing environment for our players. We have found over the years that a very high number of accidents involve goalposts — children playing on unattended goalposts, improperly anchored goalposts which fall over, and goalposts with hooks to hold the nets rather than the newer Velcro-secured goalposts. The National Board of Directors advises each Regional Commissioner and safety director to:

- (a) inspect the goalposts to ensure that they are properly assembled and safely maintained;
- (b) never leave portable goalposts unattended (they must be either disassembled after the day's usage or moved to an Area where they are inaccessible);
- (c) ensure that portable goalposts are properly anchored in the ground with a combination of permanent in-ground metal sleeves and weights/sandbags; and

- (d) use only goalposts that do not have hooks to secure goal netting.

2.11 Religious Activities

For the common good of the AYSO programs, and in respect of its philosophy of Open Registration, all volunteers and participants are expected to be considerate of others involved in the soccer program, and that they not impose their personal religious beliefs upon others by conducting, encouraging or promoting any religious activities or functions at or during AYSO programs and activities.

This policy would not prohibit a moment of silent reflection prior to or as an invocation to any AYSO event. Nor would this policy prohibit an individual expression of faith or silent prayer at a soccer match that does not delay the game, interfere with the game, and which does not put official or peer pressure on teammates or others to join in such activity. AYSO recommends that no Regional official or volunteer prohibit or interfere with any individual expression of religious belief unless and until such activities unreasonably interfere with the enjoyment or safety of others during or within such AYSO programs or events, including any AYSO practice, game or function.

2.12 AYSO Code of Conduct - Policy Against Discrimination, Harassment, Abuse or Violence

Diversity, Equity and Inclusion

AYSO commits fully to its founders' legacy of diversity, equity and inclusion. Providing fun and enriching soccer programs is what we do. We welcome everyone regardless of race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, social-economic position, ability or disability. Differences are respected and embraced. AYSO is proud to be at the heart of communities where all feel that they belong.

AYSO has a well-deserved reputation for quality youth soccer which is played in a safe, fair, fun, positive family environment as established by the expectations of AYSO in its governing documents and educational programs. Consistent with Child Protection laws and the SafeSport Act, AYSO prohibits all forms of child abuse, including emotional, physical, sexual, ethical abuse and neglect. As a mandated reporter, AYSO requires good faith reporting of suspected child abuse to local law enforcement agencies and the Safe Haven Department at the AYSO Office.

This Code of Conduct Policy supports AYSO's Vision, Mission and Philosophies by providing guidelines for AYSO entities to report, track and respond to inappropriate behavior for any incident that detracts from AYSO's stated beliefs and reputation, including but not limited to, any type of discrimination, harassment, abuse or violence. This Policy will cover incidents before, during and after an AYSO activity. Incidents that involve players or substitutes during a match are typically handled by the referee subject to further action pursuant to Region, Area, or Section procedures. All other incidents will be subject to this Policy.

Retaliation against persons who report discrimination, harassment, abuse, or violence, or who cooperate in any related investigation, is not acceptable. Reports of discrimination, harassment, abuse or violence, as well as any related investigation, will be kept as confidential as possible, consistent with the need to investigate any such report and comply with AYSO's policies, procedures and applicable laws.

Harassment and Discrimination

AYSO is committed to providing an environment that is free of discrimination and harassment of any kind. Therefore AYSO maintains a strict policy of prohibiting all forms of unlawful discrimination and harassment including sexual harassment and harassment based upon sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military or veteran status or any other basis protected by federal, state, and local law or ordinance or regulation. This policy applies to all persons considered to be members of AYSO in accordance with AYSO policies, procedures and guidelines and prohibits discrimination against or harassment of all members at any AYSO activity by any person, including spectators, vendors and visitors. This policy prohibits unlawful harassment in any form, including verbal, physical, visual, retaliation or threats or demands.

A player, volunteer or other person who believes they have experienced discrimination or harassment by any other person while at an AYSO activity should report the incident to the Regional Commissioner (RC), Child and Volunteer Protection Advocate (CVPA) or other AYSO board member designated by the RC to receive such complaints. The RC, CVPA, or other appointed AYSO board member will take reasonable care to ensure that all such claimed incidents are investigated and that any corrective or disciplinary action deemed warranted as a result of that investigation is imposed. The AYSO Safe Haven Department will work with the RC, CVPA, or other appointed AYSO board member as those persons work to investigate and resolve the issues raised by such incidents. RCs should immediately communicate any corrective or disciplinary action arising from such incidents to their Area Director. To the extent that any incidents occur at an Area or Section activity, then the Area or Section Directors will have such incidents investigated and resolved as set forth in this paragraph.

When an AYSO Region, Area or Section receives allegations of misconduct, it will undertake a fair, timely, thorough and objective investigation of the allegations. AYSO Regions, Areas and Sections are directed to reach reasonable conclusions about allegations of misconduct based on information obtained during any such investigation.

AYSO volunteers investigating allegations of misconduct will make a good faith attempt to maintain confidentiality to the extent possible. However, AYSO volunteers investigating allegations of misconduct cannot promise complete confidentiality. The obligation of AYSO volunteers to investigate and take corrective action may require the disclosure of information to individuals during the course of said investigation.

If they AYSO Region, Area or Section determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, AYSO Regions, Areas and Sections are directed to take appropriate and effective corrective and remedial action in accordance with the information revealed by the investigation at issue. AYSO Regions, Area and Sections are also directed to take appropriate action to deter future misconduct.

Any AYSO member determined by any AYSO Region, Area or Section to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action. AYSO members should also know that if they engage in unlawful harassment, discrimination, retaliation or other prohibited conduct, they can be held personally liable for such misconduct.

Harassment

AYSO prohibits all conduct that is considered to constitute harassment including but not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of participation in an AYSO activity; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the participation of the individuals in an AYSO activity; or (3) such conduct has the purpose or effect of substantially interfering with an individual's performance as a player or volunteer or creating an intimidating, hostile or offensive environment. Individuals who violate this policy are subject to disciplinary action up to and including immediate removal from the organization.

Harassment includes:

- Verbal conduct, such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct, such as derogatory posters, cartoons, drawings or gestures.
- Physical conduct, such as assault, blocking normal movement or interference with an activity which is directed at a player or volunteer because of the player's or volunteer's sex or other protected characteristic.
- Threats or demands to submit to sexual requests in order to remain an AYSO member or to avoid some other loss, and offers of other benefits in return for sexual favors.
- Retaliation for having reported harassment.

A player, volunteer or other person who believes they have experienced harassment by any other person while at an AYSO activity should follow the reporting procedures described in 2.12.a above.

AYSO prohibits the unjust or prejudicial treatment of people on the grounds of race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, social-economic position, ability or disability. AYSO seeks to protect its members from all types of discrimination.

Volunteer Abuse, or Violence

An AYSO Region, Area or Section may take action toward individuals involved with AYSO who do not adhere to the behavioral standards described in this policy. All persons, adult and youth, may face disciplinary action for various offensive conduct, which conduct can generally be classified as minor, significant, major or extreme. Disciplinary actions that may be taken against such individuals set forth below in statement 7.4.

(a) Abuse

Abuse is described in AYSO Safe Haven Training and may include a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to an individual or the individual's property. Abuse includes, but is not limited to the following acts directed at an individual: using foul or abusive language that implies or threatens physical harm to the individual targeted by that language; spilling any beverage on an individual's personal property; spitting at (but not on) another individual.

(b) Violence

An intentional act of physical violence directed at or upon an individual, for purposes of this Policy, includes an act intended to cause the individual targeted to be fearful of injury to himself or herself, to a member of his or her family or to said individual's property or the property of said individual's family members. Unintended consequences of the act are irrelevant.

Acts of violence also include, but are not limited to, the following acts committed upon an individual: hitting, kicking, tripping, punching, choking, spitting on, grabbing or bodily running into an individual; head butting; the act of kicking or throwing any object at an individual that could inflict injury; damaging the individual's clothing or personal property, e.g., car, equipment, etc. Acts of violence also include what is considered to be any type of criminal assault or battery by law enforcement authorities with jurisdiction over the location of the incident.

Acts of Violence May Result in Immediate Suspension

For acts of violence where physical contact was made, the police should be summoned and reports/charges filed. From an organization standpoint, automatic suspension of the offending member is desirable. A timely due process review shall be conducted in accordance with existing AYSO guidelines and policies, and sanctions should be imposed if warranted.

Method of Communicating Behavioral Issues

Misconduct by individuals may be communicated by players, volunteers, parents, and/or spectators to a board member of the AYSO Section, Area, Region sponsoring the activity, or to any other person believed to be an AYSO official. Referees and/or board or staff members shall complete and submit reports to their supervisory volunteer and any Incident Report prepared should be sent to the AYSO Office.

2.13 Severe Weather

Thunderstorms and Lightning

If a Region has a frequency of thunderstorms, a safety policy should be posted on the Region's website, discussed in Safe Haven® courses, emphasized at all coach, referee and team parent orientation meetings and be contained in the Region Handbook distributed to participating families.

In tournament play or other special events, if there is a possibility of thunder and lightning storms, a pre-event meeting to assure that guidelines, safety procedures, duties and responsibilities are reviewed and clearly understood by all event staff and participants should be conducted. If this is not possible, then a communication plan should be incorporated to ensure this information is given to all participants and volunteers to ensure safe and orderly execution of emergency planning procedures.

Event officials will consult and determine the course of action – give the “all clear” sign for games to resume, cancel the balance of ongoing games or cancel games for the day. Event administrators, Regional Commissioners or their designees, including Coach Administrator, Referee Administrator or referees, will have the authority, as so designated, to delay the start of play, call a halt in play or suspend/terminate a game due to severe weather conditions.

- (a) Many communities and parks systems have lightning detection and tornado warning systems in place. Obey the rules established by the community. When storm warning technology indicates severe weather danger, cease all field activities and seek shelter immediately.
- (b) Know how to use the warning systems in place and heed all warnings even if you are told there is a possibility of a false alarm.
- (c) When thunder is heard it is within striking distance. – seek shelter immediately. Do not wait for the rain to start before seeking shelter, and do not leave shelter just because the rain has ended. Enact the safety plan now!
- (d) Restart games after no thunder has been heard for 30 minutes, or if there is a warning system in place, the community ALL CLEAR SIREN has been sounded.

2.14 Concussion Awareness and Safety

The Concussion Awareness and Safety Policy shall consist of the following component policies:

- (a) Information - Information regarding the signs and symptoms of concussions, and what to do if concussion signs or symptoms are evident, will be broadly disseminated throughout AYSO.
 - (i) The AYSO/CDC Parent/Athlete Concussion Information Sheet will be used to implement this policy through electronic distribution and, where possible, through a hard copy.
 - (ii) Signatures will be required in states where receipt of the concussion information must be acknowledged by signature of a parent and/or athlete.
- (b) Training - Concussion Awareness Training is strongly recommended for all coaches, referees, Executive Members, Advisory Commission Members and Section/Area/Region Boards and Staff. Concussion awareness training shall be required for coaches and other “Officials” as required by states which have a concussion law that applies to AYSO programs.
- (c) Participation Release – Return to Play
 - (i) If a player exhibits any signs or symptoms of having a concussion, AYSO strongly recommends that parents and guardians seek medical attention and obtain clearance by a medical professional before the athlete returns to play.
 - (ii) In states that have a concussion law that applies to AYSO programs and requires a medical clearance if a player had a concussion or exhibited any signs or symptoms of a concussion, AYSO requires that parents and guardians seek medical attention and obtain clearance by a medical professional before the athlete returns to play.
 - (iii) Regardless of whether there is a concussion law that applies to AYSO programs in the particular state, a player may not return to play on the same day that the player was removed from play, or not permitted to participate, because the player exhibited signs or symptoms of a concussion.

2.15 Youth Volunteers

Although AYSO appreciates and encourages young people to participate in all aspects of soccer including coaching and officiating, an individual under the age of majority, a youth volunteer, may not be listed as the Team Coach or Assistant Coach and may not be responsible for or in the position of supervising children.

Each of the seven required Regional Board positions including Regional Commissioner, Treasurer, Child and Volunteer Protection Advocate, Registrar, Safety Director, Regional Coach Administrator, and Regional Referee Administrator must be held by an adult volunteer. In addition, youth volunteers may not hold any other Regional Board position other than in a non-voting capacity.

Careful consideration should be given to the duties associated with other volunteer positions before assigning them to youth volunteers. Youth volunteers should not be assigned to any position with responsibility for the administration, management or supervision of an AYSO program including areas such as custodial supervision of youth participants, finances, personal data confidentiality, dispute resolution and risk management.

2.16 Excluded Activities

As insurance carriers move to exclude activities from coverage plans as a result of rising costs for claims from injuries related to these activities, AYSO must also move to exclude these activities as the only means for protecting the organization.

Regions are advised that the following activities are excluded from AYSO's insurance coverage and must not be included as AYSO sponsored activities:

- Inflatable amusement devices which participants can climb or play on.
- Fireworks or the sale of fireworks.
- Amusement or carnival rides.
- Tractor pulls or hay rides.
- Rock climbing walls.
- Bungee jumping or bungee type rides.
- Trampolines.
- Other potentially high risk, non-soccer related activities.

Additionally, AYSO insurance does not cover adults, including registered volunteers, playing in a game of soccer. This exclusion includes coach versus referee goodwill games, parent scrimmages and especially parent versus player scrimmages. Because of the risk of serious injury, under no circumstances should adults engage in scrimmages or games against minors. Adults registered in the AYSO Adult Soccer program will be covered by the Adult Soccer program insurance for official AYSO Adult Soccer activities.

2.17 Playing Up or Down an Age Division

AYSO's National Rules and Regulations define AYSO's Standard Age Divisions, consistent with US Soccer's Player Development Initiatives, AYSO's Age-Appropriate Coaching methodologies, and in the best interest of the player. From time to time, Regions may receive requests from parents for their child to be placed in an age division other than his/her standard division. These requests for an exception should be handled on a case-by-case basis annually and considered in the context of what is in the best interest of both the specific child as well as those children affected by the exception.

Requests to “play up” in the next older age division may be considered if doing so would be of genuine benefit to the child socially, developmentally, as well as athletically and as long as:

1. The Region secures formal written acknowledgement that this is what the parents want for their child and confirming that they believe their child is developmentally ready for that age division. Parents should acknowledge that this exception does not guarantee that future exceptions will be granted.
2. The Region determines that the child is developmentally able to safely play and compete in the next division. Children restricted by age from heading the ball should not be allowed to play up in a division where heading the ball is allowed.

Similarly, requests for an exception to “play down” an age division may be considered if doing so would be of genuine benefit to the child socially, developmentally, as well as athletically and as long as:

1. The Region secures a formal written request for an exception, expressing the need to play down and the need is determined to be truly warranted based on the developmental readiness of the child as opposed to a preference to be with classmates, friends or siblings.
2. The Region determines that the child does not pose any greater safety risk to the children in the younger age division.
3. The Region secures confirmation from the child’s parents that the child may not be eligible to play with his/her team in competitions outside of the Region.
4. Full disclosure to all division coaches of the fact that a player has been approved to play down is required, but the reason for the approval is not subject to the disclosure to the coaches.

2.18 AYSO Firearms Policy

In furtherance of its Safe Have and Kids’s Zone policies, it is the policy of AYSO to prohibit, to the maximum extent allowed by all applicable laws, the open or concealed carrying of firearms in the vicinity of playing fields during practices or games, as well as at any other AYSO sanctioned events. In jurisdictions where open and/or concealed carrying of firearms is legally allowed, AYSO strongly discourages the carrying of such firearms in the vicinity of any AYSO practices, games, or events.

Article Three: Rules Relating to Regions, Areas and Sections

3.1 AYSO Volunteer Reimbursement Policy

Volunteer expenses are funded by player fees and sponsor contributions. Please be prudent.

(a) Purpose

- (i) To provide American Youth Soccer Organization (AYSO) volunteers with policy and procedural guidelines and limitations regarding business, travel and entertainment expense reporting and reimbursement, consistent with AYSO business practices, ethics policy and IRS guidelines.
- (ii) To provide volunteer management with the policy information necessary to properly review and approve volunteer business expenses as well as travel and entertainment expenses.

(b) General Policy Provisions

- (i) Volunteers are expected to adhere to these guidelines and exercise good overall judgment with respect to all expenditures.

- (ii) Volunteers are encouraged to make travel arrangements through the most economical means possible.
- (iii) If traveling to an AYSO-sponsored meeting (EXPO, Board Meeting, etc.), lodging arrangements should be made through the conference registration system or the Events Department. If traveling outside of an AYSO event, volunteers may make their own hotel reservations at a reasonably priced (mid-priced) accommodation (*see Schedule of Limits for Maximum amount allowed) given the location, although using the AYSO travel provider is recommended if cost savings are likely.
- (iv) AYSO reserves the right to refuse reimbursement payment to volunteers, recover money previously reimbursed to volunteers, or recover money paid on behalf of volunteers for expense reports that are not in compliance with company policies and procedures.
- (v) If volunteers are traveling and expect to incur expenses that are not addressed within this policy, or require deviations from this policy, it is the volunteer's responsibility to obtain prior written approval for these exceptions from the National President or his/her designee.
- (vi) No one is allowed to approve their own travel or expenses.

(c) Accessibility

These policies and procedures are available to all volunteers posted on the website.

(d) Compliance Monitoring and Reporting

- (i) The Finance Department will monitor compliance with the policies and procedures and will periodically provide exception reporting to the Executive Director or his/her designee.
- (ii) Specific areas that will be monitored will include:
 - a. Air, lodging, and rental car reservations that are outside of policy guidelines.
 - b. Expenditures that are above stated policy dollar limits.
 - c. Expense reports that have been submitted but not approved.

(e) Entertainment

- (i) Entertainment expenses are reimbursable when a business discussion includes or occurs during the expenditure. The person entertained must be an actual or potential business partner.
- (ii) A receipt must accompany all entertainment expenses.
- (iii) Entertainment expenses should not be extravagant or go beyond the bounds of good taste.
- (iv) An explanation of the business purpose of the expenditure, as well as the company name and the names of all individuals present must be on the receipt and must be reported on the Expense Report.
- (v) The use of alcohol is not to be encouraged or sponsored by AYSO in entertaining its employees, representatives, customers or vendors.

(f) Expense Reporting

- (i) Expense Reimbursement Request Submission and Settlement
 - a. An AYSO Expense Reimbursement Request through The AYSO expense reimbursement system must be submitted within 60 days of the date the expense was incurred. All expense reimbursement requests received by the finance department more than 60 days after any

business expense or travel event MAY BE REJECTED AND THIS EXPENSE WILL BECOME THE RESPONSIBILITY OF THE VOLUNTEER.

- b. The request must be generated by the requesting party and all appropriate receipts must be attached. Lack of proper receipts and approval(s) may result in denial of reimbursement.

(ii) For National Office Budget items:

- a. All Volunteer expenses with the exception of Section Directors, Commission Members (not needed) and National Board of Directors (NBOD) will have their reimbursement approved by the Section Director and then the National Executive Director or his/her designee.
- b. Section Directors, Commission Members and NBOD members will have their expenses approved by the Deputy Executive Director and or the National Executive Director. (We may or may not have a DED anymore.)
- c. The National President’s expenses will be approved by the National Treasurer.
- d. For any individual who incurs a charge related to another department’s budget, the appropriate Manager or Director will need to approve as well.

(iii) For Section/Area/Region Discretionary Budget:

Volunteer Reimbursement Approval (Not Reimbursed out of the National Budget)			
Volunteers	Required Authorizations		
Regional Volunteers	Regional Commissioner	AND	Regional Treasurer
Area Staff	Area Director		Area Treasurer
Section Staff	Section Director		Section Treasurer
Regional Commissioner	Area Director		Regional Treasurer
Area Director	Section Director		Area Treasurer
Section Director	Section Liaison or National President		Section Treasurer
Instructors	Event Host		Event Host Treasurer

(iv) Documentation

- a. "Documentation" is a receipt, or other form of evidence, which can be used to substantiate an expense and trace it to its source.
- b. Regardless of the amount or form of payment, receipts are required for all expenditures, or reimbursement may be denied.

(g) Travel

(i) Air transportation:

Unless otherwise authorized, all travelers must follow the following guidelines:

a. Reservations and Ticketing

- i. Volunteers are required to make airline reservations at least 21 days in advance of departure whenever possible to take advantage of discounted fares.
- ii. There are two choices available to volunteers who must travel for the organization with the objective of obtaining the lowest cost option:
 - a. Travelers may build an itinerary online using the AYSO online booking tool and submit it for approval before the reservation is purchased
 - b. Or purchase airfare and submit a reimbursement request.

b. Airfares

- i. Volunteers will be reimbursed for the price of "Coach" or "Economy" airfare only.
- ii. Unless otherwise authorized, all travelers MUST use the lowest available Coach/Economy fares available within a 2-hour travel window, with the following stipulations:
- iii. Travelers will be required to use connecting service if the roundtrip airfare results in \$250 or more in savings over non-stop service, and the layover or additional duration of the trip is less than 2 hours.
- iv. Specific airlines or flights will be honored only if they provide the lowest available fare.
- v. Travelers may NOT refuse the lowest fares, or the use of preferred carriers for the purposes of:
 - a. Accruing frequent flier mileage
 - b. Obtaining upgrades to higher classes of service.
 - c. Obtaining preferred seating arrangements

(h) Hotel Expenses

- (i) For National Meetings, all subsidized hotel reservations must be arranged through the eAYSO conference registration system or the Events Department. Room, tax and internet services are the only expenses that may be charged to the National "Master" account. The only person who may authorize direct charges to the National "Master" account is the National Executive Director or Designee approved by the National Executive Director.
- (ii) Outside National Meetings, Travelers are expected to exercise good judgment when making hotel selections and request properties that are mid-priced or those that provide the best value to AYSO. Rooms may be booked directly.
- (iii) Staying at a particular property at a higher rate or one that will require the additional cost of a car rental so that the traveler can accrue or utilize frequent traveler points is strictly prohibited.
- (iv) Volunteers should always request the lowest applicable rate upon check-in.

(i) Hotel Expenses Reimbursement

- (i) A hotel folio must be submitted with the volunteer's expense report, along with proof of payment.

- (ii) Expenses that are charged to a hotel folio must be itemized on the volunteer's expense report.
- (iii) Volunteers are required to pay for their hotel folio upon checkout, and submit an expense form for reimbursement.

(j) Reservations

- (i) If reservations need to be cancelled and reservations have been made through the Events Department, contact them immediately so they may contact the hotel on your behalf to avoid "no show" charges. The hotel cancellation policy, which appears on each itinerary, should be reviewed and adhered to.
- (ii) Please be aware that if reservations are made outside of the Events Department and are not properly cancelled, any associated fees/charges will be the responsibility of the traveler and will not be reimbursed.
- (iii) If a traveler chooses to stay with friends or relatives, gifts (including monetary) given in lieu of hotel charges are not reimbursable.

(k) Hotel Room Rate Limitation

- (i) The lowest rate available at time of booking will be reserved based on guidelines detailed under "General Policy" above. Any upgrade of room type or additional hotel room expense, other than that authorized by the policy, must be approved as an exception or paid for by the traveler.
- (ii) Refer to the "Schedule of Limits" for maximum reimbursement amounts for hotel.

(l) Meals

- (i) When meals include one or more AYSO member it is classified as a business meal. Business meals are defined as meals that can include customers, vendor, volunteers and employees where a specific business discussion has taken place.
- (ii) An explanation of the business purpose of the expenditure, as well as the company name and the names of all individuals present must be on the receipt and must be reported on the Expense Report.
- (iii) Personal meals are defined as meal expenses incurred while traveling on approved business trips. Meal reimbursements will commence from the time they volunteer leaves home until their return.
 - a. AYSO does not reimburse for mini-bar purchases.
 - b. Receipts are required to document meal reimbursement.
 - c. Any exception or deviation from these guidelines must be approved by the Deputy Executive Director or the National Executive Director.
 - d. Refer to the "Schedule of Limits" for maximum reimbursement amounts for meals.

(m) Gratuities

Reasonable skycap, bellman, doorman, maid, and taxi gratuities are permitted (generally, 18% to 20% for food and beverage and ground transportation) and are acceptable without an original receipt.

(n) Ground Transportation

- (i) The least expensive, practical ground transportation alternative should be used (e.g. shuttle, taxi, ridesharing service, personal car or rental car). In some cases the lower cost driving option may be to rent a vehicle rather than use a personal car.

- (ii) Parking fees and tolls, if rental or personal car travel is the least cost practical transportation will be reimbursed. Prior approval is required for use of a personal automobile for a trip of over four (4) hours driving time. Prior approval requests should include documentation of the cost of advance purchased airfare. For those events, the volunteer will be reimbursed at the lesser of the current IRS standard mileage rate and the documented advance purchased airfare.
- (iii) Incidental transportation at destination will be reimbursed.
- (iv) Use of a personal automobile will be reimbursed at the current rate outlined in the "Schedule of Limits."

(o) Parking

When the length of your trip is such that a roundtrip ridesharing (Uber, Lyft, etc.) or Taxi fare is less than long-term parking, we recommend that this option be exercised.

(p) Telephone and Internet

The AYSO National Budget is not to be used for telephone and/or internet service or equipment including cell phones and hot spots. Requests for exceptions may be directed to the National Executive Director. See Schedule of Limits for maximum reimbursable expense.

(q) Awards, Trophies and Gifts

- (i) Awards, Trophies and Gift expenditures are permissible from discretionary funds but are not authorized expenditures from the National Budget.
- (ii) All recognition and gift items including but not limited to: trophies, plaques, shirts, sweatshirts, backpacks and the like should be limited to a maximum outlined in the Schedule of Limits.
- (iii) Gift cards as used in volunteer recognition is strongly discouraged. If you so choose to purchase cards, they may be issued in no more than the maximum outlined in the Schedule of Limits, and must be applied per the following protocol.
- (iv) The following must be documented:
 - (a) Name of person receiving gift card
 - (b) Purpose (i.e.: referee party)
 - (c) Amount of the gift card
 - (d) Date distributed

(r) Printing, Postage and Other Communication

Submit receipts. These are recognized as necessary operating expenses.

(s) Computer Equipment And Software

- (i) Computer equipment and software expenditures are permissible from discretionary funds but are not authorized expenditures from the National Budget. Computer equipment includes, but not limited to, laptops, tablets, printers and scanners.
- (ii) In some instances, to simplify acquisition, a volunteer may be reimbursed for purchases with the prior approval of the appropriate executive member and as long as original receipts are presented. All equipment and software, whether purchased directly or reimbursed, remains the property of AYSO. Please see the Schedule of Limits for maximum reimbursable values.

(iii) These items shall be tracked using the following information:

- a. Name of person in possession
- b. Item description
- c. Serial number
- d. Date Issued

(t) Non-Reimbursable Expenses

(i) Non-reimbursable expenses include, but are not limited to, the following:

- a. Attendance of family of the participants at any meeting or program.
- b. Fees in connection with Region program operation or Region training events, including coach, referee or management are not reimbursable from the National Budget.
- c. Attendance of participants at Region meeting.
- d. Undocumented, unexplained, or unidentified expenses.
- e. Laundry or dry cleaning (Exception: While on approved company business for a duration of five days or more, and then limited to regular hotel laundry/valet charges)
- f. Traffic violations
- g. Personal reading material
- h. Barber or hairdresser
- i. Shoeshine expenses
- j. Personal telephone use or postage (see "Telephone" section for additional details)
- k. Theft or loss of personal or company funds
- l. Baby-sitting expenses
- m. Kennel expenses
- n. Health club expenses
- o. Clothing, toiletries, or personal articles
- p. Medications (unless immunizations are required for travel)
- q. In-room movie expenses or airplane headphones
- r. Mini-bar expenses

3.12 AYSO National Player Fee Refund Policy

A. AYSO National Player Fee (NPF): AYSO receives a NPF for each player who registers in a membership year. These fees fund the operation of the AYSO Office to support AYSO programs across the country. The NPF is a non-refundable fee that:

- That applies to an entire membership year (June 1 through June 30 of each year).

- Is applicable to any AYSO Regional Program that occurs during a membership year.
- Will not be charged more than once if a player signs up for more than one program during the same membership year.

B. Special Circumstances that warrant a refund of the NPF to the Section, Area, or Region: Even though the NPF is non-refundable, there may be extenuating circumstances in which a Section, Area, or Region may request a refund of these fees on behalf of member families. These would include:

- A duplicate payment or payment collected on a test membership account.
- The player registers and pays a membership fee, but before beginning participation in a local program moves to a neighborhood where there is no AYSO program.
- When there is no division or program in which the player can participate, or the program is unable to operate at any time during the AYSO membership year.
- The participant dies or experiences an injury that prevents any level of participation in the program.

C. Extreme Circumstances: In the event of a pandemic, such as COVID-19, or other widespread occurrence that impacts the financial viability of AYSO, the ability to issue refunds may not be financially feasible. In those instances, a Memorandum of Understanding (MOU) may be executed for the purpose of repaying those membership fees over time.

D. Clarifications:

1. All refunds to participants will be the responsibility of the program in accordance with their Refund Policy as defined by the Standard Regional Guidelines. A program may decide to provide a refund of the AYSO NPF but, any reimbursement to the program of the NPF is subject to the criteria listed above.
2. These are all contingent upon AYSO's financial ability to issue a refund of the NPF.
3. No requests will be granted after any level of participation in any AYSO program during a membership year.
4. Requests for refunds will be processed no more than once per month to the Section, Area, or Region.

3.2 Publishing Regional Financial Statements

Each Region must disseminate to all of its participants (coaches, referees, parents of AYSO players and administrators) its financial statements at least once a year. Such financial statements may be in the form of the annual report required and filed with the National Office and shall consist of (a) a statement of receipts and expenditures for the previous twelve months, and (b) a statement of the assets and liabilities of the Region as at the end of such twelve months. A copy of such financial statements, if different from the Region's annual report, should be sent to the National Office, Attention: Finance Department, with a cover letter indicating the date and method of dissemination of such information. In order to facilitate such dissemination, the National Office shall send to each Regional Commissioner a suggested form of annual report.

3.3 Region, Area and Section Officials

The Executive Member (Regional Commissioner, Area Director or Section Director) and the Treasurer of the Region, Area or Section may not be members of the same immediate family or the same household nor may more than one signatory on the bank account be from the same family or household, without the prior written consent of the National Board of Directors.

Personal credit histories may be considered when determining eligibility to hold positions with fiduciary responsibilities. Personal bankruptcies, levies or garnishments may disqualify a candidate for these positions or as an account signatory.

3.4 Regional Charters

The National Board of Directors shall not consider granting charter status to any pilot Region until it has gone through one season, has played at least one season (in the case of split-seasons, one part of the split-season), is utilizing AYSO's National Accounting Program (NAP) or has fulfilled its financial accountability to the satisfaction of the Director of Finance, and during such period, has met its financial obligations on a timely basis. In the case of splits of existing charter Regions, the National Board of Directors may grant charter or pilot status to either or both surviving entities depending upon the relevant circumstances.

3.5 Legal Support from AYSO National, Lawsuits Involving AYSO

AYSO is a nonprofit corporation organized under the laws of the State of California. Each of the Regions is not separately incorporated, but is part of the parent corporation. That means that each Regional Commissioner is an officer of AYSO, the assets and liabilities of each Region are the assets and liabilities of AYSO and the actions of each Region and its Regional Commissioner are the responsibility of AYSO and the other Regions.

AYSO's legal affairs are conducted exclusively by the Legal Commission of the National Board of Directors with the support of outside legal counsel. No Region may bring a lawsuit in the name of AYSO or its Regional name without the prior approval of the Legal Commission. This is because a lawsuit, however strong the case may appear, may result in a serious counterclaim or protracted defense and hence legal fees and/or liability in excess of what any Region can bear. If a Region and/or any of its officers are sued, the National Office, the Area Director and the Section Director must be immediately notified and copies of all papers received sent promptly to the National Office.

The National Office shall provide legal defense for the Region in one of three ways. Normally it will be through AYSO's insurance carrier if the matter is a claim covered by insurance. If not, AYSO shall seek the help of local outside counsel, hopefully on a pro bono basis. Sometimes, the AYSO Legal Commission will directly defend the matter. If individuals in the Region, including the Regional Commissioner, are also joined in the lawsuit, AYSO may, but is not obligated to, defend them depending upon the circumstances surrounding the claim and their role in the matter and subject to the Bylaws of AYSO.

Since AYSO is responsible for the actions of the Regions, all material contracts, which a Region is proposing to enter into, must be submitted to the Legal Commission, particularly written leases for playing facilities in excess of one year. Such contracts will be analyzed to determine whether the costs contained therein can be reasonably borne by the Region and whether AYSO's insurance programs cover the potential liability of the Region hereunder. In addition, its impact on the National Office and national policies and programs (such as licensing) will also be considered.

3.6 AYSO Legal Representation and Fees

The National Office reserves the right to charge back to the Region all or a portion of the legal costs involved in a lawsuit if the Region (a) has failed to follow the advice of the Legal Commission or the National Office, or (b) has failed to notify the National Office in a timely manner of any threatened claim, or (c) has commenced a lawsuit without the prior written consent of the National Office.

3.7 Registration of Players and Volunteers; Filing of Player and Volunteer Registration Forms; Use of eAYSO as Exclusive Registration System; eSignature Requirement

Players and volunteers must register with the AYSO Office (AYSO) in the manner defined by AYSO and it is the responsibility of each Region, Area, Section, United Program, and Affiliate (AYSO Entity) to comply fully with this requirement at their cost. In order to conduct business, AYSO requires timely registration and payment for all players and volunteers. No player or volunteer can receive benefits from AYSO unless they are properly registered for the current membership year as required by AYSO.

To register with AYSO Players and Volunteers are required to exchange information with the AYSO Office. This information includes but is not limited to information about the Players, Guardians, Volunteers, Participant Consent, Waivers, Signatures, and Submitting to Background Checks. Payment of all National Membership and Participation fees is also required at time of registration. Registration will take place in the manner that AYSO sets forth and publishes.

In 2017 AYSO established an electronic platform (AYSO Platform) to receive these required registrations and payments. All AYSO Registrations are now required to be done electronically using a method which AYSO has certified and approved. AYSO's National Executive Director and AYSO's National Board President are responsible to certify methods for registering and will recommend updates to the National Board of Directors for approval. AYSO can charge AYSO Regions, Areas, Sections, United Programs, and Affiliates for costs incurred by the AYSO Office for the use of any certified methods. Certified registration with the AYSO Platform is the only way to be officially registered with AYSO and received membership benefits. For consideration to become an officially registered platform, please email ned@ayso.org.

Currently approved AYSO Certified Registering Methods are:

1. Use of Stack Sports and use of their Mobile First Platform which is integrated into the AYSO Platform (AYSO Partnered League Management and Registration System) – Certified and Approved
2. Use of inLeague League Management and Registration System – Certified and Approved

3.8 Cultural Exchange Programs

In cultural exchange programs, AYSO players travel to a host foreign country or a Region hosts a foreign country's visiting team(s) for the dual purpose of playing soccer and learning about different cultures and geographic areas, and making friends through the universal language of soccer.

Such programs have been highly successful and rewarding to those participating and should be encouraged. However, because participation in such programs is necessarily limited to a small number of participants from the Region, no general Region funds may be used to subsidize a team travelling to participate in a foreign country's cultural exchange program. A Region may use general Region funds to cover the Region's expenses of hosting foreign teams if the competition is part of a Region-hosted tournament or other competition that is open to all Region players. Special fund-raising to finance such programs in whole or in part is allowed if the purpose is published to the Region members.

Regions should refer to the AYSO Tournament Handbook and contact the Risk Management Coordinator at the National Office for additional information, guidelines, and rules relating to cultural exchange programs.

3.9 Bank Accounts

Only Regions, the National Office and such other officers of AYSO as are permitted from time to time by the National Board of Directors may maintain accounts in the name of AYSO. Money collected by or on behalf of AYSO must be deposited in an AYSO account. Funds deposited in AYSO accounts, and all other property acquired by the Region, are assets of the organization and may not be used, contributed, or transferred to any other person, organization, or other entity except in exchange for goods or services provided to the Region for the operation of its programs.

3.10 Player Fee Refund

One of the biggest areas of complaints that the National Office has to deal with is the question of refunds to participants who drop out of the program for good, bad or indifferent reasons. The range of Regional policies on this subject varies from a full refund to a partial refund to no refund, sometimes depending on the timing of the request for the refund. Based on the experience of the National Office, it is the wisest and least problematic policy to refund the entire amount. In exceptional circumstances, the Region may consider deducting from the refund the cost of a uniform if it has already been used or cannot be used again, even if it is new, or other specific non-recoverable costs. It is tempting to reduce the refunds in the case where a child leaves the program to play in another program or for no good reason, but in the end, the amount of time spent defending the refund policy is not worth the funds kept. The Standard Regional Guidelines reflect this policy.

3.11 Land Ownership

It has been a long-standing policy of AYSO not to own land dedicated to playing fields or other facilities because needs and resources of a Region may vary greatly over time, and the responsibilities of ownership include year-round maintenance and surveillance obligations, expenses and potential liability.

However, with field space becoming a premium and with the hindsight of some experiences where a facility was created with the time, money and energy of volunteers, but, because AYSO did not own it, fees were increased over the years to extremely high figures to the disadvantage of AYSO, AYSO has decided to reconsider this policy.

Accordingly, AYSO will consider land ownership on a project-by-project basis provided that the following requirements, at a minimum, can be met: (1) The establishment under the supervision of the Legal Commission of a separate corporation or foundation (with ownership held by AYSO); (2) demonstration by the Region of its ability to raise funds necessary to purchase, construct and maintain the facility; (3) adoption of a realistic budget for the project; (4) presentation of a realistic business plan for the on-going operation of the facility; and, (5) presentation of a plan to secure adequate resources for the project as well as on-going maintenance of the facility and of the corporation or foundation.

No such project may be undertaken without the prior written consent of the National Board of Directors. Inquiries in the first instances should be made to the National Office.

Article Four: Rules Relating to Regional Commissioners and other Executive Members

4.1 Interim Appointment of Regional Commissioners

The Executive Committee may approve Regional Commissioner appointments or changes (whether with respect to a new Pilot or an existing Pilot or Charter Region) in extraordinary circumstances when a regular meeting of the Board is not scheduled within a reasonable period of time after the request is made. Such approval will only be considered based on a request by a Section Director, if both the Section Director and Area Director approve the application, and the Area Director submits a written request for expedited treatment, stating the reasons therefore in detail (e.g., immediate need to start the program or order supplies) and what steps (in addition to normal procedures) were taken by the Area Director to ensure that the Regional Commissioner appointment is a good one. Such approval will be subject to review at the next National Board of Directors Meeting.

4.2 Accountability of Executive Member upon Resignation

Each executive member who is a Regional Commissioner, Area Director or Section Director is an officer of AYSO and as such is responsible for all assets of AYSO in the AYSO subdivision (Region, Area, or Section) for which that executive member is responsible, all books and records regarding that AYSO subdivision, and for all reports required to be filed with the AYSO National Office. This includes all documents concerning the administration,

finances or other operations of the AYSO subdivision, all cash, and all bank accounts and every other form of asset in which funds were deposited with any person or entity, PLUS all of the following: goal posts, anchors, nets, referee corner flags, field lining equipment, paint and chalk, uniforms, balls, ball bags, computers, hard drives, notebooks, modems, monitors, printers, copiers, scanners, LCD projectors, overhead projectors, audiovisual equipment, shredders, telephones, cell phones, Blackberry and Bluetooth equipment, other PDA's, receivers, pagers, 2-way radio walkie talkies, cameras, memory cards, camcorders, tape recorders, televisions, radios, calculators, carts, wagons, storage facilities and containers, easels, charts, signs, posters, ink, toner, clipboards, binders, paper, all other types of equipment and supplies, and all other items of personal property. No resignation of an executive member will be accepted by the National Board of Directors, nor will the executive member be released from liability, unless (1) the AYSO National Office receives an accounting satisfactory to it for all such assets and reports and (2) such assets and reports have been transferred to the charge of those persons directed to receive them by the AYSO National Office.

4.3 Political Activities

AYSO, being a nonprofit Organization, under Section 501(c)(3) of the Internal Revenue Code, is subject to certain limitations when it comes to involvement in election campaigns and initiatives related to public policy. Frequently there are local campaigns for political office or ballot initiatives that have a direct impact on AYSO Regions, and local leadership feels compelled to get involved in the best interests of the local AYSO organization(s). Nevertheless, executive members and representatives of Region, Area and Section Boards must proceed with caution so as not to jeopardize AYSO's non-profit status.

AYSO Regions, Areas or Sections, and individual members serving in their official AYSO capacity or otherwise communicating through official AYSO communications channels are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Political intervention is defined as "any and all activities that favor or oppose one or more candidates for public office." The prohibition extends beyond candidate endorsements. It includes, "contributions to political campaign funds or public statements of position (verbal or written) made by or on behalf of an organization in favor of or in opposition to any candidate for public office."

AYSO entities and representatives may take positions on public policy issues (ballot initiatives, public park bond issues, etc.) including issues that divide candidates in an election for public office. However, in communicating AYSO's position on any ballot initiative that might impact local soccer activities, Regions must avoid any issue advocacy that functions as political campaign intervention, as defined in the second paragraph above. Even if a statement does not expressly tell an audience to vote for or against a specific candidate, a Region or AYSO representative delivering the statement is at risk of violating the political campaign intervention prohibition if there is any message favoring or opposing a candidate. In such a case, statements from AYSO representatives should stick to the ballot initiative and what it means to AYSO. Do not make any reference to any candidate who might support the initiative or who might oppose it.

The law, and this policy statement, are not intended to restrict any individual citizen's right to free speech. However, AYSO members cannot make partisan comments in official AYSO publications or at official AYSO functions. AYSO leaders who speak or write in their individual capacity must clearly indicate that their comments are personal and not intended to represent the views of AYSO. Anything a member wishes to say or publish would have to be outside of a Regional meeting, game or other activity and cannot appear through a communication channel paid for or otherwise supported by AYSO. Any such speech or published material put forth as an individual must contain a disclaimer stating that the opinions expressed are of the individual and not those of AYSO.

Hence, no member of AYSO may in his capacity as an AYSO member or otherwise use any AYSO facility, including the bulk mailing permit or membership list (Regional or national), in an attempt to influence (for or against) a candidate's campaign for public office at any level, local or national. Nothing in this Policy Statement shall prohibit the dissemination of information regarding city or county governmental meetings, or the organization of other political action directly relating to the soccer program (such as hearings regarding field allocations, etc.). However, the use of Regional funds to promote or to defeat any candidate for government

office would be a prohibited use of Regional resources. Failure to adhere to this policy may result in immediate expulsion of the member from AYSO.

4.4 Player Fees Assessed by Area Directors

An Area Director may assess the Regions in his/her Area a per-player or other fee, in addition to the National registration fee, which is reasonably related to services or programs to be provided by the Area Director and the costs associated therewith and not covered by his Area budget funded by the National Office. Any such assessment on a Region may only be made with the approval of the Regional Commissioner of such Region, but the Area Director may deny access to a Region that declines to pay such assessment to the programs or services supported by such assessment. The Area Director shall be accountable to the Regions in his/her Area for the funds collected from the Regions in such Area and shall place such funds in a National Accounting Program (NAP) account, and quarterly reports of such account shall be furnished to each Region in such Area upon request.

4.5 Supply Contracts by Area and Section Directors

Area and Section Directors may enter into supply contracts or other group purchasing arrangements for their respective Regions and Areas under the following conditions:

- (a) The Area or Section Director has the prior written approval of all Regions or Areas covered by the arrangement. No Region or Area may be forced to participate in any such arrangement. Without prior approval of the National Office, any such arrangement shall be on a non-exclusive basis only. Such arrangements may not exceed three years in duration.
- (b) Any benefit, directly or indirectly, from any such supply contract or other group purchasing arrangement shall be for the general benefit of the Area or Section, is fully disclosed in advance, and is agreed to by all the Regions or Area within the Area or Section.
- (c) All such supply contracts or other group purchasing arrangements which exceed one year in duration, shall be submitted to the National Office for review 30 days before being agreed to by the Area or Section Director.

This policy statement shall not limit Regions from entering into their own supply contracts (subject to AYSO conflict of interest policies).

4.6 Cessation of Rights and Privileges

Any executive member who is a Regional Commissioner, Area Director or Section Director and remains in that position longer than the final date in the period of time for which she/he was appointed by the National Board of Directors (the "Final Date") shall cease enjoyment of all rights and privileges of the position at 12:00 midnight at the end of the Final Date, unless a fully completed application for re-appointment is received by the National Office prior to the Final Date. Despite a cessation of rights and privileges, each such executive member shall remain bound by the same fiduciary obligations that are summarized in Policy Statement Section 4.2 regarding a voluntary resignation, until the two events, numbered 1 and 2, described in the final sentence of Section 4.2 are satisfied.

Article Five: Standards of Conduct and Conflict of Interest

5.1 Purpose of Policy

The purpose of this policy statement is to set standards for the activities of Officials ("AYSO Officials") in order to ensure that an AYSO Official's actions would always be in the best interests of AYSO and that he/she does not take advantage of his/her position in AYSO for his/her own benefit or to the detriment of AYSO or others. AYSO Officials include all Regional Commissioners, Area Directors, Section Directors, Area and Section staff members,

special executives, members of the national commissions, members of the National Board of Directors and the members of the National Office, as well as the husbands or wives or members of the immediate family of each of the above.

5.2 General Policy

AYSO Officials are expected to adhere to high ethical standards of conduct in the performance of their duties, observing all laws and regulations governing business transactions, competing fairly with others and using AYSO funds only for legitimate and ethical purposes. The rights of AYSO Officials in their activities outside their AYSO duties or employment that are private in nature and which in no way conflict with or reflect upon AYSO will be respected. Although AYSO Officials have been carefully selected and are assumed to possess integrity and judgment, to avoid any misunderstanding, the following guidelines are issued with respect to proper conduct:

5.3 Conflict of Interest Policy

- (a) AYSO Officials must act always in the best interests of AYSO and avoid incurring any kind of financial interest of personal obligation that might affect their judgment in dealings on behalf of AYSO with firms or individuals. Each person must examine his/her own activities and those of his/her family to be sure that no condition exists that could create a self-dealing situation in respect of financial transactions of AYSO.
- (b) There are certain Areas with which each individual must be especially concerned. Areas giving rise to possible conflicts of interest include the following:
 - (i) Holding a material financial interest, directly or indirectly (as an owner, stockholder, partner, joint venture, employee, creditor or guarantor), in a firm which provides services or supplies, materials or equipment to AYSO, any of its Regions or any of its participants (such as a vendor of uniforms, soccer shoes, soccer balls, goal posts or other soccer equipment or a director or owner of a soccer camp for children), or in an organization to which AYSO or any of its Regions provides services.
 - (ii) Accepting gifts or favors for himself or herself or for family members, or entertainment or other personal benefits in excess of \$100.00 from an outside organization or individual with whom AYSO or any of its Regions does or may do business. This does not apply to acceptance of a casual gift of a nominal value, nor reasonable personal entertainment (but not paid travel expenses), but care must be exercised to be sure that continuation of such matters does not gradually create or appear to create an obligation. Gifts of a substantial nature should be returned to the donor with the explanation that AYSO's policy would not permit the acceptance of the gift.
 - (iii) Serving another organization in any capacity whether such service includes activities, compensated or not, which can affect or appear to affect an individual's ability to discharge his/her duties to AYSO. This includes, but is not limited to, those activities related to AYSO Standard Primary programs, secondary programs and special programs that interface with other youth soccer organizations and their programs and their local and national governing bodies.
- (c) Therefore, to avoid conflicts of interest or the appearance of conflicts of interest, it is the policy of AYSO that:
 - (i) Each executive member shall disclose in the executive member application or in the candidate statement the existence of any relationship by which the executive member might benefit, directly or indirectly by immediate family relationship, through ownership (including ownership of corporate shares exceeding 5% of a publicly traded company or 20% of a privately traded company) or employment of or with any vendor, supplier, contractor, service provider or sponsor of goods or services to AYSO or its members or participants. Such relationship shall be disclosed before the time for appointment or election.

- (ii) Each executive member shall disclose the existence of any relationship by which the executive member might compete directly or indirectly with any program offered by AYSO directly or through contractors. Such relationship shall be disclosed before the time for appointment or election.
- (iii) In the case of any relationship described in paragraphs (i) and (ii) above, the executive member shall, upon appointment or election, immediately terminate such relationship unless the relationship is authorized by the express written consent of the National Board of Directors or its designee. The executive member affected shall refrain from participating in or seeking to influence any discussion, debate or vote concerning whether to allow such relationship to continue. The National Board of Directors may revoke with or without cause consent once given at any time.
- (iv) No executive member, after appointment or election, may enter into any relationship described in paragraphs (i) or (ii) except with the express written prior consent of the National Board of Directors or its designee. The executive member affected shall refrain from participating in or seeking to influence any discussion, debate or vote concerning whether to allow such relationship to be created. The National Board of Directors may revoke with or without cause consent once given at any time.
- (v) No executive member who is permitted to continue in or to embark upon a relationship described in paragraph (i) may participate in any discussion, debate or vote concerning the relationship, the vendor, supplier, contractor, service provider or sponsor with whom the relationship exists. No executive member who is permitted to continue in or to embark upon a relationship described in paragraph (ii) may participate in any discussion, debate or vote concerning the relationship or the programs with which the executive member competes and no such executive member shall obtain or seek to obtain information from AYSO beneficial to the promotion of such competing program.
- (vi) Any executive member who violates this policy is subject to immediate termination of executive membership status by the National Board of Directors, regardless of whether the executive member is appointed or elected. In the case of a member of the National Board of Directors, removal process shall comply with Section 4.18 of the National Bylaws.

5.4 Possible Improper or Illegal Conduct

AYSO Officials are not expected to be familiar with every law and regulation relating to this statement or affecting AYSO operations. When in doubt, however, it is incumbent upon each AYSO Official to consult with the National Executive Director. However, your attention is called to the following special Areas:

- (a) Each AYSO Official must avoid improper acts and the violation of any governmental law or regulation in the course of performing his/her duties or employment.
- (b) No AYSO funds, property or resources may be used to carry on propaganda or otherwise attempt to influence legislation or support any political candidate or party. An AYSO Official's political activity must, therefore, be consistent with the direction provided in National Policy Statement 4.3 above.
- (c) No AYSO Official, in the course of his/her duties, shall accept or receive any payment or other thing of value (whether characterized as kickback, bribe, rebate, refund or otherwise, and whether intended by the payer to be for AYSO or the personal benefit of such AYSO Official) if the payment or receipt or tender thereof is illegal or is designed or intended to cause such AYSO Official to grant a privilege, concession or benefit to the payer in connection with AYSO business.

Article Six: Standard Regional Policies and Protocols

6.1 Adoption of Standard Regional Policies and Protocols

If a Region does not have in force Regional Policies and Protocols approved by the Area Director and the Section Director and the National Board of Directors or its delegate and on file in the National Office, the Standard Regional Policies and Protocols shall apply. Regions are strongly encouraged to adopt Regional Policies and Protocols substantially in the form of the Standard Regional Policies and Protocols with Addenda A and B.

Article Seven: Dispute Resolution

7.1 Adoption of Dispute Resolution/Discipline Procedures

Each Region, Area and Section shall adopt dispute resolution and discipline review procedures, consistent with those recommended in Article 9 of the Standard Regional Guidelines, applicable to disputes that may arise within the Region, Area or Section.

7.2 Dispute Resolution/Discipline Where More Than One Region, Area or Section Is Involved

The Area Director shall have responsibility and authority to resolve disputes and conduct discipline review proceedings involving matters between or among participants from two or more Regions within the Area, and any review of such action(s) shall be heard by the Section Director or disinterested hearing panel he or she may appoint. The Section Director shall have responsibility and authority to resolve disputes and conduct discipline review proceedings involving matters between or among participants from Regions from two or more Areas within the Section, and any review of such action(s) shall be conducted by a disinterested panel the National President may appoint. The National President shall have responsibility and authority to resolve disputes and conduct discipline review proceedings involving matters between or among participants from Regions from two or more Sections, and any review of such action(s) shall be conducted by the National Board of Directors or a disinterested panel the National Board of Directors may appoint.

7.3 Cooperation with Dispute Resolution/Discipline Review Proceedings and Decisions

Each Regional Commissioner, Area Director and Section Director shall take all reasonable steps necessary to make sure that anyone with any supervisory authority over any incident requiring dispute resolution or discipline subject to Policy Statement 7.2 will immediately inform the appropriate Area Director, Section Director and the National Office of such incident, fill out an appropriate Serious Incident Report, Misconduct Report or other similar report, promptly forward the report to the executive member with responsibility and authority to conduct the discipline review proceeding and to the National Office, and otherwise cooperate with such proceeding.

Each Regional Commissioner, Area Director and Section Director shall be responsible for carrying out and implementing the final dispute resolution and discipline decisions of any review panel properly constituted within these Policy Statements.

7.4 AYSO Recommended Sanctions for Various Offenses

The following chart provides guidance and recommendations that Regions, Areas, and Sections may use as a basis for determining what they believe to be appropriate sanctions for violation of this policy. Due process review must be conducted in accordance with existing AYSO guidelines and policies before issuing any sanctions in accordance with this policy, including the actions described in the chart below. In addition to the use of the material detailing the expected behavior, all non-player program participants should be made aware of the potential consequences for their actions.

GRADUATED SCALE OF ACTIONS AND SANCTIONS		
Category	Description – Non-Player Behavior	Action by Region, Area, Section
Minor	<p>Minor offenses include but are not limited to:</p> <ul style="list-style-type: none"> • Persistent dissent • Failing to adhere to the positive coaching philosophy • Failing to adhere to the AYSO philosophies 	<ul style="list-style-type: none"> • A non-player committing a minor offense should be placed on probation for the remainder of the season (Fall, Winter, Spring or Summer) up to one calendar year. • A second minor offense while on probation may result in suspension for a period determined by the appropriate Executive Member. The CVPA will notify the National Risk Management Coordinator (NRMCM) of the suspension. • A third offense while on probation or suspension may result in barring the person from attending all AYSO events for a period defined by the appropriate Executive Member.
Significant	<p>Significant offenses include but are not limited to:</p> <ul style="list-style-type: none"> • Use of profane, offensive, insulting or abusive language or gestures • Any situation during a game for which play is stopped to deal with misconduct by a non-player. • Persistent minor offenses 	<ul style="list-style-type: none"> • A non-player committing a significant offense may be suspended for a period determined by the appropriate level of Executive Member, for duration from a single game to one calendar year. All suspensions are reported to the NRMCM by the CVPA. • A second offense while under suspension, the non-player may be barred from attending AYSO events for a period defined by the appropriate Executive Member.
Major	<p>Major offenses include but are not limited to:</p> <ul style="list-style-type: none"> • Any situation during a game where a non-player is asked to leave the game by a referee, coach, board member, or other AYSO Official • Persistent significant offenses 	<ul style="list-style-type: none"> • A non-player committing a major offense may be suspended for a period determined by the appropriate level of Executive Member or barred from attending any AYSO event depending upon personal history. All major offenses are reported to the NRMCM by the CVPA. • A second offense while under a suspension, the non-player may be barred from attending AYSO events for a period of time determined by the appropriate Executive Member.
Extreme	<p>Extreme offenses include but are not limited to:</p> <ul style="list-style-type: none"> • Any situation resulting in a game abandoned or terminated by a referee, board member, or other AYSO Official due to non-player misconduct. 	<ul style="list-style-type: none"> • A non-player committing an extreme offense may be barred from any AYSO event for a period of time determined by the appropriate Executive Member.

Article Eight: Organization Operations

8.1 Change Implementation

To assure an orderly process for the development of new and amended Bylaws, rules and regulations, programs, policy statements, procedures and guidelines, all such additions and changes approved by the National Board of Directors or the executive members prior to June 1 will go into effect on August 1 of the year following approval unless earlier implementation is specified in the approval. Any such change or addition approved between June 1 and December 31 in a given year will go into effect on August 1 of the second year following approval unless an earlier implementation is specified in the approval.

8.2 Expenses of Candidates for Director

To help ensure free and open elections for the position of Director, as defined in Section 4.02(b) of the AYSO National Bylaws, a non-incumbent candidate for the office of Director who is not an executive member and who is nominated pursuant to Bylaw 4.04(a) or 4.04(b), will be reimbursed from the National Budget for those reasonable expenses incurred to attend the NAGM where the individual is a candidate for election. Reimbursement will be limited to the first five (5) such candidates in any one year, based on the date on which their application is received at the National Office. Details regarding this reimbursement policy can be obtained from the office of the Chief Financial Officer at the National Office.

8.3 Nomination Commission for the American Youth Soccer Organization

Vision Statement

American Youth Soccer Organization (AYSO) will, by the eliciting of applications for election as a Director or President from persons who are highly qualified to serve in the position, strengthen the organization and enhance its ability to develop and deliver premier youth soccer programs which promote a fun, family environment based on AYSO's Six Philosophies, and enrich children's lives.

Mission Statement

It shall be the mission of AYSO to elicit applications from persons who possess exemplary attributes, which may include substantial skills, education, training and experience, that makes them highly qualified for the position of Director or President, and to encourage such persons to prepare an application for the position and submit it to the National Secretary as provided in AYSO Bylaw 4.04(a).

Procedures

The establishment of the Nominating Commission

- (a) The President, with concurrence of the National Board of Directors (NBOD), shall appoint as non-voting Chair of the AYSO Nominating Commission (NC or Commission) by July of each year, a member of the NBOD whose term of office as a Director will not expire at AYSO's immediately subsequent national annual general meeting (NAGM).
- (b) The appointment as Chair of the NC shall be for one year to expire the following June 1.
- (c) Whoever is selected as Chair of the NC cannot be a candidate for President at the NAGM which follows his/her appointment as Chair.
- (d) The appointed Chair of the NC, with concurrence of the President, shall make recommendations to the NBOD for seven voting members of the Commission with the goal of obtaining NBOD approval by August 31.
- (e) Consideration may be given to select the seven voting members of the NC so that:
 - 1) They may include the following experiences:
 - i. One person who currently is a Regional Commissioner.
 - ii. One person who currently is an Area Director.

- iii. One person who currently is a Section Director.
 - iv. One at-large representative who currently is not an AYSO executive member (EM).
 - v. Three other persons.
- 2) They may include gender diversity and geographic diversity:
- i. Of the seven voting members of the NC, at least two shall be women, and at least two shall be men; and
 - ii. No two voting members of the NC shall be current residents of the same AYSO Section.
- (f) Each person selected as a voting member of the NC:
- 1) At the time of selection must be a validly registered AYSO volunteer whose term of office has not expired; and
 - 2) Shall not be a candidate for the NBOD or President at the next NAGM.
- (g) Each voting member of the NC shall be appointed for two years.

Criteria for Selection as Candidate for NBOD or President

- (a) AYSO is significantly benefitted by having elections during each NAGM in which there are multiple candidates for the position of Director or President who possess exemplary attributes, which may include substantial skills, education, training and experience, that make them highly qualified to accept the enormous responsibilities of the position and capable of successfully fulfilling those responsibilities.
- (b) The exemplary attributes which cause a person to be a highly qualified candidate for the NBOD or President should be evidenced in the background of a candidate and, in any event, may include a record of success in leadership positions.

Application Process for Candidates

- (a) The Application Form which shall be utilized by any person who wishes to be considered as a candidate for the NBOD or President, and procedural information regarding elections for the NBOD or President positions, shall be established by the NBOD.
- (b) The Application Form and procedural information established by the NBOD shall be made available as directed by the NBOD from the National Office or downloaded from the website – www.ayso.org.
- (c) Any person may submit to the National Secretary by timely delivery to the National Office, a completed Application Form for the NBOD. Each year the National Office shall publish the deadline for submitting a completed Application. While there is no guarantee the same will happen in future years, the deadline for submitting a completed Application generally has been in early January.

Following receipt of completed Applications, the National Office, in the manner directed by the NBOD, shall provide them to the Chair of the NC for subsequent consideration by the Commission.

Encouragement of Applications

- (a) The Nominating Commission shall not participate in any politics or partisan activities, and members of the NC must perform their responsibilities with fairness and objectivity.
- (b) It is in the best interests of AYSO for an effort to be made by a Nominating Commission to encourage persons who possess exemplary attributes, which may include substantial skills, education, training, and experience, that make them highly qualified for the position of Director or President, to submit an application for participation as a candidate in an election.
- (c) The NC shall be pro-active in searching AYSO resources, including hard copy and electronic records stored and maintained by the National Office, in order to attempt to identify persons who possess exemplary attributes that make them highly qualified for the position of Director or President.

- (d) The NC shall be pro-active in encouraging the highly qualified persons who have been identified during the Commission's search of AYSO resources, to submit to the National Secretary an application for participation as a candidate in an election.

Selection Process for NBOD Candidates

- (a) Within a reasonable period of time after expiration of the published deadline for submission of applications for the election at the subsequent NAGM:
- 1) The NC shall thoroughly examine all of the applications for the NBOD election, and ultimately determine as to each applicant whether or not, in the best judgment of the commission members, the applicant possesses exemplary attributes, which may include substantial skills, education, training and experience, that make him/her highly qualified for the position of Director.
 - 2) The NC shall thoroughly examine all of the applications for the President election, and ultimately determine as to each applicant whether or not, in the best judgment of the commission members, the applicant possesses exemplary attributes that make him/her highly qualified for the position of President.
- (b) After formulating the determinations discussed in paragraphs 1) and 2) which immediately precede this paragraph, the NC shall as soon as practical provide a written report to the NBOD which summarizes the determinations and identifies each applicant who, in the best judgment of the Commission members, is highly qualified for the position of Director, or for the position of President, as the case may be.

Bylaw 4.0.4(a)

In any event, the NC shall make its report to the NBOD at least 120 days prior to the date of the annual meeting of executive members at which Directors and President are to be elected. The National Secretary shall forward to each EM, via means of a communication permitted by Bylaw 9.14, a list of candidates nominated by office.

8.4 Operation of Advisory Councils

A. Purpose:

Discipline specific councils are advisory in nature and exist to provide subject matter expertise to the programs, education, and business actions of AYSO. The work of advisory councils includes recommending actions that the National Board of Directors (NBOD) may want to implement to improve the delivery of programs and services to AYSO members.

B. Organization:

Volunteer Members of an advisory council will typically be representatives from each AYSO Section, but in certain cases, may not be. Each council will have a Chair, a National Board of Director as the liaison to the Board (NBODL), and an AYSO office staff member, at a minimum. Each Section Director (SD) will appoint a council member, who will typically be that Section's discipline specific administrator for that council's specific discipline. Additional members from each Section who have subject matter expertise (SME) may be included as recommended by the SD.

C. Council Members' Duties

1. Council Chair – Oversees the council, schedules meetings, creates agendas, designates areas of responsibility, assigns task due dates, maintains minutes of meetings, and works with the NBODL and assigned AYSO staff. The Council Chair is a voting member of the council.
2. Council Members – Create, update, and modify content of the council's discipline specific programs in alignment with the current soccer standards as directed by the Council Chair. Council Members should keep their respective Section Directors apprised of council activities. Council Members are voting members of the council.
3. NBODL – Ensure that the efforts of the council align with the goals and objectives of AYSO. The NBODL will provide regular updates (quarterly at a minimum) to the NBOD and Section Directors regarding

council progress on any related issues. The NBODL will present items on behalf of the council that require a vote of the NBOD. The NBODL is not a voting member of the council.

4. AYSO Staff – Assist as a SME where appropriate, and assist with facilitating the branding, online content creation, and publishing of material created by the council. The AYSO Staff member is not a voting member of the council.
5. Subject Matter Experts (SME) – Persons who are recruited and appointed by the Chair, who are not Section appointed Council Members. These people are non-voting members of the council who can provide specific expertise that otherwise may not be present on the council.

D. Voting:

A Council may, from time to time, need to vote on various issues. The voting members of the council are defined as above. The Council Chair will be selected by a majority vote of council members and is approved by the President of the NBOD (NPRES).

E. Duration of Membership:

1. Voting Members – Membership will be for the duration of their appointment by their SDs.
2. SME – will serve a 1-year term but, may be reappointed by a majority vote of the council members if needed an approved by the NPRES.
3. NBODL – is appointed/re-appointed by the NPRES each year after AYSO’s National Annual General Meeting (“NAGM”). There is no limitation on the term for this position as it is advisory only.
4. AYSO Staff – is appointed by the Executive Director of AYSO and serves at the pleasure of that person.

F. Additional NBODL Duties: The appointed NBODL will:

1. Work with the Council Chair to create an annual work objectives document for approval by the NBOD within 30 days of the start of each membership year. Any changes or deviations from the approved work plan must be submitted for review and approval by the NBOD.
2. Schedule agenda time with the NPRES to present issues to the NBOD of which the NBODL believes the NBOD and SD should be aware or issues that may require NBOD approval such as:
 - o Modifying any AYSO policy;
 - o Modifying any AYSO procedures or programs;
 - o Modifying any volunteer training;
 - o Modifying requirements for any volunteer position; and
 - o Approving actions that may have financial impact on the organization.

4. AYSO Standard Regional Policies and Protocols

Article One: Introduction and Purpose

Welcome to the heart of the American Youth Soccer Organization – its Region.

The AYSO Region is where “the beautiful game of soccer” meets the children of our cities, townships and counties and in the process educates and develops our Nation’s young people through AYSO’s six philosophies of Everyone Plays®, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship and Player Development. (See AYSO National Bylaws, Section 1.01 and Article Two of these Standard Regional Policies and Protocols.)

These Standard Regional Policies & Protocols¹ (P&Ps) have been established as a Governing Document by the National Board of Directors (NBOD) pursuant to the authority granted in Article One, Section 1.03(a)(6) and (11) of the AYSO National Bylaws and in support of AYSO's other Governing Documents (Articles of Incorporation, National Bylaws, National Policy Statements and National Rules & Regulations).² They are designed to inform the Regional Leadership (Regional Commissioner and Regional Board Members) about how an AYSO Region must be administered, and to assure a successful and rewarding experience by our AYSO volunteers, players and families.

Pursuant to Bylaw 1.04(l) and NPS 6.1, the Region has the responsibility to operate in accordance with these P&Ps unless the Region has obtained permission from the NBOD or its delegate to vary from these requirements, through the addendum process set forth in Article Ten of these P&Ps. Any such variation must also comply with any Rules & Regulations appropriately adopted by the Region's Area Director and/or Section Director, pursuant to Bylaw 8.03. To the extent that there may be any contradiction or conflict between these P&Ps, including any approved Addendum thereto and other AYSO Governing Documents, the other AYSO Governing Documents will prevail.³

While these P&Ps are intended to advise AYSO's local leaders about what is required to operate a Region, suggested "Best Practices" about how to operate a successful Region can be found within the AYSO Reference Book Chapter 8.

Finally, know that you are not alone; Your NBOD, Section and Area Directors and the AYSO National Office Staff stand ready to support you and all who you serve. So, if you have questions, just ask!

¹ These Standard Regional Policies & Protocols are abbreviated and referred to as the P&Ps.

² References to some of AYSO's Governing Documents have been abbreviated for ease of use, as follows; AYSO National Bylaws = Bylaws; AYSO National Rules & Regulations = R&Rs; and AYSO National Policy Statements = NPS.

³ All of AYSO's Governing Documents, including these P&Ps, are available on-line at www.ayso.org.

Article Two: Mission

The AYSO Mission is to develop and deliver quality youth soccer programs which promote a fun, family environment based on the AYSO philosophies:

Everyone Plays - Our goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams - Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration - Our program is open to all children who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching - Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship - We strive to create a safe, fair, fun and positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

Player Development - We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.

(See Bylaw 1.01 and Reference Book, Chapter 6, AYSO Fundamentals.)

Article Three: Corporate Governance

AYSO is a single California corporation. Each Region is a part of that corporate entity and, as such, the assets and liabilities of the Region belong to the Corporation. Similarly, it is possible for the conduct of a Regional Board Member to impose legal obligations upon AYSO. Consequently, all material contracts in excess of one year duration, including proposed leases of fields or property must be reviewed and approved by the NBOD or its delegate and prior to their execution.

Since we are one corporation, no AYSO volunteer may file a lawsuit in the name of AYSO without the prior written approval of the National Office and any claim/lawsuit against an AYSO Region or Executive or Participating Member must be immediately reported to the National Office. Finally, AYSO takes great pride in its brand identity and in the trademarks, logos and other items of Intellectual Property it has developed over the years. (See NPS 1.1 for the requirements and proper use of trade name, trademark and logos.)

(See Bylaws 1.03, 1.04(p), and 9.02; NPS 1.1, 1.3, 3.5, 3.6, 3.11, 4.5, 5.3; and the Reference Book, Chapter 8.)

Article Four: Duties and Responsibilities of the Region

The obligations required of every AYSO Region are set out in AYSO's Governing Documents. The most significant of those are:

- A. To operate and offer quality youth soccer programs, which promote a safe, fair, fun and positive environment that complies in spirit and letter with the Bylaws, NPS, R&Rs, and Philosophies of the Organization. (See Reference Book, Chapter 6, AYSO Fundamentals.)

- B. To nominate a Regional Commissioner (hereinafter “RC”) and to nominate and appoint, at a minimum, a Treasurer, Risk Manager/Safety Director, Coach Administrator, Referee Administrator, Registrar and Child And Volunteer Protection Advocate. (See Article Six, Paragraphs E and F.)
- C. To register all players, coaches, referees, administrators and other volunteers prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration procedures of the Organization;

Please note that the failure of a Region to properly register a player or volunteer on a timely basis presents significant risk management and insurance issues that could result in severe sanctions, including but not limited to, revocation of the Region’s charter, removal of the RC, and/or holding the Region responsible for payments under the Soccer Accident Insurance program.

(See Bylaws 1.04(c) and 1.04(t) and NPS 3.7 for a discussion of the registration and application requirements and procedures for the registration of volunteers and players.)

- D. To comply with the Volunteer Protection Act of 1997 by ensuring that all volunteers: are trained and certified; are given a position description, preferably in writing; and know and perform their duties consistent with AYSO’s Governing Documents. (See Reference Book, Chapter 9, Safe Haven, for a discussion of the Federal Volunteer Protection Act of 1997 and the requirements for a volunteer to obtain the legal protections it affords, and Chapter 15, for a listing of approved AYSO Position Descriptions.)
- E. To assign players and coaches to assure proper balance of teams within each age division within the Region or within a reasonable geographical part thereof; (See Bylaw 1.04(d).)
- F. To ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, but not limited to, the timely payment of all National Player Registration Fees in accordance with the registration requirements and procedures of the Organization. (See Article Eight, Financial Banking and Related Matters, of these P&Ps.);
- G. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures; (See Bylaw 1.04(o) and www.AYSO.org, Volunteers/Insurance.)
- H. To educate and inform its members that AYSO is a mandated reporter in many states and that most states ask that any adult who knows or suspects child abuse or neglect, file a good faith report. (See Reference Book, Chapter 9, Safe Haven Guidelines, Child Abuse and Neglect for a partial listing of various state's child abuse reporting agencies. Please contact the Safe Haven Department of the AYSO National Office with any questions.);
- I. To contact the National Office if it believes that events in their community, even those not related to AYSO or youth sports, may create heightened sensitivity with respect to AYSO, its programs or its reputation; and
- J. To comply with the requirements set out with NPS 2.5 and all directions provided by the National Office whenever a Region is considering paying for services to be rendered. (See Paying for Services on the AYSO website at www.ayso.org and also Article Six, Paragraph G of these P&Ps.)

(See Bylaw 1.04.)

Article Five: Membership in the Region

A. There are three categories of members in AYSO: Executive Members, Participating Members and Honorary Members:

- **EXECUTIVE MEMBERS:** Every RC of a Chartered Region is an Executive Member. While RCs of Pilot Regions generally have most of the rights and responsibilities of their peers in Chartered Regions, they are not Executive Members and, therefore, do not have the right to vote, including at the National Annual General Meeting or in connection with the nomination of an Area Director. (See Bylaws 1.05, 1.06, and 7.02.)
- **PARTICIPATING MEMBERS:** All properly registered and accepted players and volunteers (except for RCs) within the Region are Participating Members.
- **HONORARY MEMBERS:** An Honorary Member is someone who has rendered outstanding or extraordinary service to the Organization, as recognized by the NBOD.

(See Bylaws 3.03, 3.04 and 3.02, respectively and AYSO Hall Of Fame Nominations on the AYSO website, www.AYSO.org, for nominating procedures for National recognition and for establishing local "halls of fame".)

B. The names, addresses and telephone number of all members of the Region, as well as the information contained in any Executive Member directory or any AYSO database are private and confidential. Such information and mailing lists or access to any AYSO database may not be disclosed or distributed to anyone, including any vendor or sponsor, without the prior written approval of the National Executive Director. (See NPS 1.2.)

Article Six: Management of the Region

The management of an AYSO Region requires conduct consistent with AYSO's Governing Documents and discretionary decisions that a Region believes are necessary to operate a successful AYSO program in that Region's unique environment. In AYSO's Governing Documents, words such as "required", "shall" and "shall not" describe mandatory acts. Words such as "may", "could", and "might" refer to decisions or acts considered to be discretionary. (For a discussion of recommended/discretionary "Best Practices" in the management of a Region, please see the Reference Book, Chapter 8.)

The following is a list of some of the more significant Regional Board management obligations.

A. Regional Commissioner and Regional Board Member Composition

1. Upon creation of the Region by the NBOD, the RC shall appoint the initial Regional Board to serve until the first scheduled Regional Board meeting, at which time nominations for board positions will take place, subject to appointment by the RC.
2. The Regional Board shall, at a minimum, consist of the RC, the Regional Treasurer, Regional Risk Manager/Safety Director, Regional Coach Administrator, Regional Referee Administrator, Regional Registrar and Regional Child and Volunteer Protection Advocate, all of whom are voting members. With the approval of the Regional Board, one person may serve in more than one position with the exception of the RC who cannot also serve as Regional Treasurer. In any case, where a Regional Board Member serves in more than one voting position, there is only one vote per person, not one vote per position. (See Bylaw 1.04 (n).)
3. The RC, in consultation with the Regional Board, may create such other voting or non-voting Board Members or other staff positions, as deemed desirable. Unless specifically noted to be a non-voting

Board Member, as required pursuant to the Addendum procedures set out within Article Ten of these P&Ps, all Regional Board Members will be deemed to be voting Board Members. The duties and responsibilities of these other positions shall be approved by the RC.

4. All members of the Regional Board understand that they owe a duty of loyalty to AYSO and by accepting appointment to the Regional Board agree to be bound by AYSO's Governing Documents.
5. All voting Regional Board Members must have reached the age of majority (adults), as defined by the State in which they reside, whereas youth volunteers may serve as non-voting Regional Board Members. (See NPS 2.15.)
6. Regional Board Members serve a one year terms, or until the next annual meeting of the Regional Board.
7. Any Regional Board Member, other than the RC, may be suspended, limited in activities or removed, in accordance with the Dispute Resolution procedures approved by the NBOD. (See Article Nine of these P&Ps, Dispute Resolution and Due Process for non-executive members.)

B. Duties and Responsibilities of Mandatory Regional Board Positions

A brief overview of the duties and responsibilities of the seven mandatory Regional Board positions follows:

1. Regional Commissioner (“RC”)

- a) The RC, with the support and assistance of the Regional Board, shall have the responsibility and authority to conduct the day-to-day business affairs of the Region; guide the development of its future; and assure its compliance with AYSO’s Governing Documents. (See Bylaw 7.03.)
- b) The RC’s initial term of service shall be as appointed by the NBOD and the RC may serve multiple terms so long as he or she is nominated by the Regional Board and approved by the Area Director and/or Section Director and appointed by the NBOD. It is the responsibility of the RC to ensure that his/her term of appointment does not expire. If the term does expire, all eAYSO access rights previously granted to the RC will be revoked and the RC will no longer have the rights and privileges of an Executive Member including, but not limited to, the right to vote at an NAGM or in connection with the nomination of an Area Director. These limitations will remain in place until such time as the RC’s application for reappointment, if any, is approved by the NBOD. (See Bylaw 7.05 and NPS 4.6; see also Policy for Access Rights.)
- c) The RC, in concert with the Regional Treasurer, shall insure that all fees collected and monies disbursed are done so in a fiscally responsible manner as described in Bylaw 1.04(m). (See Reference Book, Chapter 15, RC Job Description.)
- d) The RC, or his or her delegated Member of the Regional Board, shall preside at all Regional Board meetings. (See Reference Book, Chapter 15, RC Job Description)
- e) The RC shall maintain close liaison with the Area and Section Directors. (See Bylaw 7.03.)
- f) The RC shall act in all ways to avoid even the appearance of a conflict of interest. (See NPS, Article Five “Standards of Conduct and Conflict of Interest”.)
- g) The RC may be suspended by the Area Director or the Section Director and suspended or removed by the NBOD in accordance with the Bylaws. (See Bylaw 7.03.)

2. Regional Treasurer

The AYSO volunteer position of Regional Treasurer shall have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Region in a bank or depository. The Treasurer shall comply with AYSO’s

Governing Documents, including but not be limited to the following obligations: the preparation and maintenance of the Region's financial statements and their dissemination to the Region's participants and the National Office, the timely payment of all National Player Registration Fees, the full participation of the Region in the National Accounting Program, including NAP Online, the AYSO Policy on the Reimbursement of Expenses Incurred by the Region's Members, proper bank account maintenance and, AYSO's Player Refund Policy. (See Bylaws 1.04(l) and (m); NPS 3.1, 3.2, 3.9 and 3.10; and the AYSO Treasurer Manual, Accounts Receivable Section.)

3. Regional Risk Manager/Safety Director

The AYSO volunteer position of Regional Risk Manager/Safety Director shall be responsible for the overall aspects of the Region's safety including the safe condition of the Region's equipment, goals and fields and for ensuring that the Region's players, volunteers and parents are aware of AYSO's Soccer Accident Insurance (SAI), and AYSO's Incident Report Procedures. This position, together with the RC, is also responsible for implementing and monitoring AYSO's Severe Weather and Concussion Awareness Policies. (See Bylaws 1.04(e), (f), and (o), as well as NPS 2.10, 2.13, and 2.14.)

4. Regional Coach Administrator ("RCA")

The AYSO volunteer position of RCA is responsible for implementing, monitoring and maintaining the AYSO National Coaching Program at all age levels within the Region, including program delivery, volunteer training and certification (including assisting the CVPA with Safe Haven), as well as staff development, communication and coordination. (See Bylaw 1.04(q) and the Reference Book Chapter 6, AYSO Fundamentals (Programs), and Chapter 10, National Coaching Program.)

5. Regional Referee Administrator ("RRA")

The AYSO volunteer position of RRA is responsible for implementing, monitoring and maintaining the AYSO National Referee Program at all age levels within the Region, including the program delivery, volunteer training and certification (including assisting the CVPA with Safe Haven), as well as staff development, communication and coordination. (See Bylaw 1.04(q) and the Reference Book Chapter 56, AYSO Fundamentals (Programs), and Chapter 11, National Referee Program.)

6. Regional Registrar

The AYSO volunteer position of Regional Registrar is responsible for the planning and implementation of the annual registration of all players. The Regional Registrar shall comply with AYSO's Governing Documents, including but not being limited to: the registration of all players prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration and application requirements and procedures of the Organization. (See Bylaw 1.04(c).)

7. Regional Child & Volunteer Protection Advocate ("CVPA")

The AYSO volunteer position of Regional CVPA is responsible for overseeing the Safe Haven Program within the Region. This includes working with the RC, RCA and RRA to provide Safe Haven training and certification of all coaches, referees and other volunteers in the Region. The CVPA is also responsible for the screening and registration of all regional volunteers prior to the commencement of the season and, as applicable throughout the season, in accordance with the registration and application requirements and procedures of the Organization. Finally, the CVPA, together with the RC, is also responsible for the implementation and monitoring of AYSO's Code of Conduct Policy against Harassment, Abuse, or Violence. (See Bylaw 1.04(c), NPS 2.12 and 3.7, together with Reference Book, Chapter 9, and AYSO Safe Haven.)

C. Meetings

As established within Bylaw 1.04(k), and consistent with the principles of established corporate governance, every Region shall hold an annual and thereafter periodic meetings of the Regional Board, conducting these meetings in an open and transparent fashion, excepting for any necessary executive sessions, and maintaining minutes thereof, which minutes are to be reasonably made available to the Regional Board, the Region's Participating Members, and the National Office.

For a listing of recommended “Best Practices” in the administration of the Region’s Board meetings, the limitations of when executive sessions are permissible, the requirements of a quorum and the general responsibilities of Regional Board Members, see the Reference Book, Chapter 8.

D. Voting and Veto Powers

Unless otherwise specifically provided by these P&Ps, decisions of the Regional Board must be made by a majority decision of the voting Regional Board Members deciding on any such matter; provided, however, that the RC may veto any such decision if (a) the effect of such decision would be to violate any of AYSO’s Governing Documents or applicable law or (b) in the RC’s discretion, as guided by application of his or her fiduciary obligations, would not be in the best interests of the Region or the Organization.

E. Regional Commissioner Initial Appointment/Reappointment/Replacement

1. When a new Pilot Region is formed, the NBOD appoints the initial RC based upon information provided by the applicable Area and Section Directors and the National Office. (See Bylaw 1.05.)
2. Once the Initial RC is appointed, a Regional nominating committee shall be established by (i) the RC, in consultation with the Regional Board, at least three months, and preferably six months, before the expiration of the RC’s term or the end of an RC’s term due to planned resignation, or (ii) the Regional Board, whenever there is a vacancy in the RC position due to the RC’s death, unexpected resignation or removal.
 - a) The nominating committee will be comprised of a reasonable number of both Regional Board Members and Regional Participating Members who are not players or Members of the Regional Board.
 - b) The nominating committee shall submit its list of one or more names of individuals who they have determined to be qualified as candidates for the position of RC to the Regional Board. The voting members of the Regional Board shall, by a majority vote, nominate an RC and forward such nomination to the Area and Section Director, whose territory includes the Region. If both the Area Director and Section Director approve of the nomination of the person as Regional Commissioner, then the nomination will be forwarded to the National Board of Directors for election. (See Bylaw 7.03)
 - c) In the absence of a nomination by the Regional Board, it is the responsibility and authority of the Region’s Area Director to work with the Region to ensure that an RC is nominated.
 - d) The NBOD has full discretion whether or not to appoint a nominee or to appoint a nominee for a term of three years or for a shorter period as it deems appropriate, after taking into account any input provided by the Area Director and/or Section Director.
 - e) In the event of a vacancy in the position of RC, the Region’s Area Director or other NBOD designee will step in and become the acting RC and work with the Regional Board to continue the operations of the Region until such time as a nominee for RC has been appointed by the NBOD. If there is no appointed RC, then the Region will not be represented at any vote for an Area Director or have a vote at an NAGM. (See Executive Member Selection Protocol under Best Practices in the Reference Book.)

F. Regional Board Member Selection and Appointment

1. At least one month prior to the annual meeting of the Region, or from time to time as may be needed, the RC shall appoint a nominating committee of not less than three individuals, consisting of Regional Board Members, one of whom shall serve as the Chair of the committee, and a reasonable number of Participating Members, who are not Members of the Regional Board.

2. The nominating committee shall publicize to the Participating Members of the Region the Regional Board positions to be voted upon, recruit candidates and accept the names of interested candidates for consideration.
3. Regional Board Members need not be parents of players in the Region.
4. At the annual meeting or from time to time as may be needed, the nominating committee shall present to the outgoing Regional Board a list of qualified candidates. By majority vote of the outgoing Regional Board Members present and voting, the final list of recommended nominees shall be presented to the RC for approval and appointment.
5. The RC may choose not to appoint a nominee to a Regional Board position, even though recommended, if the RC deems there is sufficient reason not to make the appointment. In such case, the RC shall ask the nominating committee to recommend additional candidates for approval and appointment. This inclusive and democratic process should be followed any time there are Regional Board positions to be filled, with the only exception being the appointment of the inaugural Regional Board.
6. An emergency or unplanned vacancy on the Regional Board before the expiration of the term, except that of RC, may be filled by a replacement candidate nominated by a majority vote of the voting Regional Board Members and approved and appointed by the RC. The person filling such vacancy shall serve until the next annual meeting.

G. Voluntary Service and Conflict of Interest

1. No Regional Board Member shall receive monetary or other compensation for his/her services to the Region related to their volunteer position. Nothing in this paragraph prohibits any Regional Board or staff member, or Regional participant, from being reimbursed for his or her appropriate out-of-pocket expenses incurred on behalf of the Region and in accordance with the expense reimbursement procedures set out within the Reference Book, Regional Operations, Financial Matters and NPS 3.1.
2. Consistent with NPS 5, no Regional Board Member may use his/her position to benefit him/herself directly or indirectly in any way, such as a supplier of equipment, materials or services to the Region except as permitted by NPS 2.5 and Article Four, Paragraph J of these P&Ps (Paying Volunteers) and the procedures established within NPS 5.3 (Conflict of Interest Policy).
3. The Region may not reduce or eliminate a player fee based upon volunteer work done by a participant's parents or guardians. Should a Region decide to incur the cost of the volunteer membership fee for its participating volunteers, an exception shall be made to allow a reduction of a player fee associated with the volunteer for an amount not exceeding the cost of the volunteer membership program. This rule does not impact the Region's ability to set early registration discounts available to all participants, to create volunteer recognition programs, to provide scholarship programs and provide other programs available in the Region's program. No fee distinction shall be made based upon parental or player participation in Regional fundraising activities.
4. The Region may not condition the registration of a player based upon any requirement of volunteer participation by a parent or guardian.

(See NPS 5.)

Article Seven: Program Vision and Administration

A. Representative Visionary Requirements

The AYSO Mission of "Developing and delivering quality youth soccer programs which promote a fun, family environment" is best accomplished by assuring quality educational programs, implementing well-structured administrative systems, having an integral volunteer network focusing on AYSO's development; and guaranteeing a strong financial position. The following is a partial listing of acts necessary to best achieve these goals:

1. Regions must implement the Safe Haven, Coaching, Referee, and Management Programs, with a focus on providing volunteer training opportunities throughout the year. (See Bylaws 1.04(h) and (q).)
2. Regions must, at a minimum, implement AYSO's Standard Primary Program on an annual basis and, to the best of their ability, participate year-round in the other various National Programs available and indicate which programs are available within their Policies and Protocols which may include but not limited to: VIP, EXTRA™, Kids Zone™, a (U5), U-16/U-19, Soccerfest, Tournaments, and NAASA - AYSO Adult, together with attending leadership events such as RC Training, Nationally-supported Section events (Section Conferences/Meetings, AYSO EXPOS, etc.) and the National Annual General Meeting (NAGM). (See Bylaw 1.04(q) and (s).)
3. Player and volunteer recruitment, development and retention must be a focus of the Region. (See Bylaw 1.04(h) and (r).)
4. To assure that the Region enjoys a vibrant future, the RC and Regional Board are expected to develop reasonable fundraising and sponsorship opportunities. (See Bylaw 1.04(m).)
5. The creation of both a short-term and long-range Strategic Plan for the future development of the Region is critically necessary and, once created, must be periodically reviewed and updated with the Area Director providing approval. (See Bylaw 1.04(r).)

(See Reference Book, Chapter 6, AYSO Fundamentals, Mission Statement Comments.)

B. Operational Expectations

A number of concrete steps is required to meet the previously stated visionary goals. The following is a partial list of many most often achieved by successful Regions:

1. The Regional Board shall establish and communicate annually the registration fee for each player, as well as have a documented refund policy. (See Bylaw 3.06 and NPS 3.10.)
2. Teams must be formed as established in Articles II and III of the R&Rs, assuring proper balance of teams within each age division within the Region or within a reasonable part thereof. (See Bylaw 1.04(d).)
3. The only team member(s) a head coach may specify to be on his/her team is his/her own child or children. Otherwise, there shall be no automatic retention of players on any specific team or with any specific coach from the previous season. (See R&Rs Article II, Paragraph G and Bylaw 1.04(d).)

4. Every player on every team must play at least one-half of every game; (See R&Rs Article I, Paragraph C.1.)⁴
5. Regions shall provide all necessary equipment (including goals, nets and corner flags) and, for all players, provide matching team uniforms, consisting of jerseys (with approved AYSO Logo), shorts and socks. (See Bylaw 1.04(f) and R&Rs, Article VI, Paragraph A.) Any variances shall be outlined as an addendum to the Region's Standard Policies and Protocols.
6. The highest standards of conduct and good sportsmanship, consistent with the AYSO philosophies, must be maintained at all times by player, volunteers and spectators. (See NPS 2.12 (AYSO's Code of Conduct Policy against Harassment, Abuse, or Violence).)
7. Offensive, insulting or abusive language, the consumption of alcoholic beverages, the use of tobacco products, or smoking or simulating smoking or the use of tobacco products, at Regional-sponsored events whenever children are present, is forbidden. (See, in part, R&Rs Article I, Paragraph E.1 (d) and (e).)

C. Best Practices and "How-To's"

To assist the Region in meeting its responsibilities and in achieving the greatest successes possible, proven "Best Practices" and "How-To's" can be found in the AYSO Reference Book, Chapter 8.

Article Eight: Financial Banking and Related Matters

Consistent with the obligations established within Bylaw 1.04(l) and (m), every AYSO RC and Regional Board Member agree as a condition of the assumption of their Regional Board membership to comply with and assure proper oversight of the following financial obligations:

- A. All Regions must use the National Accounting Program and must adhere to the financial policies and procedures described in the Treasurer's Manual, unless otherwise authorized by the AYSO Office.
- B. An annual budget must be adopted that provides the basis for setting player registration fees, and made available to the participants of the Region and to the Area Director and/or the Section Director no later than June 1, which is 30 days prior to the end of the Organization's fiscal year; (See Treasurer Manual.)
- C. Ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, the timely payment of all national player registration fees prior to the commencement of the season and, as applicable throughout the season, in accordance with the registration requirements and procedures of the Organization.;
- D. Any suspected financial irregularity/fraud or misuse of funds must be immediately reported to the Area Director, Section Director, and Finance Department of the National Office;
- E. Regional financial records must be maintained for seven (7) years;
- F. The use of regional credit cards, ATM/debit cards, deposit-only cards, electronic transfer of funds and online banking are prohibited, with the exception of an AYSO issued restricted use corporate credit card. However, view-only online account management is permitted;

⁴ Through the Addendum process described in Article 10, Regions will have the opportunity to select the so-called "three-quarter rule" for their Regions, whereby no player will play an entire game unless all other players on the team will play at least "three quarters" of the game. This option is frequently used in Regions throughout AYSO.

- G. All checking/savings accounts must have a minimum of three (3) signatories (the RC, Treasurer and Area Director, when reasonable), and any other Regional Board Member; and none can be members of the same family or household;
- H. All checks must be signed by two (2) account signatories, one of whom should be the RC or Treasurer. At no time can a signatory sign for or authorize a check made payable to the signatory.
- I. Pre-signed checks and blank checks cannot be used;
- J. Only one (1) checking account and two (2) savings accounts/CDs are permitted, unless previously authorized for Tournaments and/or Cultural Events;
- K. Payments to independent contractors (vendors) must be reported to the National Office for the potential issuance of 1099 forms;
- L. Fundraising in various states may trigger the obligation to pay sales or other various taxes. Whenever fundraising is considered, the National Office must be contacted to determine if a tax applies;
- M. Tournaments must be self-sustaining as Regional funds cannot be used. Similarly, Regional funds cannot be used to subsidize traveling AYSO teams, but can be used to cover many Regional operating expenses for hosting Cultural Exchanges;
- N. Please consult the AYSO Treasurer Manual for a discussion of additional requirements and "Best Practices" for the following: cash handling protocols, submission of monthly financial reports, use of PayPal, coding of income and expenses, audits of Region finances, reconciliation of registered players to player registration fees received, refund policies, requirements of Regional Auditors, volunteer reimbursement, attendance at Nationally-supported Section events and the NAGM, land ownership and leaseholds, AYSO Supply Center purchases and other similar subjects.

(See Bylaw 1.04(l) and (m), together with the AYSO Treasurer Manual and the Treasurer's Position Description contained in the Reference Book, Chapter 15.)

Article Nine: Dispute Resolution and Due Process

The successful resolution of disputes involving the day-to-day activities of our AYSO volunteers is one of the most important goals in achieving a harmonious and healthy Region. As such, guiding principles such as "compromise," "suspension or removal as the last resort," the "recognition of valuable service" and "finding a fair and just resolution" are the cornerstones of AYSO's approach in dealing with such situations.

While the concepts of Dispute Resolution and Due Process apply to both Executive Members (RCs) and Participating Members, there are differences between the procedures and protocols. As a result, the following discussion only applies to the Region's Participating Members. (See Article five of the P&P's for the definitions of Executive and participating Members.)

When a Participating Member's conduct, or that of a parent or guardian, even if not a Participating Member, has risen to the potential need of "limiting, suspending or removing/terminating" that person's participation in AYSO, the Region must follow the Due Process protocols adopted by the AYSO NBOD, as authorized within National Bylaw 3.07(d). While these procedures and protocols are set out in their entirety in the Reference Book, Chapter 8, Due Process, the following are several of the more significant provisions:

- A. When disciplinary action is found to be necessary, only the minimum action necessary should be taken. In that spirit, when possible, the Member should be allowed to resign and disputes should not be publicized to respect their individual privacy,

- B. Regions must avoid punishing a player for the conduct of the parents, except when there is no other solution,
- C. There are required means by which Notice of the contemplated action must be given,
- D. The RC is ultimately responsible for determining which of several alternative Due Process procedures will be used,
- E. If the gravity of a person's conduct presents an imminent danger to any participant or to the program, the RC may immediately suspend the person(s) involved,
- F. The RC has the ultimate authority to remove a Participating Member, a parent or guardian, as well as those not entitled to Due Process, such as other family members and spectators, from further involvement in the program,
- G. A precise Due Process procedure has been established for holding a "Disciplinary Review Panel",
- H. A onetime Appeal Process has also been established to verify that the original determination was not arbitrary or capricious, that the original procedure was fair, and that the established procedures for Due Process were followed.

If questions arise, please do not hesitate to contact your Area Director, your Section Director and the National Office.

Article Ten: Regional Amendments to Standard Regional Policies and Protocols

A. Adoption of AYSO Standard Regional Policies & Protocols

These AYSO Standard Policies & Protocols (P&Ps) shall be deemed adopted by the Region, unless and until amended as set forth below. (See NPS, Article Six.)

B. Amendment to the AYSO Standard Regional Policies & Procedures

Should a Region desire to amend these P&Ps, it may only be accomplished with the following steps:

1. A two-thirds (2/3) vote of the Regional Board Members,
2. The recommendation of the RC,
3. Copies of the signed Standard P&Ps Addendum Form, with the recommended change(s), sent by the RC to the Area Director, Section Director and the AYSO National Office,
4. Approval by the NBOD or its delegate.

C. Publication of P&Ps and Addendums

The Region must make these P&Ps, along with any Regional addendums, if they exist, available upon request to the members of the Region pursuant to Bylaws 1.04(i) and (l).

AYSO Standard Regional Policies & Protocols - Attachments

A. SR P&Ps Addendum Form

This form, available on the AYSO website, www.AYSO.org at the following link, SR P&Ps Addendum Form, is intended to capture all appropriate changes to the SR P&Ps that the Region determines is best for its members and community. This could include, for example, “having $\frac{3}{4}$ play before any player played the full game”.



AYSO Standard Regional Policies & Protocols – Addendum A
 (Please check or fill in the appropriate box)

<u>Article</u>	<u>Paragraph</u>	<u>Change</u>
6	A.3.	List of non-voting Regional Board positions. _____ _____ _____ _____
6	E.2. (d)	Requested length of term for Regional Commissioner, if not 3 years: <input type="checkbox"/> 2 years <input type="checkbox"/> 1 year

7	B.4.	Minimum playing time for each player, if not one-half: <input type="checkbox"/> No player plays a full game until all players play three-fourths.
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Additional Addendum Items

<u>Article</u>	<u>Paragraph</u>	<u>Change</u>

Section **Area** **Region**

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Date Signed by RC _____

Regional Commissioner Name _____

Regional Commissioner Signature _____

Approved by:
Date Signed by AD _____

Area Director Name _____

Area Director Signature _____

Date Signed by SD _____

Section Director Name _____

Section Director Signature _____

Received by:
Date Sent to National Office _____

National Office _____

Received By/Team/Date _____

B. Additional Region Policies and Guidelines

Regions with additional Region specific policies and guidelines, not covered in the AYSO Standard Policies and Protocols, are required to submit these policies and guidelines for review and approval by the Area Director, Section Director and NBOD or its delegate. The following Addendum B Cover Sheet must be used to itemize each local policy and guideline approved by a two-thirds vote of the Regional Board and be accompanied by a full copy of these Regional policies and guidelines. Examples of Region specific policies and guidelines may include a Registration Fee Refund Policy, Player Sponsorship Guidelines, All-Star Team or Secondary Play Selection Criteria, etc.

The signed and approved SR Addendum and Addendum B including a complete copy of any Regional policies and guidelines, must be forwarded to the National Office upon approval.



Addendum B – Additional Regional Policies and Guidelines

#	Policy or Guideline
1.0	Player Registration – Registration Fee Refund Policy

5. AYSO United Standard Policies

Article One: Introduction and Purpose

These AYSO United Standard Policies (Policies) have been established as the primary operating requirements for approved AYSO United Programs. The Policies are designed to inform the program operations staff, paid and/or volunteer, about how an AYSO United Program must be administered, and to assure a successful and rewarding experience for our players and families. The Policies are not all inclusive for the program operation or business rules and will be adjusted as necessary.

AYSO United is:

- An integral component of AYSO's Player Development pathway.
- An opt-in tryout based program for the 10U age division and up based on player evaluations to assemble teams for participation at a higher level of intensity and skill.
- Focused primarily on player development in alignment with AYSO's Six Philosophies and US Soccer's Player Development Initiatives.
- An opportunity for interplay with other US Soccer youth association's gaming circuits.
- A collaborative effort with Sections, Areas, and Regions and the AYSO United Team members in the National Office.
- A hub within its geographical area for the promotion and development of all AYSO programs and training.
- Configured to focus on a quality experience with a limited number of teams and participants based on a variety of factors within the local market area to be served by the program.

AYSO United Programs participate in gaming circuits outside of AYSO that are governed by other national associations or affiliate members of US Soccer. US Soccer and its bylaws ultimately govern soccer play in the U.S. and the interplay and business relationships of its member organizations. AYSO is represented on the US Soccer Youth Council by our National Executive Director.

To the extent that there may be any contradiction or conflict between these Policies, including any approved Addendum thereto and other AYSO Governing Documents, the other AYSO Governing Documents will prevail.⁵ It must also be understood that teams operating in gaming circuits are to follow the rules of play presented, provided they are in compliance with US Soccer bylaws. Any questions in this regard must be directed to the AYSO United Department at the National Office and/or the National Executive Director at the earliest opportunity.

While these policies are intended to advise AYSO's local program staff about what is required to operate a United Program, the AYSO United Operating Manual provides more detail on day-to-day operations and business rules that apply. Chapter 8 of the AYSO Reference Book also has valuable operational best practices for our core programs that may also apply to AYSO United. The primary reference resource is the AYSO United personnel at the National Office.

AYSO United Program types fall into four different tiers that range from interplay opportunities with other US Soccer youth associations or affiliates up through the US Soccer Development Academy.

⁵ All of AYSO's Governing Documents are available online at www.aysovolunteers.org

AYSO United Program Tiers				
	Tier 1	Tier 2	Tier 3	Tier 4
Professional Staff	Technical Director & Staff	Yes	No	No
Director of Coaching	Professional	Professional	Paid or Volunteer	No
Coaches	Professional	Professional	Volunteer	Volunteer
Paid Trainers	Athletic Trainer required	N/A	Strongly encouraged	Strongly encouraged
Professional Support	Local & National Office	Local & National Office	Remote	Remote
Gaming Circuit	US Soccer Development Academy	State Association or other	State Association or other	State Association or other
Time Commitment	Year-round with breaks		Seasonal	Seasonal

Who do you contact? The primary local point of contact for the AYSO United Program is the Club Administrator. Contact with the stakeholders of gaming circuits, state associations, national associations or US Soccer are via the AYSO United local program administrator, the AYSO United team members at the National Office, or the National Executive Director or AYSO National President as the circumstances may require.

Article Two: Mission

The AYSO Mission is to develop and deliver quality youth soccer programs which promote a fun, family environment based on the AYSO philosophies:

Everyone Plays[®] - Our goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams - Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration - Our program is open to all children who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching - Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship - We strive to create a safe, fair, fun and positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

Player Development - We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.

Article Three: Corporate Governance

AYSO is a single nonprofit California corporation. Each AYSO United Program is a part of that corporate entity and, as such, the assets and liabilities of the program belong to the Corporation. Similarly, it is possible for the conduct of a local (affiliate or program) to impose legal obligations upon AYSO. Consequently, all contracts must be reviewed and approved by the NBOD or its delegate prior to their execution.

Since we are one corporation, no AYSO volunteer, employee of AYSO, AYSO Services Corporation, or other AYSO subsidiary may file a lawsuit in the name of AYSO without the prior written approval of the National Office and any claim/lawsuit against an AYSO Region or Executive or Participating Member must be immediately reported to the National Office. Finally, AYSO takes great pride in its brand identity and in the trademarks, logos and other items of Intellectual Property it has developed over the years. (See National Policy Statement (NPS) 1.1 for the requirements and proper use of trade name, trademark and logos.)

(See Bylaws 1.03, 1.04(p), and 9.02; NPS 1.1, 1.3, 3.5, 3.6, 3.11, 4.5, 5.3; and the Reference Book, Chapter 8.)

Article Four: Duties and Responsibilities of AYSO United Program

The obligations required of every AYSO Program are set out in AYSO's Governing Documents. The most significant of those are:

- A. To operate and offer quality youth soccer programs, which promote a safe, fair, fun and positive environment that complies in spirit and letter with the Bylaws, NPS, R&Rs and Philosophies of the Organization as applied to AYSO United. (See Article Two of these policies for philosophies. See the Reference Book, Chapter 6, AYSO Fundamentals);
- B. To identify candidates for Club Administrator⁶, Director of Coaching and Registrar at a minimum. Additionally, the responsibilities of Safety Director and Child and Volunteer Protection Advocate (CVPA) must be designated. These responsibilities and positions may be assigned to any of the three or to separate individuals;
- C. To register all players, coaches, referees, administrators and other volunteers prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration procedures, and primarily utilizing AYSO's registration system of record and as required by the gaming circuit.

The failure of any program to properly register a player or volunteer on a timely basis presents significant risk management and insurance issues that could result in severe sanctions, including but not limited to, revocation of the authority of local leadership, removal of the program's administrators, and/or holding the program responsible for payments under the Soccer Accident Insurance program or other financial consequences of those actions;

- D. To comply with the Volunteer Protection Act of 1997 by ensuring that all volunteers: are trained and certified; are given a position description, preferably in writing; and know and perform their duties consistent with AYSO's Governing Documents. (See Reference Book, Chapter 9, Safe Haven, for a discussion

⁶Requirements for club or travel soccer business structures vary among the gaming circuits and state associations. Many require a president to be named. For the sake of filling this requirement the Club Administrator may fulfill the duties. The title will be AYSO United (Locale) President. The position and authority of president within AYSO is only available for the elected National President of the National Board of Directors.

of the Federal Volunteer Protection Act of 1997 and the requirements for a volunteer to obtain the legal protections it affords, and Chapter 15, for a listing of approved AYSO Position Descriptions);

- E. To ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, but not limited to, the timely payment of all National Player Registration Fees in accordance with the registration requirements and procedures of the Organization. (See Article Eight, Financial Banking and Related Matters, of this policy document.);
- F. To comply with the Soccer Accident Insurance (SAI) plan and to submit insurance claims according to current procedures. (See Bylaw 1.04(o) and www.AYSO.org, Volunteers/Insurance);
- G. To educate and inform its members that AYSO is a mandated reporter in many states and that most states ask that any adult who knows or suspects child abuse or neglect, file a good faith report. (See Reference Book, Chapter 9, Safe Haven Guidelines, Child Abuse and Neglect for a partial listing of various state's child abuse reporting agencies. Please contact the Safe Haven Department of the AYSO National Office with any questions);
- H. To contact the National Office if it believes that events in their community, even those not related to AYSO or youth sports, may create heightened sensitivity with respect to AYSO, its programs or its reputation; and
- I. To comply with the requirements set out with NPS 2.5 Paying for Services and all directions provided by the National Office whenever a program is considering paying for services to be rendered. (See Paying for Services on the AYSO website at www.ayso.org/Volunteers/Resources and also Article Six, Paragraph E. of these Policies.)

Article Five: Membership in AYSO

- A. There are three categories of members in AYSO: Executive Members, Participating Members and Honorary Members.
 - **EXECUTIVE MEMBERS:** Regional Commissioners of a Chartered Region in AYSO's Section and is an Executive Member. While Program Administrators and other positions within the local club administration generally have most of the rights and responsibilities of Regional Commissioners, they are not Executive Members and, therefore, do not have the right to vote, including at the National Annual General Meeting or in connection with the nomination of an Area Director. (See Bylaws 1.05, 1.06, and 7.02.)
 - **PARTICIPATING MEMBERS:** All properly registered and accepted players and volunteers within AYSO United are Participating Members.
 - **HONORARY MEMBERS:** An Honorary Member is someone who has rendered outstanding or extraordinary service to the Organization, as recognized by the National Board of Directors (NBOD.)

(See Bylaws 3.03, 3.04 and 3.02, respectively and AYSO Hall Of Fame Nominations on the AYSO website, www.AYSO.org AYSO About AYSO/History/Hall of Fame, for nominating procedures for National recognition and for establishing local "halls of fame.")
- B. The names, addresses and telephone number of all members of the program, as well as the information contained in any Executive Member directory or any AYSO database are private and confidential. Such information and mailing lists or access to any AYSO database may not be disclosed or distributed to anyone, including any vendor, sponsor or entity without the prior written approval of the National Executive Director. (See NPS 1.2.)

Article Six: Management of AYSO United-(Location)

The management of an AYSO United Program requires conduct consistent with AYSO's Governing Documents and discretionary decisions necessary to operate a successful AYSO program in the local environment. In AYSO's Governing Documents, words such as "required," "shall" and "shall not" describe mandatory acts. Words such as "may," "could" and "might" refer to decisions or acts considered to be discretionary. (For a discussion of recommended/discretionary "Best Practices" in the management of a program, please see the Reference Book, Chapter 8.)

A. Management Obligations

The following is a list of some of the more significant management obligations:

1. The Club Administrator (Administrator) shall be the primary point of contact with the gaming circuit, state association, surrounding AYSO programs and the National Office. If a state association or gaming circuit requires a named president it will be, in most cases, the Club Administrator.
2. The AYSO United Program administration personnel will consist of a Club Administrator, a Director of Coaching and a Registrar. Treasurer and other support positions are dependent upon the needs of the operation of the AYSO United Program within its operating locale. The responsibilities of Risk Manager/Safety Director and Child and Volunteer Protection Advocate (CVPA) may be assumed by the required three or assigned to separate adult participants.
3. Processing of accounts payable and receivable, in collaboration with the assigned National Office Financial Services representative, shall be the responsibility of the Club Administrator and/Treasurer. If an AYSO United Program, it shall:
 - a. Utilize a preferred banking partner designated by AYSO;
 - b. Include account signers as assigned by AYSO; and
 - c. Agree to annual financial audits or to an audit when the Club Administrator or Treasurer position has a change in personnel.
4. The Administrator, in consultation with the AYSO United Department, may create such other as deemed desirable for the delivery of a quality-based, player-focused program. The duties and responsibilities of these other positions shall be approved by the Administrator and the AYSO United Department.
5. All members of the AYSO United Program understand that they owe a duty of loyalty and fiduciary responsibility to AYSO and, by accepting administrative positions with AYSO United, agree to be bound by AYSO's Governing Documents.
6. All AYSO United administration position holders must have reached the age of majority (adults) as defined by the State in which they reside, whereas youth volunteers may serve as non-voting Board Members. (See NPS 2.15.)
7. Paid AYSO United staff may volunteer for AYSO programs limited to those roles or positions that are non-voting.
8. Club administration positions are at will and will generally serve one-year terms. The AYSO United National Club Director and/or the AYSO National Executive Director may remove and/or replace the Administrator.

9. Any AYSO United adult participants⁷ participating in the program, may be suspended by the Director of Coaching, Club Administrator or AYSO United Department staff, limited in activities or removed, in accordance with the Dispute Resolution procedures approved by the National Board of Directors. (See Article Nine of these Policies, Dispute Resolution and Due Process for non-executive members.)

If disciplinary matters arise for an adult participant who is also an Executive Member, the matter will be referred to the appropriate volunteer leadership for action or resolution.

10. Disciplinary matters, penalties, restrictions (also referred by USYS as Risk Management issues) may be considered as cause for action by AYSO.

B. Duties and Responsibilities

A brief overview of the duties and responsibilities of the local AYSO United administrative positions follow below. Executive Members are not eligible for AYSO United administration positions unless authorization is granted by the National Board of Directors. The full position descriptions are available from the AYSO United Department.

1. Club Administrator

- a. The Club Administrator (Administrator) shall be the primary point of contact for the AYSO United Program with the gaming circuit personnel, state association, surrounding AYSO program leadership, AYSO United Department and the National Office.
- b. The Club Administrator, with the support and assistance of the other administrative staff and the Director of Coaching, shall have the responsibility and authority to conduct the day-to-day business affairs of the AYSO United Program; guide the development of its future; and assure its compliance with AYSO's Governing Documents. (See Bylaw 7.03.)
- c. The Club Administrator, in concert with the Treasurer, shall ensure that all fees collected and monies disbursed are done so in a fiscally responsible manner as described in Bylaw 1.04(m).
- d. The Club Administrator shall maintain close liaison with the Area and Section Directors. (See Bylaw 7.03.)
- e. The Club Administrator shall act in all ways to avoid even the appearance of a conflict of interest. (See NPS, Article Five "Standards of Conduct and Conflict of Interest.")
- f. A volunteer's participation in AYSO United Program does not preclude disciplinary actions that may occur within core or other AYSO programs. Volunteers may be suspended by the Area Director or the Section Director and suspended or removed by the National Executive Director in accordance with the Bylaws. (See Bylaw 7.03.)

2. Treasurer/Finance Coordinator

The Treasurer shall have custody of all evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the AYSO United Program in a bank or depository. The Treasurer shall comply with AYSO's Governing Documents, including but not be limited to, the following obligations:

- a. in collaboration with the National Office Financial Services representative, prepare and maintain financial statements and reports for dissemination to the program's administration and the National Office;

⁷ Adult participants include parents, guardians, supporters

- b. the timely processing of team and player registration fees to the gaming circuit;
- c. the full participation of the AYSO United Club in the National Accounting Program, including NAP Online;
- d. support and facilitate the AYSO Policy on the Reimbursement of Expenses Incurred by the AYSO United Program’s participants; and
- e. AYSO’s Player Refund Policy.

(See Bylaws 1.04(l) and (m); NPS 3.1, 3.2, 3.9 and 3.10; and the AYSO Treasurer Manual, Accounts Receivable Section.)

3. Risk Manager/Safety Director

The AYSO position of Risk Manager/Safety Director shall be responsible for the overall aspects of the AYSO United Program’s safety including the safe condition of the equipment, goals and fields and for ensuring that the players, volunteers and parents are aware of AYSO's Soccer Accident Insurance (SAI), and AYSO's Incident Report Procedures. This position, together with the Club Administrator, is also responsible for implementing and monitoring AYSO's Severe Weather and Concussion Awareness Policies.

(See Bylaws 1.04(e), (f), and (o), as well as NPS 2.10, 2.13, and 2.14.)

4. Director of Coaching (“DOC”)

- a. The DOCs shall focus on player and coach development.
- b. The AYSO position of DOC is responsible for implementing, monitoring and maintaining the AYSO National Coaching Program at all age levels within the AYSO United Program, including program delivery, coach training and certification (including assisting the CVPA with Safe Haven,) as well as staff development, communication and coordination; and support core program training and development of players and coaches.
- c. The DOC shall monitor and report certifications of AYSO training and US Soccer license training, as required. The DOC is responsible for the coordination of continuing education opportunities for coaches in collaboration with and direction from the National Director of AYSO United.
- d. The DOC is required to use and/or have approved the training curriculum approved by the National Director of AYSO United.
- e. The DOC will assist in the development of the budget for the program.

(See Bylaw 1.04(q) and the Reference Book Chapter 6, AYSO Fundamentals (Programs), and Chapter 10, National Coaching Program.)

5. Registrar

The AYSO United Club Registrar is responsible for the planning and implementation of the annual registration of all players, teams and coaches. The Registrar shall comply with AYSO’s Governing Documents, including but not limited to: the registration of all players prior to the commencement of the season and, as applicable, throughout the season, in accordance with the registration and application requirements and procedures of the Organization and the gaming circuit in which the teams participate. (See Bylaw 1.04(c).)

6. Child & Volunteer Protection Advocate (“CVPA”)

The CVPA is responsible for overseeing the Safe Haven Program within the program. This includes working with the Club Administrator to provide AYSO’s Safe Haven training and certification of all coaches, and other adult participants involved in the program. The CVPA is also responsible for the screening and registration of all volunteers prior to the commencement of training, matches or other player activities and, as applicable throughout the season, in accordance with the registration and application requirements and procedures of the Organization. Finally, the CVPA, together with the Club Administrator, Director of Coaching and coaches, is responsible for the implementation and monitoring of AYSO’s Code of Conduct Policy against Harassment, Abuse or Violence. (See Bylaw 1.04(c), NPS 2.12 and 3.7, together with Reference Book, Chapter 9, AYSO Safe Haven.)

Note: The responsibilities of the positions of CVPA and/or Risk Manager/Safety Director may be assigned to a volunteer or to the DOC, Club Administrator or Registrar. Alternatively, the program may choose to rely on a local Region’s or Area’s local Region or Area Safety Director.

C. Meetings (Activity Reports)

As established within Bylaw 1.04(k), and consistent with the principles of established corporate governance, every AYSO United Program shall hold an annual and, thereafter, periodic meetings of the administrative staff, conducting these meetings in an open and transparent fashion, excepting for any necessary executive sessions, and maintaining minutes thereof, which minutes are to be reasonably made available to the AYSO United Department, the Participating Members and the National Office.

For a listing of recommended “Best Practices” in the administration of the meetings, the limitations of when executive sessions are permissible, the requirements of a quorum and the general responsibilities of program support positions, see the Reference Book, Chapter 8.

D. Club Administration Selection

1. Prior to an AYSO United Club Program being formed, the three minimum administrators must be identified, be verified as being eligible to be an employee or a volunteer including passing a background check and have the required and appropriate training.
2. Positions in AYSO United are at will.
3. Club Administrators need not be parents of players in an AYSO program.
4. At a minimum, the positions of the Club Administrator shall be reviewed annually, similar to AYSO Region Boards.
5. In the event of an emergency or unplanned vacancy in the position of Club Administrator, the National Executive Director or designee will identify a person to fill such vacancy to continue the operations of the Club until a replacement Club Administrator can be identified and appointed.

E. Service and Conflict of Interest

1. AYSO United administrators, whether paid or volunteer, shall sign an AYSO conflict of interest agreement.
2. AYSO volunteers including Section, Area or Regional Board Members shall not receive monetary or other compensation for his/her services to the AYSO United Program related to a volunteer position. Nothing in this paragraph prohibits any AYSO Board or staff member, or Regional participant, from being reimbursed for his or her appropriate out-of-pocket expenses incurred on behalf of the AYSO United Program and in accordance with the expense reimbursement procedures set out within the Reference Book, Regional Operations, Financial Matters and NPS 3.1. This does not preclude referees,

appropriately certified with US Soccer, from receiving compensation in gaming circuits that utilize a referee association for paid service.

3. AYSO United Tier 1, Tier 2 and Tier 3 programs may have staff that receive compensation. These paid staff positions must be approved by AYSO's National Executive Director and employed by AYSO Services Corporation. This does not preclude paying for services in accordance with AYSO NPS 2.5. No volunteer, except the National President, may create an employment relationship on behalf of AYSO, its programs or subsidiaries.
4. Consistent with NPS 5, no AYSO United Club Administrator may use his/her position to benefit him/herself directly or indirectly in any way, such as a supplier of equipment, materials or services to the Region except as permitted by NPS 2.5 and Article Four, Paragraph I. of these Policies (Paying for Services) and the procedures established within NPS 5.3 (Conflict of Interest Policy.)
5. The AYSO United Club Program may not reduce or eliminate a player fee based upon volunteer work done by a participant's parents or guardians. This rule does not impact the ability to set early registration discounts available to all participants, to create volunteer recognition programs, to provide scholarship programs and provide other programs available in the Region's program. No fee distinction shall be made based upon parental or player participation in fundraising activities on behalf of AYSO United or a Section, Area or Region.
6. An AYSO United Club may not condition the registration of a player based upon any requirement of volunteer participation or monetary donation by a parent or guardian.

(See NPS 5.)

Article Seven: Program Vision and Administration

A. Representative Visionary Requirements

The AYSO Mission of "Developing and delivering quality youth soccer programs which promote a fun, family environment" is best accomplished by assuring quality educational programs, implementing well-structured administrative systems, focusing on AYSO's development and guaranteeing a strong financial position. The following is a partial listing of acts necessary to best achieve these goals:

1. AYSO United must implement Safe Haven, Kids Zone and the National Coaching Program, with a focus on providing training opportunities throughout the year. Management and operation of the AYSO United Club must be consistent with AYSO's Management program. (See Bylaws 1.04(h) and (q).)
2. Support of surrounding AYSO programs to assist in player development, coach education and development; and retention and recruitment of players and volunteers for all AYSO programs within the geographical locale shall be a key element of the operation of the AYSO United Program.
3. Short-term and long-range Strategic Plan for the future development of the AYSO United Program is critically necessary with the National Board of Directors and National Executive Director leading these initiatives which AYSO United Clubs shall implement as applicable. (See Reference Book, Chapter 6, AYSO Fundamentals, Mission Statement Comments.)

B. Operational Expectations

A number of concrete steps are required to meet the previously stated visionary goals. The following is a partial list of many most often achieved by successful AYSO United Programs:

1. The AYSO United Club shall establish and communicate and publicize annually the fees for each player, as well as have a documented refund policy. (See Bylaw 3.06 and NPS 3.10.)

2. Coach selection and management is the responsibility of the DOC.
3. Teams shall be formed as established in accordance with AYSO United's National Player Evaluation methodology and procedures.
4. The only team member(s) a head coach may specify to be on his/her team is his/her own child or children. Otherwise, there shall be no automatic retention of players on any specific team or with any specific coach from the previous season. (See R&Rs Article II, Paragraph G and Bylaw 1.04(d).)
5. Every player on every team must play at least one-half of every game. (See R&Rs Article I, Paragraph C.1.)
6. The highest standards of conduct and good sportsmanship, consistent with the AYSO philosophies, must be maintained at all times by players, volunteers and spectators. (See NPS 2.12 (AYSO's Code of Conduct Policy against Harassment, Abuse or Violence).)

C. Good Conduct

AYSO United Program participants are to represent and exemplify the best of AYSO's philosophies, culture and values at all times. All participants are subject to NPS 2.12 Code of Conduct.

Offensive, insulting, or abusive language, the consumption of alcoholic beverages, the use of tobacco products, or smoking, or simulating smoking, or the use of tobacco or cannabis products at Regional-sponsored events, whenever children are present, is forbidden. (See, in part, R&Rs Article I, Paragraph E.1 e. and f. Best Practices and "How-To's.")

To assist AYSO in meeting its responsibilities and in achieving the greatest successes possible, proven "Best Practices" and "How-To's" can be found in the AYSO Reference Book, Chapter 8 Best Practices and "How-To's."

Article Eight: Financial Matters

Consistent with the obligations established within Bylaw 1.04(l) and (m), every AYSO United Administrator and Treasurer (if applicable) shall agree as a condition of the assumption of their club membership to comply with and assure proper oversight of the following financial obligations:

- A. All AYSO United Clubs must use the National Accounting Program (NAP) and NAP Online, and must adhere to the financial policies and procedures described in the Treasurer's Manual, unless otherwise authorized by the National Office.
- B. All AYSO United Programs shall be provided managed financial services. A team member within the Finance Department of the National Office will partner with the local support team in the processing of all transactions for the program.
- C. An annual budget shall be prepared for each AYSO United Program to provide a basis for setting player membership and program fees, and submitted to the AYSO United Department at the National Office no later than June 1, which is 30 days prior to the end of the Organization's fiscal year. It must also be made available to the Participating Members of the program upon request. (See Bylaw 1.04(l), NPS 3.2 and the Treasurer Manual.)
- D. Ensure the financial integrity of the Organization by complying with the obligations established by Bylaw 1.04(l) and (m), including, the timely payment of all national player registration fees prior to the commencement of the season and, as applicable throughout the season, in accordance with the registration requirements and procedures of the Organization.

- E. Any suspected financial irregularity/fraud or misuse of funds must be immediately reported to the Area Director, Section Director and Finance Department of the National Office.
- F. AYSO United Club financial records shall be maintained in accordance with generally accepted accounting principles (GAAP.)
- G. Agreements and contracts for facilities, services, etc. are to be approved and processed by the National Office.
- H. Fundraising in various states may trigger the obligation to pay sales or other various taxes. Whenever fundraising is considered, the National Office must be contacted to determine if a tax applies.
- I. Tournaments must be self-sustaining if operated by the Club. Tournaments must be sanctioned by the National Office.
- J. Please consult the AYSO Treasurer Manual for a discussion of additional requirements and "Best Practices" for the following:
 - 1. cash handling protocols;
 - 2. submission of monthly financial reports;
 - 3. coding of income and expenses;
 - 4. audits of finances conducted by National;
 - 5. reconciliation of registered players to player registration fees received;
 - 6. refund policies;
 - 7. requirements of auditors;
 - 8. volunteer reimbursement;
 - 9. attendance at Nationally-supported Section events and the NAGM,
 - 10. AYSO Supply Center purchases; and
 - 11. other similar subjects.

(See Bylaw 1.04(l) and (m), together with the AYSO Treasurer Manual and the Treasurer's Position Description contained in the Reference Book, Chapter 15.)

Article Nine: Dispute Resolution and Due Process

AYSO employees are governed by state employment laws and must adhere to the AYSO Service Corporation Employee Handbook.

The successful resolution of disputes involving the day-to-day activities of our AYSO volunteers is one of the most important goals in achieving a harmonious and healthy Region and/or Club. As such, guiding principles such as "compromise," "suspension or removal as the last resort," the "recognition of valuable service" and "finding a fair and just resolution" are the cornerstones of AYSO's approach in dealing with such situations.

While the concepts of Dispute Resolution and Due Process apply to both Executive Members (RCs) and Participating Members, there are differences between the procedures and protocols. As a result, the following

discussion only applies to the Club's Participating Members. (See Article Five A. of these Policies for the definitions of Executive and Participating Members.)

When a Participating Member's conduct, or that of a parent or guardian, even if not a Participating Member, has risen to the potential need of "limiting, suspending or removing/terminating" that person's participation in AYSO, the Region must follow the Due Process protocols adopted by the AYSO National Board of Directors, as authorized within National Bylaw 3.07(d). While these procedures and protocols are set out in their entirety in the Reference Book, Chapter 8, Due Process, the following are several of the more significant provisions:

- A. When disciplinary action is found to be necessary, only the minimum action necessary should be taken. In that spirit, when possible, the Member should be allowed to resign and disputes should not be publicized to respect their individual privacy.
- B. Clubs must avoid punishing a player for the conduct of the parents, except when there is no other solution.
- C. There are required means by which Notice of the contemplated action must be given.
- D. The Program Administrator is ultimately responsible for determining which of several alternative Due Process procedures will be used.
- E. If the gravity of a person's conduct presents an imminent danger to any participant or to the program, the Program Administrator may immediately suspend the person(s) involved.
- F. The Program Administrator has the ultimate authority to remove a Participating Member, a parent or guardian, as well as those not entitled to Due Process, such as other family members and spectators, from further involvement in the program.
- G. A precise Due Process procedure has been established for holding a "Disciplinary Review Panel."
- H. A one-time Appeal Process has also been established to verify that the original determination was not arbitrary or capricious, that the original procedure was fair and that the established procedures for Due Process were followed.

If questions arise, contact the National Office for assistance at either Risk Management or AYSO United Department.

Article Ten: Notice to Members

A. Publication of Policies and Addendums

The AYSO United Club Program must make these policies, along with any addendums, if they exist, available upon request to the members of the program pursuant to Bylaws 1.04(i) and (l).

AYSO United Standard Policies - Attachments

A. Policies Addendum Form

This form, available from the AYSO United team at the National Office, is intended to capture all appropriate changes to the policies that the local club deems is best for its members and community. This could include, for example, "having three-quarter play before any player played the full game."

6. AYSO Fundamentals

Vision Statement

To provide world class youth soccer programs that enrich children's lives.

Mission Statement

To develop and deliver quality youth soccer programs, which promote a fun, family environment based on our philosophies:

Everyone Plays® - Our goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams - Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration - Our program is open to all children who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching - Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship - We strive to create a safe, fair, fun and positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

Player Development - We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.

The mission is accomplished by providing these essential services:

- Quality educational programs (coaching, instruction, management and officiating)
- Quality administrative and operational systems with a support network
- Integrated volunteer network, supported by a national staff
- Program research and development
- Strong financial position

History of AYSO

The American Youth Soccer Organization (AYSO) was established in Torrance, California in 1964 with nine teams. It was the dream of a group of devoted soccer enthusiasts who started the organization in a garage. Today, AYSO has more than 60,000 teams more than 600,000 players. The organization also employs a staff of 50 at its National Office in Torrance, California, to assist the nearly 1,000 AYSO programs that are operating throughout the country.

What Is AYSO?

Over the years, AYSO has created many valuable programs and concepts. Most notably, AYSO revolutionized youth sports with its “Everyone Plays” and “Balanced Teams” philosophies. In AYSO, each child who registers is guaranteed to play at least half of every game. To help create evenly matched games, all AYSO players are placed on new, or “balanced,” teams each season.

Since its establishment, AYSO has continued to grow and offer its membership an increasing array of relevant programs.

In 1971, two members in California’s San Fernando Valley developed AYSO’s first girls’ program. Currently, fully 50 percent of AYSO’s players are girls.

In the mid-70s, an AYSO coach chartered new territory as he welcomed the organization’s first player with Down syndrome. As a result of this landmark union, soccer was introduced into the Special Olympics. Today, AYSO offers its membership the Very Important Player (VIP) Program for kids and adults with physical and mental disabilities. VIP boasts 190 programs and approximately 5,000 players.

AYSO has found a home with Americans abroad. AYSO programs in the U.S. Virgin Islands and in Trinidad and Tobago share the AYSO philosophies off-shore.

AYSO is dependent upon volunteers to run its programs. Today, AYSO Regions are supported by more than 250,000 volunteers. Parents and community members donate their time as coaches, referees, team parents, administrators, sponsors and in a host of other positions. In 1998, AYSO unveiled its groundbreaking system for Volunteer Certification under the Safe Haven Program. The Safe Haven Program is designed to strengthen the organization’s role in child and volunteer protection. Because AYSO is primarily a youth sports organization, it realizes the importance of providing a safe and healthy atmosphere for children. AYSO is continually working to improve the education of its volunteers in the fields of child development, human behavior, and sports psychology, with a strong emphasis on ethics, sportsmanship and the development of the whole child.

AYSO is a National Association Member of the United States Soccer Federation. Through the years, the organization has also maintained relations with organizations such as the National Council of Youth Sports, Girls Scouts USA, the National Association for Sports and Physical Education, People to People, Optimists International, Police Athletic Leagues, the National Alliance for Youth Sports, the Positive Coaching Alliance, Boys and Girls Clubs of America, National Recreation and Parks Association, YMCA, and the Josephson Institute of Ethics. In addition, AYSO works closely with numerous corporate partners who support the organization as part of AYSO’s National Team of Sponsors.

AYSO has been the leader in establishing groundbreaking youth soccer programs in the United States. The organization is proud to have paved the road for youth soccer.

What Is AYSO?

Everyone Plays! Boys and girls are not registered on their merits as soccer players, but rather on their interest and enthusiasm. Our objectives are to teach, promote and develop youth soccer in the United States, and to develop America’s youngsters in body and character.

All of AYSO's coaches, referees, managers and other local officials are volunteer members dedicated to our youth, their communities, and AYSO's philosophies and objectives.

The organization is governed by a National Board of Directors and the National President, all of whom are volunteers. The staff at the National Office works closely with the Board of Directors to provide a multitude of services for the membership: training support for coaches, referees, and local volunteer administrators; data processing services; accounting; accident reimbursement; risk management; tournaments; cultural exchange information; recognition programs and educational seminars.

The grass-roots level of AYSO starts with a local, community-based league known as a Region. Each Region is headed by a Regional Commissioner. Regional Commissioners have the responsibility and authority to guide the business of the Region within the framework of AYSO philosophies, official policies, *National Rules & Regulations* and national bylaws. Depending on its stage of development, a Region might have as few as 12 or as many as 500 teams, grouped for competition into boy and girl divisions by age. VIP divisions for players with physical and mental disabilities exist in many Regions as well.

Area Directors provide advice and support to the operations of several Regions within a certain geographical area. Area directors ensure that the Regions adhere to national policies and procedures and are responsible for performance and growth in their Areas. Section Directors are responsible for the general welfare and administration of a Section, which consists of a number of Areas.

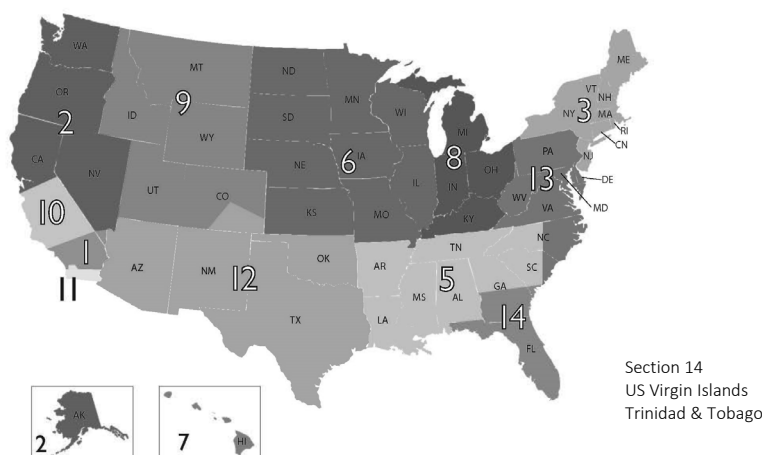
The members of the National Board of Directors, Special Directors, Section Directors, Area Directors and Regional Commissioners (of chartered Regions) are known as executive members and are the voting members of AYSO.

This is the team! From the local Region to the National Board, all of AYSO recognizes the value of a healthy competitive environment where children can grow and develop through soccer. It's fun, and it's all AYSO!

AYSO's Organization

What is a Region? What is an Area? What comprises a Section? What relationship is there between the National Board of Directors and the National Office? The American Youth Soccer Organization is a complex organization built around the National Bylaws and the Articles of Incorporation. The structure and lines of authority and responsibility are shown below.

Figure 6-1: AYSO Sections



National Scope

Legally speaking, AYSO is a single, California corporation comprised of nearly 1000 local Regions – leagues -- across the United States. AYSO qualifies as a non-profit organization under Section 501(c)(3) of the Internal Revenue Service code. A volunteer National Board of Directors governs the overall AYSO organization. AYSO's national headquarters, called the National Office, are located in Torrance, California. The staff of approximately 50 at the National Office provides many services to the Regions including computerized registration, publications, liability and accident insurance and training programs for volunteer coaches, referees and administrators.

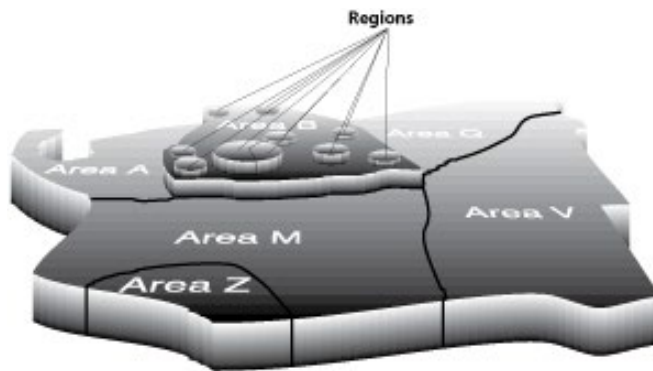
Sections, Areas and Regions

This national organization is divided into Sections. Sections are often, but not always, divided by state lines, and strong associations due to physical geography and historical relations are considered when new Sections are created or boundaries are redrawn. Restructuring is most often an attempt to achieve parity among the Sections and, at the same time, reduce the workload of Section staff members.

Each Section is subdivided into a number of Areas. The Area boundaries are defined by “territories,” in a sense. Some Areas span a few square miles and contain several bordering Regions while others span more than one state with Regions spread out across it. Currently, the largest number of Areas in a Section is 11 while the smallest is three.

Areas, in turn, are comprised of Regions – the heart and soul of AYSO. Regions are defined by neighborhoods in urban Areas, while in outlying areas a Region may encompass one or more towns or communities. In highly populated areas, Regional boundaries will “touch,” while in other parts of the country there may be several miles between Regions. As new Regions are developed, they are added to an Area based on location.

Figure 6-2: Section, Area, Region Structure



AYSO Directors and National Office Staff

Please reference AYSO’s system of record or the Executive Member Directory, which is available by request from the Volunteer Services Department at the National Office, for up-to-date contact information on the National Board of Directors, Section Directors and National Office staff. You can send e--mail messages to National Office departments through links found on our Web site at <http://www.ayso.org/About/Contact>.

Selection of Executive Members and Staff



AYSO Services and Benefits

Easy Access

Access to the National Office at 19750 S. Vermont Ave. Suite 200, Torrance, CA 90502 is provided via a toll-free number, (800) USA-AYSO (800-872-2976), and 24-hour voice mail and fax service, (310) 525-1155, so that every AYSO program may easily contact staff for assistance. Additional access to information about AYSO is provided on the AYSO Web site at www.ayso.org.

Membership Assistance

The best resource to answer questions concerning rules, policies, field sizes and insurance is your Regional Commissioner, Area Director or Section Director. You can also call Member Relations at the National Office.

Legal Assistance

AYSO provides legal assistance to member Regions for everything from negotiating field leases to handling lawsuits.

Risk Management

AYSO's Soccer Accident Insurance provides reimbursement to registered players, coaches, referees and other volunteers for costs of medical care related to an injury sustained during an AYSO activity. Soccer Accident Insurance is supplemental to private insurance or, if the player or volunteer is uninsured, may reimburse up to the maximum of \$50,000 per injury less a deductible. A detailed brochure explaining the program and coverage is available to all members and should be distributed at registration.

An Errors and Omissions policy covers directors and Regional Commissioners in their volunteer representation of the Organization.

AYSO carries liability insurance to cover our programs nationwide. Regions may apply directly to AYSO's insurance carrier or take advantage of an on-line service to get Certificates of Insurance that are required by most facilities for use of fields or buildings for soccer matches, practices, meetings, social gatherings and other program activities.

Communications

AYSO.org is the official Web site of AYSO and includes regular updates, news and enhancements. Email is the other online communications tool that is regularly used to inform AYSO membership of new programs, services and opportunities.

Accounting Services

All financial reporting necessary to maintain AYSO's nonprofit status is conducted by the Finance and Accounting staff of the National Office.

Under AYSO's 501(c)(3) nonprofit corporation status, all Regions receive the benefits and are eligible to apply for non-profit bulk mail permits and receive tax deductible donations.

Registration/Data Processing

Maintenance of registration files for players and volunteers is accomplished through a web-based, database system at the National Office. This system can be accessed via the web and enables volunteers the ability to track players, manage rosters and create reports in various formats, such as specialized listings, mailing labels or e-mail distribution lists. The National Office also provides registration processing services for Regions unable to do this on their own.

Events

EXPO Meetings

AYSO recognizes the need to provide opportunities for our volunteers to network, to hear the AYSO national message and to take part in training. To that end, meetings are held throughout the country to provide these opportunities. The scope and variety of training offered at the EXPOs varies to assure that a broad spectrum of volunteer needs is met. These sessions provide attendees the opportunity to meet other volunteers and share common experiences, problems and solutions – an invaluable benefit. Exhibitor shows are held at all AYSO EXPOs.

The National Annual General Meeting (NAGM)

Once each year, AYSO's executive membership comes together to vote on changes to the National Bylaws, Rules & Regulations, and to participate in the election of National Board Members and President. The NAGM provides each chartered Region with the opportunity to have a voice in the future and direction of AYSO.

Member Relations

The Member Relations Staff provides timely, knowledgeable and sensitive communications; accurately collects, maintains and reports information about AYSO and its members and is essentially the "customer service" arm of the National Office for those with questions or issues regarding the delivery of AYSO programs.

AYSO Programs

AYSO Programs provide information on and support for all of the educational programs that relate to the development of our young players and their coaches, referees and all other volunteers. For example, AYSO's National Coaching Program provides a continuum of age-appropriate training courses for the volunteer coaches. Other programs administered by Programs include curriculum for Referees, Administrators, Instructors, the Safe Haven Program, VIP -Very Important Player Program, Tournaments, AYSO National Games and AYSO Soccer Camps.

Good programs require good training. It is AYSO's intent to provide all volunteers with the education and tools to perform their functions well. Throughout the varied training programs AYSO has developed one common thread—the ultimate beneficiaries must be the children of AYSO.

Training programs available in AYSO can be broken into the following main areas:

- Safe Haven Training - See “Safe Haven Program” in Chapter 9
- Coach Training - See “National Coaching Program” in Chapter 10.
- Referee and Referee Assessment Training - See “National Referee Program” in Chapter 11.
- Management Training - See “Management Training” in Chapter 12
- Instructor Training - See “Instructor Program” in Chapter 13.

Tournaments and the National Games

Several AYSO programs utilize tournaments as a way to extend additional playing opportunities to kids. The Tournament and National Games Handbook provides information on creating and running tournaments. The AYSO National Games was introduced in 1988 and is held every even numbered year. The National Games brings together teams from across the country for a week of friendship, Soccerfest, competitive matches and team activities. A listing of AYSO-approved tournaments are available on the AYSO Web site. Additional information on tournaments and secondary play opportunities is contained in Chapter 14.

Publications

PLAYSOCCER, AYSO’s member magazine, is the largest soccer publication in circulation in the U.S. *PLAYSOCCER* is sent to all registered households providing articles and information for parents on developing the best possible AYSO experience with their children. *PLAYSOCCER* is also posted on the AYSO Website at www.ayso.org.

A Parent’s Guide to AYSO, a handy guide to AYSO and the sport of soccer, is provided in the annual registration kit to each Region. *A Parent’s Guide to AYSO* is a valuable resource for educating parents or new volunteers and details the philosophy of AYSO, the basics of soccer and much more. *A Parent’s Guide to AYSO-The DVD* is provided to each Region to show at parent orientation meetings, registration events, picture days and other opportunities where parents gather. It is a quick, entertaining introduction to AYSO, its philosophies and programs. The DVD is also available at ayso.org both for viewing and download.

The Insider is a weekly e-newsletter that provides AYSO Regional Commissioners, Area Directors, Section Directors and their boards and staff relevant news and useful information. It keeps AYSO’s volunteer management up to date and connected.

Whistle Stop is a bi-weekly e-newsletter for AYSO volunteer referees that offers useful advice, tips and information to grow their knowledge and enhance their AYSO refereeing experience.

Hey Coach! is a weekly e-newsletter for AYSO volunteer coaches that gives hands-on advice, useful insight and practical tips to creating the best experience for AYSO players...and insuring that it’s fun to be an AYSO coach.

Regional & Area Assessment Recognition

The Regional & Area Assessment Program is a method for Regions and Areas to evaluate their achievements yearly and provides a measure of success through a recognition program. The Assessment Program is administered through the Programs and Member Relations Department of the National Office.

Licensing, Sponsors and Contributions

National sponsor, licensing, and contribution programs help keep AYSO player fees low. These programs are overseen by the Marketing Department at the National Office.

Marketing, Public Relations & Media Assistance

Public relations and Region marketing support services, including publicity and other media assistance, are offered through the Marketing Department of the National Office.

Official Sponsors

National sponsors help fund AYSO’s day-to-day operations. Their subsidy keeps player’s fees low and affordable for AYSO’s membership. AYSO is a non-profit organization and it values its National sponsors’ and licensees’ contributions, participation and enthusiasm for the match.

For more information about the companies and brands that are engaged with AYSO's families, contact Shea McLaughlin at Sheam@ayso.org.

AYSO Soccer Camps

The official camps of the American Youth Soccer Organization offer the unique 'kids-first' philosophies that make AYSO America's first in youth soccer. The AYSO Soccer Camp curriculum has been developed by AYSO in conjunction with some of the highest-level camp trainers in the U.S. and is fully approved by AYSO National Coaching Advisory Commission. Every AYSO Region may host a camp – even more than one! All that is necessary is a soccer field and a local coordinator to act as liaison and help promote the camp. Five percent of all camp registration fees are returned to the Region.

For more information:

The Player Development Department
1-800-872-2976, ext.

Programs@ayso.org
www.aysosocccercamps.org/

AYSO Supply Center

The AYSO Supply Center is the membership's resource for official AYSO supplies and training materials. Summary of stock: coaching, refereeing and training manuals, books and videos; pins, patches; and forms. Supply Center materials can be ordered online at <http://www.ayso.org/SupplyCenter>.

19750 S. Vermont Ave. Suite 200
Torrance, CA 90502
Hours: Monday through Friday,
8:00 a.m. – 5:00 p.m. Pacific Time
(800) 872-2976;
supplycenter@ayso.org

The AYSO Store

The official store of AYSO carries a wide variety of AYSO-logoed apparel; AYSO promotional and gift items; several brands of shoes, apparel, team apparel, field equipment, referee gear; MLS replica jerseys; specialty T-shirts; and first-aid supplies.

1536 W. 228th Street Unit B
Torrance, CA 90501
Hours: Monday through Friday,
8:30 a.m. – 5:00 p.m. Pacific Time
(888) AYSO STORE (or 888-297-6786)
(310) 835-8309 fax 24 hours a day
www.aysostore.com

Growing AYSO

The Development Department promotes internal growth of existing Regions and the geographic expansion of AYSO into new communities. The Development staff & volunteer Section Developers work to identify Areas that will benefit from an AYSO program. Together with other AYSO Volunteers, they are committed to reaching out and allowing all children to have the opportunity of experiencing an AYSO Program locally. If you'd like to help develop an AYSO growth opportunity, please contact The Development Department at development@ayso.org.

7. The Organization of Soccer

Federation Internationale de Football Association

Soccer is played throughout the world. The international governing body of soccer is the Federation Internationale de Football Association, most commonly referred to as FIFA (pronounced FEE-fah). FIFA was founded in Paris in 1904 by the football associations of France, Belgium, Denmark, the Netherlands, Spain, Sweden and Switzerland.

Today, FIFA consists of the national association of each member country. Only one association is recognized in each country, however, each of the four British associations (England, Scotland, Wales, and Northern Ireland) are recognized as members of FIFA. The headquarters for FIFA have been in Zurich, Switzerland, since 1927.

The aims of FIFA are:

1. To promote the game of soccer in every way that seems proper.
2. To foster friendly relations among the officials and players of national associations by encouraging soccer matches at all levels.
3. To control soccer by taking all measures, in order that the statutes and regulations are respected.
4. To decide all differences that may arise.

CONCACAF

FIFA member national associations are divided into six continental confederations: Africa, Asia, South America, Confederation Norte-Centroamericana y del Caribe (CONCACAF), Europe, and Oceania. The United States is a member of CONCACAF, which is comprised of 41 countries from North and Central America and the Caribbean.

United States Soccer Federation

The United States Soccer Federation, Inc. (USSF), is the national association for the United States. It is recognized as the national governing body of soccer in the United States by FIFA and the United States Olympic Committee. The headquarters of USSF are located in Chicago, Illinois.

AYSO is a National Association Member of the USSF and, along with the United States Youth Soccer Association, Inc. (USYSA), is a member of the Youth Council.

AYSO and USYSA boards of directors, based upon the recommendations of the joint committee of AYSO and USYSA representatives, have adopted the following guidelines, which are consistent with the April 1989 AYSO/USYSA agreement, for the good of youth soccer.

Guidelines for Cooperation

Creation of combined AYSO and USYS or independent leagues is not recommended. Interplay with USYS or independent teams when not necessary to provide playing opportunities for AYSO teams during the Standard Primary Program due to circumstances peculiar to the a particular Region is discouraged. Specific insurance requirements applicable to interplay with other organizations must be complied with and approval from the applicable Area and/or Section Director is required for interplay. The same sets of requirements are applicable to all Secondary and Pilot Program teams. The applicable USYS state association and AYSO Regional Commissioner shall be notified of team interplay. Combined AYSO and USYS leagues are NOT recommended. Dual registration is permitted, but no player may switch to the other organization until his or her obligation with that team has been completed, and no recruitment of players from one organization's team to another organization's team is permitted until the first organization's season has been completed.

Tournaments

Participation in Outside tournaments (non-AYSO) is permitted. Each organization is encouraged to host open tournaments. Any team invited to a tournament must comply with the rules of the host organization. All teams must follow travel rules according to the Travel and Tournament Policies Manual of their respective organizations. Applicable insurance requirements must be satisfied and approval by the Area Director must be received.

Laws of the Game

The *Laws of the Game* are maintained and altered by the International Football Association Board. The International Board meets annually to consider any requests for changes to the Laws or any decisions necessary to clarify any aspect of the Laws. Any such changes decided upon at that meeting go into effect on July 1 each year. IFAB publishes a copy of the *Laws of the Game* each year.

AYSO, with the permission of FIFA, publishes an AYSO edition of the *Laws of the Game* each year. All AYSO matches are conducted in accordance with the current *Laws of the Game* and decisions of the International Board, subject to those modifications approved by IFAB and adopted by AYSO in the current *AYSO National Rules & Regulations*.

Copies of both the *Laws of the Game* and *AYSO National Rules & Regulations* are available from the AYSO Supply Center. AYSO volunteers are encouraged to keep abreast of the most current version of the *Laws of the Game* and the *National Rules & Regulations*.

8. Regional Operations

AYSO Legal Status

Unlike other youth organizations, AYSO is a single corporation – one legal entity – and each Region is a component of this corporation. Hence the assets of each Region (its bank accounts, savings accounts, development funds, equipment, etc.), as well as the liabilities (bills, leases, lawsuits, etc.), belong to the entire AYSO organization. Each Section Director, Area Director, Regional Commissioner and other Regional official is, in effect, an agent of the corporation, and therefore capable in varying degrees of creating legal obligations on behalf of AYSO. Similarly, if sued based on his or her participation in an AYSO program in his or her capacity as an AYSO officer, each AYSO official will be protected by AYSO, provided he or she has acted in good faith. The key question is whether the official was acting within the scope of his or her authority, vis-à-vis the claimant – not only actual, but apparent (i.e., was it reasonable for the claimant to believe the AYSO official was acting within the scope of his/her authority as an AYSO official).

For example, it is probably reasonable for a third party to accept an AYSO Regional check signed by a Regional Treasurer without double signature, even though the treasurer lacked real authority because of the AYSO double signature requirement. (This, of course, does not relieve the Treasurer of the responsibility to AYSO to have two signatures on all checks.) However, it would probably not be reasonable for a third party to accept the signature of a Regional official on a license agreement that obligates AYSO to do something nationwide.

Definition of AYSO Official

Executive members are official agents of the corporation and are defined in our governing documents. Executive members include Regional Commissioners, Area Directors, Section Directors, special directors and members of the National Board of Directors. From time to time, these executive members along with Area and Section staff members, members of the national commissions and employees of the AYSO National Office are referred to as AYSO officials.

Legal Matters

No local AYSO official may file a lawsuit in the name of AYSO without approval of the National Office.

The National Office should be promptly notified of any claim against a Region, Area or Section or any AYSO official, whether filed or merely threatened. If a lawsuit is actually brought and an AYSO official is the named defendant the Legal Commission will confirm that he or she has acted with apparent authority in such capacity, and in good faith. If so, AYSO will move in the appropriate court to substitute itself as the proper party defendant or take appropriate action to assume the defense of such suit. Refer to Policy Statement 3.5.

Types of Claims

The largest group of claims involve personal injury and property damage. Keep in mind that personal injury claims to AYSO registered participants are covered by the Soccer Accident Insurance plan (the reporting procedures with respect to which must be followed); and there is insurance coverage for property damage that is handled through the National Office. All such claims require timely reporting by local officials to the respective insurance agency and the National Office.

AYSO Trademark

The AYSO name and its various logos are valuable intellectual property protected by copyright and trademark law. Policy Statement 1.1 describes in detail the approved use and applications of the name and logo. There are

instances where people have attempted to use one of AYSO's trademarks or its format without AYSO consent. This is a matter of concern to AYSO and is usually handled by AYSO's outside counsel.

Leases and Other Material Contracts

Leases for fields or buildings and material contracts must be reviewed by the National Office. The reason is that such leases or contracts may create liability on the part of the Region beyond its means or require a permanent commitment which will burden the future members of the Region or may result in liability to AYSO National.

How to Avoid Lawsuits

Act by consensus of the local board or group of disinterested third parties. Be conciliatory. Put as little in writing as possible of an inflammatory nature.

Field Use and Permits

- Where required, field use permits should be obtained six months prior to the season from the recreation department, school district or land owner. If required, a certificate of liability insurance, naming the recreation department or school district or property owner as an additional insured, can be obtained online at <http://www.AYSOvolunteers.org/certificates-of-insurance>
- Obtain permits in the name of AYSO or AYSO Region #____.
- Submit any proposed leases to the National Office for approval.
- Fees for field use should be paid in materials and services whenever possible.
- Formally donate permanent improvements (e.g., goalposts, irrigation systems, etc.) to public agencies by letter.

Permitting Participants to Play After Injury

Often, parents of players recovering from injuries or illness are anxious to have them return to play. Be flexible, but, if in doubt, secure a parent's signature on an AYSO Participation Release form, which can be downloaded from the AYSO Web site at:

<http://www.ayso.org>

Medical Release

The medical release on the registration form must be signed by a parent or legal guardian. If a family wants to refuse emergency medical care for their child based on their religion, make a note indicating such on the registration form and have the parent initial it. If a family wants to refuse medical help for their child, the family must have an adult member in attendance at each practice and match.

Financial Matters

1. All Regional finances should be run through the National Accounting Program (NAP) and should adhere to the policies and procedures found in the Treasurer's Manual.
2. A Region should have one (1) checking account and one (1) savings account or certificate of deposit. All such accounts should be housed at a federally insured financial institution that agrees to return all cancelled checks with the monthly statement.
3. The respective executive member (Regional Commissioner, Area Director, Section Director, special director) and treasurer must be signatories on any such account. There should be at least one additional signatory, and it is strongly recommended that the Area Director or Section Director also be a signatory on any AYSO Regional account.
4. Regions are expressly forbidden from using credit cards and/or debit cards issued to the Region. It is permissible to reimburse volunteers who have used their own credit card to purchase supplies or services for the Region

5. In special circumstances where separate accounting might be desirable (i.e., a tournament, a secondary program, a field development fund, etc.) one or more additional accounts may be established, subject to the approval of the appropriate executive member and subject to all applicable NAP policies and procedures.

Budgets

All AYSO Regions, Areas, and Sections are to prepare a budget each year. The budget is to be submitted to the appropriate executive member for approval on or before June 1 each year.

A. Area Playoffs, Tournaments, Clinics, Soccerfests, Training and other Functions

These functions must be self-sustaining. Expenses must be offset by participation fees charged to the participants or from other income associated with the event (concessions, sponsorships, parking fees, souvenir program, etc.) NAP policies and procedures must be used. The appropriate approving executive member must provide an accounting of all income and expenses related to such functions.

To emphasize the importance of training to a successful AYSO program, Regions are strongly encouraged to budget for and reimburse its volunteers for participation fees and other expenses incurred while attending AYSO training and certification courses, subject to the guidelines above.

It is appropriate to reimburse certified AYSO instructors for the cost of supplies and materials directly related to AYSO training and certification courses.

Coaching and Refereeing Libraries - Local Regions may pool their resources to build an Area or Section library. Books and videotapes cannot be charged to the national budget without prior approval.

Data processing listings, labels, etc., ordered by an Area or Section Director may be charged to the Section's budget.

B. National Development

National Development monies exist for use by executive members for travel, training and other expenses incurred in the establishment of a new Region. Requests for such funds must be submitted to the Development Director at the National Office and approved in advance of expenditure.

Development funding:

- Does cover expenses, including hotel and airfare, for making development calls and presentation trips, with prior approval.
- Does cover extraordinary expenses for first season coach/referee clinic, transportation and hotel costs, with prior approval.
- Does cover presentation material expenses within reasonable amounts, with prior approval.
- Does cover limited scheduled conferences which are primarily staffed by development staff members, with prior approval.
- Does not cover subsidies for guests (non-AYSO members) to attend Section Meetings.
- Does not cover individual clinic materials and supplies-all Regions must purchase their own materials.
- Does not cover bringing developers (non-executive members) to Section Meetings or NAGM.
- Does not cover local meetings or exhibits which purely benefit Regions with additional players or volunteers.

C. National Annual General Meeting

Attendance and voting at the National Annual General Meeting are extremely important so expenses of the Regional Commissioner or his/her designee are reimbursable by the Region. The expenses of other family members who attend the NAGM are not reimbursable.

D. Section Meetings

Attendance at Section Meetings is strongly encouraged. Regions should budget for the attendance of as many of its volunteers as is reasonable and should reimburse volunteers for expenses, subject to the guidelines above. The expenses of other family members who attend the Section Meeting, but who are not volunteers, are not reimbursable.

E. Unbudgeted Expenses

Expenditures authorized in these guidelines that are not budgeted or exceed budgeted levels require approval of the National Treasurer or his/her designee.

Purchasing From the AYSO Supply Center

1. Only volunteers designated as official purchasers by the appropriate executive member may charge purchases from the Supply Center to a Region, Area or Section. All other parties are free to purchase items on a personal credit card or on a C.O.D. basis.
2. Only Section Directors or Area Directors may charge to the Section's budget.
3. Monthly invoices and financial reports will be posted through NAP Online and charges to the budget will be clearly identified.

Regional Financial Statements

A Regional financial statement must be prepared at the end of each season and distributed to all parents in the Region. It is acceptable to publish the financial statement in a Regional newsletter or to post it on a Regional Web site.

Regional Directories

Publishing addresses and phone numbers or posting photographs for everyone to see may violate the privacy of individuals or families, so notify all parents at registration if you are planning either a printed or Web page directory or intend to publish or post photos. Respect the wishes of those who wish not to be included.

Treasurer

Only one treasurer is permitted in each Region under AYSO's insurance policy. He or she must not be related to the Regional Commissioner or live in the same house as the Regional Commissioner. It is the Regional Commissioner's responsibility to check and periodically inspect financial records.

Auditor

A volunteer may be appointed by the Regional Commissioner, Area Director or Section Director to conduct an informal spot check of financial records to ensure that approved financial policies and procedures are maintained.

Religion

Be flexible to accommodate days of worship, religious schooling and holidays.

Meetings

The Regional Board shall fix, at its initial meeting each year (“annual meeting”), the time, date and place of each regular meeting of the Regional Board and send notice of such annual meeting to all participants in the program.

- (a) It shall be the policy of the Region to hold at least one board meeting in each month during the primary season and at least one every two months during the remainder of the year. The Regional Board shall provide for the taking of minutes of the proceedings at each meeting and make them available to the members of the Region.
- (b) All Regional Board meetings shall be open to all participating members unless the Regional Board determines that it is necessary to hold an executive session.
- (c) An “executive session” is permitted only to review personnel matters, disciplinary matters, or legal matters, and should not be used where a vote upon any issue involving the affairs of the Region is taken.
- (d) The Regional Commissioner or 1/3 of the board members may call a special meeting of the Regional Board on three days’ prior notice stating the purposes of such meeting, which notice may be given in writing, by telephone or in person.
- (e) A majority of the board members shall constitute a quorum for the purpose of holding either a regular or special meeting.

Executive Member Selection Protocol

Under the advisement and recommendation of the Governance Committee, the National Board of Directors has approved the following protocols for the selection of Executive Members.

Recommended Executive Member Selection Protocol

The recommended protocol for voting for an Executive Member nominee is set forth below:

Section Director: The Section Director nominee shall be selected by a majority vote of the Area Directors and the incumbent Section Director.

Area Director: The Area Director nominee shall be selected by a majority vote of the Area’s Regional Commissioners and the incumbent Area Director.

Regional Commissioner: The Regional Commissioner nominee shall be selected at minimum by majority vote of the incumbent Regional Commissioner and the other currently mandated Regional Board positions as follows: Regional Treasurer, Regional Risk Management/Safety Director, Regional Coach Administrator, Regional Referee Administrator, Regional Registrar, and the Regional Child and Volunteer Protection Advocate (CVPA). Modifications of the identity of board positions entitled to vote for a Regional Commissioner Nominee must be memorialized in the Region’s Standard Policies and Protocols. A person holding multiple board positions entitled to vote for a Regional Commissioner shall have only one vote.

All qualifying voters must be currently registered and in term at the time of the election.

Properly selected nominees shall not become Executive Members until appointed by vote of the National Board of Directors.

Selection Conduct**In-Person Selection**

- Voting will be conducted by the Chair of the Nomination Committee or a neutral disinterested party appointed by the Chair of the Nominating Committee (the Chair).
- The Chair may open the floor for nomination of additional candidates.
- Unless changed by the chair, each candidate for the open position will be permitted to make an opening statement of no more than two (2) minutes, the order of which will be randomly selected. The statements will be timed. The question period will not exceed one hour. A time keeper will be identified by the conducting party.
- Anyone present may ask a question.
- Questions may be posed to a single candidate, multiple candidates and/or all the candidates. The Chair may use the National Annual Meeting protocols in conducting the questioning period.
- Unless changed by the Chair, each candidate will have one (1) minute to respond to any question posed to them.
- Candidates may not answer a question not specifically presented to them.
- Votes will be anonymously cast on identical ballots and deposited into a ballot receptacle, with oversight by the Chair or Nomination Committee conducting the election.
- Votes will be counted by the Nomination Committee or a neutral disinterested party designated by that Committee.
- All votes shall be cast contemporaneously; there shall be no piecemeal voting in which one or more persons is permitted to cast a vote after the other votes are cast.
- Proxy votes may be accepted. Proxies must be in writing with either a pre-recorded vote or non-dedicated proxy.
- The candidate selected by a majority of the votes cast will be the nominee whose name is then presented to the National Board of Directors for the Executive Member position in question. A majority vote is defined as fifty (50) percent, plus one, of the eligible votes.
- If no candidate receives a majority vote after the first ballot is counted, then the two (2) candidates with the highest number of votes shall proceed to a runoff vote. If there is more one candidate with the second highest number of votes, then all candidates with the second highest number of vote will participate in a runoff with the candidate with the highest number of votes. No additional questions of candidates will be permitted before the runoff vote.
- If a voting deadlock occurs and cannot be resolved for the Regional Commissioner the Area Director and Section Director will recommend a nominee from among the deadlocked candidates to the National Board of Directors for the Executive Member position in question. For deadlocks in Area Director Elections the recommendation shall come from the Section Director.

Electronic Selection

- In geographically diverse situations rendering in-person elections problematic, an electronic process and vote may be conducted by the Nominating Committee

- An electronic selection (teleconference, web interface, for example) should follow the protocol for in-person selections as much as is reasonably possible.

Conflict of Interest Policy

AYSO officials are expected to adhere to high ethical standards of conduct in the performance of their duties, observing all laws and regulations governing business transactions, competing fairly with others, and using AYSO funds only for legitimate and ethical purposes. The rights of AYSO officials in their activities outside their AYSO duties or employment which are private in nature and which in no way conflict with or reflect adversely upon AYSO will be respected. Although AYSO officials have been carefully selected and are assumed to possess integrity and judgment, to avoid any misunderstanding, this policy is issued with respect to proper conduct:

The purpose of this policy statement is to set standards for the activities of officials (“AYSO officials”) in order to ensure that an AYSO official’s actions would always be in the best interests of AYSO and that he or she does not take advantage of his/her position in AYSO for self-benefit or to the detriment of AYSO or others. See the Section on Policy Statements for the full text.

Possible conflicts of interest

AYSO officials always must act in the best interests of AYSO and avoid incurring any kind of financial interest or personal obligation which might affect their judgment in dealings on behalf of AYSO with firms or individuals. Each person must examine his or her own and family’s activities to be sure that no condition exists which could create a self-dealing situation in respect to financial transactions of AYSO.

There are certain activities or situations with which each individual must be especially concerned. In order to avoid any question about a possible conflict of interest, the particular situation shall be disclosed in writing and submitted to the National Board of Directors for evaluation. Situations giving rise to possible conflicts of interest include the following:

Holding a material financial interest, directly or indirectly (as an owner, 10 percent stockholder, partner, joint venturer, employee, creditor or guarantor), in a firm which provides services or supplies, materials or equipment to AYSO, any of its Regions or any of its participants (such as a vendor of uniforms, soccer shoes, soccer balls, goalposts or other soccer equipment or a director or owner of a soccer camp for children), or in an organization to which AYSO or any of its Regions provides services.

Accepting gifts or favors for himself or herself or for family members, or entertainment, or other personal benefits in excess of \$100 from an outside organization or individual with whom AYSO or any of its Regions does or may do business. This does not apply to acceptance of a casual gift of a nominal value, nor reasonable personal entertainment (but not paid travel expenses), but care must be exercised to be sure that continuation of such matters does not gradually create or appear to create an obligation. Gifts of a substantial nature should be returned to the donor with the explanation that AYSO’s policy will not permit the acceptance of the gift.

Serving another organization in any capacity whether such service includes activities, compensated or not, which can affect or appear to affect an individual’s ability to discharge his/her duties to AYSO.

Possible Improper or Illegal Conduct

AYSO officials are not expected to be familiar with every law and regulation relating to this statement or affecting AYSO operations. When in doubt, however, it is incumbent upon each AYSO official to consult with the National Executive Director. However, attention is called to the following special Areas:

Each AYSO official must avoid improper acts and the violation of any governmental law or regulation in the course of performing his or her duties or employment.

Regional Operations

Coed Program

No AYSO funds, property or resources may be used to carry on propaganda or otherwise attempt to support any political candidate or influence the outcome of an election to public office.

No AYSO official, in the course of his or her duties, shall accept or receive any payment or other thing of value (whether characterized as kickback, bribe, rebate, refund or otherwise, and whether intended by the payer to be for AYSO or the personal benefit of such AYSO official) if the payment or receipt or tender thereof is illegal or is designed or intended to cause such AYSO official to grant a privilege, concession or benefit to the payer in connection with AYSO business.

Coed Program

Sections may exercise the prerogative to allow boys and girls to play on the same teams where there is an insufficient number of players to establish separate teams. It is strongly recommended, however, that separate boys and girls teams be instituted and maintained wherever possible. Advise the National Office if any potential suits appear over separate boys and girls programs.

Non-AYSO Teams and AYSO

Non-AYSO teams must not wear AYSO uniforms, use AYSO field permits, sign AYSO registration forms, or use AYSO Regional funds. Make sure that any non-AYSO team playing an AYSO team understands it is not covered by AYSO's SAI or insurance programs.

Cultural Exchange and Tournament Teams

General Regional funds may not be used to sponsor specific cultural exchange programs or teams to be sent to participate in tournaments. The AYSO National Games registration fee is an approved Regional expense, but it is the only expense which can optionally be incurred by the Region for participation in this event.

Due Process: Dealing with the Problem Volunteer, Player or Coach

The successful resolution of disputes involving the day-to-day activities of our AYSO volunteers is one of the most important goals in achieving a harmonious and healthy Region. As such, guiding principles such as "compromise," "suspension or removal as the last resort," the "recognition of valuable service" and "finding a fair and just resolution" are the cornerstones of AYSO's approach in dealing with such situations.

While the concepts of Dispute Resolution and Due Process apply to both Executive Members (RCs) and Participating Members, there are differences between the procedures and protocols (See Article five of the P&P's for the definitions of Executive and participating Members).

The Board, or its designee, may expel an executive member for conduct which the Board shall deem inimical to the best interests of the Organization, including, without limitation, violation of any provision of these Bylaws or any of the rules, regulations, policies or philosophies of the Organization. When a Participating Member's conduct, or that of a parent or guardian, even if not a Participating Member, has risen to the potential need of "limiting, suspending or removing/terminating" that person's participation in AYSO, the Region must follow the Due Process protocols adopted by the AYSO NBOD, as authorized within National Bylaw 3.07(d).

Guidelines for Suspension/Removal of Executive Members

Executive members are defined by AYSO's National Bylaws as Regional Commissioners, Area Directors, Section Directors, special directors and elected members of the National Board of Directors. An executive member can only be suspended by another executive member as follows:

1. A Regional Commissioner can be suspended by an Area Director, a Section Director or the National Board of Directors.
2. An Area Director can be suspended by a Section Director or the National Board of Directors.
3. A Section Director can be suspended by the National Board of Directors.

Cautionary Remarks

1. The minimum rather than maximum remedy should always be considered. Involving the National Board of Directors is only the last resort. Difficulties should be minimized and localized.
2. Do not wipe out years of good memories of AYSO and good service to AYSO by use of the removal/suspension procedure. It is a last resort. Voluntary resignation is preferable in most cases (except those that involve acts of physical violence or improper sexual behavior).
3. If there is a dispute between a Regional Commissioner and an Area Director, the Section Director should try to remain neutral so he/she can act as an arbiter.

Suspension

1. When: there is an imminent danger to the program or suspicion that a crime has been committed.
2. Who may use it: Area Director, Section Director, and National Board of Directors.
3. How to accomplish: By telephone (confirmed in writing), fax, letter or in person.
4. When effective: Upon notification.
5. What other actions must be taken:
 - a. Immediate letter to the National Office with a copy of the written communication to the suspended executive member, and, if action is taken by the Area Director, to the Section Director, as well as to the National Office, informing of the action taken, the grounds for it, and request that a removal procedure be initiated on or before the next National Board of Directors meeting. In case the action is taken by the National Board of Directors, the appropriate Section Director or Area Director will be promptly notified in writing.
 - b. Appointment of an acting Regional Commissioner or Area Director or Section Director in place of the suspended Regional Commissioner or Area Director or Section Director, as appropriate.
6. Length of suspension: Until the next regularly scheduled National Board of Directors Meeting.
7. Effect of suspension: During the period of suspension, the executive member shall have no operational power of authority, but still retains all legal rights as a member under California law (the state in which AYSO is incorporated).
8. Grounds for suspension examples:
 - a. Suspicion of child abuse.
 - b. Suspicion that a crime has been committed such as theft.

- c. Suspicion of an imminent danger to the Region, Area, Section, or national program, such as violating basic AYSO principles — “Everyone Plays” or “Open Registration” — or attempting to move the program out of AYSO.

Removal

NOTE: Suspension is not required prior to a petition to remove where circumstances warrant it.

- 1. When: Violation of policies, principles and/or philosophy of AYSO.
- 2. How to accomplish:
 - a. An Area Director or Section Director sends a written communication to the National Board of Directors, stating the grounds and requesting removal, or the National Board of Directors initiates such a communication.
 - b. The National Board of Directors then takes one or more of the following actions based on the circumstances:
 - i. Denies the removal request based on a failure to state a prima facie case (meaning, there were at least reasonable grounds to pursue the matter); or
 - ii. Issue a written notice to the executive member giving the executive member at least fifteen (15) days to explain why he/she should not be removed and an opportunity to have a disciplinary review; or
 - iii. Upon request of the executive member or on its own volition hold a disciplinary review proceeding in person or by phone conference; or
 - iv. Offer the executive member the opportunity to submit a written statement to the National Board of Directors, or its designee, regarding the proposed action not less than five (5) days before the effective date of the proposed removal; or
 - v. Decide on the merits based either on the evidence submitted or the review proceeding held, whether the executive member should be removed; or
 - vi. Delegate any of the above to any standing or ad hoc committee of the National Board of Directors.
 - vii. Promptly notify all interested parties of such decision after, in the case of removal, where deemed appropriate, giving the executive member the opportunity to resign voluntarily.

Guidelines for the Suspension/Removal of Other Program Participants

Cautionary Remarks

- 1. The minimum rather than maximum remedy should always be considered. Difficulties should be minimized and localized.
- 2. Avoid punishing players for the conduct of their parents except where there is no other solution (e.g., where the parent refuses to cease his or her disruptive conduct).
- 3. Do not wipe out years of good memories of AYSO and good service to AYSO by use of the removal/suspension procedure. It is a last resort. Voluntary resignation is preferable in most cases.
- 4. If there is a dispute between a volunteer and the Regional Commissioner, the Regional Commissioner should not act as arbiter in the matter.

5. Banishing a parent or other adult from AYSO events may not be enforceable if the events are held on public property.
6. Do not publicize the procedure beyond those persons who need to know and respect the privacy of the individuals involved.
7. When in doubt, contact Risk Management at the National Office or the Legal Commission for specific advice as to how to handle the specific situation.

Persons Covered

All registered players and volunteers, other than executive members, involved in AYSO, such as Section and Area staff, commission members, referees, players, administrators and instructors. Parents, guardians and family members of registered players are also covered by this policy.

Suspension (Temporary)

1. When: If there is an imminent danger to the program or team or suspicion that a crime has been committed.
2. Who may use it: Regional Commissioner
3. How to accomplish: By telephone (confirmed in writing), fax, letter or in person.
4. When effective: Upon notification.
5. What other actions must be taken:
 - a. Immediate letter to the person(s) involved, with a copy of the written communication to the Area Director. The letter shall inform the person(s) being disciplined of the disciplinary action to be taken, the grounds for it, and notice of a right to a review of the matter.
 - b. Appointment of a person to act in the place of the suspended official, as appropriate.
6. Length of suspension: As stated unless a disciplinary review is requested, in which case the suspension shall remain in effect until the review procedure has been completed.
7. Effect of suspension: During the period of suspension, the official shall have no operating power or authority.
8. Grounds for suspension examples:
 - a. Suspected child abuse;
 - b. Suspected commission of a crime, such as theft;
 - c. Suspected imminent danger to the Region, Area, Section or national program, such as violating basic AYSO principles — “Everyone Plays” or “Open Registration” — or attempting to move the program out of AYSO;
 - d. Conduct which disrupts AYSO activities or programs (e.g., drinking alcoholic beverages at a field site).

Removal (Permanent)

NOTE: Suspension is not required prior to a petition to remove where circumstances warrant it.

1. When: Violation of policies, principles, and philosophy of AYSO or conduct which disrupts AYSO activities or programs.

2. How to accomplish:
 - a. The Regional Commissioner issues a written notice to the individual giving at least 10 days to explain why he/she should not be removed and an opportunity to have a disciplinary review proceeding (a sample letter follows).
 - b. If the individual requests the review, either the Regional Commissioner conducts it on his own OR appoints a neutral party or review panel to collect the information and provide a recommendation regarding the proposed action.
 - c. The Regional Commissioner decides whether the removal remains warranted based on the evidence submitted or the recommendation of any neutral disciplinary review proceeding held.
 - d. Promptly notify all interested parties of the final decision, giving the individual the opportunity to resign voluntarily.

Giving Proper Written Notice

All disciplinary actions must be properly documented and communicated in writing to assure all parties concerned know exactly what decisions were made and what actions were taken. It is equally important to make clear in writing the reasons for disciplinary action and the opportunity to request a formal review. Communicating in writing also removes any claim that someone was not informed of rights or dates. Communications about disciplinary matters should always be professional, fair and objective. Here is an example of a letter that should be sent to a non-executive member who has been suspended.

The following letter should be sent by first class mail to the last address provided to the Region by the recipient. A second copy should be sent by certified mail, delivery receipt requested, or by overnight courier such as FedEx to establish further proof of receipt. In the event the recipient refuses delivery, additional efforts to inform the person may be attempted but the date for requesting a review should remain fixed unless the individual provides some compelling reason (vacation or sickness, for example) explaining his inability to respond in a timely fashion. The suspension would continue in place even if the date for requesting a disciplinary review is postponed for good reason.

Date _____

Dear Mr./Mrs./Ms. _____: [it is better to use a formal greeting rather than first names]

This letter confirms my telephone conversation with you on _____. [Modify the wording to suit the facts: for example, discussion, telephone conversation, meeting, e-mail] At that time, I suspended [permanently removed] you from participating in all AYSO activities and events, either as a volunteer or as a spectator [Modify the wording if the person is suspended just from volunteering or is only suspended from a specific volunteer job. If a suspension is temporary, indicate here how long the suspension will be in force]. This suspension [removal] is imposed because I am informed that _____. [State here a brief but specific description of the reason. Reasons for suspending a volunteer might be a single unpardonable act at a specific time and place, or may result from failure to modify a pattern of conduct or series of events following previous counseling efforts] This behavior, as reported to me, is inconsistent with AYSO philosophy and endangers AYSO programs.

You may request a review of this decision. In that case, either I or a disciplinary review panel will consider all of the information submitted and present a recommendation. Among other things, the result of such a review can have any of the following results: recommend: not changing the original decision, terminating your suspension [removal], setting a specific time limit or other conditions on a suspension, or converting a suspension to a permanent ban from AYSO.

If you wish to have such a review, I must receive your written request on or before _____. [Select a date two weeks after the date the letter is mailed] My mailing address is _____.

If you fail to request a review, this decision will become permanent. [If the suspension is limited to, for example, one year and attendance at specific AYSO instruction courses, then replace "become permanent" with "will continue until _____ (enter a specific date) and until you complete the following AYSO instruction courses _____] Your suspension or removal from AYSO Region ____ [modify the wording if immediate suspension or removal is from an Area or Section, rather than a Region] will be enforced throughout AYSO and may be enforced as well by other member organizations of the United States Soccer Federation.

If you request a review, your suspension will continue in full force and effect pending further written notice. If you believe grounds exist to remove your suspension sooner, you may send me written information and written statements you think I should consider. However, you must request a review by the date fixed above unless you have received written notice from me that your status has been changed to your satisfaction.

Sincerely yours,

Title

If a person requests a review, the next letter should inform the person of the date, time and place of the review. Use the same mailing method described above. Normally, it is a bad practice to disclose the names of any disciplinary review panel members until the actual proceeding because last minute scheduling problems could require switching a review panel member. Disciplinary review panel members should avoid investigating the facts or circumstances and wait to learn more about the incident at the disciplinary review proceeding. Here is an example of a letter in response to a request for a disciplinary review proceeding:

Date _____

Dear Mr./Mrs./Ms. _____: [it is better to use a formal greeting rather than first names]

I am in receipt of your letter of [enter the date of the notice] in which you requested a formal proceeding be held to review the charges that have led me to suspend [remove] you from participating in all AYSO activities and events, either as a volunteer or as a spectator. Please be advised that I will conduct the review [OR, if a disciplinary review panel is to be used, say "a disciplinary review panel comprised of neutral members of the [enter whether it is a Region, an Area or a Section will be convened"] on [enter the date] at [enter the time] at [enter the location including the full address with zip code and any other particulars about it such as parking, meeting room name or number, if any].

I [OR The disciplinary review panel] will investigate allegations that you [Enter here some specifics of the offense(s).]; i.e., verbally abused a referee in full view of players and spectators during a match on such and such a date. If there are multiple charges or incidents, use a numbered list.

This proceeding will be administrative in nature and not a court of law. As such, I [OR the disciplinary review panel] will receive any and all information from all interested parties and consider it. If you are unwilling or unable to attend the disciplinary review proceeding, you may submit a written statement. I reserve [OR the disciplinary review panel reserves] the right to refuse to consider or hear repetitive, argumentative or irrelevant material.

Any written statement(s) you submit must be received by me no later than [set a reasonable date for this submission allowing the individual sufficient time to prepare it and giving you sufficient time to make copies for any disciplinary review panel, but no more than five (5) days in advance of the proceeding]. Written statements should be addressed to me as follows: [provide the full address where the statements should be sent].

Upon hearing all the information, I will consider it all before reaching a decision about the final discipline to be rendered, if any at all [OR the disciplinary review panel shall confer privately and render to me its recommendation. I will take their recommendation under advisement before reaching a decision about the final discipline to be rendered, if any at all.]. You will receive written notice of that decision, which shall also be forwarded to [indicate the executive member who will be informed, i.e., RC (if not you), AD, SD, commission chair, etc.]. Please don't hesitate to contact me if you have further questions about this procedure.

Very truly yours,

Title

It is unnecessary to mention whether a person may bring a lawyer to the proceeding. If the question is asked or if the person brings a lawyer, it should then be made clear the lawyer is welcome to attend but will not be permitted to address the disciplinary review panel or question witnesses.

After a decision is made on the disciplinary review panel's recommendation to the executive member, a letter must be sent informing the person of the outcome. Use the same mailing method described above. Following is an example of such a letter:

Date _____

Dear Mr./Mrs./Ms. _____: [it is better to use a formal greeting rather than first names]

As you are aware, a disciplinary review proceeding was convened on [enter the date] to review the charges against you that had led to your suspension [removal] as an AYSO volunteer. All the information provided at that time was considered [OR if a review panel was used, say "and the disciplinary review panel delivered to me its recommendation(s) for action]. As a result I have rendered the following decision in the matter. [Indicate the details of the decision] I will also be forwarding notice of this decision to [indicate the executive member to whom the notice of the decision will be sent].

It is my sincere hope that you feel this matter has received a fair review and that you will accept the decision of the disciplinary review panel in the best interests of AYSO. However, you have the right to appeal this decision to [Area Director, Section Director or NBOD]. Such an appeal can only be based on an allegation by you that AYSO's due process procedure was not followed in this matter, or that you feel the decision in this matter was arbitrary or capricious or was in violation of an AYSO rule, regulation or policy. If you choose to make such an appeal, there will not be another proceeding. Instead, the [Area Director, Section Director, NBOD] will review written statements from you and from me [OR from the disciplinary review panel]. The [Area Director, Section Director or NBOD] will either decide to sustain my decision [OR the decision of the disciplinary review panel], or return the matter to me [OR to the disciplinary review panel] for reconsideration. If the [Area Director, Section Director, NBOD] sustains the decision, the decision will be final and, there is no further right of appeal.

If you wish to submit an appeal, you must do so in writing by [select a date two weeks following the date of the letter]. Send your request for appeal to [indicate the name and mailing address of the executive member at the next level who will consider the appeal]. If you do not file an appeal in writing within the specified time period, the disciplinary review panel's decision in this matter will become final.

Very truly yours,

Title

Right of Appeal: Information & Guidelines

Basis for an Appeal

1. The review or other form of dispute resolution violated due process. Examples might be: the person subject to discipline was not given an opportunity to speak or to communicate his or her position, and the person accusing the person subject to discipline was also one of the persons on the disciplinary review panel.
2. The result was arbitrary and capricious or violated an AYSO rule, regulation, or policy. An example might be: a child was late for a practice, and the disciplinary review panel suspended him or her for the season.

Deciding the Appeal

If the “due process” proceeding was held at the Regional level, the Area Director should decide the appeal. If the “due process” proceeding was held at the Area level, the Section Director should decide the appeal. If the “due process” proceeding was at the Section level, the Board of Directors will decide the appeal — normally by one or more designees.

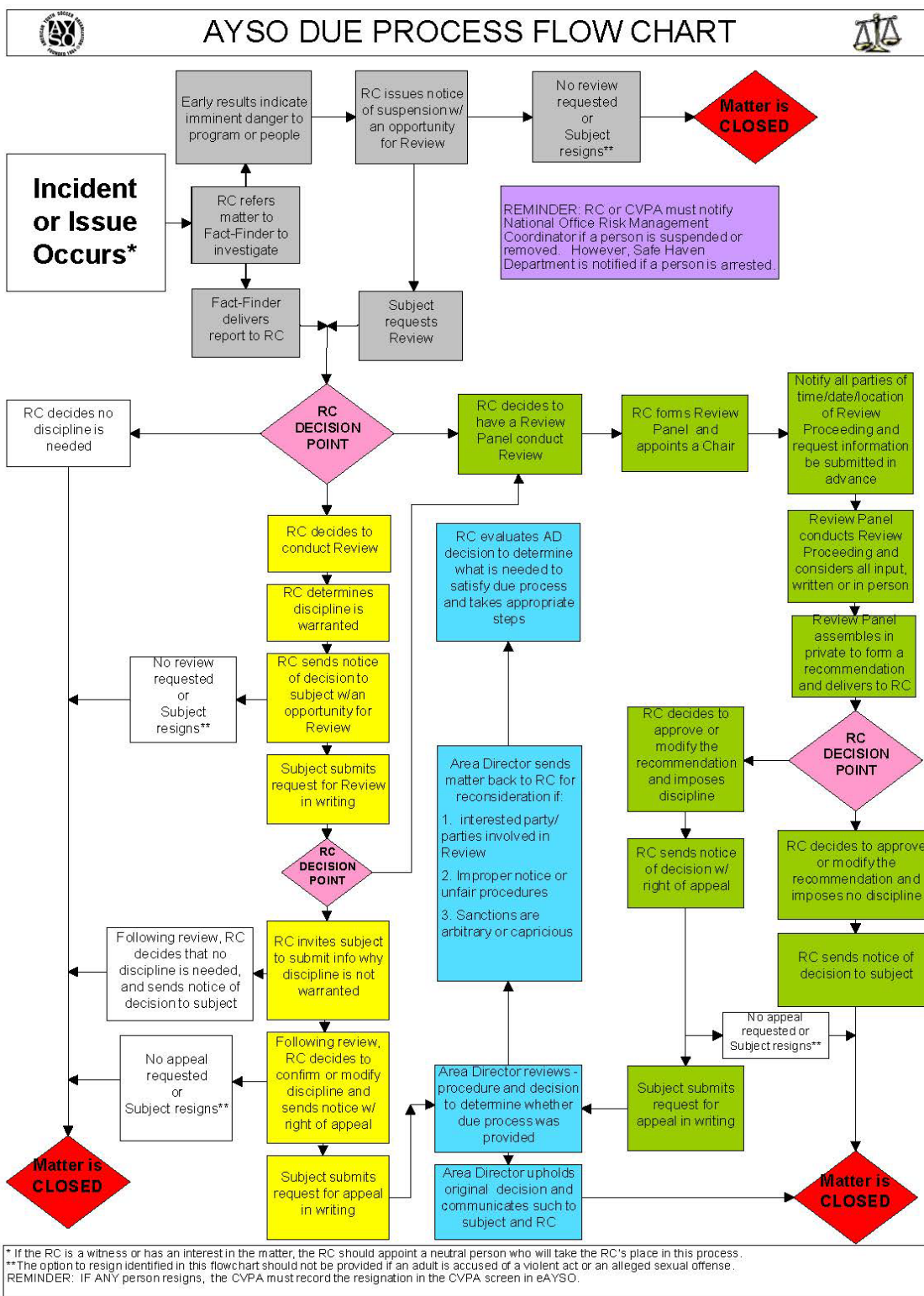
How the Appeal is Determined

There is no need to hold an actual appeal proceeding. All that is necessary is for the Area, Section or Board representative to ask for and review written submissions. He or she may consult with the National Office or the Legal Commission if assistance is needed and may always ask for additional information.

Determination

Usually, there will be one of two possible resolutions — either to sustain the decision on appeal or to review the decision and send it back to the Region, Area, or Section for another review. It would be highly unusual for the appellate representative to change the decision by changing the remedy. The fact that the appellate representative does not agree with the decision or believes that he or she would have fashioned a different remedy is not sufficient to change the result, and findings of fact cannot be changed so long as the process was appropriate.

Due Process Flow Chart



Team Formation & Balancing

***Balanced Teams* is one of the six AYSO philosophies and a hallmark of the organization.**

Many different methods are used to form and balance teams. Factors which determine the methods used include: maturity of the Region, geographical distribution of the players, and players' ages and skill levels. With any given method, coaches, players and parents should not expect to be re-paired in succeeding seasons.

The method used for 6U and 8U players is very different from the method used for older age groups.

In the youngest age groups, geography (nearness to school or park where practice is held) is extremely important. Because the youngest players have not yet had the experience, exposure or maturity to develop individual skills, team formation based on location and age usually results in balanced teams.

A blind formation performed by a committee, based on numbers of children available and taking into account nearness to schools, works well for most Regions. The child whose parent is the coach can be assigned either in the beginning or at the end of the procedure.

For the older children who have more experience in playing, and are usually coached by individuals with both more coaching background and more knowledge of the individual players, many Regions have a draft in which players are chosen one at a time by all participating coaches after the players have been rated by either the coaches or the committee. It is important that everyone agrees to the ratings of the players before the selection procedure begins, and that all coaches be present during the selection process. New or inexperienced coaches are at a disadvantage in this type of selection, unless a "blind" draft procedure is employed.

Another option is to have the coaches agree to the ratings for the more experienced players. A committee then looks only at the ratings, makes up the teams, places the coaches' children, and distributes the teams to the coaches or has the coaches make a blind draw for teams.

As a Region grows and matures and coaches gain more experience, there can be more complaints about unfair selection procedures. Stronger coaches will usually end up having stronger teams, no matter what method of selection was used and weaker coaches will end up losing more, and possibly complaining more. The best answer to this is more and better training for coaches, and the use of a team formation system which does not allow coaches to participate at all in the assignment of players.

Initial rating of players can be accomplished by coaches at the end of the season or by divisional committees prior to the beginning of the season.

Skills are usually a primary factor in rating, but size, age, years of experience, and attitude are also used by many Regions.

Some Regions are disbursed so greatly by geography that all children are randomly mixed each year and everyone has to travel some distance for practice and matches.

In any system where geography plays a part, coaches stand a good chance of getting at least some of the same players back each year, even when everyone is placed in a blind drawing. Entire teams never stay together as at least 30% will move up to the next division each year.

If a geographical formation of teams results in only one team per division per location, conflicts may occur. To avoid this, work toward having a minimum of two teams per division from the location or go to a more standard team formation process where all available children in the age group are in one pool.

There are several stages involved in the formation and balancing of teams. They are:

- registration
- player evaluation and rating team formation
- player notification
- late sign-ups and waiting list
- transfer of players

Registration

Registration should be scheduled so that ample time is available to sort the players into age groups and into new or returning players. The more players registered before teams are formed, the easier it will make the job.

Player Evaluation and Rating

Most Regions want to have all new players to be evaluated in some other way, usually at an evaluation event. Players should be notified of the evaluation date and location well in advance of the actual evaluation; a good time to do this is on registration day. They should also be given an alternate date in case the player is unable to make the original scheduled time. If coaches will be allowed to choose their own teams, they also must be notified of the evaluation time and date.

Many Regions have returning players evaluated and assigned a rating by their previous season's coach. If this is done, a review committee should be formed to ensure the ratings are fair.

Evaluation — the method used to evaluate a new player's ability and often, players returning from previous season. Evaluations are usually held by age group, when coaches from the age group can be present to form their own opinion of the players participating.

A player evaluation committee can be formed whose job is to observe each player, form an opinion and decide upon a rating for each player. Ratings must be recorded and should be made available to the coaches, if the coaches are to select their own teams. An age-appropriate skills list can be obtained by calling the AYSO Player Development Department. This may prove helpful in determining a player's ability.

Rating — this is usually given by number, i.e., 1 through 5, 1 through 10, or 1 through 15, with 1 being the low rating. An additional option is rating players weighted by team standings and age of players, i.e., first or second year in age group.

Some Regions take many things into account when determining this number. For instance, age, number of years played, height and weight are often given a specific value which, when added to the ability rating, are used to give a final value for use in team formation.

Some Regions will only use the ability rating determined at the evaluation or by the previous season's coach.

Team Formation

Now that each player has a rating number, a method for team formation must be decided. There are many methods, but usually a variation of one of the following two methods is used:

1. Each coach is allowed to select his/her own team by picking players one at a time in a predetermined order. (The order can be decided by drawing lots for position.) If the coach has a son or daughter, then this player is selected during a certain round. It is a good idea to decide which round individually, depending upon the ability or rating of these players.

This system has an advantage because each coach knows their selections and can have other reasons for making a selection than a player's rating alone. The main disadvantage is that some coaches do a very fine job of selecting a team, while others fail miserably for one reason or another. This can create a very unbalanced situation.

It is also recognized that coaching ability varies considerably, so even with meticulous balancing some teams will bypass other teams in skill and overall performance.

2. Select teams based only on the rating numbers without reference to the player's name. If this is done, some provision must be made for the coach's son or daughter so that they are held aside and inserted into the team based on their rating or traded for a like-rated player after formation.

A method can be used which does not require a computer. Simply make up a card for every player which contains personal history on one side and a rating on the other. Separate all sons and daughters of coaches

and keep them turned rating side up. Turn all the remaining cards so the rating side is up. Determine how many teams are to be formed. Balance each team based on age and rating without referring to the players' names. Place each son and daughter of a coach on different teams, also subject to their age and rating. The team will now be coached by the coach whose son or daughter happens to be on that particular team.

Recommended Guidelines for Balancing Teams – “Blind Draw”

These guidelines are offered as a model for balancing teams. These suggestions have proven their merit many times in many Regions and are endorsed by AYSO's National Coaching Advisory Commission.

Geographic dispersion may not allow the use of these guidelines. However, in all instances for the enjoyment of all players, coaches, and parents, the primary goal is to strive to balance teams within each Region. Use this method.

1. Under the direction of the Regional Coach Administrator or appropriate Division Coordinator, a meeting of all coaches in each age division and gender should be scheduled. These meetings will take about one hour for each group and can be scheduled consecutively during an evening or on a weekend.
2. In advance of the meeting, a 3" x 5" index card with each player's name, age and prior soccer experience is made up. The meeting commences with each 3" x 5" card placed face up on a table. The coaches are instructed to rate the soccer/athletic ability of each player they know personally and to write that rating, using a scale of 1 to 5 (5 being most skilled), on the player's card. Players whose playing skills are unknown may be assigned a (3). If ratings are made at the close of the prior season by each coach of each player in the Region, these can be used to great advantage in this exercise.
3. After all coaches present have recorded their rating on each player's card, a consensus rating is noted in a different colored pencil or pen by the Regional Coach Administrator or Division Coordinator. Now all players have been rated. Recognize that an absent coach will not be at a disadvantage in this draft system.
4. All players in the older of the two ages in the division are equally, distributed by talent rating, to each team. The player name cards should be placed in columns equal to the number of teams in the division. This generally occurs by having the highest rated players distributed first to the lowest rated players distributed last. The same is now done for the younger age of the division. At the conclusion of this effort, there should be "x" number of columns of 3" x 5" player cards, equal to the number of teams in the division.
5. All coaches suggest as many switches of cards as required to more equally balance the teams. This effort generally is of a short duration. Once each coach feels all the teams are generally equal the switching is concluded.
6. Now each column is numbered and a corresponding number is written on a piece of paper. The pieces of paper are placed in a "hat," mixed, and each coach selects a piece of paper, noting the column of player cards that is now "theirs." If coach's children are not on the coach's team, a switch is made with an equally talented player from another team. This switch is done by the Coach Administrator or Division Commissioner with the consensus of all coaches. At this point each team is equal and complete. The players on each team are recorded on a piece of paper from the cards. The 3" x 5" player cards should not be released to coaches but be retained by the Division Commissioner or the Coach Administrator. The coach's copies of the appropriate registration forms can be given to each coach and the next draft can commence.

Balancing Teams in Age Groups with Limited Enrollment

Often Regions find themselves with a problem of how to balance teams when they only have enough players in an age group to make up two or three teams. To compound the problem, these Regions often do not have a neighbor Region to inter-play with or the nearby Region does not want to inter-play.

One suggestion which has proved successful is to let the players choose their own teams at each match. It works like this: Determine the number of players in the age group and what playing dates are available for this group. Once the field, date and time schedules are known, schedule the players to show up in groups.

Schedule a minimum of 12 players per match (six-a-side); between 14 and 16 players will assure full teams and substitutes. Two players are designated as “captains” for each match and are responsible for choosing teams. The captains should be of somewhat equal skill. Coaches and assistant coaches are involved in this program by conducting practices and being present at every match to coach the “teams” as they are chosen up each week. This system will not work for everyone, but those who do use it, will relish the opportunities it creates.

Late Sign-ups and Waiting Lists

It is recommended that if players sign up after teams have been formed, they be placed on a waiting list. Be sure that you have a rating on each of the players either from the year before or according to the Region policy on new player ratings. As players drop from teams, those on the waiting list can be assigned based on rating. The newly assigned player’s rating should as closely as possible equate to the rating of the one being replaced -- assignment to teams should retain the balance. If there is no way to rate the player, then it is recommended that they be placed on teams on a first-come, first-served basis. The main thing to remember is to always be consistent; do not say you will do something, and then fail to follow through.

Player Notification

Once teams are formed, everyone is anxious to know what team they are on. A good way to avoid returning numerous phone calls is use the Region’s voice mail to update information that teams have been formed and that they should be hearing from a coach by a certain date. To avoid receiving numerous calls, strongly advise coaches to contact the players assigned to their teams immediately upon receipt of their rosters. If you have a small Region or small divisions, you could arrange in advance for all players and coaches to meet at a certain time and place where they will be notified of their teams. This meeting place should be made known to them well in advance, and might be considered the team’s first practice.

Transfer of Players

Sometimes as teams are formed there are personality and scheduling problems which must be resolved. It is suggested that, whether or not they have been involved in the team formation, coaches should be given a chance to review their teams, preferably as soon as they are formed. If problems are anticipated, a transfer of player(s) can be arranged with another coach. This process should not be delayed and should be completed prior to any player notification.

Once teams have been notified, transfers are discouraged unless serious conflicts exist.

A Region retains the right to transfer players in order to help balance a particularly weak or strong team. Bear in mind that once players are on teams, they usually do not want to be moved. The Region, not the coach, is responsible for any transfer. Under no circumstances should coaches be allowed to move players between teams.

AYSO’s National Rules & Regulations have specific conditions under which players may be transferred.

IV. TRANSFER OF PLAYERS:

“A player may transfer from one team to another within one Region or from one Region to another, after the following three conditions have been met:

1. Approval of both coaches of the teams involved.
2. Approval of Regional Commissioner(s).
3. Approval of team member and parent/guardian; parent/guardian approval is not required if team member is of legal age.”

These rules must be adhered to when considering transfers. Sections, Areas and Regions may also have guidelines that prohibit transfers after a certain time in the season.

(Sample Player Evaluations follow.)

Sample Player Evaluation Forms

Player Evaluation

Player: _____

Season: Spring Fall Year: _____ Team: _____

Instructions: Score each evaluation category on a scale of 1 to 10 rating by the indicated weight factor. Add all the weighted ratings to obtain the final rating.

Rating: _____ Poor Average Good _____

Category	1	2	3	4	5	6	7	8	9	10	Weighted Rating
Skills: Kicking, heading, trapping, ball control, shooting, dribbling, passing, tackling, throw-ins, speed											Rating x 3
Soccer Sense: Understand game strategy, plays position correctly, anticipates well, applies coach's instructions, intelligently aggressive, team player											Rating x 2
Personal Qualities: Follows instructions, listens well, good influence on other team members, attends practices, desires to succeed											Rating x 1
Rate of Improvement: Overall progress from beginning of season to end.											Rating x 1
											Total:

Signed: _____ Coach: _____

Player Evaluation

All Regional Team Coaches:

Please complete all sections and return to your Division Coordinator by _____. We trust this information will be kept confidential and your cooperation is appreciated.

Coach's Name: _____ Team Name: _____

Age Group: ____ Boys ____ Girls ____ Division Coordinator: _____

SECTION A. Player Evaluation:

Complete this information under the corresponding number below.

- (1) List the players on your team in order of overall soccer ability. Start with the most able player and Number1. Rate goalkeepers as soccer players, not goalkeepers. Indicate GK ability under No. (6).
- (2) Indicate players' AYSO age (as of this year)
- (3) Years of experience (include this year)
- (4) Size in comparison to age group – (small, average, or large)
- (5) Evaluate player in comparison to the players on other teams in your Region or age group. Assign the letter grades only.
 - A. Exceptional Player
 - B. Good Player
 - C. Average Player
 - D. Below Average Player
- (6) Specific comments (if necessary). Examples: GK, team player, aggressive, etc.

	(1) List of Players	(2) Age	(3) Experience	(4) Size	(5) Skills	(6) Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

SECTION B. Player Evaluation:

Please list at least three parents who were very helpful and enthusiastic either in terms of telephoning and clerical work, or as assistant coach, assistant referee, etc.

Name	Phone Number	Abilities

SECTION C. Suggestions:

1. Three things you really like this year:

2. Three Things you really didn't like this year:

3. Three suggestions for improvement.

SECTION D. Would you be willing to:

- ___ Coach next year
- ___ Referee next year
- ___ Attend summer clinic for coaches or referees
- ___ Coach or referee for second season
- ___ Help with administration on the Regional board

Evaluation Form
U-12 to U-19 Player

Player Name: _____ Evaluation Date: _____

The intent of this evaluation is to provide a neutral, qualified evaluator's opinion of the soccer skills relative to a typical U-12 and above soccer player.

TACTICAL

Has an awareness of what is happening or what might happen on the field of play; is able to communicate verbally and non-verbally with teammates; has a willingness to assume responsibility for taking charge on the field; and has the soccer skills required to develop tactical play. Is very aware of what constitutes organization and shape of play; is able to play both on and off the ball; consistently provides support for the attack and defense and creates options with appropriate runs.

Points 1-25 1= needs improvement 25=outstanding Total

TECHNICAL

When dribbling, is expert at turning, has great touch, is able to shield defender, maintains excellent field vision while incorporating feints/fakes to unbalance an opponent, and consistently uses change of speed to beat an opponent. When passing, passes are accurate, of correct pace, well timed, deceptive, and successful in advancing the ball or maintaining possession. When controlling, uses all controlling surfaces while maintaining eye contact with the ball, moves into the line of flight of the ball, has excellent balance, cushions on contact with ball, and consistently prepares the ball for the next move.

Points 1-25 1= needs improvement 25=outstanding Total

FUNCTIONAL DEFENDING

Has great defending control and balance; is able to establish appropriate marking distance; maintains a goal-side, ball-side position; is able to prevent an attacker from turning; and has exceptional tackling skills.

Points 1-25 1= needs improvement 25=outstanding Total

FUNCTIONAL ATTACKING

Is able to constantly maintain possession of the ball under pressure; is able to create individual and team space; is able to turn on a defender; has the ability to take on a defender; recognizes and takes the direct route to goal; is able to anticipate when to shoot; and has great preparation, decisiveness and timing when shooting. Is able to maintain possession of the ball most of the time under pressure; is able to create individual space and at times team space.

Points 1-25 1= needs improvement 25=outstanding Total

GOALKEEPER

Is always in the ready position; is constantly adjusting his or her position as the angle of the ball changes; is able to take the initiative away from the attacker; has the ability to read and assess the line; is focused at all times; uses communication that is instructive in nature and clear and loud enough to carry to teammates; has excellent physical and technical skills to deal with demands of the goalkeeper position; is proficient at initiating the attack; consistently makes the save; and has excellent command of distribution techniques.

Points 1-25 1= needs improvement 25=outstanding Total

Rating For: Behavior, Sportsmanship, Coachability, and Attitude

Points 1-25 1= needs improvement 25=outstanding Total

Final total:

Match Scheduling

Following are regular season match schedules for 4-team through 16-team divisions. These schedules are generally devised to have each team play against every other team at least once during a 12- to 16-match season. With a 4- or 5-team division, each team will play the other teams twice or more. In the larger divisions, further breakdowns are recommended, with teams within a grouping playing each other, and also playing the teams in the other groups in a later round.

There are other items which must be considered before the scheduling is completed.

1. With a small number of teams, break the season into at least two rounds, with the winners of each round playing off to decide the division champion. A single round of play for the season can lead to a lack of interest on the part of players, coaches and parents on the teams with poor win/loss records. If a team is a "late bloomer," the early season losses could discourage them toward the end of the season when they may be playing well but will have no chance to be one of the top division teams. Multiple rounds keep interest high because no matter how the team might be doing in the first round, there is always a later round where they might do better. Some Regions play a regular schedule where teams play each other once or twice. The season then concludes with a single or double elimination playoff where teams are placed in the brackets according to their finish in the regular season standings.
2. Rotate the teams scheduled to play the first and last matches each match day. Provide the opportunity for each team to play at various starting times during the season. If a division plays on more than one field, make sure if possible that all teams are scheduled to play on each fields equally during the season.

To use the attached schedules, assign a number or letter to each team in the division, then substitute the team name for the numbers and letters.

Divisions with more than 16 teams can be scheduled using appropriate combinations of schedules with lesser numbers of teams.

4 Team Schedule

Round 1 Match	Round 2 Match	Round 3 Match	Round 4 Match	Round 5 Match
1 - 2	2 - 1			
<u>3 - 4</u>	4 - 3			
1 - 3	3 - 1	Repeat	Repeat	Repeat
<u>2 - 4</u>	4 - 2	Round 1	Round 2	Round 1
4 - 1	1 - 4			
<u>2 - 3</u>	3 - 2			
3	6	9	12	15
Total Cumulative Matches / Team				

5 Team Schedule

Round 1 Match Bye	Round 2 Match Bye	Round 3 Match Bye	Round 4 Match Bye
1 - 2	2 - 1		
<u>3 - 4</u> 5	<u>4 - 3</u> 5		
1 - 3	3 - 1		
<u>5 - 4</u> 2	<u>4 - 5</u> 2		
2 - 3	3 - 2	Repeat	Repeat
<u>1 - 5</u> 4	<u>5 - 1</u> 4	Round 1	Round 2
2 - 4	4 - 2		
<u>3 - 5</u> 1	<u>5 - 3</u> 1		
1 - 4	4 - 1		
<u>2 - 5</u> 3	<u>5 - 2</u> 3		
4	8	12	16
Total Cumulative Games / Team			

6 Team Schedule

Round 1 Match	Round 2 Match	Round 3 Match
1 - 2	2 - 1	Repeat Round 1
3 - 4	4 - 3	
<u>5 - 6</u>	<u>6 - 5</u>	
4 - 1	1 - 4	
2 - 5	5 - 2	
<u>6 - 3</u>	<u>3 - 6</u>	
1 - 3	3 - 1	
2 - 6	6 - 2	
<u>4 - 5</u>	<u>5 - 4</u>	
5 - 1	1 - 5	
3 - 2	2 - 3	
<u>6 - 4</u>	<u>4 - 6</u>	
1 - 6	6 - 1	
3 - 5	5 - 3	
<u>2 - 4</u>	<u>4 - 2</u>	
5	10	15
Total Cumulative Matches/ Each Team		

7 Team Schedule

Round 1 Match Bye	Round 2 Match Bye	Round 3 Match Bye
2 - 7	7 - 2	Repeat Round 1
3 - 6	6 - 3	
<u>4 - 5 1</u>	<u>5 - 4 1</u>	
7 - 1	1 - 7	
5 - 2	2 - 5	
<u>4 - 3 6</u>	<u>3 - 4 6</u>	
1 - 6	6 - 1	
7 - 5	5 - 7	
<u>2 - 3 4</u>	<u>3 - 2 4</u>	
5 - 1	1 - 5	
6 - 4	4 - 6	
<u>3 - 7 2</u>	<u>7 - 3 2</u>	
1 - 4	4 - 1	
5 - 3	3 - 5	
<u>6 - 2 7</u>	<u>2 - 6 7</u>	
3 - 1	1 - 3	
2 - 4	4 - 2	
<u>7 - 6 5</u>	<u>6 - 7 5</u>	
1 - 2	2 - 1	
4 - 7	7 - 4	
<u>6 - 5 3</u>	<u>5 - 6 3</u>	
6	12	18
Total Cumulative Matches/ Each Team		

8 Team Schedule

Round 1 Match	Round 2 Match
1-4	4-1
3-2	2-3
5-8	8-5
<u>7-6</u>	<u>6-7</u>
1-3	3-1
4-2	2-4
7-5	5-7
<u>6-8</u>	<u>8-6</u>
2-1	1-2
3-4	4-3
5-6	6-5
<u>8-7</u>	<u>7-8</u>
1-5	5-1
2-6	6-2
7-3	3-7
<u>8-4</u>	<u>4-8</u>
2-8	8-2
4-7	7-4
6-1	1-6
<u>3-5</u>	<u>5-3</u>
7-1	1-7
5-2	2-5
8-3	3-8
<u>6-4</u>	<u>4-6</u>
1-8	8-1
2-7	7-2
3-6	6-3
<u>4-5</u>	<u>5-4</u>
7	14

Total Cumulative Matches/ Each Team

9 Team Schedule

Round 1 Match Bye	Round 2 Match Bye
2-9	9-2
3-8	8-3
4-7	7-4
<u>5-6 1</u>	<u>6-5 1</u>
1-7	7-1
8-6	6-8
9-5	5-9
<u>2-3 4</u>	<u>3-2 4</u>
4-1	1-4
5-3	3-5
6-2	2-6
<u>8-9 7</u>	<u>9-8 7</u>
1-9	9-1
2-7	7-2
3-6	6-3
<u>4-5 8</u>	<u>5-4 8</u>
6-1	1-6
7-5	5-7
8-4	4-8
<u>9-3 2</u>	<u>3-9 2</u>
1-3	3-1
4-2	2-4
6-9	9-6
<u>7-8 5</u>	<u>8-7 5</u>
8-1	1-8
9-7	7-9
2-5	5-2
<u>3-4 6</u>	<u>4-3 6</u>
1-5	5-1
6-4	6-4
7-3	3-7
<u>8-2 9</u>	<u>2-8 9</u>
2-1	1-2
4-9	9-4
5-8	8-5
<u>6-7 3</u>	<u>7-6 3</u>
8	16

Total Cumulative Matches/ Each Team

10 Team Schedule

Round 1 Match	Round 2 Match
1 - 10	10 - 1
2 - 9	9 - 2
3 - 8	8 - 3
4 - 7	7 - 4
<u>5 - 6</u>	<u>6 - 5</u>
1 - 9	9 - 1
10 - 8	8 - 10
2 - 7	7 - 2
3 - 6	6 - 3
<u>4 - 5</u>	<u>5 - 4</u>
1 - 8	8 - 1
9 - 7	7 - 9
10 - 6	6 - 10
2 - 5	5 - 2
<u>3 - 4</u>	<u>4 - 3</u>
1 - 7	7 - 1
8 - 6	6 - 8
9 - 5	5 - 9
10 - 4	4 - 10
<u>2 - 3</u>	<u>3 - 2</u>

Round 1 Continued	Round 2 Continued
1 - 6	6 - 1
7 - 5	5 - 7
8 - 4	4 - 8
9 - 3	3 - 9
<u>10 - 2</u>	<u>2 - 10</u>
1 - 5	5 - 1
6 - 4	4 - 6
7 - 3	3 - 7
8 - 2	2 - 8
<u>9 - 10</u>	<u>10 - 9</u>
1 - 4	4 - 1
5 - 3	3 - 5
6 - 2	2 - 6
7 - 10	10 - 7
<u>8 - 9</u>	<u>9 - 8</u>
1 - 3	3 - 1
4 - 2	2 - 4
5 - 10	10 - 5
6 - 9	9 - 6
<u>7 - 8</u>	<u>8 - 7</u>
1 - 2	2 - 1
3 - 10	10 - 3
4 - 9	9 - 4
5 - 8	8 - 5
<u>6 - 7</u>	<u>7 - 6</u>
9	18

*Total Cumulative Matches/Each Team

10 Team Interlocking Schedule

ROUND 1				ROUND 2		ROUND 3			
Section 1		Section 2		Section 1	Section 2	Section 1		Section 2	
Match	Bye	Match	Bye	Match		Match	Bye	Match	Bye
1 - 4		A - D		1 - A		4 - 1		D - A	
<u>2 - 3</u>	<u>5</u>	<u>B - C</u>	<u>E</u>	2 - B		<u>3 - 2</u>	<u>5</u>	<u>C - B</u>	<u>E</u>
5 - 3		E - C		3 - C		3 - 5		C - E	
<u>1 - 2</u>	<u>4</u>	<u>A - B</u>	<u>D</u>	4 - D		<u>2 - 1</u>	<u>4</u>	<u>B - A</u>	<u>D</u>
4 - 2		D - B		<u>5 - E</u>		2 - 4		B - D	
<u>5 - 1</u>	<u>3</u>	<u>E - A</u>	<u>C</u>	B - 1		<u>1 - 5</u>	<u>3</u>	<u>A - E</u>	<u>C</u>
3 - 1		C - A		C - 2		1 - 3		A - C	
<u>4 - 5</u>	<u>2</u>	<u>D - E</u>	<u>B</u>	D - 3		<u>5 - 4</u>	<u>2</u>	<u>E - D</u>	<u>B</u>
2 - 5		B - E		E - 4		5 - 2		E - B	
<u>3 - 4</u>	<u>1</u>	<u>C - D</u>	<u>A</u>	<u>A - 5</u>		<u>4 - 3</u>	<u>1</u>	<u>D - C</u>	<u>A</u>
				1 - C					
				2 - D					
				3 - E					
				4 - A					
				5 - B					
				D - 1					
				E - 2					
				A - 3					
				B - 4					
				C - 5					
				1 - E					
				2 - A					
				3 - B					
				4 - C					
				5 - D					
*4		4		9	9	13		13	

*Total Cumulative Matches/Each Team

11 Team Interlocking Schedule

ROUND 1		ROUND 2		ROUND 3	
Section 1	Section 2	Section 1	Section 2	Section 1	Section 2
Match	Bye	Match	Match	Match	Bye
1 - 2		1 - A		2 - 1	
<u>3 - 4</u>	<u>5</u>	2 - B		<u>4 - 3</u>	<u>5</u>
1 - 3		3 - C		3 - 1	
<u>5 - 4</u>	<u>2</u>	4 - D		<u>4 - 5</u>	<u>2</u>
2 - 3		<u>5 - E</u>	<u>F</u>	3 - 2	
<u>1 - 5</u>	<u>4</u>	B - 1		<u>5 - 1</u>	<u>4</u>
2 - 4		C - 2		4 - 2	
<u>3 - 5</u>	<u>1</u>	D - 3		<u>5 - 3</u>	<u>1</u>
1 - 4		E - 4		4 - 1	
<u>2 - 5</u>	<u>3</u>	<u>F - 5</u>	<u>A</u>	<u>5 - 2</u>	<u>3</u>
		3 - B			
		4 - C			
		5 - D			
		1 - F			
		<u>2 - A</u>	<u>E</u>		
		A - 3			
		C - 5			
		D - 1			
		E - 2			
		<u>F - 4</u>	<u>B</u>		
		4 - A			
		5 - B			
		2 - D			
		1 - E			
		<u>3 - F</u>	<u>C</u>		
		A - 5			
		B - 4			
		C - 1			
		E - 3			
		<u>F - 2</u>	<u>D</u>		
*4	5	10	10	14	15

*Total Cumulative Matches/Each Team

12 Team Schedule

ROUND 1		ROUND 2		ROUND 3	
Section 1	Section 2	Section 1	Section 2	Section 1	Section 2
Match	Match	Match	Match	Match	Match
1-2	A-B	2-1	B-A		
3-4	C-D	4-3	D-C		
<u>5-6</u>	<u>E-F</u>	<u>6-5</u>	<u>F-E</u>		
4-1	D-A	1-4	A-D		
2-5	B-E	5-2	E-B		
<u>6-3</u>	<u>F-C</u>	<u>3-6</u>	<u>C-F</u>	REPEAT	REPEAT
1-3	A-C	3-1	C-A	ROUND 1	ROUND 1
2-6	B-F	6-2	F-B		
<u>4-5</u>	<u>D-E</u>	<u>5-4</u>	<u>E-D</u>		
5-1	E-A	1-5	A-E		
3-2	C-B	2-3	B-C		
<u>6-4</u>	<u>F-D</u>	<u>4-6</u>	<u>D-F</u>		
1-6	A-F	6-1	F-A		
3-5	E-C	5-3	C-E		
<u>2-4</u>	<u>D-B</u>	<u>4-2</u>	<u>B-D</u>		
*5	5	10	10	15	15
*Total Cumulative Matches/Each Team					

12 Team Interlocking Schedule

ROUND 1		ROUND 2		ROUND 3	
Section 1	Section 2	Section 1 & 2		Section 1	Section 2
Match	Match	Match	Match	Match	Match
1-2	A-B	1-A		2-1	B-A
3-4	C-D	2-B		4-3	D-C
<u>5-6</u>	<u>E-F</u>	3-C		<u>6-5</u>	<u>F-E</u>
4-1	D-A	4-D		1-4	A-D
2-5	B-E	5-E		5-2	E-B
<u>6-3</u>	<u>F-C</u>	<u>6-F</u>		<u>3-6</u>	<u>C-F</u>
1-3	A-C	B-1		3-1	C-A
2-6	B-F	C-2		6-2	F-B
<u>4-5</u>	<u>D-E</u>	D-3		<u>5-4</u>	<u>E-D</u>
5-1	E-A	E-4		1-5	A-E
3-2	C-B	F-5		2-3	B-C
<u>6-4</u>	<u>F-D</u>	<u>A-6</u>		<u>4-6</u>	<u>D-F</u>
1-6	A-F	1-C		6-1	F-A
3-5	E-C	2-D		5-3	C-E
<u>2-4</u>	<u>D-B</u>	3-E		<u>4-2</u>	<u>B-D</u>
		4-F			
		5-A			
		<u>6-B</u>			
		D-1			
		E-2			
		F-3			
		A-4			
		B-5			
		<u>C-6</u>			
		1-E			
		2-F			
		3-A			
		4-B			
		5-C			
		<u>6-D</u>			
		F-1			
		A-2			
		B-3			
		C-4			
		D-5			
		E-6			
*5	5	11	11	16	16

*Total Cumulative Matches/Each Team

13 Team Interlocking Schedule

ROUND 1			ROUND 2		ROUND 3		
Section 1	Section 2		Section 1	Section 2	Section 1	Section 2	
Match	Match	Bye	Match	Bye	Match	Match	Bye
1-2	G-B		1-A		2-1	B-G	
3-4	F-C		2-B		4-3	C-F	
5-6	E-D	A	3-C		6-5	D-E	A
4-1	A-G		4-D		1-4	G-A	
2-5	B-E		5-E		5-2	E-B	
6-3	C-D	F	6-F	G	3-6	D-C	F
1-3	F-A		B-1		3-1	A-F	
2-6	E-G		C-2		6-2	G-E	
4-5	C-B	D	D-3		5-4	B-C	D
5-1	A-E		E-4		1-5	E-A	
3-2	D-F		F-5		2-3	F-D	
6-4	G-C	B	G-6	A	4-6	C-G	B
1-6	D-A		1-C		6-1	A-D	
3-5	C-E		2-D		5-3	E-C	
2-4	B-F	G	3-E		4-2	F-B	G
	A-C		4-F		C-A		
	D-B		5-G		B-D		
	F-G	E	6-A	B	G-F		E
	B-A		D-1		A-B		
	G-D		E-2		D-G		
	E-F	C	F-3		F-E		C
			G-4				
			A-5				
			B-6	C			
			1-E				
			2-F				
			3-G				
			4-A				
			5-B				
			6-C	D			
			F-1				
			G-2				
			A-3				
			B-4				
			C-5				
			D-6	E			
			1-G				
			2-A				
			3-B				
			4-C				
			5-D				
			6-E	E			
*5	6		12	12	17	18	

*Total Cumulative Matches/Each Team

14 Team Schedule

Round 1				Round 2				Round 3	
Section 1 Match Bye		Section 2 Match Bye		Section 1 Match Bye		Section 2 Match Bye		Section 1 Match	Section 2 Match
2-7		G-B		7-2		B-G		Repeat Round 1	
3-6		F-C		6-3		C-F			
<u>4-5</u>	<u>1</u>	<u>E-D</u>	<u>A</u>	<u>5-4</u>	<u>1</u>	<u>D-E</u>	<u>A</u>		
7-1		A-G		1-7		G-A			
5-2		B-E		2-5		E-B			
<u>4-3</u>	<u>6</u>	<u>C-D</u>	<u>F</u>	<u>3-4</u>	<u>6</u>	<u>D-C</u>	<u>F</u>		
1-6		F-A		6-1		A-F			
7-5		E-G		5-7		G-E			
<u>2-3</u>	<u>4</u>	<u>C-B</u>	<u>D</u>	<u>3-2</u>	<u>4</u>	<u>B-C</u>	<u>D</u>		
5-1		A-E		1-5		E-A			
6-4		D-F		4-6		F-D			
<u>3-7</u>	<u>2</u>	<u>G-C</u>	<u>B</u>	<u>7-3</u>	<u>2</u>	<u>C-G</u>	<u>B</u>		
1-4		D-A		4-1		A-D			
5-3		C-E		3-5		E-C			
<u>6-2</u>	<u>7</u>	<u>B-F</u>	<u>G</u>	<u>2-6</u>	<u>7</u>	<u>F-B</u>	<u>G</u>		
3-1		A-C		1-3		C-A			
2-4		D-B		4-2		B-D			
<u>7-6</u>	<u>5</u>	<u>F-G</u>	<u>E</u>	<u>6-7</u>	<u>5</u>	<u>G-F</u>	<u>E</u>		
1-2		B-A		2-1		A-B			
4-7		G-D		7-4		D-G			
<u>6-5</u>	<u>3</u>	<u>E-F</u>	<u>C</u>	<u>5-6</u>	<u>3</u>	<u>F-E</u>	<u>C</u>		
* 6		6		12		12		18	18
* Total Cumulative Matches/Each Team									

15 Team Interlocking Schedule

ROUND 1			ROUND 2			
Section 1	Section 2		Section 1	Section 2		
Match	Match	Bye	Match	Bye		
1-4	G-B		A-1			
3-2	F-C		B-2			
5-8	<u>E-D</u>	A	C-3			
<u>7-6</u>	A-G		D-4			
1-3	B-E		E-5			
4-2	<u>C-D</u>	F	F-6			
7-5	F-A		<u>G-7</u>	<u>8</u>		
<u>6-8</u>	E-G		2-A			
2-1	<u>C-B</u>	<u>D</u>	3-B			
3-4	A-E		4-C			
5-6	D-F		5-D			
<u>8-7</u>	<u>G-C</u>	<u>B</u>	6-E			
1-5	D-A		7-F			
2-6	C-E		<u>8-G</u>	<u>1</u>		
7-3	<u>B-F</u>	<u>G</u>	A-3	6-A		
<u>8-4</u>	A-C		B-4	7-B		
2-8	D-B		C-5	8-C		
4-7	<u>F-G</u>	<u>E</u>	D-6	1-D		
6-1	B-A		E-7	2-E		
<u>3-5</u>	G-D		F-8	3-F		
7-1	<u>E-F</u>	<u>C</u>	<u>G-1</u>	<u>2</u>		<u>4-G</u> <u>5</u>
5-2			4-A	A-7		
8-3			5-B	B-8		
<u>6-4</u>			6-C	C-1		
1-8			7-D	D-2		
2-7			8-E	E-3		
3-6			1-F	F-4		
<u>4-5</u>			<u>2-G</u>	<u>3</u>		<u>G-5</u> <u>6</u>
			A-5	8-A		
			B-6	1-B		
			C-7	2-C		
			D-8	3-D		
			E-1	4-E		
			F-2	5-F		
			<u>G-3</u>	<u>4</u>		<u>6-G</u> <u>7</u>
			»			
				14		14
7	6					
* Total Cumulative Matches/Each Team						

16 Team Schedule

ROUND 1		ROUND 2	
Section 1	Section 2	Section 1	Section 2
Match	Match	Match	Match
1-4	A-D	4-1	D-A
3-2	C-B	2-3	B-C
5-8	E-H	8-5	H-E
<u>7-6</u>	<u>G-F</u>	<u>6-7</u>	<u>F-G</u>
1-3	A-C	3-1	C-A
4-2	D-B	2-4	B-D
7-5	G-E	5-7	G-E
<u>6-8</u>	<u>F-H</u>	<u>8-6</u>	<u>H-F</u>
2-1	B-A	1-2	A-B
3-4	C-D	4-3	D-C
5-6	E-F	6-5	F-E
<u>8-7</u>	<u>H-G</u>	<u>7-8</u>	<u>H-G</u>
1-5	A-E	5-1	E-A
2-6	B-F	6-2	F-B
7-3	G-C	3-7	C-G
<u>8-4</u>	<u>H-D</u>	<u>4-8</u>	<u>D-H</u>
2-8	B-H	8-2	H-B
4-7	D-G	7-4	G-D
6-1	F-A	1-6	A-F
<u>3-5</u>	<u>C-E</u>	<u>5-3</u>	<u>E-C</u>
7-1	G-A	1-7	A-G
5-2	E-B	2-5	B-E
8-3	H-C	3-8	C-H
<u>6-4</u>	<u>F-D</u>	<u>4-6</u>	<u>D-F</u>
1-8	A-H	8-1	H-A
2-7	B-G	7-2	G-B
3-6	C-F	6-3	F-C
<u>4-5</u>	<u>D-E</u>	<u>5-4</u>	<u>E-D</u>
*7	7	14	14

*Total Cumulative Matches/Each Team

16 Team Interlocking Schedule

ROUND 1		ROUND 2		
Section 1	Section 2	Section 1	Section 2	Round 2 Continued
1-4	A-D	1-A		1-E
3-2	C-B	2-B		2-F
5-8	E-H	3-C		3-G
<u>7-6</u>	<u>G-F</u>	4-D		4-H
1-3	A-C	5-E		5-A
4-2	D-B	6-F		6-B
7-5	G-E	7-G		7-C
<u>6-8</u>	<u>F-H</u>	<u>8-H</u>		<u>8-D</u>
2-1	B-A	B-1		F-1
3-4	C-D	C-2		G-2
5-6	E-F	D-3		H-3
<u>8-7</u>	<u>H-G</u>	E-4		A-4
1-5	A-E	F-5		B-5
2-6	B-F	G-6		C-6
7-3	G-C	H-7		D-7
<u>8-4</u>	<u>H-D</u>	<u>A-8</u>		<u>E-8</u>
2-8	B-H	1-C		1-G
4-7	D-G	2-D		2-H
6-1	F-A	3-E		3-A
<u>3-5</u>	<u>C-E</u>	4-F		4-B
7-1	G-A	5-G		5-C
5-2	E-B	6-H		6-D
8-3	H-C	7-A		7-E
<u>6-4</u>	<u>F-D</u>	<u>8-B</u>		<u>8-F</u>
1-8	A-H	D-1		H-1
2-7	B-G	E-2		A-2
3-6	C-F	F-3		B-3
<u>4-5</u>	<u>D-E</u>	G-4		C-4
		H-5		D-5
		A-6		E-6
		B-7		F-7
		<u>C-8</u>		<u>G-8</u>
		»		
*7	7		15	15
*Total Cumulative Matches/Each Team				

Post Season Playoff Ladders

Following are post season playoff ladders for three teams through eight teams. Ladders are provided for both single elimination and double elimination playoffs. In addition to the purely mechanical aspects of these ladders, there are other items which must be considered before the playoffs are started.

1. Make sure both teams know the team colors of the other, so that the home team can make arrangements prior to the match to change jerseys.
2. Always have the person in charge of the field bring a set of pinnies or something which could serve as an over-shirt in case team colors do conflict.
3. Leave days open in your playoff schedule so that unplanned events, such as inclement weather, can be accommodated with relative ease.
4. Make sure you have an adequate staff to help you. There are many activities associated with playoffs which will require attention. A number of these can effectively be turned over to a willing volunteer.

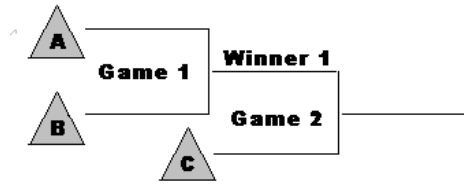
In AYSO, maximum participation by teams for as long as possible should be equally important to determining a "champion." Consider consolation brackets and open play for "eliminated" teams.

To use the attached ladders, letter each team in the playoff, then substitute the team name for the letter.

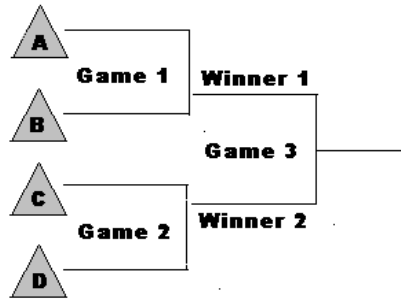
Playoffs with more than eight teams should be single elimination (because of the many weeks required for completion). These ladders should be made square (an even multiple of 4), as quickly as possible. For example, the first round of 12 team playoff should involve eight teams, with the four winners teaming with the four teams drawing a bye, to form an 8 team second round.

Single Elimination Playoff Ladders

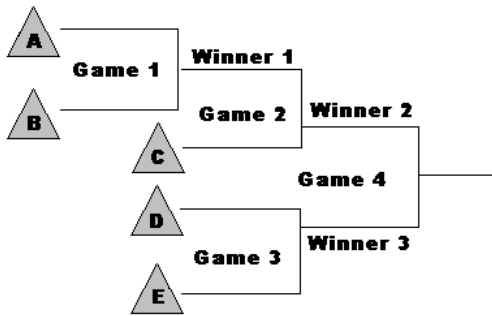
Three Teams



Four Teams



Five Teams



Six Teams



Seven Teams



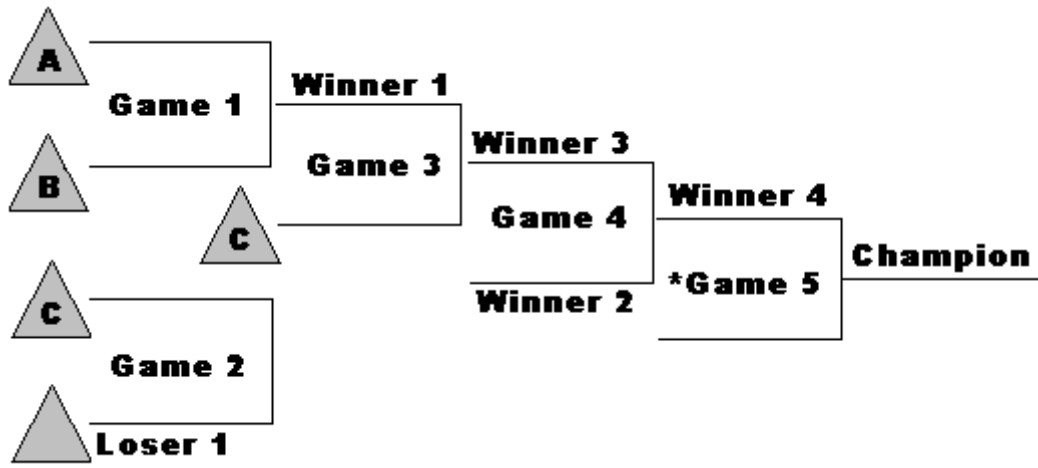
Eight Teams



Double Elimination Playoff Ladders

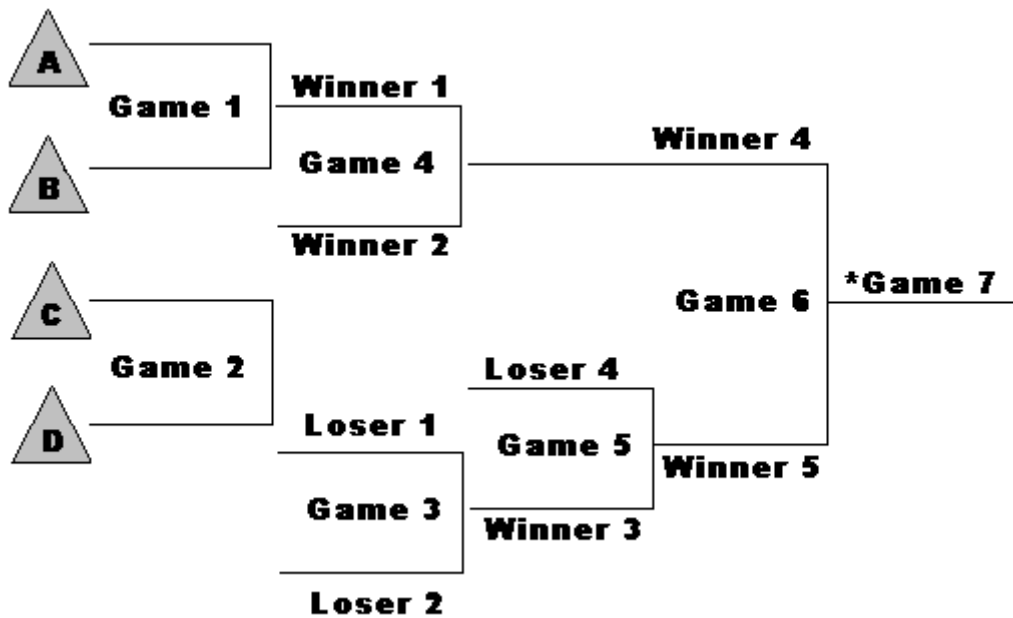
Three Teams

*Match 5 is only necessary if Team C wins Match 3



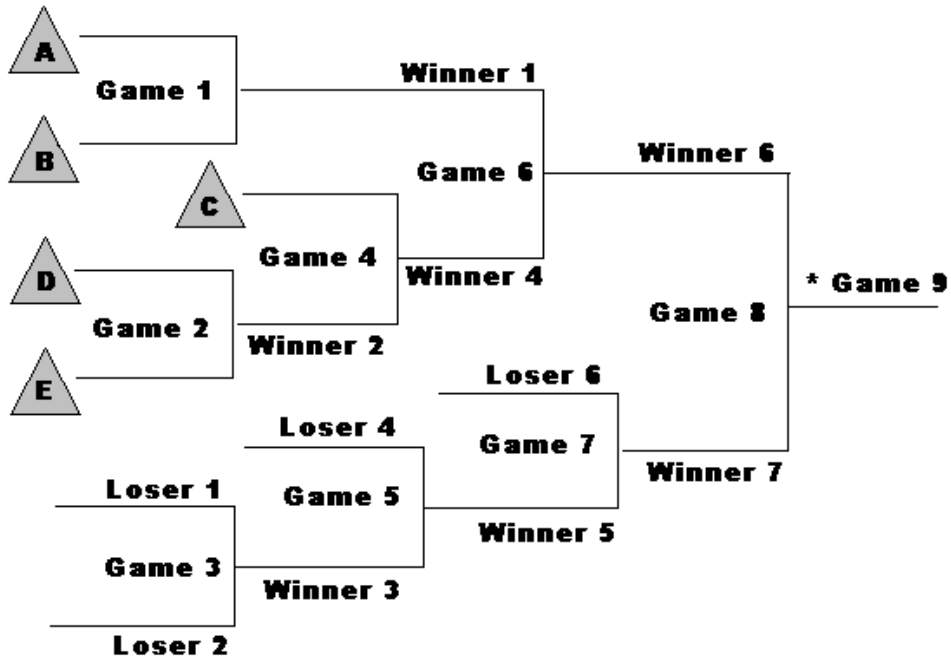
Four Teams

*Match 7 is only necessary if the winner of Match 5 defeats



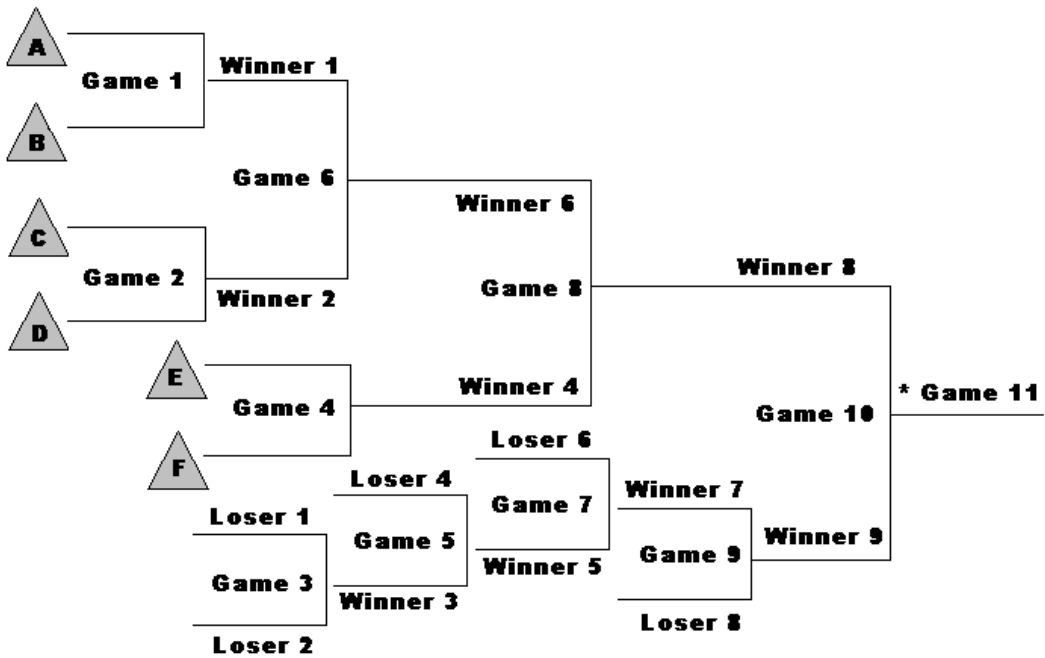
Five Teams

*Match 9 is only necessary if the winner of Match 7 defeats the winner of Match 6



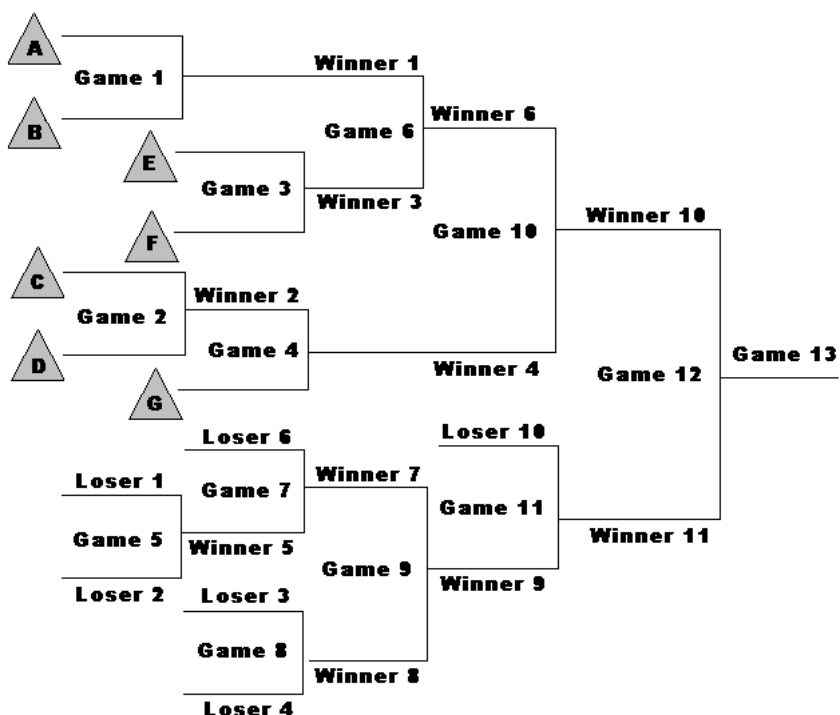
Six Teams

*Match 11 is only necessary if the winner of Match 9 defeats the winner of Match 8



Seven Teams

*Match 13 is only necessary if the winner of Match 11 defeats the winner of Match 10 in Match 12



Eight Teams

* Match 15 is only necessary if the winner of Match 13 defeats the winner of Match 12 in Match 14



Standard Fields

Marking a New Playing Field

Chalk and paint are the quickest and easiest methods of marking a field, if the lines are not going to be permanent.

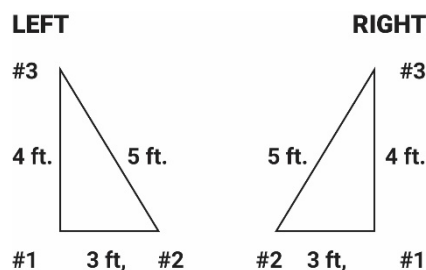
Equipment needed:

- One or two rolls of heavy twine — 100 yard minimum
- Six or more rolls of plastic tent pegs, or 20d nails for harder ground
- Claw hammer
- One or two measuring tapes — 100-foot minimum
- One line marker — chalk or liquid
- Two bags of marking chalk (DO NOT USE LIME) per field or two cans of paint
- One or more assistants

Fields can vary in size but must be rectangular. Make the field as large as possible, within the Laws. Sacrifice some length to obtain width, if necessary. For younger players, smaller fields are preferred, but keep the goal areas and penalty areas in proportion to the size of the field. Check AYSO's "Coaching Program Guide", available from the AYSO Supply Center or the Player Programs Dept. for alternate field sizes.

Step 1—Goal Lines

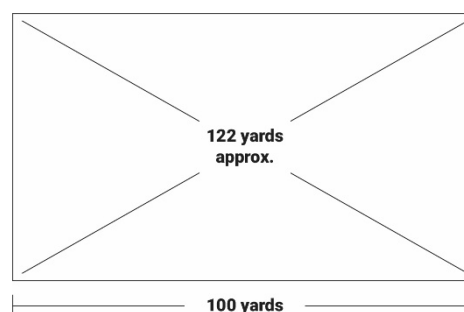
Set the initial peg at one corner of the field to be built. Set the second peg three feet inward of the first peg along the intended goal line. Set the third peg four feet from the first peg along the intended touch line while measuring five feet from the third to the second peg to acquire a right angle.



Example: Once the first corner has been established, repeat the process at the opposite end along the goal line. Remove the #2 pegs. Attach the twine between the two corner pegs, pulling it taut. Mark a chalk line along the twine. Do not remove the #3 pegs yet. Repeat the process at the opposite end of the field making sure the right angles at each corner line up. If you are in doubt, measure the distance from each corner to the opposite corner.

Step 2—Touch Lines

Attach twine to number one pegs on opposite ends of the field along the intended touch line. The twine should fall exactly in line with the number three pegs. (If not, recheck measurement from corner to corner.) Pull the twine taut, lift and let fall to ground. This will allow for a straight line. Mark the complete side of the field with chalk or paint. Repeat on opposite side. Remove number three pegs leaving the corner pegs in place.



Step 3—Halfway Line

Measure half the distance of the length of the field on each side and mark with a peg. Attach twine to those pegs and mark a line parallel to the goal line with chalk or paint. Remove pegs.

Step 4—Center Circle

Measure half the width of the field at the halfway line and mark with peg. Attach twine to the peg and measure ten yards. With an assistant holding the twine taut at the ten yard mark, follow with the chalker or painter as the assistant walks the circle. If there is no assistant, tie the twine to the front of the chalker or painter and walk the circle, keeping the twine taut at all times so there are no "waves" in the circle line. Remove peg.

Step 5—Goal Area

Measure half the width of the field at the goal line and insert peg. From this center point measure ten yards in both directions along the goal line and set a peg at each point. Measure six yards from the two outer pegs perpendicular to the goal line, using the same 3' x 4' x 5' method as for the corners, and insert pegs. Attach twine to each of the four pegs and mark with chalk or paint on the three sides of the goal area. Remove the outer pegs, leaving the center peg.

Step 6—Penalty Area

From the center peg of the goal line, measure 22 yards toward each touch line and insert pegs. Measure 18 yards from each peg perpendicular to the goal line, using the 3' x 4' x 5' method and insert pegs. Attach twine to each of the four pegs and mark with chalk and paint, following twine. Remove outer pegs.

Step 7—Penalty Spot

Measure 12 yards from the center peg of the goal line at right angles to the goal. Insert a peg and make a circle of nine inches. This may be a solid spot. Remove center peg.

Step 8—Penalty Arc

Measure 10 yards from the center of the penalty spot. Attach twine to the peg. Following the procedure for the center circle, chalk or paint an arc outside the penalty area only, beginning and ending at the 18 yard line. Remove spot peg.

Step 9—Corner Areas

At each corner of the field, mark with chalk a quarter circle with a radius of one yard, inside the field of play. Remove corner pegs.

Optional marks may be made off the field of play 10 yards from the corner arc at right angles to the goal lines and touchlines to ensure defenders are far enough away from a corner kick.

Step 10—Coach's area

This is a rectangular area 2 yards deep and 20 yards wide set back at least 1 yard from the touchline and running parallel to the touchline. It is centered on the touchline so it extends 10 yards in each direction. .

Step 11—Restraining Lines (optional)

Where possible, these should not be less than 3 yards outside the playing field, parallel to the touch lines, the length of the field, from penalty area to penalty area. This allows the coaches and assistant referees ample space and prevents encroachments by spectators

Adjacent Fields

If there is space for more than one field in an area, make them no closer than six feet when they are side by side nor twelve feet when they are end to end. Many Regions use one large field to make three smaller fields across for practice or small-sided matches.

Field Marking Materials

Weed killer, diesel fuel or other such harsh chemicals used to "burn in" lines can be dangerous and may even be prohibited by local laws or park policies. Many Regions use chalk or specially formulated spray paint to mark the lines. If using spray paint, it is best to use two coats, one laid down in each direction. This produces a more visible and longer-lasting line. Different colors can be used when smaller fields are laid out within or across full sized fields.

If using chalk for initial marking, it is best to use two bags of chalk. Subsequently one bag will be sufficient. Markers have an adjustable flow lever and practice will allow you to get the most out of each bag and still get a good line. Never use lime to line fields. Lime is caustic and will harm the eyes and burn open cuts.

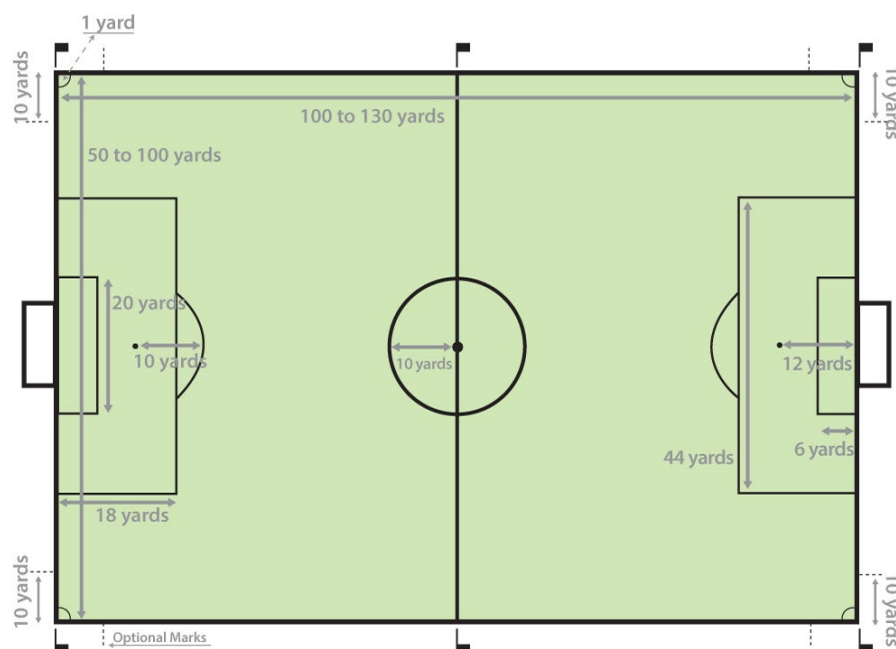
Permanent Goals

If you are using permanent goals set in the ground, be sure the inset is at least one third the height of the goal, i.e., 8-foot goal should extend two and a half to three feet into the ground, using sufficient cement as an anchor for stability.

If you are using sleeves in which to set the goals, anchor the sleeves well with cement. Use threaded pipe to enable you to keep caps on them when not in use. Open pipes are a hazard and they will eventually fill with dirt. (See Goals under Selection and Purchase of Equipment)

Hooks welded to any portion of the goals creates an especially dangerous hazard and should be removed. Use Velcro strips or twine to attach nets.

11 x 11 Standards of Play



Field

- 100 - 130 yards (length)
- 50 - 100 yards (width)

Goals

- The maximum goal size is 8' high x 24' wide.
- The recommended goal size is 8' high x 24' wide.

Matches

- Size 5
- 11 v 11
- Game may not start or continue if there are less than 7 players on a team.
- Substitutions take place approximately midway through each half – See Rules & Regulations I. C. 1 & 2.
- Matches shall have 2 equal halves not to exceed 35 minutes each (14U), 40 minutes each (16U), 45 minutes each (18U).
- Halftime shall be a minimum of 5 minutes and a maximum of 10 minutes.

Small-Sided Matches

U.S. Soccer has mandated, for its member associations, small-sided matches as part of the Player Development Initiatives. Match play shall be governed by the *Laws of the Game* as modified by AYSO (with permission), the AYSO National Rules & Regulations and the age appropriate AYSO Coach Manual.

Young soccer players need special consideration.

- They are children playing a children's game.
- They must be regarded as young children, not mini adults.
- They are essentially self-oriented and relate naturally to one or two others, not to large groups.
- Fun and activity factors must be a central part of a child-centered program.
- Educators agree early learning experiences are the most important and produce the most retention.
- Most children cannot sustain prolonged activity.
- They function best in suitable starts and stops (rest periods).
- Concentration span is limited, so frequent changes of pace and activity are essential.

Children love to learn.

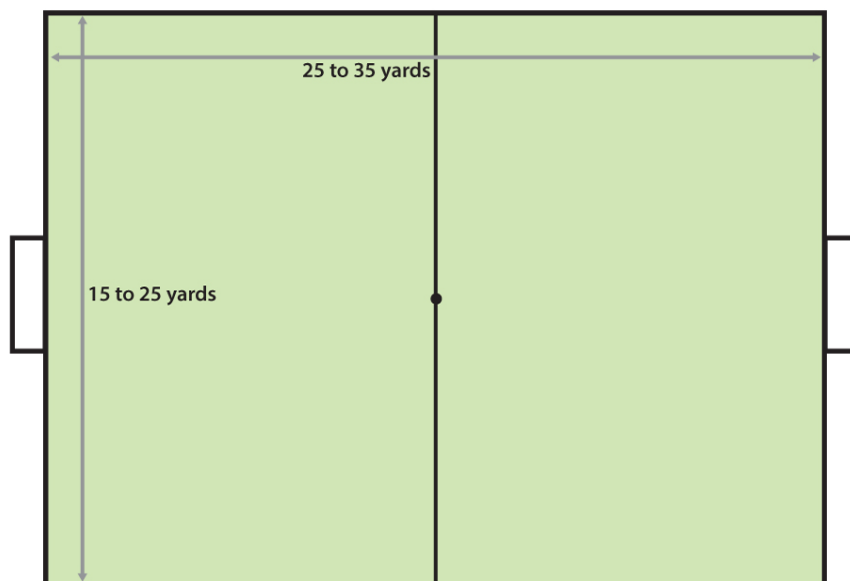
- They learn a great deal more when the ratio of teacher (coach) to student (player) is reduced.
- With small numbers and the simple nature of the match, the best teacher is the match itself.
- With fewer players on the field, each player gets more touches of the ball and has greater opportunity to change location in a fast-flowing, fluid match.
- Playing small-sided allows players to make simpler decisions and develop an earlier, better understanding of organization of play.
- Smaller fields mean more players are directly involved in play, creating increased levels of both concentration and interest.
- The reduced field size encourages more shots on goal by all players, therefore more goals scored.

Residual benefits.

- Parents are introduced to the match in smaller, more understandable doses.
- Small-sided matches are a great place to train new referees.
- The rest of the world is playing small-sided, and we are part of the soccer world.

	6U	7U	8U	9U	10U	11U	12U
	6 years old and younger	7 years old and younger	8 years old and younger	9 years old and younger	10 years old and younger	11 years old and younger	12 years old and younger
Field Size (yards)	Length 25-35 Width 15-25	Length 25-35 Width 15-25	Length 25-35 Width 15-25	Length 55-65 Width 35-45	Length 55-65 Width 35-45	Length 70-80 Width 45-55	Length 70-80 Width 45-55
Max Goal Size (feet)	Height 4 Width 6	Height 4 Width 6	Height 4 Width 6	Height 6.5 Width 18.5	Height 6.5 Width 18.5	Height 7 Width 21	Height 7 Width 21
Rec'd Goal Size (feet)	Height 4 Width 6	Height 4 Width 6	Height 4 Width 6	Height 6.5 Width 12	Height 6.5 Width 12	Height 6.5 Width 18.5	Height 7 Width 21
Ball Size	3	3	3	4	4	4	4
Players	4v4 No GK	4v4 No GK	4v4 No GK	7v7	7v7	9v9	9v9
Game Times (minutes) Off	4x10	4x10	4x10	2x25	2x25	2x30	2x30
Offside	No	No	No	Yes	Yes	Yes	Yes

4V4 Standards of Play



Field

- 25-35 yards (length)
- 15-25 yards (width)

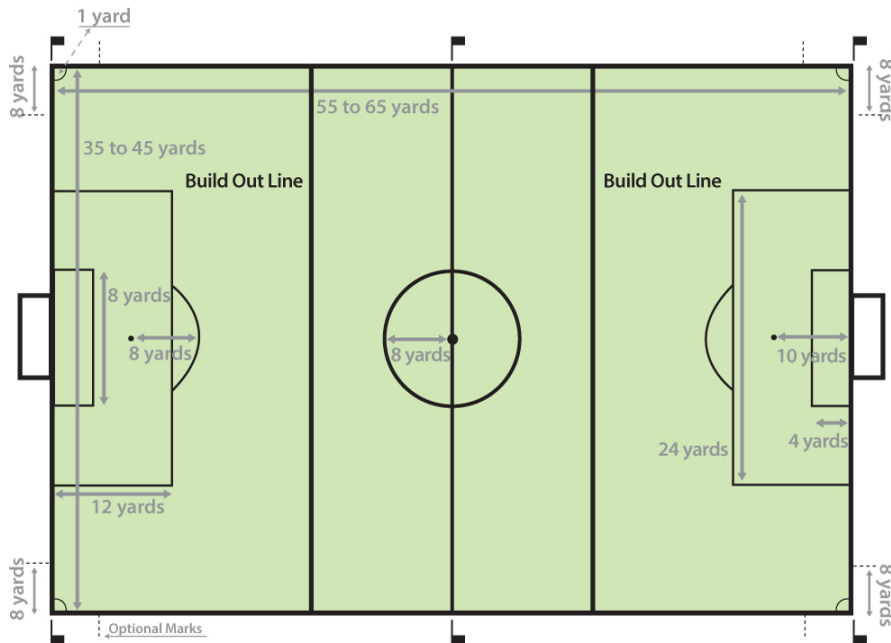
Goals

- The maximum goal size is 4' high x 6' wide.
- The recommended goal size is 4' high x 6' wide.
- Corner flags are not needed

Matches

- Size 3 ball
- Shin guards are required
- Substitutions take place approximately midway through each half – See Rules & Regulations I. C. 1 & 2.
- Matches shall have 2 equal halves not to exceed 10 minutes each (6U) or 20 minutes each (8U).
- Halftime shall be a minimum of 5 minutes and a maximum of 10 minutes. No added time.
- Playing times can be less when managed by the coaches and parents.
- Kick-offs, free kicks, goal kicks and corner kicks are used to start or restart play
- Pass-ins and/or dribble-ins are also acceptable. Throw-ins may be an approved exception for 8U.
- Goal kicks and corner kicks should be taken in the general vicinity of the respective goal or corner
- If used, all free kicks are indirect
- Opponents should be 5 yards away from the ball on all restarts.
- No penalty kicks.
- No offside.
- Registered and certified referees are not required at this level
- Since there is no referee, coaches are expected to manage the game environment from the touchline using these standards of play and their best judgement.
- Together, coaches and parents are expected to create and promote a fun and safe environment for the players

7v7 Standards of Play



Field

- 55-65 yards (length)
- 35-45 yards (width)

Goals

- The maximum goal size is 6.5' high x 18.5' wide.
- The recommended goal size is 6.5' high x 12' wide.

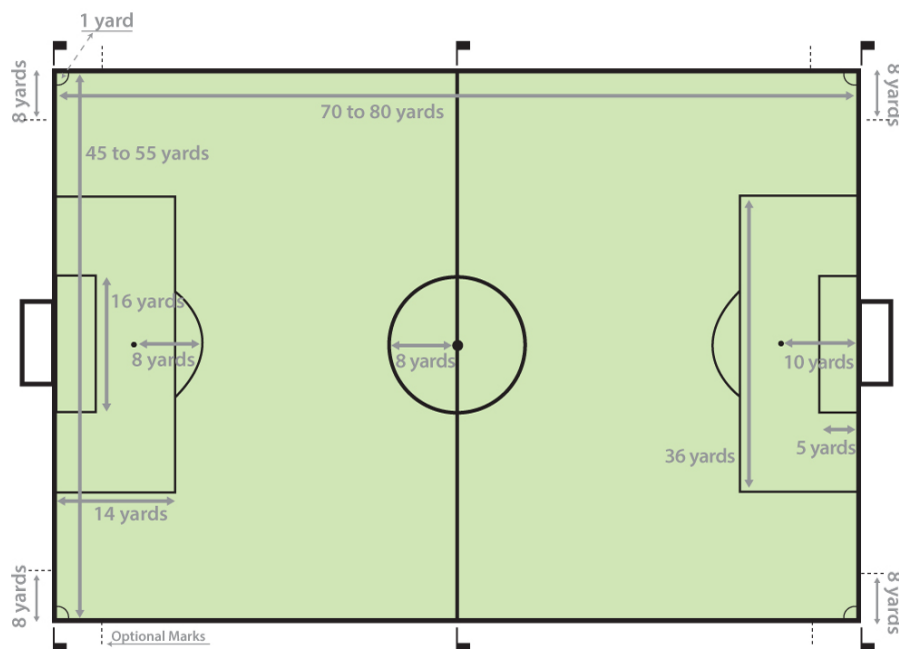
Build Out Line

- The build out line promotes playing the ball out of the back in a less pressured setting.
- Build out lines should be equidistant between the top of the penalty area and halfway line.
- When the goalkeeper has the ball, either during play (from the opponent) or from a goal kick, the opposing team must move behind the build out line until the ball is put into play.
- Once the opposing team is behind the build out line, the goalkeeper can pass, throw or roll the ball into play (to either side of the build out line). Punting is not allowed.
- The ball is in play from a goal kick when it leaves the penalty area.
- The ball is in play from goalkeeper pass-in when the goalkeeper releases the ball.
- After the ball is put into play by the goalkeeper, the opposing team can cross the build out line and play resumes as normal.
- If a goalkeeper punts the ball, an indirect free kick should be awarded to the opposing team from the spot of the offense.
- If the punt occurs within the goal area, the indirect free kick should be taken on the goal area line parallel to the goal line at the nearest point to where the infringement occurred.

Matches

- Size 4 ball
- Game may not start or continue if there are less than 5 players on a team.
- Substitutions take place approximately midway through each half – See Rules & Regulations I. C. 1 & 2.
- Matches shall have 2 equal halves not to exceed 25 minutes each.
- Halftime shall be a minimum of 5 minutes and a maximum of 10 minutes. No added time.

9v9 Standards of Play



Field

- 70-80 yards (length)
- 45-55 yards (width)

Goals

- The maximum goal size is 7' high x 21' wide.
- The recommended goal size is 6.5' high x 18.5' wide.

Matches

- Size 4 ball
- Game may not start or continue if there are less than 6 players on a team.
- Substitutions take place approximately midway through each half – See Rules & Regulations I. C. 1 & 2.
- Matches shall have 2 equal halves not to exceed 30 minutes each.
- Halftime shall be a minimum of 5 minutes and a maximum of 10 minutes. No added time.

Selection and Purchase of Equipment

The equipment director is responsible for the purchase, distribution, collection, storage and inventory of all balls, nets, cones, field markers, goals, first-aid and training equipment required by the Region.

The first task will be to determine what equipment the league will supply and what equipment the coaches and players will have to provide on their own. Unless your Region has a particularly generous supplier, you might give some thought to purchasing equipment in large quantities for wholesale discounts and then resell them as a fund raiser to the coaches, players and families. Practice balls, shinguards and cones are good examples of products that can be purchased at quantity discounts.

Field Markers

Begin by determining from the owner (school Board, rec & park department, etc.) and from the field director what type of field markings are permissible. Determine whether they have field markers which can be used by the Region, and the cost of using that method of marking. If marking equipment is available, from whom do you obtain it and when? Where do you find the paint or chalk for their markers?

Markers are available from a number of sources and are fairly inexpensive. Liquid markers work well, but tend to clog. Spray paint can last up to two weeks, depending on how fast the grass grows and how often it is cut. Chalk markers are practical and inexpensive, but this method most likely needs to be redone each week.

Balls

Soccer balls can be the most difficult choice for the equipment director due to the tremendous variation in quality and price in the market. The equipment director should measure the quality of the soccer balls needed against the quantity needed and the budget available. Soccer balls will be lost, and plans should be made to have replacements on hand, if the budget permits.

The covering (vinyl or leather) usually dictates the major price difference between two soccer balls. Leather balls are more expensive. Because leather is porous, leather balls will lose air more quickly from week to week and are more susceptible to damage from water. Vinyl balls will stay inflated for a longer period of time; however, most players say that a vinyl ball hurts more when they are hit with it during play, and the ball's covering is more likely to fall apart after heavy use.

A decision must be made regarding how many balls to issue to each team. Many Regions purchase a "match ball" for each team and encourage parents to purchase an inexpensive soccer ball that can be brought to practice for each of their players. If parents cannot afford to provide a soccer ball, some leagues may wish to investigate buying additional soccer balls for the team to use during practice. Team numbers and telephone numbers should be burned or written in permanent ink on each ball.

Some Regions buy each soccer field a "match ball" to be controlled by the equipment manager and the referee. Match balls are normally of better quality than practice balls. Air pumps should be available at the fields for use by referees and coaches as needed to inflate each ball to proper levels for matches. Coaches and referees, just like players, should be responsible for the safekeeping and control of soccer balls in their possession during the season.

Ball Nets

Ball nets provide an inexpensive means of carrying the practice balls used by coaches.

Practice Cones

Cones are available from general sporting goods stores and from soccer supply houses. Generally, such cones are inexpensive. Two general styles are available: a typical roadway style cone and a sliced-disk style of cone. The taller cones are easier to see, but the smaller cones take up less storage space. The taller cone will be more easily overturned in the wind or when contacted by a player or the ball. Some believe that the taller cones also create a greater risk of injury to players than the small sliced-disk style of cone. If cones are provided to teams by the Region, a sufficient number of cones for roughing out a practice playing field should be supplied (10 to

15 cones). Giving coaches different colored sets of cones makes it easier for players on the practice field to define their space.

Goals

There are a number of high-quality goals available on the market. In terms of potential liability, the choice of goals may be the most expensive decision made by any Region. The Regional Commissioner and safety director, field director, referee administrator and coach administrator should be consulted for their opinions on the type of goal to use. Goals are available in a variety of sizes, in a choice of durable materials, and either for permanent placement or temporary use.

Portable goals may be the only type allowed on the fields used by your Region. Portable goals also have the advantage of being movable and can be easily installed on another field for matches or practices. However, temporary or portable goals, if not properly secured to the ground, can collapse or tip over, and for that reason are more prone to cause injury. If temporary goals are not supervised, or if they are left standing during the season, they could be an attractive nuisance inviting children to climb them. A great number of goal injuries occur because an unsupervised goal is misused by a child with a natural instinct to climb. Therefore, these goals must be adequately staked down so that they will not be a danger to anyone at the field and, when not in use, should be put into a shed or chained to a fence or other permanent fixture. Consider using four such stakes to anchor each goal. Staking the net taught at the ground at several places in the back will provide further stability to portable goals.

Permanent goals can only be erected with the permission and consent of the owner of the fields (i.e., the school Board, park commission, etc.). Permanent goals usually are constructed with cast iron, PVC pipe or other durable plastic, or metal. Such goals are usually designed with a section to be buried underground to secure the goals and make them less likely to be tipped over in case of accident or misuse. PVC pipe, however, might crack or break in colder climates, creating a hazard. Cast iron can rust and be unforgiving to a player who falls against it during the excitement of play. Permanent goals require maintenance and may even need to be replaced from time to time. Permanent goals should be checked regularly for damage, paint, rust, and other maintenance needs.

A word about padding goalposts. Based upon the information currently available regarding padding of goal posts, we cannot conclude that padding of goal posts would make AYSO players materially safer in matches and practices. Soccer experts we consult also agree that padded goalposts would bring about a change in the way the match is played. Additionally, there currently is no provision for the padding of goalposts during matches under *IFAB Laws of the Game*. Accordingly, as with other soccer safety issues, unless and until additional information comes to our attention regarding the padding of goal posts, AYSO will continue to take direction from IFAB on this issue.

Some Regions have goals built professionally. If iron is used for such goals, welds must be secure and safe. If the goals are to be movable, they need to be built on sleds or with the capability of being dismantled. If the goals are to be permanent, can they withstand the abuse of children climbing or swinging upon them when no adult is there to stop such activity? Goals can be made proportional to the field. Younger children playing small-sided matches have different requirements for goals. Check AYSO's "Small-sided Matches Guidelines", available from the Programs Department for suggested sizes.

Goal Nets

Another major purchase is goal nets. More expensive nets will be assumed to last longer. Nets should be taken down at the end of each practice or at the end of each match day to avoid injuries when there is no supervision. Duffel bags work well for the storage and transportation of nets and their anchors to and from the fields.

The equipment manager should purchase nets which fit the style of goalpost used by the Region. Some nets are equipped with metal clips to attach to the edge of the net wrapped around a goalpost or crossbar. If the goalpost and crossbar have net hooks, those hooks should be removed and Velcro strips or twine should be used instead. Anchors or nylon tent pegs that hold the net to the ground are essential particularly with temporary goals.

The equipment manager and field manager should work together to train those who put up the nets. A sloppily attached net will leave openings which could result in injury to the goalkeeper or other players. A particularly hard shot to a corner passing right through the inner post might be ruled by a referee to be a no goal if the net is not attached properly.

Corner Flags

Corner flags are inexpensive. Look for safety factors when purchasing them. Corner flags must be a minimum of five feet tall. A corner flag which does not collapse or bend when taking a player's weight might break and seriously injure the player. Corner flags with spring mounting are one solution; flexible reed flag poles are another solution. Four corner flags are required and one each placed three feet off of the intersection of the halfway line and touch line are recommended.

Referee Equipment

The needs of the referee staff should be coordinated with the referee administrator. The Region should fit and supply each referee with the equipment needed. This equipment will include:

- a referee uniform (shirt, shorts, socks, and optional hat)
- an official AYSO referee badge of the appropriate certification level
- two whistles of good quality with wrist lanyard
- one set of yellow and red cards
- one set of assistant referee flags (sometimes provided per field rather than per referee)

Referees come in all sizes and shapes. Uniforms styled for women are available and should be considered for purchase. Some Regions purchase a standard short-sleeved shirt, shorts and socks for new referees and reward veteran referees with long-sleeved shirts or other colored shirts.

Referee kits containing match card wallets, whistle, red and yellow cards and a flip coin are available from many referee outfitters.

Uniform Purchasing

Uniforms are probably the largest annual expenditure for your Region.

The uniform/equipment director should understand what constitutes uniform selection and ordering—material, sizing, color and style selection.

Decisions

Before the uniform/equipment director can order uniforms, the Region must decide:

- whether to issue new uniforms each year or to reuse uniforms, (See “Cost Comparisons” later in this manual).
- how many teams in each division will be formed,
- how many players will be assigned to each team.

Make sure that vendor quotations

- are in writing
- meet your requirements
- contain all data necessary for decision making
- use consistent criteria, if you are seeking comparison quotes.

Comparing Quotes

Comparing price is obvious. However, there are several other factors to take into consideration before selecting a uniform supplier:

- Vendor availability (local vendor may be a sponsor)
- Vendor capability to supply shirts with the AYSO logo as required by the National Rules & Regulations
- Vendor reliability and helpfulness
- Do they know what they are doing?
- Do they follow through?
- Will they help you prepare your order?
- What is the experience of other Regions with the vendor? Get references.
- Quality of uniform — compare samples
- Delivery time — can they deliver in time for your season?

Placing the Order

- Allow yourself plenty of time.
- Determine the number of teams per division.
- Set the latest date for delivery.
- Arrange for delivery date and location with your supplier.
- Try to submit everything on one order.
- Deliver the completed order to the vendor, making sure it is in writing and has been double checked by a helper for completeness and accuracy before submitting.

Suggestion: Consider ordering one extra jersey for each set.

Sample Team Sizing Chart

6U	3 Youth XS	12 Youth S	
8U	5 Youth S	7 Youth M	3 Youth L
10U		7 Youth M	3 Youth L
12U	4 Youth M	8 Youth L	3 Adult 2
14U	3 Youth L	8 Adult S	4 Adult M
16U	3 Adult S	8 Adult M	4 Adult L
18U	7 Adult M	6 Adult L	2 Adult XL

Color Selection

This will depend on the size of the divisions. If there are fewer teams than color selections, choose different colors for each team. Some Regions opt to select white or black shorts for everyone. It's easy to do, but limits extensive color alternatives. Jersey base color and shorts limit the alternatives. If there are more teams per division than color selections, consider these alternatives:

- mix shirt and short colors
- mix vendors
- use reversible shirts
- change uniforms when two similar teams play each other
- purchase several sets of mesh overlay jerseys (also called "pinnies") in contrasting colors that can be used when there are color conflicts

Six Color Selections: Jersey, trim, stripes, shorts, socks and cuff or stripe.

Receiving the Order

Check for:

- correct quantities
- correct colors
- completeness — all with logos and numbers
- no duplicate numbers

Log in each set and identify them.

- Sizes for jerseys and shorts will be the same.
- Goalkeeper jersey should be one of the largest sizes.
- Socks will be within brackets, i.e., stretch socks are sized as small, medium and large and fit all sizes within the range.

Notify the vendor of an adjustment. Pay promptly.

Cost Comparisons

Comparison between Annually Buying Uniforms & Reusing Uniforms

New Uniforms:

- Advantages
 - Easiest to do
 - Can change colors/styles yearly
 - No hassle getting uniforms back
- Disadvantages
 - Recurring cost passed on to families in annual fees
 - Usually cheaper uniforms

Reused Uniforms:

- Advantages
 - Initial cost spread across several seasons – lower reg fees
 - Wider selection – can afford higher quality and more styles
 - Uniforms available for off-season play
- Disadvantages
 - Hard to get them back
 - Must store during off-season
 - Must be able to replace losses
 - Problems when styles are discontinued
 - Requires much more effort

Questions to ask before deciding:

- Is there someone in your Region who cares enough to organize and carry out the work of reissuing uniforms?
- Is the size of the annual player registration fee a problem in your Region?
- Can money be saved by reusing uniforms?
- If your Region cannot answer “yes” to these questions, decide against it. Your program should be based on new uniforms each year.

Sample of Request for Quotation

To: Uniform Supplier

Request for Quotation

Please furnish a quotation for the following uniforms for our soccer teams:

Style 469 C, 10 sets consisting of:

14 team jerseys: style 469C

1 goalkeeper jersey: style 483B

15 pair shorts: style 84M

15 pair socks: nylon with stirrup, contrasting cuff

Include 3" AYSO logo imprinted on jersey fronts and 6" numbers on backs.

Delivery date required: July 15, (*year*); base quotation on receipt of order by April 1, (*year*).

Quoted price to include all taxes, packaging and shipping costs for delivery to the above address.

(State payment terms as understood).

Please mail price quotation to the undersigned.

Thank you,

Name

Region (#), Uniform/Equipment Director

XXX Street

City, State Zip

Vendor Questionnaire (sample form)

Vendor Questionnaire for Soccer Uniforms				
Vendor:	_____	Mfg _____ or Mfg Rep _____		
	_____	Sports Store _____		
	_____	Distributor/Dealer _____		
Contact:	(Name) _____	Telephone _____		
	(Title) _____	Fax/800 _____		
	Best time to call: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/> Evenings <input type="checkbox"/> or _____			
	Collect calls accepted? Yes / No			
Catalog:	Date Published _____	Next Revision _____		
	Prices as of _____	Prices good until _____		
Materials:	Available	Cotton	Nylon	Poly/Cotton
	Jerseys	_____	_____	_____
	Shorts	_____	_____	_____
	Socks	_____	_____	_____
	Notes	_____	_____	_____
Colors:	Color Samples Available? Yes / No			
	Number of colors available:			
	Jerseys: _____	adequate _____	or limited _____	
	Shorts: _____	adequate _____	or limited _____	
	Socks : _____	adequate _____	or limited _____	
	Trim : _____	adequate _____	or limited _____	
	AYSO logo: _____	adequate _____	or limited _____	
	Can color combinations be varied from those shown in catalog? Yes / No			
	Are Colors matched year to year? Yes / No			
Styles:	Number of styles available: _____ adequate _____ Limited _____			
	Vertical stripes on front and back of jerseys? Yes / No			
	Pattern (stripes or panels) on front and back Yes / No			
Sizes:	Selected by manufacturer?		Yes / No / If Desired	
	Selected by Region		Yes / No / If Desired	
	Variations for girls/boys/all-stars?		Yes / No / If Desired	
	Replacements available from stock on hand? Yes / No / If Desired			
Packing:	How are shipments bundled?			
	By Team _____	By Uniform Size _____	By Item _____	Not Sorted _____

Quotation Comparison Form (sample form)

Quotation Comparison Form

Quotation: (Refer to Sample Form)

Name of Vendor providing Quote: _____

Minimum quantity _____

Base price for complete team? Yes / No
(i.e., 14 team plus 1 goalkeeper jersey, 15 shorts & 15 socks)

Extras:

Material Change	___ Yes	___ No
Collars	___ Yes	___ No
V-Neck insert	___ Yes	___ No
Stripes on shorts	___ Yes	___ No
Numbers on Back	___ Yes	___ No
AYSO Logo	___ Yes	___ No
Different Color Sleeve	___ Yes	___ No

Length of time quote is valid: ___ at Receipt ___ 30 Days ___ good until stated date

Financial:

% Due when order is placed? _____%

Balance due: Net _____ Days

Discount for early payment?	___ Yes	___ No
Charge for late payment?	___ Yes	___ No
Prior Credit Approval Required?	___ Yes	___ No

Adjustments:

Handled by supplier?	___ Yes	___ No
Referred to manufacturer?	___ Yes	___ No
None available – sold as is?	___ Yes	___ No

Time limit for adjustment: _____

Shipping:

Pickup at vendor	___ Normal	___ Special
Parcel Post	___ Normal	___ Special
UPS	___ Normal	___ Special
Air Freight	___ Normal	___ Special
Truck Carrier	___ Normal	___ Special

Uniform Record (sample form)

AYSO Region _____ Team _____

Jerseys

Manufacturer: _____
 Supplier: _____
 Material: _____
 Style #: _____
 Style Desc: _____
 Year Purchased: _____
 # Ordered: Jerseys _____ GK _____

Colors	Team	Goalkeeper
Body		
Trim		
Stripes		
Number		
AYSO Logo		

Replacements:
 Date: _____ Date: _____
 Date: _____ Date: _____

Size Distribution:

Shorts

Manufacturer: _____
 Supplier: _____
 Material: _____
 Style #: _____
 Style Desc: _____
 Year Purchased: _____
 # Ordered: Jerseys _____ GK _____

Colors	Team	Goalkeeper
Body		
Trim		

Replacements:
 Date: _____ Date: _____
 Date: _____ Date: _____

Size Distribution:

Socks

Manufacturer: _____
 Supplier: _____
 Material: _____
 Style #: _____
 Style Desc: _____
 Year Purchased: _____
 # Ordered: Jerseys _____ GK _____

Colors	Team	Goalkeeper
Body		
Stripes		
Cuff		

Replacements:
 Date: _____ Date: _____
 Date: _____ Date: _____

Size Distribution:

Volunteer Recruitment, Development and Retention

If you want to have a successful volunteer recruitment, development and retention effort, you must remember these four words: **Volunteering is an exchange.**

Volunteers understand that they will not be paid with money, but they do wonder what's in it for them.

The traditional view of assuming that people volunteer for purely philanthropic, altruistic or philosophical reasons has been revised. There are still people who will do good things because of a personal belief in doing what's right and making a difference, but even these people can fade if the exchange over time doesn't meet their expectations. The new view of volunteerism recognizes that volunteers feel a benefit for themselves, too.

The Volunteer's Dilemma

These are the judgments that potential volunteers make when considering a volunteer activity:

1. How much time will this require of me?
2. What skills/talents do I have to do this activity?
3. How does this commitment fit in with existing commitments to family, work, friends, and other community activities?
4. What are the risks for making this commitment?
5. What will my family or I gain for making this commitment? How will it improve the quality of life for us or others?

Volunteers are often motivated by a combination of factors. These factors are unique to each individual, but they tend to fall under some common themes. Understanding these themes and acknowledging potential concerns can go a long way in the volunteer recruitment process.

Here are some of the factors that virtually all volunteers have questions about:

1. Can I do the task?
2. Are there others like me who are doing this, and can they help me to be successful?
3. Will what I do help others in a meaningful way?
4. Do I really believe in the organization and its philosophy?
5. Do I have free will in this or am I being forced?
6. Will I learn important new skills, abilities, and proficiencies?
7. Is love—not money—a sufficient reason to do this?
8. Will doing this make me feel better about myself? Will not doing this make me feel guilty?
9. Is there another part of my life that is less important that I can give up in order to do this?

Regions need to be prepared with solid information to anticipate these questions before they're asked. This is done by having a marketing plan for recruiting volunteers instead of just advertising for help.

Advertising vs. Marketing

Why simple advertising won't work

Everyone knows that volunteer organizations need volunteers. This simple knowledge does not motivate sufficient numbers of people to fill all the positions. Too often, volunteer organizations respond to this shortfall by saying, "We need more volunteers." This kind of advertising is pointless because it imparts no new information, states a redundantly obvious fact, and provides no additional motivation or incentive to potential volunteers.

People today have to be motivated by more than obvious need. You need to make joining the volunteer ranks in your Region a desirable choice for which volunteers give their time – more desirable than something else!

Why marketing will work

Marketing your volunteer positions requires some work, but the payoff can be large. If you review the questions above that potential volunteers ask themselves, you will find the keys to your marketing strategy.

To get volunteers you actually need to ask. One obvious place to market your Region's volunteer opportunities is at player registration. Try some of these:

- Have a smiling recruiting corps on site.
- Use females to recruit females.
- Use youth to recruit youth.
- Use uniformed coaches and referees to recruit coaches and referees
- Post biographies and pictures of some of your volunteers.
- Show AYSO's Parent Orientation video or the VIP video
- Show home video of a volunteer having fun.
- Have a picture display of coaches and referees in action.
- Stress the AYSO Team and the organizational philosophy.
- Distribute a fun test for those who "don't know the game."

If you use these marketing techniques, you show potential volunteers the fun, camaraderie and sense of personal achievement that shines through the people they interact with. Your future helpers can see others just like themselves participating, succeeding and having a good time!

Taking away some of the anxiety helps, too. When potential volunteers learn about AYSO's supportive environment and its "kids first" approach to soccer, they are eager to join. If you make them want to belong, then they will choose AYSO activities over other things they might do. They see a positive exchange.

There are some less obvious places to market Regional volunteer opportunities. These often produce surprising results.

- Put brochures in doctors' and dentists' offices.
- Set up a display in a local store.
- Put a kiosk or stand in the mall.
- Visit sports medicine clinics to inform therapists and staff about AYSO opportunities and to leave recruitment materials.
- Get an announcement or article in the local paper or on public access radio or television.
- Visit fire, police, and civic offices to put up posters.
- Publicize at schools, colleges, retirement homes, and community churches.
- Target specific community leaders for specific needs.

These methods can find you volunteers. Professional offices, malls and schools are the first places new people in the community are likely to go. Capitalize on this by making AYSO's presence known. Be the first to appeal to them and they might come to AYSO as their first opportunity to join the community.

People who go to sports medicine clinics frequently are injured athletes who may have a lengthy rehabilitation before they can reenter sports—or they may not be able to play again. These people are longing for opportunities to be involved in sport in some capacity. Give them a reason to call you.

Often civic, school and community groups require their members to perform service to the community. If you promote AYSO as a great way to meet this requirement and to have fun, they will come. Don't underestimate the attraction that community leaders have for visible positions in your program. Recruiting your school district's superintendent for your Regional Board may have a surprising impact on the availability of school fields for your Region's matches!

Your marketing efforts should continue throughout the soccer season, both to boost the morale of current volunteers and to entice others to join them.

- Recruit enthusiastic or dependable spectators at matches.
- Feature a volunteer in the local newsletter.
- Create a special patch for volunteers' jackets.

- Treat volunteers and spouses to a special night.
- Send thank you notes to the spouses.
- Provide quality equipment and up-to-date books.
- Send dedicated volunteers to camp or to a clinic
- Send as many volunteers as you can to your Section meeting.

When people get positive recognition, they feel important and appreciated. When volunteers get positive recognition, other people notice. Since most people want positive reinforcement, when your volunteers are treated well publicly, then others will want that recognition, too.

Treat the spouses or significant others of your volunteers well, and they are likely to join your volunteer ranks, too. Nothing sells like success, and if the perception is that your volunteers are appreciated, praised and rewarded, the partner will want to participate. It is often a benefit to their families when both of them are participating.

Volunteers who learn more, who grow and develop with your program and who can translate the AYSO experience into a living, talking role model are your best marketing tools. Consider training some of these outstanding ambassadors as instructors so they can go out and positively influence others.

Developing Volunteer Resources

Being reliant on volunteers to get the job done can sometimes create a paradox. There is so much to do that you have a job for nearly every person you can get. But the daily newspaper headlines and stories on the ten o'clock news remind you that there are people out there you just shouldn't use. This is why volunteers need to be screened.

Your first line of defense is to be sure that every person who wishes to volunteer for a job in your Region registers on-line through AYSO's system of record. Alternatively, they can complete a volunteer application form. But the important thing is that these applicants provide all the key information that will be used to be sure they are the right people for your program. Screening can include checking references, doing background checks, training, testing, and monitoring. Under current AYSO procedures, the Region has responsibility to check the volunteer's references. Criminal background checks are conducted by the Safe Haven Department at the National Office.

For the large majority of volunteers who pass this screening process, we have an obligation to comply with federal legislation designed to protect them against frivolous legal action. The Volunteer Protection Act tells us that volunteer organizations need to do three things for volunteers to protect them.

- They must be trained and certified.
- They must be given job descriptions, preferably in writing.
- They must know and perform their duties within the policies, procedures and guidelines of the organization.

You can easily meet these criteria by seeing to it your Region takes advantage of AYSO's well-respected volunteer development programs. The training should use AYSO lesson plans taught by AYSO-certified instructors. If you don't have the right AYSO-certified instructors in your Region, contact your Area Director for help. When this training is conveniently available it makes being an AYSO volunteer especially attractive. They approach their volunteer commitments with confidence. Empowered volunteers will make your job a lot easier.

- Entry level coach, referee and staff training can be done locally by the Basic Instructors in your Region.
- Area clinics, which may include the Intermediate or Advanced Referee Courses, the Intermediate Coaching Course and instructor courses can be done by Regional or Area Intermediate and Advanced Instructors and Instructor Trainers.
- Section clinics, which may include the National Referee Courses, the Advanced Coaching Course and instructor courses can be done by National Instructors and Instructor Trainers.

- Section meetings, held annually in each Section and staffed in part by national representatives, include Board and staff training, management training, coach training, referee training and instructor training.
- Section super camps that may include all levels of training.

Once your volunteers have had their basic, introductory training at the Regional level, encourage them to seek additional training at other AYSO venues and offer to pay for it. This is money well spent because a trained volunteer is a greater asset to the Region and has a higher sense of personal achievement and satisfaction. For more information, call the AYSO Volunteer Programs Department.

Volunteers need empowerment to do their jobs. Once you have told them what to do, give them the power to do it. Avoid micromanaging. Allow them to participate in the decisions that affect their positions and their performance.

Volunteers need variety in their jobs to grow and develop. Too much mindless work can be frustrating; too much demanding work will burn them out. Routinely (every one-to-three years) alternating jobs among developing staff will keep them around longer and will give your Region greater depth.

Retaining Volunteer Resources

You need to recognize that volunteers sign up for one year at a time. If the exchange for their efforts is not positive, they will not return for another year. In addition, what motivated them to join is not the same as what will motivate them to stay. So your marketing campaign must shift its focus to keep them. Fortunately, it's fairly simple to provide enough incentive and motivation to keep good volunteers returning.

- Make staying desirable. If your volunteers are having fun and feel part of the team, they're likely to stay. If your Region has its act together, is successful and has good community visibility, they're likely to stay.
- Provide the proper environment. AYSO has its own culture. When that culture of safe, fair, fun thrives, then volunteers enjoy the time spent in AYSO – sometimes more than anything else. So ensure that the AYSO philosophies are alive and well and volunteers will return.
- Reward the effort. Be sure to match any reward to both the person and the achievement. Be timely with your rewards so enthusiasm stays high. Make your rewards highly public and thank people by name for specific deeds. Rewards can include patches, pins, shirts, jackets, bags, hats, plaques, letters or certificates. Just be certain to keep the value reasonable and appropriate, and don't ever give cash.
- Make volunteers feel special. Learn their names. Publish their names (not addresses or phone numbers) in your newsletter or local paper. Write thank you notes during the season. Send birthday or holiday cards. Ask for suggestions from them of what other things would be meaningful to them.
- Send them out on a high. A party, special event or ceremony will end the season on a positive note that should leave your volunteers looking forward to coming back next year.
 - Make the best ones feel indispensable. Those who contribute a lot have a heavy personal investment in the Region. This leads to a feeling of some ownership, which gives them a vested interest in the ongoing success of the enterprise. With your encouragement, these volunteers see the Region's future success linked to their ongoing participation. This is a powerful way to retain a nucleus of experienced volunteers from year to year.

Each of these six suggestions provides a good exchange for the volunteer. If you capitalize on several of these with each volunteer you'll see your retention rate grow. The more good people you retain, the fewer new people you will need to recruit.

Summary

Five things you need to remember about volunteers:

1. Volunteering is an exchange: When they give, they need to receive.
2. Volunteers don't respond to advertisements: Marketing is the best way to get volunteers.
3. Volunteers need to be trained: They can neither protect nor be protected without child and volunteer protection and job specific education.
4. Volunteers need to be screened:
5. Volunteers have a shelf life: They volunteer one year at a time. Make them want to be back year after year.

If you really understand these truths about volunteers, then you are well on your way to grasping the volunteer recruitment, development and retention process.

Good luck with your volunteers! If you need help, call your Area Director, Section Director or the AYSO Volunteer Programs Department for more information.

Establishing Good Community Relations

Your role as Regional Commissioner is a complex, challenging task and requires many skills and insights to be successful. You are a spokesperson, arbitrator, counselor, planner, facilitator, teacher, judge and public relations director. These are but a few words to describe the demanding yet satisfying role you have accepted. Perhaps "communicator" would cover many of the hats you wear. This is especially true in the area of community relations.

An effective communications program is the key to gaining and maintaining community support for your Regional program. The Regional Board must define their public relations philosophy; translate that philosophy into goals and work together to reach its established goals.

The communications program for the community must be a planned program of honest two-way communication. The Board must continually evaluate this program and strive to improve on it. Communications and public relations go hand in hand. A well planned communication program will ensure an excellent public relations program, and likewise, positive public relations result from comprehensive communication policies.

People you should contact:

- city hall
- department of parks and recreation
- school district and Board
- local service organizations—YMCA, churches, etc.
- Community Web Sites
- local newspapers
- sports groups—youth and adult
- chamber of commerce
- local business sponsors
- state assembly representative

Notify the above with information listing the names, addresses and phone numbers of the Regional Commissioner and other key Regional personnel. Include statistics of the Region, number of teams, players and volunteer support. Identify the objectives of your Region and how you feel the Region will support the welfare of the community. Update this information as the Region grows and changes.

These groups should be included on your mailing list and be invited to all Opening Day ceremonies, award ceremonies, social and fund raising events. They should receive copies of your periodic newsletter so they have first-hand knowledge of your activities.

Complimentary tickets should be sent for all events and recognition made of their attendance. Their participation gives them the opportunity to meet your Regional personnel and witness how well organized you are.

The Regional Commissioner or a representative should periodically attend city council or school Board meetings. Your interest in them will enhance their interest in AYSO.

Avoid asking for something each time you have contact with them. If a request is necessary, present it in a professional manner. Provide plenty of backup material to support your request.

Should you need additional leverage in the individual situation, a letter from your Area or Section director or the National Board of Directors may help.

In all things, present a positive and professional image to the community. Your prior preparation and efforts will ensure recognition of AYSO in your community and reap its own rewards!

Certain issues, if not addressed, can cause unrest and problems in the Region, which in turn, damage the AYSO image in your community. Your Board should establish policies to be followed—write them down. Here are some of the items which must be made public and communicated to your members:

- registration dates
- registration fees
- waiver of registration fees – the criteria
- registration cut-off date
- registration fee refund policy
- policies on:
 - team formation
 - waiting lists
 - transfer to another team
 - missed practices and matches
 - disciplining participants
 - field set-up and take-down
 - playing in inclement weather
 - makeup matches
 - lodging complaints
 - protests of matches

Good and timely community relations efforts assure a well-established and accepted AYSO program, which will gain increased support over the years.

Media Relations

Publicity is an important part of any successful Region. What is publicity and how do you manage it?

This guide, prepared by the American Youth Soccer Organization National Office, will outline the basics of establishing a publicity campaign for your Region. It will help you isolate the news in your community and the most effective means of promoting the value of AYSO soccer programs.

As an AYSO volunteer, you are the organization's best spokesperson. Who knows the value of AYSO better than you? Publicity, in essence, is spreading the word about how much we love AYSO!

We hope you find this guide useful in establishing your publicity efforts. As always, we are open to your comments and suggestions.

What Publicity Can Do For You

Publicity can:

- Increase awareness of programs or services
- Increase involvement of current volunteers
- Attract new participants (children and adults)

- Encourage contributions
- Win support for causes or issues
- Clarify misunderstandings
- Create, build, change or enhance the public's image of AYSO

Your first order of business is determining what you want to achieve with your publicity program. Then, you must realize you have almost no control over how, or if, your message will appear in the media. Your news release may appear word for word in one paper and be rewritten almost beyond recognition in another, then not used at all in another.

A graphic artist with marketing and media expertise, AYSO founder Hans F.W. Stierle utilized print and broadcast media when he introduced AYSO to Southern California in the mid-1960. News coverage helped AYSO gain acceptance within the community and helped create a mainstream interest in soccer.

"We learned that media exposure was critical to the success and growth of AYSO. It gave our members a sense of pride to read and hear about the organization," recalls Stierle. "The media helped us acquire strength. It helped us become legitimate in the eyes of local business people and later with major corporations when we requested support. Publicity encompasses more than the matches, the most valuable player, the goals that were scored, or the soccer boosters group get-togethers.

"It's important to get a feel for people in the media, to assess them and recognize what it takes to get them to pay attention to AYSO," Stierle continues. Every soccer program should only present consistent and professional materials to the media. "I encourage every publicity director to develop a rapport with local media representatives. On the other hand, don't be pushy or get on their nerves. If you think they've had enough of you, back off for a while. Analyze the people who represent the media and ask yourself, 'How are we going to get this reporter to listen to us?'"

News does not just randomly appear in your newspaper or on television or radio stations. It is the result of a dedicated volunteer who has done a superior job of promoting your Region's activities. Unfortunately, the Regional publicity director position is often left unfilled because a Region may feel intimidated by the media or unsure of what to do to gain publicity. However, every Region should be prepared to appoint someone to coordinate publicity efforts. It is a critical duty in today's information age.

Your publicity director will be responsible for distributing information to the general public through newsletters and news releases. He/she needs to be creative and organized with strong communication and writing skills.

Your Publicity Program

One of the keys to good publicity is developing an organized approach or match plan. What do you want to achieve? What is your goal?

The more specific you are in answering these questions, the more effective your strategy. The answer to these questions will help you determine your course of action.

For example, wanting your AYSO Region to become better known is too general a statement to be effective. However, wanting AYSO to be "the premiere youth recreation organization in the community" is more specific and identifiable. Ideally your goal should not only state what you want, but it should also reflect AYSO's mission and vision statements.

Your goal(s) need to be:

- Specific, so you know exactly what you're setting out to do
- Measurable, so you can tell if you're actually doing it
- Achievable, so you're not wasting your time
- Compatible, so you're in harmony with the AYSO mission

Whenever possible, emphasize the origin and development of the AYSO program in your community. In most instances, you will want to position your organization as an important and positive element within your

community and not just another youth sports program. Your plan needs to emphasize the positive elements of your program including AYSO's philosophies: Everyone Plays, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship and Player Development.

Finally, you must follow through with your program, constantly evaluate it, and be patient.

Your objectives

The first step is to determine what your Region, Area, or Section wants to accomplish through its publicity campaign.

Outline your objectives. They should encompass what you want to achieve: increased registration, enhanced reputation, improved sponsorship support, etc. Establish your priorities and work on them in order of importance and timeliness.

Your audience

The aim of a publicity program is to reach and influence your community. Your "audience" could be:

- Organizational leadership (Board and committee members or administration staff)
- Volunteer coaches, referees, team administrators
- Parents/Players
- Supporters, including family, friends, sponsors, or community representatives
- Colleagues, including organizations and individuals with similar interests in child development and/or soccer
- Key individuals, like influential people in business, government, or other professional positions
- Specialized groups, including those professions, industries or population sectors who you want to reach
- General public

Identify which of these groups is important to you. Then decide how to reach them.

Techniques

The following approaches may be utilized to expand your program:

- news releases
- feature stories
- photographs
- news conferences
- newsletters
- public speakers
- brochures
- posters or fliers
- radio or television appearances
- public service announcements (PSA's)
- special events and programs
- mass mailings
- community web sites, blogs and message Boards

For the best results, you should use several techniques that support one another. For instance, a speaker at a special event should be publicized through news releases and photographs and promoted in advance through posters, fliers and articles in your Regional newsletter. Perhaps the speaker could procure more coverage by making a series of local radio and TV appearances.

Be creative

Use your imagination and creativity. Occasionally, a great idea will come out of the blue, but usually ideas are generated by discussions with other people. A brainstorming session, where everyone contributes ideas, can be effective.

Give some thought to a few things your Region should be known for and publicize them. AYSO may be the largest, oldest, or newest organized youth sports group in your community. Include these things in all the

materials you publish or send to the news media. In many cases, the material will be repeated by the media, and the public will come to associate these facts with your Region. In any case, the media will at least learn more about AYSO and the game of soccer.

Evaluation and follow through

You have determined your objectives. You have identified your audience and chosen your techniques. The bulk of your program is done, except for one important detail. Feedback and execution.

The communications process is one of continual evaluation. It is not enough just to contact the media. You must know you are influencing and educating them.

Have you gained support for the issues important to you? Is your membership increasing? Talk to people. Solicit reactions through questionnaires or interviews. Find ways to measure the effectiveness of your actions.

If you find that your news items are rarely used, take some time to figure out why. Examine the items that are printed or broadcast. Are yours equally compelling and timely?

Getting Your Message Across

Go on a fact finding mission

Your publicity efforts can be a win-win situation for you and your local media. Your AYSO program gets news coverage and the media outlet gets news to disseminate! However, for the press to see your efforts as helpful...you need to follow the designated etiquette.

Call your local newspaper, radio, or television station and ask the following questions:

- When are their deadlines?
- How do they like to receive news releases? (i.e. mail, fax, e-mail)
- Do they need your news releases formatted a certain way?
- How far in advance do they need notification of a special event?
- Does the reporter/editor have any special considerations? (i.e. doesn't take calls after 2 p.m., is off on Fridays, works out of a home office, etc.)

You want your media contacts to see you as a valuable source for news. Be helpful, considerate, and as accommodating as possible. By giving them the information they want, the way they want it, and being respectful of their time, you increase the chances of having your message told.

Features

Features are stories that explore situations, events and trends that have special human interest. People, your players and/or volunteers, are excellent subjects for features. Readers and viewers identify with them, and the media want to appeal to their audiences.

Magazines are full of features. Newspapers run them every day. So do television and radio newscasts. Features appeal to the heart as well as the mind.

Print and broadcast feature stories take time to research and write properly. Furthermore, broadcast outlets don't accept feature stories written by outsiders. However, they are usually interested in feature story ideas.

Email or write feature editors and news directors to suggest a feature about someone in your organization—maybe a volunteer (someone with an interesting job or a “name” in the community) or a player (someone who has overcome a disability or unusual life experience). Use the most colorful and dramatic facts and organize them well.

One of the great things about features is they tend to be fairly comprehensive and will usually be accompanied by a photograph, relevant video, or sound bites.

News releases

If your news releases are relevant, well-written, and professional, chances are you will gain acceptance and credibility with your local media. On that same note, editors will not pursue releases that are poorly written, unorganized, inaccurate, trivial, or wordy. Not only will “undesirable” releases not be used, they can alienate the media.

The key to a well-written news release is the lead paragraph. This is where you must grab the editor’s interest. Your news releases should tell the “who, what, where, when, why and how” of your activity in the first paragraph. That may be all they read! Use the subsequent paragraphs to elaborate and give more detail.

What are you publicizing? When is the event? What time? Where? How does the event affect the community? What does your organization do? Who is conducting the event?

Think of your release as an inverted pyramid. The most important information should be at the top with additional information in descending order of importance. Write, rewrite and polish. Your paragraphs should not be more than three or four lines each. Also, be sure to include a contact name and telephone number at the end of your release in case anyone has questions.

Just the facts

Never editorialize in your news release—opinions have no place in your publicity efforts. Also, don’t use flowery adjectives. Just include the facts. Let the media decide if your event is wonderful.

However, there are ways to include opinion into your articles without being obvious. Quotes, for example, are a great way to say things that you, as the writer, are not at liberty to write.

For example:

“AYSO has given the children of our community a wonderful program. It’s by far the most ambitious and organized youth athletic program we’ve ever had in Center City,” said Regional Commissioner Chris Brooks.

Consider this

So, what is the secret to getting your message placed in your local newspaper or on a local newscast? Initially, there are a few important elements to consider.

If you appoint a Regional publicity director, publicity efforts are less likely to fall through the cracks. Have all Regional publicity, media contact and correspondence, and news releases go through this individual.

Determine how your story affects your local audience. How many kids in your community play AYSO soccer? How many residents volunteer their time for AYSO? How long has your AYSO program been around? What has your Region done to influence your community positively? Find out as many local statistics as possible and tell the media why these numbers are important.

Newspapers receive hundreds of local story requests and news releases each week, so be realistic in your expectations.

Newspapers tend to be supportive of nonprofit community programs. However, do not expect the newspaper to support your organization more than it would any other.

Make sure your message is worth the editor’s attention. Don’t waste your time and theirs by putting out a lot of frivolous information. By doing so, you damage your credibility. This affects your chances of being taken seriously when a “real story” comes along.

The Basics

News release format:

- Use 8 1/2 x 11 letter-size white paper.
- Always use a computer.
- Make sure your release is neat and double-spaced, with one-inch margins. (This allows the editor to make corrections.)
- Create stationery to use for all your news releases. The AYSO “traditional” logo should be placed at the top left-hand corner of the page. In a pinch, you may also use the “promotional” logo.
- Include the name of your local contact (your publicity director) and his or her telephone number and email address.
- Give your release a headline (i.e. NEW SOCCER PROGRAM COMES TO HUNTINGTON CITY). Center and type it in capital letters.
- When mentioning AYSO for the first time, refer to it as the American Youth Soccer Organization. You can refer to it as AYSO in subsequent mentions.
- Keep the language simple and easy to understand. Don’t use lingo that only “soccer people” can interpret.
- Indicate there are more pages by centering the word “MORE” at the bottom of the each page.
- At the top of subsequent pages, write the title of your release (i.e. AYSO Opening Day) and Page ___ of ___ (i.e. Page 2 of 3) in the upper left-hand corner.
- At the end of your release type and center “-30-” or “###”, which indicates to the editor or typesetter the end of the article.

Additional guidelines

- Never use the back of a page.
- Only use one typeface (i.e. Times Roman, Arial), and never use script.
- Do not send your news release on colored paper.
- Avoid using big words, AYSO-isms and acronyms, or clichés in your release.
- Specify the exact day and date of your event (i.e. Tuesday, Oct. 24, 1999).
- List the location and address of your event.
- Spell out numbers from one to nine, use numerals for numbers over 10.
- Be concise.
- Check and double-check the telephone numbers and email addresses listed in your news release.
- Use your spell check.
- Always ask someone to proofread your news release before you submit it.
- Write a short thank you note to your media contact if the news release or photograph is used.

Sending out your news release

Deliver

In smaller communities it is recommended that you hand deliver your news releases. This gives you an opportunity to establish a relationship with a reporter. However, don’t forget to make an appointment and always make your visit brief.

Come prepared with written information about AYSO and the answers to all possible questions. Be prepared to suggest additional material and topics that might be of interest to the reporter.

Email

If a personal visit isn’t possible, emailing your release is the next best thing. Contact the newspaper before emailing your release to verify the email address and use a soft-sell approach to emphasize the timeliness of your event.

Mail

Once you have established your relationship with the media, you may also mail your release. Always be sure the media receives your release at least two weeks prior to the event. The sooner, the better.

Follow Up

If you send your release by US Postal Service or email, you may want to make a follow-up call. Again, be brief and to the point and always ask if it's a good time to talk. Because of the daily avalanche of paper that piles up in a newsroom, don't be surprised if the reporter says he/she has not seen your release. If asked to send it again, graciously agree to do so.

Courtesy

Never call a reporter so frequently that you may be considered a nag. Furthermore, if a reporter does not feel a story is right for publication or broadcast, don't push it. No matter how certain you are that you have the ideal story, you are not going to endear yourself by forcing it on someone. Remember, the one thing you never want to do is alienate your media contacts. Without them, your story will never be told.

What Is News?

Every day we are bombarded with information from newspapers, magazines, television and radio. Issues like war, crime, economics, politics, and sports all command our attention. They all compete against us for news coverage.

It's important to remember that not everything you do is news. However, many things can become newsworthy with the proper spin. Some examples could include the following topics:

A Regional overview

Every year, prior to the start of your regular season, write and distribute a news release about your AYSO program. Explain what your program offers and what AYSO brings to your community.

Registration dates

In addition to sending sign-up flyers to your schools, submit a news release to your local newspaper at least one week before scheduled sign-ups. The release should include the registration day, time, location, age restrictions, fee information, season dates, and contact numbers. Keep your release short, no more than one page.

Season opening

Send a news release to the sports section of your local newspaper two weeks before the start of the regular season. Tell them the date of the opening match, location, time, schedule, and list any special activities. In the case of a tournament, avoid singling out one match.

Post-season matches (i.e. all-star, playoffs)

Be sure to notify the newspaper at least two weeks prior to any all-star or playoff activity. A news release should be written and distributed that lists matches, sites, and times. Arrangements should be made to provide match results to the newspaper no later than two days following the matches. The results could be called in or submitted on the Monday following the match.

All-star honors

Many newspapers will include a list of players named to all-star teams. Be sure to include player names, ages and team affiliations. However, do not write more than one page.

Human interest profiles

Is there a special child or volunteer in your Region who has overcome a disability or has an interesting background? If you need some feedback as to whether an individual is "newsworthy," contact the AYSO National Office and ask to speak with one of our public relations experts.

Special events

Media outlets like to know when organizations are putting something back into the community. Encourage your members to get involved with a special project that helps others and, once the project is going, notify the media. Charity donations, neighborhood clean-up campaigns, and holiday giving programs may be just the thing to warrant media attention in your community.

Sports Scoreboard

Some local newspapers may print standings and scores from previous weeks' matches. Such arrangements should be made with the sports editor at least one month before the start of the season.

Photographs

Pictures are a nice accent to any print story. Here are a few possible photo opportunities that you can publicize during the year.

Off-season

Once your Regional leadership has been appointed, write a news release announcing your new Board. Include a 3x5 picture of the Regional Commissioner and be sure to write his or her name on the back of the photo.

Opening day

Send a photo of your opening day ceremonies (newspapers love pictures of kids being kids) along with a news release.

Sideline shots

Encourage someone in your Region to look for photo opportunities on the sidelines. An anxious team mom, kids eating oranges, an enthusiastic coach. Select four or five of your most interesting photos and submit them to your newspaper.

Playoffs

Send your local newspaper photos of your end-of-season playoffs or all-star team along with a news release.

Keep in Mind

Is the subject of your release important to the community's readers, listeners, and viewers? If you were the editor and had dozens of releases to choose from, but only limited space, would you honestly publish your Region's release? Is the information in your release really important? Does it appeal to the community at large? If not, regroup and look for a new angle.

Is it really news or just an advertisement in disguise? Editors are not in the business of giving away free advertising, so don't try to slip anything past them. They already know all the tricks! However, it's always a nice idea to pass along a trinket to a friendly reporter. Maybe an AYSO bumper sticker or lapel pin.

Speaking Out

When you are being interviewed by the media:

- Never say anything that you don't want to see in print or hear over the airwaves.
- Be conversational. Learn to speak in short, clear sentences.
- Use examples to make your point.
- Express passion and enthusiasm for your topic, but don't be phony.
- Tell the truth and never make up information. If you don't know the answer to a question say, "Offhand, I'm not sure. But I will find out for you." And then ALWAYS find out and let them know the answer.
- Remember the reporter is the middleman to your audience. Conduct your interview as if you're talking to your community members directly.

9. AYSO Safe Haven

The American Youth Soccer Organization's (AYSO's) Safe Haven® Program was the first of its kind in youth sports to address the growing need for child and volunteer protection in youth sports. AYSO's Safe Haven is an umbrella program that strives to create an environment where both children and adults are able to participate in a safe, fair, fun, positive environment or "safe haven" for experiencing the benefits of sport by taking steps to preserve the culture of AYSO while responding to demands from the legal and legislative communities.

AYSO Safe Haven Certification

With our emphasis on child and volunteer protection, the primary components of the Safe Haven program include:

- Registering and screening all volunteers.
- Requiring training and certification.
- Providing child and volunteer protection guidelines.
- Promoting safety and injury prevention.

Screening who volunteers in AYSO is just the first step toward protecting our children, volunteers and Region resources. Requiring Training and Certification is really the only way to fulfill the vision of AYSO and to provide volunteers with the knowledge and skills necessary to protect themselves from misunderstandings and false accusations while protecting our children from harm. Implementing child and volunteer protection guidelines and promoting safety and injury prevention are keys to creating a safe haven.

AYSO educational opportunities afford volunteers maximum protection under the Volunteer Protection Act of 1997 for all volunteers who fulfill these requirements:

- Complete and sign a volunteer application each and every year,
- Be authorized to perform their job by the Region, Area, Section, National Board of Directors or other AYSO authority,
- Act within the scope of their job description and AYSO's policies, procedures and guidelines,
- Complete child and volunteer protection training (AYSO's Safe Haven) and
- Be properly trained for their position.

The AYSO Safe Haven program is the best way to provide protection for players and volunteers. It's built by AYSO, delivered by AYSO volunteers, and it's free.

Safe Haven Prevention and Intervention

Child protection is expressed through two cycles: the Prevention Cycle and the Intervention Cycle.

1. **Prevention.** In response to child protection laws and our sense of duty, there are elements in the Safe Haven Prevention Cycle for child protection. These are intended to stop child abuse in our programs before it occurs:
 - **Register and Screen Volunteers** - All AYSO adult volunteers are asked to consent to a background check and to provide character references. To secure an accurate check and with the least inconvenience and cost to the volunteer, AYSO requires that all volunteer applicants over 18 years of age provide personal identifying information including social security number, date of birth and a U.S. government issued photo identification, such as a state driver license, state I.D card, passport, military I.D. or resident alien card. AYSO recognizes the sensitivity of this information

and incorporates all known measures to protect its security. AYSO recognizes the individual's right to keep this information private but regrets that it cannot accept any application that does not include all requested information.

- **Train and Certify Volunteers** - It is a requirement that all AYSO coaches, referees, and Regional board positions be trained and certified. The certification program provides every volunteer with the highest level of protection at the lowest possible cost, and offers the hope that every AYSO child will be treated with understanding, compassion and respect.

To make this certification program effective for both the players and the volunteers, the process includes:

- AYSO certified instructors.
- Child-centered curriculum.
- Developmentally-based sports activities.
- Complete instructional plans.
- Complete learning spectrum for children and adults, through:
 - Education, testing, and confirmation through unified instruction.
 - Experience through participation in a focused environment.
 - Observation by trained evaluators for performance enhancement.
 - Opportunity with graduated participation.
- **Provide Child and Volunteer Protection Policies** — These policies offer guidance and protocol. They also place power in the hands of the Regions. The primary Safe Haven policies relate to the following:
 - Requiring a Child Volunteer Protection Advocate (CVPA) Regional Board position;
 - Mandatory Safe Haven training and reporting of suspected abuses;
 - Regulated Supervision, to protect children and adults through simple policies;
 - Codes of Conduct, defining how to work and act in the AYSO environment;
- **Promoting Safety and Injury Prevention** – AYSO also promotes safety measures and guidelines to minimize the risk of injury to all participants.

2. **Intervention.** Additionally, there are eight elements in the Safe Haven Intervention Cycle for child protection. These are proactive steps that provide for positive, healthy child development:

- Foster meaningful relationships.
- Make children and players full participants.
- Promote ethical behavior.
- Model and teach proper conflict resolution.
- Encourage players to speak up.
- Cultivate positive self-images.
- Implant excellence in individual achievement.
- Keep things FUN.

Kids Zone

AYSO's Kids Zone program is one of the first programs of its kind to promote good sportsmanship and appropriate sideline behavior – key to promoting a safe, fair, fun, family-friendly environment for experiencing the benefits of playing soccer. Parents and spectators pledge to respect the tenets of Kids Zone. Coaches, referees, parents and players agree to abide by a code of conduct. AYSO asks that all participants agree to help make every AYSO venue a Kids Zone where spectators agree to respect the following guidelines:

- Kids are #1
- Fun, not winning is everything
- Fans only cheer, only coaches coach
- No yelling in anger
- Respect the volunteer referees
- No swearing
- No weapons
- Leave no trash behind
- Set a proper example of good sportsmanship
- No alcohol, tobacco products, smoking, controlled substances



Kids Zone Parent Pledge

1. I pledge to be on time or early when bringing my child to his/her practices and matches. I understand that it may be uncomfortable for my child to be late to a match or practice and that he/she is subject to physical risk if not provided with adequate time to warm up. I understand that I am encouraged to stay during practices and matches, but if I do not, I will be there when he/she is finished. Being punctual shows respect for the coach, who has other time commitments, and it tells my child that he/she is my top priority. _____

2. I understand that the top three reasons kids play sports are to have fun, make new friends and learn new skills. I understand that the match is for the kids, and I will encourage my child to have fun and keep sport in its proper perspective. I understand that athletes do their best when they are emotionally healthy, so I will be positive and supportive. _____

3. I will redefine what it is to be a "Winner" in my conversations with my child. Winners are people who make the maximum effort, continue to learn and improve, and do not let mistakes, or fear of making mistakes, discourage them. I understand that mistakes are an inevitable part of any match and that people learn from their mistakes. I understand that all children are born with different abilities and that the true measure of success is not how my child compares to others, but how he/she is doing in comparison to his/her best self. _____

4. I will "Honor the Game." I understand the importance of setting a good example of sportsmanship for my child. I will show respect for all involved in the match including coaches, players, opponents, opposing fans, and referees. I understand that officials, coaches, and players make mistakes. If the referee makes a call I do not agree with, I will refrain from questioning, insulting or making personal attacks against him or her. _____

5. I understand that matches can be exciting for my child as he/she deals with the fast-paced action of the match, responds to opponents, referees, teammates, and listens to coaches. I will not yell out instructions. During the match, I will make only sportsmanlike comments that encourage my child and other players on both teams. _____

6. I will not make negative comments about the match, coaches, referees or teammates in my child's presence. This sets a bad example, which can negatively influence my child's motivation and overall experience. I agree to act in a sportsmanlike manner and make every effort to foster a friendly and nonviolent atmosphere. _____
I agree to honor the AYSO Parent Pledge in my words and actions.

Safe Haven Training and Certification Matrix

Volunteer Position	Safe Haven Training	Job Training	*Suggestions for Continuing Education
Regional Commissioner	AYSO's Safe Haven 2 hours	Regional Commissioner Orientation 3 hours RC Training 18 hours	Regional Management 4 hours 30 min Dispute Resolution 2 hours 30 min
Regional Coach Administrator	AYSO's Safe Haven 2 hours	Coach Administrator Training 1 hour 15 min	Regional Management 4 hours 30 min Dispute Resolution/Due Process 2 hours 30 min
Regional Referee Administrator	AYSO's Safe 2 hours	Referee Administrator Training 2 hours 30 min	Regional Management 4 hours 30 min Dispute Resolution 2 hours 30 min
Child and Volunteer Protection Advocate	AYSO's Safe Haven 2 hours	Child and Volunteer Protection Advocate (CVPA) 2 hours	Safe Haven Annual Update 1 hour 15 min Dispute Resolution 2 hours 30 min
Treasurer	AYSO's Safe Haven 2 hours	Treasurer 2 hours 30 min	Budgeting for the Regional Board 1 hour 15 min
Safety Director	AYSO's Safe Haven 2 hours	Safety Director 1 hour 15 min	Safe Haven Annual Update 1 hour 15 min
Regional Registrar	AYSO's Safe Haven 2 hours	Registrar 1 hour 15 min	Registration Events 1 hour 15 min
Assistant Regional Commissioner	AYSO's Safe Haven 2 hours	Introductory Management 4 hours 30 min	Dispute Resolution/Due Process 2 hours 30 min
Auditor	AYSO's Safe Haven 2 hours	Auditor 1 hour 15 min	Treasurer 2 hour 30 min
Division/Age Group Coordinators	AYSO's Safe Haven 2 hours	Division Coordinator	Dispute Resolution/Due Process 2 hours 30 min
All Other Regional Board & Staff	AYSO's Safe Haven 2 hours	Regional Board Member Training 1 hour 15 min	Any Discipline-Related Training, Workshop or Annual Update, Dispute Resolution/Due Process 2 hours 30 min
Coaches	AYSO's Safe Haven or 2 hours	Age Appropriate Coach Course Varies	Annual Coach Update 1 hour 15 min
Referees	AYSO's Safe 2 hours	Appropriate Referee Course Varies	Annual Referee Update 1 hour 15 min
All Instructors	AYSO's Safe Haven 2 hours	Introduction to Instruction Discipline Specific Instructor Course Varies	Any Discipline-Related training or workshop Referee Administrator, Instructor & Assessor Annual Update
Area Director	AYSO's Safe Haven 2 hours	Area Director Training 18 hours	Introductory Management 4 hours 30 min Dispute Resolution 2 hours 30 min
VIP Administrator	AYSO's Safe Haven 2 hours	VIP Volunteer Training 2 hours 30 min	Player Programs Annual Update 1 hour 15 min

Safe Haven Training Matrix					
Course	Description	Length	Attendee Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
AYSO's Safe Haven	This course presents information on child & volunteer protection and the key components necessary to create a safe haven.	2 hours	None	Coach, Referee or Management Instructor AYSO's Safe Haven	Regional Administrator in Coach, Referee or Management discipline
Refugio Seguro de AYSO	This course presents information on child & volunteer protection and the key components necessary to create a safe haven in Spanish.	2 hours	None	Coach, Referee or Management Instructor AYSO's Safe Haven Refugio Seguro de AYSO	Regional Administrator in Coach, Referee or Management discipline
Safe Haven Addendum	The addendum provides additional Safe Haven protocols to address key challenges. Recommended for Region, Area and Section staff.	1.25 hours	None	Coach, Referee or Management Instructor AYSO's Safe Haven Safe Haven Addendum	Authorization from National Safe Haven Department
CDC Concussion Awareness Training	This training provides concussion awareness training for all volunteers.	1 hour	None	None. Course cannot be instructed. Must be taken from CDC online course either on aysou.org or CDC site.	

AYSO Safe Haven Policies for Child and Volunteer Protection

Administration

The Region is committed to the protection of all its children from abuse and neglect while participating in the program and it promotes the awareness and prevention of child abuse in the community at large.

The Region shall have at least one Child and Volunteer Protection Advocate (CVPA), who shall be responsible for overseeing the AYSO Safe Haven child and volunteer protection program in accordance with AYSO guidelines. He or she shall be a member of the Regional Board and will act as the main resource on child protection issues and shall be the Region's liaison with the National Safe Haven Administrator at the AYSO National Office.

A volunteer application form must be submitted each year. It is easiest and most secure if the volunteer supplies or updates his/her information online through AYSO's registration System of Record. The online form can be electronically signed, printed and submitted to the Region for reference checks and confirmation of photo identification. The volunteer application form is extremely important because it authorizes AYSO to perform applicant screening. Volunteers should know that they are subject to background screening. Criminal background checks are performed at the National Office by the Safe Haven department.

The Region shall have the right to deny the participation of any individual who refuses to fill out the volunteer application form completely or disagrees with any of the agreements required on the application, who lies or knowingly misrepresents information on the application form, or who violates the principles of these child protection policies. AYSO shall have the right to revoke both the registration and certification of any volunteer who falsifies information, is found guilty of child abuse, neglect, or other crimes.

The requirements for good faith reporting to law enforcement agencies and child welfare vary by state. However, it is AYSO's belief that we are morally obligated to report suspected abuse in addition to any mandated reporting requirements and we encourage any volunteer to file a good faith report.

Any volunteer under criminal investigation for a crime that might be detrimental to AYSO or its members may be suspended until the matter is resolved. The names and identities of the parties involved shall be protected at all times during the proceedings. A suspended volunteer who is subsequently cleared of all charges may apply to the Regional Commissioner (RC) and Board for reinstatement in the Region. However, reinstatement is not a right, and reinstated volunteers are not guaranteed to return to their former positions.

Training

In AYSO, all board members referees and coaches are required to be registered in the current AYSO Membership Year, as well as possess the appropriate training and certification. For the protection of players, volunteers and AYSO, all volunteers are required to complete the current version of AYSO's Safe Haven along with the appropriate job training, in order to be trained and certified for the volunteer position(s) held. This includes age-specific coach training for coaches.

AYSO practices and matches are not permitted without an AYSO certified and trained coach. AYSO scheduled matches are not permitted without a certified and trained AYSO referee, except: In Schoolyard Soccer and Playground Soccer divisions in which referees/officials are not used; in 6U divisions in which referees/officials are optional and, if not used, certified and trained AYSO coaches will manage the match; and during certain events involving non-AYSO teams in which competition rules will apply. Practice scrimmages do not require a certified and trained AYSO referee. All other Regional volunteers will be trained in child and volunteer protection (AYSO's Safe Haven).

Only official AYSO materials and courses (or those approved by AYSO) may be used to train and certify volunteers and only official AYSO programs, procedures, and policies will be taught. AYSO certified and registered instructors are required and authorized to lead courses and clinics.

To validate each attendee's training and certification, and to ensure that the Regional, Area or Section board members, volunteers, coaches and referees are registered with AYSO, records of training or certification course

attendance will be maintained in AYSO-U or through the submission of properly signed rosters of attendees sent to National Office. Instructors should always keep copies of their rosters.

Volunteers shall be subject to ongoing evaluation, and additional training may be required to maintain good standing within the Region and the organization.

Supervision

The Regional Board shall cooperate with the CVPA to ensure the safety of the Region's players.

The Coach Administrator and the CVPA, prior to each season, shall meet with the head coach of each team, either individually or in groups, to review child protection and supervision responsibilities.

The Coach Administrator will work with the CVPA to ensure that all coaches are registered and age appropriately trained and certified.

The Coach Administrator shall observe and review the performance of coaches to see that it conforms to the standards set by this child and volunteer protection policy.

Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a match or the child leaves the immediate vicinity of the practice or match as prearranged by the parent/guardian to walk home or to a friend's or relative's house. No child shall be left unsupervised after a match or practice. Parents/guardians must establish contact with the coach before leaving their child for a practice or a match and parents/guardians who are unreasonably late or consistently tardy should be reported to the CVPA for action.

The Referee Administrator and the CVPA, prior to each season, shall meet with the referees, either individually or in groups, to review child protection and supervision responsibilities.

The Referee Administrator will work with the CVPA to ensure that all referees are registered and trained and certified.

The Referee Administrator shall observe and review the performance of the referees to see that it conforms to the standards set by this child protection policy.

The match referee is responsible for providing a "child safe" atmosphere for the match, and has both the duty and authority to take any reasonable action to make it so. The referee is to report to the Referee Administrator and CVPA any cases of questionable conduct toward children by any coach, player, parent, sibling, or spectator before, during or after the match.

For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities. The recommended supervision ratio should be 1:8 or less; that is, one adult for every eight or fewer children and two adults present at all times (one of whom may be the coach and one of whom should be the same gender as the players).

Volunteers shall notify the RC, CVPA, and parents concerning AYSO activities away from the regular practice areas, playing fields, or other designated areas. Such notification should be documented, stating the nature of the activity, the names of the children involved, and the names of the adult supervisors.

Conduct

The Region advocates and expects exemplary behavior by all its participants, and it will hold a strict line on conduct as laid out in these policies.

Abusive statements such as those that deal with race, ethnicity, religion, nationality, gender, age, sex, or sexual orientation are not permitted. Sexual harassment, lewd comments and any form of inappropriate physical contact are prohibited. Bullying, hazing, corporal punishment and any act of violence are also prohibited. In

In addition, physical, emotional, sexual, and ethical abuses are prohibited, as is neglect or endangerment of a child. AYSO is a mandated reporter of suspected abuse in many states and asks any adult who knows or suspects abuse of a child to inform the Region and law enforcement.

Some forms of physical contact are acceptable as long as they are respectful and appropriate and should be:

- In response to the need of the child, not the need of the adult.
- With the child's permission.
- Respectful of any hesitation or resistance.
- Careful to avoid private parts.
- Always in the open, never in private.
- Brief, limited in duration.
- Age and developmentally appropriate.

A child's comfort level with physical contact is influenced by factors such as age, developmental stages, social and emotional well-being, life experiences, gender, etc. all of which change over time.

These policies will be updated regularly as needed. To stay current or for further information, check the AYSO Web site at www.ayso.org or contact the National Safe Haven Program Administrator at the AYSO National Office.

AYSO Criminal Background Check Policy

Since January 1, 2001, all American Youth Soccer Organization (AYSO) Regions, Areas, and Sections are required to comply with the AYSO policy on criminal background checks. AYSO acts as the criminal background requesting entity unless specific arrangements have been approved in writing by the AYSO National Executive Director.

Any person wishing to volunteer in AYSO must complete an AYSO Volunteer Application Form in AYSO's official member registration system each year, submit an esigned copy to the Region and consent to a criminal background check. The application form includes a Criminal Background Check Release. All requested information must be provided by the applicant, including Social Security number, driver license number (or other government issued photo I.D. if the applicant does not drive) and date of birth.

The Region must send the original copy of any handwritten/signed Volunteer Applications to the Safe Haven Department at the AYSO National Office in a timely fashion such that the most sensitive criminal background checks can be completed prior to the start of any playing season.

Criminal background checks are performed on an ongoing basis throughout the year. The responses on the AYSO Volunteer Application Form must coincide with background check results. Failure to answer honestly may be grounds for disqualification.

Each Region must designate at least one person as the Child and Volunteer Protection Advocate (CVPA) who must act as the liaison between the Region and AYSO for purposes of enacting this policy. Regions may appoint more than one CVPA as needed to expedite the screening process at the Region level.

To ensure compliance with all applicable laws, the AYSO Safe Haven staff members at the AYSO National Office are the only people authorized to initiate, review or have access to criminal background reports (unless sanctioned in writing by the National Executive Director). In all cases, the results of any criminal background check must be kept strictly confidential. These reports must be kept in a locked, secure location.

The Notice of Duty to Review Criminal Record process is initiated by the Safe Haven Department of AYSO. When a negative determination is made, a copy of the criminal conviction report received by the Safe Haven Department must be sent to that volunteer applicant in an envelope marked "Confidential – to be opened by addressee only," along with the Notice of Duty to Review Criminal Record cover letter.

If a conviction is disclosed or discovered, the AYSO Safe Haven Department must make a decision on whether or not the applicant may be used based on the following guidelines and partial Table of Convictions and advise the Region of its decision. As used in this policy, the term conviction refers to a conviction entered after a trial, after a guilty plea or after a plea of no contest/nolo contendere.

Any application form that does not contain honest answers or that misrepresents the number, type or gravity of any such conviction(s) will not be approved irrespective of the nature of the offense or the time that has transpired since the conviction.

Any individual on probation or required to complete a court ordered rehabilitation or other such program following a conviction for a crime appearing on the Table of Convictions will not be considered to serve as a volunteer until all terms and conditions established by the court have been satisfied and proof of completion submitted to AYSO.

Any person convicted of a crime against or otherwise involving a minor at any time in the past will not be approved to be a volunteer.

Most felony convictions will result in a negative determination. Evidence of multiple convictions, either felony or misdemeanor, are likely to also result in a negative determination. Where a conviction is remote in time or where the applicant's conduct since the conviction(s) indicates rehabilitation or lack of risk to the membership and the program, some leeway may be provided, but only with the concurrence of the RC and CVPA.

Persons convicted of a crime of violence or other serious crime against a person within the prior 20 years will be disqualified from any volunteer position.

Persons convicted of sex offences will be disqualified from volunteering in AYSO.

Persons convicted of a theft related crime or fraud within the prior 15 years will be disqualified from any position involving the handling of funds, property or personal identification information.

Persons convicted of a serious substance abuse crime within the past 10 years will be disqualified from any coaching position, referee assignment or any position that leads children's activities.

Persons convicted of less serious crimes of violence, substance abuse or one of the listed miscellaneous crimes within the past 5 years will be disqualified from any coaching position or any position that leads children's activities.

In certain limited instances, AYSO will disqualify volunteers who have been arrested for a crime, even if the arrest later results in no charges being filed. While AYSO casts no judgment about any of the allegations and/or accusations in these instances, AYSO's overriding and compelling interest is to provide a safe, fair and fun environment for children.

DUI: Persons convicted of driving while under the influence or other traffic/conduct related crimes within the preceding 3 years will be disqualified from holding the position of team coach or assistant coach. Persons convicted of driving under the influence within the preceding 3 years may be accepted for other volunteer positions with the understanding that they are prohibited from driving any child or AYSO volunteer other than immediate family members to or from an AYSO activity.

If any discretion is exercised in the application of this policy, it must be exercised in a uniform manner, so that substantially similar convictions and circumstances result in substantially similar treatment of potential volunteers. The CVPA or Regional Commissioner (RC) will be immediately notified when a negative determination is made, or if there are issues related to an application. The specific results leading to a negative determination must remain confidential unless the applicant is willing to reveal the results to the RC or CVPA.

Because of the serious implications to the entire AYSO organization, all Regions, Areas and Sections must comply with the decisions made by the Safe Haven Department of the National Office under this policy. Individuals disqualified or restricted by Safe Haven are not entitled to due process at the Region, Area or Section level. Their right of review is conducted in conjunction with their Notice of Duty to Review Criminal Background.

Table of Convictions - Partial List

Violent Crimes & Serious Crimes Against a Person

Aggravated Assault	Possession of Explosives
Aggravated Battery w/ Firearm	Preventing a 911 Call
Armed Robbery	Terrorism
Arson	Reckless Homicide
Assault	Robbery
Attempted Murder	Second Degree Murder
Battery	Stalking
Blackmail	Solicitation for Murder
Cruelty to Animals	Tampering w/ Food or Drugs
Domestic Battery	Threatening Public Officials
Extortion	Treason
Hate Crime	Unlawful Restraint
Home Invasion	Vehicular Car Jacking
Hit and Run Causing Injury/Death	Vehicular Endangerment
Kidnapping	Violation of Order of Protection
Murder	

Less Serious Crimes Against a Person

Criminal Threats of Death/Bodily Harm	Intimidation
Disturbing the Peace- fighting	Simple Assault
Harassment	Restraining Order
Harassment of Jurors or Witnesses	Vehicular Manslaughter While Intoxicated
Involuntary Manslaughter	

Sex Offenses

Bigamy	Obscene Phone Calls
Child Pornography	Obscenity
Criminal Sexual Abuse	Pandering
Criminal Sexual Assault	Pimping
Criminal Transmission of HIV	Prostitution
Distribution/Sale of Pornography to a Minor	Public Indecency
Indecent Exposure	Sex with a Minor
Indecent Solicitation of a Child	Sexual Exploitation of a Child
Keeping a Place of Prostitution	Solicitation of a Sexual Act
Lewd and Lascivious Behavior	

Theft-related Crimes

Bad Checks	Interference with Public Contracts
Bid Rigging	Looting
Bid Rotating & Kickbacks	Money Laundering
Bribery	Misuse of Credit Card
Burglary	Petty Theft
Computer Hacking/Trespass	Possession of Burglary Tools
Embezzlement	Receiving Stolen Property
Fencing of Stolen goods	Tax Evasion
Forgery	Theft of Intellectual Property
Grand Theft	Ticket Scalping
Identity Theft	Welfare Fraud
Industrial Espionage	

Fraud

Deceptive Sales	Mail and Wire Fraud
Fraudulent Advertisement	Odometer Fraud
Fraudulent Use of Access Card	Public Aid Fraud
Insurance Fraud	Retail Fraud

Serious Substance Abuse Crimes

Abuse of Prescription Medicines	Possession of Marijuana, more than one ounce
Criminal Drug Conspiracy	Possession of Illegal Substances
Distribution of Alcohol to Minors	Sale or Manufacture of Illegal Substances
Illegal Transportation of Controlled Substances	

Miscellaneous Substance Abuse Crimes

Possession of Drug Paraphernalia	Sale of Alcohol to a Minor
Possession of Marijuana (less than 1 oz.)	

Miscellaneous Crimes

Aggravated Discharge of a Firearm	Interference with Judicial Proceeding
Concealing or Aiding a Fugitive	Obstructing Justice
Criminal Damage to Property	Legislative Misconduct
Criminal Trespass	Resisting Arrest
Discrimination in Sale of Real Estate	Perjury
Environmental Crimes	Tampering with Public Records
Gunrunning	Unlawful Possession of Weapons
Hit and Run with Damage	Unlawful Use of Body Armor
Identity Switching	Unlawful Use, Sale, or Discharge of a Metal Piercing Bullet
Illegal Gambling	Vandalism
Impersonating a Law Enforcement Officer	
Unlawful Sale of Firearms	

Traffic/Conduct Crimes

Disorderly Conduct	Operating Under the Influence
Disturbing the Peace	Reckless Conduct
Driving Under the Influence	Reckless Driving
Drunk in Public	Repeated Traffic Offenses
Driving without a License/Insurance	Wet and Reckless Driving

Electronic Communication and Social Media

In keeping with the goal of the Safe Haven program to address the growing need to protect children from abuse, which includes the invasion of privacy rights and/or volunteers from misunderstandings and false accusations, the following recommendations are proposed for electronic communications and the use of social media sites, such as Facebook or Twitter.

Consistent with Safe Haven Child and Volunteer Protection Policies, AYSO asks all adults, regardless of whether they have a current volunteer application form on file, to maintain transparency in their communications with children while protecting children's identity and privacy. It is the responsibility of adults to maintain appropriate boundaries.

All communications regarding AYSO activities and participation in the program must be directed to parents and guardians including voice messages, e-mails and text messages. It is up to a child's parent(s) and/or guardian(s) to forward necessary communications to their children. If, for older players or youth volunteers, parents/guardians allow direct communications with a player or youth volunteers, parents must still be copied on any and all messages. Adults should refrain from private, personal, on-going electronic conversations with children.

All AYSO websites and pages on Social Media sites such as Facebook, Twitter and Myspace must be monitored to prevent inappropriate postings, blogs or "tweets" which either divulge the identity of minors or include any disparaging comments or pictures. Neither AYSO websites nor social media sites may be conduits for social bullying, airing grievances, or gateways for predators. All AYSO or social media sites/pages should conform to the rules and regulations for use and safety as outlined by the site owner.

The AYSO Player Registration Form includes a general photo release for non-commercial purposes. Pictures posted on public sites should not include the names of individual players to avoid identifying children to the wrong individuals. Team rosters with names, numbers and contact information must not be posted on any public website or social media page.

Operation and maintenance of all AYSO websites should conform to AYSO's Privacy Policy for online privacy protection and the Children's Online Privacy Protection Act (COPPA of 2000) which establishes mandated disclosures, parental notifications and options for all online activities when information is requested from children under 13 years of age. A copy of the Privacy Policy is available on the website: http://www.ayso.org/resources/legal/privacy_policy.aspx.

The advantages and convenience of electronic communications and social media pages make them valuable and necessary tools for communicating with AYSO participants. As long as the same Safe Haven guidelines for interactions between adults and children are used in electronic media, the risk of abuse and misunderstandings can be minimized. Parents play a critical role in keeping children safe online and they must be included in all communications. Encourage parents to help with online safety by providing links to documents such as "A Parents' Guide to Facebook" and the U.S. Federal Trade Commission's "How to Protect Kids' Privacy Online."

Child Abuse and Neglect Reporting

In order to qualify for federal funding under the Child Abuse Prevention and Treatment Act (CAPTA), all 50 states have passed a mandatory child abuse and neglect reporting law. CAPTA defines child abuse and neglect as any recent act or failure to act:

- Which results in death, serious physical or emotional harm, sexual abuse, or exploitation or presents an imminent risk of serious harm
- Of or to a child

Child Abuse and Neglect Reporting

- By a parent or caretaker who is responsible for the child's welfare

Many states have modeled their laws after the federal CAPTA. In all 50 states, the following is true:

- There is a state hotline for reporting child abuse and neglect
- Certain professionals and institutions are required to report suspected child abuse and neglect to a law enforcement or child protection agency, including health care providers and facilities, mental health care providers, teachers and other school personnel, social workers, day care providers and law enforcement personnel.
- In addition to specifying mandated professionals, most states include a general clause stating that anyone who knows of abuse should file a report.
- Immunity from prosecution exists for a person who reports child abuse in "good faith"
- A primary legal concern in any state with reporting requirements is reporting the complaint or concern in a timely manner. Nearly all state legislative bodies are continually working on statutes and procedures regarding this subject, and therefore it is important to regularly review your state's timing requirements.

Because of the large number of AYSO players and volunteers in the state of California, the California Child Abuse and Neglect Act is referenced here. Please note that the information contained therein applies only within the state of California. Following the information on the California law, there is a list of contact information for each state's child abuse reporting agencies.

For your information, the Child Help National Child Abuse Hotline is 1(800) 422-4453. They will assist with contact telephone numbers for each state; however, they are not a reporting agency.

The California Child Abuse and Neglect Reporting Act

The California Child Abuse and Neglect Reporting Act ("the act") requires any "child care custodian" who, in the course of his or her professional responsibilities, reasonably suspects that a child has been abused, to report the suspected abuse by telephone to a child protective agency immediately (or as soon as practically possible). The custodian must also inform the agency of the suspected abuse in writing within 36 hours of receiving the information which led him/her to suspect the abuse.

"Reasonable suspicion" of child abuse exists under the act when it is "objectively reasonable for a person to entertain such a suspicion based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse."

Child Abuse Reporting Contacts

It is a statutory obligation ("Duty to Report") in certain states that any individual who is made aware of alleged child abuse has an obligation to report those incidents to the local authorities.

A list of all the states and their child abuse reporting agencies follows:

Alabama

Local (toll): (334) 242-9500

http://dhr.alabama.gov/services/Child_Protective_Services/Abuse_Neglect_Reporting.aspx

Alaska

Toll-Free: (800) 478-4444

<http://www.hss.state.ak.us/ocs/default.htm>

Arizona

Toll-Free: (888) SOS-CHILD (888-767-2445)

<https://dcs.az.gov/report-child-abuse-or-neglect>

Arkansas

Toll-Free: (800) 482-5964

<http://humanservices/arkansas.gov/dcfs/Pages/ChildProtectiveServices.aspx>

California

<http://www.dss.cahwnet.gov/cdssweb/PG20.htm>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Colorado

Hotline (844) 264-5437

Local (toll): (303) 866-5932

<http://www.cdhs.state.co.us/childwelfare/FAQ.htm>

Connecticut

TDD: (800) 624-5518

Toll-Free: (800) 842-2288

<http://www.state.ct.us/dcf/HOTLINE.htm>

Delaware

Toll-Free: (800) 292-9582

Http://kids.delaware.gov/fslfs_iseethesigns.shtml

District of Columbia

Local (toll): (202) 671-SAFE (202-671-7233)

<https://cfsa.dc.gov/publication/signs-child-abuse-and-neglect>

Florida

Toll-Free: (800) 96-ABUSE (800-962-2873)

<http://www.dcf.state.fl.us/abuse/>

Georgia

<http://dfcs.dhr.georgia.gov/portal/site>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Hawaii

Local (toll): (800) 494-3991

http://www.hawaii.gov/dhs/protection/social_services/child_welfare/

Child Abuse and Neglect Reporting

Idaho

Statewide (855) 552-KIDS (855-552-5437)

Treasure Valley (208) 334-KIDS (208-344-5437)

<http://healthandwelfare.idaho.gov/Children/AbuseNeglect/tabid/74/Default.aspx>

Illinois

Toll-Free: (800) 252-2873

Local (toll): (217) 524-2606

<http://www.state.il.us/dcfs/child/index.shtml>

Indiana

Toll-Free: (800) 800-5556

<http://www.in.gov/dcs/2398.htm>

Iowa

Toll-Free: (800) 362-2178

<http://dhs.iowa.gov/report-abuse-and-fraud>

Kansas

Toll-Free: (800) 922-5330

<http://www.dcf.ks.gov/Pages/report-Abuse-or-Neglect.aspx>

Kentucky

Toll-Free: (800) 752-6200

KY Safe (877) 597-2331

<http://chfs.ky.gov/dCBS/dpp/childsafety.htm>

Louisiana

<http://www.dss.state.la.us/index.cfm?md=pagebuilder&tmp=home&pid=109>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Hotline (855) 597-2331

Maine

TTY: (800) 963-9490

Toll-Free: (800) 452-1999

<http://www.maine.gov/dhhs/bcfs/abuserreporting.htm>

Maryland

<http://dhr.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Massachusetts

Toll-Free: (800) 792-5200

www.mass.gov/eohhs/gov/departments/dcf/child-abuse-neglect/reporting-abuse.html

Michigan

http://www.michigan.gov/mdhhs/0,5885,7-399-73971_7119---,00.html

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Minnesota

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_000152

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Mississippi

Toll-Free: (800) 222-8000

Local (toll): (601) 359-4991

<https://www.msabusehotline.mdhs.ms.gov/>

Missouri

Toll-Free: (800) 392-3738

Local (toll): (573) 751-3448

TDD (800) 669-8689

<http://dss.mo.gov/cd/can.htm>

Montana

Toll-Free: (866) 820-5437

<http://www.dphhs.mt.gov/cfsd/index.shtml>

Nebraska

Toll-Free: (800) 652-1999

http://dhhs.ne.gov/children_family_services/Pages/just_jusindex.aspx

Nevada

Toll-Free: (800) 992-5757

<http://www.nevadaregistry.org/child-care-licensing/mandated-reporting.html>

New Hampshire

Toll-Free: (800) 894-5533

FAX (603) 271-6565

Local (toll): (603) 271-6562

TDD (800) 735-2964

<http://www.dhhs.nh.gov/dcyf/cps/stop.htm>

Child Abuse and Neglect Reporting

New Jersey

TDD: (800) 835-5510

TTY: (800) 835-5510

Toll-Free: (877) 652-2873

<http://www.nj.gov/dcf/reporting/how/index.html>

New Mexico

Toll-Free: (855) 333-7233

Local (toll): (505) 827-8400

<http://www.cyfd.org/child-abuse-neglect>

New York

TDD: (800) 638-5163

Toll-Free: (800) 342-3720

Local (toll): (518) 474-8740

<http://www.ocfs.state.ny.us/main/cps/>

North Carolina

<http://www.dhhs.state.nc.us/dss/cps/index.htm>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

North Dakota

<http://www.nd.gov/dhs/services/childfamily/cps/#reporting>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Ohio

<http://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm>

Contact the county Public Children Services Agency using the list above or call Childhelp® (800-422-4453) for assistance.

Toll-Free (855) 642-4453

Oklahoma

Toll-Free: (800) 522-3511

<http://www.okdhs.org/services/cps/Pages/default.aspx>

Oregon

http://www.oregon.gov/dhs/children/pages/abuse/cps/cw_branches.aspx

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Pennsylvania

Toll-Free: (800) 932-0313

<http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/>

Puerto Rico

Toll-Free: (800) 981-8333

Local (toll): (787) 749-1333

Rhode Island

Toll-Free: (800) RI-CHILD (800-742-4453)

http://www.dcyf.ri.gov/child_welfare/index.php**South Carolina**

Local (toll): (803) 898-7669

<http://www.ddsn.sc.gov/about/Pages/HowToReportAbuse.aspx>**South Dakota**<http://dss.sd.gov/cps/protective/reporting.asp>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Toll-Free: (877) 244-0864

Tennessee

Toll-Free: (877) 237-0004

<http://www.tn.gov/dcs/article/report-child-abuse>**Texas**

Toll-Free: (800) 252-5400

http://www.dfps.state.tx.us/contact_us/report_abuse.asp**Utah**

Toll-Free: (855)

<http://www.hsddfs.utah.gov>**Vermont**

After hours: (800) 649-5285

<http://dcf.vermont.gov/protection/reporting>**Virginia**

Toll-Free: (800) 552-7096

Local (toll): (804) 786-8536

<http://www.dss.virginia.gov/family/cps/index.html>**Washington**

TTY: (800) 624-6186

Toll-Free: (866) END-HARM (866-363-4276)

After hours: (800) 562-5624

Child Abuse and Neglect Reporting

<http://www1.dshs.wa.gov/ca/safety/abuseReport.asp?2>

West Virginia

Toll-Free: (800) 352-6513

<http://www.dhhr.wv.gov/bcf/pages/default.aspx>

Wisconsin

<https://dcf.wisconsin.gov/>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

Wyoming

<http://dfsweb.state.wy.us/menu.htm>

Click on the website above for information on reporting or call Childhelp® (800-422-4453) for assistance.

10. National Coaching Program

Purpose

The AYSO National Coaching Program is designed to develop good soccer players who have a positive image of themselves, their teammates, coaches, match officials, and opponents. Coach training is the key. It is the goal of AYSO that every coach be a trained and certified coach. This shall be accomplished by providing coaching expertise through clinics, manuals, videos, online courses and reference materials. A full coach training program has been developed for each division of play.

Coaching Structure

The AYSO National Coaching Program is administered by the AYSO Player Development Department.

Section Coach Administrators, are appointed by their respective Section Directors, and direct and implement the programs established by the National Coaching Program within their respective Section.

Each Section is comprised of several Areas, each with its corresponding Area Coach Administrator. The Area Coach Administrator provides support and training opportunities to the Regions and the coaches in the Area. The Area Coach Administrator should assist new Regional Coach Administrators in conducting Regional coach clinics

For questions, consult the Area and Section staffs, along with the resources of the AYSO National Office.

Materials Available

*AYSO National Rules & Regulations**

Section Rules and Regulations (does not apply to some Sections)

AYSO Playground Soccer Manual

AYSO Schoolyard Soccer Manual

6U Coach Manual *

8U Coach Manual *

10U Coach Manual *

12U Coach Manual *

Intermediate Coach Manual and instructor notes*

Advanced Coach Manual and instructor notes*

National Coach Program Manual*

Coach Administrator Manual*

AYSO's Safe Haven Manual*

* Available from the AYSO Supply Center – 1 (888) 297-6786 or supplycenter.ayso.org.

Holding an AYSO Coaching Course

Step 1:

All training courses must be registered on AYSOU.org. Coach Administrators and certified AYSO Coaching Instructors may register a course in AYSOU.org. Call the National Office, Player Development Department if you have any questions, (800) 872-2976.

Step 2:

To register a course online or fill out the Coaching Course Request Form, you will need to have the following information:

- Section, Area, and Region
- Course Name (Safe Haven, 6U, 8U, 10U, 12U, Intermediate or Advanced)
- Name of the Certified Instructor, qualified to lead the course (see the matrix at the end of this chapter)
- Course Date
- Course Location

Make sure to include contact information so course attendees are able to contact you with any questions!

Step 3:

Conduct the course and have all attendees fill out the course roster completely and legibly.

Step 4:

Have course attendees keep their tests, once graded for future reference.

Step 5:

Coaching Course rosters can be input directly online via AYSOU.org. We strongly encourage all instructors to enter their own rosters into AYSOU.org.

Note: If the roster is not entered into AYSOU.org, attendees will not receive credit for the course. If a roster is outstanding more than sixty (60) days, it can cause the course instructor to be ineligible to conduct further coaching courses. If you do not hold the course, please cancel it in AYSOU.org or notify the Player Development Department (800) 872-2976 for further assistance.

For our volunteer's protection, every course must be registered with AYSOU.org. Thank you for your cooperation and thank you for taking the time to provide quality coaching courses to AYSO coaches.

Accreditation

The AYSO Coaching Program and our Safe Haven certification are fully accredited by the United States Center for Coaching Excellence (USCCE). The essential function of USCCE is to review the quality of coaching education programs and encourage continuous improvement of coaching education. The Council endorses The National Standards for Athletic Coaches.

A trained and certified coach who keeps his or her education current with changing standards is the best vehicle for delivering a positive, quality experience to the players of AYSO.

Our goal is to have every AYSO coach trained, certified, and keeping up-to-date through continuing education for the welfare of players and volunteers alike.

Required Coach Training

Beginning August 1, 2010, coaches and assistant coaches in the 6U age division in every AYSO Region were required to have AYSO's age-appropriate training and AYSO's Safe Haven certification when they take the field.

The coach training policy will roll forward each year adding one additional level of required age-specific coach training until, by the 2015 membership year, every AYSO coach and assistant coach, at every level, will be appropriately trained for the team they will coach.

This policy was approved and adopted by the AYSO National Board of Directors at their July 2009 meeting and is supported by the AYSO National Coaching Advisory Commission.

Coaches will continue to be required to be currently registered AYSO volunteers and have AYSO's Safe Haven certification. AYSO's Safe Haven certification, which is designed to protect both volunteers and children alike, is available as an online or in-person class.

Following is the training that will be required for each of the age levels in all AYSO matches and the schedule for implementation:

Division	Minimum Training Requirement
6U	6U Coach (beginning 8/1/2010)
8U	8U Coach (beginning 8/1/2011)
10U	10U Coach (beginning 8/1/2012)
12U	12U Coach (beginning 8/1/2013)
14U	Intermediate Coach (beginning 8/1/2015) Including all pre-requisites
16U/18U	Advanced Coach (beginning 8/1/2015) Including all pre-requisites

To schedule training for any of these courses, contact your Regional Coach Administrator for more details or contact the Player Development Department at the AYSO National Office for more information, (800) 872-2976, ext. 7974.

Certification/Training Policy - National Games and AYSO Sanctioned Tournaments

The following policy was approved and adopted by the National Board of Directors at their October 2006 meeting in Hawthorne California:

Effective August 1, 2009, all AYSO coaches and assistant coaches who wish to coach in the AYSO National Games, or nationally sanctioned AYSO Tournaments must, at a minimum:

1. Be a registered volunteer in AYSO's system of record for the current year.
2. Be Safe Haven certified and trained.
3. Be trained per the National Coaching Program Guidelines at the age/skill level of the team they wish to enter/coach.

Many Sections and Areas have already adopted this requirement for those coaching in Area and/or Section sponsored competitions. This policy is also supported and backed by the National Tournament Advisory Commission and is to be included in the Tournament Handbook.

To schedule 'age appropriate' coach training and AYSO certification please contact one of the following:

- **Regional Coach Administrator** (10U & 12U Training)
- **Area Coach Administrator** (Intermediate Training)
- **Section Coach Administrator** (Advanced Training)

Contact information for any of these administrators can be accessed through the Regional Commissioner or by contacting the Player Development Department via email to coaching@ayso.org or by calling the AYSO National Office (1-800-USA-AYSO).

Although only the age-specific course is required to meet the new requirement at the 10U and 12U levels, it is best for the players if each coach at 10U and 12U has the full range of AYSO coach training (6U, 8U, 10U, and 12U). Please note, however, there are prerequisites that must be met before taking the Intermediate, Advanced or National Coach courses. *For those who are coaching (or are going to be coaching) at the 14U level or above, please see the following "Coach Course Catalog" for the prerequisites for Intermediate, Advanced or National Coach Training.*

Coach Training Matrix					
Course	Description	Length	Attendee Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
6U Coach	This training presents information and skills to be taught relevant to the small-sided match (4v4) of the 6U age group.	2 hours	None	Coach Instructor	Regional Coach Administrator
8U Coach	This training presents information and skills to be taught relevant to the small-sided match (4v4) of the 8U age group.	2 hours	Completion of 6U Coaching Course is recommended	Coach Instructor	Regional Coach Administrator
10U Coach	This training presents information and skills to be taught relevant to the small-sided match (7v7) of the 10U age group.	3 hours	Completion of 8U Coaching Course is recommended	Coach Instructor	Regional Coach Administrator
12U Coach	This training presents information and skills to be taught relevant to the small-sided match (9v9) of the 12U age group.	5 hours	Completion of 10U Coaching Course is recommended	Coach Instructor	Regional Coach Administrator
Intermediate Coach	This training focuses on tactical situations and set pieces. This course builds upon the 12U Coaching Course.	8 hours	Completion of the 12U Coaching Course, AYSO's Safe Haven, The CDC Concussion Course, Intermediate Coach Online, AYSO's Online Summary of the Laws of the	Advanced Coach Instructor	Area Coach Administrator

Coach Training Matrix					
Course	Description	Length	Attendee Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
			Game And Training Plan Design are required .		
Advanced Coach	This training focuses on tactical situations, advanced tactics, and observation, evaluation, and implementation techniques. This course builds upon the Intermediate Coaching Course.	18 hours	Completion of the Intermediate Coaching Course is required .	Advanced Coach Instructor	Section Coach Administrator
National Coach	This training provides training in advanced levels of play and requires 25 hours of mentoring in local Section, Area or Region upon completion of the course.	56 hours	Completion of the Advanced Coaching Course is required .	AYSO National Coach Instructor	Director of Player Development
Coach Administrator Training	This training presents the duties and responsibilities of Coach Administrators with tips to enhance performance and enjoyment.	1.25 hours	None	Advanced Coach Instructor	Area Coach Administrator
Annual Coach Update	This training provides continuing education for coaches in the Region. Program updates and program requirements are reviewed in this training session.	1 hour	None	Coach Instructor	Regional Coach Administrator

11. National Referee Program

Administrative Overview of the AYSO National Referee Program

The AYSO National Referee Program is administered by the AYSO National Referee Program. AYSO referees are supported by an administrative structure that is similar at the Region, Area and Section levels, each of which has a Referee Administrator, Referee Director of Instruction and Referee Director of Assessment. The individuals in these roles are responsible for implementing the AYSO National Referee Program in response to the needs of the referees within their designated areas of responsibility.

Training and Certification

One of the most important features of the AYSO National Referee Program is the AYSO Referee Certification and Training Program. All AYSO referees are required to be certified and trained. Referee certification is obtained by attending AYSO's Safe Haven. Referee training is available in six different training courses: 8U Official, Assistant Referee, Regional Referee, Intermediate Referee, Advanced Referee and National Referee. There is also an online Regional Referee Course, which coupled with an in-person Companion Course, completes the training for the Regional Referee.

AYSO referee training is designed to provide education for referees and prospective referees that will enable them to officiate AYSO soccer matches in accordance with the *Laws of the Game* and the *AYSO National Rules & Regulations*. It is the intent of the AYSO National Referee Program to provide practical, incremental referee training that will ensure consistency throughout AYSO.

With the exception of training for the 8U Official, referee designations and training are not directly associated with any specific age group. The AYSO 8U Official may officiate only AYSO players under the age of 8. Completion of one of the additional AYSO referee courses is required to officiate at any other level of AYSO play.

To effectively officiate higher-level matches, a referee must have experience, physical conditioning and mental preparation along with appropriate training. Training in AYSO is a continuing process. Referees are encouraged to take additional courses and to participate in continuous education whether or not they desire to upgrade to a higher level.

Every referee must have a sound foundation in the *Laws of the Game* as a prerequisite to being certified as a referee. At all levels of the training program, referee candidates are tested on their knowledge of the Laws.

At each referee certification level, there are requirements in addition to training (including the law exams). It is the responsibility of the individual referee to ensure that he/she meets all other requirements.

The training program has been organized as a series of short courses intended to provide training supplemental to the previous courses. In addition, modular elements of the courses may be presented individually as part of continuing education that may not necessarily result in upgrade. All referee training courses are open to anyone who wishes to attend. Though there are no prerequisites for attending any referee training course, certification upgrade requires each requisite level of course completion.

Referees who attend training for upgrade must maintain their individual training record and obtain appropriate signatures for training completed. When all of the elements of an upgrade are complete, the paperwork is submitted to the National Office.

Cross-certification between certain AYSO and United States Soccer Federation (USSF) referee certification levels is available upon application.

Observation and Assessment

An additional service is available to AYSO Referees through the observation or assessment of the on-field performance of the official. This observation/assessment serves at least three purposes. First, it measures an official's competency at the level required to officiate a typical, regular season AYSO match. Second, it provides a mechanism for officials to obtain positive and constructive feedback and to measure the progress of their officiating skills. Third, it provides a means of recognition for that progress.

Additional Information

A more detailed explanation and information regarding the AYSO National Referee Program is available in the National Referee Program Manual. This manual plus additional information regarding the AYSO National Referee Program is available online www.aysou.org. An AYSO ID number is required for access or call the referee department at the National Office in Torrance, CA at (800) USA-AYSO.

Referee Training Matrix					
Course	Course Description	Length	Pre-requisites	Minimum Lead Instructor Requirements	Verification of Lead Instructor Requirement
8U Official	This course trains volunteers to officiate in 8U matches.	3 hours	None	Referee Instructor	Regional Referee Administrator
8U Official to Assistant Referee	This course trains 8U Officials in the basic skills required to serve as an Assistant Referee	3 hours	8U Official	Referee Instructor	Regional Referee Administrator
Assistant Referee	This course trains volunteers in the basics of being an Assistant Referee for AYSO matches under the Laws of the Game and AYSO National Rules and Regulations, and to officiate in 8U matches.	5 hours	None	Referee Instructor	Regional Referee Administrator
8U Official to Regional Referee	This course trains 8U Officials in the basic skills required to serve as a Regional Referee.	4 hours	8U Official	Referee Instructor	Regional Referee Administrator
Assistant Referee to Regional Referee	This course trains Assistant Referees in the basic skills required to serve as a Regional Referee.	2 hours	Assistant Referee	Referee Instructor	Regional Referee Administrator
Regional Referee Online Training	This is an online training course located at www.aysou.org	1.5 hours	None	Self-Study	N/A
Regional Referee Online Companion	This training, in combination with the Regional Referee Online Training course trains referees in the basic skills required to serve as a Regional Referee	3 hours	Regional Referee Online Training Course	Referee Instructor	Regional Referee Administrator

Referee Training Matrix					
Course	Course Description	Length	Pre-requisites	Minimum Lead Instructor Requirements	Verification of Lead Instructor Requirement
Regional Referee	This course trains referees in the basic aspects of refereeing needed to do AYSO matches under the Laws of the Game and AYSO National Rules and Regulations.	8 hours	None	Referee Instructor	Regional Referee Administrator
Intermediate Referee	This course trains referees to do more physically demanding and challenging matches under the Laws of the Game and AYSO National Rules and Regulations.	8 hours	Complete Regional Referee Course and Pass Regional Referee Exam	Referee Instructor	Area Referee Administrator or Director of Referee Instruction
Advanced Referee	This course trains referees to do most matches under the Laws of the Game and AYSO National Rules and Regulations.	8 hours	Complete Intermediate Referee Course and Pass Intermediate Referee Exam	Advanced Referee Instructor	Area Referee Administrator or Director of Referee Instruction
National Referee	This course trains referees to referee all AYSO matches under the Laws of the Game and AYSO National Rules and Regulations.	15 hours	Complete Advanced Referee Course and Pass Advanced Referee Exam	National Referee Instructor	National Office Programs staff
Referee Assessor	This course trains assessors to assess officiating skills at the Advanced level.	4.5 hours	None For complete details on requirements for Assessor Certification, consult the National Referee Program	Advanced Referee Instructor and either an Assessor or National Assessor	Section Referee Administrator or Director of Referee Assessment

Referee Training Matrix					
Course	Course Description	Length	Pre-requisites	Minimum Lead Instructor Requirements	Verification of Lead Instructor Requirement
			Manual.		
National Referee Assessor	This course trains Assessors to assess refereeing skills at the National level.	5 hours	Referee Assessor Course For complete details on requirements for Assessor Certification, consult the National Referee Program Manual.	National Referee Instructor and National Referee Assessor	National Office Programs staff
Referee Administrator Training	This training teaches Referee Administrators the essential activities needed to manage a referee program.	2.5 hours	None	Referee Instructor	Area Referee Administrator or Director of Instruction
Area Referee Administrator Training	This training teaches Area Referee Administrators the essential activities to manage an Area referee program.	1.25 hours	Referee Admin Training	Advanced Referee Instructor	Section Referee Administrator or Director of Instruction

AYSO Referee Certification Requirements

8U OFFICIAL	
Age:	10 or older
Training:	Complete 8U Official Course
Test:	Take 8U Official Exam
Notes:	1,2,3
ASSISTANT REFEREE	
Age:	12 or older
Training:	Complete Assistant Referee Course <u>or</u> be a 8U Official and complete 8U to Assistant Referee Upgrade Course
Test:	Take Assistant Referee Exam
Notes:	1,2,3
REGIONAL REFEREE	
Age:	12 or older
Training:	Complete Regional Referee Course <u>or</u> be a 8U Official and complete 8U to Regional Referee Upgrade Course <u>or</u> be an Assistant Referee and complete AR to Regional Referee Upgrade Course
Test:	Score 75% or higher on the Regional Referee Exam
Notes:	1,3,4
INTERMEDIATE REFEREE	
Age:	14 or older
Matches:	25 as referee with at least 5 in 12U matches
Prerequisite:	Certification as Regional Referee
Training:	Complete Intermediate Referee Course
Test:	Score 90% or higher on the Intermediate Referee Exam
Observation:	One observation as a referee in a 12U match is required
Verification:	Area (or Section) Referee Administrator or Area (or Section) Director of Assessment
Notes:	1,3,4,5,6,13
ADVANCED REFEREE	
Age:	16 or older
Matches:	50 as referee with at least 10 in 14U matches and 5 as assistant referee in 14U matches
Prerequisite:	Certification as Intermediate Referee
Training:	Complete Advanced Referee Course
Test:	Score 90% or higher on the Advanced Referee Exam
Assessment:	One as a referee in a 14U match <u>and</u> one as assistant referee in a 14U match
Fitness Test:	Complete the AYSO Physical Fitness Test for the Advanced level
Verification:	Area (or Section) Referee Administrator or Area (or Section) Director of Assessment
Notes:	1,3,7,9,10, 13
NATIONAL REFEREE	
Age:	18 or older.
Matches:	100 as referee with at least 30 in 16U and 18U matches, of which at least 15 must be in 18U matches if available, <u>and</u> 25 as assistant referee with at least 10 in 18U matches, if available
Prerequisite:	Certification as Advanced Referee
Training:	Complete National Referee Course. It is strongly recommended that the candidate complete at least 80 matches as referee before attending the National Referee Course
Test:	Score 90% or higher on the National Referee Exam
Assessment:	Two as a referee in 16U or 18U matches with at least one in 18U, if available, <u>and</u> one as assistant referee in a 18U match, if available
Experience:	A minimum of one year of experience as an AYSO Advanced Referee
Fitness Test:	Complete the AYSO Physical Fitness Test for the National level
Verification:	Section Referee Administrator or Section Director of Assessment
Notes:	1,3,8,9,10,11,12,13

Notes to Referee Certification Requirements:

1. Certification at all levels requires (one-time) completion of AYSO's Safe Haven certification.
2. No minimum score required on written exam.
3. In exceptional cases, certification requirement(s) may be waived through the use of the exemption process (see p. 22 of the NRP manual).
4. Although there is no physical test requirement at this certification level, an introduction to the AYSO Physical Fitness Test is recommended.
5. An observation is not an assessment, though it has some similarities. See the section "Concerning Observation", p. 43 of the NRP manual.
6. As indicated in the Referee Training Matrix (p.58 of the NRP manual), taking the Regional Referee Course and passing the Regional Referee Exam are prerequisites for the Intermediate Referee Course when it is being taken to satisfy an upgrade requirement (the usual case). Regional Referee certification is a requirement for Intermediate Referee certification, but is not a prerequisite for the Intermediate Referee Course.
7. As indicated in the Referee Training Matrix (p.58 of the NRP manual), taking the Intermediate Referee Course and passing the Intermediate Referee Exam are prerequisites for the Advanced Referee Course when it is being taken to satisfy an upgrade requirement (the usual case). Intermediate Referee certification is a requirement for Advanced Referee certification, but is not a prerequisite for the Advanced Referee Course.
8. As indicated in the Referee Training Matrix (p.58 of the NRP manual), taking the Advanced Referee Course and passing the Advanced Referee Exam are prerequisites for the National Referee Course when it is being taken to satisfy an upgrade requirement (the usual case). Advanced Referee certification is a requirement for National Referee certification, but is not a prerequisite for the National Referee Course.
9. Field assessments for upgrade must be done based on the officiating skills needed in a typical regular season AYSO match, in the age group specified, in any soccer match using the Diagonal System of Control. Matches used for upgrade assessments are recommended to be of the duration specified for that particular age group in the AYSO National Rules and Regulations (NRR). Where NRR length matches are not readily available, the duration of matches used for upgrade assessments may be reduced to no less than 30-minute halves with the concurrence of the ARA or ADA for Advanced Referee candidates, SRA or SDA for National Referee candidates.
10. If requested by the referee being assessed, a higher age group match or a non-AYSO match of the equivalent age level (or higher) may be used for the assessment.
11. The SRA may authorize substitution (for both match count and assessment) of 116 matches for 18U matches if 18U matches are not available.
12. The verifier of certification requirements for upgrade must serve in one of the specified roles in the Region, Area, or Section in which the upgrade candidate is registered. The verification must be completed within 30 days of the submission of the completed upgrade form by the candidate to the verifier. If the verifier is unable to complete the verification for any reason, he must notify the upgrade candidate of the reason in writing within the 30 day period.
13. The assessor for an Advanced Referee upgrade assessment will be assigned by the candidate's Area Director of Assessment (or designee) if the assessment will take place within the Area in which the candidate is registered; assessor assignment will be coordinated with the candidate's ADA (or designee) if the assessment will take place outside the Area in which the candidate is registered. The assessor for a National Referee upgrade assessment will be assigned by the candidate's Section Director of Assessment (or designee) if the assessment will take place within the Section in which the candidate is registered; assessor assignment will be coordinated with the candidate's SDA (or designee) if the assessment will take place outside the Section in which the candidate is registered.

12. Management Program

The AYSO National Management Program is administered by the AYSO National Management Program. The National Management Program provides volunteer board members and local administrators with support and educational programs to help them effectively organize and run local programs. Mandatory training is provided for all seven required Regional Board members and many other volunteer positions. The management training program provides information on how to fulfill specific roles within the Region like Registrar, Treasurer or Safety Director. It also provides training on a variety of specialized topics such as team balancing, fund raising, and volunteer recruiting and retention. By attending, supporting and offering these educational programs, Regional volunteers enhance the AYSO experience for everyone. These programs are offered throughout the year in the various AYSO Regions, Areas and Sections.

Management Training

In addition to job specific training, AYSO offers a series of management training courses that allow Regional Board members to develop and improve their management skills.

Regional Commissioner Training

AYSO provides a weekend-long management training opportunity for all Regional Commissioners. This training is designed to emphasize tools that will empower Regional Commissioners that enable effective Region operations and leadership. RCs tour the National Office and meet the staff while learning about the support services available at the National Office.

Regional Management

This core training course is for AYSO's Regional Board members -- Regional Commissioners, Coach Administrators, Referee Administrators and other Regional Board members. The purpose of Regional Management is to expose the new Regional management team to a curriculum that provides a unified, practical approach to management at the Regional level. Offered at Section EXPOs, Roadshows or locally, Regional Management trains Regional managers in the basic skills required during their first year together to successfully establish and manage a viable Regional program. Tools and support to accomplish tasks are included in the training.

Area Director Training

AYSO provides a weekend-long management training opportunity for all newly appointed Area Directors. This training is held at the National Office annually or biannually, once in Fall. Area Directors tour the National Office and meet the staff. Topics covered during this training include Budgeting, Regional Commissioner and Regional Board Orientation, Communications, Conflict Resolution, and Area Director and Staff Job Descriptions.

Dispute Resolution – *(Expanded module from the former Dispute Resolution Workshop)*

“Where there’s smoke...there’s fire.” Regional Board Members and Area/Section Staff learn to recognize potentially explosive situations and how to deal with them before they flare up. This course reviews the many tools available to properly deal with difficult people and the difficult situations which, if left to smolder, can turn your “sunny Saturdays” into manic Mondays. Lots of fun role play and some new tools for your management toolbox.

Due Process *(Expanded module from the former Dispute Resolution Workshop)*

This workshop is designed for all Regional Commissioners, Regional Board Members, Division Coordinators, Area and Section staff. Learn the process to use when limiting, suspending or removing a Non-Executive Member from further participation in AYSO. This course reviews the steps necessary to ensure proper and fair notice, the right to be heard, fact-based decisions and avoiding arbitrary and unjust actions.

Continuing Education Programs

In addition to specific job training courses, AYSO offers continuing education that provides Section, Area and Regional staff members with informational updates on topical issues.

Management Training Matrix					
Course	Description	Length	Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
Regional Commissioner Training	Designed for RCs, this course provides extensive Regional operations and leadership training	24 hours over 2.5 days	RC and Board Orientation; Appointed Regional Commissioners	Instructors are selected by the AYSO National Management Program Administrator	AYSO National Management Program Administrator
Regional Management	This training is designed for Regional Commissioners, Regional Coach Administrators, Regional Referee Administrators and other Board Members. It covers general Regional management	4.5 hours	None	Advanced Management Instructor	Area Director or Area Management Administrator
Dispute Resolution	This training is for Regional and Area staff on effective handling of people and problem solving	1.25 hours	None	Advanced Management Instructor	Area Director or Area Management Administrator
Due Process	This training is for Regional and Area staff to learn the process to use when limiting, suspending or removing a Non-Executive Member from further participation in AYSO.	1.25 hours	None	Advanced Management Instructor	Area Director or Area Management Administrator

Management Training Matrix					
Course	Description	Length	Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
Regional Commissioner & Regional Board Orientation	This training is for new Regional Commissioners and Regional Boards to ensure they understand their duties and responsibilities	3 hours	None	Area Director or Advanced Management Instructor authorized by the Area Director	Area Director
Area Director	This training provides a comprehensive review of the Area Director's job and problem solving	24 hours over 2.5 days	Appointed Area Directors and selected personnel by invitation.	Instructors are selected by the AYSO National Management Program Administrator	AYSO National Management Program Administrator
Division Coordinator	Covers roles, responsibilities and the importance of functioning as an intermediary between the RC, RCA, RRA, coaches, referees and parents	1.25 hours	None	Management Instructor	Regional Commissioner
Regional Board Member	This training provides general Regional management and job specific information for all Regional staff except the RC, RCA, RRA, CVPA, Safety Director, Treasurer, or Registrar	1.25 hours	None	Management Instructor	Regional Commissioner
Registrar	Designed to provide new Regional Registrars with information about the job, its duties, and requirements	1.25 hours	None	Management Instructor	Regional Commissioner
Safety Director	Provides new Regional Safety Directors with information about the job, its duties, and requirements	1.25 hours	None	Management Instructor	Regional Commissioner

Management Training Matrix					
Course	Description	Length	Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
Treasurer	Provides new Treasurers with information about the job, its duties and requirements	2.5 hours	None	Management Instructor	Regional Commissioner
Auditor	Reviews the duties and responsibilities of the Auditor and required forms and procedures	1.25 hours	Treasurer	Advanced Management Instructor	Regional Commissioner
Child and Volunteer Protection Advocate (CVPA) Training	Designed to create an understanding of the position description, volunteer form processing, screening protocols, AYSO's Criminal Background Check Policy, and how to identify signs of abuse and what to do if you suspect abuse	2.5 hours	AYSO's Safe Haven	Advanced Management Instructor with CVPA Training, the current CVPA Annual Update	Section Director, Section CVPA or Section Management Administrator
Child and Volunteer Protection Advocate Annual Update	This training offers continuing education for CVPAs while covering what's new with CVPA duties. (Not offered every year in lieu of Safe Haven Addendum)	1.25 hours	CVPA Training	Advanced Management Instructor with CVPA Training, the current CVPA Annual Update	Section Director, Section CVPA or Section Management Administrator

13. Additional Programs

16U/19UPlay

MONITORED SUBSTITUTION

Free substitution will be permitted in the 16U/19U Program, but only if it is handled in a manner which will ensure that every participant plays at least one half of every match by requiring a separate time monitor, independent of either team or coach, who checks each player in or out of the match.

Where Monitored Substitution is being used in AYSO 16U and 19U matches, substitutions will be permitted with the referee's permission during any stoppage in play as specified in the *Laws of the Game*, Law 3 (The Number of Players) as well as in the section titled "Interpretation of the *Laws of the Game* and Guidelines for Referees". Substitution rules used in High School, College or other soccer organizations do not apply to AYSO matches. The substitution procedures used in matches played according to the *Laws of the Game* will be in effect. Namely, when a substitution is requested (the assistant referee signals a substitution has been requested), the referee will determine when there is an appropriate stoppage in play and will then allow the substitution to occur as outlined by the *Laws of the Game*.

Stoppages in play include the eight identified restarts plus other stoppages where, in the opinion of the referee, the substitution will not unfairly interfere with play, e.g., injury stoppages, outside agent stoppages, stoppages to administer misconduct sanctions and free kicks where the team taking the kick has not elected to take a quick kick.

AYSO Adult Soccer

AYSO Adult Soccer is a division of AYSO. AYSO Adult Soccer was developed to give adult AYSO players and volunteers a place to keep playing soccer in a safe, fair and fun environment in accord with AYSO principles. AYSO Adult Soccer can offer AYSO Regions the administrative support to start leagues with the tools they need to organize the adults in their geographical area to play soccer.

AYSO Adult Soccer strives to:

- Provide opportunities for every adult to play soccer
- Educate adults on AYSO principles
- Develop coaches and other volunteers
- Provide volunteer and financial support to local AYSO youth soccer programs
- Promote Good Sportsmanship
- Get everyone playing matches— co-ed, gender specific, small-sided, friendlies or competitive.
- Support the love of the game
- Offer opportunities for adults to exercise through playing soccer

Three currently registered AYSO volunteers must be authorized by the Regional Commissioner to start an adult league. The Area Director and Section Director are notified prior to approval. Leagues work with the National Office to submit applications and seek approval, and obtain information about setting up a bank account, registration of players, submitting player registration fees and insurance coverage.

Adult Leagues affiliate with the United States Adult Soccer Association, the only adult soccer member organization of USSF. USASA's mission is to promote the game of SOCCER for men and women, in an atmosphere of Fun, Fair Play and Friendship.

VIP

Additional information and specific guidelines for AYSO's Adult's Soccer division are available by contacting the Player Programs Department at the AYSO National Office.

VIP

The AYSO VIP (Very Important Player) program provides a quality soccer experience for children and adults whose physical or mental disabilities make it difficult to successfully participate on mainstream teams.

VIP Vision Statement

The vision of the AYSO VIP program is to create VIP teams in every AYSO Region whenever possible and to maximize opportunities for VIP player participation where VIP teams are not available.

VIP Mission Statement

The mission of the AYSO VIP Program is to provide a quality soccer experience for individuals whose physical or mental disabilities make it difficult for them to successfully participate on mainstream soccer teams. What is successful participation? It should be defined by the player's enjoyment and the safety of all team members.

VIP Participation information

The minimum age corresponds to AYSO's age eligibility – currently 4 years of age by July 31 prior to the start of the playing season or, in some Regions with permission of the Section Director, by the date of the Region's first organized activity – camp, practice or match. If a player remains on a VIP team, there is no upper age limit for participation.

There may be a wide range of ability and age levels on VIP teams, so sometimes younger (ages 5-12) and older (12+) teams are created. Some Regions form their teams according to mobility and/or ability. Regions are allowed flexibility to design their programs to fit the needs of the community.

VIP as Part of an AYSO Region

Most VIP programs are administered as another "division" of an AYSO Region, affording VIP teams the opportunity for participation in Regional activities such as Opening Day, Picture Day and awards celebrations. The VIP Administrator for the Region should serve on the Regional Board and coordinate operations of the programs with the help of other volunteers. The VIP Administrator works with other key individuals in the Region to secure uniforms, field space, practice and match schedules and other necessities for the VIP teams.

An equally important opportunity is afforded mainstream players to participate in VIP as buddies where they get to know VIP players as individuals and friends. Buddies are able-bodied players who provide prompts and guidance on the field for those VIP players who need assistance.

As a VIP League

A second option is available for starting a VIP program in communities where there are no AYSO Regions close by. In such cases, a "VIP League" can be formed in much the same way – but on a smaller scale – that AYSO Regions are formed.

An equally important opportunity is afforded mainstream players to participate in VIP as buddies where they get to know VIP players as individuals and friends. Buddies are able-bodied players who provide prompts and guidance on the field for those VIP players who need assistance.

Resources

Available resource materials from the National Office include the VIP Program Guide, VIP Coach Manual, VIP Referee Manual, VIP Buddy and Family Manual and the VIP brochure in both English and Spanish. Additional VIP items including posters, pins, badges and certificates are available through the AYSO Supply Center. VIP Volunteer Training, Buddy Training and the VIP Instructor Course are also offered for volunteers working with VIP programs.

Contact the Programs department at the National Office for information about finding an established VIP program, starting a VIP program or holding a training session.

Section EXPOs

Section EXPOs are annual educational meetings conducted in various geographical portions of the country. These weekend meetings for volunteers include workshops, training seminars and motivational speeches to encourage the exchange of ideas and information. The scope and variety of these meetings varies to ensure the broad spectrum of volunteer needs is met.

Workshops are held on program, financial and risk management, legal questions, registration, coaching, refereeing, national development, support services available from the National Office, and special programs. All Section EXPOs feature a vendor show where volunteers can see products, equipment and services that could improve their local program.

National Games

Purpose of the National Games

The National Games is AYSO's biannual celebration of all that is AYSO – and Regions are invited to participate based on a lottery which is held at the preceding year's National Annual General Meeting. The National Games is awarded to an Area or a Section to host and is planned in concert with the National Board of Directors and the National Office.

The National Games offers an opportunity to bring together different Regions and Sections to share in the diverse soccer culture of the AYSO family. This occasion focuses on sportsmanship, team spirit and making new friends through the activities and events that are offered during this weeklong event. The Games should not be interpreted nor represented as any form of an AYSO national championship.

Events of the National Games

Opening Ceremonies

This Olympic-style parade of coaches, referees and over 200 teams -- behind state banners, their team banners, some in "local" dress and tossing "local souvenirs" – the cheering of thousands in the crowd as the teams circle the field and take their places in a sea of AYSO players of all shapes and sizes and colors meshing into a landscape of cheering, waving young people, and the inevitable announcement, "Let the Games begin!" All players gather in the middle of the field for welcomes from local and AYSO dignitaries and state-inspired entertainment. The Opening Ceremony is a huge splash of color, energy, soccer enthusiasm and goodwill.

Soccerfest

The next morning, building on the excitement and stimulation of the Opening Ceremonies, soccer matches begin with the Soccerfest ---the most unique and important tradition of the week! Soccerfest sets the tone and establishes the philosophy of the Games and of AYSO – focus on sportsmanship, team spirit and making new friends. All National Games team members are included, and all AYSO players and non-AYSO players of the appropriate ages are invited to sign up and play in two matches. Players are randomly placed on teams with coaches whom they have just met, giving everyone the opportunity to meet and play with kids from all over the country! What a day!

Ask almost anyone who has participated in the National Games in any years past what they liked best about the Matches and the most frequent answer is "the Soccerfest!"

Sportsmanship Awards

"Good Sportsmanship" is one of AYSO's six philosophies, added to our organization's high profile tenets in 1991. "AYSO strives to create a positive environment based on mutual respect rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO."

Thus, the most important element of the Games is the Sportsmanship. It is built into all of the competitions through field monitor and referee evaluation of the sporting behavior of players, coaches and spectators, based on AYSO expectations, Teams are recognized with medals or trophies for their sporting efforts at a special awards ceremony at the end of pool play. It may not be possible for every team to win in their pool play matches, as the skill levels of teams are usually quite diverse. But every team can strive to win the sportsmanship award! This should be considered the most important “hardware” that can be earned at the Games!

Pool play matches, medal rounds

All National Games teams are placed into pools made of teams from different Sections from across the country. This guarantees the cultural exchange which is such an important element of the Games. With 24 teams per most age divisions, the pools are six teams and round robin play allows five pool play matches for each team – two on Thursday, two on Friday and one on Saturday. A full one-third of the teams move into the medal rounds – after the quarter finals they play in either the championship or consolation bracket and are awarded 1st, 2nd, 3rd and 4th place medals in each bracket.

VIP (Very Important Player) Participation

Every National Games should feature a VIP component in the form of a Fun-Fest, pool-play or other activity. All VIP players are invited to participate in the Opening Ceremonies and other scheduled player events. Both teams and individual players are welcome to attend the Games.

Who Hosts and How?

The National Games are awarded to an AYSO Section or Area through a bidding process, which gives the potential hosts 30 months in advance of the dates to consider hosting this national event.

The AYSO National Games Bid Package provides information necessary to help assure a successful event. The eventual host of any Games must understand both the enormous scope of the event and the responsibility that falls to those who submit the successful bid.

Each Games venue provides a unique experience for participants enhanced by the special qualities of the locale and the local volunteers. During the last decade, the Games have been hosted in Albuquerque, West Point, Honolulu, Lancaster, CA, Chicago and West Palm Beach, FL. It is experiencing an AYSO national event in such different geographical areas that further create a true cultural exchange and an opportunity to experience the AYSO family all across the nation.

Additional Programs

AYSO’s philosophy, Everyone Plays, provides the impetus for collaborating with groups outside of AYSO. Partnerships with like-minded organizations make for a powerful networking that channels positive child development through organized sport to never-before-reached children.

Team-Up

The Team-Up program exists to provide support and guidance to groups seeking to establish Regions in economically-challenged communities, or to existing Regions expanding their participants to include children in such areas. The National Office will provide support and guidance by:

- Sending materials which include informational brochures, application forms, a fund-raising packet, and a proven model for inner-city and Native American Region development.
- Administering Team-Up funds and designated sponsor product to qualifying Regions.
- Establishing, with the Area Director’s help, one or more “sister Regions” that will promote interplay, networking, and other forms of neighborly support to the new Region.
- Maintaining close contact with Regional administrators to ensure that the Region is receiving the services it needs.

Optimist International

AYSO is an endorsed organization of Optimist International. That means that the Optimists have examined our philosophies, principles and structure and have found AYSO worthy of their support. AYSO is the only youth soccer program and one of only three youth sports programs to have this distinction. Optimists are the “friends of youth,” providing tireless service to benefit young people. One way they help children is by operating or assisting with sports programs. Check with your local Optimist Club to see how your Region may benefit from assistance with field development, fund-raising and other forms of volunteer help.

American Legion

AYSO is the recommended Youth Soccer program of the American Foreign Legion and the organization that the Legion recommends to returning Veterans and their families. AYSO is proud of its association with the American Legion and honors all veterans who have served our country.

AYSO Instructor Program

To ensure proper training and orientation of AYSO volunteers, only AYSO certified instructors can deliver AYSO training courses. There are three instructor levels in all disciplines: Instructor, Advanced Instructor and National Instructor. Instructors are authorized to teach courses based on their instructor level. See the Training Matrix at the end of this Chapter for more details.

Instructor Training Matrix					
Course	Description	Length	Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required

Instructor Training Matrix					
Course	Description	Length	Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
Introduction to Instruction	This training is designed to teach potential instructors their role as instructors and general aspects of presenting AYSO courses using AYSO directed teaching plans	3 hours	None	Advanced Instructor in any discipline	Area or Section staff in any discipline
Coach Instructor	This training is designed to teach Instructor candidates how to conduct introductory coach training courses at the 6U, 8U, 10U & 12U levels using AYSO directed teaching plans	8 hours	Introduction to Instruction AYSO's Safe Haven 12U Coach Course	Advanced Coach Instructor	Area or Section Coach Administrator
Advanced Coach Instructor	This training is designed to prepare Coach Instructors to teach the Intermediate Coach Course using AYSO directed teaching plans, and to meet the educational requirements for becoming a Coach Instructor	8 hours	Coach Instructor Advanced Coach	Advanced Coach Instructor	Section Coach Administrator
National Coach Instructor	This training (not a course) is accomplished through mentoring.	variable	National Coach Advanced Coach Instructor Assist as instructor at National Coaching Course Have contributed to National Coaching Program Approved by the National Coach Instructor	AYSO National Coach Instructor	Director of Player Development

Instructor Training Matrix					
Course	Description	Length	Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
Referee Instructor	This training teaches Instructor candidates how to conduct introductory and intermediate referee training courses using AYSO teaching plans.	7.5 hours	Introduction to Instruction AYSO's Safe Haven Be an Intermediate Referee; Advanced Referee is preferred	Advanced Referee Instructor	Area Referee Administrator or Director of Referee Instruction
Advanced Referee Instructor	This training teaches Referee Instructors how to conduct advanced referee training courses using AYSO teaching plans.	6.5 hours	Referee Instructor Course Be a Referee Instructor Be an Advanced Referee; National Referee is preferred	Advanced Referee Instructor	Section Referee Administrator or Director of Referee Instruction
National Referee Instructor	This certification (not a course) is accomplished through mentoring while assisting with National Referee Courses.	Variable	Be an Advanced Referee Instructor Be a National Referee Be a Referee Instructor Evaluator Be a Referee Assessor or National Referee Assessor Be recommended by Section Director of Referee Instruction (SDI) Be recommended by a National Referee Instructor other than a member of the the recommending SDI's Section's staff.	National Referee Program Administrator assigns mentor	National Referee Program Administrator

Instructor Training Matrix					
Course	Description	Length	Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
Referee Instructor Evaluator	This training teaches Referee Instructors to evaluate other instructors and to provide constructive feedback.	5.5 hours	Advanced Referee Instructor certification preferred Be a Referee Instructor; Advanced Referee Instructor is preferred	Advanced Referee Instructor	Section Referee Administrator or Director of Referee Instruction
Management Instructor	This training is designed to teach instructor candidates how to use AYSO directed teaching plans to teach all management workshops excluding Regional Management, Dispute Resolution, CVPA and Auditor courses	6 hours	Introduction to Instruction AYSO's Safe Haven	Advanced Management Instructor	Area or Section Director Area or Section Management Administrator
Advanced Management Instructor	This training is designed to prepare management instructors to use AYSO directed teaching plans to teach all management workshops including Regional Management, Dispute Resolution, CVPA and Auditor courses. Instructors learn advanced presentation skills and techniques to address the needs of all class sizes and longer sessions.	6 hours	Current Management Instructor Must have taken: Introductory Management or Regional Management, Dispute Resolution, Registrar, Safety Director, Treasurer. Must have been lead instructor in three certification courses since achieving the status of Management Instructor: Registrar, Safety Director, Treasurer, Division Coordinator or Regional Board Member Training.	Advanced Management Instructor	Section Director Section Management Administrator

Instructor Training Matrix					
Course	Description	Length	Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
National Management Instructor	This training (not a course) is accomplished through mentoring while assisting with national management courses.	Variable	Under Review	National Management Program Administrator assigns mentor.	National Management Program Administrator
VIP Instructor	This training prepares volunteers to fulfill the VIP Instructor needs at the Section level, to train VIP Instructors at the Area level and to teach the VIP Volunteer Training at all levels using AYSO directed teaching plans.	3 hours	Introduction to Instruction or Current Coach, Referee or Management Instructor AYSO's Safe Haven VIP Volunteer Training	VIP Instructor or Advanced Coach, Referee or Management Instructor with VIP Volunteer Training	Area Director, National VIP Coordinator or National Director of Special Programs

VIP Training Matrix					
Course	Description	Length	Prerequisites	Minimum Lead Instructor Requirements	Minimum Authorization Required
VIP Volunteer Training	This training prepares volunteers to work with individuals with disabilities. Note: This training is the same in all disciplines	2.5 hours	None	VIP Instructor or Coach, Referee or Management Instructor VIP Volunteer Training	Regional Commissioner, Area Director, Area Coach, Referee or Management Administrator
VIP Buddy Training	This training prepares buddies to work with individuals with disabilities. Buddies may also take VIP Volunteer Training	1 hour	None	VIP, Coach, Referee or Management Instructor VIP Volunteer Training.	Regional Commissioner, Area Director, Area Coach, Referee or Management Administrator

14. Tournaments and Secondary Play

Overview

AYSO Tournaments and Secondary Programs are administered by the AYSO National Tournament Advisory Commission (NTAC). Many players and their families see no reason why the positive and fulfilling experience of AYSO soccer must cease at the end of the Standard Primary program or during seasonal or holiday breaks. Their love of the Game and of the AYSO experience is sustained through involvement in soccer tournaments and other post-season or concurrent secondary play. AYSO encourages additional playing opportunities for its players and facilitates the operation of these programs under AYSO Rules and Regulations, Policies and By-laws.

Tournaments provide a valuable opportunity for those who wish to play the game of soccer beyond the Standard Primary program. This additional experience is good for the kids and good for the Match. This should be the main reason that a Region, Area or Section hosts a tournament. Other reasons to host tournaments include Regional, Area or Section development through publicity; player and volunteer camaraderie; the opportunity to provide an enjoyable time for players, coaches, referees and spectators; and secondarily, as fundraising events. Whatever the reason, participating in a successful tournament should be the source of good memories and lasting friendships for all involved.

Staging a tournament can be a highly beneficial experience for a Region, Area or Section. The countless hours of hard work and preparation by a staff of dedicated volunteers unites them behind a common objective and generates a spirit of camaraderie and cooperation that is invaluable. This often pays dividends into the next Standard Primary program season and beyond.

Holding a tournament can also provide much-needed funds to support the long-term goals of a local program. To be a successful fundraiser, though, a tournament must be looked upon as a business venture entered into by the Region, Area or Section. It must be well-promoted so as to attract maximum participation. It must be well-organized and smoothly operated. Being entrusted with fees by teams to provide a service (a tournament) implies an obligation on the part of the hosts to deliver an experience that the participants consider a good value. A Region's or Area's reputation is at stake as well as the desire for teams to return year after year to their event.

Tournaments must be self-sustaining – that is, all costs related to the staging of the event must be paid for from entry fees, sponsorships, snack bar sales, etc. General Regional funds may not be used. While most tournaments hope to generate revenue, tournaments should be started on the conservative side and build in size as resources grow. All involved must be aware of the risk of economic loss that can occur due to unforeseen circumstances such as weather or loss of field permits. It is prudent to have the Region or Area set aside a startup fund for the following year's event from proceeds derived from the current tournament.

Terminology

It is important to have a clear understanding of the various terms AYSO uses in conjunction with tournaments. This Section is a brief overview of the AYSO Tournament Handbook. To request the Tournament Handbook please contact the Programs Department at (800) USA-AYSO. The AYSO Tournament Handbook is also available online at

http://www.ayso.org/Libraries/Resources/National_Tournament_Handbook.pdf

A/B PROGRAMS:

A/B Programs are those in which a form of tryout or player rating determines participation. Run concurrently, and often side-by-side with the Region's Standard Primary program, they draw from the entire registrant base but limit participation. These are run by and are self-contained within the Region or Area, and volunteers from the Region(s) support both programs. These programs must have approval of the National Board of Directors to operate in AYSO. Currently players in these programs are prohibited from participation in the AYSO National Games and most AYSO-hosted tournaments. (See EXTRA)

AUTHORIZATION:

Permission has been obtained to host a tournament or Soccerfest. Prior written approval gives the hosting Region, Area, or Section permission to use the AYSO name for publicity, sponsor support and other support from the organization. It ensures AYSO liability insurance for fields and Soccer Accident Insurance (SAI) for players and volunteers.

ALL-STAR PROGRAMS:

An "All-Star" program is any program which is an extension of the Standard Primary program (i.e., the first playing season in the Region in which all registered players participate) and which selects players for participation based primarily on their ability. (National Policy Statement 2.7.)

ALL STARS:

All-stars are players selected to play on an AYSO all-star team for the purpose of participating in the all-star program.

AREA TOURNAMENT:

Open to AYSO teams within a specific AYSO Area. The Area Director is responsible for authorization.

AYSO INVITATIONAL:

In an AYSO Invitational tournament, participation is limited to AYSO teams consisting of players currently registered with the National Office and playing or having just played in the local AYSO Standard Primary program. Invitational tournaments must be approved by the appropriate level(s) of authorization. Non-AYSO teams may be excluded from entry only if the tournament is designated as an AYSO Invitational.

AYSO OPEN INVITATIONAL:

An AYSO Open Invitational tournament is sponsored by an AYSO Region, Area or Section but is open to entry by both AYSO teams and non-AYSO teams. Open Invitational tournaments must be approved by the appropriate level(s) of authorization, which include the National Director of Tournaments or designee. The entry of even one non-AYSO team in a tournament makes that tournament an Open Invitational Tournament. All players must be currently registered with their sponsoring organizations and proof of insurance is required. AYSO and non-AYSO teams participating in an AYSO Open Invitational tournament must adhere to AYSO's Rules and Regulations, including the requirement that all participants play at least half of every game.

AYSO TOURNAMENT HANDBOOK AND FORMS:

A comprehensive document containing AYSO's step-by-step plan for organizing and executing a successful tournament within the best practices of AYSO. A myriad of forms, including samples invitations, rules, income and expense are all available for use by specific tournaments which can modify the documents to fit their event, retaining the required AYSO compliance information. These are all located for download on www.ayso.org.

CULTURAL EXCHANGE:

Any match, series of matches or tournament in which AYSO players travel to another country, or where an AYSO Region, Area or Section hosts a team from another country, for the dual purpose of playing soccer, learning about different cultures and geographic areas and making friends through the universal language of soccer. Specific forms are required by the United States Soccer Federation (USSF) to either host a foreign team or to travel to a foreign country. These are available for download at:

http://www.ayso.org/resources/tournament_forms/open_invitational_international_forms.aspx

EXTRA CONCURRENT PROGRAMS:

Extra Concurrent Players are rostered on an Extra team and a Standard Primary program team at the same time and participate fully with both teams. Players are eligible for All Star, tournament, National Games, travel and other secondary program teams.

EXTRA SIDE-BY-SIDE:

Players are rostered on an Extra team only. Players are eligible for tournament, travel or other secondary program teams.

FRIENDSHIP GAMES:

An event recommended to be played small-sided in which no scores or standings are kept. All teams must play an equal number of matches and, if participation mementos are given, all players are to receive the same keepsake.

GUEST PLAYER:

A player on an AYSO tournament team temporarily borrowed from a different AYSO team (if the competition is for Standard Primary program teams) or from a different AYSO Region than the one entering the team. A guest player must have a signed letter of approval from the Regional Commissioner of that player's home Region stipulating the tournament(s) in which the guest player may participate. A good rule of thumb is to limit guest players to three (3) on a roster unless extenuating circumstances are outlined and the necessary approval is granted. Each tournament has the authority to further limit or prohibit these types of players.

INTERNATIONAL TEAMS:

A team composed of players who reside outside of the United States and enter a tournament or other non-league AYSO competition.

NON-AYSO TOURNAMENT:

A tournament hosted by a group that is not affiliated with or registered in AYSO. AYSO teams competing in a non-AYSO tournament must still adhere to AYSO Rules and Regulations, including AYSO roster maximum sizes, the requirement that all participants play at least half of every game, positive coaching, etc. "Travel" papers – or permission documents—often are required by non-AYSO tournaments, and those forms are also available for download at www.ayso.org.

OUTSIDE PLAYER:

Any player not currently registered in AYSO or not participating in the current or just-concluded primary AYSO program. Under special circumstances, when all efforts to obtain a registered AYSO player within the Region or neighboring Regions have been exhausted, an outside player may be invited to participate in an AYSO secondary program or tournament. Prior to any participation in AYSO activities, outside players must have the written approval of the Regional Commissioner, Area and Section Directors, and must register with the National Office. A maximum of three (3) outside players are permitted on any team roster. Each tournament has the authority to further limit or prohibit these types of players.

STANDARD PRIMARY PROGRAM:

The AYSO Standard Primary program is that set of scheduled matches in a Region for which open registration is held, balanced teams are formed and all registrants play. This is also the first time in each AYSO membership year (August 1 – July 31) for which team member registrations have been paid, national fees remitted and insurance is in effect.

Most Regions have their Standard Primary program only in fall; a small number have a winter or spring or summer Standard Primary program; a few have a different Standard Primary program time of year for each upper age gender based on the high school play season. Some Regions split their Standard Primary program into two sets of matches, usually due to weather and field issues. When the program is split, both sets of matches count toward a player's total participation in the Standard Primary program.

Currently, only participants in Standard Primary programs are eligible to participate in the AYSO National Games and most AYSO-hosted tournaments.

SECONDARY PROGRAMS:

Any program other than the primary season program (whether in single or split form) and any associated playoffs. (See National Policy Statement 2.2.)

SECTION TOURNAMENT:

Open to AYSO teams from within a specific Section. Hosting Regional Commissioner or Area Director and the Section Director must authorize.

SELECT PROGRAMS/PLAYERS:

Select programs are usually run at the Region or Area level. Players chosen to participate in tournaments or other secondary program opportunities are selected based on interest, skill and attitude.

SOCCERFEST:

An event in which AYSO registered players either (a) affiliated with a team; or (b) as individuals randomly distributed onto teams on match day, come together for the express purpose of playing for fun and camaraderie. Coed and cross-age teams may be formed. If participation mementos are given, all players are to receive the same keepsake. Non-AYSO players may take part in Soccerfests with the permission of the hosts and after filling out an AYSO Player Registration Form and paying the required fee.

TOURNAMENT:

Any organized special event that brings together teams of soccer players for the purpose of competing in soccer matches, whether for sportsmanship, a championship, or other competitive recognition, with or without awards or other recognition, in an environment that is good for the players and good for the match.

TOURNAMENT AUTHORIZATION FORM AND OTHER APPLICATION RESOURCES:

The Tournament authorization packet can be downloaded from the AYSO Web site at http://www.ayso.org/resources/tournament_forms.aspx or by calling the National Office at (800) USA-AYSO.

TOURNAMENT SCOPE:

Types of AYSO tournaments are defined and limited by who is able to participate. Tournament scope also indicates the necessary authorizing level.

8U PLAYERS:

Regions, Areas and Sections are discouraged from including players who are currently or have just concluded participation in a Standard Primary program 8U and under division players in any tournament or secondary program. Subject to the philosophy of a Section, 8U players

(those players just completing the 8U primary season program, NOT specifically all players who fit within the current age minimum and maximums), may participate in Soccerfests or friendship games with the written approval of the Area and Section Directors and subject to close monitoring and evaluation by the Area and/or Section Director(s) to ensure that a healthy, positive, and fun environment is maintained for these youngsters.

Nothing in these guidelines is to be interpreted as endorsing the participation of 8U and under players in multiple post-season events. Rather, participation by players under the age of eight should be on a limited basis and/or in connection with an Area, Section or state event.

VIP TOURNAMENTS:

Tournaments are a great experience for everyone, so it is important to remember that VIP teams can participate as well. The key to the VIP program is flexibility. You may include a VIP division in your annual tournament or start a whole new standalone VIP tournament that is structured to meet the needs of the VIP players. Contact the National Office for more information or to find the closest VIP program to you.

Whether or Not to Host a Tournament

The first responsibility of the executive member in charge is to appoint a committee to determine the feasibility of hosting a tournament. The committee should consist of no more than three or four people each of whom possesses good organizational skills and sound business sense. Committee members should be chosen with the thought that they may be part of the tournament committee if the decision is made to host a tournament. One member should be appointed to chair the committee.

Measure the interest:

Is there sufficient volunteer support to make this happen? Poll coaches, referees and volunteers. Do the volunteers want to limit the tournament to teams from the Region or open it to AYSO teams from the Area, Section, or across the country? Should non-AYSO teams be allowed to enter?

Reason for hosting a tournament:

Will the tournament be held solely for the fun of participation (a Soccerfest) or will it seek to increase player development through more competitive play? What about fundraising opportunities? All are worthwhile reasons, but the choice will determine various aspects of the tournament.

Dates for the tournament:

Tournament date(s) should be selected carefully. Choose a couple of dates based upon what appears to be best for the community, the staff and the schedules of local players. The date(s) should not conflict with the primary/regular (league) season, other local tournaments in the Area or Section, religious holidays, special local events, Section meetings, the National Games or other special national events. Alternate dates should also be investigated in the event of extreme weather or other unforeseen postponements. Cancelled tournaments must issue full refunds to entered teams.

Availability of a playing site:

A determination should be made if field space is available on the desired dates. Try to get the field use donated. If there is a cost, this will have to be budgeted. Determine the availability of alternate fields as a backup in the case of unforeseen circumstances that might limit or eliminate access to the original playing site(s).

Format of tournament:

Determine whether the tournament will include Standard Primary program teams only, all-star teams only, select teams only, a combination of teams and/or inclusion of non-AYSO teams or international teams. Decide if a Soccerfest will be included. Determine which age divisions and genders will participate in the tournament. It is strongly recommended that all tournaments adopt a format for small-sided play and rosters maximums that are consistent with the AYSO National Coaching Program.

Player eligibility:

Once the scope of the tournament or secondary program has been decided, a decision on player eligibility should be made. Player participation in secondary programs (a) shall require, absent special circumstances, prior participation as a player in the concurrent or just-concluded Standard Primary program; (b) should be inclusive (open registration) and not exclusionary, but may be limited by age and/or gender. A player may participate in a Standard Primary program league-team and in a secondary program team at the same time, but

may not participate in more than one Standard Primary program league-team at any one time. (See Rules & Regulations III, H.) A good rule of thumb for player participation would be to have played in at least one half of the Standard Primary program matches.

Special circumstances would include, but are not limited to, an illness; a soccer-related injury; change of address (moved to a new Region); parental custodial rights; conflict with secondary or high school rules of state which prevent the registered player from completing the Standard Primary program; guest players; and/or players enrolled in any special or pilot program that has been approved for inclusion in AYSO secondary programs by the board of directors.

If such a special circumstance arises within a Region, the Regional Commissioner must request approval, in writing, from the Area Director and/or Section Director prior to adding the child to a secondary season roster.

In special cases where all efforts have been exhausted to obtain a substitute player within the Region or neighboring Region, the Area Director and Section Director may approve up to three (3) outside players to participate. An outside player is any player not currently registered in AYSO or not participating in the current or just-concluded regular/primary season AYSO program. Said approval shall be secured in writing and shall state the name(s) of the tournament(s) in which the outside player(s) are approved to participate. For insurance purposes, any outside player must register with the National Office before participating. (See National Policy Statement 2.2.)

Team affiliations:

Individual teams are to represent one affiliation, i.e., players are all registered with one organization — AYSO, USYSA, etc. This does not preclude players from being registered in more than one organization; they just may not represent each on different teams in the same tournament.

Size of Tournament:

How many teams will participate? Be sure to pick a number of teams your volunteer base can support including full referee and field needs. A well-organized and conducted small tournament as a starter will help ensure success. Conversely, a tournament that is too large for the volunteer base will most likely become an unpleasant experience for all involved. A large tournament staffed with a sufficient number of qualified volunteers will be more visible and adequately run, will be more enjoyable, will undoubtedly raise more funds, and will ensure that everyone will be looking forward to the tournament next year.

Name of Tournament:

A catchy name can build a strong identity for a tournament, so choose it carefully. It is strongly recommended that the name AYSO be used somewhere in the tournament name. Creative names might reflect location, a unique feature of the Area, etc. Because of tax implications, it is not recommended that sponsors be given title sponsorship. One of AYSO's official logos, preferably the traditional logo, should be incorporated in the design of publicity and promotional materials for the tournament.

Participation of International Teams:

Inclusion of international teams in an AYSO tournament can enhance the experience for all participants but requires extra effort by the organizing committee. First, approval to conduct a competition involving one or more teams from other countries must be secured from both U. S. Soccer and FIFA. No international team may participate without these approvals. The committee should plan a four- to six-month timeline to secure approvals and properly advertise the tournament to potential visiting teams overseas.

The necessary forms and applications from U.S. Soccer required for approval are able to be downloaded at:

http://www.ayso.org/resources/tournament_forms/open_invitational_international_forms.aspx.

Paperwork must be fully completed and original documents returned to the National Office with sufficient lead time such that the National Office can then submit them to U.S. Soccer for approval. It is good to allow at least 120 days in advance of the proposed date(s) of the tournament/matches to complete the approval process. U.S. Soccer is not required to accept or approve any such application submitted less than 90 days in advance.

After U.S. Soccer ensures that the team or organization is in good standing, it will then submit the request to FIFA (Federation Internationale de Football Association) for approval. Upon approval from FIFA, U.S. Soccer will return the approved application to the tournament director, (and other organizers in jointly sponsored tournaments), the Section Director (and State Associations in jointly sponsored tournaments), and the National Office.

Research and Reporting Back:

Each committee member should be given one or more of the above issues to research with a task completion date. A future committee meeting date should be set relatively soon after the task completion date in order to come to a conclusion about how to proceed. Take whatever time is required to research these issues, as they are probably the most important ones to be addressed. Regular meetings should be scheduled to maintain interest in the process. If the decision is made to host a tournament, the Regional Commissioner, Area Director, or Section Director should then proceed with identifying and appointing a tournament director.

15. AYSO Position Descriptions

Position Descriptions for Section Director, Area Director, the seven required Regional Board positions, and several others are included here for reference purposes. Each AYSO Position Description includes the following components:

- Purpose
- Specific Duties and Responsibilities
- Qualifications and Desired Skills
- Supervision protocols
- Time Commitment
- Orientation, Training and Certifications
- Activity Locations

All Position Descriptions are available on the AYSO website:

http://www.ayso.org/resources/volunteer_position_descriptions.aspx



Section Director



Purpose

The AYSO volunteer position of Section Director is intended to be responsible for the general welfare, growth, and administration within the Section. All Section Director actions shall support and be in compliance with AYSO's philosophies at all times.

Specific Duties and Responsibilities

The Section Director is expected to:

1. Report to the National Board of Directors;
2. Ensure that all Area Director candidates within the Section are nominated through the appropriate process, and initiate a recommendation to the Board in the form of a Section Director appointment request;
3. Provide and deliver a thorough orientation session to each new Area Director;
4. Organize and maintain a staff to assure adequate support and services to the Areas in the Section. At a minimum, this staff will include a Section Coach Administrator, Section Management Administrator and a Section Referee Administrator whose appointments will be subject to review by the National Coach, National Management Administrator or the National Referee Administrator respectively. These administrators will report to their respective directors;
5. Be the official spokesperson of the Section in regard to AYSO matters that relate directly to the operation of the Section. The Coach and Referee Administrators shall be the official spokespersons with regard to the coaching and refereeing programs, respectively;
6. Refrain from holding dual positions, particularly coaching or refereeing. If a Section Director chooses to hold such a position, he/she must exercise great caution in order not to create a conflict of interest or prevent him/her from performing the duties of Section Director. Holding dual positions creates perceived conflict;
7. Identify and recruit sufficient instructors to support the training needs of the Section, in conjunction with the efforts of the Coaching and Refereeing Administrators;
8. Be informed about the performance of each Area within the Section;
9. Proactively seek information on the performance of and conditions within Areas and Regions. When these are not in compliance with AYSO National Rules & Regulations, Bylaws, Policy, or the FIFA Laws of the Game, the Section Director has the authority and responsibility to correct them. In the event the Section

7. Except as otherwise required by AYSO policy and procedures, be the official spokesperson of the Section in regard to AYSO matters that relate directly to the operation of the Section. The Coach, Management and Referee Administrators shall be the official spokespersons with regard to the coach, management and referee programs, respectively;
8. Refrain from holding dual positions, particularly coaching or refereeing. If a Section Director chooses to hold such a position, he/she must exercise great caution in order not to create a conflict of interest or prevent him/her from performing the duties of Section Director. Holding dual positions creates perceived conflict;
9. Identify and recruit sufficient instructors to support the training needs of the Section and the Areas, in conjunction with the efforts of the Coach, Management and Referee Administrators;
10. Ensure that all Area Director candidates within the Section are nominated through the appropriate process and complete and forward recommendations for Area Director appointments to the NBOD through forms required by the National Office;
11. Provide and deliver a thorough orientation session to each new Area Director and ensure continuing designated training and support to Area level staff;
12. Proactively seek information on the performance of and conditions within Areas and Regions, including written reports from Area Directors on a regular basis. When these are not in compliance with AYSO National Rules & Regulations, Bylaws, Policies, Regional Guidelines, or the AYSO version of FIFA Laws of the Game, the Section Director has the authority and responsibility to correct them. In the event the Section Director is unable to achieve the required results, he/she shall seek appropriate action by the NBOD or the National Office;
13. Review Area guidelines for consistency with bylaws, rules, regulations, policies, and philosophies of AYSO and seek guidance from the NBOD and National Executive Director, for clarification on matters of interpretation;
14. Review Custom Regional Guidelines (after review by Area Directors) to ensure compliance with National Rules & Regulations, Bylaws, AYSO policies and the AYSO version of FIFA Laws of the Game;
15. Attend and participate in joint meetings with the NBOD when requested;
16. Attend and participate in the National Annual General Meeting (NAGM);
17. Serve as an active member of the nominating commission in accordance with the AYSO National Bylaws;

18. Assist the AYSO National Office (as requested) with coordination/staffing of and presiding over the annual Section Meetings, to which all Section, Area and Regional staff shall be invited and encouraged to attend in accordance with the policies and strategic objectives set by the NBOD;
19. Work collaboratively with the AYSO National Office to encourage, support and implement membership development (growth) efforts within the Section, in accordance with established procedures;
20. Call and preside over volunteer staff/planning meetings as needed;
21. Communicate regularly with Section volunteers and Area Directors to plan Section activities, discuss/review problems and concerns, and to keep them apprised of National and Section programs, including but not limited to, budgeting for and visiting each Area in the Section not less than once each year;
22. Ensure that an annual calendar of Section and Area activities including clinics, events, playoffs, meetings and training dates is prepared and distributed in a timely fashion;
23. Handle fact-finding, dispute research and dispute resolution as required;
24. Financial Responsibilities: The Section Director is responsible for the prudent and transparent handling of the funds that support Section's programs and activities, and for ensuring that AYSO financial guidelines are followed. Responsibilities include:
 - a. Ensuring that funds for normal, day-to-day operating costs for the Section (i.e. telephone, postage, supplies, mileage) are handled in a prudent manner;
 - b. Establishing a Section discretionary account through Section soccerfests, tournaments, fund raisers, etc., in order to provide funding for additional services within the Section;
 - c. Ensuring that all accounts are on the National Accounting Program (NAP) and must include an annual budget and financial statement;
 - d. Assist Area Directors in establishing Area discretionary accounts to assist with day-to-day operating costs and additional funding for training delivered to the Regions;
 - e. Allocate a budget for general operating expenses for the Section from the AYSO National Treasurer as approved by the Executive Membership;

- f. Ensure that Section playoffs are entirely self funded, and not supported by National funds;
 - g. Allocate appropriate funds for staff and Area Directors' use;
 - h. Submit written requests for additional funds in appropriate circumstances, to the National Treasurer;
25. Administer Section playoffs, if held, or appoint an individual to oversee (Section Tournament Administrator);
 26. Review tournament applications for compliance with AYSO policies and guidelines, including pre and post P&E expenses (budgets that are required for approval), review any concerns with the appropriate parties, and submit complete signed copies the National Office for approval;
 27. After due diligence, submit recommendations for approval of pilot programs, including but not limited to pilot EXTRA programs, to the National Office, and provide ongoing oversight and regular reports on such programs to the NBOD or its designee;
 28. Develop Inter-Area playing programs and the rules of their operation;
 29. Ensure that volunteers administering Inter-Area play and Section playoffs (staff, officials, etc.) are precluded from coaching or being involved with a team;
 30. Submit for review and approval rules and regulations relating to the conduct, play, and scheduling of soccer games within the Section on an annual basis or as otherwise amended or adopted by the majority of the Executive Members in the Section. They may be submitted in writing to the National Executive Director who will direct, as he/she sees fit, the proposals to the NBOD or appropriate departments for review and comment. The Section Director will be notified of approval and/or concerns prior to finalization.
 - a. Section rules and regulations may be adopted or amended or repealed by a majority vote of the Regional Commissioners, Area Directors and the Section Director, when voting as a body. Each member of said body shall be entitled to one vote per ballot. Any amendments to Section rules and regulations must be submitted in writing to the National Executive Director for review and comment.

Qualifications and Desired Skills

To be considered for the position of Section Director, the applicant should:

1. Have extensive administrative experience in AYSO, preferably as a Regional Commissioner and Area Director;
2. Be organized; be collaborative;
3. Demonstrate vision and integrity;
4. Have good written and verbal communication skills;
5. Have good administrative abilities; and
6. Successfully pass a screening, including a background check.
7. Seek to improve leadership skills through all means offered.

Supervision Protocols

While performing as the Section Director, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the National Board of Directors; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a Section Director is three years. Time commitment will vary depending on Section size; the Section Director can expect to devote about 12 hours per week per year.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of Section Director, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the National Executive Director; and
2. AYSO's Safe Haven Program.

Activity Locations

While performing the duties of Section Director, the volunteer is limited to the following locations, unless expressly authorized in writing by the National Executive Director to hold activities in another location.

1. All Section sponsored activities;

2. Area and Regional activities within the Section;
3. Dispute resolution within the Section;
4. Area meetings;
5. Section staff meetings;
6. The annual Section Meetings; and
7. National Annual General Meeting (NAGM).



Area Director

Purpose

The AYSO volunteer position of Area Director is intended to organize and coordinate the various Regions in the Area. Each Area Director shall be nominated by the Regional Commissioners within the Area. Subject to the approval of the appropriate Section Director, Area Directors shall be appointed by the National Board of Directors for a term of three years.

Specific Duties and Responsibilities

The Area Director is expected to:

1. Be responsible for the performance and growth of his/her Area, and all inter-Regional and extra-Regional activities within his/her Area;
2. Maintain good community relations with the primary objective being youth development;
3. Organize and maintain volunteer staff to assure adequate support and services to the Regions in his/her Area;
4. Work closely with the Area staff to develop plans based on the AYSO Strategic Plan and any Area-specific goals.
5. Develop plans for Discretionary Budgets in order to pay for items not covered in the Operating Budget. Discretionary Budget must be on the National Accounting Program.
6. Be the official spokesman for the Area in regard to publicity, outside development, cultural exchange, internal development, business systems, budgets, bylaws, board policies, rules and regulations;
7. Be responsible for such other matters that directly relate to the operation of the Area;
8. Attend the annual Section Conferences and the National Annual General Meeting (NAGM);
9. Submit completed Area Assessment Program to Section Director;
10. Attend Regional Board meetings within the Area once a year;
11. Hold and preside over regular Area meetings;
12. Oversee any inter-Regional play within the Area, including any playoffs; and
13. Oversee dispute resolution within the Area.

Qualifications and Desired Skills

To be considered for the position of Area Director, the applicant should:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;

3. Have extensive experience in AYSO, preferably as a Regional Commissioner;
4. Be organized;
5. Have good communication skills.

Supervision Protocols

While performing as the Area Director, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Section Director, and supervised indirectly by the National Board Of Directors; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for an Area Director is three years. The estimated hours to fulfill duties per week are ____ hours.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of an Area Director, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Orientation by the Section Director and staff;
2. Area Director Training at the AYSO National Office within one year of appointment;
3. Introductory Management Training;
4. Dispute Resolution;
5. AD caucus/updates at the NAGM; and
6. AYSO's Safe Haven Program.

Activity Locations

While performing the duties of Area Director, the volunteer is limited to the following locations, unless expressly authorized in writing by the Section Director to hold activities in another location:

1. All area sponsored activities;
2. Regional activities within the Area that fall within the scope of the Area Director's responsibilities;
3. Inter-Regional activities within the Area;
4. Dispute resolution within the Area;
5. Area meetings;
6. Section staff meetings;
7. National Annual General Meeting (NAGM); and
8. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Commissioner

Purpose

The AYSO volunteer position of Regional Commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the Region as described in Article III of the Standard Regional Guidelines within the framework of the AYSO operation regulations.

Specific Duties and Responsibilities

The Regional Commissioner is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission and National Programs in both specifics and spirit;
2. Collect and disburse fees in a fiscally responsible manner, maintain records and submit reports as required by the National Office;
3. Appoint, at a minimum, a CVPA, a Treasurer, a Registrar, a Safety Director, a Regional Coach Administrator, and a Regional Referee Administrator;
4. Publish Regional guidelines for the operation of AYSO within the Region which conforms to all provisions of the Standard Regional Guidelines;
5. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
6. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
7. Oversee dispute resolution within the Region pursuant to Article Nine of the guidelines and AYSO operating regulations;
8. Maintain oversight of the Regional Treasury by reviewing Region cancelled checks, bank statements, the National Accounting Program (NAP) reports, and periodically, internal financial control procedures in order to ensure fiscal responsibility.
9. Preside at all Regional Board Meetings;
10. Regional Commissioner or delegate attended at least one Area meeting or Area conference call that was offered during the past year; and
11. Maintain close liaison with the Area Director and the Section Director, and coordinate all extra-Regional activities through the Area Director.

Qualifications and Desired Skills

To be considered for the position of Regional Commissioner, the applicant must:

1. Annually submit an AYSO Volunteer Application form;

2. Pass the AYSO screening and background check;
3. Have good management, administrative and communication skills; and
4. Know the AYSO Vision, Mission and structure.

Supervision Protocols

While performing as the Regional Commissioner, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Area Director, and supervised indirectly by the Section Director; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Commissioner will devote about 9 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Commissioner is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Area Director;
2. eAYSO Training – 1 ¼ hours;
3. AYSO's Safe Haven – 2 hours;
4. Regional Commissioner and Board Member Orientation – 3 hours;
5. Regional Commissioner Training – 20 hours
6. Introductory Management Training – 4 ½ hours;
7. Dispute Resolution – 2 ½ hours; and
8. Annual Management Update – 1 ¼ hours.

Activity Locations

While performing the duties of Regional Commissioner, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area Director to hold or participate in activities in another location:

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Coach Administrator

Purpose

The AYSO volunteer position of Regional Coach Administrator is intended to implement, monitor, and maintain the AYSO National Coaching Program including program delivery, staff development, communication and coordination at the Regional level.

Specific Duties and Responsibilities

The Regional Coach Administrator is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of the Regional Coaching Program in both specifics and spirit;
2. Support and ensure the consistent and accurate implementation of the AYSO National Coaching Program within the Region;
3. Appoint, train and support a Regional Coach Trainer;
4. Ensure all coaches within the Region annually complete and submit a Volunteer Application Form;
5. Serve as member of the Regional Board of Directors and provide advice and recommendations on matters pertaining to coaching; and
6. Manage routine day to day business of the Regional Coaching Program (Recruiting, Retaining, Training, Team Balancing, Evaluating, Budgeting, etc).

Qualifications and Desired Skills

To be considered for the position of Regional Coach Administrator the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Coach Administrator by the Region;
4. Have good management, administrative and communication skills; and
5. Be well familiar with the AYSO National Coaching Program, the AYSO Guidance for Referees and Coaches and the AYSO edition of the FIFA Laws of the Game.

Supervision Protocols

While performing as the Regional Coach Administrator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner, and supervised indirectly by the Area Coach Administrator; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Coach Administrator will devote about 8 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Coach Administrator is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner and Area Coach Administrator;
2. AYSO's Safe Haven – 2 hours;
3. Coach Administrator Training – 1 ¼ hours;
4. eAYSO Training – 1 ¼ hours;
5. Regional Board Member Orientation – 3 hours;
6. Annual Coach Update – 1 ¼ hours.

Activity Locations

While performing the duties of Regional Coach Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Referee Administrator

Purpose

The AYSO volunteer position of Regional Referee Administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication and coordination at the Regional level.

Specific Duties and Responsibilities

The Regional Referee Administrator is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of the Regional Referee Program in both specifics and spirit;
2. Support and ensure the consistent and accurate implementation of the AYSO National Referee Program within the Region;
3. Appoint, train and support a Regional Director of Referee Instruction and a Regional Director of Referee Assessment;
4. Ensure all referees within the Region annually complete and submit a Volunteer Application Form;
5. Verify certification requests for Assistant Referee, U-8 Official and Regional Referee;
6. Serve as member of the Regional Board of Directors and provide advice and recommendations on matters pertaining to refereeing; and
7. Manage the routine day to day business of the Regional Referee Program (Recruiting, Retaining, Training, Team Balancing, Evaluating, Budgeting, etc).

Qualifications and Desired Skills

To be considered for the position of Regional Referee Administrator the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Referee Administrator by the Region;
4. Have good management, administrative and communication skills; and

5. Be well familiar with the AYSO National Referee Program, the AYSO Guidance for Referees and Coaches and the AYSO edition of the FIFA Laws of the Game.

Supervision Protocols

While performing as the Regional Referee Administrator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner, and supervised indirectly by the Area Referee Administrator; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Referee Administrator will devote about 8 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Referee Administrator is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner and Area Referee Administrator;
2. AYSO's Safe Haven – 2 hours;
3. Referee Administrator Training – 2 ½ hours
4. Referee Administrator, Instructor and Assessor Update – 1 ¼ hours;
5. Annual Referee Update – 1 ¼ hours;
6. eAYSO Training – 1 ¼ hours;
7. Regional Board Member Orientation – 3 hours;

Activity Locations

While performing the duties of Regional Referee Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Child and Volunteer Protection Advocate

Purpose

The AYSO volunteer position of Child and Volunteer Protection Advocate is intended to oversee the Child and Volunteer Protection Program in the Region in accordance with the AYSO Safe Haven program.

Specific Duties and Responsibilities

The Child and Volunteer Protection Advocate is expected to:

1. Support the AYSO Vision, Mission, National Safe Haven Office and Regional Commissioner in promoting and implementing the AYSO Safe Haven Program, in both specifics and spirit;
2. Ensure all potential Regional volunteers annually submit an AYSO volunteer application form and that approved volunteers are duly registered in eAYSO;
3. Screen all potential Regional volunteers annually and submit eligible names to the Regional Board for approval;
4. Serve as the Regional liaison with the AYSO National Safe Haven Office;
5. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, and state provisions for the reporting of child abuse and neglect;
6. Serve as a resource and/or a facilitator to Region members on the requirements for good faith reporting of abuse to law enforcement and child welfare agencies;
7. Enforce AYSO's protocols to protect volunteer identities, privacy and privileged information;
8. Ensure that the Region has available the written position descriptions for each volunteer filling a Regional position;
9. Work Regional Commissioner, Coach and Referee Administrators to ensure an annual review is held on child and volunteer protection responsibilities;
10. Promote the standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program.

Qualifications and Desired Skills

To be considered for the position of Child and Volunteer Protection Advocate, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as CVPA by the Region;

4. Must have discretion as well as strong administrative and organizational skills;
5. Understand and implement requirements and recommendations as specified in the Child and Volunteer Protection Advocate training and certification.

Supervision Protocols

While performing as the Child and Volunteer Protection Advocate, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the CVPA will devote about 120 hours per year.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Child and Volunteer Protection Advocate is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner – 1 ½ hours.
2. AYSO's Safe Haven – 2 hours.
3. Child and Volunteer Protection Advocate Training – 2 hours.
4. Child and Volunteer Protection Advocate Annual Updates – 1 1/4.
5. eAYSO Training.

Activity Locations

While performing the duties of Child and Volunteer Protection Advocate, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Registrar

Purpose

The AYSO volunteer position of Regional Registrar is intended to be responsible for the annual planning and implementation of player registration.

Specific Duties and Responsibilities

Regional Registrars are expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of their duties in both specifics and spirit;
2. Maintain a Regional database of currently registered players and verify payment of the National Player fee to AYSO;
3. Schedule, plan and coordinate multiple Regional registration events/opportunities;
4. Maintain a waiting list for players who sign up after teams are balanced and filled;
5. Provide Regional staff with periodic player registration reports as needed; and
6. Ensure player registration information is only provided to authorized AYSO representatives.

Qualifications and Desired Skills

To be considered for the position of Regional Registrar, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Registrar by the Region;
4. Be familiar with the AYSO player registration process; and
5. Be familiar with the use of computers and the eAYSO database.

Supervision Protocols

While performing as the Regional Registrar, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;

2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Registrar will devote about 6 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Registrar is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven training – 2 hours;
3. Registrar Training – 1 ¼ hours;
4. Registration Day: A Survival Guide – 1 ¼ hours;
5. eAYSO Training – 1 ¼ hours;
6. Regional Board Member Orientation – 3 hours;

Activity Locations

While performing the duties of Regional Registrar, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Safety Director

Purpose

The AYSO volunteer position of Regional Safety Director is intended to be responsible for all aspects of the Region's safety.

Specific Duties and Responsibilities

Regional Safety Directors are expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of Regional safety in both specifics and spirit;
2. Be available and knowledgeable to answer questions from Regional volunteers regarding safety and AYSO insurance plans;
3. Ensure the AYSO Soccer Accident Insurance (SAI) plan information, AYSO/CDC Concussion tools and approved safety procedures are available for Regional volunteers and player families;
4. Ensure all AYSO procedures are followed regarding Incident Reports and/or SAI claims and notify the Regional Commissioner within 24 hours of each occurrence;
5. Obtain liability insurance certificates for all facilities used by the Region and ensure first-aid supplies are available at all playing sites;
6. Forward a copy of all Incident Reports to the National Office. For concussions, also forward copies of the Participation Release and Player Registration Form.
7. Inspect all field equipment to ensure it is in safe condition and properly installed; and
8. Promote safety training and preventive programs for all Regional participants.

Qualifications and Desired Skills

To be considered for the position of Regional Safety Director, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Safety Director by the Region;
4. Have experience implementing safety standards and conducting safety inspections; and

5. Have good communication and organizational skills;

Supervision Protocols

While performing as the Regional Safety Director, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Safety Director will devote about 4 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Safety Director is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven training - 2 hours;
3. Safety Director training – 1 ¼ hours;
4. eAYSO Training – 1 ¼ hours;
5. Regional Board Member Orientation – 3 hours;

Activity Locations

While performing the duties of Regional Safety Director, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Treasurer

Purpose

The AYSO volunteer position of Regional Treasurer is intended to keep and safeguard all of the monies of the Region and to have in their possession all of the Region's cash investments, contracts, leases and any other valuable documents. The Regional Treasurer shall deposit all funds and securities in the name and to the credit of the Region in an authorized bank or depository.

Specific Duties and Responsibilities

The Regional Treasurer is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of their duties in both specifics and spirit;
2. Comply with the AYSO National Accounting Program (NAP) and AYSO Treasurer's Manual plus record all Regional monies received and paid;
3. Ensure the collection of registration fees for all players and payment of the national portion of the registration fees within 30 days of registering each player in eAYSO;
4. Provide financial reports as requested for the Regional Commissioner or the AYSO National Office including annual budget and monthly deposit reports;
5. Notify immediately the Area Director, Section Director, and the AYSO National Office of any procedural violations or fiscal irregularities;
6. Review and ensure the accuracy of the Region's monthly financial statement prepared by the AYSO National Office and report errors immediately;
7. Publish the Region's annual financial report to the Regional membership before the Region's last scheduled game of the season; and
8. Attend all board meetings and registration events.

Qualifications and Desired Skills

To be considered for the position of Regional Treasurer, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Treasurer by the Region;
4. Have unswerving integrity; and

5. Be knowledgeable and proficient in finance and accounting.

Supervision Protocols

While performing as the Regional Treasurer, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Treasurer will devote about 3 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Treasurer is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven – 2 hours.
3. Treasurer workshop – 2 ½ and hours;
4. eAYSO Training – 1 ¼ hours;
5. Regional Board Member Orientation – 3 hours;

Activity Locations

While performing the duties of Regional Treasurer, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Assistant Regional Commissioner

Purpose

The AYSO volunteer position of Assistant Regional Commissioner is intended to assist and train in the footsteps of the Regional Commissioner who is ultimately responsible for the running of the AYSO Region in all aspects, with the help of the Board.

Specific Duties and Responsibilities

The Assistant Regional Commissioner is expected to perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

1. Assist the Regional Commissioner in directing monthly Board meetings;
2. Aid in instituting Region policies;
3. Participate in the interfacing with other Regions;
4. Help recruit children to play soccer and volunteers to assist in running the program;
5. Assist with scheduling the season and fields; and
6. Attend the monthly Board meetings and the annual Section Conferences.

Qualifications and Desired Skills

To be considered for the position of Assistant Regional Commissioner, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Assistant Regional Commissioner by the Region;
4. Have significant involvement within the Region, i.e., as a board member, coach, referee, etc.;
5. Have a strong administrative background; and
6. Be efficient and dependable

Supervision Protocols

While performing as the Assistant Regional Commissioner, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner; and supervised indirectly by the Area Director; and

3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Assistant Regional Commissioner will devote about 6 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Assistant Regional Commissioner is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven) – 2 hours;
3. eAYSO Training – 1 ¼ hours;
4. Regional Board Member Orientation – 3 hours;
5. Introductory Management Training – 4 ½ hours;
6. Advanced Management Training – 2 ½ hours;
7. Annual Management Update – 1 ¼ hours; and
8. Regional Management workshops as directed by the Regional Commissioner.

Activity Locations

While performing the duties of Assistant Regional Commissioner, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Secretary

Purpose

The AYSO volunteer position of the Regional Secretary is intended to help with Regional matters as needed.

Specific Duties and Responsibilities

The Regional Secretary is expected to perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

1. Organize and schedule Regional meetings;
2. Record minutes of the Region meetings and transcribe them for distribution to the Regional staff; and
3. Attend Region meetings (about eight per year) to record minutes, and perform other duties as required.

Qualifications and Desired Skills

To be considered for the position of Regional Secretary, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Secretary by the Region;
4. Have good computer skills;
5. Be able to take notes at meetings; and
6. Have some knowledge of AYSO.

Supervision Protocols

While performing as the Regional Secretary, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner; and supervised indirectly by the Area Director; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be the same gender as the group) present at all

times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Secretary will devote about 6 hours per month.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Secretary is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven – 2 hours;
3. Regional Board Member Training – 1 ¼ hours;

Activity Locations

While performing the duties of Regional Secretary, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Auditor

Purpose

The AYSO volunteer position of Regional Auditor is intended to assist the Regional Commissioner in his/her fiduciary responsibilities to protect the organization's assets by monitoring, reviewing and reporting on Regional financial controls and records.

Specific Duties and Responsibilities

The Regional Auditor is expected to perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

1. Review the Region's accounting practices and verify that they are in compliance with the AYSO Treasurer Manual requirements;
2. Check on a regular basis to verify that approved internal control procedures are being followed;
3. At least annually, or more frequently if requested, review the canceled checks, bank deposits, and bank transfers;
4. At least annually, or more frequently if requested, review the reconciliation of the Region's bank and savings accounts;
5. Periodically review the financial report prepared by the AYSO National Office (NAP report);
6. Periodically compare actual revenues and expenditures to the Region's annual budget and analyze any material variance; and
7. At least annually, or more frequently if requested, submit a report to the Area Director with a copy to the Regional commissioner.
8. At least annually, or more frequently if requested, meet with the Area Auditor; and
9. Upon request of the Executive Director, Chief Financial Officer, National Treasurer, A Section Director, An Area Director or any other Regional Commissioner, perform audit services at other places and at such times as needed, subject to personal availability;

Qualifications and Desired Skills

To be considered for the position of Regional Auditor, the applicant must:

1. Annually submit an AYSO Volunteer Application form;

2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Auditor by the Region;
4. Have some managerial and financial experience; and
5. Have experience as a Regional Treasurer; In no instance may a volunteer serve as a Regional Auditor in the same Region where he/she served as a Treasurer unless and until an audit of the Region's finances has been completed by another AYSO Auditor appointed by the Regional Commissioner;

Supervision Protocols

While performing as the Regional Auditor, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Board; and supervised indirectly by the Area Director; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Auditor will devote about 6 hours per month.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Auditor is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven – 2 hours;
3. eAYSO Training – 1 ¼ hours;
4. Treasurer Training – 2 1/2 hours;
5. Auditor Training – 1 ¼ hours;

Activity Locations

While performing the duties of Regional Auditor, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.

16. Acronyms and Abbreviations

Below is a list of some of the acronyms and abbreviations commonly used throughout AYSO.

AAP	Area Assessment Program
ACA	Area Coach Administrator
AD	Area Director
ADRA	Area Director of Referee Assessment
ADRI	Area Director of Referee Instruction
ARA	Area Referee Administrator
AST	Area Staff Training
BASIC	Board and Staff Introductory Certification
Big 3	AYSO, NISOA and NSCAA
BOD	Board of Directors (of a Region)
CVPA	Child and Volunteer Protection Advocate
FIFA	Federation Internationale de Football Association (the international governing body of soccer)
NAASA	National AYSO Adult Soccer Association
NAGM	National Annual General Meeting
NAP	National Accounting Program
NBOD	National Board of Directors
NCAC	National Coaching Advisory Commission
NCACE	National Council for Accreditation of Coaching Education
NDOT	National Director of Tournaments
NISOA	National Intercollegiate Soccer Officials Association
NMAC	National Management Advisory Commission
NRA	National Referee Administrator
NRAC	National Referee Advisory Commission

NRP	National Referee Program
NSCAA	National Soccer Coaches Association of America
NSHOF	National Soccer Hall of Fame
NTAC	National Tournament Advisory Commission
PA	Program Administrator
RAP	Regional Assessment Program
RC	Regional Commissioner
RCA	Regional Coach Administrator
RDRA	Regional Director of Referee Assessment
RDRI	Regional Director of Referee Instruction
RRA	Regional Referee Administrator
RRC	Regional Referee Course
SCA	Section Coach Administrator
SD	Section Director
SDRA	Section Director of Referee Assessment
SDRI	Section Director of Referee Instruction
SMA	Section Management Administrator
SRA	Section Referee Administrator
STA	Section Tournament Administrator
USASA	United States Adult Soccer Association
USSF	United States Soccer Federation
USYSA	United States Youth Soccer Association
VIP	Very Important Player

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**PLEASANT VALLEY RECREATION & PARK DISTRICT
COMMUNITY SERVICE ORGANIZATION
ANNUAL UPDATE FORM**

NAME OF ORGANIZATION: Camarillo Stingers Youth Football and Cheer

A representative from your Organization must attend the following PVRPD Board meeting on:
Wednesday, September 6, 2023 at 6pm at the City of Camarillo Council Chambers

OFFICERS	NAME	ADDRESS	PHONE
President	David Tracy	79 Daily Dr. #303 Camarillo CA 93010	
Vice President	<u>Antonio Skeeters</u>	<u>79 Daily Dr. # 303 Camarillo CA 93010</u>	
Treasurer	<u>Erika McPeters</u>	<u>79 Daily Dr. # 303 Camarillo CA 930101</u>	
Secretary	<u>Tamara Brandlen</u>	<u>79 Daily Dr. # 303 Camarillo CA 93010</u>	

Number of Participants last year: Primary season:205 Secondary Season: _____
Projected number of participants in upcoming year: Primary season:250 Secondary Season: _____

What day and time are Board Meetings held? Day:Thursday Time:7:30 pM
Address where Board Meetings are held? Zoom Meetings
Are Board Members elected or appointed? Elected: YES Appointed: _____
When are new Board Members elected? Month: December
When are new Board Members installed? Month: January

Organization must attach a copy of current By-Laws and IRS Form 990 when submitting this form

Changes Organization has made from previous year:
None

Please provide any comments for the PVRPD Board of Directors:

Please complete and return the Annual Update, By-Laws and IRS Form 990 by August 4, 2023 to:

Lanny Binney
Recreation Supervisor
1605 E. Burnley Street
Camarillo, CA 93010

lbinnie@pvrpd.org

Phone: (805) 482-1996

Submitted By: David Tracy

Signature: 

BYLAWS

For the regulation, except as otherwise provided by statute or its Articles of Incorporation,

OF

**CAMARILLO COUGARS DBA CAMARILLO
STINGERS,**

a California nonprofit public benefit corporation

ARTICLE I **OFFICES**

Section 1. Principal Office.

The Corporation's principal office shall be fixed and located at such place as the Board of Directors (also referred to as "the Board") shall determine. The Board is granted full power and authority to change said principal office from one location to another.

Section 2. Other Offices.

Branch or subordinate offices may be established at any time by the Board at any place or places.

ARTICLE II **MEMBERSHIP**

Section 1. Members.

The Corporation shall have no members. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the Board. All rights which would otherwise vest in the members shall vest in the directors.

Section 2. Associates.

Nothing in this Article II shall be construed as limiting the right of the Corporation to refer to persons associated with it as "members" even though such persons are not members, and no such reference shall constitute anyone as a member, within the meaning of Section 5056 of the California Corporations Code (hereinafter called "the Code"). The Corporation may confer by amendment of its Articles of Incorporation or of these Bylaws some or all of the rights of a member, as set forth in the Code, upon any person or persons who do not have the right to vote for the election of directors or on a disposition of substantially all of the assets of the Corporation or on a merger or on a dissolution or on changes to the Corporation's Articles of Incorporation or Bylaws, but no such person shall be a member within the meaning of Section 5056 of the Code.

ARTICLE III **DIRECTORS**

Section 1. Powers.

Subject to limitations of the Code, the Articles of Incorporation and these Bylaws, the activities and affairs of the Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the activities of the Corporation to any person or persons, a management company, or committees however composed, provided that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

- A. To select and remove all the other officers, agents, and employees of the Corporation, prescribe powers and duties for them as may not be inconsistent with law, the Articles, or these Bylaws, fix their compensation, and require from them security for faithful service.
- B. To conduct, manage, and control the affairs and activities of the Corporation and to make such rules and regulations therefor not inconsistent with law, the Articles of Incorporation, or these Bylaws, as they may deem best.
- C. To adopt, make and use a corporate seal and to alter the form of such seal from time to time as they may deem best.
- D. To borrow money and incur indebtedness for the purposes of the Corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities therefore.
- E. To carry on a business at a profit and apply any profit that results from the business activity to any activity in which it may lawfully engage.

Section 2. Number of Directors.

The authorized number of directors shall be fourteen (14), until changed by amendment of the Articles of Incorporation or by a Bylaw.

Section 3. Election and Term of Office.

Directors shall be elected at each annual meeting of the Board. Each director shall serve until the next annual meeting of the Board and until a successor has been elected and qualified.

Section 4. Vacancies.

Subject to the provisions of Section 5226 of the Code, any director may resign effective upon giving written notice to the Chairman of the Board, the President, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective.

Vacancies in the Board shall be filled in the same manner as the director(s) whose office is vacant was selected, provided that vacancies to be filled by election by directors may be filled by a majority of the remaining directors, although less than a quorum, or by a sole remaining director. Each director so selected shall hold office until the expiration of the term of the replaced director and until a successor has been selected and qualified.

A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any director, or if the authorized number of directors is increased.

The Board may declare vacant the office of a director who has been declared of unsound mind by a final order of court, or convicted of a felony, or found by a final order of judgment of any court to have breached any duty arising under the Code.

No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the director's term of office.

Section 5. Place of Meeting.

Meetings of the Board shall be held at any place within or without the State of California which has been designated from time to time by the Board. In the absence of such designation, regular meetings shall be held at the principal office of the Corporation.

Section 6. Annual Meetings.

The Board shall hold an annual meeting for the purpose of organization, selection of directors and officers, and the transaction of other business. Annual meetings of the Board shall be held without call or notice on a date and at such time and place as shall be fixed by a resolution duly adopted by the Board of Directors. The Board may select a weekend or holiday as its meeting date.

Section 7. Regular Meetings.

Regular meetings of the Board shall be held without call or notice on such dates and at such times as may be fixed by the Board.

Section 8. Special Meetings.

Special meetings of the Board for any purpose or purposes may be called at any time by the Chairman of the Board, the President, any Vice President, the Secretary, or any two directors.

Special meetings of the Board shall be held upon four (4) days notice by first-class mail or forty-eight (48) hours notice given personally or by telephone, telegraph, telex, or other similar means of communication. Any such notice shall be addressed or delivered to each director at such director's address as it is shown upon the records of the Corporation or as may have been given to the Corporation by the director for purposes of notice or, if such address is not shown on such records or is not readily ascertainable, at the place in which the meetings of the directors are regularly held.

Notice by mail shall be deemed to have been given at the time a written notice is deposited in the United States mails, postage prepaid. Any other written notice shall be deemed to have been given at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed to have given at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient who the person giving the notice has reason to believe will promptly communicate it to the receiver.

Section 9. Quorum.

A majority of the authorized number of directors shall constitute a quorum of the Board for the transaction of business, except to adjourn as provided in Section 12 of this Article III. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number is required by law or by the Articles of Incorporation, except as provided in the next sentence. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 10. Participation in Meetings by Conference Telephone.

Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another.

Section 11. Waiver of Notice.

Notice of a meeting need not be given to any director who signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such director. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Section 12. Adjournment.

A majority of the directors present, whether or not a quorum is present, may adjourn any directors meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place is fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is

adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the directors who were not present at the time of the adjournment.

Section 13. Action Without Meeting.

Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to such action. Such consent or consents shall have the same effect as a unanimous vote of the Board and shall be filled with the minutes of the proceedings of the Board.

Section 14. Committees.

The Board may appoint one or more committees, each consisting of two or more directors, and delegate to such committees any of the authority of the Board except with respect to:

- A. The approval of any action for which the Code also requires approval of the members or approval of a majority of all members;
- B. The filling of vacancies on the Board on any committee;
- C. The amendment or repeal of Bylaws or the adoption of new Bylaws;
- D. The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;
- E. The appointment of other committees of the Board or the members thereof;

Any such committee must be created, and the members thereof appointed, by resolution adopted by a majority of the authorized number of directors then in office, provided a quorum is present, and any such committee may be designated an Executive Committee or by such other name as the Board shall specify. The Board may appoint, in the same manner, alternate members of any committee who may replace any absent member at any meeting of the committee. Each committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board or such committee shall otherwise provide, the regular and special meetings and other actions of any such committee shall be governed by the provisions of this Article III applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee.

ARTICLE IV
OFFICERS

Section 1. Officers.

The officers of the Corporation shall be a President, a Secretary, and a Treasurer. The Corporation may also have, at the discretion of the Board; a Chairman of the Board, one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant

Treasurers, and such other officers as may be elected or appointed in accordance with the provisions of Section 3 of this Article IV. Any number of offices may be held by the same person except as provided in the Articles of Incorporation or in these Bylaws except that neither the Secretary nor the Treasurer may serve concurrently as the President or Chairman of the Board.

Section 2. Election.

The officers of the Corporation, except such officers as may be elected or appointed in accordance with the provisions of Section 3 or Section 5 of this Article IV, shall be chosen annually by, and shall serve at the pleasure of, the Board, and shall hold their respective offices until their resignation, removal, or other disqualification from service, or until their respective successors shall be elected.

Section 3. Subordinate Officers.

The Board may elect, and may empower the President to appoint, such other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board may from time to time determine.

Section 4. Removal and Resignation.

Any officer may be removed, either with or without cause, by the Board at any time or, except in the case of an officer chosen by the Board, by any officer upon whom such power of removal may be conferred by the Board. Any such removal shall be without prejudice to the rights, if any, of the officer under any contract of employment of the officer.

Any officer may resign at any time by giving written notice to the Corporation, but without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

Section 6. Chairman of the Board.

The Chairman of the Board, if there is such an officer, shall, if present, preside at all meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned by the Board.

Section 7. President.

Subject to such powers, if any, as may be given by the Board to the Chairman of the Board, if there is such an officer, the President is the general manager and chief executive officer of the Corporation and has, subject to the control of the Board, general supervision, direction, and control of the business and the officers of the Corporation. In the absence of the Chairman of the Board, or if there is none, the President shall preside at all meetings of the Board. The President has the general powers and duties of management usually vested in the office of President and general manager of a corporation and such other powers and duties as may be prescribed by the Board.

Section 8. Vice Presidents.

In the absence or disability of the President, the Vice Presidents, if any are appointed, in order of their rank as fixed by the Board or, if not ranked, the Vice President designated by the Board, shall perform all the duties of the President, and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board.

Section 9. Secretary.

The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Board and Committee meetings, and the proceedings. The Secretary shall keep, or cause to be kept, at the principal office in the State of California the original or a copy of the Corporation's Articles and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, shall keep the seal of the Corporation in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board.

Section 10. Treasurer.

The Treasurer is the Chief Financial Officer of the Corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation. The books of account shall at all times be open to inspection by any director.

The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Corporation with such depositaries as may be designated by the Board. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board, shall render to the President and the directors, whenever they request it, an account of all transactions as Treasurer of the financial condition of the Corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board.

ARTICLE V
CHEER BOARD

Section 1. Cheer Status

Cheer will maintain a separate and independent Bank Account which will remain under the auspice of the Camarillo Cougars Youth Football and Cheer Program. All funds collected by cheer will be considered property of the Camarillo Cougars Youth Football and Cheer Program as defined by our articles of incorporation. And as such all activities, planned actions must be brought the General Board of the Organization for review and all expenditures must be brought to the General Board of Camarillo Cougars Youth Football and Cheer Program for a vote of approval.

The Cheer Program will collect all cheer registration fees. Out of these fees the Cheer program will pay to the greater Camarillo Cougars Youth Football and Cheer Organization General Fund the Cheers percentage of organizational operating costs, which will include but not be limited to; yearly insurance costs, yearbook costs, field rental cost - both for practice and games, advertising costs, including marketing and website costs, yearly fee and dues, etc. The cheer percentage of these costs will be determined by the ratio of cheerleaders to football players in the organization of the year in question.

Example: There are 160 football players and 80 cheerleaders. The cheer program will pay 33% of all advertising/marketing costs and 33% of the yearly insurance costs, and 33% of all other determined operational costs and expenses. A payment will be made in full each January, no later than the January Board meeting, for expenses accrued for the prior calendar year.

Section 2 Cheer Structure

The Cheer Board will have at least 5 members. Cheer President, Cheer Vice President, Cheer Secretary, Cheer Treasurer and Cheer Communication Director. The Cheer Program may elect to have additional positions. If such positions are voted on and approved by the Cheer Board, a notification of this must be submitted to the Camarillo Cougars Youth Football and Cheer General Board of Directors. Elections for these positions will be held every December and follow the same guidelines as elected positions for the Camarillo Cougars Youth Football and Cheer Organization. The New Board will take office and begin duties on the date of the January Cheer Board Meeting. A complete list of Cheer Board of Directors will be submitted to the General Board of Directors Secretary at the January General Board Meeting. The Cheer President will be the General Board of Directors Cheer Director and will be voted on and approved by the Cougar Organization as with all other Board of Director positions. The Cheer Board will have one vote at the General Board of Directors Monthly Meetings. Any Cheer Executive Board member, who has been reported as a board member in January, may cast the Director of Cheers vote at a General Board meeting provided the Cheer Director has notified the General Board of Directors Secretary of the proxy authority prior to the Board meeting in question. Except for the Cheer Director, a member of the Cheer Board cannot hold a position on the General Board of Directors.

The Cougar Cheer Board will remain under the umbrella of the Camarillo Cougars Youth Football and Cheer Organizations Articles of Incorporation and its 501C(3) tax status. As such the Cheer Board will operate all meetings under the meeting guidelines of the Camarillo Cougars Youth Football and Cheer Organization and will follow all rules and regulations listed the Constitution and Rule and Bylaws when conducting any and all business on behalf of the Camarillo Cougars Cheer Program.

Section 3. Cheer Preseident

Presides at all meetings of the Cheer Board and attend all Meeting of the General Board of Directorsa. Responsible to have a representative at all Camarillo Cougar General Assembly Board Meetings. This person will also hold the title of Cheer Director with the Camarillo Cougars Youth Football and Cheer Board of Directors.

Section 4. Cheer Vice President:

In the absence or disability of the President, the Vice Presidents, if any are appointed, in order of their rank as fixed by the Board or, if not ranked, the Vice President designated by the Board, shall perform all the duties of the President, and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board.

Section 5. Cheer Secretary:

The Secretary shall keep or cause to be kept, at the principal office or such other place as the Cheer Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Board and Committee meetings, and the proceedings. The Secretary shall give, or cause to be given, notice of all meetings of the Board to all Cheer Board Members and the President and Vice President of the Camarillo Cougars Youth Football and Cheer Organization and shall provide a copy of all minutes to the Secretary of the Camarillo Cougars Youth Football and Cheer Organization prior to the next meeting of the Camarillo Cougars General Board of Directors.

Section 6. Cheer Treasurer:

This Cheer Treasurer will be responsible for all cheer finances, all forms of income and all forms of expenses will be monitored and recorded by the Cheer Treasurer. A yearly budget will be provided to the General Cougar Board at the February meeting for approval. This budget will include estimated revenue and estimate expenses. A monthly financial report included totals for expenses, revenue and account balance will be reported at each Cougar Board Meeting. Comprehensive Quarterly reports will be submitted to the Cougar Treasurer and report at the Quarterly Board Meetings of March, June, September and December. Copies of the monthly bank statements will be provided to the Cougar Board of Directors Treasurer on a monthly basis. A complete and Final Yearly Financial Cheer Expense Report for the previous Calendar year will be submitted no Later than the January Camarillo Cougars General Board Meeting.

- A. As required by the Camarillo Cougar Charter, there will be three names filed with the bank on the Cheer Checking Account. Those will be the names of the

Cougar Board President, the Cougar Board Treasurer and the Cheer Board Treasurer. Two names will be required on all payments or withdrawals from the Cheer account. All requests for fund expenses must be brought to the Camarillo Cougar General Board for an approval vote as with all other expenses.

- B. As long as Cheer remains under the general 501C(3) for the Camarillo Cougars Football and Cheer Organization all funds on the Cheer checking account remain the property of the Camarillo Cougars Football and Cheer Organization and will be treated as all other funds of the Camarillo Cougars Football and Cheer Organization.

Section 7. Cheer Communications Director (Head Cheer Mom)

The Communication Manager will be responsible for making sure that every Cheer team has a Cheer Mom and a Cheer Book. The cheer book will contain a copy of the Cheerleaders registration form and Medical Release for and a full complement of contact numbers and e-mail addresses. (Same as each football team) The Communication Manager will be responsible for making sure all the Cheer Directors plans and scheduled events get properly disseminated to the cheer teams. It is recommended the Cheer Communication Manager attend Cougar Board Meetings and stay in close contact with the Cougar Communication Director.

- A. Each Cheer team must have a Cheer Mom, who is present at every practice and Game with the Cheer Book. As with football, if the Cheer Team Mom is unable to attend a practice or game she must have a back-up present who is in possession of the cheer team book.

Section 8. Cheer Merchandise Manager

If cheer wants to sell cheer merchandise a Cheer Merchandise director must be appointed who will manage the purchasing and selling as well as reporting of income to the Cheer Treasurer. Since the Cheer will now have its own bank account the Cheer Merchandise cannot be run and operated by the Football Merchandise Manager. The Cheer Merchandise Manager will need to keep his/her own separate account records and schedule the merchandise sales times and location. There will be no mingling of merchandise funds between football and Cheer.

ARTICLE VI **OTHER PROVISIONS**

Section 1. Endorsement of Documents.

Subject to the provisions of applicable law, any notice, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsement thereof executed or entered into between the Corporation and any other person, when signed by the Chairman of the Board or the President and by the Secretary or the Treasurer of the Corporation shall be valid and binding on the Corporation in the absence of actual knowledge on the part of the other person or persons that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined

by the Board, and, unless so authorized by the Board, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

ARTICLE VII **INDEMNIFICATION**

Section 1. Definitions.

For the purposes of this Article VI, "agent" means any person who is or was a director, officer, employee, or other agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation which was a predecessor corporation of the Corporation or of another enterprise at the request of such predecessor corporation; "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and "expenses" includes without limitation attorneys' fees and any expenses of establishing a right to indemnification under Section 4 or 5(b) of this Article VI.

Section 2. Indemnification in Actions by Third Parties.

The Corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the Corporation to procure a judgment in its favor, an action brought under Section 5233 of the Code, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust), by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, has no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of no lo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the Corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 3. Indemnification in Actions by or in the Right of the Corporation.

The Corporation shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action by or in the right of the Corporation, or brought under Section 5233 of the Code, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the Corporation, against expenses actually and reasonably incurred by such person believed to be in the best interests of the Corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 3:

- A. In respect of any claim, issue, or matter as to which such person shall have been judged to be liable to the Corporation in the performance of such person's duty to the Corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;
- B. Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or
- C. Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

Section 4. Indemnification Against Expenses.

To the extent that an agent of the Corporation has been successful on the merits in defense of any proceeding referred to in Section 2 or 3 of this Article VI or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

Section 5. Required Determinations.

Except as provided in Section 4 of this Article VI any indemnification under this Article VI shall be made by the Corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 2 or 3 of this Article VI, by:

- A. A majority vote of a quorum consisting of directors who are not parties to such proceeding; or
- B. The court in which such proceeding is or was pending upon application made by the Corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the Corporation.

Section 6. Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by the Corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article VI.

Section 7. Other Indemnification.

No provision made by the Corporation to indemnify its or its subsidiary's directors or officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution of members or directors, an agreement, or otherwise, shall be valid unless consistent with this Article VI. Nothing contained in this Article VI shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

Section 8. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article VI, except as provided in Section 4 or 5(b), in any circumstances where it appears:

- A. That it would be inconsistent with a provision of the Articles of Incorporation, these Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or
- B. That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 9. Insurance.

The Corporation shall have power to purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the Corporation would have the power to indemnify the agent against such liability under the provisions of this Article VI, provided, however, that a corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the Code.

Section 10. Nonapplicability to Fiduciaries of Employee Benefit Plans.

This Article VI does not apply to any proceeding against any trustee, investment manager, or other fiduciary of any employee benefit plan in such person's capacity as such, even though such person may also be an agent of the Corporation as defined in Section 1 of this Article VI. The Corporation shall have power to indemnify such trustee, investment manager, or other fiduciary to the extent permitted by the Code.

ARTICLE VIII
REGISTRATION

Section 1.

All youth meeting the age weight requirement as set by the GCYFL are eligible for participation in the Camarillo Cougars. Cheerleaders will be not younger than 5 years and not older than 15 years.

Section 2.

- A. Chapter fees will be determined by the board prior to the advertisement of registration.
- B. Fees will be based on fair value and not be dependent on influences other than those directly associated to the Camarillo Cougars.
- C. Fees can be made by cash, check or credit card. Credit card and online registration may be subject to additional fees. Any returned payment must be made whole within one week of notification or participant will be dropped.

Section 3. Reimbursement

- A. A refund will be offered to any player or cheerleader deciding not to participate prior to June 15 of the season, less administrative fees of \$25 per participant. A 50% refund will be offered from June 15 to July 15. No refunds will be offered after July 15. Verbal communications will not be accepted.
- B. Refunds will only be accepted if notification is received, prior to the dates listed above, in writing to either 79 Daily Drive #303 Camarillo, CA 93010 or by E-Mail at info@camarilocougars.com
- C. Participants that sustain an injury prior to mandatory conditioning week that would preclude them from participating may be eligible for a 50% refund. Request must have a doctor's note describing the injury. Final decision will be made by the Camarillo Cougars Board of directors.
- D. Players that move after the July 15 date are not eligible for a refund unless required by a branch of the Armed Forces of the United States.

Section 4. Registration

- A. Registration dates will be set by the board during the December meeting for the following year.
- B. On-line registration will be available two weeks prior to the first walk-in date and will be disabled the evening before first walk-in registration.
- C. All on-line registers will be required to attend one of the first two walk-in registrations to verify age and weight. Players failing to show may be dropped.
- D. Scholarships will be granted as per a point system (see Appendix). The total scholarships available being not more than 4% of the total football registrants.

D.1. Point System to Determine Scholarship Recipients

With this system the priority will go to the new player who has never played for a Cougar team, followed by whomever participates the most in activities throughout the season (parent or child), with less and less priority going to the player who has received assistance in the past.

- New player- receives = **4 points**
- Returning player but never a scholarship = **2 points**
- Parent(s) participated in the main fundraiser the previous year = **1 point.**
- Parent(s) participated in the end of season banquet = **1 point.**
- If they received a scholarship in previous years = **deduct 1 point / year** received
- Returning equipment on time and complete. = **1 Point**
- If more than one sibling is requesting a scholarship, the points are divided by the number requesting, or
- Total for the family can be put towards one scholarship for prioritization.

Highest totals receive priority for assistance.

In the event of a tie at the cut-off point amount, a lottery will be held for those with the same amount of points for the remaining available scholarships. (Number of scholarships determined as per by-laws)

Examples:

- Billy is a new player – never played for the Cougars. (4)
Total 4.0 pts
- Randy played last year but did not receive a scholarship (2)
His parent(s) participated in the car wash (1)
He returned his equipment on time (1)
Total 4.0 pts
- Dave received a scholarship last year (-1) His
Parent(s) participated in the car wash (1)
Returned his equipment on time (1)
Total 1.0 pts
 - Alex and Jim are brothers who both requested scholarships
Alex is a new player (4)
Jim played last year and received a scholarship (-1)
Their parent (s) participated in the fundraiser last year (1)
Total 3.0 pts/2 1.5 pts each OR 3 pts towards one

E. Size of the chapter will be limited to field availability and players and division make-up will be determined by the board depending on the age/weight distribution of registrants. The board reserves the right to change the total size at any time prior to the first of June by majority vote.

ARTICLE IX

PLAYER PARTICIPATION

Section 1. Conditions for Play

- A. Each player must be seen by a physician and have the Camarillo Cougar physical form signed prior to the first official practice.
- B. Players who have not complied with section A will not be allowed to practice.
- C. Players not submitting a physical form prior to equipment distribution may be dropped with no reimbursement.
- D. Any player who has not notified, in writing, a hardship that would result in the player not attending the first two weeks of official practice will be dropped with no return of fees.

Section 2. Weight and Draft

- A. Players who are above the weight limit for the division signed up for will be moved to the higher division only after board approval.
- B. Players who do not make weight and are not eligible for fee reimbursement.
- C. No player will be allowed to change teams after the draft without board approval. Transfer request must be submitted to the board no later than the Monday following the draft and must contain explicit reasons for the action.
- D. Players will be placed in their proper Age and Weight Division by the Board .exception may be made for players whose parent is coaching in a different division.

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2022

**Open to Public
Inspection**

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2022 calendar year, or tax year beginning		, and ending	
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization CAMARILLO COUGARS		D Employer identification number 52-2457121
	Number and street (or P.O. box if mail is not delivered to street address)		Room/suite
	79 DAILY DRIVE		303
	City or town, state or province, country, and ZIP or foreign postal code		F Group Exemption Number
	Camarillo, CA 93010		
G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) _____		H Check <input checked="" type="checkbox"/> if the organization is not required to attach Schedule B (Form 990).	
I Website: https://www.camarillostingers.org/			
J Tax-exempt status (check only one) - <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other _____			
L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$ 176,473.			

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)			
Check if the organization used Schedule O to respond to any question in this Part I		<input checked="" type="checkbox"/>	
Revenue	1 Contributions, gifts, grants, and similar amounts received	1	
	2 Program service revenue including government fees and contracts	2	147,006.
	3 Membership dues and assessments	3	
	4 Investment income	4	67.
	5 a Gross amount from sale of assets other than inventory	5a	
	b Less: cost or other basis and sales expenses	5b	
	c Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6 Gaming and fundraising events:		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	29,400.
	b Gross income from fundraising events (not including \$ 1,324. of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000).	6b	
c Less: direct expenses from gaming and fundraising events	6c	3,116.	
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	26,284.	
7 a Gross sales of inventory, less returns and allowances	7a		
b Less: cost of goods sold	7b		
c Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c		
8 Other revenue (describe in Schedule O).	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	173,357.	
Expenses	10 Grants and similar amounts paid (list in Schedule O).	10	
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	
	13 Professional fees and other payments to independent contractors	13	13,930.
	14 Occupancy, rent, utilities, and maintenance	14	16,811.
	15 Printing, publications, postage, and shipping.	15	
	16 Other expenses (describe in Schedule O).	16	166,030.
17 Total expenses. Add lines 10 through 16	17	196,771.	
Net Assets	18 Excess or (deficit) for the year (subtract line 17 from line 9).	18	-23,414.
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return).	19	93,596.
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	70,182.

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V [X]

Table with columns for question number, question text, and Yes/No response columns. Rows include questions 33 through 45b regarding organizational activities, financials, and governance.

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		X

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		X
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49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		X
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b If "Yes," was the related organization a section 527 organization?

49b		
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50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000 **0**

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 **0**

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A. **Yes** **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer DAVID TRACY, President	Date
	Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name Diana L Nelson	Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN P01869034
	Firm's name iluvnumb3rs			Firm's EIN 46-0499587	
	Firm's address 1602 BURNSIDE DR VENTURA, CA 93004			Phone no.	

May the IRS discuss this return with the preparer shown above? See instructions **Yes** **No**

SCHEDULE A
(Form 990)

Public Charity Status and Public Support

OMB No. 1545-0047

2022

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization

CAMARILLO COUGARS

Employer identification number

52-2457121

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**.
Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	150,439.	155,517.	12,010.			317,966.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3.	150,439.	155,517.	12,010.			317,966.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f).						
6 Public support. Subtract line 5 from line 4.						317,966.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4	150,439.	155,517.	12,010.			317,966.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						317,966.
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here	<input type="checkbox"/>					

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f))	14	100.00%
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	%
16a 33 1/3 % support test—2022. If the organization did not check the box on line 13, and line 14 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input checked="" type="checkbox"/>	
b 33 1/3 % support test—2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
17a 10%-facts-and-circumstances test—2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
b 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	<input type="checkbox"/>	

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f)).	15	%
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f)).	17	%
18 Investment income percentage from 2021 Schedule A, Part III, line 17.	18	%

19a 33 1/3 % support tests--2022. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization.

b 33 1/3 % support tests--2021. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization.

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b	Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c	Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b	Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or memberships of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.		Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in Part VI.			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*).

See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2022 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1	Distributable amount for 2022 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2022 (reasonable cause required- <i>explain in Part VI</i>). See instr.			
3	Excess distributions carryover, if any, to 2022			
a	From 2017			
b	From 2018			
c	From 2019			
d	From 2020			
e	From 2021			
f	Total of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2022 distributable amount			
i	Carryover from 2017 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2022 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2022 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6	Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7	Excess distributions carryover to 2023. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2018			
b	Excess from 2019			
c	Excess from 2020			
d	Excess from 2021			
e	Excess from 2022			

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Multiple horizontal lines for supplemental information.

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		Raffle (event type)	Fundraiser (event type)	0 (total number)	(add col. (a) through col. (c))
Revenue	1 Gross receipts	29,400.	1,324.		30,724.
	2 Less: Contributions				
	3 Gross income (line 1 minus line 2)	29,400.	1,324.		30,724.
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs				
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses	1,499.	1,617.		3,116.
	10 Direct expense summary. Add lines 4 through 9 in column (d)				3,116.
11 Net income summary. Subtract line 10 from line 3, column (d)				27,608.	

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
	7 Direct expense summary. Add lines 2 through 5 in column (d)				0.
	8 Net gaming income summary. Subtract line 7 from line 1, column (d)				0.

9 Enter the state(s) in which the organization conducts gaming activities: _____
a Is the organization licensed to conduct gaming activities in each of these states? Yes No
b If "No," explain: _____

10 a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? . . . Yes No
b If "Yes," explain: _____

- 11 Does the organization conduct gaming activities with nonmembers? Yes No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? Yes No

- 13 Indicate the percentage of gaming activity conducted in:

a	The organization's facility	13a	%
b	An outside facility	13b	%

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ _____

Address ▶ _____

- 15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? Yes No
- b If "Yes," enter the amount of gaming revenue received by the organization \$ _____ and the amount of gaming revenue retained by the third party \$ _____
- c If "Yes," enter name and address of the third party:

Name _____

Address _____

16 Gaming manager information:

Name _____

Gaming manager compensation \$ _____

Description of services provided _____

Director/officer Employee Independent contractor

- 17 Mandatory distributions:
 - a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? Yes No
 - b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year. \$ _____

Part IV Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

**SCHEDULE O
(Form 990)**

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

2022

Department of the Treasury
Internal Revenue Service

Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

**Open to Public
Inspection**

Name of the organization

CAMARILLO COUGARS

Employer identification number

52-2457121

Multiple horizontal lines for supplemental information.

Name of the organization

Employer identification number

CAMARILLO COUGARS

52-2457121

Part I Line 16

Advertising and promotion \$836.00

Part I Line 16

Other office expenses \$876.00

Part I Line 16

Information technology \$1948.00

Part I Line 16

Travel \$1322.00

Part I Line 16

Insurance \$4201.00

Part I Line 16

UNIFORMS AND EQUIPMENT \$96175.00

Part I Line 16

BANQUET AND AWARDS \$5863.00

Part I Line 16

COMPETITION FEES \$3744.00

Part I Line 16

SOFI TICKET EXPENSE \$43640.00

Part I Line 13

MEDIC \$3850.00

Part I Line 13

REFREE \$6680.00

Part I Line 16

Interest Paid \$1.00

Part I Line 16

Bank Charges & Fees \$55.00

Part I Line 16

Other Miscellaneous Ex \$252.00

Part I Line 16

Christmas Parade \$244.00

Part I Line 16

Meals & Entertainment \$266.00

Part I Line 16

Sponsorship \$500.00

Part I Line 16

Snack Bar Expense \$1038.00

Part I Line 16

pictures \$1192.00

Part I Line 16

LEAGUE AND ASSIGNOR FE \$1450.00

Part I Line 16

Merchant Account Fees- \$2427.00

Part II Line 24

Other Assets Ending: \$949.00

Details for Form 990, Part VIII, Line 8a

52-2457121

Date	Description	Amount
		1,324.00
	Total	1,324.00

Details for Form 990, Part VIII, Line 8b

52-2457121

Date	Description	Amount
		1,617.00
	Total	1,617.00

Details for Form 990, Part VIII, Line 1c

52-2457121

Date	Description	Amount
	CHEER	1,324.00
	Total	1,324.00

Details for Form 990, Part VIII, Line 2a

52-2457121

Date	Description	Amount
	FOOTBALL REGISTRATION	78,438.50
	CHEER COMPETITION FEES	7,221.96
	CHEER REGISTRATION	13,312.22
	REFUND	-777.56
	REFUND	58.40
	Total	98,253.52

Details for Form 990, Part VIII, Line 2d

52-2457121

Date	Description	Amount
	DONATION	2,721.25
	Total	2,721.25

Details for Form 990, Part VIII, Line 2e

52-2457121

Date	Description	Amount
	DUFFLE BAG PURCHASE	483.49
	FOOTBALL MERCH	1,814.14
	Total	2,297.63

Details for Form 990, Part IX, Line 11c

52-2457121

Date	Description	Amount
		2,680.00
		720.00
	Total	3,400.00

Details for Form 990, Part IX, Line 23

52-2457121

Date	Description	Amount
		4,201.00
	Total	4,201.00

Details for Form 990, Part IX, Line 14

52-2457121

Date	Description	Amount
		1,947.84
	Total	1,947.84

Details for Form 990, Part IX, Line 16

52-2457121

Date	Description	Amount
		1,847.95
		3,085.00
	GYM RENTAL	100.00
	FIELD AND LIGHTS	11,778.20
	Total	16,811.15

Details for Form 990, Part IX, Line 13

52-2457121

Date	Description	Amount
		812.79
	TAXES AND LICENSE	63.00
	Total	875.79

Details for Form 990, Part IX, Line 24c

52-2457121

Date	Description	Amount
		1,649.00
		2,095.00
	Total	3,744.00

Details for Schedule A, Part II, Line 1

52-2457121

Date	Description	Amount
		0.00
	Total	0.00

Details for Form 990 Other Functional Expense

52-2457121

Date	Description	Amount
		3,200.00
		650.00
	Total	3,850.00

PLEASANT VALLEY RECREATION & PARK DISTRICT

COMMUNITY SERVICE ORGANIZATION
ANNUAL UPDATE FORM

NAME OF ORGANIZATION: Camarillo Girls Softball

A representative from your Organization must attend the following PVRPD Board meeting on:
Wednesday, September 6, 2023 at 6pm at the City of Camarillo Council Chambers

Table with 4 columns: OFFICERS, NAME, ADDRESS, PHONE. Rows include President (Daniel Carver), Vice President (Josh Hansen), Treasurer (James Romero), and Secretary (Anca Ortez).

Number of Participants last year: Primary season: 327 Secondary Season: 150
Projected number of participants in upcoming year: Primary season: 350 Secondary Season: 175

What day and time are Board Meetings held? Day: 2ND TUESDAY OF EVERY MONTH Time: 7PM
Address where Board Meetings are held? 4001 Mission Oaks BLVD Camarillo CA 93012
Are Board Members elected or appointed? Elected: X Appointed:
When are new Board Members elected? Month: April
When are new Board Members installed? Month: September

Organization must attach a copy of current By-Laws and IRS Form 990 when submitting this form

Changes Organization has made from previous year:

Heat Illness Prevention Plan

Please provide any comments for the PVRPD Board of Directors:

Please complete and return the Annual Update, By-Laws and IRS Form 990 by August 4, 2023 to:

Lanny Binney
Recreation Supervisor
1605 E. Burnley Street
Camarillo, CA 93010

lbinney@pvrpd.org

Phone: (805) 482-1996

Submitted By: Daniel Carver

Signature: Daniel Carver



Camarillo Girls Softball Association

2023-2024 By Laws

Board Approved – JULY 2023

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1. 2023-2024 CGSA By Laws

1.1. Name

1.1.1. Self

The name of this organization shall be the Camarillo Girls Softball Association, hereinafter referred to as the CGSA, a volunteer, non-profit service organization as licensed by the State of California.

1.1.2. Outside Organizations

The conditions and stipulations required for the outside organization status of the CGSA are that it be a volunteer, non-profit organization licensed by the State of California and that it meet the requirements of the Bylaws, rules and regulations of the CGSA.

1.2. Objective

1.2.1. Primary

The primary objective of the CGSA shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, reverence, and softball so that they may be better, stronger, and happier youths who will develop into ethical, clean, healthy adults.

1.2.2. Means of Achievement

The objective will be achieved by providing supervised softball programs. The attainment of exceptional skill or the winning of games shall be secondary to the prime goal of molding future ethical adults.

1.2.3. Conduct Required

In consonance with the above stated objectives, it shall be the goal of all members of this organization to conduct themselves in an exemplary manner:

1. Umpires shall be guided by the Umpires Code of Ethics.
2. Players shall be guided by the Players Code of Conduct.
3. All members of CGSA shall be guided by these Bylaws, and most importantly, common sense in conducting themselves in such a manner as to bring credit upon themselves as well as to the program. Emotional conduct (clapping, yelling, etc.) which praises good plays or demonstrates positive attitudes is encouraged, whereas conduct which stresses negative attitudes is unacceptable and should be corrected immediately. Examples of the latter are:
 - a. Publicly finding fault with umpires, managers, or any other individual who is attempting, to the best of his or her ability to make this program effective. Constructive criticism is acceptable when submitted through the proper channels.
 - b. Harassing batters, pitchers or any other participant.
 - c. Instructing players to take any action that would be considered unethical or unsportsmanlike.
 - d. As a spectator, addressing players by name or position for the purpose of harassing or coaching said player.

1.3. Boundaries

1.3.1. Regular Season

During regular season competition including playoffs, the boundaries of the CGSA shall be identical to the boundaries of the Pleasant Valley Recreation and Park District, hereinafter known as the PVR&PD.

1.4. Membership

1.4.1. Youth

Any youth who lives within the CGSA boundaries as defined in Section 1.3 A shall be eligible to participate in regular season competition and shall participate in post-season tournament play so long as each youth meets the requirements set forth in the Bylaws.

1.4.2. Outside Organizations

Any organization outside the boundaries of the CGSA as defined in Section 1.3 may participate in the CGSA program for the current year, provided that it receives approval from the CGSA Board of Directors, and abides by the Bylaws, rules and regulations of the CGSA.

1.4.3. Parents

Parents or legal guardians of all youth participating in the CGSA program and residing within the boundaries of the CGSA as defined in Section 1.3 of this document shall be considered active and voting members of the general membership. The votes are limited to two (2) votes per family.

1.4.4. Other Adults

Other adults who show sufficient interest to participate in the CGSA program may be members of the CGSA general membership if approved by the CGSA Board of Directors.

1.5. Government

1.5.1. Supervision

The government of the CGSA shall be under the supervision of the Board of Directors.

1.5.2. Officers

The Board of Directors shall consist of the following officers:

1. President
2. Vice President

3. Secretary
4. Treasurer
5. Director of Rules and Umpires
6. Director of Commissioners
7. Director of Players
8. Director of Equipment and Fields
9. Director of Uniforms
10. Director of Team Parents
11. Director of Tournaments and Scheduling
12. Director of Player Development
13. Director of Snack Bar

The following Committee Members may exist at the board's discretion:

1. Web Master
2. Legal Advisor
3. Accountant

1.5.3. Officer Eligibility

Any adult member of the CGSA in good standing shall be eligible to hold office on the Board of Directors.

1.5.4. Nomination of Board Members

Candidates of nomination may be submitted by current Board Members and/or general membership to the Board of Directors prior to the general meeting held in the second quarter of each calendar year.

1.5.5. Officer Election and Term

The Board of Directors for the coming year shall be elected by a majority vote on the last day of the regular season and shall take office on the first day of September. They will work with the existing Board until the end of August to ensure a smooth transition. Candidates in their first year can run for any position on the Board of Directors, but the President role requires at least one year on the CGSA board and to be in good standing. Candidates shall be elected to a specific office on the Board for a one-year term. In case no candidate gets a majority of the votes cast, a runoff shall be held between the two candidates receiving the highest number of votes.

1.5.6. *Outside Organization's Officer*

In matters of common interest of the CGSA and its outside organizations, the Board of Directors shall consist of those officers identified in Section 1.5.2 and representatives from the outside organizations. The number of the representatives from the outside organizations shall be determined by the CGSA Board of Directors identified in Section 1.5.2 to be proportionate to the outside organization's youth participation in the CGSA program the previous year. Matters of common interest are identified in Section 1.1 of the Bylaws.

1.5.7. *Officer Limitations*

Board members may manage or coach, however, when a Board member does manage or coach, he or she may not participate or vote on matters before the Board pertaining to the division in which he or she is managing or coaching. No exceptions to this rule will be allowed, except the President breaking a tie.

1.6. Duties of The Board of Directors

1.6.1. *General*

The Board of Directors shall enter into the performance of its duties on the first of September and each member shall continue in office until his or her successor has been duly elected and seated. The Board of Directors shall have the power to appoint such committees, as it deems necessary and to delegate such power to these committees as the Board shall deem advisable. The standing committees shall be under the general supervision of the Vice-President. The Board shall have the power, by a two-thirds vote of those present at any regular or special meeting to discipline, suspend, remove or replace any officer, committee member or member of the CGSA. The Board shall be empowered to:

1. Establish policies of the CGSA.
2. Establish budget requirements and control of the disbursement of all funds.
3. Provide for the collection of revenue to support the program.
4. Provide, in cooperation with the Pleasant Valley Recreation & Park District, playing facilities and equipment.
5. Establish standards of player and managerial behavior.

6. Prepare proposed amendments to these Bylaws.
7. Adopt administrative and playing rules for each of the constituent divisions in the CGSA, including approval or rejection of proposed changes thereto.
8. Manage the affairs of the CGSA, including such things as organization of the divisions each year and establishment of playing schedules.
9. Manage the property, which is assigned to the CGSA by the PVR&PD.
10. Submit monthly expenditures and forecast of expenditures to the treasurer.
11. Contribute to all playing seasons including: Spring, All Star, and Fall Ball

1.6.2. President

The President shall preside at all meetings of the CGSA at which her or she is present, and shall be the CGSA Executive Officer. Subject to the control of the Board, the President shall be responsible for the general supervision, direction and control of the business and affairs of the CGSA, and shall have the general powers and duties of management usually vested in the office of President, except where such duties and powers are specifically vested in another office herein. It shall be the duty and responsibility of the President to call general meeting of the CGSA and meeting of the Board.

1.6.3. Vice President

The Vice-President shall preside in the absence of the President, shall work with other officers and committee chairpersons and is an ex-officio member of all standing committees. As Director of Sponsorship and Publicity, the Vice-President will promote the immediate and future plans, goal and goodwill of the CGSA to the community; will ensure that notices and releases of the CGSA activities to the media are timely and in such a manner as to allow maximum participation by the community with particular attention to sponsors of CGSA teams and activities, and shall carry out such other duties or tasks as shall be assigned by the President of the Board of Directors.

1.6.4. Secretary

The Secretary shall keep an accurate book of minutes of all meetings, both general and of the Board of Directors, to show specifically the names of those present at Board meetings, the number of members present at general meetings, the proceedings of such meetings, and vote tallies (including how taken and tallied). The Secretary will provide a copy of the unapproved minutes to each Board member within five days after subject

meeting upon request from a Board member, or they will be handed out at the next regularly scheduled Board meeting. The Secretary shall be the official custodian of the CGSA Bylaws. The Secretary shall prepare and correspond in the name of the CGSA as requested by the President or the Board of Directors. Only the President and the Secretary may sign correspondence in the name of the CGSA without prior approval of the Board. The Secretary shall carry out such other duties and tasks as may be assigned by the President or the Board of Directors.

1.6.5. Treasurer

The Treasurer shall prepare the annual budget and shall submit this budget to the Board of Directors for approval. Shall keep and maintain or cause to be kept and maintained an adequate and correct account of the properties and business transactions of the CGSA, with such depositories as shall be designated by the Board. The Treasurer shall disburse the funds of the CGSA in such a manner as may be ordered by the Board and shall render to the President, whenever it is requested by the Board, an account of all transactions as Treasurer and of the financial condition of the CGSA. The Treasurer shall submit a summary financial report at each regular meeting and beginning one month prior to the start of league play shall submit a monthly forecast of expenditures. The Treasurer shall perform such other, duties and tasks as may be assigned by the President or Board of Directors. Treasurer is responsible for ensuring that the proper papers are filed with State and Federal agencies in a timely manner.

1.6.6. Director of Commissioners

The Director of Commissioners shall be responsible for the organization and conduct of the affairs of the constituent divisions. The Director shall meet with the Division Commissioner and managers of the various divisions to prepare and submit to the Director of Rules and Umpires any proposed changes to the existing rules pertaining to the division's activities within four weeks subsequent to the last game of the season. This meeting shall be co-chaired by the incoming and outgoing Directors. The Director shall call for the organization and selection of officials to operate the divisions. The Director of Commissioners shall represent the Board in the insistent demand upon Division Commissioner and managers that their conduct be exemplary and in the best interest of the youth participating and shall have responsibility for obtaining managers for teams in the several divisions in cooperation with the Director of Commissioners. Also, with the Director of Commissioners, the Division Commissioner shall have jurisdiction in matters of managerial assignment and conduct. The Director of Commissioners shall carry out such other duties and tasks as assigned by the President or Board of Directors.

1.6.7. Director of Rules and Umpires

The Director of Rules and Umpires shall be responsible for the preparation of Bylaws, Administrative and Playing Rules, shall be chairperson of the Protest Board, and shall supervise the umpiring staff. The Director of Rules and Umpires shall carry out such other duties and tasks as may be assigned by the President or the Board of Directors.

1. Bylaws and Administrative & Playing Rules preparation. The Director of Rules and Umpires shall not only be responsible for the preparation of the Bylaws and Administrative and Playing Rules, including changes thereto, but shall also present the Bylaws and Administrative and Playing Rules to the Board of Directors for approval, and shall ensure that the Bylaws and Administrative & Playing Rules specifically cover the following:
 - a. Guidelines for outside organizations
 - b. Guidelines for Division Commissioners, managers, and coaches
 - c. Assignment of players to teams
 - d. Accepting teams from outside organizations
 - e. Replacement, reassignment, and disciplining or transferring of players
 - f. Practice and game schedule policy
 - g. Division championship determination.
 - h. Protest policy
 - i. Selection of tournament teams, managers, and coaches
 - j. Parental responsibilities
 - k. Eligibility criteria for players
 - l. Rules of play
 - m. Playing requirements
 - n. Tournament rules
2. Protest Board Chairperson

The Director of Rules and Umpires shall be responsible for the interpretation of rules of the constituent divisions, and shall sit as Chairperson of the Protest Board (See Section 1.7 of the CGSA Administrative Rules).

3. Umpire Supervisor

The Director of Rules and Umpires will establish and maintain close and clear cut communications between the umpiring staff and the CGSA, and shall be responsible to ensure that the following are accomplished:

- a. Umpires are obtained for all games scheduled by the CGSA.

- b. Any reasonable request for improvement of the umpiring staff will, with the cooperation of the Director of Commissioners, Division Commissioners and managers, be taken into consideration.
- c. Preparation and submittal to the Board for approval of a master plan for obtaining, training, scheduling and paying umpires for tournament play as well as regular season play. This plan should be submitted to the Board prior to the first general meeting of the new calendar year, which is normally held in January.

1.6.8. Director of Players (Reigstrar)

The Director of Players shall advertise the registration of players in cooperation with the Vice-President sufficiently prior to the season activity, shall supervise the work of the commissioners of the individual divisions in cooperation with the Director of Commissioners, and shall carry out such other duties as may be assigned by the President or the Board of Directors. The Director of Players working with the Director of Commissioners and the Division Commissioner shall specifically do the following:

1. Establish try-out schedules and criteria.
2. Supervise the assignment of players to teams.
3. Assist in formulating agreements for inter-division transfer of players subject to the approval of the Director of Commissioners(s) involved. The transfer of any player should be made in the best interest of the player.
4. Submit to the Board for approval a master plan covering the above three subparagraphs. This plan should be submitted to the Board prior to the first general meeting of the new calendar year, which is normally held in January.

1.6.9. Director of Equipment and Fields

The Director of Equipment and Fields shall have complete responsibility for all playing equipment owned by the CGSA, shall determine the equipment requirements, obtain bids for submission to the Board of Directors for purchases, shall inventory and store the equipment during the off-season and will insist upon proper maintenance and repair. The Director of Equipment will function with the Director of Commissioners and the commissioner of each division to provide, distribute and collect the equipment necessary to function in that division, and shall carry out such other duties as may be assigned by the President or the Board of Directors.

The Director of Equipment and Fields shall also be responsible for the playing facilities and field maintenance equipment used by the CGSA. In cooperation with the commissioners of the individual divisions, the Director of Fields will organize these representatives to ensure that playing fields are properly marked, cared for, kept safe and clean, and shall prepare rules for the care and safety of the fields to the Director of Rules and Umpires to be incorporated in the Bylaws when approved by the Board of Directors. Aforementioned rules for the care of the fields and the safety of the players shall be submitted at least four weeks prior to the first game of the season.

1.6.10. Director of Uniforms

The Director of Uniforms shall have complete responsibility for all player uniforms. They shall order and dispense all uniforms for the league. They will provide samples and estimates of all uniforms for all programs from the rec season to All Stars.

1.6.11. Director of Team Parents

The head team parent shall organize and preside over the Team Parent Meeting (usually held in February). Director of Team Parents shall supervise the efforts of the individual team parents, organize fund raising efforts, contact and arrange for photographer for team and individual photos, and shall carry out such other duties and tasks as may be assigned by the President or the Board of Directors.

1.6.12. Director of Tournaments and Scheduling

The Director of Tournaments and Scheduling as directed by the Director of Players, shall be responsible for preparing game schedules for the divisions of the CGSA, acting in cooperation with the Director of Commissioners. The Director of Tournaments and Scheduling shall submit to the Board of Directors for approval, and shall provide to the Director of Commissioners, Division Commissioners, and Vice-President copies of the approved schedules no later than one month prior to the opening game, unless excused by the Board of Directors due to unavoidable circumstances. Director of Tournaments and Scheduling will also be responsible for the scheduling of the All-Stars tournament, and shall carry out such other duties as may be assigned by the President or the Board of Directors.

1.6.13. Director of Player Development

The Director of Player Development shall be responsible for facilitating player development programs and scheduling time and place for such events, in cooperation with the Director of Fields, who will ensure that playing fields are reserved, properly

marked, cared for, kept safe and clean. The Director of Player Development shall also work with and the Director of Tournaments and Scheduling to insure that there are not any scheduling conflict with regular season play. Director of Player Development shall also carry out such other duties as may be assigned by the President or the Board of Directors.

1.6.14. Director of Snack Bar

The Director of Snack Bar shall be responsible for the organization and conduct within the snack bar facility. Shall obtain all applicable certifications (Temporary Food Facility – TFF), County Health Permits, and negotiated contracts with vendors that meet PVRPD criteria within the CSG agreement. The Director is in charge of purchasing, scheduling, and sales for the Mission Oaks snack bar during the Fall, Spring and All-Star seasons. Shall maintain full accounting for sales, purchases and hired help financials. Shall keep a full record of all receipts, deposit/withdraw slips for the snack bar bank account. Ensure snack bar is fully functional during all game dates and hours. The Director shall provide a signup schedule for volunteers to work snack bar shifts. Ensure all volunteers are 16 years of age or older per PVRPD CSG agreement. The Director shall provide a monthly update on snack bar facility at board meeting to include (sales, purchases and payouts). The Director shall carry out such other duties and tasks as may be assigned by the President or the Board of Directors.

1.7. Committees and Committee Responsibilities

Standing committees shall be the following or combinations thereof and shall be appointed by the Board of Directors as required to fulfill the objectives and goals of the CGSA. The Chairperson of each standing committee shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

1.7.1. Publicity Committee Chairperson

The Chairperson, as directed by the Vice-President, will publicize the game results, programs, schools, meetings, clinics and player registrations. The Chairperson will meet and maintain liaison with scorekeepers in the several divisions and organize their efforts to ensure that results of games and important items are furnished promptly to newspapers and other media.

1.7.2. Scorekeeper Committee Chairperson

The Chairperson, as directed by the Director of Rules and Umpires, shall be the CGSA Chief Scorekeeper and shall conduct a scorekeeping school for all prospective

scorekeepers. It shall be the Chairperson's duty to ensure that all scorebooks are kept in proper order and that all necessary statistics are kept up to date.

1.7.3. Constitution and Bylaws Committee Chairperson

The Chairperson, as directed by the Director of Rules and Umpires, shall be responsible for assessing the pros and cons of every recommended constitution or Bylaw change referred to the committee, preparing approved changes for incorporation into the Constitution or Bylaws, presenting all findings to the Board of Directors, and maintaining the CGSA Constitution and Bylaws master set.

1.7.4. Directory Chairperson

The Chairperson as directed by the Director of Players shall be responsible for maintaining a current directory of players, and interested adults for use in record keeping and mailings.

1.7.5. Protest Board Chairpersonship

The Director of Rules and Umpires shall serve as Chairperson of the Protest Board, which will make a ruling on all game protests. The other members of the Protest Board will be the Director of Commissioners, the appropriate Division Commissioner, and the President.

If the Director of Rules and Umpires cannot facilitate the protest meeting, the President shall appoint someone to facilitate the protest meeting.

Selection Committee is formed by the Director of Commissioners and shall consist of a variety of divisional board members.

1.7.6. Select Team Committee

The Select Committee is comprised of the CGSA President or his/her designee, the CGSA Directory of Commissioners, CGSA Director of Players, and 2 at-large members with at least 2 years of CGSA All Stars coaching experience. The CGSA Board of Directors will appoint the 2 at-large members.

1.7.7. All Star Committee

The All Star Committee is comprised of the CGSA President or his/her designee, the CGSA Directory of Commissioners, CGSA Director of Players, CGSA Director of

Scheduling / Tournaments and 2 at-large members with at least 2 years of CGSA All Stars coaching experience. The CGSA Board of Directors will appoint the 2 at-large members.

1.7.8. Other Committees

The Board of Directors has the authority to appoint such other standing or ad hoc committees, as it deems necessary to conduct the affairs of the CGSA.

1.8. Meetings

1.8.1. Elections Meeting

The Board of Directors shall schedule a general meeting during the second quarter of each calendar year to elect officers for the next year and to receive recommendations from the general membership for consideration by the newly elected Board.

1.8.2. Planning Meeting

The Board of Directors shall schedule a general meeting during the first quarter of each calendar year to present plans for the coming year.

1.8.3. Other Meetings

The President, with approval of the Board, will schedule any other general meetings that may be required; giving at least a fifteen-day publicized notice prior to such meeting.

1.8.4. Board Meetings

The Board of Directors shall establish its own schedule of meetings as necessary to conduct CGSA business. This schedule will normally include at least one meeting per month.

Notice of Board meeting shall be given at least two days in advance to all members of the Board unless a waiver of such notice has previously been approved.

1.8.5. Quorum

A majority of the members of the Board of Directors shall constitute a quorum at any meeting, and a majority vote of those present shall govern, except when otherwise provided.

1.8.6. Absences

In that regular attendance of all Board members is desirable and necessary for the efficient conduct of business, the following rules pertaining to absences shall apply:

1. A single absence is considered automatically excused.
2. The second consecutive absence may be excused by the President, preferably ahead of time.
3. The third consecutive absence may be excused only by the Board of Directors.
4. After three consecutive absences, the Board of Directors shall take whatever action it deems advisable as empowered in Section 1.6 of the CGSA Bylaws.
5. A pattern of inconsistent attendance may be made a matter for Board action, whether or not absences are consecutive.

1.8.7. Roberts Rules

Roberts Rules of Order shall govern the proceedings of all general meetings, except where there is conflict with these Bylaws.

1.8.8. Other Rules

The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the CGSA as it may deem proper and necessary.

1.9. Organization Policy

1.9.1. Co-Sponsor

The Pleasant Valley Recreation and Park District has, upon annual request, officially co-sponsored the CGSA program.

1.9.2. Status

The Organization shall maintain a non-profit and legally limited status through annual submission to the State of California.

1.10. Financial Policy

1.10.1. Authorization

The Board of Directors shall decide all matters pertaining to the finances of the CGSA, consistent with this Constitution and other applicable limitations. The Board shall direct the expenditure of all funds.

Excess of \$500 need 2 Executive Board Member signatures.

1.10.2. Member Fees

The Board of Directors may, if necessary, require registration fees for membership dues to be collected in order to support the budget requirements of this program. The Board may also collect additional fees from members who do not fulfill their required parental responsibilities, such as snack bar duty.

1.10.3. Obligations

The Board of Directors shall maintain sound financial responsibility, and shall incur no obligations except those payable from the funds on hand.

1.10.4. Fiscal Period

The fiscal operating period shall be September 1 to August 31.

1.10.5. Budget

The Treasurer shall create and maintain a budget with expense lines for major cost centers such as Equipment, Uniforms, Fields and Special Projects. The Special Projects line item shall be used to reserve money for upgrades to CGSA facilities or assist Parks and Recreations in updating the playing facilities.

1.10.6. Fundraising

Must be approved by the Board. All checks need to be made out to CGSA. Funds will be paid out by Treasurer.

1.11. Referrals

The Board of Directors or its designated representative shall sit and make final determination on any matter of disagreement, misconduct or questions, which is referred to the body by any member of the Board of Directors.

1.12. Amending Bylaws

1.12.1. Procedure

The Board of Directors by an affirmative vote of a majority of its members may adopt proposed amendments to these Bylaws. These amendments shall be submitted to a meeting of the general membership for ratification. Prior to the meeting, the Board may if it deem expedient, place the proposed amendment in force and operate under such proposed amendment. However, if the amendment is defeated in general meeting, such operation must cease immediately and may not be renewed for one year or until the amendment shall have been reconsidered and ratified by a later general meeting.

1.12.2. Limitation

No amendment to these Bylaws shall be made which places it in substantive conflict with any contained sections without concurrent amendment/submission of those sections.

1.12.3. Preparation

The Director of Rules and Umpires with the advice of the Director of Commissioners, Division Commissioner Commissioners, the Bylaws Committee and other interested parties as deemed advisable, shall prepare a set of Administrative and Playing Rules defining the rules and regulations for the operation of each of the constituent divisions. These rules shall be submitted to the Board for adoption and, upon adoption, shall become an attachment to these Bylaws.

1.12.4. Review

The Bylaws shall be reviewed annually and proposed changes shall be submitted to the Director of Rules and Umpires by the Bylaws Committee, for review and submission to the Board of Directors.

1.12.5. Distribution

These Bylaws, with proposed changes, shall be adopted and distributed annually, not less than one month prior to the first scheduled game.

1.12.6. Method Of Amending

The affirmative vote of a majority of its members shall be required to adopt or change Bylaws.

For calendar year 2021 or tax year beginning Sep 01, 2021 and ending Aug 31, 2022

Name: CAMARILLO GIRLS SOFTBALL ASSOCIATIO EIN: 77-0290627
Name line 2: _____
Address: 5235 MISSION OAKS BLVD NO 575 Telephone No: 805-388-1157
City, State, and Zip Code: CAMARILLO CA 93012

Email address _____
Web site address _____
Fiduciary name, if applicable _____
Name of officer signing return JOSH HANSEN
Title of officer/trustee/fiduciary signing return PRESIDENT
Group exemption number _____
Check if exemption application is pending
Accounting method Cash: Accrual: Other: Specify: _____
List states desired CA _____

Type of exempt organization:

- Organization exempt under section 501(c), 527 or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation) (Form 990)
- Organization exempt under section 501(c), 527 or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation) with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year (Form 990-EZ)
- Private foundation or section 4947(a)(1) nonexempt charitable trust treated as a private foundation (Form 990-PF)

Preparer ID: DMG
Preparer name: DARREN M GOODWIN
Firm's name: PAT GOODWINS BKKPING & TAX SVC
Address: 12065 HEACOCK ST
City, State, ZIP Code: MORENO VALLEY CA 92557

Time in this return: 136 minutes
Date: 11/02/2022
PTIN: P00462800
Self-employed:
Firm's EIN: 95-0063326
Phone: 951-247-2315

Short Form Return of Organization Exempt From Income Tax

2021

Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form, as it may be made public.
- ▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2021 calendar year, or tax year beginning <u>Sep 01, 2021</u> , and ending <u>Aug 31, 2022</u>	
B Check if applicable:	C Name of organization
<input type="checkbox"/> Address change	<u>CAMARILLO GIRLS SOFTBALL ASSOCIATIO</u>
<input type="checkbox"/> Name change	Number and street (or P.O. box if mail is not delivered to street address) Room/suite
<input type="checkbox"/> Initial return	<u>5235 MISSION OAKS BLVD NO 575</u>
<input type="checkbox"/> Final return/terminated	City or town State ZIP code
<input type="checkbox"/> Amended return	<u>CAMARILLO CA 93012</u>
<input type="checkbox"/> Application pending	Foreign country name Foreign province/state/county Foreign postal code
	D Employer identification number
	<u>77-0290627</u>
	E Telephone number
	<u>805-388-1157</u>
	F Group Exemption Number ▶

G Accounting Method: Cash Accrual Other (specify) ▶ _____

I Website: ▶ _____

H Check if the organization is not required to attach Schedule B (Form 990).

J Tax-exempt status (check only one) — 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other _____

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 168,424.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1	Contributions, gifts, grants, and similar amounts received		
	2	Program service revenue including government fees and contracts	2	33,150.
	3	Membership dues and assessments	3	135,274.
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less: cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	168,424.	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	2,402.
	14	Occupancy, rent, utilities, and maintenance	14	27,258.
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe in Schedule O)	16	114,913.
17	Total expenses. Add lines 10 through 16 ▶	17	144,573.	
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	23,851.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	142,776.
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	166,627.

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year	
22 Cash, savings, and investments	142,776.	22	166,627.
23 Land and buildings		23	
24 Other assets (describe in Schedule O)		24	
25 Total assets	142,776.	25	166,627.
26 Total liabilities (describe in Schedule O)		26	
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	142,776.	27	166,627.

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? SEE STATEMENT 2

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 THROUGH SOFTBALL GAMES TO INSTILL THE YOUTH OF THIS COMMUNITY WITH GOOD SPORTSMANSHIP, HONESTY AND LOYALTY GOOD AND ETHICAL ADULTS (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	144,573.
29 (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30 (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (describe in Schedule O) (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses. (add lines 28a through 31a)	32	144,573.

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
JOSH HANSEN VICE PRESIDENT	Hr/WK 20		0	
DANIEL CARVER PRESIDENT	Hr/WK 20		0	
JAMES ROMERO TREASURER	Hr/WK 20		0	
MICHELLE ROBERTS SECRETARY	Hr/WK 20		0	
	Hr/WK			
	Hr/WK			
	Hr/WK			
	Hr/WK			
	Hr/WK			
	Hr/WK			
	Hr/WK			
	Hr/WK			

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V.

Table with columns for question number, question text, and Yes/No response boxes. Includes questions 33 through 45b regarding organizational activities, financials, and reporting requirements.

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I.		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
49a Did the organization make any transfers to an exempt non-charitable related organization?		X
b If "Yes," was the related organization a section 527 organization?		
50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."		

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Name NONE Title	Hr/WK			
Name Title	Hr/WK			
Name Title	Hr/WK			
Name Title	Hr/WK			
Name Title	Hr/WK			

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
Name NONE City Str ST ZIP		
Name City Str ST ZIP		
Name City Str ST ZIP		
Name City Str ST ZIP		
Name City Str ST ZIP		

d Total number of other independent contractors each receiving over \$100,000 ▶

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A. Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	11/02/2022	Date
	Type or print name and title		

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN
	DARREN M GOODWIN	DARREN M GOODWIN	11/02/2022		P00462800
	Firm's name ▶ PAT GOODWINS BKKPING & TAX SVC	Firm's EIN ▶ 95-0063326			
Firm's address ▶ 12065 HEACOCK ST MORENO VALLEY CA 92557		Phone no. 951-247-2315			

May the IRS discuss this return with the preparer shown above? See instructions Yes No

**SCHEDULE A
(Form 990)**

Public Charity Status and Public Support

OMB No. 1545-0047

2021

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization CAMARILLO GIRLS SOFTBALL ASSOCIATIO	Employer identification number 77-0290627
--	---

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	43398.	45470.				88868.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	121032.	95604.	71931.	117180.	135274.	541021.
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	164430.	141074.	71931.	117180.	135274.	629889.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6.)						629889.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6	164430.	141074.	71931.	117180.	135274.	629889.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	164430.	141074.	71931.	117180.	135274.	629889.
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	100.00%
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	100.00%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	0.00%
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	0.00%

- 19a 33 1/3% support tests—2021.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- b 33 1/3% support tests—2020.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Schedule B (Form 990)

Schedule of Contributors

OMB No. 1545-0047

2021

Department of the Treasury Internal Revenue Service

Attach to Form 990 or Form 990-PF. Go to www.irs.gov/Form990 for the latest information.

Table with 2 columns: Name of the organization (CAMARILLO GIRLS SOFTBALL ASSOCIATIO) and Employer identification number (77-0290627)

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

[X] 501(c)(3) (enter number) organization

[] 4947(a)(1) nonexempt charitable trust not treated as a private foundation

[] 527 political organization

Form 990-PF

[] 501(c)(3) exempt private foundation

[] 4947(a)(1) nonexempt charitable trust treated as a private foundation

[] 501(c)(3) taxable private foundation

Check if your organization is covered by the General Rule or a Special Rule.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[X] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

[] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3 % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

[] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

[] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions exclusively for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Don't complete any of the parts unless the General Rule applies to this organization because it received nonexclusively religious, charitable, etc., contributions totaling \$5,000 or more during the year \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it must answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

**SCHEDULE O
(Form 990)**

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

2021

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

Name of the organization

CAMARILLO GIRLS SOFTBALL ASSOCIATIO

Employer identification number

77-0290627

CAMARILLO GIRLS SOFTBALL

THROUGH SOFTBALL GAMES TO INSTALL THE YOUTH OF THIS

COMMUNITY WITH GOOD SPORTSMANSHIP, HONEST AND LOYALTY

GOOD AND ETHICAL ADULT SUPPORT

IRS e-file Signature Authorization for a Tax Exempt Entity

Department of the Treasury
Internal Revenue Service

For calendar year 2021, or fiscal year beginning Sep 01, 2021, and ending Aug 31, 2022

2021

▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879TE for the latest information.**

Name of filer CAMARILLO GIRLS SOFTBALL ASSOCIATIO	EIN or SSN 77-0290627
Name and title of officer or person subject to tax JOSH HANSEN	PRESIDENT

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here <input type="checkbox"/>	b Total revenue , if any (Form 990, Part VIII, column (A), line 12)	1b _____
2a Form 990-EZ check here <input checked="" type="checkbox"/>	b Total revenue , if any (Form 990-EZ, line 9)	2b <u>168,424</u>
3a Form 1120-POL check here <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b _____
5a Form 8868 check here <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b _____
6a Form 990-T check here <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b _____
8a Form 5227 check here <input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b _____
9a Form 5330 check here <input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b _____
10a Form 8038-CP check here <input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize PAT GOODWINS BKKPING AND TA to enter my PIN 90627 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶ _____ Date ▶ 11/02/2022

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN. 33152731336
Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ _____ Date ▶ 07/27/2023

ERO Must Retain This Form—See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

**PLEASANT VALLEY RECREATION & PARK DISTRICT
COMMUNITY SERVICE ORGANIZATION
ANNUAL UPDATE FORM**

NAME OF ORGANIZATION: Camarillo Cosmos Youth Track Club

A representative from your Organization must attend the following PVRPD Board meeting on:
Wednesday, September 6, 2023, at 6pm at the City of Camarillo Council Chambers

OFFICERS	NAME	ADDRESS	PHONE
President	<u>Clifford Salonga</u>	<u>csalonga89@hotmail.com</u>	<u>425-408-2903</u>
Vice President	<u>Jay Stimpson</u>	<u>jay.stimpson@live.com</u>	<u>805-312-2615</u>
Secretary	<u>Maura Dahlquist</u>	<u>mauradahquist@hotmail.com</u>	<u>804-986-9550</u>
Treasurer	<u>Terrie Jenkins</u>	<u>terrie.jenkins@gmail.com</u>	<u>818-326-9009</u>

Number of Participants last year: Primary season: 300 Secondary Season: 0
 Projected number of participants in upcoming year: Primary season: 300 Secondary Season: 0

What day and time are Board Meetings held? Day: Third Tuesday (Sep-June) Time: 7:00PM
 Address where Board Meetings are held? Zoom
 Are Board Members elected or appointed? Elected: _____ Appointed: X
 When are new Board Members elected? Month: _____ as needed
 When are new Board Members installed? Month: _____ as needed

Organization must attach a copy of current By-Laws and IRS Form 990 when submitting this form

Changes Organization has made from previous year:
none

Please provide any comments for the PVRPD Board of Directors:
none

Please complete and return the Annual Update, By-Laws and IRS Form 990 by August 11, 2023, to:

Lanny Binney
 Recreation Supervisor
 1605 E. Burnley Street
 Camarillo, CA 93010

lbinney@pvrpd.org

Phone: (805) 482-1996

Submitted By: Jay Stimpson

Signature: 

By Laws

VENTURA COUNTY YOUTH TRACK CONFERENCE

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ARTICLE 1. NAME

The name of this organization shall be The Ventura County Youth Track Conference, Inc.

ARTICLE 2. DEFINITIONS

The following definitions are used in these By-laws:

- (A) VCYTC refers to the Ventura County Youth Track Conference, Inc.
- (B) USA T&F refers to the USA Track and Field organization, which is the national governing body for Track and Field and cross country athletics competition in the United States.
- (C) Youth or Youths refers to boys, girls, young men, or young women under the age of eighteen (at the beginning of the competition year) which comprise the age groups served by this organization.
- (D) Competition year refers to the calendar year. The Competition year begins 1 January and ends 31 December of each year.
- (E) Meeting refers to any gathering of VCYTC board members for the purpose of conducting business where a quorum (50% of membership plus one) is present, and all members have been notified of the date, time, and location of the gathering.

ARTICLE 3. PURPOSE

The purpose of the VCYTC is to act as the governing body for track and field and cross country competition among it's athletes as they are organized into member clubs. To promote this purpose, the VCYTC shall:

- (A) Develop interest and participation by youths in the sport of Track and Field and cross country through out the Ventura county area.
- (B) Foster local, state, national, and international Amateur sports competition for our athletes. Competition beyond local league competition shall be offered and accomplished through a combined conference team called the Ventura County Condors (USA T&F Club #056).
- (C) Provide and coordinate technical information on physical training, coaching, competition, and performance enhancement among the member clubs, athletes, and parents.

ARTICLE 4. MEMBERSHIP

VCYTC is a non profit organization composed of athletes who are grouped into community clubs located in the Ventura county area. Each of the community clubs designate one person to serve on the VCYTC board. New clubs are admitted to full membership in VCYTC by a majority vote of the existing members. Clubs may also exist in a provisional non-voting status while demonstrating the ability to meet VCYTC club membership requirements. These requirements are:

- (A) Draw members only from the community or area it represents within the county. Clubs shall not recruit in an area represented by another club. Athletes may compete for clubs outside of the area of their residency if it is mutually agreeable to all affected clubs.
- (B) Club membership shall be open to all Youths capable or participating in Track and Field and having the permission of their parent(s)/guardian(s).
- (C) Provide one delegate to serve on the conference board, attend VCYTC meetings, and cast that clubs vote.
- (D) Agree to abide by the by-laws and the conference rule book.
- (E) Obtain an appropriate track and field facility to conduct home meets.
- (F) Demonstrate the ability to adequately staff the positions necessary to conduct a track and field meet in accordance with the conference rule book.
- (G) Pay conference dues and special fees as they are set and required by the conference board.
- (H) Provide financial information to the conference for tax filings.
- (I) Fund-raising shall be conducted within each clubs municipal area only, and shall not infringe on other clubs ability to solicit contributions.

ARTICLE 5. CONFERENCE BOARD

The VCYTC conference board shall be made up of one voting member from each of the 8 member clubs. The current member clubs are: 1-The Camarillo Cosmos; 2-The Moorpark Striders; 3-The Newbury Park Panthers; 4-The Ojai Roadrunners; 5-The Oxnard Stars; 6-The Heritage Valley Blazers; 7-The Thousand Oaks Flyers; and 8-The Ventura Tigres.

Section 5.01 * Chairman

The chairman is responsible for planning and running the board meetings and overseeing the duties of the other board members. Additionally the chairman shall have the option of sitting in on all committees and project teams. The Chairmanship of the board shall rotate among the member clubs in accordance with the following :

2013-Ojai
2014-HV
2015-Cam
2016-Oxnard
2017-Mrpk
2018- TO
2019--NP
2020-Ven

- (1) The table then repeats according to the order above. The chairmanship shall rotate to the next member club at the first VCYTC meeting in September of each year. New member clubs shall be inserted into the rotation at the bottom of the list.

Section 5.02 * Chairman Elect

This officer will assist the president as parliamentarian at the meetings, and will assume the chairmanship at the end of the chairman's term. **The chairman elect will come from the club designated succeed to the chairmanship the following year according to the above table.**

Section 5.03 * Secretary. Appointed by VCYTC board members.

This officer will record the minutes of the league meetings, and will perform correspondence duties for the conference. Review candidate and position on an annual basis.

Section 5.04 * Treasurer. Appointed by VCYTC board members.

The Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Conference in a bank or depository. The Treasurer shall keep in appropriate books an accurate account of all money received and paid out. The Treasurer shall give a written report of the funds, receipts and disbursements of the Conference monthly or at such other times as requested by the Conference Board and shall be responsible for timely filing with the Conference Board, the annual budget, and such other information as may be required or requested from time to time by the Board and/or any Local, State, or Federal regulatory agency. The Treasurer shall promptly, upon receipt, pay all Board approved liabilities; however, at not time shall the treasurer pay any expense or liability not previously approved by Board Action. Review candidate and position on annual bais.

Section 5.05 Training/Rules/Safety

This officer is responsible for collecting and disseminating information on subjects relative to the conference goals. This officer identifies, secures and organizes requested training, maintains the conference rule book, conference records, and safety records.

Section 5.06 USA T&F / AAU / NFHS – Standards Representative

VCYTC board appointed member to oversee USA T&F, AAU and or NFHS rules which would have an impact on matters, activities and responsibilities of the conference.

Section 5.07 Awards – Appointed by VCYTC board to club or individual.

This officer will order and maintain an adequate inventory of awards for all club competitions as well as the necessary forms required to record performances and meet results. Position reviewed annually

Section 5.08 Uniforms – Each VYTC club responsible.

Each club will be responsible for ordering and maintaining uniforms. Changes in club uniforms (and or color schemes) to be presented to VCYTC board for approval to avoid conflict with other VCYTC club logos.

Section 5.09 Special Projects – VCYTC Chair

This officer will chair special projects which the board of directors deem necessary.

Section 5.10 Board Meetings:

Regular meetings of the conference board shall be held once a month with the exception of July and August. The date, time and place of each meeting shall be determined at each preceding meeting, but in general, they shall be held on the first Tuesday of each month at 7:30 PM.

All meetings of the board are open to the public unless pre-announced as a closed session. Closed meetings may only be held when the subject matter is of a sensitive or personal nature.

Special meetings may be called by the chairman or by any other board member with the chairman's permission for specific or emergency reasons. All applicable rules regarding voting and approvals shall apply to special or emergency meetings, and all member clubs shall be notified in advance of the meeting.

Section 5.11 Board Responsibilities:

- (A) Oversee the achievement of the purposes stated in Article 3.
- (B) Maintain and update the rules and by-laws for the conference.
- (C) Obtain the necessary Insurance, certifications, and legal documents necessary for each club to cover it's officers, coaches, athletes, and to meet the requirements of the municipality in which it operates.
- (D) Create a schedule of track meets among the club members for league competition.
- (E) Levy and collect dues and special assessments from member clubs to support the activities of the conference.
- (F) Provide awards for the athletes for the track meets conducted by the conference.
- (G) **Maintain membership and good standing in USA T&F to provide State, National, and International competition for our club member athletes.**
- (H) Provide administrative support and coaching for athletes wishing to compete in USA T&F sanctioned meets. When conference funding is sufficient, financial support in the form of entry fees is also available to participating athletes for USA T&F or other post season sanctioned meets.
- (I) **Financial, Banking and Related Matters.** Reviewed by the conference board, it is the primary responsibility of the treasurer and chairman to maintain.
 - (2) **Budget; Financial Statement** - The Conference Board shall adopt a budget which provides the basis for setting Conference registration fees. At the end of each season the Treasurer shall cause to be prepared a statement of income received and amounts expended in connection with the program. Such statement shall be made immediately available to all Conference Board Members. This season's budget shall be presented in draft form at the September Board Meeting and passed by a 2/3 majority vote at the October meeting of the Board. Under no circumstances shall any liabilities be incurred nor paid until a budget has been passed and adopted by the current acting board.
 - (3) **Account Signatories** - All checks drawn on the Conference's bank account shall bear two signatures, one of which must either be the treasurer's or the acting Board Chairman. Additional signatories must be authorized by Conference Board action. Two signatories from the same household shall not be allowed.

- (4) Transfer of Funds - All funds received by the Conference, whether from fees, gifts or otherwise, must be deposited into the Conference's checking account, from which all expenses and disbursements must be paid. All funds transferred in or out of the Conference's savings account must be transferred from or to the Conference's checking account.

- (J) Solicit grants and contributions for the benefit of the athletes in VCYTC.

Section 5.12 Board Limitations:

- (A) Recognition of the independent nature and individuality of the member clubs, the authority of the conference and it's board of directors shall be limited to matters regarding the organization of the member clubs for competition and those minimal rules and policies which are necessary for the conference existence and legal conduct.

- (B) **The conference or it's board of directors shall not make rules or policies which affect a member club's financial matters. VCYTC shall have the right to audit a member clubs financial books only when such an audit is imposed on the conference by the IRS.**

- (C) The conference is specifically prohibited from dictating or controlling in any matter the fees charged by member clubs to their members.

- (D) The conference position is **not** to assess member clubs financial penalties for punitive reasons. If there is reason or cause for imposing financial penalties to a conference club, the cause must be validated and presented to the board before sanction or penalty is imposed.

- (E) The conference shall not become involved in internal club matters, and shall not provide a court of appeal for internal club matters.

ARTICLE 6. SALARY AND REIMBURSEMENT

No conference board member including the chairman shall be paid for services performed. Reimbursement for expenses incurred on behalf of the conference may be paid from the treasury upon approval by the board.

ARTICLE 7. PARLIAMENTARY AUTHORITY

Meetings shall be conducted in accordance with Demeter's Manual of Parliamentary Law and Procedure (Current Edition).

ARTICLE 8. MEMBER REMOVAL PROCEDURE

Board members may be removed with or without cause by a 2/3 vote of the members present at any regular or special meeting.

ARTICLE 9. AGE GROUP DESIGNATIONS

The age group in which each an athlete competes (Historically) is based on the athlete’s age as of January 1st of the competitive / calendar year. The age group divisions and their respective (Traditional) ages are shown below:

- Gremlin.....Age 7 and under
- BantamAges 8 and 9
- Midget.....Ages 10 and 11
- Youth.....Ages 12 and 13
- Intermediate.....Ages 14 and 15

Note: Although not endorsed by VCYTC board as a traditional practice, there are circumstances where a youth athlete may choose, based on ability or other physical parameters, to compete in the next (older) age group division.

Athlete participation in other than the traditional designated age group requires approval by the athlete parent and VCYTC club coaching staff.

ARTICLE 10. ATHLETES COMPETING OUTSIDE VCYTC

Competition by athletes in VCYTC conference track meets and for the VCYTC Condors or independently in USA T&F or AAU meets is purely optional, and participation outside of VCYTC shall not be restricted with the following exception: Athletes may not compete for the VCYTC Condors in meets held on days conflicting with VCYTC meets without the approval of the board.

ARTICLE 11. AMENDMENT PROCEDURE

Amendments to these by-laws may be made at any regular or special meeting by a 2/3 vote of the members present at any regular, special, or emergency meeting.

ARTICLE 12. DISSOLUTION

Upon the dissolution of VCYTC, the board of directors shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all the assets of the organization exclusively for the purpose of the organization in such a manner, or to such organization or organizations, organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law), as the board of directors shall determine.

KEVIN JESTER CPA
43 South Skyline Drive
Thousand Oaks, CA 91362

VENTURA COUNTY YOUTH TRACK CONFERENCE
205 VIRGINIA DRIVE, STE 100
VENTURA, CA 93003

FOR TAX YEAR 2022

VENTURA COUNTY YOUTH TRACK CONFERENCE

KEVIN JESTER CPA

43 South Skyline Drive

Thousand Oaks, CA 91362

(805)496-9990

KEVIN JESTER CPA

43 South Skyline Drive
Thousand Oaks, CA 91362
kevin@cpajester.com
Phone: (805)496-9990 | Fax: (805)496-2056

June 06, 2023

Ventura County Youth Track Conference
205 Virginia Drive, Ste 100
Ventura, CA 93003

Subject: Preparation of 2022 Tax Returns

Ventura County Youth Track Conference:

Thank you for choosing KEVIN JESTER CPA to assist with the 2022 taxes for Ventura County Youth Track Conference. This letter confirms the terms of the engagement and outlines the nature and extent of the services we will provide.

We will prepare the 2022 federal and state income tax returns for Ventura County Youth Track Conference. We will depend on management to provide the information we need to prepare complete and accurate returns. We may ask management to clarify some items but will not audit or otherwise verify the data submitted.

We will perform accounting services only as needed to prepare the tax returns. Our work will not include procedures to find defalcations or other irregularities. Accordingly, our engagement should not be relied upon to disclose errors, fraud, or other illegal acts, though it may be necessary for management to clarify some of the information submitted. We will inform management of any material errors, fraud, or other illegal acts we discover.

The law imposes penalties when taxpayers underestimate their tax liability. Call us if there are any concerns about such penalties.

Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on the behalf of Ventura County Youth Track Conference, the alternative selected by management.

Our fee is based on the time required at standard billing rates plus out-of-pocket expenses. Invoices are due and payable upon presentation. All accounts not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

We will return the original records to management at the end of this engagement. Store these records, along with all supporting documents, in a secure location. We retain copies of your records and our work papers from your engagement for up to seven years, after which these documents will be destroyed.

If management has not selected to e-file the returns with our office, management will be solely responsible to file the returns with the appropriate taxing authorities. The tax matters representative should review all tax-return documents carefully before signing them. Our engagement to prepare the 2022 tax returns will conclude with the delivery of the completed returns to management, or with e-filed returns, with the tax matters representative's signature and our subsequent submittal of the tax return.

To affirm that this letter correctly summarizes the arrangements for this work, sign the enclosed copy of this letter in the space indicated and return it to us in the envelope provided.

Thank you for the opportunity to be of service. For further assistance with your tax return needs, contact our office at (805)496-9990.

Sincerely,

Kevin Jester
KEVIN JESTER CPA

Accepted By:

Officer

Date

KEVIN JESTER CPA

43 South Skyline Drive
Thousand Oaks, CA 91362
kevin@cpajester.com
Phone: (805)496-9990 | Fax: (805)496-2056

June 06, 2023

Ventura County Youth Track Conference
205 Virginia Drive, Ste 100
Ventura, CA 93003

Ventura County Youth Track Conference:

Enclosed is the 2022 federal return for a tax-exempt organization, prepared for Ventura County Youth Track Conference from the information provided. The return will be e-filed with the IRS once we receive a signed Form 8879-TE, IRS e-file Signature Authorization for an Exempt Organization.

The federal return reflects neither a refund nor a balance due.

Enclosed is the 2022 California Income Tax return for Ventura County Youth Track Conference, prepared from the information provided. The return will be e-filed with the California taxing authority.

The organization's California Income Tax return reflects neither a refund nor a balance due.

Thank you for the opportunity to be of service. For further assistance with the organization's tax return needs, contact our office at (805)496-9990.

Sincerely,

Kevin Jester
KEVIN JESTER CPA

KEVIN JESTER CPA

43 South Skyline Drive
Thousand Oaks, CA 91362
kevin@cpajester.com
Phone: (805)496-9990 | Fax: (805)496-2056

June 06, 2023

Ventura County Youth Track Conference
205 Virginia Drive, Ste 100
Ventura, CA 93003

Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

- * Interviews regarding your tax situation
- * Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- * Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (805)496-9990.

Sincerely,

Kevin Jester
KEVIN JESTER CPA

KEVIN JESTER CPA

43 South Skyline Drive
 Thousand Oaks, CA 91362
 kevin@cpajester.com
 Phone: (805)496-9990 | Fax: (805)496-2056

Customer Name	Customer Information	
Ventura County Youth Track Conference 205 Virginia Drive, Ste 100 Ventura, CA 93003	Invoice #:	
	Date:	June 06, 2023
	Phone:	
	E-mail:	PAPAVASILIOU@BERKELEY.EDU

Your 2022 tax return was prepared by Kevin Jester.

Description	Fee
Federal And Supplemental Forms	
Form 990EZ	Organization Exempt from Income Tax EZ , page 1
Form 990EZ pg 2	Organization Exempt from Income Tax EZ, page 2
Form 990EZ pg 3	Organization Exempt from Income Tax EZ, page 3
Form 990EZ pg 4	Organization Exempt from Income Tax EZ, page 4
Schedule A	Organization Exempt Under Sec 501(c)(3), page 1
Schedule A pg 2	Organization Exempt Under Sec 501(c)(3), page 2
Schedule A pg 3	Organization Exempt Under Sec 501(c)(3), page 3
Schedule A pg 4	Organization Exempt Under Sec 501(c)(3), page 4
Schedule A pg 5	Organization Exempt Under Sec 501(c)(3), page 5
Schedule A pg 6	Organization Exempt Under Sec 501(c)(3), page 6
Schedule A pg 7	Organization Exempt Under Sec 501(c)(3), page 7
Schedule A pg 8	Organization Exempt Under Sec 501(c)(3), page 8
Schedule O	Supplemental Information, page 1
Schedule O pg 2	Supplemental Information, page 2
Form 8868	Application for Extension
Form 8879-TE	E-file Signature Authorization for Tax Exempt
Form 8879-TE	E-file Signature Authorization for Tax Exempt
EF Notice	General Information for Electronic Filing
California Forms	
CA199	Exempt Organization Annual Information
CARRFR	REGISTRATION RENEWAL FEE REPORT
CA8453EO	E-file Authorization for Exempt Organizations

Total Forms	21	Forms Subtotal	500.00
		Total Balance Due	500.00

Payment due upon receipt. Thank you for your business!

**Acknowledgement and General Information for
Entities That File Returns Electronically**

2022

Name(s) as shown on return

VENTURA COUNTY YOUTH TRACK CONFERENCE

Employer Identification Number

**** - *** 3966**

Entity address

205 VIRGINIA DRIVE

VENTURA, CA 93003

Thank you for participating in IRS e-file.

1. 2022 **8868-01** income tax return for **Federal** was filed electronically.
The electronic filing services were provided by **KEVIN JESTER CPA**.

2. **8868-01** income tax return was accepted on **05-03-2023** using a Personal Identification Number (PIN) as an electronic signature. The entity entered a PIN or authorized the Electronic Return Originator (ERO) to enter or generate a PIN signature.
The submission ID assigned to this return is **7761932023123igmizcy**.

**PLEASE DO NOT SEND A PAPER COPY OF ENTITY'S RETURN TO THE
IRS. IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.**

Return of Organization Exempt From Income Tax

2022

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2022 calendar year, or tax year beginning, 2022, and ending, 20

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization VENTURA COUNTY YOUTH TRACK CONFERENCE		D Employer identification number 77-0273966
	Number and street (or P.O. box if mail is not delivered to street address) 205 VIRGINIA DRIVE		E Telephone number Room/suite 100
	City or town, state or province, country, and ZIP or foreign postal code VENTURA, CA 93003		F Group Exemption Number
	G Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) _____		

I Website: WWW.VDTYC.ORG

J Tax-exempt status (check only one) 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

H Check if the organization is not required to attach Schedule B (Form 990).

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$ 198,243

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
 Check if the organization used Schedule O to respond to any question in this Part I

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	4,300
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	170,861
	4	Investment income	4	16
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	5,020
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	5,020	
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8	18,046	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	198,243	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	617
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	12,150
	14	Occupancy, rent, utilities, and maintenance	14	38,077
	15	Printing, publications, postage, and shipping	15	74
	16	Other expenses (describe in Schedule O)	16	113,380
17	Total expenses. Add lines 10 through 16	17	164,298	
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	33,945
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	179,029
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	212,974

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2022)

EEA

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	179,029	212,974
23 Land and buildings	0	0
24 Other assets (describe in Schedule O)	0	0
25 Total assets	179,029	212,974
26 Total liabilities (describe in Schedule O)	0	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	179,029	212,974

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? YOUTH TRACK LEAGUE.

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 ATHLETIC ACTIVITY PROVIDED TO LOCAL YOUTHS TO PROMOTE HEALTH AND FITNESS THROUGH COMPETITION.		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	0
29		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (describe in Schedule O)		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses (add lines 28a through 31a)	32	0

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated - see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
ALEXANDROS PAPAVALIYOU TREASURER	0.00	0	0	0
CAMISCA FONTES SECRETARY	0.00	0	0	0

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

Table with columns for question number, question text, and Yes/No response boxes. Includes questions 33 through 45b regarding organizational activities, financials, and compliance.

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47 - 49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47		X
48		X
49a		X
49b		

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

49a Did the organization make any transfers to an exempt non-charitable related organization?

b If "Yes," was the related organization a section 527 organization?

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000 _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000 _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	ALEXANDROS PAPAVALIIOU		Date		
	Signature of officer		Date		
Paid Preparer Use Only	ALEXANDROS PAPAVALIIOU, TREASURER		Date		
	Type or print name and title		Date		
	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Kevin Jester		06-06-2023		P00533244
	Firm's name	Firm's EIN			
	KEVIN JESTER CPA				
	Firm's address	Phone no.			
	43 South Skyline Drive	805-496-9990			
	Thousand Oaks CA 91362				

May the IRS discuss this return with the preparer shown above? See instructions Yes No

**SCHEDULE A
(Form 990)**

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

**Open to Public
Inspection**

Name of the organization VENTURA COUNTY YOUTH TRACK CONFERENCE	Employer identification number 77-0273966
--	---

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f))	14	%
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2022. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test - 2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here . The organization qualifies as a publicly supported organization. <input type="checkbox"/>		
17a 10%-facts-and-circumstances test - 2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here . Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here . Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	194,710	219,003	31,068	103,054	203,984	751,819
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	194,710	219,003	31,068	103,054	203,984	751,819
7a Amounts included on lines 1, 2, and 3 received from disqualified persons .						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						751,819

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6	194,710	219,003	31,068	103,054	203,984	751,819
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	194,710	219,003	31,068	103,054	203,984	751,819
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	100.00 %
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	100.00 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f)) . . .	17	0.00 %
18 Investment income percentage from 2021 Schedule A, Part III, line 17	18	0.00 %

- 19a 33 1/3% support tests - 2022.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- b 33 1/3% support tests - 2021.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions . . .

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b	Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c	Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b	Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer lines 2a and 2b below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required) - provide details in Part VI	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2022 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1	Distributable amount for 2022 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2022 (reasonable cause required - explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2022		
a	From 2017		
b	From 2018		
c	From 2019		
d	From 2020		
e	From 2021		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2022 distributable amount		
i	Carryover from 2017 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2022 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2022 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	Excess distributions carryover to 2023. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2018		
b	Excess from 2019		
c	Excess from 2020		
d	Excess from 2021		
e	Excess from 2022		

**SCHEDULE O
(Form 990)**

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

2022

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for the latest information.

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

Name of the organization

VENTURA COUNTY YOUTH TRACK CONFERENCE

Employer identification number

77-0273966

01. Description of other revenue (Part I, line 8)

DESCRIPTION	AMOUNT
SALES OF TRACK WEAR	16,595
FOOD SALES	450
REFUND OF BANQUET FACILITY	1,001

02. List of grants and similar amounts paid (Part I, line 10)

AMOUNT	617
--------	-----

03. Description of other expenses (Part I, line 16)

DESCRIPTION	AMOUNT
BANQUET	2,057
AWARDS AND GIFTS	7,961
BANK CHARGES	2,012
PICTURES	6,127
SOFTWARE	210
PICNIC	8,376
SUPPLIES	18,808
OFFICE AND MISC	95
ZOOM	165
T SHIRTS	13,674
CONFERENCE DUES	3,570
BOARD EXPENSES	2,091
UNIFORMS	11,815

Name of the organization VENTURA COUNTY YOUTH TRACK CONFERENCE	Employer identification number 77-0273966
--	---

SMALL EQUIPMENT	16,006
BACKGROUND CHECKS	2,302
INSURANCE	14,696
FILING FEES	706
RECORD KEEPING	1,150
RENT OTHER	1,559

Application for Automatic Extension of Time To File an Exempt Organization Return

► **File a separate application for each return.**
► **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions. VENTURA COUNTY YOUTH TRACK CONFERENCE	Taxpayer identification number (TIN) 77-0273966
	Number, street, and room or suite no. If a P.O. box, see instructions. 205 VIRGINIA DRIVE STE 100	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. VENTURA CA 93003	

Enter the Return Code for the return that this application is for (file a separate application for each return)

0	1
---	---

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

• The books are in the care of ► **ALEXANDROS PAPAVALIIOU, 205 VIRGINIA DRIVE VENTURA CA 93003**

Telephone No.► **805-415-1702** FAX No.► _____

• If the organization does not have an office or place of business in the United States, check this box ►

• If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box ► . If it is for part of the group, check this box. ► and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until 11-15, 20 23, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
► calendar year 20 22 or
► tax year beginning _____, 20 _____, and ending _____, 20 _____.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

IRS e-file Signature Authorization for a Tax Exempt Entity

For calendar year 2022, or fiscal year beginning _____, 2022, and ending _____, 20

2022

Department of the Treasury
Internal Revenue Service

Do not send to the IRS. Keep for your records.

Go to www.irs.gov/Form8879TE for the latest information.

Name of filer

EIN or SSN

VENTURA COUNTY YOUTH TRACK CONFERENCE

77-0273966

Name and title of officer or person subject to tax

ALEXANDROS PAPAVASILIOU, TREASURER

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	<input type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	_____
2a	Form 990-EZ check here	<input type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	_____
3a	Form 1120-POL check here.	<input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	_____
4a	Form 990-PF check here	<input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part V, line 5).	4b	_____
5a	Form 8868 check here	<input checked="" type="checkbox"/>	b	Balance due (Form 8868, line 3c).	5b	0
6a	Form 990-T check here	<input type="checkbox"/>	b	Total tax (Form 990-T, Part III, line 4)	6b	_____
7a	Form 4720 check here	<input type="checkbox"/>	b	Total tax (Form 4720, Part III, line 1).	7b	_____
8a	Form 5227 check here	<input type="checkbox"/>	b	FMV of assets at end of tax year (Form 5227, Item D)	8b	_____
9a	Form 5330 check here	<input type="checkbox"/>	b	Tax due (Form 5330, Part II, line 19).	9b	_____
10a	Form 8038-CP check here	<input type="checkbox"/>	b	Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	_____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize **KEVIN JESTER CPA** to enter my PIN **77265** as my signature
ERO firm name **Enter five numbers, but do not enter all zeros**

on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____

Date **06-06-2023**

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

776193 38429

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature _____

Date **06-06-2023**

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

IRS e-file Signature Authorization for a Tax Exempt Entity

For calendar year 2022, or fiscal year beginning _____, 2022, and ending _____, 20

2022

Department of the Treasury
Internal Revenue Service

Do not send to the IRS. Keep for your records.

Go to www.irs.gov/Form8879TE for the latest information.

Name of filer

EIN or SSN

VENTURA COUNTY YOUTH TRACK CONFERENCE

77-0273966

Name and title of officer or person subject to tax

ALEXANDROS PAPAVASILIOU, TREASURER

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	<input type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a	Form 990-EZ check here	<input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	198,243
3a	Form 1120-POL check here	<input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	<input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part V, line 5).	4b	
5a	Form 8868 check here	<input type="checkbox"/>	b	Balance due (Form 8868, line 3c).	5b	
6a	Form 990-T check here	<input type="checkbox"/>	b	Total tax (Form 990-T, Part III, line 4)	6b	
7a	Form 4720 check here	<input type="checkbox"/>	b	Total tax (Form 4720, Part III, line 1).	7b	
8a	Form 5227 check here	<input type="checkbox"/>	b	FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a	Form 5330 check here	<input type="checkbox"/>	b	Tax due (Form 5330, Part II, line 19).	9b	
10a	Form 8038-CP check here	<input type="checkbox"/>	b	Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the

2022 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize **KEVIN JESTER CPA** to enter my PIN **77265** as my signature

ERO firm name

Enter five numbers, but do not enter all zeros

on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2022 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Date **06-06-2023**

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

776193 38429

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2022 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature

Date **06-06-2023**

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

**California Exempt Organization
Annual Information Return**

Calendar Year 2022 or fiscal year beginning (mm/dd/yyyy) _____, and ending (mm/dd/yyyy) _____.

Corporation/Organization name VENTURA COUNTY YOUTH TRACK CONFERENCE		California corporation number 1678544
Additional information. See instructions.		FEIN 77-0273966
Street address (suite or room) 205 VIRGINIA DRIVE APT 100		PMB no.
City VENTURA	State CA	Zip code 93003
Foreign country name	Foreign province/state/county	Foreign postal code

<p>A First return <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B Amended return <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C IRC Section 4947(a)(1) trust <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>D Final information return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date: (mm/dd/yyyy) _____</p> <p>E Check accounting method: (1) <input checked="" type="checkbox"/> Cash (2) <input type="checkbox"/> Accrual (3) <input type="checkbox"/> Other</p> <p>F Federal return filed? (1) <input type="checkbox"/> 990T (2) <input type="checkbox"/> 990PF (3) <input type="checkbox"/> Sch H (990) (4) <input checked="" type="checkbox"/> Other 990 series</p> <p>G Is this a group filing? See instructions <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>H Is this organization in a group exemption <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," what is the parent's name? _____</p>	<p>I Did the organization have any changes to its guidelines not reported to the FTB? See instructions <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>K Is the organization exempt under R&TC Section 23701g? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," enter the gross receipts from nonmember sources <input checked="" type="checkbox"/> \$ _____</p> <p>L Is the organization a limited liability company? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>M Did the organization file Form 100 or Form 109 to report taxable income? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N Is the organization under audit by the IRS or has the IRS audited in a prior year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>O Is federal Form 1023/1024 pending? <input type="checkbox"/> Yes <input type="checkbox"/> No Date filed with IRS _____</p>
---	---

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8-	<input checked="" type="checkbox"/>	1		00
	2	Gross dues and assessments from members and affiliates	<input checked="" type="checkbox"/>	2	193,943	00
	3	Gross contributions, gifts, grants, and similar amounts received	<input checked="" type="checkbox"/>	3	4,300	00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B	<input checked="" type="checkbox"/>	4	198,243	00
	5	Cost of goods sold	<input type="checkbox"/>	5		00
	6	Cost or other basis, and sales expenses of assets sold	<input type="checkbox"/>	6		00
	7	Total costs. Add line 5 and line 6-		7		00
	8	Total gross income. Subtract line 7 from line 4		8	198,243	00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18	<input checked="" type="checkbox"/>	9	164,298	00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8		10	33,945	00
Filing Fee	11	Total payments	<input checked="" type="checkbox"/>	11		00
	12	Use tax. See General Information K	<input checked="" type="checkbox"/>	12		00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11-	<input checked="" type="checkbox"/>	13		00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12-	<input checked="" type="checkbox"/>	14		00
	15	Penalties and interest. See General Information J-	<input checked="" type="checkbox"/>	15		00
	16	Balance due. Add line 12 and line 15. Then subtract line 11 from the result	<input checked="" type="checkbox"/>	16		00

Sign Here	Signature of officer ALEXANDROS PAPAVALIIOU	Title TREASURER	Date 06/06/2023	Telephone
	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
Paid Preparer's Use Only	Preparer's signature ▶	Date 06/06/2023	Check if self-employed <input type="checkbox"/>	PTIN P00533244
	Firm's name (or yours, if self-employed) and address ▶ KEVIN JESTER CPA 43 SOUTH SKYLINE DRIVE THOUSAND OAKS, CA 91362			Firm's FEIN 83-0417659
				Telephone 805-496-9990
May the FTB discuss this return with the preparer shown above? See instructions				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Part II Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.

77-0273966

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	•	1		00
	2	Interest	•	2		00
	3	Dividends	•	3		00
	4	Gross rents	•	4		00
	5	Gross royalties	•	5		00
	6	Gross amount received from sale of assets (See instructions)	•	6		00
	7	Other income. Attach schedule	•	7		00
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1-	•	8		00
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	•	9		00
Expenses and Disbursements	10	Disbursements to or for members	•	10		00
	11	Compensation of officers, directors, and trustees. Attach schedule	•	11		00
	12	Other salaries and wages	•	12		00
	13	Interest	•	13		00
	14	Taxes	•	14		00
	15	Rents	•	15	38,077	00
	16	Depreciation and depletion (See instructions)	•	16		00
	17	Other expenses and disbursements. Attach schedule	•	17	126,221	00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line-9.	•	18	164,298	00

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
Assets					
1	Cash		179,029		• 212,974
2	Net accounts receivable				•
3	Net notes receivable				•
4	Inventories				•
5	Federal and state government obligations				•
6	Investments in other bonds				•
7	Investments in stock				•
8	Mortgage loans				•
9	Other investments. Attach schedule				•
10 a	Depreciable assets				
b	Less accumulated depreciation				
11	Land				•
12	Other assets. Attach schedule				•
13	Total assets		179,029		212,974
Liabilities and net worth					
14	Accounts payable				•
15	Contributions, gifts, or grants payable				•
16	Bonds and notes payable				•
17	Mortgages payable				•
18	Other liabilities. Attach schedule				
19	Capital stock or principal fund				•
20	Paid-in or capital surplus. Attach reconciliation				•
21	Retained earnings or income fund		179,029		• 212,974
22	Total liabilities and net worth		179,029		212,974

Schedule M-1 Reconciliation of income per books with income per return			
Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.			
1	Net income per books	•	
2	Federal income tax	•	
3	Excess of capital losses over capital gains	•	
4	Income not recorded on books this year. Attach schedule	•	
5	Expenses recorded on books this year not deducted in this return. Attach schedule	•	
6	Total. Add line 1 through line 5		
7	Income recorded on books this year not included in this return. Attach schedule	•	
8	Deductions in this return not charged against book income this year. Attach schedule	•	
9	Total. Add line 7 and line 8		
10	Net income per return. Subtract line 9 from line 6		

MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

(For Registry Use Only)

Sections 12586 and 12587, California Government Code

11 Cal. Code Regs. sections 301-306, 309, 311, and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

VENTURA COUNTY YOUTH TRACK CONFERENCE Name of Organization		Check if: <input checked="" type="checkbox"/> Change of address <input type="checkbox"/> Amended report	
List all DBAs and names the organization uses or has used 205 VIRGINIA DRIVE APT 100 Address (Number and Street)		State Charity Registration Number <u>CT-104073</u>	
VENTURA, CA 93003 City or Town, State, and ZIP Code		Corporation or Organization No. <u>1678544</u>	
Telephone Number _____	E-mail Address _____	Federal Employer ID No. <u>77-0273966</u>	

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312) Make Check Payable to Department of Justice

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than \$50,000	\$25	Between \$250,001 and \$1 million	\$100	Between \$20,000,001 and \$100 million	\$800
Between \$50,000 and \$100,000	\$50	Between \$1,000,001 and \$5 million	\$200	Between \$100,000,001 and \$500 million	\$1,000
Between \$100,001 and \$250,000	\$75	Between \$5,000,001 and \$20 million	\$400	Greater than \$500 million	\$1,200

PART A - ACTIVITIES

For your most recent full accounting period (beginning 01-01-2022 ending 12-31-2022) list:

Total Revenue \$
(including noncash contributions) 198,243 **Noncash Contributions \$** _____ **Total Assets \$** 212,974
Program Expenses \$ 164,298 **Total Expenses \$** _____

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		X
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		X
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		X
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		X
5. During this reporting period, did the organization receive any governmental funding?		X
6. During this reporting period, did the organization hold a raffle for charitable purposes?		X
7. Does the organization conduct a vehicle donation program?		X
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?		X
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		X

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent _____ ALEXANDROS PAPAVALIS _____ TREASURER _____ 06-06-2023
 Printed Name Title Date

TAXABLE YEAR
2022

California e-file Return Authorization for Exempt Organizations

FORM
8453-EO

Exempt Organization name VENTURA COUNTY YOUTH TRACK CONFEREN	Identifying number 77-0273966
--	---

Part I Electronic Return Information (whole dollars only)

1 Total gross receipts (Form 199, line 4)	1	198,243
2 Total gross income (Form 199, line 8)	2	198,243
3 Total expenses and disbursements (Form 199, line 9)	3	164,298

Part II Settle Your Account Electronically for Taxable Year 2022

4 <input type="checkbox"/> Electronic funds withdrawal	4a Amount _____	4b Withdrawal date (mm/dd/yyyy) _____
---	------------------------	--



Part III Banking Information (Have you verified the exempt organization's banking information?)

5 Routing number _____	7 Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
6 Account number _____	

Part IV Declaration of Officer


I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2022 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**


Sign Here		06-06-2023		TREASURER
	Signature of officer	Date		Title

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2022 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO Must Sign	ERO's signature 	Date	Check if also paid preparer <input checked="" type="checkbox"/>	Check if self-employed <input type="checkbox"/>	ERO's PTIN P00533244
	Firm's name (or yours if self-employed) and address	KEVIN JESTER CPA 43 SOUTH SKYLINE DRIVE THOUSAND OAKS , CA			Firm's FEIN 83-0417659
					ZIP code 91362

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

Paid Preparer Must Sign	Paid preparer's signature 	Date	Check if self-employed <input type="checkbox"/>	Paid preparer's PTIN
	Firm's name (or yours if self-employed) and address			
				Firm's FEIN ZIP code

Name(s) as shown on return

SSN/FEIN

VENTURA COUNTY YOUTH TRACK CONFERENCE

77-0273966

OTHER EXPENSES

<u>Description</u>	<u>Amount</u>
AWARDS AND GIFTS	\$ 7,961
BACKGROUND CHECKS	2,302
BANK CHARGES	2,012
BANQUET	2,057
BOARD EXPENSES	2,091
CONFERENCE DUES	3,570
FILING FEES	706
GRANTS	617
INSURANCE	14,696
OFFICE AND MISC	95
PICNIC	8,376
PICTURES	6,127
PRINTING	74
PROFESSIONAL FEES	12,150
RECORD KEEPING	1,150
RENT - OTHER	1,559
SMALL EQUIPMENT	16,006
SOFTWARE	210
SUPPLIES	18,808
T SHIRTS	13,674
UNIFORMS	11,815
ZOOM	165
Total:	\$ <u>126,221</u>

**PLEASANT VALLEY RECREATION & PARK DISTRICT
COMMUNITY SERVICE ORGANIZATION
ANNUAL UPDATE FORM**

NAME OF ORGANIZATION: CAMARILLO PONY BASEBALL ASSOCIATION

A representative from your Organization must attend the following PVRPD Board meeting on:
Wednesday, September 6, 2023, at 6pm at the City of Camarillo Council Chambers

OFFICERS	NAME	ADDRESS	PHONE
President	<u>ALEX MATHIS</u>	<u>1201 E. LA LOMA AVE., SOMIS 93066</u>	<u>805-444-2716</u>
Vice President	<u>CATRINA LOVATO</u>	<u>3890 OLIVO COURT CAMARILLO 93010</u>	<u>805-443-7708</u>
Treasurer	<u>JENIFER PEREZ</u>	<u>2678 VAN GOGH DR., OXNARD 93030</u>	<u>805-302-1902</u>
Secretary	<u>JAYMI STEVENS</u>	<u>6630 CHARI LANE, SOMIS 93066</u>	<u>805-377-2789</u>

Number of Participants last year: Primary season: 1212 Secondary Season: 440
 Projected number of participants in upcoming year: Primary season: 1100 Secondary Season 400
 What day and time are Board Meetings held? Day: WEDNESDAY Time: 6:30PM
 Address where Board Meetings are held? 1601 CARMEN DRIVE, CAMARILLO 93010
 Are Board Members elected or appointed? Elected: X Appointed: _____
 When are new Board Members elected? Month: JUNE BOARD MEETING
 When are new Board Members installed? Month: SEPTEMBER BOARD MEETING

Organization must attach a copy of current By-Laws and IRS Form 990 when submitting this form

Changes Organization has made from previous year:

Please provide any comments for the PVRPD Board of Directors:

Please complete and return the Annual Update, By-Laws and IRS Form 990 by August 11, 2023, to:

Lanny Binney
 Recreation Supervisor
 1605 E. Burnley Street
 Camarillo, CA 93010

lbinnie@pvrpd.org

Phone: (805) 482-1996

Submitted By: ALEX MATHIS

Signature: *Alex Mathis*

CAMARILLO PONY
BASEBALL
ASSOCIATION 2023
BYLAWS

Prepared by:
The Board of Directors of the
Camarillo Pony Baseball Association

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Article I. Guidelines for Parents, League Commissioners, Managers, and Coaches

A. General Responsibilities and Behavior of Parents

Parents are the most influential of all CPBA members on conduct of players, managers, coaches and umpires. It is therefore vital to the success of this program for the parents to maintain good self-control at all times and express positive support for all participants.

The CPBA is a parent-supported organization. All parents must assist the league officers in attaining the objective of the CPBA.

1. Requirements

Parents will be expected to fill one of the following team support functions:

- a. Manager or Coach
- b. Team Scorekeeper
- c. Team Field Preparation and Clean Up
- d. Team Sponsor Liaison
- e. Team Parent
- f. Team Fundraising Coordinator
- g. Team Yearbook Coordinator
- h. League Yearbook Coordinator
- i. League Parent
- j. League Commissioner
- k. CPBA Picture Day Support
- l. CPBA Fundraising Support
- m. Board of Directors Member

2. Conduct

The conduct of the parents when in contact with the team manager, coaches, players, and especially when at the games will be that of a responsible adult. Any parent or spectator who was ordered to be removed from the field area by the umpire, after one warning, is suspended from attending the remainder of that game. Penalty of up to three subsequent games may be applied upon review by the Board of Directors. Umpires shall submit a written report to the League Commissioner via the Director of Umpires. Penalty: If the suspended parent or spectator attends a game involving their team during the suspension period, the game may be forfeited to the opposing team at the discretion of the Board of Directors.

3. Dealing with Managers

Problems between parents, managers and/or coaches should first be discussed between the parties directly involved to attempt a resolution. If an issue cannot be resolved at this level, the manager should arrange a meeting between the parties involved and the League Commissioner. If the issue is still not resolved, the parties should meet with the appropriate Director of Commissioners and finally with the Board of Directors, if necessary. Failure to follow this plan will result in a denial of appeal.

4. Uniforms and Equipment

Parents and managers are responsible for the uniforms and equipment issued to players and managers. Equipment must be returned at the end of the season. If equipment is not returned, those responsible will be billed at the current rate of replacement and shall be excluded from further participation in the CPBA program until such bill is paid or the equipment is returned.

5. Fund Raising

All parents are responsible for making a reasonable effort to support CPBA fundraisers.

B. General Responsibilities and Behavioral Standards of League Commissioners

Each League Commissioner supports the appropriate Director of Commissioners and shall be responsible for the organization and conduct of their league or league division.

1. League Commissioner's Specific Responsibilities

- a. Conduct an interview of all managerial candidates, which will be provided by the appropriate Director of Commissioners. At the conclusion of these interviews, compile a list of all applicants and present this final list of candidates to the Board of Directors for approval.
- b. Review the Bylaws and submit any proposed changes in writing to the Board of Directors via the appropriate Director of Commissioners.
- c. Attend the skills ratings for their respective leagues (Pinto – Colt).
- d. Work with the Director of Equipment to coordinate the distribution (at the beginning of the season) and collection (at the end of the season) of equipment to team managers for their respective leagues.
- e. Meet with team managers, as required, to keep managers apprised of league operation, schedule of events, and other important issues.
- f. Attend the player draft.
- g. After player draft, obtain and maintain current team rosters. Ensure that all roster changes are approved by the Director of Players before distributing to the managers.
- h. Attend the proceedings for selecting the all-star players, managers and coaches.
- i. Develop a preseason practice schedule for the assigned league.
- j. After notification, in writing, by the team managers, approve and supervise disciplinary action of players.
- k. If required, initiate disciplinary action or dismissal of managers and coaches as specified in the Bylaws.
- l. Periodically inspect team scorebooks to ensure compliance with the Bylaws & Special League Rules.
- m. Inform the Director of Umpires when umpires are late, do not report for games, or demonstrate less than acceptable conduct and skills in officiating or maintaining control of the game.
- n. Provide assistance to the Director of Facilities in the upkeep of fields. This includes preparation, maintenance and clean-up assistance by using the League team personnel. It is the Commissioner's duty to ensure that the managers oversee the cleaning of the dugout, field, and bleachers after all games and practices.
- o. Submit request to reschedule games to the Scheduling Committee Chairperson via the appropriate Director of Commissioners.
- p. Ensure managers obtain medical information sheets for each player and have them during all practices and games.
- q. Maintain and post weekly league standings for Pinto, Mustang, Bronco, Pony, and Colt.
- r. Assist board in providing field duty coverage.

C. Selection of Team Managers and Coaches

1. Team Managers

- a. Managers will be selected by the Board of Directors from a list of candidates provided by the League Commissioner.
- b. All Managers must pass a background check and complete online concussion training.

2. Team Coaches

- a. After the league player draft, the team manager will recommend a minimum of two coaches and submit their names to the appropriate league commissioner for approval by the Board of Directors within ten (10) calendar days.
- b. All Coaches must pass a background check and complete online concussion training.
- c. At least one coach should be a family member of a player on the team.
- d. In the manager's absence, one of the coaches will be the acting manager.

D. General Responsibilities and Behavioral Standards of Managers and Coaches

1. Managerial and Coaching Responsibilities

- a. Teach each player the game of baseball and the meaning of playing together as a team.
- b. Teach each player the meaning of good sportsmanship by precept and example.
- c. Instruct and show by example good safety habits of practice and play.
- d. Develop, to the best of his ability, the overall athletic skill of each player on the team.
- e. Ensure his players' parents carry out the work necessary for the team's function. These job assignments are typically those of Coach, Scorekeeper, Sponsor Liaison, Team Parent, Field Preparation and Cleanup, Refreshment Coordinator, Team Yearbook Coordinator.
- f. Provide a qualified scorekeeper, except in Quarter Horse and Shetland Leagues, for each scheduled game and be responsible for the submission of game scores to the League Commissioner.
- g. Maintain discipline of the players, parents and spectators of the team at all practices and games.
- h. Notify parents of practices and games.
- i. Follow all aspects of CPBA's "Concussion Protocol"
- j. Ensure player and parent participation in keeping fields and areas around bleachers and dugouts clean. Failure of the manager to comply will warrant forfeiture of the game unless he or she lost, then the last win of that team may be forfeited.
- k. Maintain a current record of player participation, e.g., games, innings played, innings pitched, etc.
- l. Maintain order in the dugout by having a coach or self in the dugout at all times during play.
- m. Be responsible for set-up or take down of the field when designated as the home team in the league schedule.
- n. Ensure that equipment in his possession is in safe and usable condition.
- o. Be accountable for his team's equipment, which must be returned by the last scheduled turn-in date. Failure to comply may result in a fine.
- p. Notify the appropriate League Commissioner if an umpire is late or does not report for a game, or demonstrates less than acceptable conduct and skills in officiating or maintaining control of the game.
- q. All 18U Colt, Pony, Bronco, Mustang, and Pinto Managers:
 - (1) No one other than players and Board approved Coaches and Manager are to be in the dugout during games. Other children of the Manager or Coaches, or siblings of the players are not allowed in the dugout under any circumstance.
 - (2) With the exception of Pinto Rec league (4), a maximum of three (3) Board approved Manager/Coaches are allowed on the field or in the dugout during any game.
 - (3) While on offense, there is to be only one third base Coach, one first base Coach. The remaining Coach or Manager is to be in the dugout or near the dugout entrance.

2. Manager and Coach Behavioral Standards

The manager, to exhibit proper behavior in the CPBA program, must:

- a. Demonstrate good sportsmanship at all times.
- b. Appropriately discipline players when necessary without attacking the player's character.
- c. Never imply, directly or indirectly, by action or comments that any particular player was personally responsible for the win or loss of a game.
- d. Never solicit votes for an all-star team player or managing position prior to the all-star team or manager selection meeting.
- e. Never use alcohol or tobacco products of any kind during games, or practices, or at any time while in contact with any CPBA player or CPBA player's family.

E. Reasons and Procedures for Disciplining or Dismissing a Manager or Coach

If a manager or coach is not discharging his responsibilities, he may be disciplined or dismissed only by approval of the Board of Directors.

1. Disciplinary Measures for Rules Violation or Misconduct

- a. The League Commissioner, with approval of the Board of Directors may suspend managers and/or coaches for one game because of violations of the CPBA Bylaws & Special League Rules.
- b. The League Commissioner shall notify the appropriate Director of Commissioners in writing of any violation and disciplinary action proposed.
- c. A manager, coach or spectator ordered removed from the game by the umpire shall not instruct or manage his team for the remainder of that game. Penalty of up to three subsequent games may be applied upon review by the board of directors. During any suspension period, the Manager or Coach shall not instruct or manage his team in any manner from the stands or sidelines, including but not limited to, speaking with or giving instructions to players or fellow coaches on his team, or using any other member of his team or general public to communicate instructions to his players or fellow coaches. During his suspension, the Manager or Coach may conduct regular practices with his team, but may not manage or coach during any game, including pre-game warm-ups, as noted above.
- d. The umpire shall submit a written report to the appropriate League Commissioner via the Director of Umpires, within 24 hours of ejection and in all cases at least 4 hours prior to the next scheduled game for the team in question. All appeals of suspensions must follow the same procedures as a protest. If sideline coaching, or umpire harassment continues, the manager, coach or spectator shall be subject to dismissal by the Board of Directors in addition to the forfeiture of the game.
- e. Any manager, coach or spectator who inappropriately touches or exhibits inappropriate behavior with or toward an umpire or League Official may be suspended for the balance of the season, subject to an appeal, if any. The umpire shall submit a written report within 24 hours to the Director of Umpires. The manager, coach or spectator shall also submit a report in writing within 24 hours to the appropriate Director of Commissioners. The Board of Directors shall review the matter.

2. Procedures for Dismissal

- a. The League Commissioner shall first discuss the violation with the manager and/or coach and attempt to correct the violation.
- b. If the League Commissioner is unable to correct the violation, the manager and/or coach will then, together with the League Commissioner, meet with the appropriate Director of Commissioners in a further attempt to resolve the violation.

- c. If it becomes necessary, the Director of Commissioners and the League Commissioner will bring the manager and/or coach before the Board of Directors.

Article II. Assignment of Players to Teams, Replacement, Reassignment, and Disciplining or Transferring Players

All players will be assigned to their age appropriate league. However, with Board approval, a player may be permitted to play down from his or her age appropriate league if the board deems it to be in the best interest of the player with regards to skill level and safety. The board reserves the right to re-assess and reassign said player to his or her age appropriate league at any time.

A. Assignment of Players to Quarter Horse & Shetland

1. When assigning players to teams, parity is the main objective. The Director of Players will attempt to form and assign all teams in Quarter Horse & Shetland using geographical location of players. Team assignments will include the manager's son or daughter unless otherwise requested. The number and ages of players on each team will be at the discretion of the board.

B. Assignment of Players to Teams in all other Leagues

The Pinto, Mustang, Bronco, Pony and 17U leagues will each have one league.

1. The Board of Directors will determine the number of players on a roster based upon the recommendation of the Director of Players.
2. All proposed managers shall attend the skill ratings for his league and rate each player. A panel consisting of Board Members and qualified volunteers will also rate all players. These scores will be used as an additional source of information.
3. The parent of a player may request in writing that a particular manager not select his child. Only one (1) request will be considered and it must explain the reason for the request. This request cannot be used in an attempt to increase the probability of being selected by a more preferred manager. The request must be provided to the Board of Directors President or his designee 48 hours prior to any draft. The President with two other Board Members will approve or reject the request. If approved, the affected manager will be informed prior to the draft.
4. The teams will be formed using the player draft procedures.
5. The number and ages of players on each team will be at the discretion of the board.
6. Any player not attending Skills Ratings will not be eligible to be drafted.
7. Upon completion of the player draft, players who did not attend Skills Ratings will be assigned to a team in a random fashion that will be determined by the Director of Players.

C. Player Draft Procedures

In selection of players, the basic goal of CPBA is to achieve league balance.

1. At least 48 hours prior to the draft, the appropriate league commissioners will make available to all managers a list of all eligible players. This list will be obtained from the appropriate Director of Players.
2. A Board Member will be responsible for the draft proceedings.

3. The appropriate Director of Players and appropriate Director of Commissioners shall assist the Board Member and serve with him as a three member Team Formulation Review Committee to resolve any unforeseen problems.
4. No one other than Managers, League Commissioners, and Board Members shall be allowed at any draft proceedings.
5. The manager's child shall be drafted in his / her natural round based upon the player's skills rating.
6. In the event the manager has more than one child, each child will be selected in his / her natural round.
7. In the event the manager's child did not attend skills ratings, the player will be selected in the earliest round possible.
8. A manager's assistant coach's child will be selected in its natural round based upon the skills rating. If the player did not attend the skills rating, then the player will be selected in the earliest round possible.
9. Based upon the Board's relative rating of the managers' children, the order of draft selections will be determined prior to Round 1. The manager with the lowest rated child shall have the first opportunity to choose his position for Round 1, either A, B, C, D, E, or F, in a six team serpentine draft. The manager with the next lowest rated child shall choose his position next, and so on until all Managers have been positioned. A chart, showing the serpentine draft order will be provided, with the Manager in position A making the first selection in Round 1, the Manager in position B making the second selection, the Manager in position C the third selection, the Manager in position D the fourth selection, the Manager in position E the fifth selection, and the Manager in position F the sixth selection. In Round 2, the process reverses, with position F making the first selection, position E making the second selection, and so on until the Manager in position A makes the sixth selection in Round 2. The process continues to reverse itself each round until the draft is concluded.
10. All players that have attended skills ratings will be drafted prior to those who did not attend tryouts.
11. At the conclusion of the player draft, the undrafted players will be randomly assigned to a team.
12. A manager without an automatic draft pick will choose a player whose value is equal to or greater than the average of the ratings of the other players in the automatic draft as his first round selection.
13. The sibling of a selected player will be automatically drafted to the same team during their natural round, based upon the ratings of the panel, unless specified by the parents.
14. After all rosters are full, each manager may initiate ONE trade and be involved in no more than two trades. The Director of Players or his designee must approve all trades. All trades must occur at the draft.
15. All Managers are to attend the Draft selection meeting.

D. Roster Control

1. In the Rec League, Managers will maintain a full roster as determined by the Board of Directors, and as long as replacement players are available on the waiting list. Injured or sick players who are expected to resume playing before the conclusion of the season may be retained on the roster.
2. Managers must immediately notify the League Commissioner of any player who might not resume playing before the conclusion of the season. The League Commissioner will notify the appropriate Director of Players.
3. All proposed changes in a team's roster shall be communicated to and approved by the Board of Directors, prior to said change takes place.

E. Replacement and Reassignment

1. When a Rec League Roster opening occurs, the manager in need of a replacement player will notify the Director of Players. A roster opening is deemed to occur when a player is not expected

to return to his team. No Manager or Parent may contact any prospective replacement player or their parent(s). The Director of Players will contact the parent's of the next player on the wait list, as well as the League Commissioner. Immediately upon acceptance by the prospective replacement player's parent(s), the Manager is then permitted to, and shall, contact that player and invite him to the next practice and arrange for a proper uniform. A final decision by the replacement player's parent must be made before the team's next game. ABL teams are not permitted to add a player that is on an active Rec League roster.

2. Players who are added from the wait list to a Rec League team will be eligible for all-star play if the move happened before the halfway point of the season.

F. Acceptable Reasons for Disciplinary Action

1. The manager has the responsibility of maintaining a high standard of behavior among the players on the team. If the manager feels that a player is behaving in a manner not consistent with good sportsmanship or not in the best interest of the team, he or she may request, through the League Commissioner, that the appropriate Director of Players remove the offending player from the team roster.

G. Notification of Disciplinary Action

1. A player shall not be benched for disciplinary reasons such as missing practice, being late for practice or other "non-game" reasons until the League Commissioner has been notified and given his approval. The League Commissioner will then notify the appropriate Director of Commissioners. The appropriate Director of Commissioners may act in the place of the League Commissioner if the latter is unavailable.

H. Reasons for Removing a Player from a Game

1. If it is the opinion of the manager that a player's participation in a game may result in injury either to himself, or to another, that manager may, with the concurrence of the umpire, remove said player from the game. The umpire must make note of any player removals in the affected team's scorebook. There is no penalty unless the affected player's team falls below nine (9) players, at which time an out will be recorded for the removed player in his spot in the batting order for the first time only.
2. Subsequent missed at-bats by the removed player will be skipped and no penalty will be assessed.
3. A player who has left the field has a grace period of 60 seconds after he has been called to the batter's box to return to the field. If the player fails to return before the end of these 60 seconds, the player will be called out, but may return to the line-up in the same batting order.
4. A player who has left the complex for any reason will not be recorded as an out, but may not return to the line-up at any point during the game. However, if the removal of a player causes the team to fall below 9 players, an out will be recorded for the first missed at-bat only.

I. Player Ejected from a Game

1. A player ejected from a game by the umpire is suspended for the remainder of that game. Penalty of up to three subsequent games may be applied upon review by the Board of Directors.
2. The umpire shall submit a written report to the Director of Umpires within 24 hours. The Director of Umpires shall forward a copy of the ejection report to the League Commissioner prior to the Ejection Board convening.
3. A suspended player may attend the game as a spectator only. If a player is found to have violated the suspension, the game in which the violation occurred will be forfeited at the discretion of the Board of Directors.

4. In the event of an ejection, the ejected player's spot in the batting order will be recorded as an out in all subsequent at-bats; as well as that at-bat, if the ejection occurs while the player is batting.
5. All ejections shall be evaluated by the Ejection Review Board to determine disciplinary actions and suspensions. The board is comprised of Director of Umpires (Chairman), President, and Vice President. The board may invite the Director of Commissioners, Director of Players, and/or League Commissioners involved to determine the appropriate actions against such player. The board shall make every effort to convene prior to the next scheduled game of the ejected player.
6. If any member of the Ejection Board manages or coaches a team, and is involved in the ejection, the appropriate Director of Commissioners will act on the Ejection Board in their place.

Article III. Practice and Game Guidelines

A. Practice Schedule

1. Pre-season practices may not exceed three per week with a maximum practice time of two hours per practice. Pre-season practices may be adjusted with the approval of the Board of Directors.
2. During the season, the combination of games and practices may not exceed four per week.

B. Game Schedule

1. The Scheduling Committee is responsible for having a game schedule prepared and distributed to each League Commissioner. The League Commissioner is responsible for distributing the schedule to each manager. Each manager is responsible for distributing the game schedule to each player on his/her team.

C. Game Rescheduling

1. All games schedules are final when distributed. Games will not be rescheduled except for reasons of weather, field conditions, schedule errors, or if the Board of Directors determines a change would benefit CPBA. Requests to reschedule games must be submitted by the League Commissioner to the appropriate Director of Commissioners at least 48 hours prior to the original scheduled game time. The Scheduling Committee will approve or disapprove the requested schedule change. If the schedule change is approved, the Scheduling Committee chairperson will provide the revised written schedule to the appropriate Director of Commissioners and Director of Umpires. The appropriate Director of Commissioners will provide the revised schedule to the League Commissioner. The League Commissioner will notify the team managers. The board reserves the right to reschedule games as needed when time does not permit per Game Rescheduling procedures.

D. Protests

A manager may protest a game after he perceives that the umpire has misinterpreted a rule against his team. Protests based on judgment decisions by the umpire are not permitted.

1. Protest Board

- a. The Protest Board will consist of the Director of Umpires (Chairperson), Director of Procedures, the appropriate Director of Commissioners, the President and Vice President. At least five members of the Protest Board must be present to render a decision. In the event the Protest Board is unable to convene five members, the appropriate League Commissioner will act as a Protest Board Member for the protest then under consideration on a temporary

basis. The appropriate League Commissioner will attend all Protest Board meetings, participate in all aspects of the meeting, but shall only have the power to vote on any protest in the event that he or she is duly called to act as the fifth Protest Board Member. The Protest Board shall concern itself only with the game being protested and may solicit testimony from any source that it chooses, but actual decisions shall be based on majority vote. Decisions of the Protest Board are final, are not subject to appeal, and will be submitted to the Secretary for recordation purposes.

2. Protest Procedures

- a. When a protest occurs, the objecting manager must, at the time of the play, notify the plate umpire, the opposing manager, and the official scorekeeper that the game is being played under protest.
- b. Any team manager or other adult leader who withdraws a team from the playing field under any circumstances prior to the official completion of the game shall forfeit all rights to protest as described above.
- c. Umpires should make a public announcement to the crowd when a game is being played under protest.
- d. The umpire shall submit a written report immediately.
- e. The protest must be submitted in writing within 48 hours of the completion of the game to the Protest Board in care of the Director of Umpires. A check for \$100.00 payable to the Camarillo Pony Baseball Association must be included. If the protest is upheld, the check will be returned. If the protest is not upheld, the money will become part of the CPBA treasury.

3. Decision Time

- a. The Protest Board will make every effort to render a decision within five calendar days of the receipt of the protest from the protesting manager.

4. Game Replay Considerations

- a. Any game in which a protest is upheld will be replayed from the point of the protest with each team having the same lineup in effect at the time of protest. Pitchers' eligibility shall be determined by the number of innings pitched during the game at the time of protest.
- b. In leagues using round-robin batting and free substitution, the lineup will remain intact except that an absent player may be deleted from the lineup.

5. Game Replay Date

- a. If a protested game is replayed, it will be replayed as soon as possible. The Scheduling Committee shall schedule replayed games.

Article IV. Post-Season Tournament, and Player Awards

A. Post Season Tournament

The Pinto, Mustang, Bronco, Pony, and 18U Colt leagues shall have a post-season double elimination tournament in which all teams participate. Seeding of the teams in the tournament will be based on the results of the league games. Leagues with more than eight (8) teams will be divided into two divisions: American and National.

1. We will be using team record of wins and losses. If there is a tie in the league standings, the head-to-head results will be used. If this does not result in a champion, the following tiebreakers will be used. Only league games between the tied teams will be considered.
 - a. Least runs scored against
 - b. Most runs scored

c. A coin toss

Pinto and Mustang leagues will play a minimum of 4 innings for tournament games. The championship game will be played in full (6 innings) but the mercy rule still applies.

Bronco will play a minimum of 5 innings for tournament games. The championship game will be played in full (7 innings) but the mercy rule still applies.

Once the minimum innings limit is reached, games will conclude in accordance with that league's established time limit.

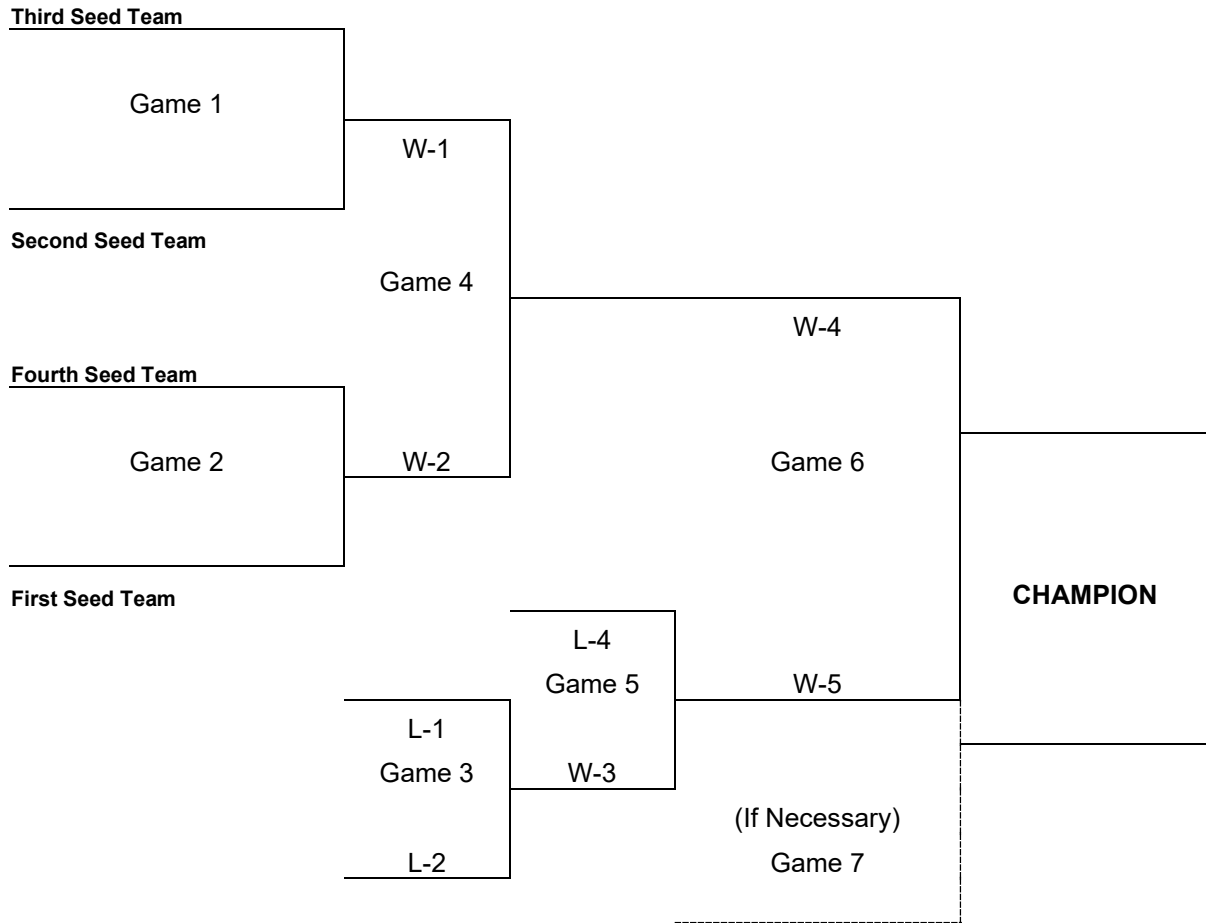
If it is determined that a coach is purposefully delaying a game, he / she will be subject to disciplinary action.

Board members will be present on site during playoffs in case a game time decision needs to be made in order to keep the game going.

The top seed will be HOME team in all tournament play with the exception of Championship game. If top seed in the Championship game comes from the losers bracket, the top seed would be the visiting team. If the "If Necessary" Championship game needs to be played, the top seed will be HOME team.

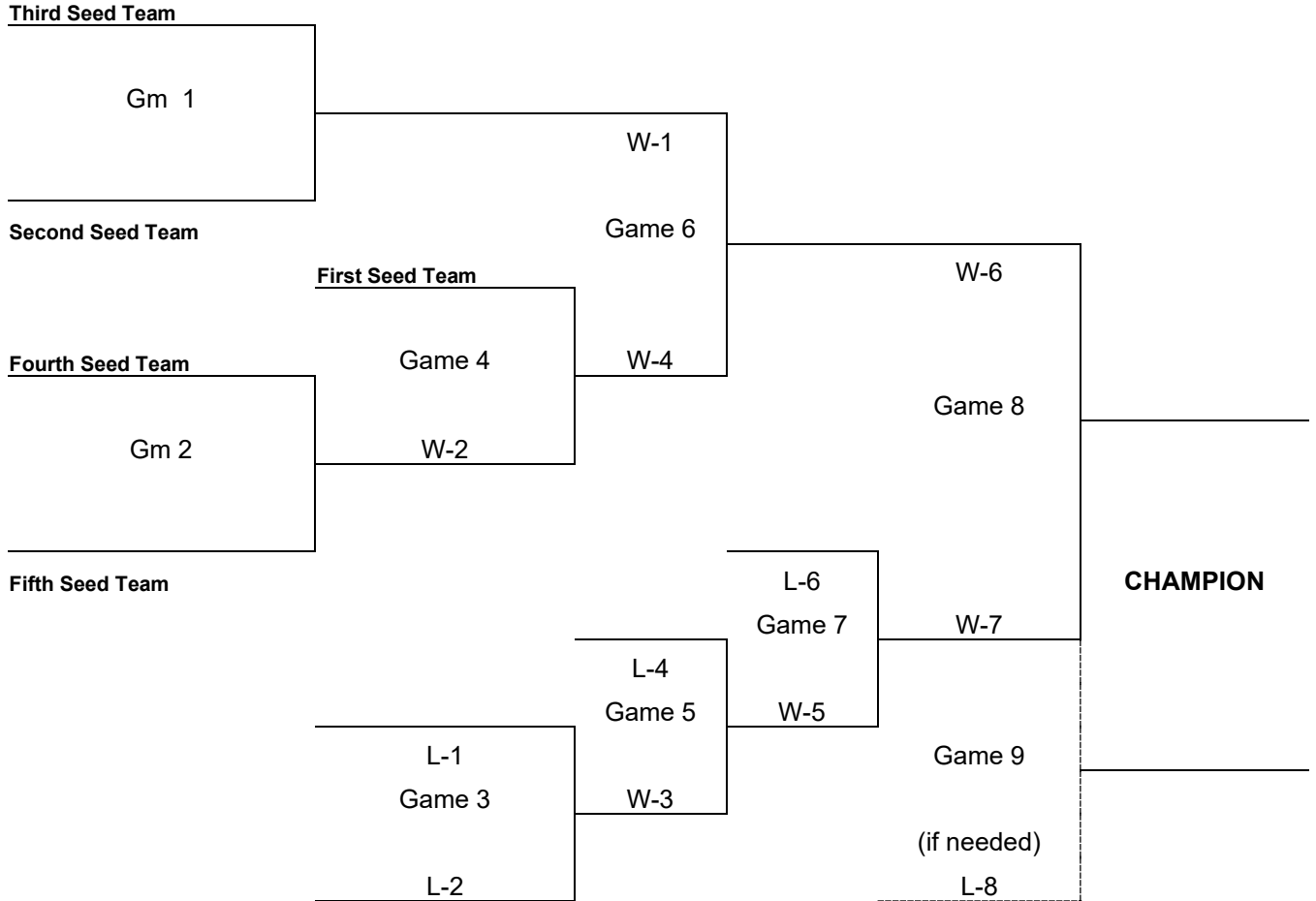
The following are the tournament brackets to be used:

FOUR TEAM BRACKET
Double Elimination Tournament



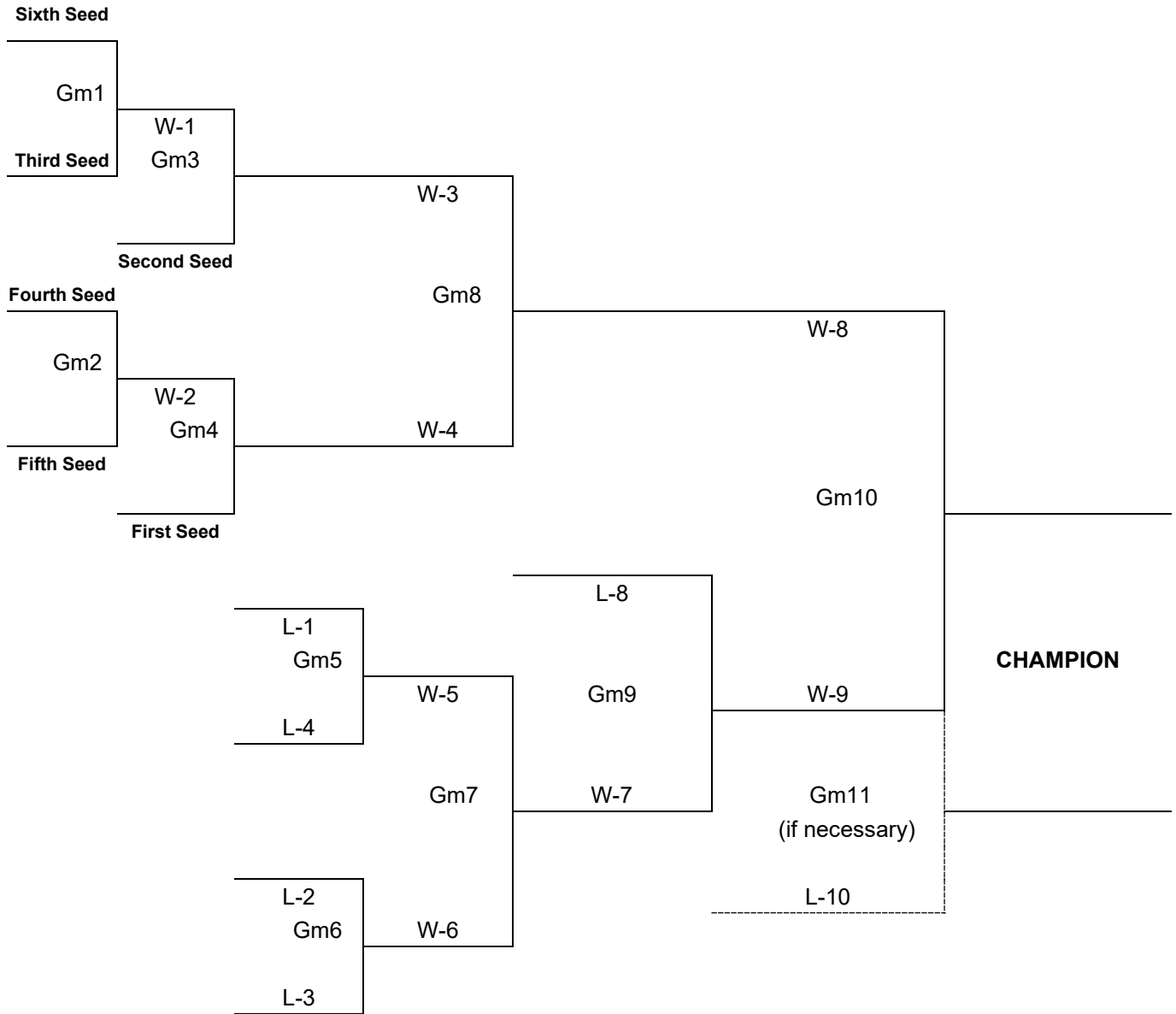
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FIVE TEAM LEAGUE
Double Elimination Tournament

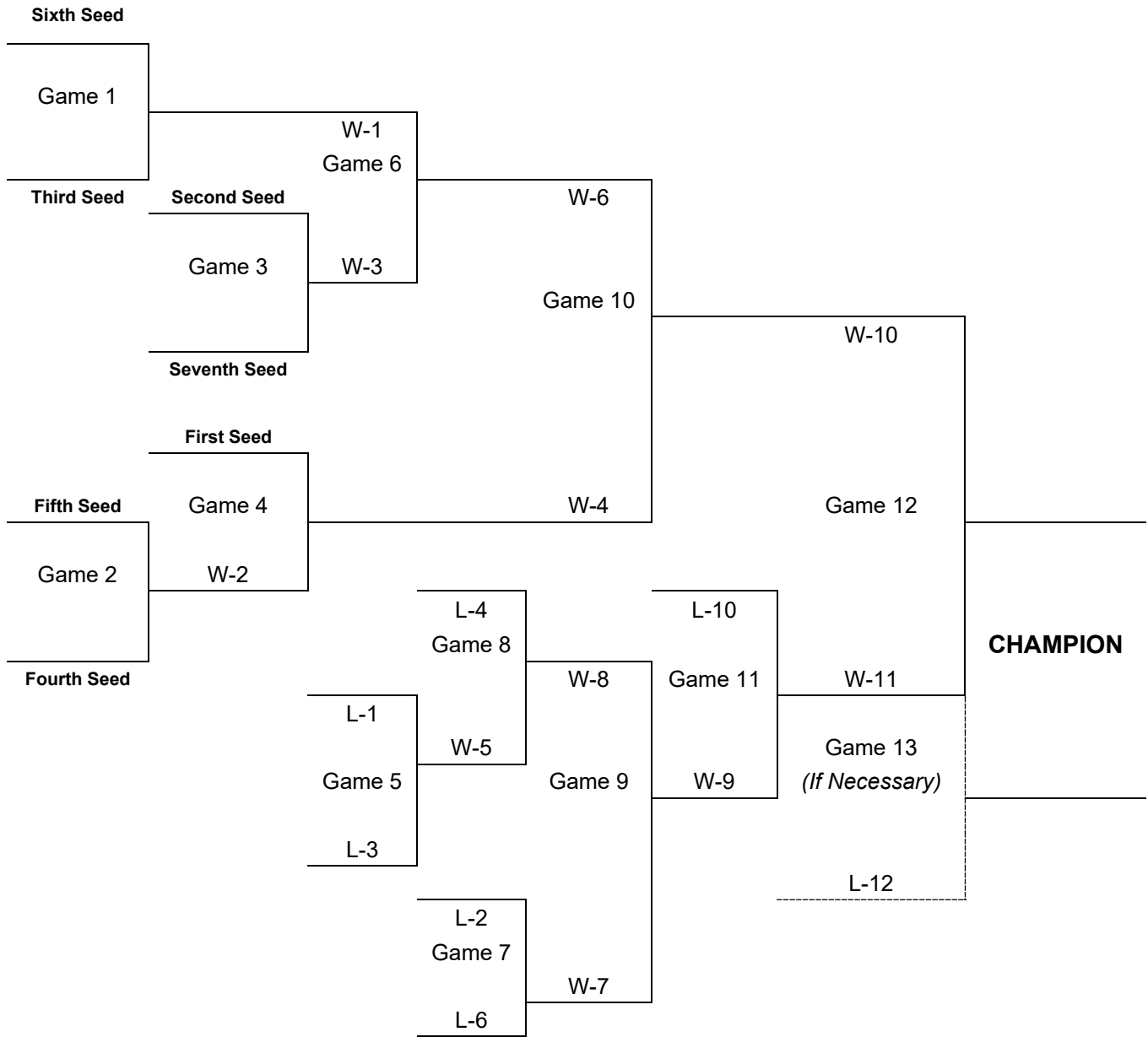


SIX TEAM LEAGUE

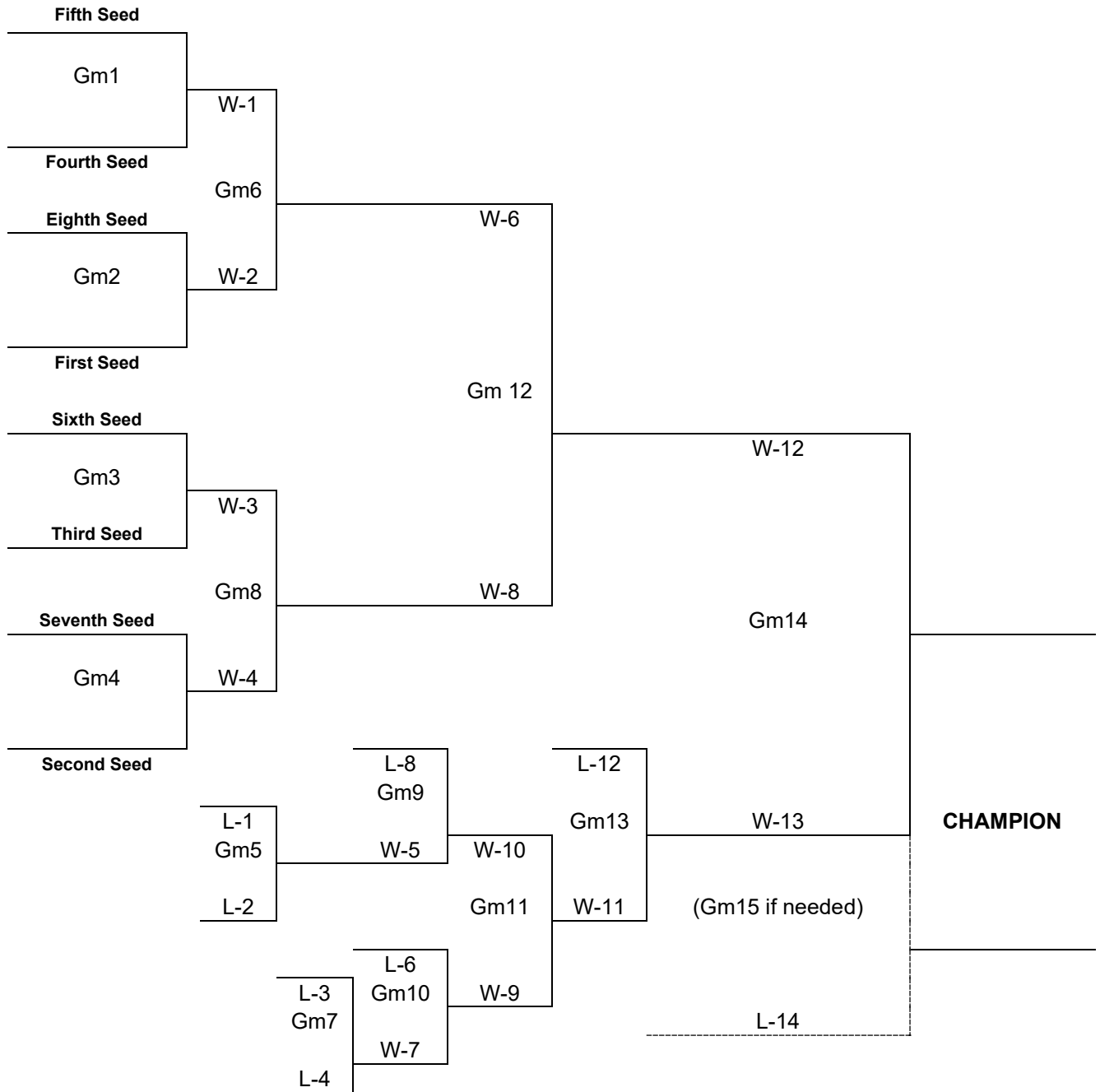
Double Elimination Tournament



SEVEN TEAM LEAGUE
Double Elimination Tournament



Eight Team League Double Elimination Tournament



B. Player Awards

1. Pinto, Mustang, Bronco, Pony, and 18U Colt Divisions
 - a. The team finishing with the best record, or in the case of equal records, the team with the best record in head-to-head league games, shall be declared the league champion. If this tie-breaking procedure does not yield a single champion, each such team will be declared co-champions. Each player on a championship team will be given an award. Other awards are at the discretion of the Board of Directors.

2. Shetland and Quarter Horse
 - a. League standings will not be compiled and all players will receive participation awards.

Form **990**

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2021

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2021 calendar year, or tax year beginning **SEP 1, 2021** and ending **AUG 31, 2022**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization CAMARILLO BASEBALL SOFTBALL ASSOCIATION Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite P.O. BOX 2814 City or town, state or province, country, and ZIP or foreign postal code CAMARILLO, CA 93011	D Employer identification number 95-3585562 E Telephone number 805-389-3330
F Name and address of principal officer: JENNIFER PEREZ SAME AS C ABOVE		G Gross receipts \$ 796,271. H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions H(c) Group exemption number ▶
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		
J Website: ▶ WWW.CAMPONYBASEBALL.ORG		
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation: 1979 M State of legal domicile: CA

Part I Summary

	1	Briefly describe the organization's mission or most significant activities: BASEBALL LEAGUE FOR YOUTH.		
Activities & Governance	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	14
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	14
	5	Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	0
	6	Total number of volunteers (estimate if necessary)	6	350
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 5,926.	Current Year 13,630.
	9	Program service revenue (Part VIII, line 2g)	243,993.	536,481.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	7,771.	67,092.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	257,690.	617,203.
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
14		Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
16a		Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b		Total fundraising expenses (Part IX, column (D), line 25) ▶	0.	
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	244,022.	582,979.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	244,022.	582,979.
	19	Revenue less expenses. Subtract line 18 from line 12	13,668.	34,224.
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 258,166.	End of Year 318,445.
	21	Total liabilities (Part X, line 26)	45,198.	71,253.
	22	Net assets or fund balances. Subtract line 21 from line 20	212,968.	247,192.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer JENNIFER PEREZ, TREASURER Type or print name and title	Date			
Paid Preparer Use Only	Print/Type preparer's name STEPHEN SMITH, CPA	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN P01243599
	Firm's name ▶ MCGOWAN GUNTERMANN	Firm's EIN ▶ 95-3680171	Phone no. (805) 962-9175		
	Firm's address ▶ 200 E CARRILLO STREET, SUITE 300 SANTA BARBARA, CA 93101-7141				

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III []

1 Briefly describe the organization's mission:
BASEBALL LEAGUE FOR YOUTH.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 566,155. including grants of \$) (Revenue \$ 536,481.)
TO PROVIDE AN ORGANIZATION OF INSTRUCTIONAL AND COMPETITIVE BASEBALL LEAGUES FOR BOYS AND GIRLS AGES 5 TO 17. APPROXIMATELY 1,100 CHILDREN PARTICIPATED DURING THE SPRING SEASON AND ROUGHLY 400 CHILDREN PARTICIPATED IN THE FALL SEASON.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe on Schedule O.)
(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 566,155.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	1 X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	2	X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4	X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8	X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	9	X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	10	X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	11c	X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	11d	X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f	X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a	X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13	X
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I.</i> See instructions	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	18 X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19	X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	X

Part IV Checklist of Required Schedules (continued)

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		X
b	A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? If "Yes," complete Schedule L, Part IV		X
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

Table with columns for question number, question text, and Yes/No columns. Includes questions 2a through 17 regarding employee reporting, tax returns, unrelated business income, foreign accounts, prohibited transactions, and charitable contributions.

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
	1a 14		
b	Enter the number of voting members included on line 1a, above, who are independent		
	1b 14		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?	X	
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	X	
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
10b			
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13		X
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done		
12c			
13	Did the organization have a written whistleblower policy?		X
14	Did the organization have a written document retention and destruction policy?		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official		X
b	Other officers or key employees of the organization		X
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		
16b			

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **CA**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records **RENE S. RANDEL, CPA - 805-389-3330**
1601 CARMEN DRIVE, SUITE 213, CAMARILLO, CA 93010

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) ALEX MATHIS PRESIDENT	3.00	X		X				0.	0.	0.
(2) MICHAEL SALAZAR DIRECTOR	3.00	X						0.	0.	0.
(3) STEPHEN SMITH TREASURER	3.00	X		X				0.	0.	0.
(4) JOHNNY LOVATO DIRECTOR	3.00	X						0.	0.	0.
(5) DEREK BROOKS DIRECTOR	3.00	X						0.	0.	0.
(6) CATRINA LOVATO DIRECTOR	3.00	X						0.	0.	0.
(7) DAVE GRODIN DIRECTOR	3.00	X						0.	0.	0.
(8) JAYMI STEVENS SECRETARY	3.00	X		X				0.	0.	0.
(9) DAN KUYKENDALL DIRECTOR	3.00	X						0.	0.	0.
(10) ROB DRESCHER VICE PRESIDENT	3.00	X		X				0.	0.	0.
(11) PAT WADE DIRECTOR	3.00	X						0.	0.	0.
(12) MIKE LIRA DIRECTOR	3.00	X						0.	0.	0.
(13) JACOB GALLOWAY DIRECTOR	3.00	X						0.	0.	0.
(14) DESERAY SOTELO DIRECTOR	3.00	X						0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal							0.	0.	0.	
c Total from continuation sheets to Part VII, Section A							0.	0.	0.	
d Total (add lines 1b and 1c)							0.	0.	0.	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

				(A)	(B)	(C)	(D)	
				Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a						
	b Membership dues	1b						
	c Fundraising events	1c						
	d Related organizations	1d						
	e Government grants (contributions)	1e						
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	13,630.					
	g Noncash contributions included in lines 1a-1f	1g	\$					
	h Total. Add lines 1a-1f							13,630.
Program Service Revenue	2 a MEMBERSHIP DUES & ASSE	Business Code	722515	536,481.	536,481.			
	b							
	c							
	d							
	e							
	f All other program service revenue							
	g Total. Add lines 2a-2f				536,481.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)							
	4 Income from investment of tax-exempt bond proceeds							
	5 Royalties							
	6 a Gross rents	6a	(i) Real	(ii) Personal				
	b Less: rental expenses	6b						
	c Rental income or (loss)	6c						
	d Net rental income or (loss)							
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities	(ii) Other				
	b Less: cost or other basis and sales expenses	7b						
	c Gain or (loss)	7c						
d Net gain or (loss)								
8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a							
		246,160.						
b Less: direct expenses	8b							
c Net income or (loss) from fundraising events				67,092.		67,092.		
9 a Gross income from gaming activities. See Part IV, line 19	9a							
b Less: direct expenses	9b							
c Net income or (loss) from gaming activities								
10 a Gross sales of inventory, less returns and allowances	10a							
b Less: cost of goods sold	10b							
c Net income or (loss) from sales of inventory								
Miscellaneous Revenue	11 a	Business Code						
	b							
	c							
	d All other revenue							
	e Total. Add lines 11a-11d							
12 Total revenue. See instructions				617,203.	536,481.	0.	67,092.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)				
12 Advertising and promotion				
13 Office expenses	9,353.		9,353.	
14 Information technology				
15 Royalties				
16 Occupancy	46,178.	46,178.		
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	823.		823.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	13,449.	12,104.	1,345.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a FIELD MAINTENANCE	267,937.	267,937.		
b UNIFORMS & EQUIPMENT	91,795.	91,795.		
c TOURNAMENTS	67,942.	67,942.		
d UMPIRES	62,542.	62,542.		
e All other expenses	22,960.	17,657.	5,303.	
25 Total functional expenses. Add lines 1 through 24e	582,979.	566,155.	16,824.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here if following SOP 98-2 (ASC 958-720)

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	244,487.	1	296,186.
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 84,110.		
	b Less: accumulated depreciation	10b 61,851.	13,679.	10c 22,259.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)		258,166.	16	318,445.
Liabilities	17 Accounts payable and accrued expenses		17	
	18 Grants payable		18	
	19 Deferred revenue	42,353.	19	61,476.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	2,845.	25	9,777.
	26 Total liabilities. Add lines 17 through 25	45,198.	26	71,253.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	212,968.	27	247,192.
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	212,968.	32	247,192.
33 Total liabilities and net assets/fund balances	258,166.	33	318,445.	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	617,203.
2	Total expenses (must equal Part IX, column (A), line 25)	2	582,979.
3	Revenue less expenses. Subtract line 2 from line 1	3	34,224.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	212,968.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	247,192.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____		

Form 990 (2021)

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support
Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization	Employer identification number
CAMARILLO BASEBALL SOFTBALL ASSOCIATION	95-3585562

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge ...						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources ...						
9 Net income from unrelated business activities, whether or not the business is regularly carried on ...						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f)).....	14	%
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 33 1/3% support test - 2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10% -facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10% -facts-and-circumstances test - 2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	345,964.	332,191.	222,465.	249,919.	550,111.	1700650.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	144,400.	154,583.	74,042.	88,557.	246,160.	707,742.
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	490,364.	486,774.	296,507.	338,476.	796,271.	2408392.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0.
c Add lines 7a and 7b						0.
8 Public support. (Subtract line 7c from line 6.)						2408392.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6	490,364.	486,774.	296,507.	338,476.	796,271.	2408392.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	490,364.	486,774.	296,507.	338,476.	796,271.	2408392.

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	100.00 %
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	100.00 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	.00 %
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .		
11a		
11b		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
1		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
1		
2		
3		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.		Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No" provide details in Part VI .			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			
2a			
2b			
3a			
3b			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions.
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2021 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Horizontal lines for supplemental information input.

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization **CAMARILLO BASEBALL SOFTBALL ASSOCIATION** Employer identification number **95-3585562**

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
 Preservation of land for public use (for example, recreation or education) Preservation of a historically important land area
 Protection of natural habitat Preservation of a certified historic structure
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1

(ii) Assets included in Form 990, Part X

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other _____
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment _____ %
 - b Permanent endowment _____ %
 - c Term endowment _____ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|--------|----|
| (i) Unrelated organizations | 3a(i) | |
| (ii) Related organizations | 3a(ii) | |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		84,110.	61,851.	22,259.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				22,259.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) OTHER CURRENT LIABILITIES	9,777.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	9,777.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII...

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		SNACK BAR (event type)	(event type)	NONE (total number)	
Revenue	1 Gross receipts	246,160.			246,160.
	2 Less: Contributions				
	3 Gross income (line 1 minus line 2)	246,160.			246,160.
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs				
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses	179,068.			179,068.
	10 Direct expense summary. Add lines 4 through 9 in column (d)				179,068.
11 Net income summary. Subtract line 10 from line 3, column (d)				67,092.	

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
	7 Direct expense summary. Add lines 2 through 5 in column (d)				
	8 Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities: _____
a Is the organization licensed to conduct gaming activities in each of these states? Yes No
b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? Yes No
b If "Yes," explain: _____

- 11 Does the organization conduct gaming activities with nonmembers? Yes No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? Yes No
- 13 Indicate the percentage of gaming activity conducted in:

a The organization's facility	13a	%
b An outside facility	13b	%
- 14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ _____

Address ▶ _____

- 15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? Yes No

b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ _____ and the amount of gaming revenue retained by the third party ▶ \$ _____

c If "Yes," enter name and address of the third party:

Name ▶ _____

Address ▶ _____

16 Gaming manager information:

Name ▶ _____

Gaming manager compensation ▶ \$ _____

Description of services provided ▶ _____

Director/officer Employee Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? Yes No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ _____

Part IV Supplemental Information. Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

**SCHEDULE O
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

CAMARILLO BASEBALL SOFTBALL ASSOCIATION

Employer identification number

95-3585562

FORM 990, PART VI, SECTION A, LINE 6:

THE ORGANIZATION HAS MEMBERS, AS DESCRIBED IN ITS BYLAWS, THAT ARE FROM THE
COMMUNITY AND MAY ATTEND THE MONTHLY MEETINGS OPEN TO THE PUBLIC.

FORM 990, PART VI, SECTION A, LINE 7A:

MEMBERS OF THE ORGANIZATION, AS DESCRIBED IN ITS BYLAWS, HAVE THE RIGHT TO
VOTE ANNUALLY ON THE APPOINTMENT OF DIRECTORS AND ATTEND MONTHLY MEETINGS
OPEN TO THE PUBLIC.

FORM 990, PART VI, SECTION B, LINE 11B:

THE TREASURER REVIEWS THE 990 AND PRESENTS THE RETURN TO THE BOARD OF
DIRECTORS VIA EMAIL.

FORM 990, PART VI, SECTION C, LINE 19:

HARD COPIES OF ALL DOCUMENTS ARE AVAILABLE UPON REQUEST.

**PLEASANT VALLEY RECREATION & PARK DISTRICT
COMMUNITY SERVICE ORGANIZATION
ANNUAL UPDATE FORM**

NAME OF ORGANIZATION: Camarillo Youth Basketball Association (CYBA)

A representative from your Organization must attend the following PVRPD Board meeting on:
Wednesday, September 6, 2023, at 6pm at the City of Camarillo Council Chambers

OFFICERS	NAME	ADDRESS	PHONE
President	Shannon Porter	1517 Shepard Dr	805-444-1382
Program Dir	Michael Willard	381 E Loop Dr	805-302-9693
Treasurer	Mark Schienbein	1183 Via Carranza	818-383-3977
Secretary	Terri Barton	5716 Terra Bella Ct	805-377-8786

Number of Participants last year: _____ Primary season: 460 Secondary Season: _____
 Projected number of participants in upcoming year: _____ Primary season: 460 Secondary Season: _____

What day and time are Board Meetings held? Day: 1st Wed of the Month Time: 6:30 pm
 Address where Board Meetings are held? Pleasant Valley East Meeting Room
 Are Board Members elected or appointed? Elected: X Appointed: _____
 When are new Board Members elected? Month: _____ April
 When are new Board Members installed? Month: _____ May

Organization must attach a copy of current By-Laws and IRS Form 990 when submitting this form

Changes Organization has made from previous year:
Removed Don's Program information from By-Laws;
New Chair + Facilities Director

Please provide any comments for the PVRPD Board of Directors:

The 2022-23 season was our first season since we had to cancel our championship tournament in 2020 due to COVID. We were not sure about what the participation level would be but were excited that we actually increased our numbers from 424 pre-COVID to 460 last season. Interestingly the highest participation rates were in our youngest leagues (Grade 3, Grade 4 and Grade 5). We actually had to combine our Boys 7 and 8 players into a single league due to the low participation in those grades. Because of the higher participation rates at the lower grades we are hopeful that our numbers will again be around 460.

Please complete and return the Annual Update, By-Laws and IRS Form 990 by August 11, 2023, to:

Lanny Binney
 Recreation Supervisor
 1605 E. Burnley Street
 Camarillo, CA 93010

lbinney@pvrpd.org

Phone: (805) 482-1996

Submitted By: Shannon Porter

Signature: AE Porter

BY-LAWS

Camarillo Youth Basketball Association

2023
Pending Adoption

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ARTICLE I

GENERAL INFORMATION

1. Program Structure.

The CYBA consists of a Boys and Girls Division. The Boys Division consists of teams for school grades 3 through High School. The Girls teams consist of school grades 3 through 8th. Unless otherwise noted, the rules for both Divisions are the same.

1.1 Membership

Players living outside of the CYBA Boundaries (as defined in the CYBA Constitution - Article III) are allowed to register and play in the CYBA. However, the number of such players is limited to 15% of the entire membership unless a temporary, single season waiver is approved by the Executive Board.

1.2 Program Schedule

The CYBA Board meets monthly for the entire year, with the only exception being the month of July which is normally a "dark" month. In general, the CYBA operates using the following schedule:

- Registration: August 1st through September 15th
- Skill Assessments occur sometime between October 10th and October 20th
- Team Selection November 10th through November 24th
- Practice Begins Last week of November or 1st week of December
- Regular Season 1st or 2nd weekend after Jan 1st through the middle of March

1.3 Safe Haven Screening.

All Board Members (Executive, Committees and League Commissioners) as well as coaches, assistant coaches, referees and other League volunteers who have direct interaction with the players must submit and pass a background screening check.

The Safe Haven Chairperson monitors the results of the background checks and notifies the Executive Board and League Commissioner (if appropriate) of any volunteer that fails to pass the check.

A team is not allowed to practice, and is not given any gym time by their League Commissioner until the Commissioner is notified of the team's coaches have submitted and passed the background check.

The Commissioner is responsible for ensuring that only those coaches and assistant coaches that have cleared the background check are on the bench during games. Coaches that fail the background check are relieved of their coaching duties and are replaced by a qualified (background checked) assistant.

The CYBA pays the Background Check fees for all Board (Executive, Committee and League Commissioner) volunteers. Fees are also paid for one (1) head coach per team and one (1) assistant coach per team. Additional assistant coaches must reimburse CYBA for their background check fees.

1.4 Concussion Protocol Certification.

All Board Members (Executive, Committees and League Commissioners) as well as coaches, assistant coaches, referees and other League volunteers who have direct interaction with the players must participate in a Concussion Protocol education program. Such program is identified by the Board and includes a certificate of completion which must be submitted to a designated Board representative.

2. League Composition.

Leagues within each Division are organized based on the player's school grade. Player enrollment, gym availability and volunteer participation are key factors in determining the number of teams fielded each season.

2.1 Program Groupings.

Leagues are structured by school grade as follows:

3rd grade boys	
4th grade boys	3rd, 4th, and 5th grade girls ("Junior Girls")
5th grade boys	6th, 7th, and 8 th grade girls ("Senior Girls")
6th grade boys	
7th grade boys	
8th grade boys	
High School Boys	

Notes:

1. 3rd grade boys and girls must be 8 years of age or older by 1 January of the calendar year played.
2. A high school freshman, 13 years old or less by 1 January of the calendar year played may petition to play in the 8th grade boy's or girl's league.
3. The Board may modify the groups from time to time based on the number of players that have signed up to allow for fair competition within the leagues.
4. Gym time availability may limit the total number of registrations that are accepted. At that point, prospective registrants are placed on a waiting list.

2.2 Number and Size of Teams.

The target number of teams for each league is eight (8) with a desired minimum of 8 players and a maximum of 10 players per team. Teams of less than 8 players are discouraged as the likelihood of forfeitures due to too few players is high. If enrollment does not fulfill an 8-team league of 8 players, 6 (and even 4) team leagues are acceptable. Although 8 players per team is desired, leagues with smaller sized teams are allowed.

- All leagues must have an even number of teams to prevent "Bye" weeks in the schedule.
- All teams in a specific league are created with an equal number of players. This means that only the number of waitlisted players (players that registered late or after 80 players had already registered) required to make an evenly populated set of teams are initially moved off the waiting list.
- If an uneven number of registered players exists and there are none on the waiting list, players may be recruited to register before the team selection takes place.
- Same sized teams are critically important so as not to give any "short staffed" team an unfair advantage under the CYBA playing time requirements described in section ???.

2.2.1 Game Length

To ensure equivalent playing time for all players irrespective of team size each league plays either 4 or 5 period games depending on the size of the teams in the League. All leagues with team size of 9 or 10 players play 5 period games. All leagues with 8 or fewer players per team play 4 period games. (The exception is High School Boys who use CIF rules and always play 4 period games).

2.3 Games and Practice Schedules.

"Regular" season games are scheduled on Saturdays. Post-season tournament play is double elimination and is scheduled on weeknights and Saturdays. Whenever possible, the schedule is set such that a League plays all of their games in the same gym. Practice schedules are determined by the available gym time with the earliest times normally being assigned to the younger teams. Every reasonable attempt is made to provide a minimum of one-hour practice in a gym for each team per week.

2.3.1 Maximum Practice Time

No team may meet for practice more than twice (2 times) per week (Monday through Friday) nor may they exceed 2 ½ total practice hours per week. The 2 ½ hour practice time limit **does not include** weekend “game” time. During the pre-season (before any regular season games are played), teams may meet twice and practice a maximum of 2 ½ hours during the week (Monday through Friday) plus an additional 90 minutes [1 ½ hours of “game” time] on the weekend. Once the regular season starts, teams are limited to 2 practice sessions and 2 ½ hours of practice per week.

2.4 **League Play and Post-season Tournaments.**

Each league plays 8 regular season games. The League Commissioner is responsible for developing and publishing a regular season game schedule. At the conclusion of the regular season, a post season tournament is held. The team standings at the conclusion of the regular season are used to determine the seeding for tournament play.

The Program Director and Facilities Director are responsible for obtaining tournament gym time and providing each league commissioner with a tournament schedule. Wherever possible, teams play their playoff games in the same gym as their regular season games. Playoff games are played on weeknights and weekends over a two-week period at the conclusion of the Regular season. All available weeknight gym time is used to accommodate the tournament schedule. No gym time is provided for team practice during the playoffs.

2.4.1 Regular Season Scheduling

A League can opt to play the first game of the Regular season as a “practice” game. This determination should be made by the League Commissioner in conjunction with the league coaches **prior to any games being played**. This option is often useful in the younger leagues where this is the first experience with “organized” basketball (coaches, time keeping, scoreboard, referees etc.). For an 8-team league playing an 8-week schedule this allows all teams to play each other exactly one time for playoff seeding.

If a league chooses NOT to have a practice game, then the 8th week of the season is played as a “positioning” week. In this scenario, the 1st place team plays the 2nd place team, 3rd plays 4th, 5th plays 6th, and 7th plays 8th to determine final playoff seeding. This option gives all teams a chance to play a team of similar ability (this is especially good for the weaker teams who will have the toughest schedule once the playoffs start).

The preferred schedule for 6-team Leagues is to play the first game as a “practice” game. Once everyone has played everyone one time, the schedule simply repeats from the first week matchups. (This means everyone plays each other twice prior to the 8th week of the season). The 8th week is then played as a positioning week (regardless of whether the first game was a practice game or not).

2.5 **Selection of All Stars.**

Each league selects their all-star Players based on performance, team spirit, and individual skill. The CYBA recognizes each All-Star player via a special award (medal, shirt, etc.).

2.5.1 All-Star Selection Procedures

To ensure fair All-Star representation, the following guidelines have been adopted for the selection. The intent is to ensure that the All-Star process recognizes those most deserving of the “All-Star” selection, while not over selecting and thus including players that are not quite at all-star caliber.

The number of All-Stars selected by each league varies and depends on the number of teams in the league and on the number of players on each team. In general, the guidelines ensure that 25 percent (one quarter) of the players in any league qualify for All-Stars. The breakdown is as follows:

For 8 team leagues:

- 10 players per team – (20 total All-stars)
 - 2 players from each team, plus up to 4 “at large” selections
- 9 players per team – (18 total All-stars)
 - 2 players from each team, plus up to 2 “at large” selections
- 8 players per team – (16 total All-stars)
 - 2 players from each team (no “at large”)

For 6 team leagues:

- 10 players per team – (16 total All-stars)
 - 2 players from each team, plus up to 4 “at large” selections
- 9 players per team – (14 total All-stars)
 - 2 players from each team, plus up to 2 “at large” selections
- 8 players per team – (14 total All-stars)
 - 2 players from each team, plus up to 2 “at large” selections

How to select the All-Stars

Coaches can use whatever method they choose to select the 2 all-stars from their team. Some coaches let the team players vote (with the coach getting the final decision). Other coaches do the selection themselves with input from their assistants.

All-Star selections must be submitted to the League Commissioner prior to that League’s end-of-season player ranking meeting. The all-star selections for each team **must be known** at the time of the end-of-season meeting.

“At Large” Selections

If “At Large” selections are indicated for a league (using the above guidelines), then these selections are made by the league’s coaches & commissioner at the end-of-season player ranking meeting. Coaches (and Commissioner) nominate players that they feel are deserving of All-Star recognition (from their own or any team in the league). Once all nominations are placed, each coach (and Commissioner) “votes” by ranking the nominees from 1st to last. Players earn varying number of points for each ranking position (6 points for 1st, 5 for 2nd,1 for 6th, 0 points for lower than 6th place). All points are totaled and those with the highest number become the “at large” selections.

2.5.2 All-Star recognition

The CYBA provides some type of recognition award (usually T-Shirts) to those players selected as all-stars.

It is up to each league to determine if they want to have an all-star game or other type of recognition event. If the league decides to have an all-star game or other type of event that requires a gym, the commissioner must notify the Director of Programs of these plans by the end of the regular season.

Referees and two hours of Gym time on “All-Star” Saturday (the Saturday immediately following “Championship Saturday”) are provided to any league that plans on hosting an all-star event and/or game.

The CYBA does not provide any additional funding to a League for their All-star event. If the League intends to have skills challenges (i.e. 3-point shooting contest) and wants to recognize

the winners with some small token, the League is responsible for finding their own funding (often via donations from the all-star participants).

2.5.3 All-Star Games

For those leagues that have elected to hold an all-star game as part of their recognition program, each All-Star squad should consist of the following teams (based upon **REGULAR SEASON** standings):

Squad 1: Teams Seeded 1st, 4th, 5th, 8th
Squad 2: Teams Seeded 2nd, 3rd, 6th, 7th

The coaches of the 1st and 2nd seeded teams have the first option at coaching the two all-star squads. Should either coach decline the opportunity, the job should be offered to the coach of the next highest seeded team within the squad.

2.5.4 Substitute Players

Only the players selected using the above guidelines are considered "All-Stars". If one of the selected players is unable to participate in the all-star event, and the League Commissioner feels that the absence needs to be filled in order to ensure enough participants, a substitute player can be invited to fill in. A substitute player is **not an "all-star"** and does not receive the all-star recognition T-shirt. (They can wear the shirt if necessary for an all-star game, but the shirt should then be held by the Commissioner for eventual delivery to the selected all-star player).

2.6 **The Sportsmanship Award**

The Sportsmanship award is generally selected by the coach and his assistants. It is intended to recognize the player on the team that exhibits exceptional "sportsmanship" qualities. These include team spirit, positive attitude, helping other teammates, giving 100 percent etc. It does not necessarily have to be one of the best players on the team.

The winner of the sportsmanship award receives a plaque with their name engraved on it. It is presented to them at the league All-Star event. The sportsmanship award winner's name must be submitted no later than the league's end-of-season player evaluation meeting. (This is to allow enough time to get the Sportsmanship awards engraved).

ARTICLE II

RULES OF PLAY

1. CYBA General Rules

The League Commissioner is the primary authority in ensuring that the CYBA "Rules of Play" are properly applied. Generally, any protest on the application of the rules must begin with notification to the Commissioner. Depending on the nature of the protest, resolution may be immediate via the Commissioner or the event may be escalated to the Program Director and / or the CYBA "Incident Committee" (the "Incident Committee" is appointed by the Board prior to the start of each season in compliance with the procedures outlined in the CYBA Constitution).

1.1 Unsportsmanlike Technical Foul Policy

1.1.1 General Policy

This policy mandates that any coach or player that receives two "unsportsmanlike" technical fouls over the course of the season is subject to an automatic one game suspension. Each technical received after the second results in another one game suspension.

For purposes of this policy, any "personal foul" called by the referee and deemed by the referee to be "flagrant" in nature (not a basketball play and / or recklessly aggressive) shall be

automatically upgraded to an “unsportsmanlike” technical foul and treated accordingly (even if the referee did not specifically call a technical foul).

1.1.2 Disqualification:

The Commissioners keep track of all Unsportsmanlike technical fouls that are called during the season. The information is kept in their League Commissioner book and is present at every game. A player or coach that receives their second or subsequent technical foul is immediately disqualified from the current game and must sit out the next game as well. The technical foul count is cumulative for the entire CYBA season (regular and playoffs) – it does not get reset when playoffs start.

Any Coach or Player that receives 3 “qualifying” technical fouls (see 1.14 below) during the season (combined “regular season” and playoff games are considered a “season”) is automatically disqualified from participating in their league’s All-Star event.

1.1.3 Suspension

In order to count as a “suspension”, the player must attend the game and sit on the bench with their team. Simply not showing up at the game does not constitute fulfillment of the suspension. Suspended coaches must attend the game and sit in the stands with the spectators. They are not allowed to coach from the stands. A Safe Haven approved assistant coach (or other parent) must sit on the bench and run the team during the game.

1.1.4 Qualifying Technical Fouls

Only “personal” technical fouls (technical fouls called specifically against a player or coach) are counted for purposes of this policy. This includes “flagrant” personal fouls or other unsportsmanlike conduct calls. It does not include illegal defense, press warnings, delay of game, too many players on the court or other procedural technical fouls which are called against a team.

2. **CYBA Game Rules.**

The Director of Rules/Referees is responsible for developing an annual booklet titled the "CYBA - Rules of Play" The rules regulating play are the "Official High School Basketball Rules" except as modified by the CYBA Booklet. This booklet is edited each year and adopted by the CYBA Board prior to the start of each season.

The “Rules of Play” booklet outline CYBA specific modifications (such as type of defense that can be played, player substitution rules, playing time requirements, etc.) that are in effect for the current season.

2.1 **Game Protests**

The judgment and interpretation by the referee shall be final. No protest shall be allowed for reasons of questioning a judgment or playing rule interpretation by a referee (even if it is later determined that such determination was in error). It is not the responsibility of the referees to enforce playing time requirements or player eligibility rules of CYBA (which are documented in the “CYBA – Rules of Play” booklet described above). These rules are administered by the League Commissioner. If a coach feels that the other team violated the playing time requirements or player eligibility rules of the "CYBA -Rules of Play", he must first attempt to resolve the matter with the League Commissioner on the scene. If the Coach is not satisfied with the decision of the League Commissioner, he may appeal the decision of the League Commissioner to the CYBA Incident Committee by following these procedures:

- a. Appeals to the Incident Committee for game protests must be made by the team head coach and must be in writing. The appeal must specifically detail what decision the Coach is appealing and what recourse is requested.
- b. Appeals must be accompanied by a check payable to CYBA in amount \$10.00. If the appeal is denied, the \$10.00 will be deposited in the CYBA general treasury. If the appeal is approved, the deposit will be returned.

- c. Game protest appeals must be made within 72 hours of the end of the game.

The Incident Committee shall endeavor to meet and decide all protests within 72 hours. At their discretion, the Incident Committee may hear testimony or review written statements from other involved parties (Coaches, League Commissioners, referees or other witnesses). The Committee may also simply make a decision based on review of the written protest and the "CYBA - Rules of Play". The decision of the Incident Committee is determined by a majority of the members present, and their decision shall be final in all matters involving game protests.

ARTICLE III

LEAGUE COMMISSIONERS

1. Duties and responsibilities

As outlined in the CYBA Constitution, Intramural League Commissioners are appointed to the position by the CYBA Executive Board and become members of the General Board. No league can be formed or operated without a league Commissioner.

If, by a deadline determined by the Board, a league has not had a qualified candidate volunteer to Commission, the Board, at its discretion, may cancel the league for the current season. All registered participants will be given a full refund in the event that a League is cancelled.

League Commissioners are members of the CYBA Board and report to the Director of Programs. League Commissioners in the Intramural Program may not coach in their respective league. Their duties and responsibilities include:

- a) Familiarizing themselves with the CYBA By-Laws and Playing Rules.
- b) Conducting their league operation in accordance with the By-Laws.
- c) Reviewing all head coach applicants and compiling a list of recommended head coaches. This list must be provided to the Program Director for CYBA Board review and approval.
- d) Approving team alternate and assistant coaches for their league.
- e) Conducting meetings with the team coaches as may be required to keep the coaches apprised of league operational issues and scheduled events.
- f) Working with the Save Haven Committee to ensure that all coaches and assistant coaches have completed and passed their background check per the guidelines outlined in the By-Laws.
- g) Participating in the team selection process by working with the Program Director and Player Evaluations and Teams committee chairperson in accordance with the By-Laws.
- h) Obtaining and maintaining a current roster of teams.
- i) Providing each coach a copy of their team roster
- j) Obtaining a practice time gym schedule from the Program Director and assigning specific teams to practice days and times.
- k) Ensuring that all teams have a parent meeting prior to their first game.
- l) If required, initiate disciplinary action or dismissal of coaches, players or spectators in accordance with the provisions of the By-laws.
- m) Developing and publishing game schedules for their respective leagues using the guidelines outlined in the By-Laws.
- n) Distributing CYBA correspondence as may be periodically required.
- o) Monitoring league games or ensuring that a responsible and qualified (background checked) alternate is available to monitor games in their absence.
- p) Ensuring that game referees are properly paid using the funds provided by the CYBA. Commissioners are responsible for managing the CYBA provided referee funds and

must return any unused funds to the CYBA Treasurer at the end of the season. Referee funds cannot be used for any purpose other than paying referees for their services.

- q) Collecting game results and submitting them to the Web Master by the Sunday following Saturday's games.
- r) Distributing and collecting player evaluation forms within the requirements outlined in the By-Laws.
- s) Ensuring that all collected evaluation forms are available at the end-of-season player evaluation meeting.
- t) Ensuring that coaches are aware of, and attend, the end-of-season player evaluation meeting as outlined in the By-Laws.
- u) Distributing coach evaluation forms to all parents and collecting completed forms prior to the end of the season.

ARTICLE IV

TEAM COACHES

1. General Coaching Responsibilities

Coaches are expected to follow a basic set of guidelines and meet certain standards as outlined here.

1.1 Sportsmanship.

To instill in their players by example the principles of good sportsmanship. To emphasize to their players by their own conduct a respect for officials and opposing players.

1.2 Team Play.

To teach each youth the game of basketball and the meaning of playing together as a team unit.

1.3 Skill Development.

To the best of their ability, the coach shall develop the overall athletic skill of each player

1.4 Parent Involvement.

To coordinate parent volunteers to be scorekeepers and/or timekeepers, or to assist with any other team functions necessary for the efficient operation of the team.

1.5 Team Discipline.

To maintain good order and discipline for all players on the team at practices and games.

1.6 Schedules of Games and Practices.

To ensure that all parents are aware of all game and practice times and locations.

1.7 Use of Equipment and Facilities.

To maintain all CYBA equipment in their possession in a serviceable condition and to ensure that the facilities used by the team or spectators are not abused. Littering or damage of facilities by players or spectators during games or practices shall not be permitted. Any dangerous or damaged conditions of facilities should be reported to the League Commissioners immediately upon discovery.

1.8 Safety.

To ensure the safety and well being of all players

1.9 Coach Discipline.

It is important for the Team Coach to provide an example of sportsmanship and good behavior for his team. If in the opinion of the League Commissioner or other Board member, a coach or

assistant is not behaving in a manner consistent with the objectives of CYBA, he/she may be subject to the following disciplinary actions.

1.9.1 Range of Disciplinary Actions.

Corrective actions may range from a simple conference with the appropriate League Commissioner up to suspension for one or several games or dismissal from the program. The action should be appropriate to the offense. Serious offenses may also be referred to civil authorities.

1.9.2 Procedures.

a. A minor infraction is usually handled by the League Commissioner who informs the Coach of the nature of his/her actions and provides them suggestions for improvement. The League Commissioner has authority to issue a verbal warning, a Letter of Caution, or up to a one game suspension. However, before a suspension is issued, the case should be reviewed with the Program Director for approval.

b. Repeat or more serious actions are called to the attention of the Incident Committee. The Incident Committee makes every reasonable attempt to review and make a decision on the matter within 72 hours. The League Commissioner, coach or assistant coach, and any other witnesses may be asked to appear before the Incident Committee to resolve the situation. Actions may be in the form of no action necessary, written letter of caution, further suspension from games or referral to the Executive Board. Voting by the Incident Committee is made in a closed session after all evidence and witnesses have had an opportunity to present their case. The final decision is determined by majority vote.

c. A coach or assistant coach who shows no indication of willingness to resolve the problem or who has committed a serious offense may be dismissed from the program. Recommendations for dismissal must be referred to the Executive Board. A quorum of the Executive Board is required to decide the issue. The Executive Board attempts to meet within 72 hours of referral. The Board reviews the situation, and at their discretion may hear the Commissioner, witnesses and the Coach or assistant coach. The Executive Board then meets in closed session to decide the issue. Dismissal requires a majority vote of the Executive Board members present. The decision of the Executive Board is final.

d. Appeals.

A coach or assistant coach who feels he/she has been unfairly disciplined by the League Commissioner may appeal to the Incident Committee. Appeals from the decision of the Incident Committee may be made to the Executive Board. No appeal may be made to the Executive Board, until the Incident Committee has reviewed the situation. Appeal to the Incident Committee in discipline cases may be made orally or in writing.

1) Appeals to the Executive Board must be made in writing. The appeal must specifically detail exactly what decision the Coach is appealing and what recourse is requested.

2) Appeals must be accompanied by a check payable to CYBA in amount \$10.00. If the appeal is denied, the \$10.00 will be deposited in the CYBA general treasury. If the appeal is approved, the deposit will be returned.

3) Appeals must be made within 72 hours of the decision of the Commissioner or the Incident Committee.

1.10 Removal by Referee.

If directed by a referee to leave the gym, a coach must immediately leave the gym and will not attempt to instruct or coach the team for the remainder of the game. Any referee who directs the removal of a coach from a game will immediately make a report to the Director of Rules and Referees who will consult with the appropriate League Commissioner. Depending on the circumstances that resulted in the referee's decision, the League Commissioner may determine that additional disciplinary action be initiated, in accordance with paragraph 1.9 above.

2. Team Coaches.

League coaches serve for a single season only. Each league must identify its coaching candidates and receive Board approval prior to team selection. Only "Head" coaches are initially identified and approved. Head coaches must unconditionally volunteer their services. Other than coaching their own child (which is automatic), coaches cannot offer their services under conditions such as requesting specific players or assistant coaches.

3.1 Selection Criteria.

A list of applicants for the position of "Head" Coach is prepared by the Program Director working with the League Commissioners. The CYBA Board reviews the applicants based on the following criteria:

- a. Applicant's general basketball knowledge
- b. Applicant's ability to coach and supervise young people.
- c. Applicant's ability to interface tactfully with player's parents, other coaches and CBA Board members.
- d. Applicant's past performance as a CYBA coach
- e. Applicants must be at least 18 years of age and no longer attending High School unless otherwise approved by the Board
- f. It is not required that a Head Coach have a son / daughter playing in the League but selection priority is given to League parents that volunteer to coach over those outside volunteers that are simply looking for an opportunity to coach a team

2.2 Appointments.

The CYBA Board shall consider the recommendations of the League Commissioner when making final appointments. Approval by a majority of the Board is required to approve head coach selections. The League Commissioners may, at their discretion, develop procedures for the approval of assistant coaches subject to the approval of the Program Director. Assistant coaches are expected to abide by the rules of CYBA. All coaches and assistant coaches are required to pass a CYBA background check which is monitored by the CYBA Safe Haven Committee.

2.3 Number of Coaches

Each team has a single head coach who may use as many parent volunteers as assistant coaches (subject to CYBA background checks) as they desire. However, it is the responsibility of the coach to identify all of their assistant coaches to their League Commissioner and to ensure that all assistants have completed and passed the CYBA background check.

During games, no more than three (3) coaches (head coach and two (2) assistants) may be on the bench with the players. At any given time, only one of those coaches may be standing to give directions to their players. Only verified coaches / assistant coaches are allowed on the bench and any coach on the bench must be wearing their official CYBA coach shirt and that shirt must be visible (not covered by other clothing). No other team personnel (additional assistant coaches, team parents, etc.) may be on the player side of the gym during the game (this does not include the volunteer "official scorekeeper" who sits at the score table and also does not apply to gyms where the only spectator seating is on the player side of the gym).

Within a specific league, a person may only work as an assistant coach for a single team. In the event that a volunteer has multiple player interests, they must limit their involvement to a single team and cannot act as an assistant to any other team.

The CYBA pays for background checks and official coach shirts for two (2) volunteers. Each additional assistant coach (or the team) must reimburse CYBA for their background check and coach shirt.

2.4 Other Responsibilities.

In addition to the "General" responsibilities described in section 1 (above) of this Article, Intramural program coaches also have the following responsibilities:

2.4.1 Player Evaluations.

Coaches are required to evaluate based on game skill, sportsmanship, and teamwork. Evaluations are used for the sole purpose of making balanced teams for the following season.

ARTICLE V

PLAYER EVALUATION AND TEAM SELECTION

1. General.

All players that meet the CYBA registration requirements are guaranteed the opportunity to play basketball regardless of skill level. Every attempt is made to constitute teams such that they are as equal as possible in skill ratings, size and other factors.

1.1 Skills Ratings

Player ratings are required to form balanced teams. At the end of each season all players are rated by their league. These ratings are used for creating teams the following season. Players that did not participate in the prior season are given "pre-season" skill assessments. These assessments are only done for players that did not participate in the previous season.

1.1.1 End of Season Player Rankings

The League Commissioner provides player **evaluation forms** to each coach sometime during the last 2 weeks of the regular season. Coaches must complete the evaluation form and return it to their League Commissioner before their league's Player Evaluation meeting.

A team that does not provide the Player Evaluation form to their Commissioner per the above rule, and does not have the form available at their evaluation meeting, is **charged with a forfeit** of their first playoff game. (The game may still be played for "practice" but the outcome is pre-determined as a loss for the non compliant team).

The League Commissioner is responsible for ensuring that all collected forms are available at the Player Evaluation meeting that occurs during the first week of playoffs.

Player ("end-of-season") evaluation meetings are held during the first week of Tournament play. Each League meets on a night that they do not play a tournament game. Generally, there are 4 or 5 teams at each meeting. The purpose of these evaluations is solely for the creation of fair and balanced teams next season.

The Player Evaluation Committee Chairperson is responsible for scheduling the meeting and informing each League Commissioner of their scheduled date. During this meeting, the player evaluation forms that were collected from the coaches are used to help the coaches rank all players in the league.

It is required that each team in the League be represented by a Coach or assistant that is knowledgeable and comfortable doing a full league ranking. **A team that fails to send a qualified representative to the evaluation meeting will forfeit their next playoff game.**

It is not required that the League Commissioner attend this meeting. However, his presence is extremely beneficial in keeping the coaches focused and moving forward in the process. A Commissioner that does not attend the meeting must ensure that the Player Evaluation Forms collected from their coaches are delivered to the meeting.

1.1.2 Start of a New Season

At the start of a new season, players that were not rated during the previous season are required to participate in a pre-season skills evaluation. The Player Evaluation Committee Chair is responsible for scheduling one or more skills assessment dates for players that are new to the League.

1.2 **Team Assignment Procedures.**

The establishment of fair and balanced teams for each league is the priority of this process. This includes balancing both talent and size without bias or favoritism to any one individual. The process is accomplished using evaluation data and an automated selection program as described here.

1.2.1 Evaluation Data

a) First-time and players that did not play the previous season:

A pre-season skill assessment is required for all first-time players and any player that was not evaluated during the previous season (did not play the previous season). The skill assessment session is scheduled by the Player Evaluation Chairperson and all players requiring pre-season skill assessments are notified with the date and time of the session.

b) Returning Players

End-of-season player evaluations are used for returning players.

1.2.2 Honoring Convenience requests:

a) During registration, parents sometimes make special requests to be placed on a specific team or with another player for reasons of car-pooling, or other convenience factors. Sometimes a parent will volunteer to coach only if a specific player (other than his/her son/daughter) is on the team (perhaps for "assistant coach" purposes). These are all considered convenience requests. Since it is impossible to grant all such requests, the CYBA policy is that convenience requests **are not considered** during the selection process.

b) A special request for a son or daughter to NOT play for a specific coach is always honored. Additionally, a request to **NOT** play on a team with another specific player (perhaps due to previous conflicts) is also honored.

1.2.3 The Selection Process

The team selection process is primarily the responsibility of the Program Director and the Player Evaluations Committee chairperson. Final review assistance from each League Commissioner is also required. The intent of the process is to produce teams that are balanced in both talent and size. The general procedure is as follows:

a) The Program Director works with the League Commissioners to gather the following information:

1. List of coaches (these should have already been submitted and approved by the Board)
2. List of players that are known to have issues with certain coaches and/or other players (such information is kept in strictest confidence).
3. Information about siblings that DO NOT want to play on the same team. (By default siblings are always placed on the same team)

b) The Program Director obtains the previous season player evaluation scores and the pre-season skill assessments from the Player Evaluation Chairperson.

c) The Program Director applies an automated selection process that factors in player size, skill ratings (either pre-season or post-season), and the information provided by the League Commissioner to produce team rosters.

d) Rosters are tentatively "final" and are distributed to the League Commissioner for review and approval.

- e) Prior to distribution to their coaches, a League Commissioner can request roster modifications where they believe it to correct a personality issue, team balance problem or other critical factor that was not accounted for. Such requests must be discussed and agreed upon by the Program Director who will make the required changes and re-issue the team rosters. League Commissioners are **not** to include any of their coaches or other league participants in this review process.
- f) League Commissioners should not distribute or discuss the rosters with any coaches or parents until the final version is received.

1.3 Vacancies.

A vacancy may be filled from the league waiting list if the League Commissioner and the Program Director feel that the competitive balance of the league would not be upset. If this cannot be reasonably done, the team involved may be required to play with the remaining players. Late registration fees (if applicable) are as determined by the Treasurer and/or the Executive Board. All youth participating in the CYBA program must be officially registered with the league PRIOR to participating in any practice or game.

ARTICLE VI

PLAYER DISCIPLINE

1. Range of Discipline.

Because good discipline makes for good team morale, it is incumbent on the coach to maintain a high standard of behavior among members of the team. Any player who behaves in a manner not consistent with good sportsmanship or in the best interest of the team as a whole, is subject to appropriate disciplinary action ranging from a conference with the parents, suspension from a game or games, letter of caution, and ultimately dismissal from the program.

2 Procedures.

- a. Minor behavior infractions should be resolved through a conference with the player's parents. The coach should use this approach first before proceeding with any stronger actions.
- b. If this approach does not work or for more serious violations, the coach may bench a player for disciplinary reasons. He must obtain the concurrence of the League Commissioner, notify the parents of the player at least 24 hours in advance of the game, and notify the opposing coach before game time.
- c. For flagrant fouls or misconduct during a game, a game referee may eject a player. If the team coach or the League Commissioner feels that such behavior merits suspension for the next game, the procedures of 2.b above are followed.
- d. A League Commissioner may request an -Incident Committee review if he feels it is warranted due to the player's continued misbehavior or because of a particularly flagrant incident. Such review should be held within 72 hours, and may result in the issuance of a letter of caution to the player's parents, suspension for up to 3 games, or a recommendation to the Executive Board for dismissal.
- e. Appeals. A player or parent who feels he/she has been unfairly disciplined by the Coach or the League Commissioner may appeal to the Incident Committee. Appeals from the decision of the Incident Committee may be made to the Executive Board. No appeal may be made to the Executive Board, until the Incident Committee has reviewed the situation.
 - 1) Appeals to the Executive Board must be made in writing. The appeal must specifically detail exactly what decision the player or parent is appealing and what recourse is requested.

- 2) Appeals must be accompanied by a check payable to CYBA in amount \$10.00. If the appeal is denied, the \$10.00 will be deposited in the CYBA general treasury. If the appeal is approved, the deposit will be returned.
 - 3) Appeals must be made within 72 hours of the decision of the coach, League Commissioner, or Incident Committee.
- f. All recommendations for dismissal must be referred to the Executive Board. A quorum of the Executive Board is required to decide the issue. The Executive Board attempts to meet within 72 hours of referral. The Board reviews the situation, and at their discretion may hear the Commissioner, witnesses and the Coach or assistant coach. The Executive Board then meets in closed session to decide the issue. Dismissal requires a majority vote of the Executive Board members present. The decision of the Executive Board is final.

ARTICLE VII

PARENTAL INVOLVEMENT AND CONDUCT

1. Responsibilities.

Registration of a youth in the CYBA brings a degree of responsibility with it. The program is team oriented which means that what affects a single player affects the entire team. We must rely on the responsibility of parents to support the objectives of CYBA, to encourage regular attendance at practices and games, and most importantly, to provide a positive and supportive role model for your child as he participates in CYBA events.

2. Expected Assistance.

CYBA is a parent supported organization and the parents of players are expected to assist in the conduct of its business. Assistance is required in the following areas.

2.1 Team Assistance.

Each team is required to supply a scorekeeper and/or a timekeeper for all games. Other areas of needed assistance are the Team Parent and Assistant Coaches.

2.2 League Assistance.

Running the CYBA program requires a multitude of volunteers to fill Executive Board, Committee, League Commissioners and coaching positions.

3. Conduct.

3.1 General.

The conduct of parents and spectators when in contact with the coaches, players and officials is expected to be that of a responsible adult. Problems between coaches and parents are handled via a meeting between parent and coach. If a further action is necessary, the coach arranges a meeting between himself, the parent and the League Commissioner.

3.2 Conduct of parents and spectators during games.

The abuse of referees and league officials is not tolerated at any time. It is completely inappropriate, particularly in youth sports. At the first incidence of offensive behavior, the Head Coach, League Commissioner, or any Executive Board member present asks the offending person to refrain from such conduct. Should he/she be unable or unwilling to control such behavior, the offending spectator (s) is asked to leave the gym. The League Commissioner, or Board Member present has authority to suspend the game at that point, declare a forfeit of the game, and if necessary, to call the police to escort the offending individual (s) off premises. A review of any such incident is made by the Incident Committee, normally within 72 hours. The Incident Committee may recommend that the parent/spectator be issued a formal letter of

warning, or if the incident is serious enough that the matter be referred to the Executive Board for possible suspension of the parent or spectator from any further CYBA activities. If the incident involved physical assault or threatening of a referee or other league official, notification is made to civil authorities for potential criminal charges.

Form **990-EZ**

**Short Form
Return of Organization Exempt From Income Tax**
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except private foundations)

OMB No. 1545-0047

2021

- ▶ Do not enter social security numbers on this form, as it may be made public.
- ▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

**Open to Public
Inspection**

A For the **2021** calendar year, or tax year beginning 6/01, **2021**, and ending 5/31, **2022**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Camarillo Youth Basketball Association 355 N Lantana Street SPC 602 Camarillo, CA 93010	D Employer identification number 95-3675813 E Telephone number 818 383-3977 F Group Exemption Number
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G Accounting Method: Cash Accrual Other (specify) _____

H Check if the organization is **not** required to attach Schedule B (Form 990).

I Website: ▶ N/A

J Tax-exempt status (check only one) – 501(c)(3) 501(c) () ◀(insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other _____

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ 38.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I.

Revenue	1 Contributions, gifts, grants, and similar amounts received	1	
	2 Program service revenue including government fees and contracts	2	
	3 Membership dues and assessments	3	
	4 Investment income	4	38.
	5 a Gross amount from sale of assets other than inventory	5 a	
	b Less: cost or other basis and sales expenses	5 b	
	c Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5 c	
	6 Gaming and fundraising events:		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6 a	
	b Gross income from fundraising events (not including \$_____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6 b	
c Less: direct expenses from gaming and fundraising events	6 c		
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6 d		
7 a Gross sales of inventory, less returns and allowances	7 a		
b Less: cost of goods sold	7 b		
c Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7 c		
8 Other revenue (describe in Schedule O)	8		
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	38.	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	
	11 Benefits paid to or for members	11	
	12 Salaries, other compensation, and employee benefits	12	
	13 Professional fees and other payments to independent contractors	13	
	14 Occupancy, rent, utilities, and maintenance	14	
	15 Printing, publications, postage, and shipping	15	150.
	16 Other expenses (describe in Schedule O) See Schedule O	16	2,921.
17 Total expenses. Add lines 10 through 16	17	3,071.	
Net Assets	18 Excess or (deficit) for the year (subtract line 17 from line 9)	18	-3,033.
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	68,787.
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	65,754.

BAA For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2021)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II.

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	68,787.	65,754.
23 Land and buildings		
24 Other assets (describe in Schedule O)		
25 Total assets	68,787.	65,754.
26 Total liabilities (describe in Schedule O)	0.	0.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	68,787.	65,754.

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III.

What is the organization's primary exempt purpose? See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28	<u>CYBA PROVIDES AN ATMOSPHERE OF SPORTSMANSHIP, TEAMWORK, AND FELLOWSHIP THROUGH AMATEUR YOUTH ATHLETICS.</u>		
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28 a	3,071.
29			
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29 a	
30			
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30 a	
31	Other program services (describe in Schedule O)		
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31 a	
32	Total program service expenses (add lines 28a through 31a)	32	3,071.

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated — see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV.

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MIS/1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Tony Sheppard Chairman	0	0.	0.	0.
Mark Schienbein Treasurer	0	0.	0.	0.
Terri Barton Secretary	0	0.	0.	0.
Mile Willard Director	0	0.	0.	0.
Brian Roberts Director	0	0.	0.	0.
Shannon Porter Director	0	0.	0.	0.

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. See Sch O

33 Did the organization engage in any significant activity not previously reported to the IRS?
34 Were any significant changes made to the organizing or governing documents?
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities?
35b If 'Yes' to line 35a, has the organization filed a Form 990-T for the year?
35c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year?
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year?
37a Enter amount of political expenditures, direct or indirect, as described in the instructions.
37b Did the organization file Form 1120-POL for this year?
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?
38b If 'Yes,' complete Schedule L, Part II, and enter the total amount involved.
39 Section 501(c)(7) organizations. Enter:
39a Initiation fees and capital contributions included on line 9
39b Gross receipts, included on line 9, for public use of club facilities
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:
40b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ?
40c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958.
40d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization.
40e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?
41 List the states with which a copy of this return is filed

CLIENT COPY

42a The organization's books are in care of Mark Schienbein Telephone no. 818 383-3977
Located at 355 N Lantana St SPC 602 Camarillo CA ZIP + 4 93010
42b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country?
42c At any time during the calendar year, did the organization maintain an office outside the United States?

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here
44a Did the organization maintain any donor advised funds during the year?
44b Did the organization operate one or more hospital facilities during the year?
44c Did the organization receive any payments for indoor tanning services during the year?
44d If 'Yes' to line 44c, has the organization filed a Form 720 to report these payments?
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)?

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I.....	46	X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI.....

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II.....	47	X
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E.....	48	X
49 a Did the organization make any transfers to an exempt non-charitable related organization?.....	49 a	X
b If 'Yes,' was the related organization a section 527 organization?.....	49 b	
50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'		

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000..... ▶

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ **Yes** **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: _____ Date: _____
 Mark Schienbein
 Type or print name and title: _____ Treasurer

Paid Preparer Use Only

Print/Type preparer's name Adam Moore	Preparer's signature Adam Moore	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN P02050389
Firm's name ▶ Adam Moore CPA			Firm's EIN ▶ 47-1443736	
Firm's address ▶ 3 Calle De Arena Rancho Santa Margarita, CA 92688			Phone no. 949-690-5145	

May the IRS discuss this return with the preparer shown above? See instructions ▶ **Yes** **No**

BAA

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization Camarillo Youth Basketball Association	Employer identification number 95-3675813
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Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)	73,820.	80,380.	84,202.			238,402.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge.						0.
4 Total. Add lines 1 through 3.	73,820.	80,380.	84,202.	0.	0.	238,402.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f).						0.
6 Public support. Subtract line 5 from line 4.						238,402.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4.	73,820.	80,380.	84,202.	0.	0.	238,402.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.			60.	41.	38.	139.
9 Net income from unrelated business activities, whether or not the business is regularly carried on.						0.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0.
11 Total support. Add lines 7 through 10.						238,541.
12 Gross receipts from related activities, etc. (see instructions)					12	0.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here .						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f)).	14	99.94 %
15 Public support percentage from 2020 Schedule A, Part II, line 14.	15	99.97 %

16a **33-1/3% support test—2021.** If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization.

b **33-1/3% support test—2020.** If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization.

17a **10%-facts-and-circumstances test—2021.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.

b **10%-facts-and-circumstances test—2020.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions.

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose.						
3 Gross receipts from activities that are not an unrelated trade or business under section 513.						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
5 The value of services or facilities furnished by a governmental unit to the organization without charge.						
6 Total. Add lines 1 through 5.						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons.						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year.						
c Add lines 7a and 7b.						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6.						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.						
c Add lines 10a and 10b.						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on.						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**. ▶

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f)).	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15.	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f)).	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17.	18	%

19a 33-1/3% support tests—2021. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ▶

b 33-1/3% support tests—2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization. ▶

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ▶

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If 'No,' describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If 'Yes,' explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If 'Yes,' answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If 'Yes,' describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If 'Yes,' explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ('foreign supported organization')? <i>If 'Yes' and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If 'Yes,' describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If 'Yes,' explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If 'Yes,' answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If 'Yes,' provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If 'Yes,' complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If 'Yes,' complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If 'Yes,' provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If 'Yes,' provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If 'Yes,' provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If 'Yes,' answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	11a	
b A family member of a person described on line 11a above?	11b	
c A 35% controlled entity of a person described on line 11a or 11b above? <i>If 'Yes' to line 11a, 11b, or 11c, provide detail in Part VI.</i>	11c	

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If 'No,' describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>	1	
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If 'Yes,' explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>	2	

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If 'No,' describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>	1	

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1	
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If 'No,' explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>	2	
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If 'Yes,' describe in Part VI the role the organization's supported organizations played in this regard.</i>	3	

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If 'Yes,' then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>	2a		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If 'Yes,' explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>	2b		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If 'Yes' or 'No,' provide details in Part VI.</i>	3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If 'Yes,' describe in Part VI the role played by the organization in this regard.</i>	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount		(A) Prior Year	(B) Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D – Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required – provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2021 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required – explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7:			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

BAA

Schedule A (Form 990) 2021

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

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**SCHEDULE O
(Form 990)**

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or Form 990-EZ.

2021

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

▶ Go to www.irs.gov/Form990 for the latest information.

Name of the organization

Employer identification number

Camarillo Youth Basketball Association

95-3675813

**Form 990-EZ, Part I, Line 16
Other Expenses**

Digital web services.....	\$	721.
Insurance.....		781.
Registration fees.....		67.
Storage rental.....		1,352.
	Total \$	<u>2,921.</u>

Form 990-EZ, Part III - Organization's Primary Exempt Purpose

PROVIDE AN ATMOSPHERE OF SPORTSMANSHIP, TEAMWORK, AND FELLOWSHIP THROUGH AMATEUR
YOUTH ATHLETICS.

Form 990-EZ, Part V - Regarding Transfers Associated with Personal Benefit Contracts

- (a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?..... No
- (b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?..... No

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California Exempt Organization Annual Information Return

Calendar Year 2021 or fiscal year beginning (mm/dd/yyyy) 6/01/2021, and ending (mm/dd/yyyy) 5/31/2022.

Corporation/Organization name: CAMARILLO YOUTH BASKETBALL ASSOCIATION
California corporation number: 9787590
FEIN: 95-3675813
Street address: 355 N LANTANA STREET SPC 602
City: CAMARILLO
State: CA
Zip code: 93010

A First return. B Amended return. C IRC Section 4947(a)(1) trust. D Final information return? E Check accounting method: 1 X Cash 2 Accrual 3 Other. F Federal return filed? G Is this a group filing? H Is this organization in a group exemption?

I Did the organization have any changes to its guidelines not reported to the FTB? J If exempt under R&TC Section 23701d, has the organization engaged in political activities? K Is the organization exempt under R&TC Section 23701g? L Is the organization a limited liability company? M Did the organization file Form 100 or Form 109 to report taxable income? N Is the organization under audit by the IRS or has the IRS audited in a prior year? O Is federal Form 1023/1024 pending?

Part I Complete Part I unless not required to file this form. See General Information B and C.

Table with 16 rows for Receipts and Revenues, Expenses, and Filing Fee. Includes columns for line number, description, and amount.

Sign Here: Declaration of preparer. Paid Preparer's Use Only: Preparer's signature ADAM MOORE, Firm's name ADAM MOORE CPA, 3 CALLE DE ARENA, RANCHO SANTA MARGARITA, CA 92688.

Part II Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts – complete Part II or furnish substitute information.

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions.	1	
	2	Interest	2	38.
	3	Dividends	3	
	4	Gross rents	4	
	5	Gross royalties	5	
	6	Gross amount received from sale of assets (See instructions)	6	
	7	Other income. Attach schedule	7	
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1.	8	38.
Expenses and Disbursements	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	9	
	10	Disbursements to or for members	10	
	11	Compensation of officers, directors, and trustees. Attach schedule SEE STMT 1	11	0.
	12	Other salaries and wages	12	
	13	Interest	13	
	14	Taxes	14	
	15	Rents	15	
	16	Depreciation and depletion (See instructions)	16	
	17	Other expenses and disbursements. Attach schedule SEE STATEMENT 2	17	3,071.
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9.	18	3,071.

Schedule L Balance Sheet	Beginning of taxable year		End of taxable year	
	(a)	(b)	(c)	(d)
Assets				
1 Cash		68,787.		65,754.
2 Net accounts receivable				
3 Net notes receivable				
4 Inventories				
5 Federal and state government obligations				
6 Investments in other bonds				
7 Investments in stock				
8 Mortgage loans				
9 Other investments. Attach schedule				
10 a Depreciable assets				
b Less accumulated depreciation				
11 Land				
12 Other assets. Attach schedule				
13 Total assets		68,787.		65,754.
Liabilities and net worth				
14 Accounts payable				
15 Contributions, gifts, or grants payable				
16 Bonds and notes payable				
17 Mortgages payable				
18 Other liabilities. Attach schedule				
19 Capital stock or principal fund		68,787.		65,754.
20 Paid-in or capital surplus. Attach reconciliation				
21 Retained earnings or income fund				
22 Total liabilities and net worth		68,787.		65,754.

Schedule M-1 Reconciliation of income per books with income per return
Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1 Net income per books	-3,033.	7 Income recorded on books this year not included in this return. Attach schedule	
2 Federal income tax		8 Deductions in this return not charged against book income this year. Attach schedule	
3 Excess of capital losses over capital gains		9 Total. Add line 7 and line 8	
4 Income not recorded on books this year. Attach schedule		10 Net income per return. Subtract line 9 from line 6	-3,033.
5 Expenses recorded on books this year not deducted in this return. Attach schedule			
6 Total. Add line 1 through line 5	-3,033.		

Statement 1
Form 199, Part II, Line 11
Compensation of Officers, Directors, Trustees and Key Employees

Current Officers:

Name and Address	Title and Average Hours Per Week Devoted	Total Compen- sation	Contri- bution to EBP & DC	Expense Account/ Other
Tony Sheppard 355 N Lantana Street SPC 602 ,	Chairman 0	\$ 0.	\$ 0.	\$ 0.
Mark Schienbein 355 N Lantana Street SPC 602 ,	Treasurer 0	0.	0.	0.
Terri Barton 355 N Lantana Street SPC 602 ,	Secretary 0	0.	0.	0.
Mile Willard 355 N Lantana Street SPC 602 ,	Director 0	0.	0.	0.
Brian Roberts 355 N Lantana Street SPC 602 ,	Director 0	0.	0.	0.
Shannon Porter 355 N Lantana Street SPC 602 ,	Director 0	0.	0.	0.
Total		<u>\$ 0.</u>	<u>\$ 0.</u>	<u>\$ 0.</u>

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Statement 2
Form 199, Part II, Line 17
Other Expenses

Digital web services.....	\$ 721.
Insurance.....	781.
Postage and Shipping.....	150.
Registration fees.....	67.
Storage rental.....	1,352.
Total	<u>\$ 3,071.</u>

Camarillo Youth Basketball Association

95-3675813

	2022	2021	Diff
FORM 990-EZ REVENUE			
Program service revenue.....	88,300	0	88,300
Investment income.....	28	38	-10
Total revenue.....	88,328	38	88,290
EXPENSES			
Professional fees/pymt to contractors....	600	0	600
Printing, publications, and postage.....	151	150	1
Other expenses.....	81,390	2,921	78,469
Total expenses.....	82,141	3,071	79,070
NET ASSETS OR FUND BALANCES			
Excess or (deficit) for the year.....	6,187	-3,033	9,220
Net assets/fund bal. at beg. of year.....	65,754	68,787	-3,033
Net assets/fund bal. at end of year.....	71,941	65,754	6,187

	2022	2021	Diff
RECEIPTS AND REVENUES			
Gross sales or receipts.....	88,328	38	88,290
Total gross receipts.....	88,328	38	88,290
Total costs.....	0	0	0
Total gross income.....	88,328	38	88,290
EXPENSES			
Total expenses.....	82,141	3,071	79,070
Excess receipts over expenses.....	6,187	-3,033	9,220
FILING FEE			
Filing fee.....	0	0	0
Balance due.....	0	0	0

Form **990-EZ**

**Short Form
Return of Organization Exempt From Income Tax**
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except private foundations)

OMB No. 1545-0047

2022

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the **2022** calendar year, or tax year beginning 6/01, **2022**, and ending 5/31, **2023**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Camarillo Youth Basketball Association 330 N Lantana St Ste 28 PMB 602 Camarillo, CA 93010	D Employer identification number 95-3675813 E Telephone number 818 383-3977 F Group Exemption Number
--	--	---

G Accounting Method: Cash Accrual Other (specify): _____ **H** Check if the organization is **not** required to attach Schedule B (Form 990).

I Website: N/A

J Tax-exempt status (check only one) – 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other: _____

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. \$ 88,328.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I.

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	
	2	Program service revenue including government fees and contracts	2	88,300.
	3	Membership dues and assessments	3	
	4	Investment income	4	28.
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less: cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events:		
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
6b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
6c	Less: direct expenses from gaming and fundraising events	6c		
6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less: cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	88,328.	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	600.
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	151.
	16	Other expenses (describe in Schedule O) <u>See Schedule O</u>	16	81,390.
17	Total expenses. Add lines 10 through 16	17	82,141.	
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)	18	6,187.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	65,754.
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	71,941.

BAA For Paperwork Reduction Act Notice, see the separate instructions.

Form **990-EZ** (2022)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II.

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	65,754.	71,941.
23 Land and buildings		
24 Other assets (describe in Schedule O)		
25 Total assets	65,754.	71,941.
26 Total liabilities (describe in Schedule O)	0.	0.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	65,754.	71,941.

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III.

What is the organization's primary exempt purpose? See Schedule O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501 (c)(3) and 501(c)(4) organizations; optional for others.)

28 <u>CYBA PROVIDES AN ATMOSPHERE OF SPORTSMANSHIP, TEAMWORK, AND FELLOWSHIP THROUGH AMATEUR YOUTH ATHLETICS.</u>		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	82,141.
29		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (describe in Schedule O)		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses (add lines 28a through 31a)	32	82,141.

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated - see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV.

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MIS/1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Tony Sheppard Chairman	1	0.	0.	0.
Mark Schienbein Treasurer	2	0.	0.	0.
Terri Barton Secretary	1	0.	0.	0.
Mike Willard Director	3	0.	0.	0.
Brian Roberts Director	2	0.	0.	0.
Shannon Porter Director	1	0.	0.	0.

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V. See Sch O

33 Did the organization engage in any significant activity not previously reported to the IRS?
34 Were any significant changes made to the organizing or governing documents?
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities?
35b If "Yes" to line 35a, has the organization filed a Form 990-T for the year?
35c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year?
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year?
37a Enter amount of political expenditures, direct or indirect, as described in the instructions.
37b Did the organization file Form 1120-POL for this year?
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?
38b If "Yes," complete Schedule L, Part II, and enter the total amount involved.
39 Section 501(c)(7) organizations. Enter:
39a Initiation fees and capital contributions included on line 9
39b Gross receipts, included on line 9, for public use of club facilities
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:
40b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ?
40c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958.
40d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization.
40e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?
41 List the states with which a copy of this return is filed: CA

42a The organization's books are in care of: Mark Schienbein Telephone no. 818 383-3977
Located at: 330 N Lantana St Ste 28 PMB 602 Camarillo CA ZIP + 4 93010

b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?
c At any time during the calendar year, did the organization maintain an office outside the United States?

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here and enter the amount of tax-exempt interest received or accrued during the tax year.

44a Did the organization maintain any donor advised funds during the year?
44b Did the organization operate one or more hospital facilities during the year?
44c Did the organization receive any payments for indoor tanning services during the year?
44d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments?
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)?

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I.	46	X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II.	47	X
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E.	48	X
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	X
b If "Yes," was the related organization a section 527 organization?	49b	
50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."		

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date			
	Mark Schienbein		Treasurer			
Paid Preparer Use Only	Print/Type preparer's name		Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN
	Adam Moore		Adam Moore			
	Firm's name			Firm's EIN		
	Adam Moore CPA			47-1443736		
Firm's address			Phone no.			
3 Calle De Arena			949-690-5145			
Rancho Santa Margarita, CA 92688						

May the IRS discuss this return with the preparer shown above? See instructions Yes No

BAA

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public
Inspection

Name of the organization Camarillo Youth Basketball Association	Employer identification number 95-3675813
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Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	80,380.	84,202.				164,582.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge.						0.
4 Total. Add lines 1 through 3.	80,380.	84,202.	0.	0.	0.	164,582.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f).						0.
6 Public support. Subtract line 5 from line 4.						164,582.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4.	80,380.	84,202.	0.	0.	0.	164,582.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.		60.	41.	38.	28.	167.
9 Net income from unrelated business activities, whether or not the business is regularly carried on.						0.
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0.
11 Total support. Add lines 7 through 10.						164,749.
12 Gross receipts from related activities, etc. (see instructions)					12	0.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here .						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f)).	14	99.90 %
15 Public support percentage from 2021 Schedule A, Part II, line 14.	15	99.94 %

16a **33-1/3% support test—2022.** If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization.

b **33-1/3% support test—2021.** If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization.

17a **10%-facts-and-circumstances test—2022.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.

b **10%-facts-and-circumstances test—2021.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions.

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose.						
3 Gross receipts from activities that are not an unrelated trade or business under section 513.						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
5 The value of services or facilities furnished by a governmental unit to the organization without charge.						
6 Total. Add lines 1 through 5.						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons.						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year.						
c Add lines 7a and 7b.						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6.						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.						
c Add lines 10a and 10b.						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on.						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**.

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f)).	15	%
16 Public support percentage from 2021 Schedule A, Part III, line 15.	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f)).	17	%
18 Investment income percentage from 2021 Schedule A, Part III, line 17.	18	%

19a 33-1/3% support tests—2022. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization.

b 33-1/3% support tests—2021. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization.

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions.

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer lines 3b and 3c below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes" and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? If "Yes," complete Part I of Schedule L (Form 990).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	11a	
b A family member of a person described on line 11a above?	11b	
c A 35% controlled entity of a person described on line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>	11c	

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>	1	
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>	2	

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>	1	

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1	
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>	2	
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>	3	

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>	2a		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>	2b		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i>	3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**SCHEDULE O
(Form 990)**

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.

2022

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

Go to www.irs.gov/Form990 for the latest information.

Name of the organization

Employer identification number

Camarillo Youth Basketball Association

95-3675813

**Form 990-EZ, Part I, Line 16
Other Expenses**

Admin expenses.....	\$	576.
Advertising and Promotion.....		2,301.
Bank fees.....		15.
Digital web services.....		1,040.
Facility rental.....		18,851.
Insurance.....		4,693.
Player awards.....		2,523.
Player photos.....		2,411.
Player supplies & equipment.....		1,160.
Referee expenses.....		17,044.
Registration fees.....		4,488.
Storage rental.....		1,440.
Uniform expenses.....		22,181.
Volunteer background checks.....		2,667.
Total	\$	<u>81,390.</u>

Form 990-EZ, Part III - Organization's Primary Exempt Purpose

PROVIDE AN ATMOSPHERE OF SPORTSMANSHIP, TEAMWORK, AND FELLOWSHIP THROUGH AMATEUR
YOUTH ATHLETICS.

Form 990-EZ, Part V - Regarding Transfers Associated with Personal Benefit Contracts

(a) Did the organization, during the year, receive any funds, directly or
indirectly, to pay premiums on a personal benefit contract?..... No

(b) Did the organization, during the year, pay premiums, directly or
indirectly, on a personal benefit contract?..... No

**PLEASANT VALLEY RECREATION & PARK DISTRICT
COMMUNITY SERVICE ORGANIZATION
ANNUAL UPDATE FORM**

NAME OF ORGANIZATION: Eagles Soccer Club

A representative from your Organization must attend the following PVRPD Board meeting on:
Wednesday, September 6, 2023, at 6pm at the City of Camarillo Council Chambers

OFFICERS	NAME	ADDRESS	PHONE
President	<u>Kathleen Kelley</u>	<u>7261 Los Coyotes Place, Camarillo 93012</u>	<u>805-443-8339</u>
Vice President	<u>Robert Drescher</u>	<u>206 Camino Castenada, Camarillo 93010</u>	<u>805-433-3917</u>
Registrar	<u>Pam Tracy</u>	<u>7251 Los Coyotes Place, Camarillo 93012</u>	<u>805-890-1428</u>
Secretary	<u>Kara Boyd</u>	<u>1021 Calabria Ct. Camarillo 93010</u>	<u>805-651-0272</u>

Number of Participants last year: Primary season: 563 Secondary Season: _____
 Projected number of participants in upcoming year: Primary season: 700 Secondary Season: _____

What day and time are Board Meetings held? Day: Monday Time: 6:30 pm
 Address where Board Meetings are held? Zoom
 Are Board Members elected or appointed? Elected: X Appointed: X
 When are new Board Members elected? Month: March
 When are new Board Members installed? Month: April

Organization must attach a copy of current By-Laws and IRS Form 990 when submitting this form

Changes Organization has made from previous year:
No changes.

Please provide any comments for the PVRPD Board of Directors:

s The Eagles want to thank the PVRPD Board of Directors for the opportunity to continue as a Community Service Organization.

Please complete and return the Annual Update, By-Laws and IRS Form 990 by August 11, 2023, to:

Lanny Binney
 Recreation Supervisor
 1605 E. Burnley Street
 Camarillo, CA 93010

lbinney@pvrpd.org

Phone: (805) 482-1996

Submitted By: Kathleen Kelley

Signature: *Kathleen Kelley*

CAMARILLO YOUTH SOCCER CLUB BY-LAWS

ARTICLE I

Section 1 All officers shall be elected by ballot at the CEYSC Annual General Meeting. They shall hold office for one (1) year, and be eligible for re-election.

Section 2 When more than two (2) candidates have been nominated for the office of President, Vice-President, Secretary, or Treasurer, the winner shall be declared to be the one who receives the majority of the ballots cast. In the event no candidate receives the majority of the ballots cast. In the event no candidate receives a simple majority (50% + 1), a run-off will be held between the two (2) candidates receiving the highest number of ballots cast.

ARTICLE II

The president shall preside at all meetings of this Club. He shall be an ex-official member of all committees, and shall appoint all members to committees not required to be elected. He shall only cast the deciding vote at all meetings.

ARTICLE III

The Vice-President shall succeed to all powers and privileges (of this office) in the absence of the President; he shall be entitled to vote at all meetings.

ARTICLE IV

The Secretary shall record the minutes of all meetings and provide a copy to each attending member at the next meeting; shall attend to all correspondence; give notification of all meetings; keep records and have charge of property owned or leased by the Club, except finances. The Secretary may countersign checks. He is entitled to vote at all meetings.

ARTICLE V

The Treasurer shall have charge of all finances of this Club, and shall report on the condition of same at any time at the request of the President. The Treasurer shall submit a full report at the CEYSC Annual General Meeting of the financial transactions of the CEYSC for the season and the balance on hand. This report must be accompanied by a certificate from the bank, and both are to be turned over to the auditing committee. He shall sign all checks which must be countersigned by the President or the Secretary. The Treasurer shall be entitled to vote at all meetings.

ARTICLE VI

Duly appointed group delegates or their alternates shall assist the Executive Offices in any manner deemed necessary by the President. These delegates shall have full authority to seek advice, decisions, information, and to submit such inquiries deemed necessary by their respective teams. Each group delegated or alternate shall be entitled to vote at all Executive Committee meetings.

ARTICLE VII

The President, Vice-President, Secretary, and Treasurer of the CEYSC shall constitute an Emergency Committee to represent this club on matters demanding immediate attention where it may be impractical or unnecessary to call an Executive Committee meeting; however, their actions shall be subject to the approval of the Executive Committee insofar as they are executory. The Executive Committee ONLY shall have the power and right to incur liabilities on behalf of the CEYSC, and pass payment on all bills.

CAMARILLO YOUTH SOCCER CLUB BY-LAWS

ARTICLE VIII

Special General Meetings of the CEYSC may be called by the Secretary of the CEYSC by the order of the President or upon request of three (3) or more members of the Executive Committee of this Club.

ARTICLE IX

Applications for membership in the CEYSC must be accompanied by all fees imposed by this Club, and said fees shall be refunded if the applicant is not admitted to membership.

ARTICLE X

Each team, upon acceptance as a member of this Club, shall be furnished with a copy of the CEYSC Constitution, By-Laws, Rules and Regulations, and this shall be deemed sufficient notice of their rights and liabilities.

ARTICLE XI

The resignation of a club member shall not be accepted unless the resigning member is in good standing with this Club.

ARTICLE XII

The Executive Officers of the CEYSC shall be entitled to vote at the Annual General Meeting.

ARTICLE XIII

VOTING BY PROXY AT ANY MEETING IS ILLEGAL AND PROHIBITED.

ARTICLE XIV

The Board shall transact all business of the CEYSC. It shall have the power to enforce the Laws of the Game and the Constitution, By-Laws, and Rules and Regulations of this club. It shall have the power to settle all disputes and protests, or appeals and its decisions shall be final. It shall have full power to fill any vacancy arising amongst the Board Officers. It shall represent the Club in all matters of a foreign nature.

ARTICLE XV

The Executive Committee shall elect all Standing Committees including Ways and Means.

ARTICLE XVI

The order of Business at Board Meetings shall be:

1. Roll Call
2. Minutes of Previous Meetings
3. Correspondence
4. Treasurer's Report
5. Committee Reports
6. Delegates Report
7. Unfinished Business
8. New Business
9. Adjournment

CAMARILLO YOUTH SOCCER CLUB BY-LAWS

ARTICLE XVII

Section 1 Quorum At Board Meetings, Three (3) shall constitute a quorum (51%)

Section 2 At a General Meeting, 20% of the voting members as defined in Article 6, Section 5 of this Constitution, shall constitute a quorum. A simple majority of 50% + 1 will decide on any motion.

ARTICLE XVIII

All officers are subject to removal from office upon proper charges being preferred against them. Such removal must be rendered by a vote of at least two-thirds (2/3) of the members of the CEYSC present. The entire membership of the CEYSC must be notified of the meeting, and a minimum of two-thirds (2/3) of the members must be present before a vote may be taken on the charges.

ARTICLE XIX

The President of the CEYSC has the power to grant guests the privilege of being present at meetings. Guests may speak at these meetings only if allowed to do so by the President.

ARTICLE XX

The following Standing Committees shall be elected by the Executive Committee.

Auditing Committee: Two (2) Members

An auditing committee shall be elected at the beginning of each season to certify the correctness of the accounts of the CEYSC for the ensuing year.

ARTICLE XXI

Trial Board:

The Trial Board shall deal with and pass judgement on matters arising out of misconduct by any member, player, club official, or spectator(s). Its decisions shall be final; however, the Trial Board may entertain an appeal to reconsider its decisions, providing such appeals are filed within three (3) days after the notification of decision. If the appeal is denied, no further consideration shall be given to the case. The Trial Board shall consist of three (3) or more members not involved with any case before the Board. The President of the CEYSC shall appoint the members of the Trial Board whenever it is necessary to convene one. Matters arising out of misconduct by an Officiating Referee shall be forwarded to the El Camino Real League.

ARTICLE XXII

Section 1 Amendments to the Constitution of this Club shall be made only at the Annual General Meeting or at a Special General Meeting called for this specific purpose.

Section 2 Any member of the CEYSC may propose a change or amendment to the Constitution; however, such proposed change or amendment must be submitted to the Secretary at least thirty (30) days prior to the Annual General Meeting. Said proposals shall be in writing.

ARTICLE XXIII

Amendments to the By-Laws and Rules and Regulations can be made by the Executive Committee subject to thirty (30) days prior notification to all member and officers.

ARTICLE XXIV

Should this Club dissolve, all funds remaining after the payment of all legally incurred debts shall be donated.

Forms 990 / 990-EZ Return Summary

For calendar year 2021, or tax year beginning **05/01/21** , and ending **04/30/22**

77-0154817

CAMARILLO YOUTH SOCCER CLUB

Net Asset / Fund Balance at Beginning of Year 260,396

Revenue

Contributions			
Program service revenue		<u>1,526,655</u>	
Investment income		<u>55</u>	
Capital gain / loss			
Fundraising / Gaming:			
Gross revenue	<u>56,453</u>		
Direct expenses	<u>44,037</u>		
Net income		<u>12,416</u>	
Other income		<u>-12,233</u>	
Total revenue			<u>1,526,893</u>

Expenses

Program services		<u>1,236,712</u>	
Management and general		<u>124,641</u>	
Fundraising			
Total expenses			<u>1,361,353</u>
Excess / (deficit)			<u>165,540</u>

Changes

Net Asset / Fund Balance at End of Year 425,936

Reconciliation of Revenue

Total revenue per financial statements	
Less:	
Unrealized gains	
Donated services	
Recoveries	
Other	
Plus:	
Investment expenses	
Other	
Total revenue per return	<u><u>1,526,893</u></u>

Reconciliation of Expenses

Total expenses per financial statements	
Less:	
Donated services	
Prior year adjustments	
Losses	
Other	
Plus:	
Investment expenses	
Other	
Total expenses per return	<u><u>1,361,353</u></u>

Balance Sheet

	Beginning	Ending	Differences
Assets	<u>317,039</u>	<u>514,566</u>	
Liabilities	<u>56,643</u>	<u>88,630</u>	
Net assets	<u><u>260,396</u></u>	<u><u>425,936</u></u>	<u>165,540</u>

Miscellaneous Information

Amended return _____
 Return / extended due date 03/15/23
 Failure to file penalty _____

ELLSWORTH • STOUT

CPAs and Consultants

7881 W Charleston Blvd Ste 155
Las Vegas NV 89117-8326
702-871-2727

March 7, 2023

CONFIDENTIAL

CAMARILLO YOUTH SOCCER CLUB
7261 LOS COYOTES PLACE
CAMARILLO, CA 93012

Dear KATHLEEN:

We have prepared the following returns from information provided by you without verification or audit.

Return of Organization Exempt From Income Tax (Form 990)
Annual Registration Renewal Fee Report (Form RRF-1)
California Exempt Organization Annual Information Return (Form 199)

We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements. Attached are instructions for signing and filing each return. Please follow those instructions carefully.

Enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call.

Sincerely,

Ellsworth & Stout, LLC

ELLSWORTH • STOUT

CPAs and Consultants

7881 W Charleston Blvd Ste 155
Las Vegas NV 89117-8326
702-871-2727

March 7, 2023

CONFIDENTIAL

CAMARILLO YOUTH SOCCER CLUB
7261 LOS COYOTES PLACE
CAMARILLO, CA 93012

For professional services rendered in connection with the preparation of the following tax forms for year ending 4/30/22.

Tax Return	\$	950.00
STATE TAX RETURN		<u>250.00</u>
Amount due	\$	<u><u>1,200.00</u></u>

Filing Instructions

CAMARILLO YOUTH SOCCER CLUB

Exempt Organization Tax Return

Taxable Year Ended April 30, 2022

Date Due: March 15, 2023

Remittance: None is required. Your Form 990 for the tax year ended 4/30/22 shows no balance due.

Signature: You are using a Personal Identification Number (PIN) for signing your return electronically. Form 8879-TE, IRS *e-file* Signature Authorization for an Exempt Organization should be signed and dated by an authorized officer of the organization and emailed or faxed back to us or, mail it as soon as possible to:

Ellsworth & Stout CPAs
7881 W Charleston Blvd Ste 155
Las Vegas, NV 89117-8326

***Important:* Your return will not be filed with the IRS until the signed Form 8879-TE has been received by this office.**

Other: Your return is being filed electronically with the IRS and is not required to be mailed. If you Mail a paper copy of your return to the IRS it will delay the processing of your return.

CAMARILLO YOUTH SOCCER CLUB
7261 LOS COYOTES PLACE
CAMARILLO , CA 93012

Department of the Treasury
Internal Revenue Service Center
Ogden, UT 84201-0027



Form **8879-TE**

IRS e-file Signature Authorization for a Tax Exempt Entity

OMB No. 1545-0047

For calendar year 2021, or fiscal year beginning 5/01, 2021, and ending 4/30, 2022.

2021

Department of the Treasury
Internal Revenue Service
Name of filer

▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879TE for the latest information.**

EIN or SSN
77-0154817

Name and title of officer or person subject to tax **KATHLEEN KELLEY
PRESIDENT**

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here	▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	1,526,893
2a Form 990-EZ check here	▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here	▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here	▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here	▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a Form 5227 check here	▶ <input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a Form 5330 check here	▶ <input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a Form 8038-CP check here	▶ <input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize **ELLSWORTH & STOUT CPAS** to enter my PIN **11111** as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶ _____ Date ▶ **03/07/23**

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

88352889117

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **D. ELLSWORTH/J. REAFS** Date ▶ **03/07/23**

**ERO Must Retain This Form — See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

For Privacy Act and Paperwork Reduction Act Notice, see back of form.
DAA

Form **8879-TE** (2021)

Form **990**

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2021
Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2021 calendar year, or tax year beginning 05/01/21, and ending 04/30/22

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <p align="center">CAMARILLO YOUTH SOCCER CLUB</p> Doing business as EAGLES SOCCER CLUB Number and street (or P.O. box if mail is not delivered to street address) Room/suite 7261 LOS COYOTES PLACE City or town, state or province, country, and ZIP or foreign postal code CAMARILLO CA 93012	D Employer identification number <p align="center">77-0154817</p> E Telephone number <p align="center">805-443-8339</p> G Gross receipts\$ 1,585,254
F Name and address of principal officer: <p>KATHLEEN KELLEY 7261 LOS COYOTES PLACE CAMARILLO CA 93012</p>		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(c) Group exemption number ▶
J Website: ▶ WWW.EAGLESSC.COM		
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation: 1978 M State of legal domicile: CA

Part I Summary

	1 Briefly describe the organization's mission or most significant activities: SEE SCHEDULE O.			
Activities & Governance	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3 Number of voting members of the governing body (Part VI, line 1a)	3		
	4 Number of independent voting members of the governing body (Part VI, line 1b)	3		
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	0		
	6 Total number of volunteers (estimate if necessary)	1000		
	7a Total unrelated business revenue from Part VIII, column (C), line 12	0		
	7b Net unrelated business taxable income from Form 990-T, Part I, line 11	0		
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year	0
	9 Program service revenue (Part VIII, line 2g)	1,060,462	1,526,655	
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	49	55	
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	5,076	183	
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,065,587	1,526,893	
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)			0
	14 Benefits paid to or for members (Part IX, column (A), line 4)			0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	55,700	53,667	
	16a Professional fundraising fees (Part IX, column (A), line 11e)			0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0			
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	1,022,709	1,307,686	
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	1,078,409	1,361,353	
19 Revenue less expenses. Subtract line 18 from line 12	-12,822	165,540		
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year	514,566
	21 Total liabilities (Part X, line 26)	317,039	56,643	88,630
	22 Net assets or fund balances. Subtract line 21 from line 20	260,396	425,936	

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer <p align="center">KATHLEEN KELLEY</p> Type or print name and title	Date <p align="center">PRESIDENT</p>	
	Print/Type preparer's name D. ELLSWORTH/J. REAFS		
Paid Preparer Use Only	Preparer's signature D. ELLSWORTH/J. REAFS	Date 03/07/23	Check <input type="checkbox"/> if PTIN self-employed P02460030
	Firm's name ▶ ELLSWORTH & STOUT CPAS	Firm's EIN ▶ 26-1629859	
	Firm's address ▶ 7881 W CHARLESTON BLVD STE 155 LAS VEGAS, NV 89117-8326	Phone no. 702-871-2727	

May the IRS discuss this return with the preparer shown above? See instructions Yes No

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2021)

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

SEE SCHEDULE O.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 266,449 including grants of \$) (Revenue \$ 1,526,655)
THE EAGLES SOCCER CLUB COMPETES IN THE COAST SOCCER LEAGUE AND THE ACADEMY DEVELOPMENT LEAGUE. THE EAGLES ARE RANKED AS ONE OF THE TOP 20 SOCCER CLUBS IN SOUTHERN CALIFORNIA BY WWW.NATIONALSOCERRANKING.COM. THE EAGLES HOST SEVERAL FUNDRAISERS EACH YEAR, INCLUDING SOCCER AND GOLF TOURNAMENTS. THE EAGLES CONSIST OF MORE THAN 30 TEAMS AND 500 YOUTH PARTICIPANTS, AGES 8-19.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)
N/A

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)
N/A

4d Other program services (Describe on Schedule O.)
(Expenses \$ 970,263 including grants of \$) (Revenue \$)

4e Total program service expenses 1,236,712

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a	Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

Part IV Checklist of Required Schedules (continued)

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
b	A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)		Yes	No		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	0		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b			
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a			X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a			X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a			X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b			X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a			X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	Organizations that may receive deductible contributions under section 170(c).				
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a			
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b			
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c			
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e			
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f			
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g			
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h			
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			
9	Sponsoring organizations maintaining donor advised funds.				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			
10	Section 501(c)(7) organizations. Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	Section 501(c)(12) organizations. Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.				
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a			X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15			X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16			X
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17			

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members... 1b Enter the number of voting members... 2 Did any officer, director, trustee, or key employee have a family relationship... 3 Did the organization delegate control over management duties... 4 Did the organization make any significant changes to its governing documents... 5 Did the organization become aware during the year of a significant diversion of the organization's assets... 6 Did the organization have members or stockholders... 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? b Each committee with authority to act on behalf of the governing body? 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates? 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? 11b Describe on Schedule O the process, if any, used by the organization to review this Form 990. 12a Did the organization have a written conflict of interest policy? If "No," go to line 13 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done 13 Did the organization have a written whistleblower policy? 14 Did the organization have a written document retention and destruction policy? 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? 15a The organization's CEO, Executive Director, or top management official 15b Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions. 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed CA
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. [] Own website [X] Another's website [] Upon request [] Other (explain on Schedule O)
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records

KATHLEEN KELLEY 7261 LOS COYOTES PLACE CA 93012 805-443-8339
CAMARILLO

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) PAM TRACY REGISTRAR	35.00 0.00	X						41,667	0	0
(2) ROBERT DRESCHER VICE PRESIDENT	20.00 0.00	X						12,000	0	0
(3) KATHLEEN KELLEY PRESIDENT	20.00 0.00			X				0	0	0
(4)										
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f				
	g Noncash contributions included in lines 1a-1f	1g \$				
	h Total. Add lines 1a-1f					
Program Service Revenue	2a REGISTRATIONS	Business Code	1,320,657	1,320,657		
	b TOURNAMENTS		193,132	193,132		
	c MISC PROGRAM REVENUE		12,866	12,866		
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f		1,526,655			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		55	55		
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents	(i) Real				
		(ii) Personal				
	b Less: rental expenses	6b				
	c Rental inc. or (loss)	6c				
	d Net rental income or (loss)					
	7a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
	b Less: cost or other basis and sales exps.	7b				
c Gain or (loss)	7c					
d Net gain or (loss)						
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18		56,453				
	b Less: direct expenses	8b	44,037			
	c Net income or (loss) from fundraising events		12,416			
9a Gross income from gaming activities. See Part IV, line 19						
	b Less: direct expenses	9b				
	c Net income or (loss) from gaming activities					
10a Gross sales of inventory, less returns and allowances		2,091				
	b Less: cost of goods sold	10b	14,324			
	c Net income or (loss) from sales of inventory		-12,233	-12,233		
Miscellaneous Revenue	11a	Business Code				
	b					
	c					
	d All other revenue					
	e Total. Add lines 11a-11d					
12 Total revenue. See instructions			1,526,893	1,514,477	0	0

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	53,667	12,000	41,667	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	960,288	905,688	54,600	
12 Advertising and promotion	9,761	9,761		
13 Office expenses	3,679		3,679	
14 Information technology	21,737		21,737	
15 Royalties				
16 Occupancy				
17 Travel	36,601	36,601		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	6,213	6,213		
23 Insurance	2,958		2,958	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a FIELD MAINTENANCE	129,324	129,324		
b TOURNAMENTS	65,234	65,234		
c REGISTRATION	37,627	37,627		
d REFEREE	34,264	34,264		
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	1,361,353	1,236,712	124,641	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	312,336	1	494,454
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 76,090		
	b Less: accumulated depreciation	10b 55,978	4,703	10c 20,112
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)		317,039	16	514,566
Liabilities	17 Accounts payable and accrued expenses	-1,756	17	1,811
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	58,399	25	86,819
	26 Total liabilities. Add lines 17 through 25	56,643	26	88,630
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	260,396	27	425,936
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	260,396	32	425,936
33 Total liabilities and net assets/fund balances	317,039	33	514,566	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,526,893
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,361,353
3	Revenue less expenses. Subtract line 2 from line 1	3	165,540
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	260,396
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	425,936

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization CAMARILLO YOUTH SOCCER CLUB	Employer identification number 77-0154817
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Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2021

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Tax revenues levied for the organization's benefit; 3 The value of services or facilities furnished by a governmental unit; 4 Total. Add lines 1 through 3; 5 The portion of total contributions by each person; 6 Public support. Subtract line 5 from line 4.

Section B. Total Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 7 Amounts from line 4; 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 9 Net income from unrelated business activities; 10 Other income. Do not include gain or loss from the sale of capital assets; 11 Total support. Add lines 7 through 10; 12 Gross receipts from related activities, etc. (see instructions); 13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here.

Section C. Computation of Public Support Percentage

Table with 2 columns: Line number, Description. Rows include: 14 Public support percentage for 2021 (line 6, column (f) divided by line 11, column (f)); 15 Public support percentage from 2020 Schedule A, Part II, line 14; 16a 33 1/3% support test—2021; 16b 33 1/3% support test—2020; 17a 10%-facts-and-circumstances test—2021; 17b 10%-facts-and-circumstances test—2020; 18 Private foundation.

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	1,442,641	1,388,731	1,243,866	1,060,462	1,585,145	6,720,845
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	1,442,641	1,388,731	1,243,866	1,060,462	1,585,145	6,720,845
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						6,720,845

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6	1,442,641	1,388,731	1,243,866	1,060,462	1,585,145	6,720,845
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	272	264	180	49	55	820
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	272	264	180	49	55	820
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	1,442,913	1,388,995	1,244,046	1,060,511	1,585,200	6,721,665

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	99.99 %
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	99.98 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

- 11 Has the organization accepted a gift or contribution from any of the following persons?
 - a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?
 - b A family member of a person described on line 11a above?
 - c A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.*

	Yes	No
11a		
11b		
11c		

Section B. Type I Supporting Organizations

- 1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*
- 2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*

	Yes	No
1		
2		

Section C. Type II Supporting Organizations

- 1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*

	Yes	No
1		

Section D. All Type III Supporting Organizations

- 1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?
- 2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).*
- 3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.*

	Yes	No
1		
2		
3		

Section E. Type III Functionally Integrated Supporting Organizations

- 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
 - a The organization satisfied the Activities Test. *Complete line 2 below.*
 - b The organization is the parent of each of its supported organizations. *Complete line 3 below.*
 - c The organization supported a governmental entity. *Describe in Part VI how you supported a governmental entity (see instructions).*
- 2 Activities Test. *Answer lines 2a and 2b below.*
 - a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*
 - b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*
- 3 Parent of Supported Organizations. *Answer lines 3a and 3b below.*
 - a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in Part VI.*
 - b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in Part VI the role played by the organization in this regard.*

	Yes	No
2a		
2b		
3a		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	
Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D – Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required— <i>provide details in Part VI</i>)	
6 Other distributions (<i>describe in Part VI</i>). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	
9 Distributable amount for 2021 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required— <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021 Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

Employer identification number

CAMARILLO YOUTH SOCCER CLUB

77-0154817

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Description, Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year (sub-rows 2a-2d), 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Description, Amount. Rows include: 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items. 1b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X. 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

- | | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|--|------------------|----------------|--------------------|----------------------|---------------------|
| 1a Beginning of year balance | | | | | |
| b Contributions | | | | | |
| c Net investment earnings, gains, and losses | | | | | |
| d Grants or scholarships | | | | | |
| e Other expenditures for facilities and programs | | | | | |
| f Administrative expenses | | | | | |
| g End of year balance | | | | | |
- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment ▶ %
 - b Permanent endowment ▶ %
 - c Term endowment ▶ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|--------|----|
| (i) Unrelated organizations | 3a(i) | |
| (ii) Related organizations | 3a(ii) | |
| b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? | 3b | |
- 4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		76,090	55,978	20,112
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				20,112

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) CUSTODIAL ACCOUNTS - TEAM DEPOSITS	86,819
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	86,819

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

**SCHEDULE G
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

CAMARILLO YOUTH SOCCER CLUB

Employer identification number

77-0154817

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a Mail solicitations
- b Internet and email solicitations
- c Phone solicitations
- d In-person solicitations
- e Solicitation of non-government grants
- f Solicitation of government grants
- g Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? Yes No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

	(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
			Yes	No			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total					▶		

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

.....

.....

.....

.....

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		GOLF TOURNAMENT (event type)	(event type)	NONE (total number)	(add col. (a) through col. (c))
Revenue	1	Gross receipts	56,453		56,453
	2	Less: Contributions			
	3	Gross income (line 1 minus line 2)	56,453		56,453
Direct Expenses	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs			
	7	Food and beverages			
	8	Entertainment			
	9	Other direct expenses	44,037		44,037
	10	Direct expense summary. Add lines 4 through 9 in column (d)			
11	Net income summary. Subtract line 10 from line 3, column (d)				12,416

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
		1	Gross revenue		
Direct Expenses	2	Cash prizes			
	3	Noncash prizes			
	4	Rent/facility costs			
	5	Other direct expenses			
	6	Volunteer labor	<input type="checkbox"/> Yes <input type="checkbox"/> No %	<input type="checkbox"/> Yes <input type="checkbox"/> No %	<input type="checkbox"/> Yes <input type="checkbox"/> No %
7	Direct expense summary. Add lines 2 through 5 in column (d)				
8	Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities: _____
 a Is the organization licensed to conduct gaming activities in each of these states? Yes No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? Yes No

b If "Yes," explain: _____

**SCHEDULE O
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021**Open to Public
Inspection**

Name of the organization

CAMARILLO YOUTH SOCCER CLUB

Employer identification number

77-0154817

FORM 990 - ADDITIONAL INFORMATION**FORM 990 - ORGANIZATION'S MISSION:**

THE EAGLES SOCCER CLUB STRIVES TO PROVIDE AN ELITE ENVIRONMENT THAT ALLOWS OUR PLAYERS TO ACHIEVE HIS/HER POTENTIAL. WE PROVIDE QUALITY TRAINING THAT LEADS TO WINNING CHAMPIONSHIPS AND OPPORTUNITIES FOR PLAYERS TO PLAY AT THE NEXT LEVEL. ONE OF THE GREATEST PRIORITIES IS THE PLACEMENT OF PLAYERS AT THE TOP COLLEGE PROGRAMS IN THE COUNTRY AND ON THE UNITED STATES NATIONAL TEAMS.

AT THE EAGLES SOCCER CLUB YOU WILL EXPERIENCE A PROFESSIONALLY RUN ENVIRONMENT. IT IS OUR OBJECTIVE TO FOSTER A FEELING OF ACCOUNTABILITY FOR THE PLAYER, THE COACH, AND THE CLUB. WE BELIEVE IN HONESTY, TRUST, AND LOYALTY. WE BELIEVE IN THE DEVELOPMENT OF THE WHOLE PERSON, EMPHASIZING CHARACTER, DISCIPLINE, AND COMMITMENT. WE PROMOTE EXCELLENCE IN THE CLASSROOM, AS WELL AS ON THE SOCCER FIELD. WE WORK HARD TO KEEP COSTS TO A MINIMUM, WITH INCREASING EFFORTS TO PROVIDE SIGNIFICANT ASSISTANCE WITH FINANCIAL AID AND MERIT SCHOLARSHIPS. WE HOLD OURSELVES AND OUR MEMBERS TO A HIGHER STANDARD BY PROVIDING A PROFESSIONAL, ENJOYABLE, ORGANIZED, AND SUCCESSFUL CLUB.

FORM 990, PART III, LINE 4D - ALL OTHER ACCOMPLISHMENTS

THE EAGLES SOCCER CLUB COMPETES IN THE COAST SOCCER LEAGUE AND THE ACADEMY DEVELOPMENT LEAGUE. THE EAGLES ARE RANKED AS ONE OF THE TOP 20 SOCCER CLUBS IN SOUTHERN CALIFORNIA BY WWW.NATIONALSOCERRANKING.COM. THE EAGLES HOST SEVERAL FUNDERAISERS EACH YEAR, INCLUDING SOCCER AND GOLF TOURNAMENTS.

Name of the organization

Employer identification number

CAMARILLO YOUTH SOCCER CLUB

77-0154817

THE EAGLES CONSIST OF MORE THAN 30 TEAMS AND 500 YOUTH PARTICIPANTS, AGES 8-19.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990 TAX RETURN IS REVIEWED BY THE BOARD PRIOR TO FILING.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION AVAILABLE UPON REQUEST.

FORM 990, PART IX, LINE 11G - OTHER FEES FOR SERVICES

DESCRIPTION

TOT/PROG SERVICE

MGT & GENERAL

FUNDRAISING

OTHER FEES

\$ 905,688

\$ 54,600

\$ 0

Form **4562**

Department of the Treasury
Internal Revenue Service (99)

Depreciation and Amortization
(Including Information on Listed Property)

▶ Attach to your tax return.

▶ Go to www.irs.gov/Form4562 for instructions and the latest information.

OMB No. 1545-0172

2021

Attachment Sequence No. **179**

Name(s) shown on return **CAMARILLO YOUTH SOCCER CLUB** Identifying number **77-0154817**

Business or activity to which this form relates

INDIRECT DEPRECIATION

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,050,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,620,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2020 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2022. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2021	17	2,206
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

Section B—Assets Placed in Service During 2021 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property					
b	5-year property	16,077	5.0	HY	200DB	3,215
c	7-year property	5,545	7.0	HY	200DB	792
d	10-year property					
e	15-year property					
f	20-year property					
g	25-year property		25 yrs.		S/L	
h	Residential rental property		27.5 yrs.	MM	S/L	
i	Nonresidential real property		39 yrs.	MM	S/L	

Section C—Assets Placed in Service During 2021 Tax Year Using the Alternative Depreciation System

20a	Class life				S/L	
b	12-year		12 yrs.		S/L	
c	30-year		30 yrs.	MM	S/L	
d	40-year		40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	6,213
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

DAA

Form **4562** (2021)
THERE ARE NO AMOUNTS FOR PAGE 2

Year Ended: April 30, 2022

77-0154817

CAMARILLO YOUTH SOCCER CLUB
7261 LOS COYOTES PLACE
CAMARILLO, CA 93012

**Electing out of Bonus Depreciation Allowance
for 5-Year Property**

The above named taxpayer elects out of the first-year bonus depreciation allowance under IRC Section 168(k)(7) for all eligible 5-year depreciable property placed in service during the tax year.

Year Ended: April 30, 2022

77-0154817

CAMARILLO YOUTH SOCCER CLUB
7261 LOS COYOTES PLACE
CAMARILLO, CA 93012

**Electing out of Bonus Depreciation Allowance
for 7-Year Property**

The above named taxpayer elects out of the first-year bonus depreciation allowance under IRC Section 168(k)(7) for all eligible 7-year depreciable property placed in service during the tax year.

Federal Asset Report**Form 990, Page 1**

Asset	Description	Date In Service	Cost	Bus %	Sec 179 Bonus	Basis for Depr	Per Conv Meth	Prior	Current
5-year GDS Property:									
6	DELUXE GOALS	12/17/21	16,077			16,077	5 HY 200DB	0	3,215
			<u>16,077</u>			<u>16,077</u>		<u>0</u>	<u>3,215</u>
7-year GDS Property:									
5	GOLF CART	5/12/21	5,545			5,545	7 HY 200DB	0	792
			<u>5,545</u>			<u>5,545</u>		<u>0</u>	<u>792</u>
Prior MACRS:									
1	EQUIPMENT	10/01/15	41,524		X	20,762	5 HY 200DB	41,524	0
2	GOLF CART	3/20/17	8,364		X	4,182	7 HY 200DB	4,880	1,394
3	HI-POD CAMERA EQUIP	8/07/17	3,084		X	1,542	5 HY 200DB	2,314	513
4	GOALS	11/06/17	1,496		X	449	5 HY 200DB	1,047	299
			<u>54,468</u>			<u>26,935</u>		<u>49,765</u>	<u>2,206</u>
Grand Totals			76,090			48,557		49,765	6,213
Less: Dispositions and Transfers			0			0		0	0
Less: Start-up/Org Expense			0			0		0	0
Net Grand Totals			<u>76,090</u>			<u>48,557</u>		<u>49,765</u>	<u>6,213</u>

CA Asset Report**Form 990, Page 1**

Asset	Description	Date In Service	Cost	Basis for Depr	CA Prior	CA Current	Federal Current	Difference Fed - CA
5-year GDS Property:								
6	DELUXE GOALS	12/17/21	16,077	16,077	0	3,215	3,215	0
			<u>16,077</u>	<u>16,077</u>	<u>0</u>	<u>3,215</u>	<u>3,215</u>	<u>0</u>
7-year GDS Property:								
5	GOLF CART	5/12/21	5,545	5,545	0	792	792	0
			<u>5,545</u>	<u>5,545</u>	<u>0</u>	<u>792</u>	<u>792</u>	<u>0</u>
Prior MACRS:								
1	EQUIPMENT	10/01/15	41,524	41,524	41,524	0	0	0
2	GOLF CART	3/20/17	8,364	8,364	4,880	1,394	1,394	0
3	HI-POD CAMERA EQUIP	8/07/17	3,084	3,084	2,314	513	513	0
4	GOALS	11/06/17	1,496	1,496	1,047	299	299	0
			<u>54,468</u>	<u>54,468</u>	<u>49,765</u>	<u>2,206</u>	<u>2,206</u>	<u>0</u>
Grand Totals			76,090	76,090	49,765	6,213	6,213	0
Less: Dispositions			0	0	0	0	0	0
Less: Start-up/Org Expense			0	0	0	0	0	0
Net Grand Totals			<u>76,090</u>	<u>76,090</u>	<u>49,765</u>	<u>6,213</u>	<u>6,213</u>	<u>0</u>

AMT Asset Report

Form 990, Page 1

Asset	Description	Date In Service	Cost	Bus %	Sec 179 Bonus	Basis for Depr	Per Conv Meth	Prior	Current
5-year GDS Property:									
6	DELUXE GOALS	12/17/21	16,077			16,077	5 HY 200DB	0	3,215
			<u>16,077</u>			<u>16,077</u>		<u>0</u>	<u>3,215</u>
7-year GDS Property:									
5	GOLF CART	5/12/21	5,545			5,545	7 HY 200DB	0	792
			<u>5,545</u>			<u>5,545</u>		<u>0</u>	<u>792</u>
Prior MACRS:									
1	EQUIPMENT	10/01/15	41,524		X	20,762	5 HY 200DB	41,524	0
2	GOLF CART	3/20/17	8,364		X	4,182	7 HY 200DB	7,431	373
3	HI-POD CAMERA EQUIP	8/07/17	3,084		X	1,542	5 HY 200DB	2,602	321
4	GOALS	11/06/17	1,496		X	0	5 HY 200DB	1,496	0
			<u>54,468</u>			<u>26,486</u>		<u>53,053</u>	<u>694</u>
Grand Totals			76,090			48,108		53,053	4,701
Less: Dispositions and Transfers			0			0		0	0
Net Grand Totals			<u>76,090</u>			<u>48,108</u>		<u>53,053</u>	<u>4,701</u>

9692DE700 CAMARILLO YOUTH SOCCER CLUB

77-0154817

Bonus Depreciation Report

FYE: 4/30/2022

Form 990, Page 1

Asset	Property Description	Date In Service	Tax Cost	Bus Pct	Tax Sec 179 Exp	Current Bonus	Prior Bonus	Tax - Basis for Depr
1	EQUIPMENT	10/01/15	41,524		0	0	20,762	20,762
2	GOLF CART	3/20/17	8,364		0	0	4,182	4,182
3	HI-POD CAMERA EQUIP	8/07/17	3,084		0	0	1,542	1,542
4	GOALS	11/06/17	1,496		0	0	1,047	449
Grand Total			<u>54,468</u>		<u>0</u>	<u>0</u>	<u>27,533</u>	<u>26,935</u>

Depreciation Adjustment Report

All Business Activities

<u>Form</u>	<u>Unit</u>	<u>Asset</u>	<u>Description</u>	<u>Tax</u>	<u>AMT</u>	<u>AMT Adjustments/ Preferences</u>
<u>MACRS Adjustments:</u>						
Page 1	1	1	EQUIPMENT	0	0	0
Page 1	1	2	GOLF CART	1,394	373	1,021
Page 1	1	3	HI-POD CAMERA EQUIP	513	321	192
Page 1	1	4	GOALS	299	0	299
Page 1	1	5	GOLF CART	792	792	0
Page 1	1	6	DELUXE GOALS	3,215	3,215	0
				<u>6,213</u>	<u>4,701</u>	<u>1,512</u>

<u>Asset</u>	<u>Description</u>	<u>Date In Service</u>	<u>Cost</u>	<u>Tax</u>	<u>AMT</u>
Prior MACRS:					
1	EQUIPMENT	10/01/15	41,524	0	0
2	GOLF CART	3/20/17	8,364	1,393	373
3	HI-POD CAMERA EQUIP	8/07/17	3,084	257	161
4	GOALS	11/06/17	1,496	150	0
5	GOLF CART	5/12/21	5,545	1,358	1,358
6	DELUXE GOALS	12/17/21	16,077	5,145	5,145
			<u>76,090</u>	<u>8,303</u>	<u>7,037</u>
	Grand Totals		<u>76,090</u>	<u>8,303</u>	<u>7,037</u>

<u>Asset</u>	<u>Description</u>	<u>Date In Service</u>	<u>Cost</u>	<u>CA</u>
Prior MACRS:				
1	EQUIPMENT	10/01/15	41,524	0
2	GOLF CART	3/20/17	8,364	1,393
3	HI-POD CAMERA EQUIP	8/07/17	3,084	257
4	GOALS	11/06/17	1,496	150
5	GOLF CART	5/12/21	5,545	1,358
6	DELUXE GOALS	12/17/21	16,077	5,145
			<u>76,090</u>	<u>8,303</u>
	Grand Totals		<u>76,090</u>	<u>8,303</u>

Form 990	Two Year Comparison Report	2020 & 2021
For calendar year 2021, or tax year beginning 05/01/21 , ending 04/30/22		

Name _____ Taxpayer Identification Number _____

CAMARILLO YOUTH SOCCER CLUB

77-0154817

		2020	2021	Differences	
Revenue	1. Contributions, gifts, grants	1.			
	2. Membership dues and assessments	2.			
	3. Government contributions and grants	3.			
	4. Program service revenue	4.	1,060,462	1,526,655	466,193
	5. Investment income	5.	49	55	6
	6. Proceeds from tax exempt bonds	6.			
	7. Net gain or (loss) from sale of assets other than inventory	7.			
	8. Net income or (loss) from fundraising events	8.		12,416	12,416
	9. Net income or (loss) from gaming	9.			
	10. Net gain or (loss) on sales of inventory	10.		-12,233	-12,233
	11. Other revenue	11.	5,076		-5,076
	12. Total revenue. Add lines 1 through 11	12.	1,065,587	1,526,893	461,306
Expenses	13. Grants and similar amounts paid	13.			
	14. Benefits paid to or for members	14.			
	15. Compensation of officers, directors, trustees, etc.	15.	55,700	53,667	-2,033
	16. Salaries, other compensation, and employee benefits	16.			
	17. Professional fundraising fees	17.			
	18. Other professional fees	18.		960,288	960,288
	19. Occupancy, rent, utilities, and maintenance	19.			
	20. Depreciation and Depletion	20.		6,213	6,213
	21. Other expenses	21.	1,022,709	341,185	-681,524
	22. Total expenses. Add lines 13 through 21	22.	1,078,409	1,361,353	282,944
	23. Excess or (Deficit). Subtract line 22 from line 12	23.	-12,822	165,540	178,362
Other Information	24. Total exempt revenue	24.	1,526,893	1,526,893	
	25. Total unrelated revenue	25.			
	26. Total excludable revenue	26.		1,514,477	1,514,477
	27. Total assets	27.		514,566	514,566
	28. Total liabilities	28.		88,630	88,630
	29. Retained earnings	29.		425,936	425,936
	30. Number of voting members of governing body	30.	3	3	
31. Number of independent voting members of governing body	31.	3	3		
32. Number of employees	32.		0		
33. Number of volunteers	33.	690	1000		

Form 990T	Two Year Comparison Report	2020 & 2021
For calendar year 2021, or tax year beginning 05/01/21 , ending 04/30/22		

Name **CAMARILLO YOUTH SOCCER CLUB** Taxpayer Identification Number **77-0154817**

		2020	2021	Differences
Business Taxable Income	1. Number of unrelated business activities for this return	1		-1
	2. Unrelated business taxable income from all trades			
	3. Charitable contributions			
	4. Section 199A deduction (trusts only)			
	5. Taxable income before NOL loss			
	6. Net operating loss (pre-2018)			
	7. Specific deduction		1,000	1,000
	8. Unrelated business taxable income.			
Tax & Credits	9. Income tax (corporate or trust)			
	10. Proxy tax			
	11. Other taxes			
	12. Total taxes			
	13. Other credits			
	14. General business credit			
	15. Credit for prior year minimum tax			
	16. Total credits			
	17. Net tax after credits			
	18. Recapture taxes and 965 tax			
	19. Total Taxes			
Due/Refund	20. Prior year overpayment and estimated tax payments			
	21. Payment made with extension			
	22. Backup withholding and foreign withholding			
	23. Other payments			
	24. Total payments			
	25. Balance due/(Overpayment)			
	26. Overpayment applied to next year			
	27. Penalties			
	28. Total due/(Refund)			
29. Activity Losses NOL (Post-2017)				

Federal Statements

Form 990, Part IX, Line 11g - Other Fees for Service (Non-employee)

<u>Description</u>	<u>Total Expenses</u>	<u>Program Service</u>	<u>Management & General</u>	<u>Fund Raising</u>
OTHER FEES	\$ 960,288	\$ 905,688	\$ 54,600	\$
TOTAL	<u>\$ 960,288</u>	<u>\$ 905,688</u>	<u>\$ 54,600</u>	<u>\$ 0</u>

Federal Statements

Program service revenue

<u>Description</u>	<u>Amount</u>
REGISTRATIONS	\$ 1,320,657
TOURNAMENTS	193,132
MISC PROGRAM REVENUE	12,866
TOTAL	<u>\$ 1,526,655</u>

Form 199 Return Summary

For calendar year 2021, or tax year beginning **05/01/2021** , and ending **04/30/2022**

77-0154817

CAMARILLO YOUTH SOCCER CLUB

Gross sales / receipts	<u>1,585,254</u>	
Dues from members	<u> </u>	
Contributions / grants	<u> </u>	
Total costs	<u>14,324</u>	
Expenses	<u>1,405,390</u>	
Excess / (deficit)		<u><u>165,540</u></u>
Total payments	<u> </u>	
Penalties and interest	<u> </u>	
Use tax	<u> </u>	
Balance due		<u> </u>
Refund		<u><u> </u></u>

	Balance Sheet		
	Beginning	Ending	Differences
Assets	<u>317,039</u>	<u>514,566</u>	
Liabilities	<u>56,643</u>	<u>88,629</u>	
Net assets	<u><u>260,396</u></u>	<u><u>425,937</u></u>	<u><u>165,541</u></u>

Miscellaneous Information

Amended return

Return / extended due date 09/15/22

MAIL TO:
 Registry of Charitable Trusts
 P.O. Box 903447
 Sacramento, CA 94203-4470

STREET ADDRESS:
 1300 I Street
 Sacramento, CA 95814
 (916) 210-6400

WEBSITE ADDRESS:
 www.oag.ca.gov/charities

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

**Sections 12586 and 12587, California Government Code
 11 Cal. Code Regs. sections 301-306, 309, 311, and 312**

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

<p>CAMARILLO YOUTH SOCCER CLUB Name of Organization</p> <hr/> <p>List all DBAs and names the organization uses or has used 7261 LOS COYOTES PLACE Address (Number and Street)</p> <p>CAMARILLO CA 93012 City or Town, State, and ZIP Code</p> <p>805-443-8339 Telephone Number</p> <p>KLECLN@VERIZON.NET E-mail Address</p>	<p>Check if:</p> <p><input type="checkbox"/> Change of address</p> <p><input type="checkbox"/> Amended report</p> <hr/> <p>State Charity Registration Number _____</p> <p>Corporation or Organization No. 0846394</p> <p>Federal Employer ID No. 77-0154817</p>
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ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)
 Make Check Payable to Department of Justice

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than \$50,000	\$25	Between \$250,001 and \$1 million	\$100	Between \$20,000,001 and \$100 million	\$800
Between \$50,000 and \$100,000	\$50	Between \$1,000,001 and \$5 million	\$200	Between \$100,000,001 and \$500 million	\$1,000
Between \$100,001 and \$250,000	\$75	Between \$5,000,001 and \$20 million	\$400	Greater than \$500 million	\$1,200

PART A - ACTIVITIES

For your most recent full accounting period (beginning 05/01/21 ending 04/30/22) list:

Total Revenue \$ (including noncash contributions) 1,526,893 Noncash Contributions \$ 0 Total Assets \$ 514,566
 Program Expenses \$ 1,236,712 Total Expenses \$ 1,361,353

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		X
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		X
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		X
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		X
5. During this reporting period, did the organization receive any governmental funding?		X
6. During this reporting period, did the organization hold a raffle for charitable purposes?		X
7. Does the organization conduct a vehicle donation program?		X
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?		X
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		X

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

 Signature of Authorized Agent **KATHLEEN KELLEY** Printed Name **PRESIDENT** Title _____ Date

Form **990**

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2021
Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

A For the 2021 calendar year, or tax year beginning 05/01/21, and ending 04/30/22

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization <p align="center">CAMARILLO YOUTH SOCCER CLUB</p> Doing business as EAGLES SOCCER CLUB Number and street (or P.O. box if mail is not delivered to street address) Room/suite 7261 LOS COYOTES PLACE City or town, state or province, country, and ZIP or foreign postal code CAMARILLO CA 93012		D Employer identification number <p align="center">77-0154817</p>
	E Telephone number <p align="center">805-443-8339</p>		G Gross receipts\$ 1,585,254
	F Name and address of principal officer: KATHLEEN KELLEY 7261 LOS COYOTES PLACE CAMARILLO CA 93012		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
	I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(c) Group exemption number ▶
J Website: ▶ WWW.EAGLESSC.COM			L Year of formation: 1978
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		M State of legal domicile: CA	

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: SEE SCHEDULE O.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets. 3 Number of voting members of the governing body (Part VI, line 1a)	3	3
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	3
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	0
	6 Total number of volunteers (estimate if necessary)	6	1000
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	7b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	1,060,462	1,526,655
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	49	55
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	5,076	183
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,065,587	1,526,893
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	55,700	53,667
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶	0	
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	1,022,709	1,307,686
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	1,078,409	1,361,353	
19 Revenue less expenses. Subtract line 18 from line 12	-12,822	165,540	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	317,039	514,566
	22 Net assets or fund balances. Subtract line 21 from line 20	56,643	88,630
		260,396	425,936

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer KATHLEEN KELLEY Type or print name and title	Date PRESIDENT
	Print/Type preparer's name D. ELLSWORTH/J. REAFS	Preparer's signature D. ELLSWORTH/J. REAFS
Paid Preparer Use Only	Check <input type="checkbox"/> if self-employed <input type="checkbox"/> PTIN P02460030	Firm's EIN ▶ 26-1629859
	Firm's name ▶ ELLSWORTH & STOUT CPAS	Phone no. 702-871-2727
	Firm's address ▶ 7881 W CHARLESTON BLVD STE 155 LAS VEGAS, NV 89117-8326	

May the IRS discuss this return with the preparer shown above? See instructions Yes No

For Paperwork Reduction Act Notice, see the separate instructions.

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

SEE SCHEDULE O.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 266,449 including grants of \$) (Revenue \$ 1,526,655)
THE EAGLES SOCCER CLUB COMPETES IN THE COAST SOCCER LEAGUE AND THE ACADEMY DEVELOPMENT LEAGUE. THE EAGLES ARE RANKED AS ONE OF THE TOP 20 SOCCER CLUBS IN SOUTHERN CALIFORNIA BY WWW.NATIONALSOCCERRANKING.COM. THE EAGLES HOST SEVERAL FUNDRAISERS EACH YEAR, INCLUDING SOCCER AND GOLF TOURNAMENTS. THE EAGLES CONSIST OF MORE THAN 30 TEAMS AND 500 YOUTH PARTICIPANTS, AGES 8-19.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)
N/A

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)
N/A

4d Other program services (Describe on Schedule O.)
(Expenses \$ 970,263 including grants of \$) (Revenue \$)

4e Total program service expenses 1,236,712

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a	Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

Part IV Checklist of Required Schedules (continued)

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
b	A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)		Yes	No		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	0		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b			
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a			X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a			X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a			X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b			X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a			X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	Organizations that may receive deductible contributions under section 170(c).				
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a			
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b			
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c			
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e			
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f			
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g			
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h			
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			
9	Sponsoring organizations maintaining donor advised funds.				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			
10	Section 501(c)(7) organizations. Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	Section 501(c)(12) organizations. Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.				
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a			X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15			X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16			X
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17			

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a Enter the number of voting members... (3), 1b Enter the number of voting members... (3), 2 Did any officer, director, trustee, or key employee have a family relationship... (X), 3 Did the organization delegate control over management duties... (X), 4 Did the organization make any significant changes to its governing documents... (X), 5 Did the organization become aware during the year of a significant diversion of the organization's assets? (X), 6 Did the organization have members or stockholders? (X), 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? (X), 7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? (X), 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: a The governing body? (X), b Each committee with authority to act on behalf of the governing body? (X), 9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O (X)

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a Did the organization have local chapters, branches, or affiliates? (X), 10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? (), 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? (X), 11b Describe on Schedule O the process, if any, used by the organization to review this Form 990. (), 12a Did the organization have a written conflict of interest policy? If "No," go to line 13 (X), 12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? (), 12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done (), 13 Did the organization have a written whistleblower policy? (X), 14 Did the organization have a written document retention and destruction policy? (X), 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? a The organization's CEO, Executive Director, or top management official (X), b Other officers or key employees of the organization (X), 15b If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions. (), 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? (X), 16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? ()

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed CA
18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply. [] Own website [X] Another's website [] Upon request [] Other (explain on Schedule O)
19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records

KATHLEEN KELLEY 7261 LOS COYOTES PLACE CA 93012 805-443-8339
CAMARILLO

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) PAM TRACY REGISTRAR	35.00 0.00	X						41,667	0	0
(2) ROBERT DRESCHER VICE PRESIDENT	20.00 0.00	X						12,000	0	0
(3) KATHLEEN KELLEY PRESIDENT	20.00 0.00			X				0	0	0
(4)										
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f					
	g Noncash contributions included in lines 1a-1f	1g \$					
	h Total. Add lines 1a-1f						
Program Service Revenue	2a REGISTRATIONS	Business Code	1,320,657	1,320,657			
	b TOURNAMENTS		193,132	193,132			
	c MISC PROGRAM REVENUE		12,866	12,866			
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f		1,526,655				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		55	55			
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a Gross rents	(i) Real					
		(ii) Personal					
	b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c					
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory	(i) Securities					
		(ii) Other					
	b Less: cost or other basis and sales exps.	7b					
c Gain or (loss)	7c						
d Net gain or (loss)							
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18		56,453					
	b Less: direct expenses	8b	44,037				
	c Net income or (loss) from fundraising events		12,416				
9a Gross income from gaming activities. See Part IV, line 19							
	b Less: direct expenses	9b					
c Net income or (loss) from gaming activities							
10a Gross sales of inventory, less returns and allowances		2,091					
	b Less: cost of goods sold	10b	14,324				
c Net income or (loss) from sales of inventory		-12,233	-12,233				
Miscellaneous Revenue	11a	Business Code					
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions			1,526,893	1,514,477	0	0	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	53,667	12,000	41,667	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	960,288	905,688	54,600	
12 Advertising and promotion	9,761	9,761		
13 Office expenses	3,679		3,679	
14 Information technology	21,737		21,737	
15 Royalties				
16 Occupancy				
17 Travel	36,601	36,601		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	6,213	6,213		
23 Insurance	2,958		2,958	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a FIELD MAINTENANCE	129,324	129,324		
b TOURNAMENTS	65,234	65,234		
c REGISTRATION	37,627	37,627		
d REFEREE	34,264	34,264		
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	1,361,353	1,236,712	124,641	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	312,336	1	494,454
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 76,090		
	b Less: accumulated depreciation	10b 55,978	4,703	10c 20,112
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)		317,039	16	514,566
Liabilities	17 Accounts payable and accrued expenses	-1,756	17	1,811
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	58,399	25	86,819
	26 Total liabilities. Add lines 17 through 25	56,643	26	88,630
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	260,396	27	425,936
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	260,396	32	425,936
33 Total liabilities and net assets/fund balances	317,039	33	514,566	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,526,893
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,361,353
3	Revenue less expenses. Subtract line 2 from line 1	3	165,540
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	260,396
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	425,936

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization CAMARILLO YOUTH SOCCER CLUB	Employer identification number 77-0154817
--	---

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2021

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 1 Gifts, grants, contributions, and membership fees received; 2 Tax revenues levied for the organization's benefit; 3 The value of services or facilities furnished by a governmental unit; 4 Total. Add lines 1 through 3; 5 The portion of total contributions by each person; 6 Public support. Subtract line 5 from line 4.

Section B. Total Support

Table with 7 columns: (a) 2017, (b) 2018, (c) 2019, (d) 2020, (e) 2021, (f) Total. Rows include: 7 Amounts from line 4; 8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources; 9 Net income from unrelated business activities; 10 Other income. Do not include gain or loss from the sale of capital assets; 11 Total support. Add lines 7 through 10; 12 Gross receipts from related activities, etc. (see instructions); 13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here.

Section C. Computation of Public Support Percentage

Table with 2 columns: Percentage, %. Rows include: 14 Public support percentage for 2021 (line 6, column (f) divided by line 11, column (f)); 15 Public support percentage from 2020 Schedule A, Part II, line 14; 16a 33 1/3% support test—2021; b 33 1/3% support test—2020; 17a 10%-facts-and-circumstances test—2021; b 10%-facts-and-circumstances test—2020; 18 Private foundation.

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	1,442,641	1,388,731	1,243,866	1,060,462	1,585,145	6,720,845
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	1,442,641	1,388,731	1,243,866	1,060,462	1,585,145	6,720,845
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						6,720,845

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6	1,442,641	1,388,731	1,243,866	1,060,462	1,585,145	6,720,845
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	272	264	180	49	55	820
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	272	264	180	49	55	820
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)	1,442,913	1,388,995	1,244,046	1,060,511	1,585,200	6,721,665

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	99.99 %
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	99.98 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. <i>Complete line 2 below.</i>		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. <i>Complete line 3 below.</i>		
c <input type="checkbox"/> The organization supported a governmental entity. <i>Describe in Part VI how you supported a governmental entity (see instructions).</i>		
2 Activities Test. <i>Answer lines 2a and 2b below.</i>		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations. <i>Answer lines 3a and 3b below.</i>		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	
Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D – Distributions		Current Year	
1	Amounts paid to supported organizations to accomplish exempt purposes		
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity		
3	Administrative expenses paid to accomplish exempt purposes of supported organizations		
4	Amounts paid to acquire exempt-use assets		
5	Qualified set-aside amounts (prior IRS approval required— <i>provide details in Part VI</i>)		
6	Other distributions (<i>describe in Part VI</i>). See instructions.		
7	Total annual distributions. Add lines 1 through 6.		
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.		
9	Distributable amount for 2021 from Section C, line 6		
10	Line 8 amount divided by line 9 amount		
Section E – Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2021
1	Distributable amount for 2021 from Section C, line 6		(iii) Distributable Amount for 2021
2	Underdistributions, if any, for years prior to 2021 (reasonable cause required— <i>explain in Part VI</i>). See instructions.		
3	Excess distributions carryover, if any, to 2021		
a	From 2016		
b	From 2017		
c	From 2018		
d	From 2019		
e	From 2020		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2021 distributable amount		
i	Carryover from 2016 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2021 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2021 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
6	Remaining underdistributions for 2021 Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
7	Excess distributions carryover to 2022. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2017		
b	Excess from 2018		
c	Excess from 2019		
d	Excess from 2020		
e	Excess from 2021		

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

Employer identification number

CAMARILLO YOUTH SOCCER CLUB

77-0154817

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Description, Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Description, Amount. Rows include: 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items. 1b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X. 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a Public exhibition
 - b Scholarly research
 - c Preservation for future generations
 - d Loan or exchange program
 - e Other
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|---------------------------------------|--------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ▶ %
- b Permanent endowment ▶ %
- c Term endowment ▶ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) Unrelated organizations	3a(i)	
(ii) Related organizations	3a(ii)	
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		76,090	55,978	20,112
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				20,112

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) CUSTODIAL ACCOUNTS - TEAM DEPOSITS	86,819
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	86,819

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

**SCHEDULE G
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

CAMARILLO YOUTH SOCCER CLUB

Employer identification number

77-0154817

Part I Fundraising Activities. Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a Mail solicitations
- b Internet and email solicitations
- c Phone solicitations
- d In-person solicitations
- e Solicitation of non-government grants
- f Solicitation of government grants
- g Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? Yes No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

	(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
			Yes	No			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total					▶		

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

.....

.....

.....

.....

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		GOLF TOURNAMENT		NONE	(add col. (a) through col. (c))
		(event type)	(event type)	(total number)	
Revenue	1	Gross receipts	56,453		56,453
	2	Less: Contributions			
	3	Gross income (line 1 minus line 2)	56,453		56,453
Direct Expenses	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs			
	7	Food and beverages			
	8	Entertainment			
	9	Other direct expenses	44,037		44,037
	10	Direct expense summary. Add lines 4 through 9 in column (d)			
11	Net income summary. Subtract line 10 from line 3, column (d)				12,416

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))	
Revenue	1	Gross revenue				
Direct Expenses	2	Cash prizes				
	3	Noncash prizes				
	4	Rent/facility costs				
	5	Other direct expenses				
	6	Volunteer labor	<input type="checkbox"/> Yes % <input type="checkbox"/> No	<input type="checkbox"/> Yes % <input type="checkbox"/> No	<input type="checkbox"/> Yes % <input type="checkbox"/> No	
	7	Direct expense summary. Add lines 2 through 5 in column (d)				
	8	Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities: _____
 a Is the organization licensed to conduct gaming activities in each of these states? Yes No

b If "No," explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? Yes No

b If "Yes," explain: _____

**SCHEDULE O
(Form 990)**Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021**Open to Public
Inspection**

Name of the organization

CAMARILLO YOUTH SOCCER CLUB

Employer identification number

77-0154817

FORM 990 - ADDITIONAL INFORMATION**FORM 990 - ORGANIZATION'S MISSION:**

THE EAGLES SOCCER CLUB STRIVES TO PROVIDE AN ELITE ENVIRONMENT THAT ALLOWS OUR PLAYERS TO ACHIEVE HIS/HER POTENTIAL. WE PROVIDE QUALITY TRAINING THAT LEADS TO WINNING CHAMPIONSHIPS AND OPPORTUNITIES FOR PLAYERS TO PLAY AT THE NEXT LEVEL. ONE OF THE GREATEST PRIORITIES IS THE PLACEMENT OF PLAYERS AT THE TOP COLLEGE PROGRAMS IN THE COUNTRY AND ON THE UNITED STATES NATIONAL TEAMS.

AT THE EAGLES SOCCER CLUB YOU WILL EXPERIENCE A PROFESSIONALLY RUN ENVIRONMENT. IT IS OUR OBJECTIVE TO FOSTER A FEELING OF ACCOUNTABILITY FOR THE PLAYER, THE COACH, AND THE CLUB. WE BELIEVE IN HONESTY, TRUST, AND LOYALTY. WE BELIEVE IN THE DEVELOPMENT OF THE WHOLE PERSON, EMPHASIZING CHARACTER, DISCIPLINE, AND COMMITMENT. WE PROMOTE EXCELLENCE IN THE CLASSROOM, AS WELL AS ON THE SOCCER FIELD. WE WORK HARD TO KEEP COSTS TO A MINIMUM, WITH INCREASING EFFORTS TO PROVIDE SIGNIFICANT ASSISTANCE WITH FINANCIAL AID AND MERIT SCHOLARSHIPS. WE HOLD OURSELVES AND OUR MEMBERS TO A HIGHER STANDARD BY PROVIDING A PROFESSIONAL, ENJOYABLE, ORGANIZED, AND SUCCESSFUL CLUB.

FORM 990, PART III, LINE 4D - ALL OTHER ACCOMPLISHMENTS

THE EAGLES SOCCER CLUB COMPETES IN THE COAST SOCCER LEAGUE AND THE ACADEMY DEVELOPMENT LEAGUE. THE EAGLES ARE RANKED AS ONE OF THE TOP 20 SOCCER CLUBS IN SOUTHERN CALIFORNIA BY WWW.NATIONALSOCERRANKING.COM. THE EAGLES HOST SEVERAL FUNDERAISERS EACH YEAR, INCLUDING SOCCER AND GOLF TOURNAMENTS.

Name of the organization

Employer identification number

CAMARILLO YOUTH SOCCER CLUB

77-0154817

THE EAGLES CONSIST OF MORE THAN 30 TEAMS AND 500 YOUTH PARTICIPANTS, AGES 8-19.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990 TAX RETURN IS REVIEWED BY THE BOARD PRIOR TO FILING.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION AVAILABLE UPON REQUEST.

FORM 990, PART IX, LINE 11G - OTHER FEES FOR SERVICES

DESCRIPTION

TOT/PROG SERVICE

MGT & GENERAL

FUNDRAISING

OTHER FEES

\$ 905,688

\$ 54,600

\$ 0

034

Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR
2021

California e-file Return Authorization for Exempt Organizations

FORM
8453-EO

Exempt Organization name CAMARILLO YOUTH SOCCER CLUB	Identifying number 77-0154817
--	---

Part I Electronic Return Information (whole dollars only)

1 Total gross receipts (Form 199, line 4)	1	1,585,254
2 Total gross income (Form 199, line 8)	2	1,570,930
3 Total expenses and disbursements (Form 199, line 9)	3	1,405,390

Part II Settle Your Account Electronically for Taxable Year 2021

4 Electronic funds withdrawal 4a Amount _____ 4b Withdrawal date (mm/dd/yyyy) _____



Part III Banking Information (Have you verified the exempt organization's banking information?)

5 Routing number _____
6 Account number _____ 7 Type of account: Checking Savings

Part IV Declaration of Officer


I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2021 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**


Sign Here  03/07/23  **PRESIDENT**
Signature of officer Date Title

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2021 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO Must Sign	ERO's signature  D. ELLSWORTH/J. REAFS	Date 03/07/23	Check if also paid preparer <input checked="" type="checkbox"/>	Check if self-employed <input type="checkbox"/>	ERO's PTIN P02460030
	Firm's name (or yours if self-employed) and address ELLSWORTH & STOUT CPAS 7881 W CHARLESTON BLVD STE 155 LAS VEGAS NV	Firm's FEIN 26-1629859	ZIP code 89117-8326		

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

Paid Preparer Must Sign	Paid preparer's signature 	Date	Check if self-employed <input type="checkbox"/>	Paid preparer's PTIN
	Firm's name (or yours if self-employed) and address	Firm's FEIN	ZIP code	

TAXABLE YEAR **2021** **California Exempt Organization**
Annual Information Return

FORM

199

Calendar Year 2021 or fiscal year beginning (mm/dd/yyyy) 05/01/2021, and ending (mm/dd/yyyy) 04/30/2022

Corporation/Organization name CAMARILLO YOUTH SOCCER CLUB		California corporation number 0846394
Additional information. See instructions. EAGLES SOCCER CLUB		FEIN 77-0154817
Street address (suite or room) 7261 LOS COYOTES PLACE		PMB no.
City CAMARILLO	State CA	Zip code 93012
Foreign country name	Foreign province/state/county	Foreign postal code

<p>A First return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>B Amended return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>C IRC Section 4947(a)(1) trust <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>D Final information return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date: (mm/dd/yyyy) ● _____</p> <p>E Check accounting method: (1) <input type="checkbox"/> Cash (2) <input checked="" type="checkbox"/> Accrual (3) <input type="checkbox"/> Other</p> <p>F Federal return filed? (1) <input type="checkbox"/> 990T (2) <input type="checkbox"/> 990PF (3) <input type="checkbox"/> Sch H (990) (4) <input type="checkbox"/> Other 990 series</p> <p>G Is this a group filing? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>H Is this organization in a group exemption <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," what is the parent's name? _____</p>	<p>I Did the organization have any changes to its guidelines not reported to the FTB? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. N/A <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>K Is the organization exempt under R&TC Section 23701g? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," enter the gross receipts from nonmember sources \$ _____</p> <p>L Is the organization a limited liability company? ... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>M Did the organization file Form 100 or Form 109 to report taxable income? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>N Is the organization under audit by the IRS or has the IRS audited in a prior year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>O Is federal Form 1023/1024 pending? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date filed with IRS _____</p>
---	--

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1 Gross sales or receipts from other sources. From Side 2, Part II, line 8	● 1	1,585,254	00
	2 Gross dues and assessments from members and affiliates	● 2		00
	3 Gross contributions, gifts, grants, and similar amounts received	● 3		00
	4 Total gross receipts for filing requirement test. Add line 1 through line 3.			
	This line must be completed. If the result is less than \$50,000, see General Information B ●	● 4	1,585,254	00
	5 Cost of goods sold	● 5	14,324	00
	6 Cost or other basis, and sales expenses of assets sold	● 6		00
	7 Total costs. Add line 5 and line 6	● 7	14,324	00
8 Total gross income. Subtract line 7 from line 4	● 8	1,570,930	00	
Expenses	9 Total expenses and disbursements. From Side 2, Part II, line 18	● 9	1,405,390	00
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	● 10	165,540	00
Filing Fee	11 Total payments	● 11		00
	12 Use tax. See General Information K	● 12		00
	13 Payments balance. If line 11 is more than line 12, subtract line 12 from line 11	● 13		00
	14 Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	● 14		00
	15 Penalties and interest. See General Information J	● 15		00
	16 Balance due. Add line 12, and line 15. Then subtract line 11 from the result	● 16		00
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
	Signature of officer ▶	Title PRESIDENT	Date	Telephone 805-443-8339
Paid Preparer's Use Only	Preparer's signature ▶ D. ELLSWORTH/J. REAFS	Date 03/07/2023	Check if self-employed <input type="checkbox"/>	PTIN P02460030
	Firm's name (or yours, if self-employed) and address ELLSWORTH & STOUT CPAS 7881 W CHARLESTON BLVD STE 155 LAS VEGAS, NV 89117-8326			Firm's FEIN 26-1629859 Telephone 702-871-2727
	May the FTB discuss this return with the preparer shown above? See instructions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

CAMARILLO YOUTH SOCCER CLUB
77-0154817

Part II Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts — complete Part II or furnish substitute information.

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	1	1,528,746	00
	2	Interest	2	55	00
	3	Dividends	3		00
	4	Gross rents	4		00
	5	Gross royalties	5		00
	6	Gross amount received from sale of assets (See instructions)	6		00
	7	Other income. Attach schedule SEE STATEMENT 1	7	56,453	00
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	1,585,254	00
Expenses and Disbursements	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	9		00
	10	Disbursements to or for members	10		00
	11	Compensation of officers, directors, and trustees. Attach schedule SEE STATEMENT 2	11	53,667	00
	12	Other salaries and wages	12		00
	13	Interest	13		00
	14	Taxes	14		00
	15	Rents	15		00
	16	Depreciation and depletion (See instructions)	16	6,213	00
	17	Other expenses and disbursements. Attach schedule SEE STATEMENT 3	17	1,345,510	00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18	1,405,390	00

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
Assets					
1	Cash		312,336		494,454
2	Net accounts receivable				
3	Net notes receivable				
4	Inventories				
5	Federal and state government obligations				
6	Investments in other bonds				
7	Investments in stock				
8	Mortgage loans				
9	Other investments. Attach schedule				
10 a	Depreciable assets	54,468		76,090	
b	Less accumulated depreciation	49,765	4,703	55,978	20,112
11	Land				
12	Other assets. Attach schedule				
13	Total assets		317,039		514,566
Liabilities and net worth					
14	Accounts payable		-1,756		1,811
15	Contributions, gifts, or grants payable				
16	Bonds and notes payable				
17	Mortgages payable				
18	Other liabilities. Attach schedule STMT 4		58,399		86,819
19	Capital stock or principal fund				
20	Paid-in or capital surplus. Attach reconciliation				
21	Retained earnings or income fund		260,396		425,936
22	Total liabilities and net worth		317,039		514,566

Schedule M-1 Reconciliation of income per books with income per return				
Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.				
1	Net income per books	165,540	7	Income recorded on books this year not included in this return. Attach schedule
2	Federal income tax		8	Deductions in this return not charged against book income this year. Attach schedule
3	Excess of capital losses over capital gains		9	Total. Add line 7 and line 8
4	Income not recorded on books this year. Attach schedule		10	Net income per return. Subtract line 9 from line 6
5	Expenses recorded on books this year not deducted in this return. Attach schedule			
6	Total. Add line 1 through line 5	165,540		165,540

California Statements

Statement 1 - Form 199, Part II, Line 7 - Other Income

<u>Description</u>	<u>Amount</u>
GOLF TOURNAMENT	\$ 56,453
TOTAL	<u>\$ 56,453</u>

9692DE700 CAMARILLO YOUTH SOCCER CLUB
 77-0154817
 FYE: 4/30/2022

California Statements

Statement 2 - Form 199, Part II, Line 11 - Officer Compensation

Name	Address			Avg Hrs	Compensation Amount
	City	State	Zip	Title	
PAM TRACY	CAMARILLO	CA	93012	7261 LOS COYOTES PLACE REGISTRAR	35.00 41,667
ROBERT DRESCHER	CAMARILLO	CA	93012	7261 LOS COYOTES PLACE VICE PRESIDENT	20.00 12,000
KATHLEEN KELLEY	CAMARILLO	CA	93012	7261 LOS COYOTES PLACE PRESIDENT	20.00 53,667
TOTAL					53,667

Statement 3 - Form 199, Part II, Line 17 - Other Expenses

<u>Description</u>	<u>Amount</u>
	\$
GOLF TOURNAMENT	44,037
OTHER PROFESSIONAL	960,288
TRAVEL	36,601
FIELD MAINTENANCE	129,324
REGISTRATION	37,627
REFEREE	34,264
TOURNAMENTS	65,234
ADVERTISING, PROMOTION	9,761
OFFICE	3,679
INFORMATION TECHNOLOGY	21,737
INSURANCE	2,958
TOTAL	<u>\$ 1,345,510</u>

Statement 4 - Form 199, Schedule L, Line 18 - Other Liabilities

<u>Description</u>	<u>Beginning of Year</u>	<u>End of Year</u>
CUSTODIAL ACCOUNTS - TEAM DEPOSITS	\$ 58,399	\$ 86,819
TOTAL	<u>\$ 58,399</u>	<u>\$ 86,819</u>

TAXABLE YEAR

Corporation Depreciation and Amortization

CALIFORNIA FORM

2021

3885

Attach to Form 100 or Form 100W. **FORM 199**

Corporation name CAMARILLO YOUTH SOCCER CLUB	California corporation number 0846394
--	---

Part I Election To Expense Certain Property Under IRC Section 179

1 Maximum deduction under IRC Section 179 for California	1	
2 Total cost of IRC Section 179 property placed in service	2	
3 Threshold cost of IRC Section 179 property before reduction in limitation	3	
4 Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5 Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0-	5	
6		
(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7 Listed property (elected IRC Section 179 cost)		
8 Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7		
9 Tentative deduction. Enter the smaller of line 5 or line 8		
10 Carryover of disallowed deduction from prior taxable years		
11 Business income limitation. Enter the smaller of business income (not less than zero) or line 5		
12 IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11		
13 Carryover of disallowed deduction to 2022. Add line 9 and line 10, less line 12		

Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&TC Section 24356

(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Depreciation allowed or allowable in earlier years	(e) Depreciation method	(f) Life or rate	(g) Depreciation for this year	(h) Additional first year depreciation
14 SEE STATEMENT 1		1				6,213	
15 Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h)						15	6,213

Part III Summary

16 Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g) or Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h) or Depreciation (if no election is made), enter the amount from line 15, column (g)	16	6,213
17 Total depreciation claimed for federal purposes from federal Form 4562, line 22	17	
18 Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary)	18	

Part IV Amortization

(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Amortization allowed or allowable in earlier years	(e) R&TC Section (see instructions)	(f) Period or percentage	(g) Amortization for this year
19						
20 Total. Add the amounts in column (g)						20
21 Total amortization claimed for federal purposes from federal Form 4562, line 44						21
22 Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12						22

California Statements

Indirect Depreciation

Statement 1 - Form 3885, Part II, Line 14 - Depreciation Detail Information

Description	Date Acquired	Cost / Basis	Accum Depr	Method	Life / Rate	Current Depr	Add'l 1st Year
GOLF CART	5/12/21	\$ 5,545	\$	MACRS	7	\$ 792	\$
DELUXE GOALS	12/17/21	16,077		MACRS	5	3,215	
GOLF CART	3/20/17	8,364	4,880	MACRS	7	1,394	
HI-POD CAMERA EQUIP	8/07/17	3,084	2,314	MACRS	5	513	
GOALS	11/06/17	1,496	1,047	MACRS	5	299	
TOTAL		<u>\$ 34,566</u>	<u>\$ 8,241</u>			<u>\$ 6,213</u>	<u>\$ 0</u>

**PLEASANT VALLEY RECREATION & PARK DISTRICT
COMMUNITY SERVICE ORGANIZATION
ANNUAL UPDATE FORM**

NAME OF ORGANIZATION: Pleasant Valley Swim Team

A representative from your Organization must attend the following PVRPD Board meeting on:
Wednesday, September 6, 2023 at 6pm at the City of Camarillo Council Chambers

OFFICERS	NAME	ADDRESS	PHONE
President	<u>Amy Patterson</u>	<u>1704 Santo Domingo, Camarillo, CA 93012</u>	<u>559-709-3455</u>
Vice President	<u>Abby Singleton</u>	<u>3798 Hedge Lane, Camarillo, CA 93012</u>	<u>714-345-3590</u>
Treasurer	<u>Nicole Goodwin</u>	<u>3713 Islander Walk, Oxnard, CA 93035</u>	<u>619-861-1714</u>
Secretary	<u>Sonia Gonzalez</u>	<u>1779 Coachman Dr., Camarillo, CA 93012</u>	<u>805-479-3243</u>

Number of Participants last year: _____ Primary season: ave 103 Secondary Season: ave 94
 Projected number of participants in upcoming year: _____ Primary season: ave 114 Secondary Season: ave 95

What day and time are Board Meetings held? Day: 3rd Tues (typically) Time: 5:00
 Address where Board Meetings are held? PVAC 1030 Temple Ave or ACHS pool deck 4660 Mission Oaks Blvd
 Are Board Members elected or appointed? Elected: √ Appointed: _____
 When are new Board Members elected? Month: October
 When are new Board Members installed? Month: October


Organization must attach a copy of current By-Laws and IRS Form 990 when submitting this form

Changes Organization has made from previous year:
We hired a new Head Coach (Emma Lythgoe) and additional Assistant Coaches. We re-branded our logo (adding a mascot – Stingers) and restructured our swim groups. Coach Emma has brought new energy to our club and has caused our membership to increase since the pandemic and remain steady.
PVST returned to hosting USA Swimming/Southern California Swimming swim meets this past year at the ACHS pool. Hosted Coach Emma handles the “Wet” (all that pertains to swimming) and the Board takes care of the “Dry” side (business aspects).

Please provide any comments for the PVRPD Board of Directors:
PVST is grateful to have the support of the PVPRD and the Aquatics Staff.

Please complete and return the Annual Update, By-Laws and IRS Form 990 by August 4, 2023 to:
 Lanny Binney
 Recreation Supervisor
 1605 E. Burnley Street
 Camarillo, CA 93010
lbinney@pvrpd.org

Phone: (805) 482-1996

Submitted By: Amy J Patterson Signature: 

Bylaws of the Pleasant Valley Swim Club

Article I: Name

The name of this organization shall be the Pleasant Valley Swim Club for the purposes of this document hereinafter referred to as the Club. The Club is organized pursuant to the general non-profit corporation law of the State of California, being Part I of Division 2 of Title I of the Corporations Code. The Club is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Article II: Objective

The objectives of the Club shall be:

Section 1. To operate and oversee the Pleasant Valley Swim Team

Section 2. In affiliation with United States Swimming, INC (the national governing body for swimming in the United States), to promote the financially support swimming as a competitive sport for the youth of the community.

Section 3. Notwithstanding any other provision of these Bylaws, the Club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or (b) by an organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986.

Article III: Members

Section 1. Voting membership in the Club shall be open to families of all swimming/athlete members in good standing of the Pleasant Valley Swim Team. Each family may cast one vote on issues as described in the Bylaws. In addition, any adult actively interested in the aims and purposes of the Club shall be eligible to join as a nonvoting member by agreeing to abide by the Bylaws.

Section 2. Honorary Lifetime Membership may be conferred upon a worthy individual by a two-thirds vote of the membership at any General Membership meeting provided the candidate's name has been submitted to the membership at a previous meeting or acceptable team-wide communication such as e-mail.

Article IV: Officers

Section 1. The Executive Board shall consist of a minimum of 5 and up to 7 members with a quorum of 4 members: The President; Vice President; Secretary; Treasurer; Head Coach; and at least 1 Member at Large. Eligibility is limited to adult family members of a swimmer/athlete member with the exception of the Head Coach. The Head Coach shall automatically be appointed as voting members at large with the exception noted in Article IV, Section 2. All other officers will be elected by simple majority of the general membership. The Executive Board shall perform the duties prescribed by these Bylaws and by the current edition of Robert's Rules of Order.

Section 2. The Head Coach shall be a voting Executive Board member except in matter involving coaching contract or performance.

Section 3. The Executive Board shall have general supervision of the affairs of the Club; fix the hour and place of meetings; make recommendations to the Club; and perform such other duties as are specified in these Bylaws. The Executive Board's basic responsibilities are: Establishing, maintaining and operating within basic budgets, executing contracts for use of facilities, hiring of the Head Coach, purchase of equipment necessary for operation of the Team, coordination with Pleasant Valley Recreation and Parks District, coordination with Oxnard Union High School District, conduct of swim meets, and other such administrative functions, in support of the swimming program developed by the Coach. Executive Board Members will be required to obtain a USA Swimming a Non-Athlete Membership.

Section 4. Absence of any Executive Board member for two consecutive Board Meetings without prior approval of the Board will constitute resignation from office. Removal from office for any reason other than absence will require a two-thirds vote of the Club membership present at any properly called General Membership Meeting.

Section 5. In the event of a vacancy in the office of President, the Vice President will automatically assume that office until the vacancy is filled. Except for a vacancy created by the removal of a board member, vacancies of elected members on the Executive Board may be filled by a member then in office or by the sole remaining members. The Voting Members may elect a member or members at any time to fill any vacancy or vacancies on the Executive Board not filled by the current members and vacancies created by the removal of board member, by any such election by written consent shall require the consent of a majority of the voting power.

Article V: Duties of Officers

Section 1. President: The president shall be the chief executive officer of the corporation and, subject to the control of the board of directors, shall generally supervise, direct, and control the business and the officers of the corporation. He/She shall preside at all meetings of the members and at all meetings of the Board of Directors. He/She shall have such other powers and duties as may be prescribed by the Board of Directors or the Bylaws.

Section 2. Vice President: In the absence or disability of the President, the Vice President shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed by the Executive Board.

Section 3. Secretary: The secretary shall attend to the following:

1. **Book of Minutes:** The secretary shall keep or cause to be kept, at the principal office or such other place as the board of directors may direct, a book of minutes of all meetings and actions of Executive Board members, committees of directors, and members, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present at such meetings, the number of members present or represented at members meetings, and the proceedings of such meetings.
2. **Notices and other duties:** The Secretary shall give, or cause to be given, notice of all meetings of the members and of the board of directors required by the Bylaws to be given. He/She shall have such

other powers and perform such other duties as may be prescribed by the board of directors of the Bylaws.

The secretary shall have such other powers and perform such other duties as from time to time may be prescribed by the Executive Board.

Section 4. Treasurer: The Treasurer shall attend to the following:

- 1. Books of Account:** The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall be open to inspection by any Executive Board member at all reasonable times.
- 2. Deposit and disbursement of money and valuables:** The treasurer shall deposit all money and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Executive Board; shall disburse the funds of the corporation as may be ordered by the Executive Board; shall render to the President and directors, when ever they request it, an account of all of his/her transactions as Treasurer and of the financial condition of the corporation; and shall have other powers and perform such other duties as may be prescribed by the Executive Board or the Bylaws.

The Treasurer shall have such other powers and perform such other duties as from time to time may be prescribed by the board of directors or the chairman of the board.

Article VI: Funds

Section 1. An administrative fee will be collected from each Swim Team family at the beginning of the fiscal year or at the time of joining or rejoining the Club. Amount of said fee will be determined and/or altered by the Executive Board.

Section 2. Pleasant Valley Swim Team fees will be considered annual dues. Amount and payment schedule of said dues shall be determined by the Executive Board and presented with the budget to the membership at the September General Membership meeting. Proposed budgets and/or supplements must be voted upon by the General Membership. Fees shall be collected by the Treasurer in an appropriate manner.

Section 3. Children of the coaching staff shall be exempt from payment of Swim Team dues.

Section 4. The Club requires that all member families agree to participate in fund raising events as a means of keeping the dues/fees as low as possible. Details concerning the per family financial commitment are included in the Team Handbook.

Section 5. Expenditures of budgeted funds in excess of \$100 or expenditure of unbudgeted funds in any amount shall require majority vote of the Executive Board or board meeting consent agreement.

Article VII: Meetings

Meetings of the Club fall into two categories: General Membership Meetings (where attendance by the general membership is strongly encouraged) and Board Meetings (where attendance by the general membership is welcome). These occur on a regularly scheduled basis or may be specially called as specified below.

Section 1. The General Membership Meeting of the Club shall be held in October, just after the start of the swim season.

Section 2. The General Membership meeting held in October shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise. Coaching staff and spouses may attend General Membership Meetings.

Section 3. Special Meetings of the General Membership or the Executive Board will be called at the discretion of the President and must be called when requested by ten (10) or more members of the Club. Members must be notified at least forty-eight (48) hours in advance.

Section 4. A quorum for the purpose of conducting Club business at any properly called Board meeting will consist of 4 members of the executive board.

Section 5. The Board meetings will occur monthly and the time and date will be determined by the consensus of the Executive Board. All portions of Board Meetings will be open to the General Membership except those designated Executive Session. Additional meetings may be called as necessary but must be announced to the Club. General members will be notified of meeting at least 48 hours in advance except in emergency situations determined by the President or Board members. Members desiring items to be discussed at the Board Meeting should submit them in writing 24 hours in advance to the Secretary for inclusion on the agenda. The Board will be notified of the agenda 24 hours before the meetings.

Article VIII: Elections

Section 1. Officers: The officers of the corporation shall be a President, Vice President, a Secretary and a Treasurer. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as the president.

Section 2. Election of Officers: The officers of the corporation shall be chosen by the voting members and approved at the General Meeting. Officers shall hold office until the next annual meeting; provided, however, that if any annual meeting is not held or the Board members are not elected thereat, they may be elected at any special members meeting held for that purpose. Each such Board member, including a director elected to fill a vacancy or elected at a special members meeting, shall hold office until expiration of the term for which elected and until a successor has been elected and qualified. The person elected as President must have been on the Board at least one year prior to being elected President.

Article IX: Committees

Section 1. Meetings and Action of Committees:

Meetings and action of committees shall be governed by, and held and taken in accordance with, the provisions of Article 7 of these Bylaws concerning meetings of directors, with such changes in the

context of those Bylaws as are necessary to substitute the committee and its members for the Executive Board and its members, except that the time for regular meetings of committees may be determined either by resolution of the board of directors or by resolution of the committee. Special meetings of committees may also be called by resolution of the committee. Special meetings of committees may also be called by resolution of the board of directors. Notice of special meetings of committees shall also be given to any and all alternated members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The board of directors may adopt rules for the government of any committee not inconsistent with the provisions of these Bylaws.

Article X: Coaching

Section 1: The Head Coach is responsible for developing and executing all phases of the swimming program. The Head Coach shall be a voting member of the Executive Board, except in matters involving the coach's contract and/or performance.

Section 2: Aspects of the swimming program involving changes in regular practice hours, the scheduling of home and away team swim meets and team trips shall be the responsibility of the Head Coach.

Section 3: The Head Coach, and under his/her direction the Coaching Staff, shall be in complete charge of swimmers at workouts and meets. Parents having concerns or complaints regarding the swimming program should discuss them verbally at an appropriate time with the Coaching Staff. Procedures for submitting and adjudicating complaints are contained in the Team Handbook.

Section 4: With the exception of those decisions and actions specifically reserved to the Head Coach in his/her contract, the Executive Board (by majority vote) may override actions or decisions made by the Coaching staff. In the event of such an incidence and at the request of either the Board or the Head Coach, the matter will be referred to a specially called meeting of the General Membership.

Section 5. The Coaching Staff reimbursement of expenses related to Swim Meets, Coaching Clinics, or other swim activities will be allowed as authorized by the Executive Board. Whenever possible, estimated expenses should be submitted in advance for prior approval.

Section 6. The Executive Board shall review the performance of the Head Coach on a regular basis. If an affirmative vote is cast, the Executive Board shall negotiate a new contract with the Head Coach for approval at the May Board Meeting. Any unresolved contract issues can, at the request of the Coach, be referred to a specially called meeting of the General Membership. During the contract year the Head Coach's contract may be terminated by two-thirds vote of the General Membership, by ballot or by written signed proxy, at a specially called meeting.

Section 7. The Head Coach will advertise, recruit, interview and recommend Assistant Coaches consistent with established budget constraints.

Section 8. In the event of a vacancy in the Head Coaching position, the Executive Board shall advertise, interview, select and hire a new head Coach.

Article XI: Sponsorship

Section 1. The Swim Team shall be sponsored by the Pleasant Valley Swim Club with the Pleasant Valley Recreation and Parks District acting in an advisory capacity.

Section 2. Basic conditions of the Recreation and Parks District with respect to the Swim Team and Club are contained in Attachment 1 to the Bylaws - "Policy Statement on Co-sponsored Groups". Said conditions having been reviewed by the Pleasant Valley Recreation and Parks District Board of Directors.

Article XII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XIII: Amendment of Bylaws

These Bylaws can be amended at any properly called General Membership Meeting of the Club by a two-thirds vote of the membership present, providing the amendment of amendments have been submitted in writing at a previous Meeting or at least seven (7) days prior to the voting. The Club Bylaws and amendments thereto must be registered with the Secretary of the State of California. This process shall not conduct activities not permitted by an organization exempt from Federal Income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986.

Article XIV: Dissolution

If deemed advisable by the members, the Club may be dissolved pursuant to the applicable provisions of California Laws. Upon the dissolution of the Club, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the court of common pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which organized and operated exclusively for such purposes.

Pleasant Valley Recreation & Park District
Policy Statement on Co-Sponsored Groups

Organizations which provide a community recreation program which might otherwise be provided by the District, will be considered for co-sponsorship. Current by-laws are required for approval by the District, and membership rosters with addresses shall be presented to the district whenever requested. All District co-sponsored groups must have at least 75% of the participants reside within the District boundaries.

1. Each co-sponsored group will attend the meeting of the Board of Directors of the District following the group's election of officers to present an oral report to the Directors.
2. Each co-sponsored group will complete the attached forms and return to District staff prior to the District Board meeting:
 - a. Annual update form
 - b. Financial Statement form
 - c. Current By-Laws
3. Any co-sponsored group failing to turn in completed Financial statement, Annual Update, or making their scheduled presentation to the Board within three months period following elections, shall pay fees in for category C users until such time as all paperwork is submitted to the District and the presentation is made to the Board of Directors.

Form 990EZ
Department of the Treasury
Internal Revenue Service

Short Form
Return of Organization Exempt From Income Tax

OMB No. 1545-0047
2021
Open to Public Inspection

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990EZ for instructions and the latest information.

A For the 2021 calendar year, or tax year beginning 09-01-2021, and ending 08-31-2022

- B Check if applicable:
Address change
Name change
Initial return
Final return/terminated
Amended return
Application pending

C Name of organization: PLEASANT VALLEY SWIM CLUB
Number and street (or P. O. box, if mail is not delivered to street address): PO Box 992
Room/suite
City or town, state or province, country, and ZIP or foreign postal code: Camarillo, CA 930110992

D Employer identification number: 23-7117183
E Telephone number
F Group Exemption Number

G Accounting Method: Cash (checked) Accrual Other (specify)

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: www.pvst.org
J Tax-exempt status (check only one): 501(c)(3) (checked) 501(c) () (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation (checked) Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. \$ 130,043

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I

Table with 21 rows and 4 columns. Rows 1-9: Revenue. Rows 10-17: Expenses. Rows 18-21: Net Assets. Total revenue: 130,043. Total expenses: 120,429. Net assets at end of year: 41,835.

Part II Balance Sheets(see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	32,221	22 41,835
23 Land and buildings		23
24 Other assets (describe in Schedule O)		24
25 Total assets	32,221	25 41,835
26 Total liabilities (describe in Schedule O).		26
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	32,221	27 41,835

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose?

A school described in section 170(b)(1)(A)(ii).

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 Provided year-round swim instruction, coaching, and facilities to approximately 100 children. (Grants \$ 5,000) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	120,429
29 (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30 (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (describe in Schedule O) (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses (add lines 28a through 31a)	32	120,429

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated ; see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV.

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Amy Patterson President	5.00	0		
Abby Singleton Vice President	2.00	0		
Erin Howe Secretary	2.00	0		
Margie Hanley Treasurer	2.00	0		
Sonia Gonzalez Member at Large	2.00	0		

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		No
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions.		No
35a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		No
b	If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		No
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		No
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a _____		
b	Did the organization file Form 1120-POL for this year?		
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		No
b	If "Yes," complete Schedule L, Part II and enter the total amount involved 38b _____		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9 39a _____		
b	Gross receipts, included on line 9, for public use of club facilities 39b _____		
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____; section 4912 ▶ _____; section 4955 ▶ _____		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	No
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ _____		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T 40e _____		
41	List the states with which a copy of this return is filed. ▶ _____		
42a	The organization's books are in care of ▶ <u>Margie Hanley</u> Telephone no. ▶ <u>(805) 626-8796</u> Located at ▶ <u>PO Box 992 Camarillo, CA</u> ZIP + 4 ▶ <u>93011</u>		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b	
	If "Yes," enter the name of the foreign country: ▶ _____		
	See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c	At any time during the calendar year, did the organization maintain an office outside the U.S.?	42c	
	If "Yes," enter the name of the foreign country: ▶ _____		
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 _____		
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	No
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	No
c	Did the organization receive any payments for indoor tanning services during the year?	44c	No
d	If "Yes," to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	No
45b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b	

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I.	46	

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47- 49b and 52, and complete the tables for lines 50 and 51. Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47	
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	
b If "Yes," was the related organization a section 527 organization?	49b	

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000 **0**

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000. **0**

52 Did the organization complete Schedule A? **NOTE.** All section 501(c)(3) organizations must attach a completed Schedule A **Yes** **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	***** Signature of officer	2023-08-07 Date
	Amy J Patterson President Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			

SCHEDULE A (Form 990 or 990-EZ)

Public Charity Status and Public Support
Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047
2021
Open to Public Inspection

Department of the Treasury

Name of the organization
PLEASANT VALLEY SWIM CLUB

Employer identification number
23-7117183

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
2 [X] A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii).
5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv).
6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi).
8 A community trust described in section 170(b)(1)(A)(vi).
9 An agricultural research organization described in 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land grant college of agriculture.
10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions...
11 An organization organized and operated exclusively to test for public safety.
12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations...
a Type I. A supporting organization operated, supervised, or controlled by its supported organization(s)...
b Type II. A supporting organization supervised or controlled in connection with its supported organization(s)...
c Type III functionally integrated. A supporting organization operated in connection with, and functionally integrated with, its supported organization(s)...
d Type III non-functionally integrated. A supporting organization operated in connection with its supported organization(s) that is not functionally integrated...
e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations 0

Table with 6 columns: (i) Name of supported organization, (ii) EIN, (iii) Type of organization, (iv) Is the organization listed in your governing document?, (v) Amount of monetary support, (vi) Amount of other support. Includes a Total row.

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization failed to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grant.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
3 The value of services or facilities furnished by a governmental unit to the organization without charge..						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4.						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources.						
9 Net income from unrelated business activities, whether or not the business is regularly carried on.						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f) divided by line 11, column (f))	14	
15 Public support percentage for 2020 Schedule A, Part II, line 14	15	
16a 33 1/3% support test—2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization.		<input type="checkbox"/>
b 33 1/3% support test—2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
17a 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
b 10%-facts-and-circumstances test—2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		<input type="checkbox"/>
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		<input type="checkbox"/>

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year.						
c Add lines 7a and 7b.						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6.						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources.						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.						
c Add lines 10a and 10b.						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on.						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**.

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f) divided by line 13, column (f))	15	
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f) divided by line 13, column (f))	17	
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	

- 19a 33 1/3% support tests—2021.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- b 33 1/3% support tests—2020.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3% and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, of Part I, complete Sections A and B. If you checked box 12b, of Part I, complete Sections A and C. If you checked box 12c, of Part I, complete Sections A, D, and E. If you checked box 12d, of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use .</i>		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes" and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b	Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c	Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ) .</i>		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b	Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings).</i>		

Part IV Supporting Organizations (continued)

		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?		
	11a		
b	A family member of a person described in 11a above?		
	11b		
c	A 35% controlled entity of a person described in line 11a or 11b above? <i>If "Yes" to 11a, 11b, or 11c, provide detail in Part VI.</i>		
	11c		

Section B. Type I Supporting Organizations

		Yes	No
1	Did the officers, directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised or controlled the supporting organization.</i>		
	2		

Section C. Type II Supporting Organizations

		Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
	1		

Section D. All Type III Supporting Organizations

		Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
	2		
3	By reason of the relationship described in line 2 above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
	3		

Section E. Type III Functionally-Integrated Supporting Organizations

1	Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions) :		
a	<input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b	<input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c	<input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions)		
2	Activities Test. Answer lines 2a and 2b below.		
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>	Yes	No
	2a		
b	Did the activities described in line 2a, above constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
	2b		
3	Parent of Supported Organizations. Answer lines 3a and 3b below.		
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i>		
	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		
	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1** Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6 and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):	1	
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions)		

Schedule A (Form 990 or 990-EZ) 2021

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	1
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4 Amounts paid to acquire exempt-use assets	4
5 Qualified set-aside amounts (<i>prior IRS approval required - provide details in Part VI</i>)	5
6 Other distributions (<i>describe in Part VI</i>). See instructions	6
7 Total annual distributions. Add lines 1 through 6.	7
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions	8
9 Distributable amount for 2021 from Section C, line 6	9
10 Line 8 amount divided by Line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required-- <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2021:			
a From 2016.			
b From 2017.			
c From 2018.			
d From 2019.			
e From 2020.			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. If the amount is greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. If the amount is greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017.			
b Excess from 2018.			
c Excess from 2019.			
d Excess from 2020.			
e Excess from 2021.			

Part VI Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions).

Facts And Circumstances Test

Return Reference	Explanation
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TY 2021 ReasonableCauseExplanation

Name: PLEASANT VALLEY SWIM CLUB

EIN: 23-7117183

Explanation: During the COVID-19 pandemic, the head coach/general manager stepped away from the organization. At this time, the volunteer governing board focused on keeping the organization running while trying to learn the responsibilities managed by the previous general manager. One of those responsibilities was tax filings and renewal registrations.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Services Manager

DATE: October 4, 2023

**SUBJECT: CALIFORNIA PUBLIC EMPLOYEES RETIREMENT
SYSTEM (CALPERS) ACTUARIAL VALUATION
INFORMATION REPORT AS OF JUNE 2022**

SUMMARY

The California Public Employees Retirement System (CalPERS) offers a defined benefit retirement plan. It provides benefits based on members' years of service, age, and final compensation. CalPERS provides each participating agency with an Actuarial Valuation Report, an important tool to help the District budget its retirement benefits. These Valuation reports also provide insight regarding minimum employer contributions, changes from the previous year's valuations, the District plans' liabilities, funding levels, contributions for both employer and employee and other information.

BACKGROUND

As the nation's largest public pension fund, CalPERS serves more than 2 million members in the retirement system and more than 1.5 million members and their families in their health program. CalPERS is governed by a 13-member Board of Administration who are elected, appointed, or hold office ex officio. The District Board first entered into an agreement with CalPERS effective September 1, 1969. Currently, the District has three different retirement plans: 2.5% @ 55, 2% @ 60, and 2% @ 62.

The 2.5% @ 55 CalPERS retirement plan was approved by the District Board in 2007. In July of 2011, the District Board approved a two-tiered program re-establishing the 2% @ 60 CalPERS retirement plan for all new employees. The California Public Employees' Pension Reform Act (PEPRA) took effect in January 2013, which added a third tier, the 2% @ 62 Plan. These updates also placed compensation limits on members and changed the way CalPERS retirement and health benefits are applied.

CalPERS officials estimate the entirety of CalPERS Public Employees' Retirement Fund (PERF) accounts are 72% funded, meaning CalPERS in its entirety has enough funds and/or assets to provide for 72% of retirement benefits as a whole at this point in time. The 72% figure assumes future investment earnings averaging 6.8% a year. By its own calculation, CalPERS has posted a 6.9% return average over the last 20 years. CalPERS investment returns do not always hit the projected return in a single year and the expected rate of return has been lowered over the life of CalPERS, which has left the various plans not fully funded.

On December 21, 2016, the CalPERS Board of Administration voted to lower the discount rate, or expected earnings, from 7.5% to 7% over a three-year period starting in Fiscal Year 2018-2019. The incremental lowering was to give employers more time to prepare for the changes in employer contribution costs. Under the Funding Risk Mitigation Policy which was approved by the CalPERS Board of Administration in 2015, the double-digit return from Fiscal Year 2020-2021 reduced the discount rate further to 6.8%. Lowering the expected rate of return has resulted in lower funded status due to the expectation that assets will grow at a slower rate.

For the one-year period ending on June 30, 2022, CalPERS reported a -6.1% net investment return and CalPERS net position at just under \$440 billion.

The 2021-22 Fiscal Year return for the Public Employees' Retirement Fund of -6.1% was the result of -13.1% in Public Stocks, -14.5% in Fixed Income investments, +21.3% in Private Equity, and +24.1% in Real Assets.

As previously stated, based on these fiscal year returns, the funded status of the overall PERF is 72%, based on a 6.8% discount rate.

Preliminary numbers for Fiscal Year 2023, one one-year period ending June 30, 2023, includes a preliminary net return of 5.8%, 1% less than the discount rate, and estimated funded status remaining at 72%.

Annually, the CalPERS Actuarial Office sends out the Actuarial Valuation Report to each public agency which is always one year in arrears. The report includes pension plan information on the current financial status of each plan along with the projected "Employer Normal Cost Rate" and the "Employer Amortization of Unfunded Accrued Liability" for the upcoming two fiscal years. It also contains the "Amortization Schedule and Alternatives" showing the balances of each plan, the "Employer Contribution History" and the "Funding History" of each plan.

ANALYSIS

The District's three retirement plans are known as the 2.5% @ 55 Plan, the 2% @ 60 Plan, and the 2% @ 62 Plan. The District strives to pay off the 2% @ 60 and the 2% @ 62 plans each year if the annual budget will allow it. The District pays the minimum annual contribution on the 2.5% @ 55 plan.

The minimum Unfunded Liability payments for Fiscal Year 2024-2025 for the 2.5% @ 55 plan will be \$577,231; for the 2% @ 60 plan will be \$ \$2,748, and for the 2% @ 62 plan will be \$2,262. Historically, the District has fully funded both the 2% @ 60 and 2% @ 62 plans instead of merely making the minimum payment. Nevertheless, this topic will be addressed during the budgeting process.

Below are tables displaying the count of current and retired employees within each pension plan, the Unfunded Liability Obligations for present and future scenarios up to FY 2027, and the current Unfunded Liability Balance as of June 30, 2022.

Employees per Pension Plan

Plan Name	Number of Active Employees in Plan	Number of Retirees in Plan	Eligibility of Plan for Employee
2.5% @ 55	12	61	Closed to New Employees
2% @ 60 – Classic Members	5	2	Open to New Employees, only if already Classic Member
2% @ 62 – PEPRAs*	22	0	New Employee to PERS

*Public Employees’ Pension Reform Act

Current and Future Unfunded Liability Obligations through FY 2026-2027

Plan Name	Actual Unfunded Accrued Liability 2024-2025	Estimated Unfunded Accrued Liability 2025-2026	Estimated Unfunded Accrued Liability 2026-2027
2.5% @ 55	\$ 596,534	\$ 637,000	\$ 676,000
2% @ 60	\$ 2,840	\$ 4,100	\$ 5,400
2% @ 62 - PEPRAs	\$ 2,338	\$ 3,500	\$ 4,600

Current Unfunded Liability Balance

Plan Name	Plan Balance as of 6/30/22
2.5% @ 55	\$ 7,292,260
2% @ 60	\$ 61,555
2% @ 62	\$ 44,102

Taking into consideration the numbers mentioned above, starting fiscal year 2024-25 the employer contribution rate for the 2.5% @ 55 plan will increase by 0.07 percentage points, the 2% @ 60 plan will increase by 0.05 percentage points, and the 2% @ 62 plan will increase by 0.19 percentage points.

FISCAL IMPACT

No fiscal impact to fiscal year 2022 – 2023 budget as the PERS Unfunded Liability payments have already been submitted. Future obligations will be placed in the future budgets as needed.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal 2.1: Utilize best accounting practices and evaluate management and financial services.

RECOMMENDATION

CalPERS Actuarial Valuation Reports are presented as informational items only. Staff is recommending the Board direct Staff to work with the Finance Committee on potential options for reducing future Unfunded Liability Payments and then return to the full board for further action.

ATTACHMENTS

- 1) Actuarial Valuation Report Pension Plan 2.5% @ 55 – Miscellaneous First Tier as of June 2022 (32 pages)
- 2) Actuarial Valuation Report Pension Plan 2% @ 60 – Miscellaneous Second Tier (Classic) as of June 2022 (31 pages)
- 3) Actuarial Valuation Report Pension Plan 2% @ 62 – PEPRA Miscellaneous Plan (PEPRA) as of June 2022 (32 pages)
- 4) CalPERS Reports Preliminary 5.8% Investment Return for 2022-23 Fiscal Year (3 pages)
- 5) CalPERS Transparency Report as of June 2022 (20 pages)



**California Public Employees' Retirement System
Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

July 2023

**Miscellaneous First Tier Plan of the Pleasant Valley Recreation and Park District (CalPERS ID: 3596803517)
Annual Valuation Report as of June 30, 2022**

Dear Employer,

Attached to this letter is the June 30, 2022 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2024-25.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2022.

Section 2 can be found on the CalPERS website (www.calpers.ca.gov). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Miscellaneous Risk Pool Actuarial Valuation Report for June 30, 2022.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration (board) adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution requirements as needed. This valuation is based on an investment return assumption of 6.8%, which was adopted by the board in November 2021. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from November 2021.

Required Contributions

The table below shows the minimum required employer contributions for FY 2024-25 along with estimates of the required contributions for FY 2025-26. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2024-25	13.41%	\$596,534
<i>Projected Results</i>		
2025-26	13.4%	\$637,000

The actual investment return for FY 2022-23 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 6.8%. **To the extent the actual investment return for FY 2022-23 differs from 6.8%, the actual contribution requirements for FY 2025-26 will differ from those shown above.** For additional details regarding the assumptions and methods used for these projections, please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section. This section also contains projected required contributions through FY 2029-30.

Changes from Previous Year's Valuations

There are no significant changes in actuarial assumptions or policies in the 2022 actuarial valuation. There may be changes specific to the plan such as contract amendments and funding changes.

Further descriptions of general changes are included in "Highlights and Executive Summary" and in Appendix A of the Section 2 report in "Actuarial Methods and Assumptions." The effects of any changes on the required contributions are included in "Reconciliation of Required Employer Contributions," also in the Section 2 report.

Questions

A CalPERS actuary is available to answer questions about this report. Other questions may be directed to the Customer Contact Center at (888)-CalPERS or (888-225-7377).

Sincerely,



SCOTT TERANDO, ASA, EA, MAAA, FCA, CFA
Chief Actuary, CalPERS



RANDALL DZIUBEK, ASA, MAAA
Deputy Chief Actuary, Valuation Services, CalPERS



**Actuarial Valuation
as of June 30, 2022**

**for the
Miscellaneous First Tier Plan
of the
Pleasant Valley Recreation and Park District
(CalPERS ID: 3596803517)**

**Required Contributions
for Fiscal Year
July 1, 2024 - June 30, 2025**

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Section 1 – Plan Specific Information

Section 2 – Risk Pool Actuarial Valuation Information

Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

**Plan Specific Information
for the
Miscellaneous First Tier Plan
of the
Pleasant Valley Recreation and Park
District**

**(CalPERS ID: 3596803517)
(Rate Plan ID: 9643)**

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Actuarial Certification

To the best of our knowledge, this report, comprised of Sections 1 and 2, is complete and accurate and contains sufficient information to disclose, fully and fairly, the funded condition of the Miscellaneous First Tier Plan of the Pleasant Valley Recreation and Park District and satisfies the actuarial valuation requirements of Government Code section 7504. This valuation is based on the member and financial data as of June 30, 2022 provided by the various CalPERS databases and the benefits under this plan with CalPERS as of the date this report was produced. Section 1 of this report is based on the member and financial data for Pleasant Valley Recreation and Park District, while Section 2 is based on the corresponding information for all agencies participating in the Miscellaneous Risk Pool to which the plan belongs.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the Miscellaneous Risk Pool has been performed in accordance with generally accepted actuarial principles, in accordance with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool as of the date of this valuation and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the rate plan, it is my opinion as the plan actuary that the Unfunded Accrued Liability amortization bases as of June 30, 2022 and employer contribution as of July 1, 2024 have been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary who satisfies the *Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States* with regard to pensions.



BILL KARCH, ASA, MAAA
Supervising Actuary, CalPERS

Highlights and Executive Summary

- **Introduction**
- **Purpose of Section 1**
- **Required Contributions**
- **Additional Discretionary Employer Contributions**
- **Funded Status – Funding Policy Basis**
- **Projected Employer Contributions**
- **Other Pooled Miscellaneous Risk Pool Rate Plans**
- **Cost**
- **Changes Since the Prior Year's Valuation**
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Introduction

This report presents the results of the June 30, 2022 actuarial valuation of the Miscellaneous First Tier Plan of the Pleasant Valley Recreation and Park District of the California Public Employees' Retirement System (CalPERS). This actuarial valuation sets the minimum required contributions for fiscal year (FY) 2024-25.

Purpose of Section 1

This Section 1 report for the Miscellaneous First Tier Plan of the Pleasant Valley Recreation and Park District of CalPERS was prepared by the Actuarial Office using data as of June 30, 2022. The purpose of the valuation is to:

- Set forth the assets and accrued liabilities of this rate plan as of June 30, 2022;
- Determine the minimum required employer contributions for this rate plan for FY July 1, 2024 through June 30, 2025;
- Determine the required member contribution rate for FY July 1, 2024 through June 30, 2025 for employees subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA); and
- Provide actuarial information as of June 30, 2022 to the CalPERS Board of Administration (board) and other interested parties.

The pension funding information presented in this report should not be used in financial reports subject to Governmental Accounting Standards Board (GASB) Statement No. 68 for a Cost Sharing Employer Defined Benefit Pension Plan. A separate accounting valuation report for such purposes is available on the CalPERS website (www.calpers.ca.gov).

The measurements shown in this actuarial valuation may not be applicable for other purposes. The agency should contact the plan actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; changes in plan provisions or applicable law; and differences between the required contributions determined by the valuation and the actual contributions made by the agency.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the guidance of Actuarial Standard of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on current valuation results using alternative discount rates of 5.8% and 7.8%.
- A "Sensitivity Analysis," showing the impact on current valuation results assuming rates of mortality are 10% lower or 10% higher than our current post-retirement mortality assumptions adopted in 2021.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Contributions

	Fiscal Year 2024-25
Required Employer Contributions	
Employer Normal Cost Rate	13.41%
<i>Plus</i>	
Required Payment on Amortization Bases¹	\$596,534
<i>Paid either as</i>	
1) Monthly Payment	\$49,711.17
<i>Or</i>	
2) Annual Prepayment Option*	\$577,231
<i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i>	
<i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i>	

	Fiscal Year 2023-24	Fiscal Year 2024-25
Development of Normal Cost as a Percentage of Payroll		
Base Total Normal Cost for Formula	21.30%	21.37%
Surcharge for Class 1 Benefits ²		
None	0.00%	0.00%
Phase out of Normal Cost Difference ³	0.00%	0.00%
Plan's Total Normal Cost	21.30%	21.37%
Offset Due to Employee Contributions	7.96%	7.96%
Employer Normal Cost Rate	13.34%	13.41%

¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 28, 2023.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges.

³ When a rate plan joins the pool, the difference in normal cost between the pool and the rate plan is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.

Additional Discretionary Employer Contributions

The minimum required employer contribution towards the Unfunded Accrued Liability (UAL) for this rate plan for FY 2024-25 is \$596,534. CalPERS allows agencies to make additional discretionary payments (ADPs) at any time and in any amount. These optional payments serve to reduce the UAL and future required contributions and can result in significant long-term savings. Agencies can also use ADPs to stabilize annual contributions as a fixed dollar amount, percent of payroll or percent of revenue.

Provided below are select ADP options for consideration. Making such an ADP during FY 2024-25 does not require an ADP be made in any future year, nor does it change the remaining amortization period of any portion of unfunded liability. For information on permanent changes to amortization periods, see the "Amortization Schedule and Alternatives" section of the report.

Agencies considering making an ADP should contact CalPERS for additional information.

Minimum Required Employer Contribution for Fiscal Year 2024-25

Estimated Normal Cost	Minimum UAL Payment	ADP	Total UAL Contribution	Estimated Total Contribution
\$106,185	\$596,534	\$0	\$596,534	\$702,719

Alternative Fiscal Year 2024-25 Employer Contributions for Greater UAL Reduction

Funding Horizon	Estimated Normal Cost	Minimum UAL Payment	ADP ¹	Total UAL Contribution	Estimated Total Contribution
20 years	\$106,185	\$596,534	\$53,092	\$649,626	\$755,811
15 years	\$106,185	\$596,534	\$161,312	\$757,846	\$864,031
10 years	\$106,185	\$596,534	\$389,566	\$986,100	\$1,092,285
5 years	\$106,185	\$596,534	\$1,099,250	\$1,695,784	\$1,801,969

¹ The ADP amounts are assumed to be made in the middle of the fiscal year. A payment made earlier or later in the fiscal year would have to be less or more than the amount shown to have the same effect on the UAL amortization.

Note that the calculations above are based on the projected UAL as of June 30, 2024 as determined in the June 30, 2022 actuarial valuation. New unfunded liabilities can emerge in future years due to assumption or method changes, changes in plan provisions, and actuarial experience different than assumed. Making an ADP illustrated above for the indicated number of years will not result in a plan that is exactly 100% funded in the indicated number of years. Valuation results will vary from one year to the next and can diverge significantly from projections over a period of several years.

Funded Status – Funding Policy Basis

The table below provides information on the current funded status of the plan under the funding policy. The funded status for this purpose is based on the market value of assets relative to the funding target produced by the entry age actuarial cost method and actuarial assumptions adopted by the board. The actuarial cost method allocates the total expected cost of a member's projected benefit (**Present Value of Benefits**) to individual years of service (the **Normal Cost**). The value of the projected benefit that is not allocated to future service is referred to as the **Accrued Liability** and is the plan's funding target on the valuation date. The **Unfunded Accrued Liability (UAL)** equals the funding target minus the assets. The UAL is an absolute measure of funded status and can be viewed as employer debt. The **funded ratio** equals the assets divided by the funding target. The funded ratio is a relative measure of the funded status and allows for comparisons between plans of different sizes.

	June 30, 2021	June 30, 2022
1. Present Value of Benefits	\$22,782,417	\$22,957,113
2. Entry Age Accrued Liability	21,392,679	21,597,524
3. Market Value of Assets (MVA)	16,522,240	14,305,264
4. Unfunded Accrued Liability (UAL) [(2) – (3)]	\$4,870,439	\$7,292,260
5. Funded Ratio [(3) / (2)]	77.2%	66.2%

A funded ratio of 100% (UAL of \$0) implies that the funding of the plan is on target and that future contributions equal to the normal cost of the active plan members will be sufficient to fully fund all retirement benefits if future experience matches the actuarial assumptions. A funded ratio of less than 100% (positive UAL) implies that in addition to normal costs, payments toward the UAL will be required. Plans with a funded ratio greater than 100% have a negative UAL (or surplus) but are required under current law to continue contributing the normal cost in most cases, preserving the surplus for future contingencies.

Calculations for the funding target reflect the expected long-term investment return of 6.8%. If it were known on the valuation date that future investment returns will average something greater/less than the expected return, calculated normal costs and accrued liabilities provided in this report would be less/greater than the results shown. Therefore, for example, if actual average future returns are less than the expected return, calculated normal costs and UAL contributions will not be sufficient to fully fund all retirement benefits. Under this scenario, required future normal cost contributions will need to increase from those provided in this report, and the plan will develop unfunded liabilities that will also add to required future contributions. For illustrative purposes, funded statuses based on a 1% lower and higher average future investment return (discount rate) are as follows:

	1% Lower Average Return	Current Assumption	1% Higher Average Return
Discount Rate	5.8%	6.8%	7.8%
1. Entry Age Accrued Liability	\$24,341,854	\$21,597,524	\$19,318,996
2. Market Value of Assets (MVA)	14,305,264	14,305,264	14,305,264
3. Unfunded Accrued Liability (UAL) [(1) – (2)]	\$10,036,590	\$7,292,260	\$5,013,732
4. Funded Ratio [(2) / (1)]	58.8%	66.2%	74.0%

The "Risk Analysis" section of the report provides additional information regarding the sensitivity of valuation results to the expected investment return and other factors. Also provided in that section are measures of funded status that are appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities.

Projected Employer Contributions

The table below shows the required and projected employer contributions (before cost sharing) for the next six fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. In particular, the investment return beginning with FY 2022-23 is assumed to be 6.80% per year, net of investment and administrative expenses. Future contribution requirements may differ significantly from those shown below. The actual long-term cost of the plan will depend on the actual benefits and expenses paid and the actual investment experience of the fund.

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23 and Beyond)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Rate Plan 9643 Results					
Normal Cost %	13.41%	13.4%	13.4%	13.4%	13.4%	13.4%
UAL Payment	\$596,534	\$637,000	\$676,000	\$708,000	\$780,000	\$797,000

For ongoing plans, investment gains and losses are amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A of the Section 2 Report. This method phases in the impact of the change in UAL over a 5-year period in order to reduce employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years when there is a large investment loss, the relatively small amortization payments during the ramp up period could result in contributions that are less than interest on the UAL (i.e. negative amortization) while the contribution impact of the increase in the UAL is phased in.

For projected contributions under alternate investment return scenarios, please see the "Future Investment Return Scenarios" in the "Risk Analysis" section. Our online pension plan projection tool, Pension Outlook, is available in the Employers section of the CalPERS website. Pension Outlook can help plan and budget pension costs under various scenarios.

Other Pooled Miscellaneous Risk Pool Rate Plans

All of the results presented in this Section 1 report, except those shown on this page, correspond to rate plan 9643. In many cases, employers have additional rate plans within the same risk pool. For cost analysis and budgeting it is useful to consider contributions for these rate plans as a whole rather than individually. The estimated contribution amounts and rates for all of the employer's rate plans in the Miscellaneous Risk Pool are shown below and assume that the total employer payroll within the Miscellaneous Risk Pool will grow according to the overall payroll growth assumption of 2.80% per year for three years. In a refinement since the prior year's report, Classic members who are projected to terminate employment are assumed to be replaced by PEPRAs members.

	Fiscal Year	Fiscal Year
	2023-24	2024-25
Estimated Combined Employer Contributions for all Pooled Miscellaneous Rate Plans		
Projected Payroll for the Contribution Year	\$2,386,873	\$2,728,390
Estimated Employer Normal Cost	\$248,462	\$268,345
Required Payment on Amortization Bases	\$511,307	\$601,712
Estimated Total Employer Contributions	\$759,769	\$870,057
Estimated Total Employer Contribution Rate (illustrative only)	31.83%	31.89%

Cost

Actuarial Determination of Plan Cost

Contributions to fund the plan are comprised of two components:

- Normal Cost, expressed as a percentage of total active payroll
- Amortization of the Unfunded Accrued Liability (UAL), expressed as a dollar amount

For fiscal years prior to 2015-16, the Amortization of UAL component was expressed as a percentage of total active payroll. Starting with FY 2015-16, the Amortization of UAL component was expressed as a dollar amount and invoiced on a monthly basis. There is an option to prepay this amount during July of each fiscal year.

The Normal Cost component is expressed as a percentage of active payroll with employer and employee contributions payable as part of the regular payroll reporting process.

The determination of both components requires complex actuarial calculations. The calculations are based on a set of actuarial assumptions which can be divided into two categories:

- Demographic assumptions (e.g., mortality rates, retirement rates, employment termination rates, disability rates)
- Economic assumptions (e.g., future investment earnings, inflation, salary growth rates)

These assumptions reflect CalPERS' best estimate of future experience of the plan and are long term in nature. We recognize that all assumptions will not be realized in any given year. For example, the investment earnings at CalPERS have averaged 6.9% over the 20 years ending June 30, 2022, yet individual fiscal year returns have ranged from -23.6% to +21.3%. In addition, CalPERS reviews all actuarial assumptions by conducting in-depth experience studies every four years, with the most recent experience study completed in 2021.

Changes Since the Prior Year's Valuation

Benefits

The standard actuarial practice at CalPERS is to recognize mandated legislative benefit changes in the first annual valuation following the effective date of the legislation. Voluntary benefit changes by plan amendment are generally included in the first valuation that is prepared after the amendment becomes effective, even if the valuation date is prior to the effective date of the amendment.

This valuation generally reflects plan amendments effective before the date of the report. Please refer to the "Plan's Major Benefit Options" in this report and Appendix B of the Section 2 Report for a summary of the plan provisions used in this valuation.

In 2022, SB 1168 increased the standard retiree lump sum death benefit from \$500 to \$2,000 for any death occurring on or after July 1, 2023. For pooled plans this is a Class 3 benefit and there is no normal cost surcharge. The impact on the unfunded liability is included in the pool's (gain)/loss.

Actuarial Methods and Assumptions

There are no significant changes to the actuarial methods or assumptions for the June 30, 2022 actuarial valuation.

Subsequent Events

This actuarial valuation report reflects fund investment return through June 30, 2022 and statutory/regulatory changes and board actions through January 2023.

During the time period between the valuation date and the publication of this report, inflation has been significantly higher than the expected inflation of 2.3% per annum. Since inflation influences cost-of-living increases for retirees and beneficiaries and active member pay increases, higher inflation is likely to put at least some upward pressure on contribution requirements and downward pressure on the funded status in the June 30, 2023 valuation. The actual impact of higher inflation on future valuation results will depend on, among other factors, how long higher inflation persists. At this time, we continue to believe the long-term inflation assumption of 2.3% is appropriate.

To the best of our knowledge, there have been no other subsequent events that could materially affect current or future certifications rendered in this report.

Assets and Liabilities

- **Breakdown of Entry Age Accrued Liability**
- **Allocation of Plan's Share of Pool's Experience/Assumption Change**
- **Development of Plan's Share of Pool's Market Value of Assets**
- **Schedule of Amortization Bases**
- **Amortization Schedule and Alternatives**
- **Employer Contribution History**
- **Funding History**

Breakdown of Entry Age Accrued Liability

Active Members	\$4,367,064
Transferred Members	1,005,903
Separated Members	1,266,247
Members and Beneficiaries Receiving Payments	<u>14,958,310</u>
Total	\$21,597,524

Allocation of Plan's Share of Pool's Experience/Assumption Change

It is the policy of CalPERS to ensure equity within the risk pools by allocating the pool's experience gains/losses and assumption changes in a manner that treats each employer equitably and maintains benefit security for the members of the System while minimizing substantial variations in employer contributions. The Pool's experience gains/losses and impact of assumption/method changes is allocated to the plan as follows:

1. Plan's Accrued Liability	\$21,597,524
2. Projected UAL Balance at 6/30/2022	4,736,220
3. Other UAL Adjustments (Golden Handshake, Prior Service Purchase, etc.)	0
4. Adjusted UAL Balance at 6/30/2022 for Asset Share	4,736,220
5. Pool's Accrued Liability ¹	22,021,735,002
6. Sum of Pool's Individual Plan UAL Balances at 6/30/2022 ¹	2,453,954,297
7. Pool's 2021-22 Investment (Gain)/Loss ¹	2,614,071,182
8. Pool's 2021-22 Non-Investment (Gain)/Loss ¹	309,490,972
9. Plan's Share of Pool's Investment (Gain)/Loss: $[(1) - (4)] \div [(5) - (6)] \times (7)$	2,252,511
10. Plan's Share of Pool's Non-Investment (Gain)/Loss: $(1) \div (5) \times (8)$	303,529
11. Plan's New (Gain)/Loss as of 6/30/2022: $(9) + (10)$	2,556,040
12. Increase in Pool's Accrued Liability due to Change in Assumptions ¹	0
13. Plan's Share of Pool's Change in Assumptions: $(1) \div (5) \times (12)$	0
14. Increase in Pool's Accrued Liability due to Funding Risk Mitigation ¹	0
15. Plan's Share of Pool's Change due to Funding Risk Mitigation: $(1) \div (5) \times (14)$	0
16. Offset due to Funding Risk Mitigation	0
17. Plan's Investment (Gain)/Loss: $(9) - (16)$	2,252,511

¹ Does not include plans that transferred to Pool on the valuation date.

Development of the Plan's Share of Pool's Market Value of Assets

18. Plan's UAL: $(2) + (3) + (11) + (13) + (15)$	\$7,292,260
19. Plan's Share of Pool's MVA: $(1) - (18)$	\$14,305,264

Schedule of Amortization Bases

Below is the schedule of the plan's amortization bases. Note that there is a two-year lag between the valuation date and the start of the contribution year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2022.
- The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuation date: FY 2024-25.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their required employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward each year by subtracting the expected payment on the UAL for the fiscal year and adjusting for interest. The expected payment for the first fiscal year is determined by the actuarial valuation two years ago and the contribution for the second year is from the actuarial valuation one year ago. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	21	1,925,258	138,469	1,913,076	138,855	1,899,667	142,744
Non-Investment (Gain)/Loss	6/30/13	100%	Up/Down	2.80%	21	(1,881,062)	(1,277)	(17,645)	(1,281)	(17,521)	(1,317)
Share of Pre-2013 Pool UAL	6/30/13	No Ramp				1,881,062	178,834	1,824,160	180,490	1,761,677	185,544
Assumption Change	6/30/14	100%	Up/Down	2.80%	12	838,938	89,910	803,069	90,906	763,732	93,451
Investment (Gain)/Loss	6/30/14	100%	Up/Down	2.80%	22	(1,437,559)	(100,413)	(1,431,542)	(100,607)	(1,424,915)	(103,424)
Non-Investment (Gain)/Loss	6/30/14	100%	Up/Down	2.80%	22	1,640	115	1,633	115	1,625	118
Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	23	903,109	61,383	901,085	61,450	898,854	63,170
Non-Investment (Gain)/Loss	6/30/15	100%	Up/Down	2.80%	23	(76,781)	(5,219)	(76,609)	(5,224)	(76,420)	(5,371)
Assumption Change	6/30/16	100%	Up/Down	2.80%	14	344,982	32,868	334,474	33,170	322,939	34,098
Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	24	1,145,471	75,892	1,144,933	75,913	1,144,337	78,038
Non-Investment (Gain)/Loss	6/30/16	100%	Up/Down	2.80%	24	(147,428)	(9,768)	(147,358)	(9,770)	(147,282)	(10,044)
Assumption Change	6/30/17	100%	Up/Down	2.80%	15	404,601	29,829	401,287	37,596	389,721	38,648
Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	25	(596,321)	(31,250)	(604,576)	(39,043)	(605,339)	(40,136)
Non-Investment (Gain)/Loss	6/30/17	100%	Up/Down	2.80%	25	(32,023)	(1,678)	(32,466)	(2,097)	(32,507)	(2,155)
Assumption Change	6/30/18	100%	Up/Down	2.80%	16	650,574	35,488	658,138	47,656	653,642	61,238
Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	26	(179,067)	(7,050)	(183,958)	(9,386)	(186,767)	(12,061)
Method Change	6/30/18	100%	Up/Down	2.80%	16	180,386	9,840	182,483	13,214	181,236	16,980
Non-Investment (Gain)/Loss	6/30/18	100%	Up/Down	2.80%	26	93,341	3,675	95,890	4,893	97,354	6,287
Investment (Gain)/Loss	6/30/19	80%	Up Only	0.00%	17	80,988	3,388	82,994	4,990	83,481	6,654
Non-Investment (Gain)/Loss	6/30/19	No Ramp		0.00%	17	85,186	7,983	82,729	7,844	80,248	7,844

Schedule of Amortization Bases (continued)

Reason for Base	Date Est.	Ramp Level 2024-25	Ramp Shape	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Investment (Gain)/Loss	6/30/20	60%	Up Only	0.00%	18	374,252	8,198	391,229	16,082	401,213	24,124
Non-Investment (Gain)/Loss	6/30/20	No Ramp	No Ramp	0.00%	18	72,747	6,651	70,820	6,531	68,886	6,531
Assumption Change	6/30/21	No Ramp	No Ramp	0.00%	19	73,283	(6,875)	85,371	7,677	83,243	7,677
Net Investment (Gain)	6/30/21	40%	Up Only	0.00%	19	(1,733,526)	0	(1,851,406)	(39,795)	(1,936,176)	(79,591)
Non-Investment (Gain)/Loss	6/30/21	No Ramp	No Ramp	0.00%	19	(92,378)	0	(98,660)	(8,872)	(96,200)	(8,872)
Risk Mitigation	6/30/21	No Ramp	No Ramp	0.00%	0	551,077	(6,984)	595,768	615,691	0	0
Risk Mitigation Offset	6/30/21	No Ramp	No Ramp	0.00%	0	(557,835)	0	(595,768)	(615,691)	0	0
Investment (Gain)/Loss	6/30/22	20%	Up Only	0.00%	20	2,252,511	0	2,405,682	0	2,569,268	55,226
Non-Investment (Gain)/Loss	6/30/22	No Ramp	No Ramp	0.00%	20	303,529	0	324,169	0	346,212	31,133
Total						7,292,260	512,009	7,259,002	511,307	7,224,208	596,534

The (gain)/loss bases are the plan's allocated share of the risk pool's (gain)/loss for the fiscal year as disclosed in "Allocation of Plan's Share of Pools Experience/Assumption Change" earlier in this section. These (gain)/loss bases will be amortized in accordance with the CalPERS amortization policy in effect at the time the base was established.

Amortization Schedule and Alternatives

The amortization schedule on the previous page(s) shows the minimum contributions required according to the CalPERS amortization policy. Many agencies have expressed a desire for a more stable pattern of payments or have indicated interest in paying off the unfunded accrued liabilities more quickly than required. As such, we have provided alternative amortization schedules to help analyze the current amortization schedule and illustrate the potential savings of accelerating unfunded liability payments.

Shown on the following page are future year amortization payments based on 1) the current amortization schedule reflecting the individual bases and remaining periods shown on the previous page, and 2) alternative "fresh start" amortization schedules using two sample periods that would both result in interest savings relative to the current amortization schedule. To initiate a fresh start, please contact the plan actuary.

The Current Amortization Schedule typically contains both positive and negative bases. Positive bases result from plan changes, assumption changes, method changes or plan experience that increase unfunded liability. Negative bases result from plan changes, assumption changes, method changes, or plan experience that decrease unfunded liability. The combination of positive and negative bases within an amortization schedule can result in unusual or problematic circumstances in future years, such as:

- When a negative payment would be required on a positive unfunded actuarial liability; or
- When the payment would completely amortize the total unfunded liability in a very short time period, and results in a large change in the employer contribution requirement.

In any year when one of the above scenarios occurs, the actuary will consider corrective action such as replacing the existing unfunded liability bases with a single "fresh start" base and amortizing it over an appropriate period.

The Current Amortization Schedule on the following page may appear to show that, based on the current amortization bases, one of the above scenarios will occur at some point in the future. It is impossible to know today whether such a scenario will in fact arise since there will be additional bases added to the amortization schedule in each future year. Should such a scenario arise in any future year, the actuary will take appropriate action based on guidelines in the CalPERS amortization policy.

Amortization Schedule and Alternatives (continued)

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	15 Year Amortization		10 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2024	7,224,208	596,534	7,224,208	757,846	7,224,208	986,100
6/30/2025	7,098,974	636,952	6,932,265	757,846	6,696,378	986,100
6/30/2026	6,923,452	676,134	6,620,470	757,846	6,132,656	986,100
6/30/2027	6,695,503	707,712	6,287,473	757,846	5,530,601	986,100
6/30/2028	6,419,417	779,543	5,931,832	757,846	4,887,606	986,101
6/30/2029	6,050,324	796,608	5,552,008	757,846	4,200,886	986,100
6/30/2030	5,638,498	814,153	5,146,356	757,846	3,467,470	986,100
6/30/2031	5,180,537	832,192	4,713,119	757,846	2,684,182	986,101
6/30/2032	4,672,794	827,424	4,250,422	757,846	1,847,629	986,100
6/30/2033	4,135,452	821,867	3,756,262	757,846	954,192	986,101
6/30/2034	3,567,313	806,497	3,228,499	757,846		
6/30/2035	2,976,423	779,282	2,664,848	757,846		
6/30/2036	2,373,480	469,808	2,062,869	757,846		
6/30/2037	2,049,356	434,972	1,419,955	757,846		
6/30/2038	1,739,194	397,945	733,323	757,846		
6/30/2039	1,446,205	368,965				
6/30/2040	1,163,243	350,199				
6/30/2041	880,435	293,853				
6/30/2042	636,624	238,503				
6/30/2043	433,435	409,934				
6/30/2044	39,265	40,578				
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
Total		12,079,655		11,367,690		9,861,003
Interest Paid		4,855,447		4,143,482		2,636,795
Estimated Savings				711,965		2,218,652

Employer Contribution History

The table below provides a recent history of the required and discretionary employer contributions for the plan. The required amounts are based on the actuarial valuation from two years prior without subsequent adjustments, if any. Additional discretionary payments before July 1, 2019 or after April 28, 2023 are not included.

Fiscal Year	Employer Normal Cost	Unfunded Liability Payment (\$)	Additional Discretionary Payments
2016 - 17	9.498%	\$200,862	N/A
2017 - 18	9.539%	239,623	N/A
2018 - 19	10.022%	295,150	N/A
2019 - 20	10.823%	355,155	0
2020 - 21	11.742%	400,092	0
2021 - 22	11.59%	463,829	0
2022 - 23	11.59%	525,868	0
2023 - 24	13.34%	511,307	
2024 - 25	13.41%	596,534	

Funding History

The table below shows the recent history of the actuarial accrued liability, share of the pool's market value of assets, unfunded accrued liability, funded ratio, and annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Unfunded Accrued Liability (UAL)	Funded Ratio	Annual Covered Payroll
06/30/2013	\$14,357,090	\$10,939,035	\$3,418,055	76.2%	\$1,831,059
06/30/2014	15,748,741	12,561,160	3,187,581	79.8%	1,590,514
06/30/2015	16,361,314	12,439,875	3,921,439	76.0%	1,544,132
06/30/2016	17,288,302	12,226,528	5,061,774	70.7%	1,394,533
06/30/2017	18,434,922	13,383,979	5,050,943	72.6%	1,384,759
06/30/2018	19,510,176	13,739,336	5,770,840	70.4%	1,244,585
06/30/2019	19,801,042	13,766,797	6,034,245	69.5%	1,055,650
06/30/2020	20,347,079	13,856,703	6,490,376	68.1%	949,103
06/30/2021	21,392,679	16,522,240	4,870,439	77.2%	880,827
06/30/2022	21,597,524	14,305,264	7,292,260	66.2%	858,689

Risk Analysis

- **Future Investment Return Scenarios**
- **Discount Rate Sensitivity**
- **Mortality Rate Sensitivity**
- **Maturity Measures**
- **Maturity Measures History**
- **Funded Status – Termination Basis**

Future Investment Return Scenarios

Analysis using the investment return scenarios from the Asset Liability Management process completed in 2021 was performed to determine the effects of various future investment returns on required employer contributions. The projections below reflect the impact of the CalPERS Funding Risk Mitigation policy. The projections also assume that all other actuarial assumptions will be realized and that no further changes in assumptions, contributions, benefits, or funding will occur.

The first table shows projected contribution requirements if the fund were to earn either 3.0% or 10.8% annually. These alternate investment returns were chosen because 90% of long-term average returns are expected to fall between them over the 20-year period ending June 30, 2042.

Assumed Annual Return FY 2022-23 through 2041-42	Projected Employer Contributions				
	2025-26	2026-27	2027-28	2028-29	2029-30
3.0% (5th percentile)					
Normal Cost Rate	13.4%	13.4%	13.4%	13.4%	13.4%
UAL Contribution	\$650,000	\$716,000	\$789,000	\$915,000	\$1,002,000
10.8% (95th percentile)					
Normal Cost Rate	13.7%	14.0%	14.3%	14.5%	14.8%
UAL Contribution	\$624,000	\$638,000	\$630,000	\$647,000	\$593,000

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 3.0% or greater than 10.8% over a 20-year period, the likelihood of a single investment return less than 3.0% or greater than 10.8% in any given year is much greater. The following analysis illustrates the effect of an extreme, single year investment return.

The portfolio has an expected volatility (or standard deviation) of 12.0% per year. Accordingly, in any given year there is a 16% probability that the annual return will be -5.2% or less and a 2.5% probability that the annual return will be -17.2% or less. These returns represent one and two standard deviations below the expected return of 6.8%.

The following table shows the effect of a one or two standard deviation investment loss in FY 2022-23 on the FY 2025-26 contribution requirements. Note that a single-year investment gain or loss decreases or increases the required UAL contribution amount incrementally for each of the next five years, not just one, due to the 5-year ramp in the amortization policy. However, the contribution requirements beyond the first year are also impacted by investment returns beyond the first year. Historically, significant downturns in the market are often followed by higher than average returns. Such investment gains would offset the impact of these single year negative returns in years beyond FY 2025-26.

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	2024-25	2025-26
(17.2)% (2 standard deviation loss)		
Normal Cost Rate	13.41%	13.4%
UAL Contribution	\$596,534	\$721,000
(5.2)% (1 standard deviation loss)		
Normal Cost Rate	13.41%	13.4%
UAL Contribution	\$596,534	\$679,000

- Without investment gains (returns higher than 6.8%) in FY 2023-24 or later, projected contributions rates would continue to rise over the next four years due to the continued phase-in of the impact of the illustrated investment loss in FY 2022-23.
- The Pension Outlook Tool can be used to model projected contributions for these scenarios beyond FY 2025-26 as well as to model other investment return scenarios.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.5% and 2.3%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2022 assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 6.8% as well as alternate discount rates of 5.8% and 7.8%. The rates of 5.8% and 7.8% were selected since they illustrate the impact of a 1.0% increase or decrease to the 6.8% assumption.

Sensitivity to the Real Rate of Return Assumption

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	26.97%	21.37%	17.12%
b) Accrued Liability	\$24,341,854	\$21,597,524	\$19,318,996
c) Market Value of Assets	\$14,305,264	\$14,305,264	\$14,305,264
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$10,036,590	\$7,292,260	\$5,013,732
e) Funded Ratio	58.8%	66.2%	74.0%

Sensitivity to the Price Inflation Assumption

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	22.46%	21.37%	19.45%
b) Accrued Liability	\$22,392,610	\$21,597,524	\$19,842,037
c) Market Value of Assets	\$14,305,264	\$14,305,264	\$14,305,264
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$8,087,346	\$7,292,260	\$5,536,773
e) Funded Ratio	63.9%	66.2%	72.1%

Mortality Rate Sensitivity

The following table looks at the change in the June 30, 2022 plan costs and funded status under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021. This type of analysis highlights the impact on the plan of a change in the mortality assumption.

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	21.71%	21.37%	21.05%
b) Accrued Liability	\$22,052,194	\$21,597,524	\$21,179,260
c) Market Value of Assets	\$14,305,264	\$14,305,264	\$14,305,264
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$7,746,930	\$7,292,260	\$6,873,996
e) Funded Ratio	64.9%	66.2%	67.5%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan sponsor to tolerate risk is important in understanding how the pension plan is impacted by investment return volatility, other economic variables, and changes in longevity or other demographic assumptions.

Since it is the employer that bears the risk, it is appropriate to perform this analysis on a pension plan level considering all rate plans. The following measures are for one rate plan only. One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan's retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

Ratio of Retiree Accrued Liability to Total Accrued Liability	June 30, 2021	June 30, 2022
1. Retired Accrued Liability	\$14,943,092	\$14,958,310
2. Total Accrued Liability	21,392,679	21,597,524
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.70	0.69

Another measure of maturity level of CalPERS and its plans is to look at the ratio of actives to retirees, also called the support ratio. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures and members retire, the ratio declines. A mature plan will often have a ratio near or below one.

To calculate the support ratio for the rate plan, retirees and beneficiaries receiving a continuance are each counted as one, even though they may have only worked a portion of their careers as an active member of this rate plan. For this reason, the support ratio, while intuitive, maybe less informative than the ratio of retiree liability to total accrued liability above.

For comparison, the support ratio for all CalPERS public agency plans as of June 30, 2021, was 0.78 and was calculated consistently with how it is for the individual rate plan. Note that to calculate the support ratio for all public agency plans, a retiree with service from more than one CalPERS agency is counted as a retiree more than once.

Support Ratio	June 30, 2021	June 30, 2022
1. Number of Actives	13	12
2. Number of Retirees	61	61
3. Support Ratio [(1) / (2)]	0.21	0.20

Maturity Measures (continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with AVR of 8 may experience twice the contribution volatility due to investment return volatility than a plan with AVR of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as a plan matures.

Liability Volatility Ratio

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to changes in liability. For example, a plan with LVR of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility, since the AVR, described above, will tend to move closer to the LVR as the funded ratio approaches 100%.

Contribution Volatility	June 30, 2021	June 30, 2022
1. Market Value of Assets	\$16,522,240	\$14,305,264
2. Payroll	880,827	858,689
3. Asset Volatility Ratio (AVR) [(1) / (2)]	18.8	16.7
4. Accrued Liability	\$21,392,679	\$21,597,524
5. Liability Volatility Ratio (LVR) [(4) / (2)]	24.3	25.2

Maturity Measures History

Valuation Date	Ratio of Retiree Accrued Liability to Total Accrued Liability	Support Ratio	Asset Volatility Ratio	Liability Volatility Ratio
06/30/2017	0.64	0.42	9.7	13.3
06/30/2018	0.66	0.39	11.0	15.7
06/30/2019	0.65	0.32	13.0	18.8
06/30/2020	0.68	0.26	14.6	21.4
06/30/2021	0.70	0.21	18.8	24.3
06/30/2022	0.69	0.20	16.7	25.2

Funded Status – Termination Basis

The funded status measured on a termination basis is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of June 30, 2022. The accrued liability on a termination basis (termination liability) is calculated differently compared to the plan’s ongoing funding liability. For the termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees. Unlike the actuarial cost method used for ongoing plans, the termination liability is the present value of the benefits earned through the valuation date.

A more conservative investment policy and asset allocation strategy was adopted by the board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while limiting the funding risk. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 19-month period from 12 months before the valuation date to seven months after.

Market Value of Assets (MVA)	Discount Rate: 1.75% Price Inflation: 2.50%		Discount Rate: 4.50% Price Inflation: 2.75%		Funded Ratio	Unfunded Termination Liability
	Termination Liability ^{1,2}	Funded Ratio	Termination Liability ^{1,2}	Funded Ratio		
\$14,305,264	\$42,968,064	33.3%	\$28,662,800	\$28,559,273	50.1%	\$14,254,009

¹ The termination liabilities calculated above include a 5% contingency load. The contingency load and other actuarial assumptions can be found in Appendix A of the Section 2 report.

² The discount rate used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 3.38% on June 30, 2022, the valuation date.

In order to terminate the plan, first contact our Pension Contract Services unit to initiate a Resolution of Intent to Terminate. The completed Resolution will allow the plan actuary to provide a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. Before beginning this process, please consult with the plan actuary.

Participant Data

The table below shows a summary of the plan's member data upon which this valuation is based:

	June 30, 2021	June 30, 2022
Active Members		
Counts	13	12
Average Attained Age	48.5	47.8
Average Entry Age to Rate Plan	31.9	29.8
Average Years of Credited Service	16.7	18.0
Average Annual Covered Pay	\$67,756	\$71,557
Annual Covered Payroll	\$880,827	\$858,689
Present Value of Future Payroll	\$7,806,626	\$7,630,597
Transferred Members	6	7
Separated Members	59	55
Retired Members and Beneficiaries*		
Counts	61	61
Average Annual Benefits	\$18,736	\$19,175
Total Annual Benefits	\$1,142,892	\$1,169,646

Counts of members included in the valuation are counts of the records processed by the valuation. Multiple records may exist for those who have service in more than one valuation group. This does not result in double counting of liabilities.

* Values include community property settlements.

List of Class 1 Benefit Provisions

This plan has the additional Class 1 Benefit Provisions:

- None

Plan's Major Benefit Options

Shown below is a summary of the major optional benefits for which the agency has contracted. A description of principal standard and optional plan provisions is in Section 2.

Member Category	Benefit Group	
	Misc	Misc
Demographics		
Actives	No	Yes
Transfers/Separated	Yes	Yes
Receiving	Yes	Yes
Benefit Provision		
Benefit Formula	2% @ 60	2.5% @ 55
Social Security Coverage	Yes	Yes
Full/Modified	Modified	Modified
Employee Contribution Rate		8.00%
Final Average Compensation Period	Three Year	Three Year
Sick Leave Credit	Yes	Yes
Non-Industrial Disability	Standard	Standard
Industrial Disability	No	No
Pre-Retirement Death Benefits		
Optional Settlement 2	Yes	Yes
1959 Survivor Benefit Level	No	No
Special	No	No
Alternate (firefighters)	No	No
Post-Retirement Death Benefits		
Lump Sum	\$2000	\$2000
Survivor Allowance (PRSA)	No	No
COLA	2%	2%

Section 2

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Risk Pool Actuarial Valuation Information

Section 2 may be found on the
CalPERS website (www.calpers.ca.gov)
in the Forms and Publications section



**California Public Employees' Retirement System
Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

July 2023

**Miscellaneous Second Tier Plan of the Pleasant Valley Recreation and Park District (CalPERS ID: 3596803517)
Annual Valuation Report as of June 30, 2022**

Dear Employer,

Attached to this letter is the June 30, 2022 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2024-25.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2022.

Section 2 can be found on the CalPERS website (www.calpers.ca.gov). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Miscellaneous Risk Pool Actuarial Valuation Report for June 30, 2022.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration (board) adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution requirements as needed. This valuation is based on an investment return assumption of 6.8%, which was adopted by the board in November 2021. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from November 2021.

Required Contributions

The table below shows the minimum required employer contributions for FY 2024-25 along with estimates of the required contributions for FY 2025-26. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability
2024-25	10.15%	\$2,840
<i>Projected Results</i>		
2025-26	10.2%	\$4,100

The actual investment return for FY 2022-23 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 6.8%. **To the extent the actual investment return for FY 2022-23 differs from 6.8%, the actual contribution requirements for FY 2025-26 will differ from those shown above.** For additional details regarding the assumptions and methods used for these projections, please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section. This section also contains projected required contributions through FY 2029-30.

Changes from Previous Year's Valuations

There are no significant changes in actuarial assumptions or policies in the 2022 actuarial valuation. There may be changes specific to the plan such as contract amendments and funding changes.

Further descriptions of general changes are included in "Highlights and Executive Summary" and in Appendix A of the Section 2 report in "Actuarial Methods and Assumptions." The effects of any changes on the required contributions are included in "Reconciliation of Required Employer Contributions," also in the Section 2 report.

Questions

A CalPERS actuary is available to answer questions about this report. Other questions may be directed to the Customer Contact Center at (888)-CalPERS or (888-225-7377).

Sincerely,



SCOTT TERANDO, ASA, EA, MAAA, FCA, CFA
Chief Actuary, CalPERS



RANDALL DZIUBEK, ASA, MAAA
Deputy Chief Actuary, Valuation Services, CalPERS



**Actuarial Valuation
as of June 30, 2022**

**for the
Miscellaneous Second Tier Plan
of the
Pleasant Valley Recreation and Park District
(CalPERS ID: 3596803517)**

**Required Contributions
for Fiscal Year
July 1, 2024 - June 30, 2025**

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Section 1 – Plan Specific Information

Section 2 – Risk Pool Actuarial Valuation Information

Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

**Plan Specific Information
for the
Miscellaneous Second Tier Plan
of the
Pleasant Valley Recreation and Park
District**

**(CalPERS ID: 3596803517)
(Rate Plan ID: 9644)**

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Actuarial Certification

To the best of our knowledge, this report, comprised of Sections 1 and 2, is complete and accurate and contains sufficient information to disclose, fully and fairly, the funded condition of the Miscellaneous Second Tier Plan of the Pleasant Valley Recreation and Park District and satisfies the actuarial valuation requirements of Government Code section 7504. This valuation is based on the member and financial data as of June 30, 2022 provided by the various CalPERS databases and the benefits under this plan with CalPERS as of the date this report was produced. Section 1 of this report is based on the member and financial data for Pleasant Valley Recreation and Park District, while Section 2 is based on the corresponding information for all agencies participating in the Miscellaneous Risk Pool to which the plan belongs.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the Miscellaneous Risk Pool has been performed in accordance with generally accepted actuarial principles, in accordance with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool as of the date of this valuation and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the rate plan, it is my opinion as the plan actuary that the Unfunded Accrued Liability amortization bases as of June 30, 2022 and employer contribution as of July 1, 2024 have been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary who satisfies the *Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States* with regard to pensions.



BILL KARCH, ASA, MAAA
Supervising Actuary, CalPERS

Highlights and Executive Summary

- **Introduction**
- **Purpose of Section 1**
- **Required Contributions**
- **Additional Discretionary Employer Contributions**
- **Funded Status – Funding Policy Basis**
- **Projected Employer Contributions**
- **Other Pooled Miscellaneous Risk Pool Rate Plans**
- **Cost**
- **Changes Since the Prior Year’s Valuation**
- **Subsequent Events**

Introduction

This report presents the results of the June 30, 2022 actuarial valuation of the Miscellaneous Second Tier Plan of the Pleasant Valley Recreation and Park District of the California Public Employees' Retirement System (CalPERS). This actuarial valuation sets the minimum required contributions for fiscal year (FY) 2024-25.

Purpose of Section 1

This Section 1 report for the Miscellaneous Second Tier Plan of the Pleasant Valley Recreation and Park District of CalPERS was prepared by the Actuarial Office using data as of June 30, 2022. The purpose of the valuation is to:

- Set forth the assets and accrued liabilities of this rate plan as of June 30, 2022;
- Determine the minimum required employer contributions for this rate plan for FY July 1, 2024 through June 30, 2025;
- Determine the required member contribution rate for FY July 1, 2024 through June 30, 2025 for employees subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA); and
- Provide actuarial information as of June 30, 2022 to the CalPERS Board of Administration (board) and other interested parties.

The pension funding information presented in this report should not be used in financial reports subject to Governmental Accounting Standards Board (GASB) Statement No. 68 for a Cost Sharing Employer Defined Benefit Pension Plan. A separate accounting valuation report for such purposes is available on the CalPERS website (www.calpers.ca.gov).

The measurements shown in this actuarial valuation may not be applicable for other purposes. The agency should contact the plan actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; changes in plan provisions or applicable law; and differences between the required contributions determined by the valuation and the actual contributions made by the agency.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the guidance of Actuarial Standard of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on current valuation results using alternative discount rates of 5.8% and 7.8%.
- A "Sensitivity Analysis," showing the impact on current valuation results assuming rates of mortality are 10% lower or 10% higher than our current post-retirement mortality assumptions adopted in 2021.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Contributions

Required Employer Contributions	Fiscal Year 2024-25
Employer Normal Cost Rate	10.15%
<i>Plus</i>	
Required Payment on Amortization Bases ¹	\$2,840
<i>Paid either as</i>	
1) Monthly Payment	\$236.67
<i>Or</i>	
2) Annual Prepayment Option*	\$2,748
<p><i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i></p> <p><i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i></p>	

	Fiscal Year 2023-24	Fiscal Year 2024-25
Development of Normal Cost as a Percentage of Payroll		
Base Total Normal Cost for Formula	17.03%	17.08%
Surcharge for Class 1 Benefits ²		
None	0.00%	0.00%
Phase out of Normal Cost Difference ³	0.00%	0.00%
Plan's Total Normal Cost	17.03%	17.08%
Offset Due to Employee Contributions	6.93%	6.93%
Employer Normal Cost Rate	10.10%	10.15%

¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 28, 2023.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges.

³ When a rate plan joins the pool, the difference in normal cost between the pool and the rate plan is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.

Additional Discretionary Employer Contributions

The minimum required employer contribution towards the Unfunded Accrued Liability (UAL) for this rate plan for FY 2024-25 is \$2,840. CalPERS allows agencies to make additional discretionary payments (ADPs) at any time and in any amount. These optional payments serve to reduce the UAL and future required contributions and can result in significant long-term savings. Agencies can also use ADPs to stabilize annual contributions as a fixed dollar amount, percent of payroll or percent of revenue.

Provided below are select ADP options for consideration. Making such an ADP during FY 2024-25 does not require an ADP be made in any future year, nor does it change the remaining amortization period of any portion of unfunded liability. For information on permanent changes to amortization periods, see the "Amortization Schedule and Alternatives" section of the report.

Agencies considering making an ADP should contact CalPERS for additional information.

Minimum Required Employer Contribution for Fiscal Year 2024-25

Estimated Normal Cost	Minimum UAL Payment	ADP	Total UAL Contribution	Estimated Total Contribution
\$43,418	\$2,840	\$0	\$2,840	\$46,258

The minimum required contribution above is less than interest on the UAL. With no ADP the UAL is projected to increase over the following year. If the minimum UAL payment were split between interest and principal, the principal portion would be negative. This situation is referred to as **negative amortization**. If only the minimum required contribution is made, contributions are not expected to exceed interest on the UAL until FY **2026-27**, as shown in the "Amortization Schedule and Alternatives" section of the report (see columns labeled "Current Amortization Schedule").

Fiscal Year 2024-25 Employer Contribution Necessary to Avoid Negative Amortization

Estimated Normal Cost	Minimum UAL Payment	ADP ¹	Total UAL Contribution	Estimated Total Contribution
\$43,418	\$2,840	\$2,258	\$5,098	\$48,516

Alternative Fiscal Year 2024-25 Employer Contributions for Greater UAL Reduction

Funding Horizon	Estimated Normal Cost	Minimum UAL Payment	ADP ¹	Total UAL Contribution	Estimated Total Contribution
20 years	\$43,418	\$2,840	\$4,126	\$6,966	\$50,384
15 years	\$43,418	\$2,840	\$5,287	\$8,127	\$51,545
10 years	\$43,418	\$2,840	\$7,735	\$10,575	\$53,993
5 years	\$43,418	\$2,840	\$15,345	\$18,185	\$61,603

¹ The ADP amounts are assumed to be made in the middle of the fiscal year. A payment made earlier or later in the fiscal year would have to be less or more than the amount shown to have the same effect on the UAL amortization.

Note that the calculations above are based on the projected UAL as of June 30, 2024 as determined in the June 30, 2022 actuarial valuation. New unfunded liabilities can emerge in future years due to assumption or method changes, changes in plan provisions, and actuarial experience different than assumed. Making an ADP illustrated above for the indicated number of years will not result in a plan that is exactly 100% funded in the indicated number of years. Valuation results will vary from one year to the next and can diverge significantly from projections over a period of several years.

Funded Status – Funding Policy Basis

The table below provides information on the current funded status of the plan under the funding policy. The funded status for this purpose is based on the market value of assets relative to the funding target produced by the entry age actuarial cost method and actuarial assumptions adopted by the board. The actuarial cost method allocates the total expected cost of a member's projected benefit (**Present Value of Benefits**) to individual years of service (the **Normal Cost**). The value of the projected benefit that is not allocated to future service is referred to as the **Accrued Liability** and is the plan's funding target on the valuation date. The **Unfunded Accrued Liability (UAL)** equals the funding target minus the assets. The UAL is an absolute measure of funded status and can be viewed as employer debt. The **funded ratio** equals the assets divided by the funding target. The funded ratio is a relative measure of the funded status and allows for comparisons between plans of different sizes.

	June 30, 2021	June 30, 2022
1. Present Value of Benefits	\$1,564,135	\$1,767,949
2. Entry Age Accrued Liability	917,286	1,071,155
3. Market Value of Assets (MVA)	997,275	1,009,600
4. Unfunded Accrued Liability (UAL) [(2) – (3)]	(\$79,989)	\$61,555
5. Funded Ratio [(3) / (2)]	108.7%	94.3%

A funded ratio of 100% (UAL of \$0) implies that the funding of the plan is on target and that future contributions equal to the normal cost of the active plan members will be sufficient to fully fund all retirement benefits if future experience matches the actuarial assumptions. A funded ratio of less than 100% (positive UAL) implies that in addition to normal costs, payments toward the UAL will be required. Plans with a funded ratio greater than 100% have a negative UAL (or surplus) but are required under current law to continue contributing the normal cost in most cases, preserving the surplus for future contingencies.

Calculations for the funding target reflect the expected long-term investment return of 6.8%. If it were known on the valuation date that future investment returns will average something greater/less than the expected return, calculated normal costs and accrued liabilities provided in this report would be less/greater than the results shown. Therefore, for example, if actual average future returns are less than the expected return, calculated normal costs and UAL contributions will not be sufficient to fully fund all retirement benefits. Under this scenario, required future normal cost contributions will need to increase from those provided in this report, and the plan will develop unfunded liabilities that will also add to required future contributions. For illustrative purposes, funded statuses based on a 1% lower and higher average future investment return (discount rate) are as follows:

	1% Lower Average Return	Current Assumption	1% Higher Average Return
Discount Rate	5.8%	6.8%	7.8%
1. Entry Age Accrued Liability	\$1,243,848	\$1,071,155	\$930,135
2. Market Value of Assets (MVA)	1,009,600	1,009,600	1,009,600
3. Unfunded Accrued Liability (UAL) [(1) – (2)]	\$234,248	\$61,555	(\$79,465)
4. Funded Ratio [(2) / (1)]	81.2%	94.3%	108.5%

The "Risk Analysis" section of the report provides additional information regarding the sensitivity of valuation results to the expected investment return and other factors. Also provided in that section are measures of funded status that are appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities.

Projected Employer Contributions

The table below shows the required and projected employer contributions (before cost sharing) for the next six fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. In particular, the investment return beginning with FY 2022-23 is assumed to be 6.80% per year, net of investment and administrative expenses. Future contribution requirements may differ significantly from those shown below. The actual long-term cost of the plan will depend on the actual benefits and expenses paid and the actual investment experience of the fund.

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23 and Beyond)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Rate Plan 9644 Results					
Normal Cost %	10.15%	10.2%	10.2%	10.2%	10.2%	10.2%
UAL Payment	\$2,840	\$4,100	\$5,400	\$6,700	\$8,000	\$8,000

For ongoing plans, investment gains and losses are amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A of the Section 2 Report. This method phases in the impact of the change in UAL over a 5-year period in order to reduce employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years when there is a large investment loss, the relatively small amortization payments during the ramp up period could result in contributions that are less than interest on the UAL (i.e. negative amortization) while the contribution impact of the increase in the UAL is phased in.

The required contribution for FY 2024-25 is less than interest on the UAL, a situation referred to as **negative amortization**, as explained in the "Additional Discretionary Employer Contributions" section earlier in this report. If only the minimum required contribution is made, contributions are not expected to exceed interest on the UAL until FY 2026-27, as shown in the "Amortization Schedule and Alternatives" section of the report (see columns labelled "Current Amortization Schedule").

For projected contributions under alternate investment return scenarios, please see the "Future Investment Return Scenarios" in the "Risk Analysis" section. Our online pension plan projection tool, Pension Outlook, is available in the Employers section of the CalPERS website. Pension Outlook can help plan and budget pension costs under various scenarios.

Other Pooled Miscellaneous Risk Pool Rate Plans

All of the results presented in this Section 1 report, except those shown on this page, correspond to rate plan 9644. In many cases, employers have additional rate plans within the same risk pool. For cost analysis and budgeting it is useful to consider contributions for these rate plans as a whole rather than individually. The estimated contribution amounts and rates for all of the employer's rate plans in the Miscellaneous Risk Pool are shown below and assume that the total employer payroll within the Miscellaneous Risk Pool will grow according to the overall payroll growth assumption of 2.80% per year for three years. In a refinement since the prior year's report, Classic members who are projected to terminate employment are assumed to be replaced by PEPRAs members.

	Fiscal Year	Fiscal Year
	2023-24	2024-25
Estimated Combined Employer Contributions for all Pooled Miscellaneous Rate Plans		
Projected Payroll for the Contribution Year	\$2,386,873	\$2,728,390
Estimated Employer Normal Cost	\$248,462	\$268,345
Required Payment on Amortization Bases	\$511,307	\$601,712
Estimated Total Employer Contributions	\$759,769	\$870,057
Estimated Total Employer Contribution Rate (illustrative only)	31.83%	31.89%

Cost

Actuarial Determination of Plan Cost

Contributions to fund the plan are comprised of two components:

- Normal Cost, expressed as a percentage of total active payroll
- Amortization of the Unfunded Accrued Liability (UAL), expressed as a dollar amount

For fiscal years prior to 2015-16, the Amortization of UAL component was expressed as a percentage of total active payroll. Starting with FY 2015-16, the Amortization of UAL component was expressed as a dollar amount and invoiced on a monthly basis. There is an option to prepay this amount during July of each fiscal year.

The Normal Cost component is expressed as a percentage of active payroll with employer and employee contributions payable as part of the regular payroll reporting process.

The determination of both components requires complex actuarial calculations. The calculations are based on a set of actuarial assumptions which can be divided into two categories:

- Demographic assumptions (e.g., mortality rates, retirement rates, employment termination rates, disability rates)
- Economic assumptions (e.g., future investment earnings, inflation, salary growth rates)

These assumptions reflect CalPERS' best estimate of future experience of the plan and are long term in nature. We recognize that all assumptions will not be realized in any given year. For example, the investment earnings at CalPERS have averaged 6.9% over the 20 years ending June 30, 2022, yet individual fiscal year returns have ranged from -23.6% to +21.3%. In addition, CalPERS reviews all actuarial assumptions by conducting in-depth experience studies every four years, with the most recent experience study completed in 2021.

Changes Since the Prior Year's Valuation

Benefits

The standard actuarial practice at CalPERS is to recognize mandated legislative benefit changes in the first annual valuation following the effective date of the legislation. Voluntary benefit changes by plan amendment are generally included in the first valuation that is prepared after the amendment becomes effective, even if the valuation date is prior to the effective date of the amendment.

This valuation generally reflects plan amendments effective before the date of the report. Please refer to the "Plan's Major Benefit Options" in this report and Appendix B of the Section 2 Report for a summary of the plan provisions used in this valuation.

In 2022, SB 1168 increased the standard retiree lump sum death benefit from \$500 to \$2,000 for any death occurring on or after July 1, 2023. For pooled plans this is a Class 3 benefit and there is no normal cost surcharge. The impact on the unfunded liability is included in the pool's (gain)/loss.

Actuarial Methods and Assumptions

There are no significant changes to the actuarial methods or assumptions for the June 30, 2022 actuarial valuation.

Subsequent Events

This actuarial valuation report reflects fund investment return through June 30, 2022 and statutory/regulatory changes and board actions through January 2023.

During the time period between the valuation date and the publication of this report, inflation has been significantly higher than the expected inflation of 2.3% per annum. Since inflation influences cost-of-living increases for retirees and beneficiaries and active member pay increases, higher inflation is likely to put at least some upward pressure on contribution requirements and downward pressure on the funded status in the June 30, 2023 valuation. The actual impact of higher inflation on future valuation results will depend on, among other factors, how long higher inflation persists. At this time, we continue to believe the long-term inflation assumption of 2.3% is appropriate.

To the best of our knowledge, there have been no other subsequent events that could materially affect current or future certifications rendered in this report.

Assets and Liabilities

- **Breakdown of Entry Age Accrued Liability**
- **Allocation of Plan's Share of Pool's Experience/Assumption Change**
- **Development of Plan's Share of Pool's Market Value of Assets**
- **Schedule of Amortization Bases**
- **Amortization Schedule and Alternatives**
- **Employer Contribution History**
- **Funding History**

Breakdown of Entry Age Accrued Liability

Active Members	\$886,419
Transferred Members	11,816
Separated Members	73,280
Members and Beneficiaries Receiving Payments	<u>99,640</u>
Total	\$1,071,155

Allocation of Plan's Share of Pool's Experience/Assumption Change

It is the policy of CalPERS to ensure equity within the risk pools by allocating the pool's experience gains/losses and assumption changes in a manner that treats each employer equitably and maintains benefit security for the members of the System while minimizing substantial variations in employer contributions. The Pool's experience gains/losses and impact of assumption/method changes is allocated to the plan as follows:

1. Plan's Accrued Liability	\$1,071,155
2. Projected UAL Balance at 6/30/2022	(111,804)
3. Other UAL Adjustments (Golden Handshake, Prior Service Purchase, etc.)	0
4. Adjusted UAL Balance at 6/30/2022 for Asset Share	(113,846)
5. Pool's Accrued Liability ¹	22,021,735,002
6. Sum of Pool's Individual Plan UAL Balances at 6/30/2022 ¹	2,453,954,297
7. Pool's 2021-22 Investment (Gain)/Loss ¹	2,614,071,182
8. Pool's 2021-22 Non-Investment (Gain)/Loss ¹	309,490,972
9. Plan's Share of Pool's Investment (Gain)/Loss: $[(1) - (4)] \div [(5) - (6)] \times (7)$	158,305
10. Plan's Share of Pool's Non-Investment (Gain)/Loss: $(1) \div (5) \times (8)$	15,054
11. Plan's New (Gain)/Loss as of 6/30/2022: $(9) + (10)$	173,359
12. Increase in Pool's Accrued Liability due to Change in Assumptions ¹	0
13. Plan's Share of Pool's Change in Assumptions: $(1) \div (5) \times (12)$	0
14. Increase in Pool's Accrued Liability due to Funding Risk Mitigation ¹	0
15. Plan's Share of Pool's Change due to Funding Risk Mitigation: $(1) \div (5) \times (14)$	0
16. Offset due to Funding Risk Mitigation	0
17. Plan's Investment (Gain)/Loss: $(9) - (16)$	158,305
18. Partial Fresh Start Base: $(2) + (17)$	46,501

¹ Does not include plans that transferred to Pool on the valuation date.

Development of the Plan's Share of Pool's Market Value of Assets

19. Plan's UAL: $(2) + (3) + (11) + (13) + (15)$	\$61,555
20. Plan's Share of Pool's MVA: $(1) - (19)$	\$1,009,600

Schedule of Amortization Bases

Below is the schedule of the plan's amortization bases. Note that there is a two-year lag between the valuation date and the start of the contribution year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2022.
- The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuation date: FY 2024-25.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their required employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward each year by subtracting the expected payment on the UAL for the fiscal year and adjusting for interest. The expected payment for the first fiscal year is determined by the actuarial valuation two years ago and the contribution for the second year is from the actuarial valuation one year ago. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

Reason for Base	Date Est.	Ramp Level	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Non-Investment (Gain)/Loss	6/30/22	No Ramp	0.00%	20	15,054	0	16,078	0	17,171	1,544
Partial Fresh Start	6/30/22	20% Up Only	0.00%	20	46,501	(6,578)	56,461	0	60,300	1,296
Total					61,555	(6,578)	72,539	0	77,471	2,840

The (gain)/loss bases are the plan's allocated share of the risk pool's (gain)/loss for the fiscal year as disclosed in "Allocation of Plan's Share of Pools Experience/Assumption Change" earlier in this section. These (gain)/loss bases will be amortized in accordance with the CalPERS amortization policy in effect at the time the base was established.

The partial fresh start base established June 30, 2022 is the sum of the UAL balance from the June 30, 2021 valuation (projected to June 30, 2022) and the June 30, 2022 investment loss, as shown on the previous page.

Amortization Schedule and Alternatives

The amortization schedule on the previous page(s) shows the minimum contributions required according to the CalPERS amortization policy. Many agencies have expressed a desire for a more stable pattern of payments or have indicated interest in paying off the unfunded accrued liabilities more quickly than required. As such, we have provided alternative amortization schedules to help analyze the current amortization schedule and illustrate the potential savings of accelerating unfunded liability payments.

Shown on the following page are future year amortization payments based on 1) the current amortization schedule reflecting the individual bases and remaining periods shown on the previous page, and 2) alternative "fresh start" amortization schedules using two sample periods that would both result in interest savings relative to the current amortization schedule. To initiate a fresh start, please contact the plan actuary.

The Current Amortization Schedule typically contains both positive and negative bases. Positive bases result from plan changes, assumption changes, method changes or plan experience that increase unfunded liability. Negative bases result from plan changes, assumption changes, method changes, or plan experience that decrease unfunded liability. The combination of positive and negative bases within an amortization schedule can result in unusual or problematic circumstances in future years, such as:

- When a negative payment would be required on a positive unfunded actuarial liability; or
- When the payment would completely amortize the total unfunded liability in a very short time period, and results in a large change in the employer contribution requirement.

In any year when one of the above scenarios occurs, the actuary will consider corrective action such as replacing the existing unfunded liability bases with a single "fresh start" base and amortizing it over an appropriate period.

The Current Amortization Schedule on the following page may appear to show that, based on the current amortization bases, one of the above scenarios will occur at some point in the future. It is impossible to know today whether such a scenario will in fact arise since there will be additional bases added to the amortization schedule in each future year. Should such a scenario arise in any future year, the actuary will take appropriate action based on guidelines in the CalPERS amortization policy.

Amortization Schedule and Alternatives (continued)

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	20 Year Amortization		15 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2024	77,471	2,840	77,471	6,966	77,471	8,127
6/30/2025	79,804	4,136	75,540	6,967	74,340	8,127
6/30/2026	80,956	5,432	73,477	6,966	70,996	8,127
6/30/2027	80,848	6,729	71,274	6,966	67,425	8,127
6/30/2028	79,392	8,025	68,922	6,967	63,611	8,127
6/30/2029	76,497	8,025	66,409	6,967	59,538	8,127
6/30/2030	73,405	8,025	63,725	6,967	55,188	8,127
6/30/2031	70,103	8,024	60,858	6,966	50,542	8,127
6/30/2032	66,578	8,025	57,797	6,966	45,580	8,127
6/30/2033	62,812	8,024	54,528	6,966	40,281	8,127
6/30/2034	58,791	8,025	51,037	6,967	34,621	8,127
6/30/2035	54,496	8,025	47,308	6,967	28,576	8,127
6/30/2036	49,909	8,026	43,325	6,966	22,120	8,126
6/30/2037	45,009	8,025	39,072	6,966	15,226	8,126
6/30/2038	39,776	8,025	34,530	6,967	7,864	8,127
6/30/2039	34,187	8,025	29,678	6,967		
6/30/2040	28,219	8,026	24,496	6,966		
6/30/2041	21,844	8,024	18,963	6,967		
6/30/2042	15,037	8,026	13,053	6,967		
6/30/2043	7,765	8,025	6,741	6,966		
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
Total		147,537		139,330		121,903
Interest Paid		70,066		61,859		44,432
Estimated Savings				8,207		25,634

Employer Contribution History

The table below provides a recent history of the required and discretionary employer contributions for the plan. The required amounts are based on the actuarial valuation from two years prior without subsequent adjustments, if any. Additional discretionary payments before July 1, 2019 or after April 28, 2023 are not included.

Fiscal Year	Employer Normal Cost	Unfunded Liability Payment (\$)	Additional Discretionary Payments
2016 - 17	7.159%	\$800	N/A
2017 - 18	7.200%	961	N/A
2018 - 19	7.634%	1,527	N/A
2019 - 20	8.081%	1,855	0
2020 - 21	8.794%	453	22,939
2021 - 22	8.65%	1,271	29,443
2022 - 23	8.63%	2,202	0
2023 - 24	10.10%	0	
2024 - 25	10.15%	2,840	

Funding History

The table below shows the recent history of the actuarial accrued liability, share of the pool's market value of assets, unfunded accrued liability, funded ratio, and annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Unfunded Accrued Liability (UAL)	Funded Ratio	Annual Covered Payroll
06/30/2013	\$60,341	\$50,877	\$9,464	84.3%	\$234,610
06/30/2014	99,509	95,272	4,237	95.7%	247,665
06/30/2015	175,656	164,799	10,857	93.8%	445,871
06/30/2016	270,266	238,474	31,792	88.2%	409,081
06/30/2017	391,088	362,400	28,688	92.7%	425,544
06/30/2018	541,428	503,147	38,281	92.9%	378,429
06/30/2019	647,353	622,780	24,573	96.2%	347,885
06/30/2020	785,843	736,676	49,167	93.7%	401,299
06/30/2021	917,286	997,275	(79,989)	108.7%	418,020
06/30/2022	1,071,155	1,009,600	61,555	94.3%	463,072

Risk Analysis

- **Future Investment Return Scenarios**
- **Discount Rate Sensitivity**
- **Mortality Rate Sensitivity**
- **Maturity Measures**
- **Maturity Measures History**
- **Funded Status – Termination Basis**

Future Investment Return Scenarios

Analysis using the investment return scenarios from the Asset Liability Management process completed in 2021 was performed to determine the effects of various future investment returns on required employer contributions. The projections below reflect the impact of the CalPERS Funding Risk Mitigation policy. The projections also assume that all other actuarial assumptions will be realized and that no further changes in assumptions, contributions, benefits, or funding will occur.

The first table shows projected contribution requirements if the fund were to earn either 3.0% or 10.8% annually. These alternate investment returns were chosen because 90% of long-term average returns are expected to fall between them over the 20-year period ending June 30, 2042.

Assumed Annual Return FY 2022-23 through 2041-42	Projected Employer Contributions				
	2025-26	2026-27	2027-28	2028-29	2029-30
3.0% (5th percentile)					
Normal Cost Rate	10.2%	10.2%	10.2%	10.2%	10.2%
UAL Contribution	\$5,100	\$8,300	\$12,000	\$18,000	\$23,000
10.8% (95th percentile)					
Normal Cost Rate	10.4%	10.6%	10.8%	11.0%	11.2%
UAL Contribution	\$3,400	\$3,000	\$0	\$0	\$0

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 3.0% or greater than 10.8% over a 20-year period, the likelihood of a single investment return less than 3.0% or greater than 10.8% in any given year is much greater. The following analysis illustrates the effect of an extreme, single year investment return.

The portfolio has an expected volatility (or standard deviation) of 12.0% per year. Accordingly, in any given year there is a 16% probability that the annual return will be -5.2% or less and a 2.5% probability that the annual return will be -17.2% or less. These returns represent one and two standard deviations below the expected return of 6.8%.

The following table shows the effect of a one or two standard deviation investment loss in FY 2022-23 on the FY 2025-26 contribution requirements. Note that a single-year investment gain or loss decreases or increases the required UAL contribution amount incrementally for each of the next five years, not just one, due to the 5-year ramp in the amortization policy. However, the contribution requirements beyond the first year are also impacted by investment returns beyond the first year. Historically, significant downturns in the market are often followed by higher than average returns. Such investment gains would offset the impact of these single year negative returns in years beyond FY 2025-26.

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	2024-25	2025-26
(17.2)% (2 standard deviation loss)		
Normal Cost Rate	10.15%	10.2%
UAL Contribution	\$2,840	\$10,000
(5.2)% (1 standard deviation loss)		
Normal Cost Rate	10.15%	10.2%
UAL Contribution	\$2,840	\$7,100

- Without investment gains (returns higher than 6.8%) in FY 2023-24 or later, projected contributions rates would continue to rise over the next four years due to the continued phase-in of the impact of the illustrated investment loss in FY 2022-23.
- The Pension Outlook Tool can be used to model projected contributions for these scenarios beyond FY 2025-26 as well as to model other investment return scenarios.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.5% and 2.3%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2022 assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 6.8% as well as alternate discount rates of 5.8% and 7.8%. The rates of 5.8% and 7.8% were selected since they illustrate the impact of a 1.0% increase or decrease to the 6.8% assumption.

Sensitivity to the Real Rate of Return Assumption

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	21.36%	17.08%	13.80%
b) Accrued Liability	\$1,243,848	\$1,071,155	\$930,135
c) Market Value of Assets	\$1,009,600	\$1,009,600	\$1,009,600
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$234,248	\$61,555	(\$79,465)
e) Funded Ratio	81.2%	94.3%	108.5%

Sensitivity to the Price Inflation Assumption

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	17.96%	17.08%	15.54%
b) Accrued Liability	\$1,121,714	\$1,071,155	\$976,431
c) Market Value of Assets	\$1,009,600	\$1,009,600	\$1,009,600
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$112,114	\$61,555	(\$33,169)
e) Funded Ratio	90.0%	94.3%	103.4%

Mortality Rate Sensitivity

The following table looks at the change in the June 30, 2022 plan costs and funded status under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021. This type of analysis highlights the impact on the plan of a change in the mortality assumption.

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	17.40%	17.08%	16.78%
b) Accrued Liability	\$1,092,968	\$1,071,155	\$1,051,055
c) Market Value of Assets	\$1,009,600	\$1,009,600	\$1,009,600
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$83,368	\$61,555	\$41,455
e) Funded Ratio	92.4%	94.3%	96.1%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan sponsor to tolerate risk is important in understanding how the pension plan is impacted by investment return volatility, other economic variables, and changes in longevity or other demographic assumptions.

Since it is the employer that bears the risk, it is appropriate to perform this analysis on a pension plan level considering all rate plans. The following measures are for one rate plan only. One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan's retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

Ratio of Retiree Accrued Liability to Total Accrued Liability	June 30, 2021	June 30, 2022
1. Retired Accrued Liability	\$97,769	\$99,640
2. Total Accrued Liability	917,286	1,071,155
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.11	0.09

Another measure of maturity level of CalPERS and its plans is to look at the ratio of actives to retirees, also called the support ratio. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures and members retire, the ratio declines. A mature plan will often have a ratio near or below one.

To calculate the support ratio for the rate plan, retirees and beneficiaries receiving a continuance are each counted as one, even though they may have only worked a portion of their careers as an active member of this rate plan. For this reason, the support ratio, while intuitive, maybe less informative than the ratio of retiree liability to total accrued liability above.

For comparison, the support ratio for all CalPERS public agency plans as of June 30, 2021, was 0.78 and was calculated consistently with how it is for the individual rate plan. Note that to calculate the support ratio for all public agency plans, a retiree with service from more than one CalPERS agency is counted as a retiree more than once.

Support Ratio	June 30, 2021	June 30, 2022
1. Number of Actives	5	5
2. Number of Retirees	2	2
3. Support Ratio [(1) / (2)]	2.50	2.50

Maturity Measures (continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with AVR of 8 may experience twice the contribution volatility due to investment return volatility than a plan with AVR of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as a plan matures.

Liability Volatility Ratio

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to changes in liability. For example, a plan with LVR of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility, since the AVR, described above, will tend to move closer to the LVR as the funded ratio approaches 100%.

Contribution Volatility	June 30, 2021	June 30, 2022
1. Market Value of Assets	\$997,275	\$1,009,600
2. Payroll	418,020	463,072
3. Asset Volatility Ratio (AVR) [(1) / (2)]	2.4	2.2
4. Accrued Liability	\$917,286	\$1,071,155
5. Liability Volatility Ratio (LVR) [(4) / (2)]	2.2	2.3

Maturity Measures History

Valuation Date	Ratio of Retiree Accrued Liability to Total Accrued Liability	Support Ratio	Asset Volatility Ratio	Liability Volatility Ratio
06/30/2017	0.00	N/A	0.9	0.9
06/30/2018	0.00	N/A	1.3	1.4
06/30/2019	0.15	2.00	1.8	1.9
06/30/2020	0.12	2.50	1.8	2.0
06/30/2021	0.11	2.50	2.4	2.2
06/30/2022	0.09	2.50	2.2	2.3

Funded Status – Termination Basis

The funded status measured on a termination basis is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of June 30, 2022. The accrued liability on a termination basis (termination liability) is calculated differently compared to the plan’s ongoing funding liability. For the termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees. Unlike the actuarial cost method used for ongoing plans, the termination liability is the present value of the benefits earned through the valuation date.

A more conservative investment policy and asset allocation strategy was adopted by the board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while limiting the funding risk. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 19-month period from 12 months before the valuation date to seven months after.

Market Value of Assets (MVA)	Discount Rate: 1.75% Price Inflation: 2.50%		Discount Rate: 4.50% Price Inflation: 2.75%			
	Termination Liability ^{1,2}	Funded Ratio	Unfunded Termination Liability	Termination Liability ^{1,2}	Funded Ratio	Unfunded Termination Liability
\$1,009,600	\$2,317,708	43.6%	\$1,308,108	\$1,428,421	70.7%	\$418,821

¹ The termination liabilities calculated above include a 5% contingency load. The contingency load and other actuarial assumptions can be found in Appendix A of the Section 2 report.

² The discount rate used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 3.38% on June 30, 2022, the valuation date.

In order to terminate the plan, first contact our Pension Contract Services unit to initiate a Resolution of Intent to Terminate. The completed Resolution will allow the plan actuary to provide a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. Before beginning this process, please consult with the plan actuary.

Participant Data

The table below shows a summary of the plan's member data upon which this valuation is based:

	June 30, 2021	June 30, 2022
Active Members		
Counts	5	5
Average Attained Age	50.4	51.4
Average Entry Age to Rate Plan	43.5	43.4
Average Years of Credited Service	7.0	8.0
Average Annual Covered Pay	\$83,604	\$92,614
Annual Covered Payroll	\$418,020	\$463,072
Present Value of Future Payroll	\$3,320,467	\$3,736,428
Transferred Members	2	1
Separated Members	5	6
Retired Members and Beneficiaries*		
Counts	2	2
Average Annual Benefits	\$3,419	\$3,518
Total Annual Benefits	\$6,837	\$7,036

Counts of members included in the valuation are counts of the records processed by the valuation. Multiple records may exist for those who have service in more than one valuation group. This does not result in double counting of liabilities.

* Values include community property settlements.

List of Class 1 Benefit Provisions

This plan has the additional Class 1 Benefit Provisions:

- None

Plan's Major Benefit Options

Shown below is a summary of the major optional benefits for which the agency has contracted. A description of principal standard and optional plan provisions is in Section 2.

Member Category	Benefit Group
Demographics Actives Transfers/Separated Receiving Benefit Provision Benefit Formula Social Security Coverage Full/Modified Employee Contribution Rate Final Average Compensation Period Sick Leave Credit Non-Industrial Disability Industrial Disability Pre-Retirement Death Benefits Optional Settlement 2 1959 Survivor Benefit Level Special Alternate (firefighters) Post-Retirement Death Benefits Lump Sum Survivor Allowance (PRSA) COLA	Misc Yes Yes Yes 2% @ 60 Yes Modified 7.00% Three Year Yes Standard No Yes No No No \$2000 No 2%

Section 2

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Risk Pool Actuarial Valuation Information

Section 2 may be found on the
CalPERS website (www.calpers.ca.gov)
in the Forms and Publications section



**California Public Employees' Retirement System
Actuarial Office**

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

July 2023

**PEPRA Miscellaneous Plan of the Pleasant Valley Recreation and Park District (CalPERS ID: 3596803517)
Annual Valuation Report as of June 30, 2022**

Dear Employer,

Attached to this letter is the June 30, 2022 actuarial valuation report for the rate plan noted above. **Provided in this report is the determination of the minimum required employer contributions for fiscal year (FY) 2024-25.** In addition, the report contains important information regarding the current financial status of the plan as well as projections and risk measures to aid in planning for the future.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2022.

Section 2 can be found on the CalPERS website (www.calpers.ca.gov). From the home page, go to "Forms & Publications" and select "View All". In the search box, enter "Risk Pool" and from the results list download the Miscellaneous Risk Pool Actuarial Valuation Report for June 30, 2022.

Actuarial valuations are based on assumptions regarding future plan experience including investment return and payroll growth, eligibility for the types of benefits provided, and longevity among retirees. The CalPERS Board of Administration (board) adopts these assumptions after considering the advice of CalPERS actuarial and investment teams and other professionals. Each actuarial valuation reflects all prior differences between actual and assumed experience and adjusts the contribution requirements as needed. This valuation is based on an investment return assumption of 6.8%, which was adopted by the board in November 2021. Other assumptions used in this report are those recommended in the CalPERS Experience Study and Review of Actuarial Assumptions report from November 2021.

Required Contributions

The table below shows the minimum required employer contributions and the PEPRA member contribution rate for FY 2024-25 along with estimates of the required contributions for FY 2025-26. Employee contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.**

Fiscal Year	Employer Normal Cost Rate	Employer Amortization of Unfunded Accrued Liability	PEPRA Member Contribution Rate
2024-25	7.87%	\$2,338	7.75%
<i>Projected Results</i>			
2025-26	7.9%	\$3,500	TBD

The actual investment return for FY 2022-23 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 6.8%. **To the extent the actual investment return for FY 2022-23 differs from 6.8%, the actual contribution requirements for FY 2025-26 will differ from those shown above.** For additional details regarding the assumptions and methods used for these projections, please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section. This section also contains projected required contributions through FY 2029-30.

Changes from Previous Year's Valuations

There are no significant changes in actuarial assumptions or policies in the 2022 actuarial valuation. There may be changes specific to the plan such as contract amendments and funding changes.

Further descriptions of general changes are included in "Highlights and Executive Summary" and in Appendix A of the Section 2 report in "Actuarial Methods and Assumptions." The effects of any changes on the required contributions are included in "Reconciliation of Required Employer Contributions," also in the Section 2 report.

Questions

A CalPERS actuary is available to answer questions about this report. Other questions may be directed to the Customer Contact Center at (888)-CalPERS or (888-225-7377).

Sincerely,



SCOTT TERANDO, ASA, EA, MAAA, FCA, CFA
Chief Actuary, CalPERS



RANDALL DZIUBEK, ASA, MAAA
Deputy Chief Actuary, Valuation Services, CalPERS



**Actuarial Valuation
as of June 30, 2022**

**for the
PEPRA Miscellaneous Plan
of the
Pleasant Valley Recreation and Park District
(CalPERS ID: 3596803517)**

**Required Contributions
for Fiscal Year
July 1, 2024 - June 30, 2025**

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Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

**Plan Specific Information
for the
PEPRA Miscellaneous Plan
of the
Pleasant Valley Recreation and Park
District**

**(CalPERS ID: 3596803517)
(Rate Plan ID: 27385)**

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Actuarial Certification

To the best of our knowledge, this report, comprised of Sections 1 and 2, is complete and accurate and contains sufficient information to disclose, fully and fairly, the funded condition of the PEPRA Miscellaneous Plan of the Pleasant Valley Recreation and Park District and satisfies the actuarial valuation requirements of Government Code section 7504. This valuation is based on the member and financial data as of June 30, 2022 provided by the various CalPERS databases and the benefits under this plan with CalPERS as of the date this report was produced. Section 1 of this report is based on the member and financial data for Pleasant Valley Recreation and Park District, while Section 2 is based on the corresponding information for all agencies participating in the Miscellaneous Risk Pool to which the plan belongs.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the Miscellaneous Risk Pool has been performed in accordance with generally accepted actuarial principles, in accordance with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool as of the date of this valuation and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the rate plan, it is my opinion as the plan actuary that the Unfunded Accrued Liability amortization bases as of June 30, 2022 and employer contribution as of July 1, 2024 have been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary who satisfies the *Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States* with regard to pensions.



BILL KARCH, ASA, MAAA
Supervising Actuary, CalPERS

Highlights and Executive Summary

- **Introduction**
- **Purpose of Section 1**
- **Required Contributions**
- **Additional Discretionary Employer Contributions**
- **Funded Status – Funding Policy Basis**
- **Projected Employer Contributions**
- **Other Pooled Miscellaneous Risk Pool Rate Plans**
- **Cost**
- **Changes Since the Prior Year's Valuation**
- **Subsequent Events**

Introduction

This report presents the results of the June 30, 2022 actuarial valuation of the PEPRA Miscellaneous Plan of the Pleasant Valley Recreation and Park District of the California Public Employees' Retirement System (CalPERS). This actuarial valuation sets the minimum required contributions for fiscal year (FY) 2024-25.

Purpose of Section 1

This Section 1 report for the PEPRA Miscellaneous Plan of the Pleasant Valley Recreation and Park District of CalPERS was prepared by the Actuarial Office using data as of June 30, 2022. The purpose of the valuation is to:

- Set forth the assets and accrued liabilities of this rate plan as of June 30, 2022;
- Determine the minimum required employer contributions for this rate plan for FY July 1, 2024 through June 30, 2025;
- Determine the required member contribution rate for FY July 1, 2024 through June 30, 2025 for employees subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA); and
- Provide actuarial information as of June 30, 2022 to the CalPERS Board of Administration (board) and other interested parties.

The pension funding information presented in this report should not be used in financial reports subject to Governmental Accounting Standards Board (GASB) Statement No. 68 for a Cost Sharing Employer Defined Benefit Pension Plan. A separate accounting valuation report for such purposes is available on the CalPERS website (www.calpers.ca.gov).

The measurements shown in this actuarial valuation may not be applicable for other purposes. The agency should contact the plan actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; changes in plan provisions or applicable law; and differences between the required contributions determined by the valuation and the actual contributions made by the agency.

Assessment and Disclosure of Risk

This report includes the following risk disclosures consistent with the guidance of Actuarial Standard of Practice No. 51 and recommended by the California Actuarial Advisory Panel (CAAP) in the Model Disclosure Elements document:

- A "Scenario Test," projecting future results under different investment income returns.
- A "Sensitivity Analysis," showing the impact on current valuation results using alternative discount rates of 5.8% and 7.8%.
- A "Sensitivity Analysis," showing the impact on current valuation results assuming rates of mortality are 10% lower or 10% higher than our current post-retirement mortality assumptions adopted in 2021.
- Plan maturity measures indicating how sensitive a plan may be to the risks noted above.

Required Contributions

	Fiscal Year 2024-25
Required Employer Contributions	
Employer Normal Cost Rate	7.87%
<i>Plus</i>	
Required Payment on Amortization Bases ¹	\$2,338
<i>Paid either as</i>	
1) Monthly Payment	\$194.83
<i>Or</i>	
2) Annual Prepayment Option*	\$2,262
Required PEPRA Member Contribution Rate	7.75%
<i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i>	
<i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i>	
<i>For additional detail regarding the determination of the required contribution rate for PEPRA members, see "PEPRA Member Contribution Rates" section.</i>	

	Fiscal Year 2023-24	Fiscal Year 2024-25
Development of Normal Cost as a Percentage of Payroll		
Base Total Normal Cost for Formula	15.43%	15.62%
Surcharge for Class 1 Benefits ²		
None	0.00%	0.00%
Phase out of Normal Cost Difference ³	0.00%	0.00%
Plan's Total Normal Cost	15.43%	15.62%
Offset Due to Employee Contributions	7.75%	7.75%
Employer Normal Cost Rate	7.68%	7.87%

¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 28, 2023.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges.

³ When a rate plan joins the pool, the difference in normal cost between the pool and the rate plan is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.

Additional Discretionary Employer Contributions

The minimum required employer contribution towards the Unfunded Accrued Liability (UAL) for this rate plan for FY 2024-25 is \$2,338. CalPERS allows agencies to make additional discretionary payments (ADPs) at any time and in any amount. These optional payments serve to reduce the UAL and future required contributions and can result in significant long-term savings. Agencies can also use ADPs to stabilize annual contributions as a fixed dollar amount, percent of payroll or percent of revenue.

Provided below are select ADP options for consideration. Making such an ADP during FY 2024-25 does not require an ADP be made in any future year, nor does it change the remaining amortization period of any portion of unfunded liability. For information on permanent changes to amortization periods, see the "Amortization Schedule and Alternatives" section of the report.

Agencies considering making an ADP should contact CalPERS for additional information.

Minimum Required Employer Contribution for Fiscal Year 2024-25

Estimated Normal Cost	Minimum UAL Payment	ADP	Total UAL Contribution	Estimated Total Contribution
\$118,742	\$2,338	\$0	\$2,338	\$121,080

The minimum required contribution above is less than interest on the UAL. With no ADP the UAL is projected to increase over the following year. If the minimum UAL payment were split between interest and principal, the principal portion would be negative. This situation is referred to as **negative amortization**. If only the minimum required contribution is made, contributions are not expected to exceed interest on the UAL until FY **2026-27**, as shown in the "Amortization Schedule and Alternatives" section of the report (see columns labeled "Current Amortization Schedule").

Fiscal Year 2024-25 Employer Contribution Necessary to Avoid Negative Amortization

Estimated Normal Cost	Minimum UAL Payment	ADP ¹	Total UAL Contribution	Estimated Total Contribution
\$118,742	\$2,338	\$1,998	\$4,336	\$123,078

Alternative Fiscal Year 2024-25 Employer Contributions for Greater UAL Reduction

Funding Horizon	Estimated Normal Cost	Minimum UAL Payment	ADP ¹	Total UAL Contribution	Estimated Total Contribution
20 years	\$118,742	\$2,338	\$3,588	\$5,926	\$124,668
15 years	\$118,742	\$2,338	\$4,575	\$6,913	\$125,655
10 years	\$118,742	\$2,338	\$6,658	\$8,996	\$127,738
5 years	\$118,742	\$2,338	\$13,132	\$15,470	\$134,212

¹ The ADP amounts are assumed to be made in the middle of the fiscal year. A payment made earlier or later in the fiscal year would have to be less or more than the amount shown to have the same effect on the UAL amortization.

Note that the calculations above are based on the projected UAL as of June 30, 2024 as determined in the June 30, 2022 actuarial valuation. New unfunded liabilities can emerge in future years due to assumption or method changes, changes in plan provisions, and actuarial experience different than assumed. Making an ADP illustrated above for the indicated number of years will not result in a plan that is exactly 100% funded in the indicated number of years. Valuation results will vary from one year to the next and can diverge significantly from projections over a period of several years.

Funded Status – Funding Policy Basis

The table below provides information on the current funded status of the plan under the funding policy. The funded status for this purpose is based on the market value of assets relative to the funding target produced by the entry age actuarial cost method and actuarial assumptions adopted by the board. The actuarial cost method allocates the total expected cost of a member's projected benefit (**Present Value of Benefits**) to individual years of service (the **Normal Cost**). The value of the projected benefit that is not allocated to future service is referred to as the **Accrued Liability** and is the plan's funding target on the valuation date. The **Unfunded Accrued Liability (UAL)** equals the funding target minus the assets. The UAL is an absolute measure of funded status and can be viewed as employer debt. The **funded ratio** equals the assets divided by the funding target. The funded ratio is a relative measure of the funded status and allows for comparisons between plans of different sizes.

	June 30, 2021	June 30, 2022
1. Present Value of Benefits	\$2,310,401	\$2,930,796
2. Entry Age Accrued Liability	756,014	840,429
3. Market Value of Assets (MVA)	835,057	796,327
4. Unfunded Accrued Liability (UAL) [(2) – (3)]	(\$79,043)	\$44,102
5. Funded Ratio [(3) / (2)]	110.5%	94.8%

A funded ratio of 100% (UAL of \$0) implies that the funding of the plan is on target and that future contributions equal to the normal cost of the active plan members will be sufficient to fully fund all retirement benefits if future experience matches the actuarial assumptions. A funded ratio of less than 100% (positive UAL) implies that in addition to normal costs, payments toward the UAL will be required. Plans with a funded ratio greater than 100% have a negative UAL (or surplus) but are required under current law to continue contributing the normal cost in most cases, preserving the surplus for future contingencies.

Calculations for the funding target reflect the expected long-term investment return of 6.8%. If it were known on the valuation date that future investment returns will average something greater/less than the expected return, calculated normal costs and accrued liabilities provided in this report would be less/greater than the results shown. Therefore, for example, if actual average future returns are less than the expected return, calculated normal costs and UAL contributions will not be sufficient to fully fund all retirement benefits. Under this scenario, required future normal cost contributions will need to increase from those provided in this report, and the plan will develop unfunded liabilities that will also add to required future contributions. For illustrative purposes, funded statuses based on a 1% lower and higher average future investment return (discount rate) are as follows:

	1% Lower Average Return	Current Assumption	1% Higher Average Return
Discount Rate	5.8%	6.8%	7.8%
1. Entry Age Accrued Liability	\$1,071,990	\$840,429	\$667,994
2. Market Value of Assets (MVA)	796,327	796,327	796,327
3. Unfunded Accrued Liability (UAL) [(1) – (2)]	\$275,663	\$44,102	(\$128,333)
4. Funded Ratio [(2) / (1)]	74.3%	94.8%	119.2%

The "Risk Analysis" section of the report provides additional information regarding the sensitivity of valuation results to the expected investment return and other factors. Also provided in that section are measures of funded status that are appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities.

Projected Employer Contributions

The table below shows the required and projected employer contributions (before cost sharing) for the next six fiscal years. The projection assumes that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period. In particular, the investment return beginning with FY 2022-23 is assumed to be 6.80% per year, net of investment and administrative expenses. Future contribution requirements may differ significantly from those shown below. The actual long-term cost of the plan will depend on the actual benefits and expenses paid and the actual investment experience of the fund.

	Required Contribution	Projected Future Employer Contributions (Assumes 6.80% Return for Fiscal Year 2022-23 and Beyond)				
Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
	Rate Plan 27385 Results					
Normal Cost %	7.87%	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Payment	\$2,338	\$3,500	\$4,600	\$5,700	\$6,800	\$6,800

For ongoing plans, investment gains and losses are amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A of the Section 2 Report. This method phases in the impact of the change in UAL over a 5-year period in order to reduce employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years when there is a large investment loss, the relatively small amortization payments during the ramp up period could result in contributions that are less than interest on the UAL (i.e. negative amortization) while the contribution impact of the increase in the UAL is phased in.

The required contribution for FY 2024-25 is less than interest on the UAL, a situation referred to as **negative amortization**, as explained in the "Additional Discretionary Employer Contributions" section earlier in this report. If only the minimum required contribution is made, contributions are not expected to exceed interest on the UAL until FY 2026-27, as shown in the "Amortization Schedule and Alternatives" section of the report (see columns labelled "Current Amortization Schedule").

For projected contributions under alternate investment return scenarios, please see the "Future Investment Return Scenarios" in the "Risk Analysis" section. Our online pension plan projection tool, Pension Outlook, is available in the Employers section of the CalPERS website. Pension Outlook can help plan and budget pension costs under various scenarios.

Other Pooled Miscellaneous Risk Pool Rate Plans

All of the results presented in this Section 1 report, except those shown on this page, correspond to rate plan 27385. In many cases, employers have additional rate plans within the same risk pool. For cost analysis and budgeting it is useful to consider contributions for these rate plans as a whole rather than individually. The estimated contribution amounts and rates for all of the employer's rate plans in the Miscellaneous Risk Pool are shown below and assume that the total employer payroll within the Miscellaneous Risk Pool will grow according to the overall payroll growth assumption of 2.80% per year for three years. In a refinement since the prior year's report, Classic members who are projected to terminate employment are assumed to be replaced by PEPRA members.

	Fiscal Year	Fiscal Year
	2023-24	2024-25
Estimated Combined Employer Contributions for all Pooled Miscellaneous Rate Plans		
Projected Payroll for the Contribution Year	\$2,386,873	\$2,728,390
Estimated Employer Normal Cost	\$248,462	\$268,345
Required Payment on Amortization Bases	\$511,307	\$601,712
Estimated Total Employer Contributions	\$759,769	\$870,057
Estimated Total Employer Contribution Rate (illustrative only)	31.83%	31.89%

Cost

Actuarial Determination of Plan Cost

Contributions to fund the plan are comprised of two components:

- Normal Cost, expressed as a percentage of total active payroll
- Amortization of the Unfunded Accrued Liability (UAL), expressed as a dollar amount

For fiscal years prior to 2015-16, the Amortization of UAL component was expressed as a percentage of total active payroll. Starting with FY 2015-16, the Amortization of UAL component was expressed as a dollar amount and invoiced on a monthly basis. There is an option to prepay this amount during July of each fiscal year.

The Normal Cost component is expressed as a percentage of active payroll with employer and employee contributions payable as part of the regular payroll reporting process.

The determination of both components requires complex actuarial calculations. The calculations are based on a set of actuarial assumptions which can be divided into two categories:

- Demographic assumptions (e.g., mortality rates, retirement rates, employment termination rates, disability rates)
- Economic assumptions (e.g., future investment earnings, inflation, salary growth rates)

These assumptions reflect CalPERS' best estimate of future experience of the plan and are long term in nature. We recognize that all assumptions will not be realized in any given year. For example, the investment earnings at CalPERS have averaged 6.9% over the 20 years ending June 30, 2022, yet individual fiscal year returns have ranged from -23.6% to +21.3%. In addition, CalPERS reviews all actuarial assumptions by conducting in-depth experience studies every four years, with the most recent experience study completed in 2021.

Changes Since the Prior Year's Valuation

Benefits

The standard actuarial practice at CalPERS is to recognize mandated legislative benefit changes in the first annual valuation following the effective date of the legislation. Voluntary benefit changes by plan amendment are generally included in the first valuation that is prepared after the amendment becomes effective, even if the valuation date is prior to the effective date of the amendment.

This valuation generally reflects plan amendments effective before the date of the report. Please refer to the "Plan's Major Benefit Options" in this report and Appendix B of the Section 2 Report for a summary of the plan provisions used in this valuation.

In 2022, SB 1168 increased the standard retiree lump sum death benefit from \$500 to \$2,000 for any death occurring on or after July 1, 2023. For pooled plans this is a Class 3 benefit and there is no normal cost surcharge. The impact on the unfunded liability is included in the pool's (gain)/loss.

Actuarial Methods and Assumptions

There are no significant changes to the actuarial methods or assumptions for the June 30, 2022 actuarial valuation.

Subsequent Events

This actuarial valuation report reflects fund investment return through June 30, 2022 and statutory/regulatory changes and board actions through January 2023.

During the time period between the valuation date and the publication of this report, inflation has been significantly higher than the expected inflation of 2.3% per annum. Since inflation influences cost-of-living increases for retirees and beneficiaries and active member pay increases, higher inflation is likely to put at least some upward pressure on contribution requirements and downward pressure on the funded status in the June 30, 2023 valuation. The actual impact of higher inflation on future valuation results will depend on, among other factors, how long higher inflation persists. At this time, we continue to believe the long-term inflation assumption of 2.3% is appropriate.

To the best of our knowledge, there have been no other subsequent events that could materially affect current or future certifications rendered in this report.

Assets and Liabilities

- **Breakdown of Entry Age Accrued Liability**
- **Allocation of Plan's Share of Pool's Experience/Assumption Change**
- **Development of Plan's Share of Pool's Market Value of Assets**
- **Schedule of Amortization Bases**
- **Amortization Schedule and Alternatives**
- **Employer Contribution History**
- **Funding History**

Breakdown of Entry Age Accrued Liability

Active Members	\$543,347
Transferred Members	128,738
Separated Members	168,344
Members and Beneficiaries Receiving Payments	0
Total	\$840,429

Allocation of Plan's Share of Pool's Experience/Assumption Change

It is the policy of CalPERS to ensure equity within the risk pools by allocating the pool's experience gains/losses and assumption changes in a manner that treats each employer equitably and maintains benefit security for the members of the System while minimizing substantial variations in employer contributions. The Pool's experience gains/losses and impact of assumption/method changes is allocated to the plan as follows:

1. Plan's Accrued Liability	\$840,429
2. Projected UAL Balance at 6/30/2022	(93,946)
3. Other UAL Adjustments (Golden Handshake, Prior Service Purchase, etc.)	0
4. Adjusted UAL Balance at 6/30/2022 for Asset Share	(104,527)
5. Pool's Accrued Liability ¹	22,021,735,002
6. Sum of Pool's Individual Plan UAL Balances at 6/30/2022 ¹	2,453,954,297
7. Pool's 2021-22 Investment (Gain)/Loss ¹	2,614,071,182
8. Pool's 2021-22 Non-Investment (Gain)/Loss ¹	309,490,972
9. Plan's Share of Pool's Investment (Gain)/Loss: $[(1) - (4)] \div [(5) - (6)] \times (7)$	126,237
10. Plan's Share of Pool's Non-Investment (Gain)/Loss: $(1) \div (5) \times (8)$	11,811
11. Plan's New (Gain)/Loss as of 6/30/2022: $(9) + (10)$	138,048
12. Increase in Pool's Accrued Liability due to Change in Assumptions ¹	0
13. Plan's Share of Pool's Change in Assumptions: $(1) \div (5) \times (12)$	0
14. Increase in Pool's Accrued Liability due to Funding Risk Mitigation ¹	0
15. Plan's Share of Pool's Change due to Funding Risk Mitigation: $(1) \div (5) \times (14)$	0
16. Offset due to Funding Risk Mitigation	0
17. Plan's Investment (Gain)/Loss: $(9) - (16)$	126,237
18. Partial Fresh Start Base: $(2) + (17)$	32,291

¹ Does not include plans that transferred to Pool on the valuation date.

Development of the Plan's Share of Pool's Market Value of Assets

19. Plan's UAL: $(2) + (3) + (11) + (13) + (15)$	\$44,102
20. Plan's Share of Pool's MVA: $(1) - (19)$	\$796,327

Schedule of Amortization Bases

Below is the schedule of the plan's amortization bases. Note that there is a two-year lag between the valuation date and the start of the contribution year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2022.
- The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuation date: FY 2024-25.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their required employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward each year by subtracting the expected payment on the UAL for the fiscal year and adjusting for interest. The expected payment for the first fiscal year is determined by the actuarial valuation two years ago and the contribution for the second year is from the actuarial valuation one year ago. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

Reason for Base	Date Est.	Ramp Level	Escalation Rate	Amort. Period	Balance 6/30/22	Expected Payment 2022-23	Balance 6/30/23	Expected Payment 2023-24	Balance 6/30/24	Minimum Required Payment 2024-25
Non-Investment (Gain)/Loss	6/30/22	No Ramp	0.00%	20	11,811	0	12,614	0	13,472	1,211
Partial Fresh Start	6/30/22	20% Up Only	0.00%	20	32,291	(14,133)	49,092	0	52,430	1,127
Total					44,102	(14,133)	61,706	0	65,902	2,338

The (gain)/loss bases are the plan's allocated share of the risk pool's (gain)/loss for the fiscal year as disclosed in "Allocation of Plan's Share of Pools Experience/Assumption Change" earlier in this section. These (gain)/loss bases will be amortized in accordance with the CalPERS amortization policy in effect at the time the base was established.

The partial fresh start base established June 30, 2022 is the sum of the UAL balance from the June 30, 2021 valuation (projected to June 30, 2022) and the June 30, 2022 investment loss, as shown on the previous page.

Amortization Schedule and Alternatives

The amortization schedule on the previous page(s) shows the minimum contributions required according to the CalPERS amortization policy. Many agencies have expressed a desire for a more stable pattern of payments or have indicated interest in paying off the unfunded accrued liabilities more quickly than required. As such, we have provided alternative amortization schedules to help analyze the current amortization schedule and illustrate the potential savings of accelerating unfunded liability payments.

Shown on the following page are future year amortization payments based on 1) the current amortization schedule reflecting the individual bases and remaining periods shown on the previous page, and 2) alternative "fresh start" amortization schedules using two sample periods that would both result in interest savings relative to the current amortization schedule. To initiate a fresh start, please contact the plan actuary.

The Current Amortization Schedule typically contains both positive and negative bases. Positive bases result from plan changes, assumption changes, method changes or plan experience that increase unfunded liability. Negative bases result from plan changes, assumption changes, method changes, or plan experience that decrease unfunded liability. The combination of positive and negative bases within an amortization schedule can result in unusual or problematic circumstances in future years, such as:

- When a negative payment would be required on a positive unfunded actuarial liability; or
- When the payment would completely amortize the total unfunded liability in a very short time period, and results in a large change in the employer contribution requirement.

In any year when one of the above scenarios occurs, the actuary will consider corrective action such as replacing the existing unfunded liability bases with a single "fresh start" base and amortizing it over an appropriate period.

The Current Amortization Schedule on the following page may appear to show that, based on the current amortization bases, one of the above scenarios will occur at some point in the future. It is impossible to know today whether such a scenario will in fact arise since there will be additional bases added to the amortization schedule in each future year. Should such a scenario arise in any future year, the actuary will take appropriate action based on guidelines in the CalPERS amortization policy.

Amortization Schedule and Alternatives (continued)

Date	<u>Current Amortization Schedule</u>		<u>Alternate Schedules</u>			
	Balance	Payment	20 Year Amortization		15 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2024	65,902	2,338	65,902	5,926	65,902	6,913
6/30/2025	67,968	3,466	64,259	5,926	63,239	6,913
6/30/2026	69,008	4,593	62,504	5,926	60,395	6,913
6/30/2027	68,954	5,719	60,630	5,926	57,358	6,914
6/30/2028	67,732	6,846	58,629	5,926	54,113	6,913
6/30/2029	65,262	6,846	56,492	5,926	50,649	6,914
6/30/2030	62,625	6,847	54,209	5,926	46,948	6,914
6/30/2031	59,807	6,846	51,771	5,926	42,995	6,913
6/30/2032	56,799	6,846	49,167	5,926	38,774	6,913
6/30/2033	53,586	6,847	46,386	5,926	34,266	6,913
6/30/2034	50,154	6,846	43,416	5,926	29,452	6,913
6/30/2035	46,490	6,846	40,244	5,926	24,311	6,914
6/30/2036	42,576	6,846	36,856	5,926	18,819	6,914
6/30/2037	38,396	6,846	33,238	5,926	12,953	6,913
6/30/2038	33,932	6,846	29,374	5,926	6,690	6,914
6/30/2039	29,165	6,846	25,247	5,926		
6/30/2040	24,073	6,846	20,840	5,927		
6/30/2041	18,635	6,846	16,132	5,926		
6/30/2042	12,828	6,847	11,105	5,927		
6/30/2043	6,625	6,846	5,735	5,927		
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
Total		125,655		118,523		103,701
Interest Paid		59,753		52,621		37,799
Estimated Savings				7,132		21,954

Employer Contribution History

The table below provides a recent history of the required and discretionary employer contributions for the plan. The required amounts are based on the actuarial valuation from two years prior without subsequent adjustments, if any. Additional discretionary payments before July 1, 2019 or after April 28, 2023 are not included.

Fiscal Year	Employer Normal Cost	Unfunded Liability Payment (\$)	Additional Discretionary Payments
2016 - 17	6.555%	\$186	N/A
2017 - 18	6.533%	316	N/A
2018 - 19	6.842%	446	N/A
2019 - 20	6.985%	667	5,619
2020 - 21	7.732%	1,147	23,575
2021 - 22	7.59%	886	22,238
2022 - 23	7.47%	2,856	0
2023 - 24	7.68%	0	
2024 - 25	7.87%	2,338	

Funding History

The table below shows the recent history of the actuarial accrued liability, share of the pool's market value of assets, unfunded accrued liability, funded ratio, and annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Unfunded Accrued Liability (UAL)	Funded Ratio	Annual Covered Payroll
06/30/2014	\$1,227	\$1,282	(\$55)	104.5%	\$82,595
06/30/2015	13,091	12,113	978	92.5%	161,981
06/30/2016	42,798	38,235	4,563	89.3%	375,155
06/30/2017	111,178	106,712	4,466	96.0%	478,320
06/30/2018	225,831	211,080	14,751	93.5%	658,378
06/30/2019	353,590	332,414	21,176	94.0%	849,976
06/30/2020	528,822	494,383	34,439	93.5%	981,564
06/30/2021	756,014	835,057	(79,043)	110.5%	898,253
06/30/2022	840,429	796,327	44,102	94.8%	1,189,704

Risk Analysis

- **Future Investment Return Scenarios**
- **Discount Rate Sensitivity**
- **Mortality Rate Sensitivity**
- **Maturity Measures**
- **Maturity Measures History**
- **Funded Status – Termination Basis**

Future Investment Return Scenarios

Analysis using the investment return scenarios from the Asset Liability Management process completed in 2021 was performed to determine the effects of various future investment returns on required employer contributions. The projections below reflect the impact of the CalPERS Funding Risk Mitigation policy. The projections also assume that all other actuarial assumptions will be realized and that no further changes in assumptions, contributions, benefits, or funding will occur.

The first table shows projected contribution requirements if the fund were to earn either 3.0% or 10.8% annually. These alternate investment returns were chosen because 90% of long-term average returns are expected to fall between them over the 20-year period ending June 30, 2042.

Assumed Annual Return FY 2022-23 through 2041-42	Projected Employer Contributions				
	2025-26	2026-27	2027-28	2028-29	2029-30
3.0% (5th percentile)					
Normal Cost Rate	7.9%	7.9%	7.9%	7.9%	7.9%
UAL Contribution	\$4,200	\$6,800	\$10,000	\$14,000	\$18,000
10.8% (95th percentile)					
Normal Cost Rate	8.1%	8.3%	8.5%	8.7%	8.4%
UAL Contribution	\$2,900	\$2,700	\$0	\$0	\$0

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 3.0% or greater than 10.8% over a 20-year period, the likelihood of a single investment return less than 3.0% or greater than 10.8% in any given year is much greater. The following analysis illustrates the effect of an extreme, single year investment return.

The portfolio has an expected volatility (or standard deviation) of 12.0% per year. Accordingly, in any given year there is a 16% probability that the annual return will be -5.2% or less and a 2.5% probability that the annual return will be -17.2% or less. These returns represent one and two standard deviations below the expected return of 6.8%.

The following table shows the effect of a one or two standard deviation investment loss in FY 2022-23 on the FY 2025-26 contribution requirements. Note that a single-year investment gain or loss decreases or increases the required UAL contribution amount incrementally for each of the next five years, not just one, due to the 5-year ramp in the amortization policy. However, the contribution requirements beyond the first year are also impacted by investment returns beyond the first year. Historically, significant downturns in the market are often followed by higher than average returns. Such investment gains would offset the impact of these single year negative returns in years beyond FY 2025-26.

Assumed Annual Return for Fiscal Year 2022-23	Required Employer Contributions	Projected Employer Contributions
	2024-25	2025-26
(17.2)% (2 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$2,338	\$8,100
(5.2)% (1 standard deviation loss)		
Normal Cost Rate	7.87%	7.9%
UAL Contribution	\$2,338	\$5,800

- Without investment gains (returns higher than 6.8%) in FY 2023-24 or later, projected contributions rates would continue to rise over the next four years due to the continued phase-in of the impact of the illustrated investment loss in FY 2022-23.
- The Pension Outlook Tool can be used to model projected contributions for these scenarios beyond FY 2025-26 as well as to model other investment return scenarios.

Discount Rate Sensitivity

The discount rate assumption is calculated as the sum of the assumed real rate of return and the assumed annual price inflation, currently 4.5% and 2.3%, respectively. Changing either the price inflation assumption or the real rate of return assumption will change the discount rate. The sensitivity of the valuation results to the discount rate assumption depends on which component of the discount rate is changed. Shown below are various valuation results as of June 30, 2022 assuming alternate discount rates by changing the two components independently. Results are shown using the current discount rate of 6.8% as well as alternate discount rates of 5.8% and 7.8%. The rates of 5.8% and 7.8% were selected since they illustrate the impact of a 1.0% increase or decrease to the 6.8% assumption.

Sensitivity to the Real Rate of Return Assumption

As of June 30, 2022	1% Lower Real Return Rate	Current Assumptions	1% Higher Real Return Rate
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	2.3%	2.3%	2.3%
Real Rate of Return	3.5%	4.5%	5.5%
a) Total Normal Cost	19.53%	15.62%	12.65%
b) Accrued Liability	\$1,071,990	\$840,429	\$667,994
c) Market Value of Assets	\$796,327	\$796,327	\$796,327
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$275,663	\$44,102	(\$128,333)
e) Funded Ratio	74.3%	94.8%	119.2%

Sensitivity to the Price Inflation Assumption

As of June 30, 2022	1% Lower Price Inflation	Current Assumptions	1% Higher Price Inflation
Discount Rate	5.8%	6.8%	7.8%
Price Inflation	1.3%	2.3%	3.3%
Real Rate of Return	4.5%	4.5%	4.5%
a) Total Normal Cost	16.48%	15.62%	14.20%
b) Accrued Liability	\$892,041	\$840,429	\$756,939
c) Market Value of Assets	\$796,327	\$796,327	\$796,327
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$95,714	\$44,102	(\$39,388)
e) Funded Ratio	89.3%	94.8%	105.2%

Mortality Rate Sensitivity

The following table looks at the change in the June 30, 2022 plan costs and funded status under two different longevity scenarios, namely assuming post-retirement rates of mortality are 10% lower or 10% higher than our current mortality assumptions adopted in 2021. This type of analysis highlights the impact on the plan of a change in the mortality assumption.

As of June 30, 2022	10% Lower Mortality Rates	Current Assumptions	10% Higher Mortality Rates
a) Total Normal Cost	15.89%	15.62%	15.37%
b) Accrued Liability	\$854,445	\$840,429	\$827,481
c) Market Value of Assets	\$796,327	\$796,327	\$796,327
d) Unfunded Liability/(Surplus) [(b) - (c)]	\$58,118	\$44,102	\$31,154
e) Funded Ratio	93.2%	94.8%	96.2%

Maturity Measures

As pension plans mature they become more sensitive to risks. Understanding plan maturity and how it affects the ability of a pension plan sponsor to tolerate risk is important in understanding how the pension plan is impacted by investment return volatility, other economic variables, and changes in longevity or other demographic assumptions.

Since it is the employer that bears the risk, it is appropriate to perform this analysis on a pension plan level considering all rate plans. The following measures are for one rate plan only. One way to look at the maturity level of CalPERS and its plans is to look at the ratio of a plan's retiree liability to its total liability. A pension plan in its infancy will have a very low ratio of retiree liability to total liability. As the plan matures, the ratio starts increasing. A mature plan will often have a ratio above 60%-65%.

Ratio of Retiree Accrued Liability to Total Accrued Liability	June 30, 2021	June 30, 2022
1. Retired Accrued Liability	\$0	\$0
2. Total Accrued Liability	756,014	840,429
3. Ratio of Retiree AL to Total AL [(1) / (2)]	0.00	0.00

Another measure of maturity level of CalPERS and its plans is to look at the ratio of actives to retirees, also called the support ratio. A pension plan in its infancy will have a very high ratio of active to retired members. As the plan matures and members retire, the ratio declines. A mature plan will often have a ratio near or below one.

To calculate the support ratio for the rate plan, retirees and beneficiaries receiving a continuance are each counted as one, even though they may have only worked a portion of their careers as an active member of this rate plan. For this reason, the support ratio, while intuitive, maybe less informative than the ratio of retiree liability to total accrued liability above.

For comparison, the support ratio for all CalPERS public agency plans as of June 30, 2021, was 0.78 and was calculated consistently with how it is for the individual rate plan. Note that to calculate the support ratio for all public agency plans, a retiree with service from more than one CalPERS agency is counted as a retiree more than once.

Support Ratio	June 30, 2021	June 30, 2022
1. Number of Actives	16	22
2. Number of Retirees	0	0
3. Support Ratio [(1) / (2)]	N/A	N/A

Maturity Measures (continued)

The actuarial calculations supplied in this communication are based on various assumptions about long-term demographic and economic behavior. Unless these assumptions (e.g., terminations, deaths, disabilities, retirements, salary growth, investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio

Shown in the table below is the asset volatility ratio (AVR), which is the ratio of market value of assets to payroll. Plans that have higher AVR experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with AVR of 8 may experience twice the contribution volatility due to investment return volatility than a plan with AVR of 4. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as a plan matures.

Liability Volatility Ratio

Also shown in the table below is the liability volatility ratio (LVR), which is the ratio of accrued liability to payroll. Plans that have a higher LVR experience more volatile employer contributions (as a percentage of payroll) due to changes in liability. For example, a plan with LVR of 8 is expected to have twice the contribution volatility of a plan with LVR of 4. It should be noted that this ratio indicates a longer-term potential for contribution volatility, since the AVR, described above, will tend to move closer to the LVR as the funded ratio approaches 100%.

Contribution Volatility	June 30, 2021	June 30, 2022
1. Market Value of Assets	\$835,057	\$796,327
2. Payroll	898,253	1,189,704
3. Asset Volatility Ratio (AVR) [(1) / (2)]	0.9	0.7
4. Accrued Liability	\$756,014	\$840,429
5. Liability Volatility Ratio (LVR) [(4) / (2)]	0.8	0.7

Maturity Measures History

Valuation Date	Ratio of Retiree Accrued Liability to Total Accrued Liability	Support Ratio	Asset Volatility Ratio	Liability Volatility Ratio
06/30/2017	0.00	N/A	0.2	0.2
06/30/2018	0.00	N/A	0.3	0.3
06/30/2019	0.00	N/A	0.4	0.4
06/30/2020	0.00	N/A	0.5	0.5
06/30/2021	0.00	N/A	0.9	0.8
06/30/2022	0.00	N/A	0.7	0.7

Funded Status – Termination Basis

The funded status measured on a termination basis is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of June 30, 2022. The accrued liability on a termination basis (termination liability) is calculated differently compared to the plan’s ongoing funding liability. For the termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees. Unlike the actuarial cost method used for ongoing plans, the termination liability is the present value of the benefits earned through the valuation date.

A more conservative investment policy and asset allocation strategy was adopted by the board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while limiting the funding risk. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 19-month period from 12 months before the valuation date to seven months after.

Market Value of Assets (MVA)	Discount Rate: 1.75% Price Inflation: 2.50%		Discount Rate: 4.50% Price Inflation: 2.75%			
	Termination Liability ^{1,2}	Funded Ratio	Unfunded Termination Liability	Termination Liability ^{1,2}	Funded Ratio	Unfunded Termination Liability
\$796,327	\$2,164,546	36.8%	\$1,368,219	\$953,759	83.5%	\$157,432

¹ The termination liabilities calculated above include a 5% contingency load. The contingency load and other actuarial assumptions can be found in Appendix A of the Section 2 report.

² The discount rate used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 3.38% on June 30, 2022, the valuation date.

In order to terminate the plan, first contact our Pension Contract Services unit to initiate a Resolution of Intent to Terminate. The completed Resolution will allow the plan actuary to provide a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. Before beginning this process, please consult with the plan actuary.

Participant Data

The table below shows a summary of the plan's member data upon which this valuation is based:

	June 30, 2021	June 30, 2022
Active Members		
Counts	16	22
Average Attained Age	39.7	35.8
Average Entry Age to Rate Plan	35.5	33.4
Average Years of Credited Service	4.2	2.5
Average Annual Covered Pay	\$56,141	\$54,077
Annual Covered Payroll	\$898,253	\$1,189,704
Present Value of Future Payroll	\$10,785,343	\$14,432,759
Transferred Members	5	6
Separated Members	6	12
Retired Members and Beneficiaries*		
Counts	0	0
Average Annual Benefits	\$0	\$0
Total Annual Benefits	\$0	\$0

Counts of members included in the valuation are counts of the records processed by the valuation. Multiple records may exist for those who have service in more than one valuation group. This does not result in double counting of liabilities.

* Values include community property settlements.

List of Class 1 Benefit Provisions

This plan has the additional Class 1 Benefit Provisions:

- None

Plan's Major Benefit Options

Shown below is a summary of the major optional benefits for which the agency has contracted. A description of principal standard and optional plan provisions is in Section 2.

Member Category	Benefit Group
Demographics Actives Transfers/Separated Receiving Benefit Provision Benefit Formula Social Security Coverage Full/Modified Employee Contribution Rate Final Average Compensation Period Sick Leave Credit Non-Industrial Disability Industrial Disability Pre-Retirement Death Benefits Optional Settlement 2 1959 Survivor Benefit Level Special Alternate (firefighters) Post-Retirement Death Benefits Lump Sum Survivor Allowance (PRSA) COLA	Misc Yes Yes No 2% @ 62 Yes Full 7.75% Three Year Yes Standard No Yes No No No \$2000 No 2%

PEPRA Member Contribution Rates

The California Public Employees' Pension Reform Act of 2013 (PEPRA) established new benefit formulas, final compensation period, and contribution requirements for "new" employees (generally those first hired into a CalPERS-covered position on or after January 1, 2013). In accordance with Government Code Section 7522.30(b), "new members ... shall have an initial contribution rate of at least 50% of the normal cost rate." The normal cost for the plan is dependent on the benefit levels, actuarial assumptions, and demographics of the risk pool, particularly members' entry age. Should the total normal cost rate change by more than 1% from the base total normal cost rate, the new member rate shall be 50% of the new normal cost rate rounded to the nearest quarter percent.

The table below shows the determination of the PEPRA member contribution rates effective July 1, 2024, based on 50% of the total normal cost rate as of the June 30, 2022 valuation.

Rate Plan Identifier	Benefit Group Name	Basis for Current Rate		Rates Effective July 1, 2024			
		Total Normal Cost	Member Rate	Total Normal Cost	Change	Change Needed	Member Rate
27385	Miscellaneous PEPRA Level	15.43%	7.75%	15.62%	0.19%	No	7.75%

Section 2

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Risk Pool Actuarial Valuation Information

Section 2 may be found on the
CalPERS website (www.calpers.ca.gov)
in the Forms and Publications section



CalPERS Reports Preliminary 5.8% Investment Return for 2022-23 Fiscal Year

July 19, 2023

Communications & Stakeholder Relations

Contact: John Myers, Chief of the Office of Public Affairs

(916) 795-3991 - newsroom@calpers.ca.gov

SACRAMENTO, Calif. – CalPERS reported a preliminary net return of 5.8% on its investments for the 12-month period ending June 30, 2023, the pension fund’s leaders said Wednesday. Assets as of that date were valued at \$462.8 billion.

“Even with the economic challenges that still confront institutional investors, we have been able to maintain our focus on meeting the long-term retirement promises made to our members and their families,” said CalPERS Chief Executive Officer Marcie Frost.

The preliminary 5.8% net investment return stands in contrast to the prior fiscal year, when global financial volatility led to the fund’s first negative net return since the Great Recession.

When factoring in CalPERS’ discount rate of 6.8% — comparable to an assumed annual rate of return – and the 2022-23 preliminary return of 5.8%, the estimated funded status now stands at 72%.

Public equity investments outpaced all other asset classes in the new investment report, with an estimated 14.1% return in FY 2022-23. These assets comprise about 45% of the Total Fund.

“The resiliency of the stock market—particularly since the start of the calendar year—has created a solid base for the investment team to implement innovative approaches in delivering added value for our members in the coming years,” said CalPERS Chief Investment Officer Nicole Musicco.

Private debt, established as a unique asset class last year, outperformed the policy benchmark and reported a preliminary investment return of 6.5%.

The Total Fund's second largest component, fixed income assets, finished the fiscal year flat. And two asset classes – private equity and real estate – reported a negative return.

1 Year Return

Asset Class	Net Rate of Return (in percent)	Policy Benchmark (in percent)
PERF	5.8	5.5
Public Equity	14.1	14.1
Income	0.0	0.0
Private Equity*	-2.3	-5.9
Real Assets*	-3.1	-4.0
Private Debt*	6.5	3.7

**Private market asset valuations lag one quarter and are as of March 31, 2023.*

While a single year's investment returns are an important marker, long-term return rates provide a more comprehensive look at efforts to secure the future needs of public sector retirees. Total fund annualized returns for the five-year period ending June 30, 2023, stood at 6.1%, the 10-year period at 7.1%, the 20-year period at 7%, and the 30-year period at 7.5%.

The preliminary net return is an early snapshot of the CalPERS portfolio. The official Total Fund performance will undergo additional review over the next few months by outside experts, as well as by CalPERS investment and finance officials.

The ending value of the Public Employees' Retirement Fund (PERF) for FY 2022-23 will be based on additional factors beyond investment returns, including employer and employee contributions, monthly payments made to retirees, and various investment fees.

The final fiscal year performance returns will be used to set contribution levels for the State of California and school districts in the 2024-25 fiscal year and for contracting counties, cities, and special districts in the 2025-26 fiscal year.

Media Advisory

A news media availability via Zoom to discuss fiscal year investment returns with the CalPERS CEO, CIO, and senior investment office staff will be held Wednesday, July 19 at 12:00 p.m. PDT. Credentialed media can send an email to newsroom@calpers.ca.gov for information on how to log in.

About CalPERS

For more than nine decades, CalPERS has built retirement and health security for state, school, and public agency members who invest their lifework in public service. Our pension fund serves more than 2 million members in the CalPERS retirement system and administers benefits for more than 1.5 million members and their families in our health program, making us the largest defined-benefit public pension in the U.S. For more information, visit www.calpers.ca.gov.

Updated: July 19, 2023

Transparency Report

As of June 30, 2022



Letter from the CEO



I am pleased to present the first California Public Employees’ Retirement System (CalPERS) Transparency Report, for fiscal year 2021-22. This report was designed for our stakeholders as a way to communicate our financial status at a glance and provide transparency and accountability.

The CalPERS Transparency Report will be produced annually in conjunction with the Annual Comprehensive Financial Report (ACFR). We understand that the ACFR is lengthy and technical. The transparency report is designed to breakdown the technical information and provide information in an easy to read and understand format with charts, graphs, and infographic images. The report is an overview about the Public Employees’ Retirement Fund (PERF) on our investments and sustainability efforts, membership and funded ratio status, diversity and inclusion efforts, and on our organizational activities, demographics and outreach efforts.

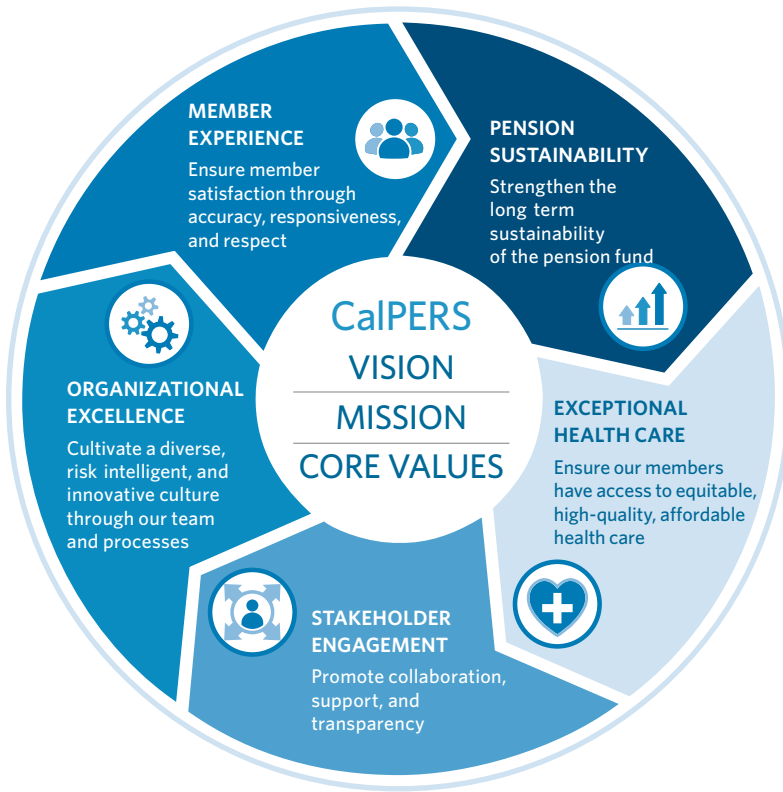
This report continues to promote our core value of openness, where we encourage a trusting environment by being genuine and transparent through our actions and communications. We hope you find the transparency report helpful and informative; we look forward to your feedback.

– Marcie Frost, CEO

What’s Inside

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Mission, Vision, Values & Strategic Plan



Our Mission is to deliver retirement and health care benefits to members and their beneficiaries.

Our Vision is to be a respected partner, providing a sustainable retirement system and health care program for those who serve California.

Our Core Values Quality, Respect, Accountability, Integrity, Openness, Balance guide us in our work and are woven into the fabric of our daily interaction with our members, employers, and each other.

CalPERS is about people.

It's about the dedicated individuals who serve, or have served, California at the state, regional, and local level through a career in public service. For more than nine decades, CalPERS has built retirement and health security for these public servants.

2022-27 | Strategic Plan

Member Experience: Ensure member satisfaction through accuracy, responsiveness, and respect

Pension Sustainability: Strengthen the long-term sustainability of the pension fund

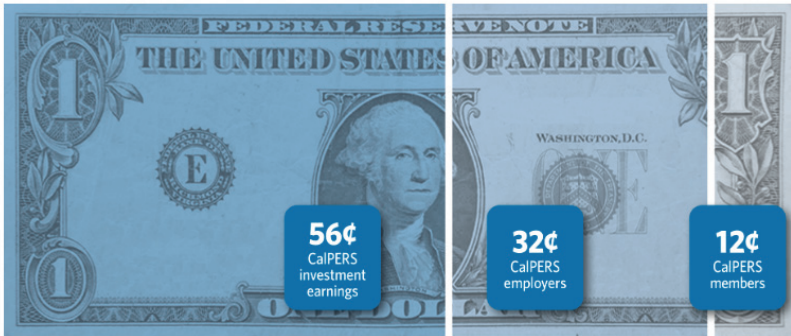
Exceptional Health Care: Ensure our members have access to equitable, high-quality, affordable health care

Stakeholder Engagement: Promote collaboration, support, and transparency

Organizational Excellence: Cultivate a diverse, risk-intelligent, and innovative culture through our team and processes

Facts at a Glance

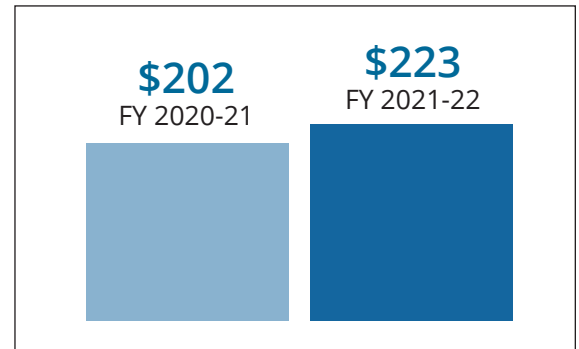
Shared Responsibility



Every dollar paid to CalPERS retirees comes from three sources.*
 * Income over the last 20 years.

Total Pension Administration Cost

Per Active Member/Annuitant



CalPERS is the Nation's Largest Public Pension Fund.

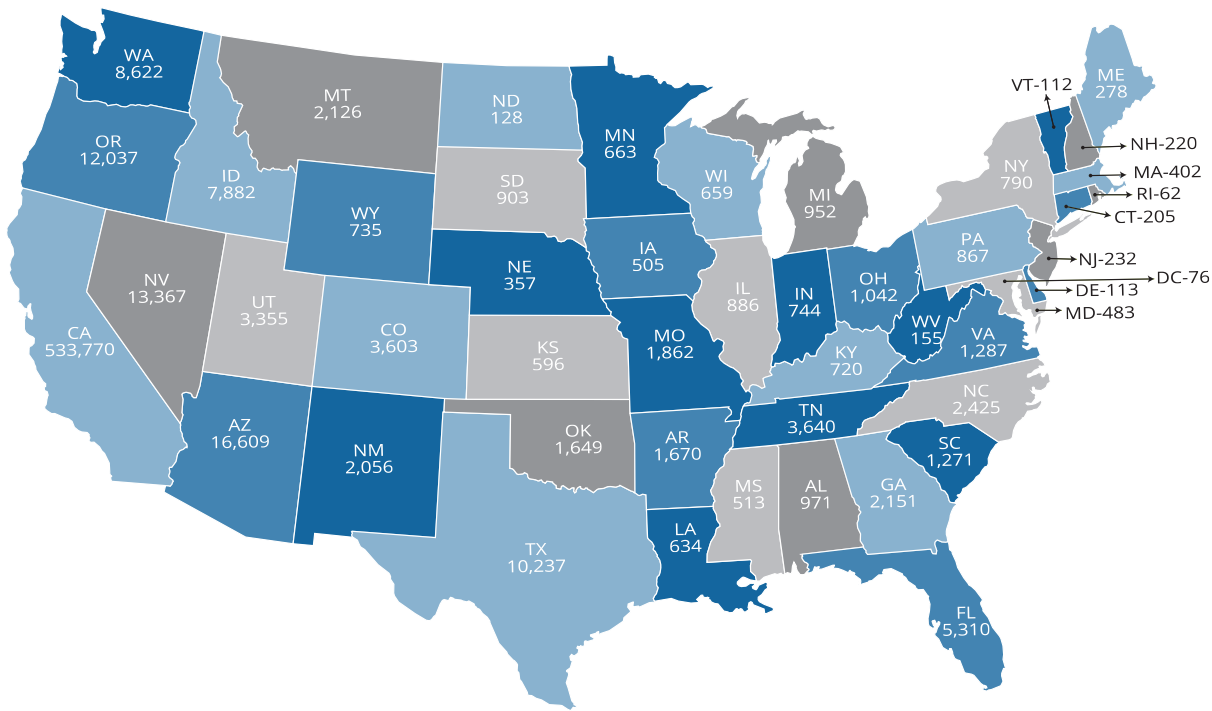
Where We Stand

\$439.4 billion	Net Position (PERF)	(6.1)%	Net time-weighted rate of return (PERF)
2 million+	Members	2,892	Contracted employers
1.5 million	Total covered lives (health)	81.2%	Funded as of June 30, 2021 (PERF)
775,000+	Retirees & Beneficiaries	72%	Estimated funded as of June 30, 2022 (PERF)
\$29.1 billion	Annual pension benefit payments (PERF)	\$53.7 billion	Invested in California Based Companies & Projects

Facts at a Glance

653,518
Total Benefit Recipients*

Benefit Recipients by Location



Benefit Recipients Outside the Continental United States**

Alaska	313
Armed Forces Pacific10
Guam13
Hawaii1,777
Out of Country1,372
Puerto Rico64
Virgin Islands18

* CalPERS pension data as of June 30, 2022
 ** Redacted due to small counts (included in total):
 Armed Forces Americas (except Canada), Armed Forces Africa, Armed Forces Canada, Armed Forces Europe; Armed Forces Middle East, American Samoa, and Northern Mariana Islands.

Financial

Assets (Public Employees' Retirement Fund)

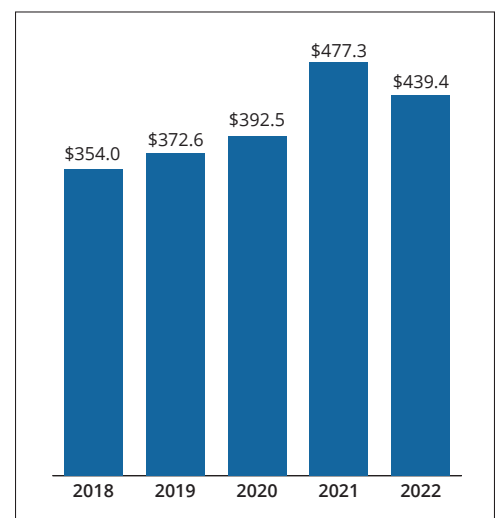
Net Position- PERF (dollars in thousands) (As of June 30, 2022)

	2022 PERF Total	2021 PERF Total	Increase/(Decrease)
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES			
Cash & Cash Equivalents	\$ 726,324	\$ 1,072,757	\$ (346,433)
Receivables	12,497,049	4,564,537	7,932,512
Investments	444,024,950	485,218,056	(41,193,106)
Securities Lending Collateral	14,303,670	3,350,881	10,952,789
Capital Assets, Net & Other Assets	238,588	259,711	(21,123)
Total Assets	\$ 471,790,581	\$ 494,465,942	\$ (22,675,361)
Deferred Outflows of Resources	117,588	109,917	7,671
Total Assets and Deferred Outflows of Resources	\$ 471,908,169	\$ 494,575,859	\$ (22,667,690)
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES			
Retirement Benefits, Investment Settlement & Other	\$ 17,230,062	\$ 12,798,619	\$ 4,431,443
Net Pension & OPEB Obligation	808,112	1,024,776	(216,664)
Securities Lending Obligations	14,296,470	3,351,059	10,945,411
Total Liabilities	\$ 32,334,644	\$ 17,174,454	\$ 15,160,190
Deferred Inflows of Resources	214,499	78,656	135,843
Total Liabilities and Deferred Inflows of Resources	\$ 32,549,143	\$ 17,253,110	\$ 15,296,033
TOTAL NET POSITION RESTRICTED FOR PENSION BENEFITS	\$ 439,359,026	\$ 477,322,749	\$ (37,963,723)

CalPERS Budget (FY 2021-22)

Personal Services	\$ 214,038,000
Consultant & Professional Services	324,541,000
Operating Expenses & Equipment	91,744,000
Other Expenses & Adjustments	41,862,000
Total Administrative Expenses-All Funds	\$ 672,185,000

PERF Net Position (Dollars in Billions)









Financial

Revenues and Expenses

Changes in Net Position- PERF (dollars in thousands) (As of June 30, 2022)

	2022 PERF Total	2021 PERF Total	Increase/(Decrease)
ADDITIONS			
Member Contributions	\$ 5,159,664	\$ 4,757,000	\$ 402,664
Employer Contributions	22,702,547	20,034,757	2,667,790
Net Investment Income (Loss)	(36,182,422)	88,059,909	(124,242,331)
Securities Lending & Other Income	101,861	113,411	(11,550)
Plan-to-Plan Resource Movement	8,335	348,384	(340,049)
Total Additions	\$ (8,210,015)	\$ 113,313,461	\$ (121,523,476)
DEDUCTIONS			
Retirement, Death & Survivor Benefits	\$ 29,118,354	\$ 27,415,194	\$ 1,703,160
Refund of Contributions	329,555	287,556	41,999
Administrative Expenses	297,464	392,119	(94,655)
Plan-to-Plan Resource Movement	8,335	348,384	(340,049)
Total Deductions	\$ 29,753,708	\$ 28,443,253	\$ 1,310,455
INCREASE (DECREASE) IN NET POSITION	\$ (37,963,723)	\$ 84,870,208	\$ (122,833,931)
NET POSITION			
Beginning of Year	\$ 477,322,749	\$ 392,452,541	\$ 84,870,208
End of Year	\$ 439,359,026	\$ 477,322,749	\$ (37,963,723)

Analysis of Income and Contribution Changes from FY 2020-21 to FY 2021-22

\$402,664	\$2,667,790	(\$124,242,331)	\$1,703,160	\$41,999	(\$94,655)
					
Increased Member Contributions into the PERF	Increased Employer Contributions into the PERF	Investment Loss for 2022 out of the PERF	Increased Benefits Paid out of the PERF	Increased Refund of Contributions	Decreased Administrative Expenses out of the PERF

Contributions, 5-Year Review (in thousands)

	Employer Contributions	Member Contributions	Net Investment Income (Loss)
2021-22	\$22,702,547	\$5,159,664	(\$36,182,422)
2020-21	\$20,034,757	\$4,757,000	\$88,059,909
2019-20	\$22,039,561	\$4,901,000	\$18,516,994
2018-19	\$15,612,678	\$4,664,618	\$22,969,664
2017-18	\$19,917,796*	\$4,415,219	\$27,448,098

* Amount includes an additional \$6 billion dollar contributions by the state.

Investments

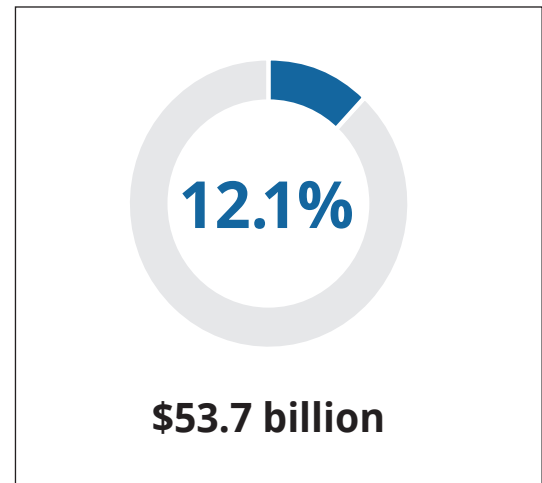
For the one-year period ending on June 30, 2022, CalPERS Public Employees' Retirement Fund (PERF) earned a time-weighted return of -6.1 % with the ending fair value of investments at \$444 billion. CalPERS conducts an Asset Liability management (ALM) process every four years. This was completed in November 2021 and resulted in a new board approved asset allocation beginning July 1, 2022.

California Investments

	Fair Value
Total California Investments	\$53.7 billion
Global Equity*	\$23 billion
Fixed Income**	\$6.9 billion
Real Assets***	\$191.1 billion
Private Equity***	\$3.7 billion
Private Debt***	\$853.4 million

* Includes listed public equities corporate bonds.
 ** Fixed income also includes a portion of MBS and ABS, which have significant geographical exposure to CA and MHLF.
 *** As of March 31, 2022

California Investments as a Percentage of the Total Fund



Strategy to Achieve Net Zero by 2050

CalPERS has invested \$40 billion in low-carbon and climate solutions investments (as of December 31, 2021) and is continuing to increase that amount.

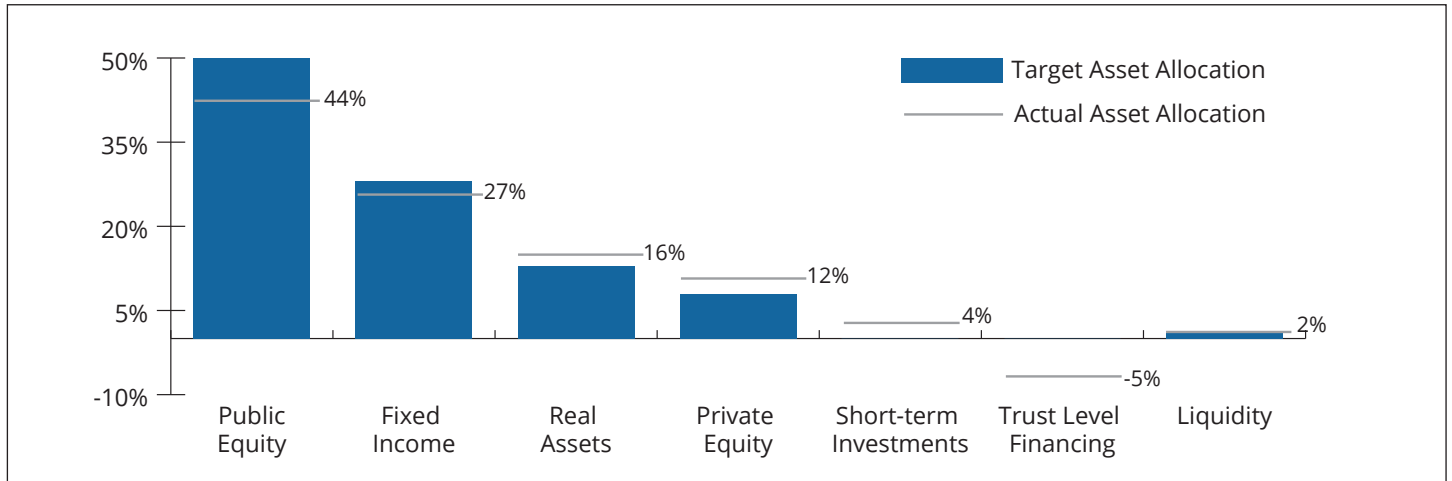
	Global Equity	Global Fixed Income Corporate	Real Estate	Infrastructure
	Invested in low-carbon solutions	Invested in low-carbon solutions	Invested in assets that have sustainability certifications	Invested in renewable energy, energy efficiency infrastructure, sustainability certified, and carbon-neutral assets.
Dec.31, 2021	\$18.9 billion	\$1.2 billion	\$17.9 billion	\$4.7 billion
Dec. 31, 2022	\$12.3 billion	\$1.25 billion	\$19.2 billion	\$6.2 billion
May 1, 2023	\$16.6 billion	\$1.67 billion		

Investments

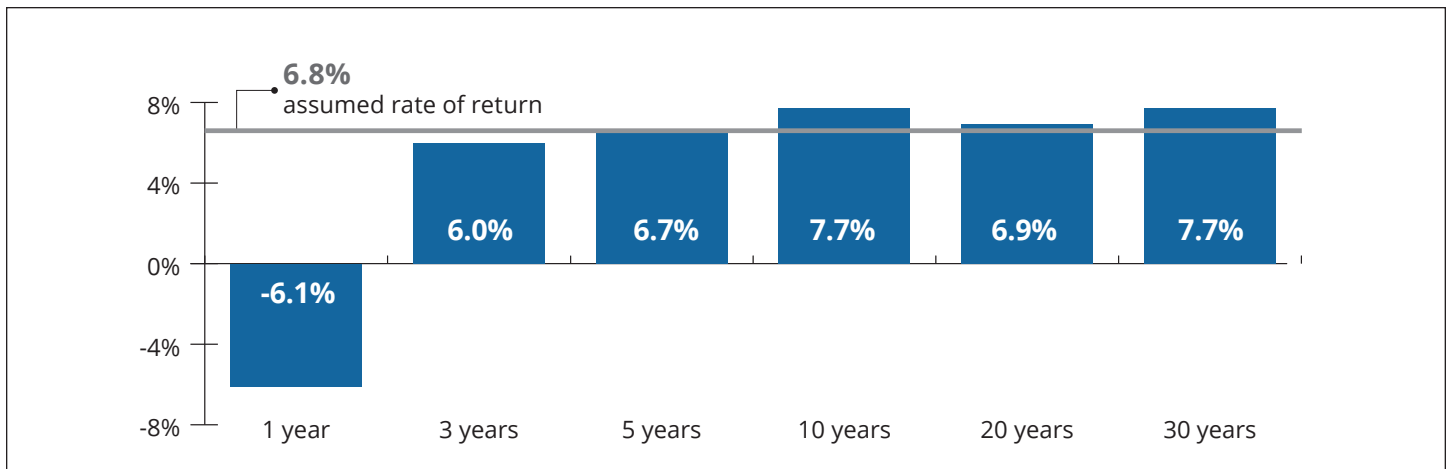
Summary of Investments - PERF (As of June 30, 2022)

	Book Value	Fair Value	Percentage of Investments as Fair Value
Short-Term Investments	\$ 16,405,507	\$ 16,347,263	4%
Public Equity	158,964,774	190,419,760	43
Fixed Income	123,877,711	110,346,016	25
Real Assets	45,696,994	70,674,894	16
Private Equity	46,280,066	49,945,935	11
Private Debt	5,954,078	6,291,082	1
Total Investment Value	\$ 397,179,130	\$ 444,024,950	100%

FY 2021-22 Strategic Asset Allocation (As of June 30, 2022)



Annualized Investment Returns (As of June 30, 2022)*



* Time-weighted rates of return. Reflects private equity and real assets valued as of March 31.

Sustainability and Transparency

CalPERS is what’s known as a “universal owner.” We own a little of everything across the global financial markets. Because of this, we believe it’s in our best interest for that financial market system to be designed to protect investor rights and be as transparent and free from conflicts as possible. By improving the system, we structurally improve the playing field in which pension funds like us invest, which supports the sustainability of our returns.

The Sustainable Investments (SI) Program helps the Investment Office deliver returns through the identification, analysis, and management of high-value sustainable investment risks and opportunities that may affect our investment returns.

The SI team implements this in four ways:

- **Research** to understand how a topic may affect our investments
- **Integration** of environmental, social, and governance (ESG) risks and opportunity considerations into investment decision-making
- **Engagement** with companies and managers to understand, mitigate, and/or manage ESG risks and opportunities
- **Advocacy** with government bodies and standard setters on topics that can affect our returns

Integration
Task-force on Climate-Related Financial Disclosure UN Net-Zero Assets Owner Alliance
Engagement
Climate Action 100+ Principles for Responsible Investment Ceres - Investor Network on Climate Risk
Advocacy
UN Global Investors for Sustainable Development Vatican’s Council for Inclusive Capitalism

We take sustainability seriously at CalPERS. It’s woven into the fabric of everything we do, whether it’s in our business practices, our buildings or in our investment strategy.

Sustainable Investing

CalPERS actively engages with the companies we own to protect the long-term sustainability of our investment. From issues regarding environmental responsibility to safe labor practices, we keep an open dialog with company leaders and vote our proxies.

8,500+ Number of companies where CalPERS cast proxy votes in 2022 worldwide (calendar year)

Membership

Employers and Members

2,892*	Contracting agencies (5 New contracting agencies • 2 Voluntary pension contract terminations 98.7% of agencies are current on their pension obligations)
884,943	Total Active Members
495,668	Total Inactive/deferred
775,285	Total Retirees and Beneficiaries

* Total excludes counting agency employers twice when they have contracts under more than one plan.

PERF A*	PERF B	PERF C*
State of California 307 Public Agencies	1,335 Pooled School Districts and Charter Schools	1,294 Pooled Public Agencies
<ul style="list-style-type: none"> 492,589 Active 414,633 Retirees 231,798 Inactive/Deferred 67,227 Beneficiaries 1,206,247 Total Members	<ul style="list-style-type: none"> 341,697 Active 213,234 Retirees 234,230 Inactive/Deferred 32,339 Beneficiaries 821,500 Total Members	<ul style="list-style-type: none"> 50,657 Active 42,009 Retirees 29,640 Inactive/Deferred 5,843 Beneficiaries 128,149 Total Members

* Each public agency employer may be counted in both PERF A and PERF C due to active contracts under both plans.

Average Benefit Payments and Years of Service at Retirement

	Years of Service at Retirement for FY 2021-22						
	0-5	6-10	11-15	16-20	21-25	26-30	31+
Average Monthly Pension Payment*	\$702	\$1,078	\$1,991	\$2,859	\$4,134	\$5,982	\$6,480
Average Final Compensation	\$6,889	\$5,716	\$6,268	\$6,677	\$7,630	\$8,896	\$8,571
Number of Recipients	1,596	5,111	6,034	6,432	6,965	5,087	5,418

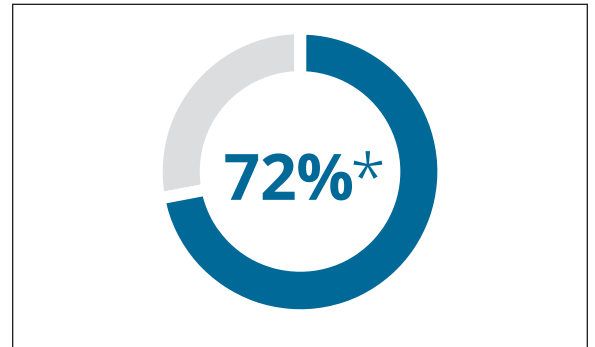
* Retired members only

Actuarial

CalPERS funding objective is to accumulate 100% of the assets that will be needed to pay all the benefits promised to members and beneficiaries.

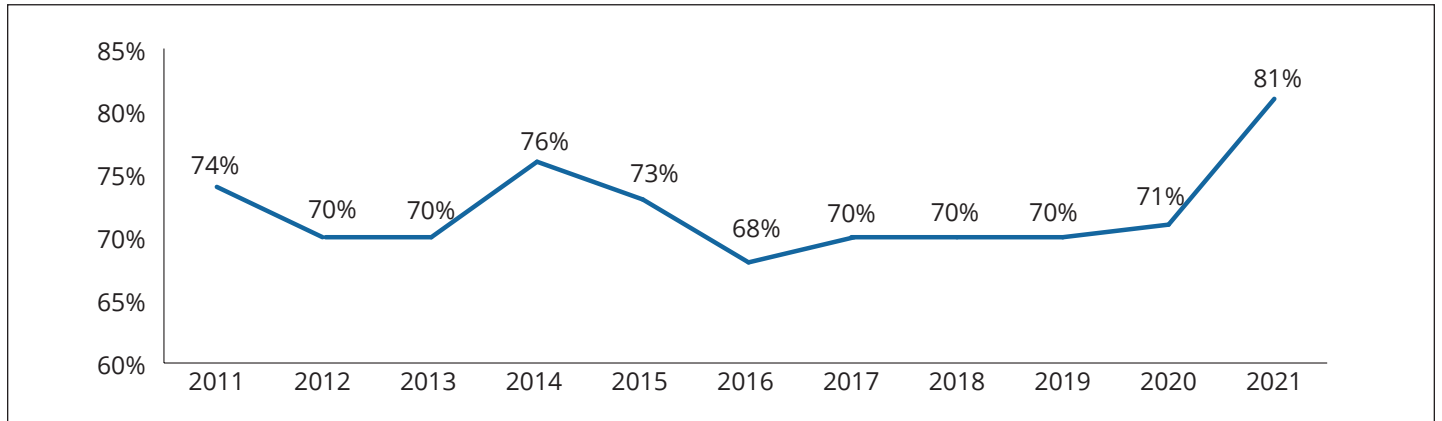
The ultimate cost that a retirement system such as CalPERS incurs is equal to benefits paid plus the expenses resulting from administration and financing. These costs are paid through contributions to the plan and investment returns on the system's assets.

PERF Funded Status (FY 2021-22)



* Estimate

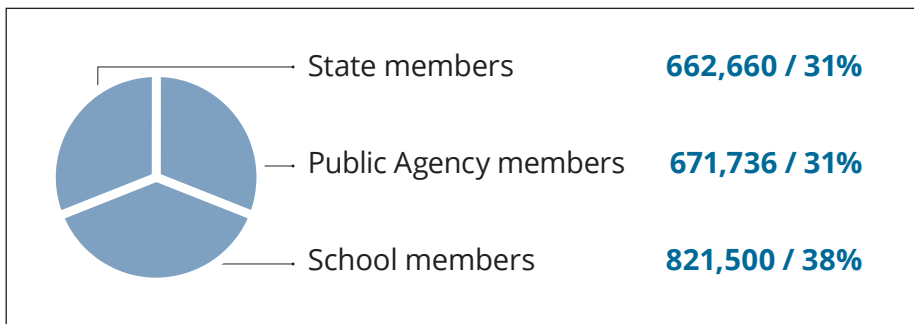
PERF Funded Status as of June 30



Member Statistics (As of June 30, 2022)

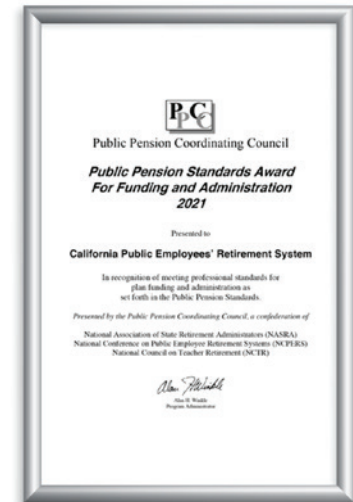
Total number of members and benefit recipients in PERF	2,155,896
Number retiring in 2022	49,965
Average age	58.8
Average years of service	20.5
Average annual allowance per month	\$3,420

Member by Employer Type (FY 2021-22)



Awards

- CalPERS Disability Advisory Committee (CDAC) was honored with the “2021 Disability Advisory Council of the Year Award” from the Association of California State Employees with Disabilities. This award is given to a committee that made impactful contributions to the advancement of quality of life for people with disabilities within their department.
- According to the Global Pension Transparency Benchmark CalPERS ranked globally as the **ninth most transparent public pension fund, and number one amongst the US funds.**
- **Certificate of Achievement for Excellence in Financial Reporting** from the Governmental Finance Officers Association for it’s Annual Compressive Financial Report for Fiscal Year End June 30, 2020.
- **Public Pension Standards Award for Funding and Administration 2021** from Public Pension Coordinating Council (PPCC) in recognition for meeting professional standards for plan funding and administration as set forth in the Public Pension Standards.



Diversity, Equity & Inclusion

At CalPERS we're committed to people — the people we serve, those who work here, and the larger community around us. As the nation's largest public pension fund and an organization with global impact, fostering an inclusive culture that welcomes diversity of thought, experience, and background is vital to what we do. We take our commitment to diversity, equity, and inclusion (DEI) seriously. In March 2021 CalPERS' Diversity, Equity & Inclusion Framework and Philosophy were introduced, with five priority areas. We've made progress in these areas that closely align with our mission, vision, and core values. Some of the highlights include:



Culture: Developed a CalPERS DEI Certificate Program to increase proficiency and to equip team members to become DEI Ambassadors.



Talent Management: Provided training to new team members and managers on CalPERS' DEI philosophy and fundamental concepts, equal employment opportunity (EEO) policy and resources, and team member opportunities for engagement with DEI.



Health Equity: Asked health plan members to self-identify important demographic information to help us identify whether changes need to be made in the way we provide access and treatment. We also improved our updated health plan benefit design and contracting requirements to ensure more equitable care. Lastly, we continue collaborating with other large healthcare purchasers to strengthen our health equity commitment.



Supplier Diversity: Updated the Voluntary Statistic Data Sheet (VSDS) to ensure the language on the form was straightforward and accessible. These efforts led to a 200% increase in participation over the previous fiscal year.



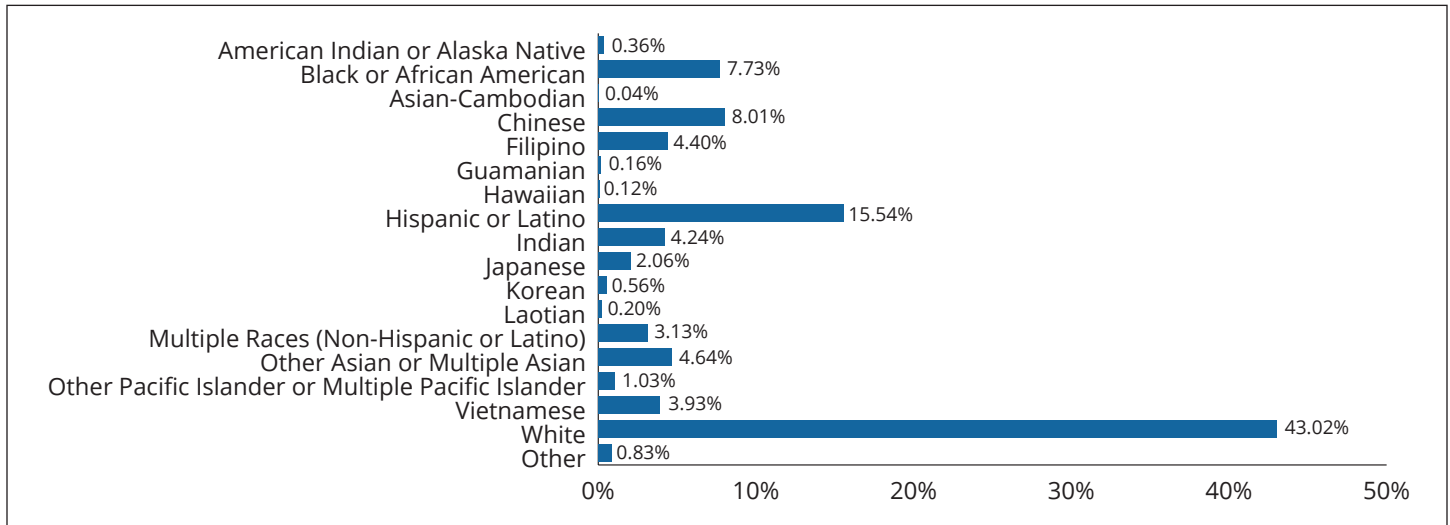
Investments: Held directors at the companies we invest in accountable for lack of progress on improving corporate board diversity, including voting against 133 corporate board directors at companies where our engagement with them did not result in constructive outcomes.



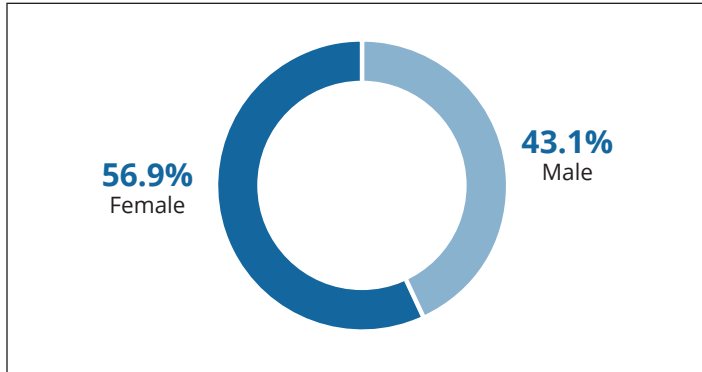
Workplace Demographics

Our team members represent a multitude of races, ethnicities, and cultural backgrounds reflective of the members we serve.

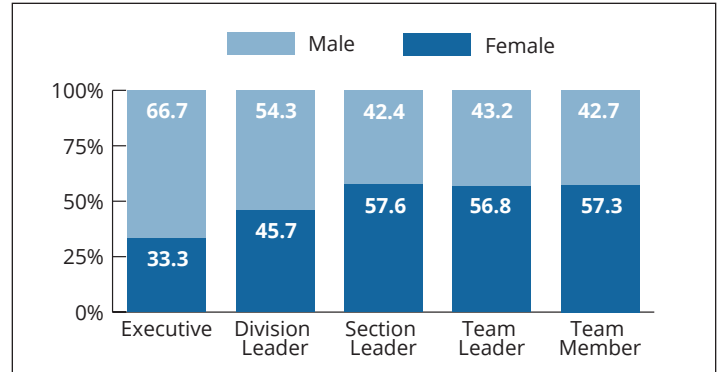
Race and Ethnicity at CalPERS (FY 2021-22)



Overall Gender at CalPERS (FY 2021-22)



Gender by Classification (FY 2021-22)



Generational Diversity

0.08%	Traditionalist (Before 1944)
13.28%	Baby Boomers (1946 - 1964)
47.82%	Generation X (1965 - 1979)
38.22%	Millennial (1980 - 1996)
0.59%	Generation Z (1997 - 2012)

Sexual Orientation*

1.0%	Bisexual
1.0%	Gay
0.4%	Queer
69.0%	Straight/Heterosexual
28.0%	Unknown (chose not to respond)

* 72% of total respondents to survey

Serving Those Who Serve CA

At CalPERS the work we do is guided by our mission to deliver retirement and health care benefits to members and their beneficiaries. We are here to serve those who serve California, with a goal to ensure member satisfaction through accuracy, responsiveness, and respect. Below highlights customer service numbers for FY 2021-22.

At CalPERS we pride ourselves on transparency and providing information online.

Customer Service Statistics (FY 2021-22)

1,282,434	Calls and emails received by CalPERS contact center
460 secs.	Average call time
40,983	Written pension estimates provided to members
73,020	Members who received one-on-one counseling <ul style="list-style-type: none"> 5% in-house 10% in the field 70% via teleconference 16% via video conference

Website Statistics (FY 2021-22)

4,591,471	Visits to website
17,262	Average number of CalPERS membership publications downloaded monthly
31.3 K	Members subscribed to CalPERS email subscriptions



Executive Officers



Marcie Frost
Chief Executive
Officer



Michael Cohen
Interim Chief
Operating
Investment Officer



Douglas Hoffner
Chief Operating
Officer



Matthew G. Jacobs
General Counsel



Stephenson Loveson
Chief Information
Officer



Kim Malm
Deputy
Executive Officer
Customer Services
& Support



**Donald B. Moulds,
Ph.D.**
Chief Health Director



Nicole Musicco
Chief Investment
Officer



Michele Nix
Acting Chief
Financial Officer



Brad W. Pacheco
Deputy Executive
Officer
Communications
& Stakeholder
Relations



Scott Terando
Chief Actuary



**Marlene Timberlake
D'Adamo**
Chief Diversity,
Equity, and Inclusion
Officer



Michelle Tucker
Human Resources
Director

Training, Education, and Outreach

CalPERS is committed to providing training, education and outreach opportunities to educate and engage with members, employers and stakeholders. Here is an overview of our efforts for FY 2021-22.

CalPERS Benefit Education Events (CBEE)

CalPERS held two virtual Benefit Education Events. These events provided members an opportunity to learn about their retirement benefits, helping them make informed decisions and plan for their financial future.

December 2021 CBEE

- 3,255 unique participants (over two-day event)
- 8,714 people attended classes
- 25 classes
- 19 exhibits

June 2022 CBEE

- 2,289 unique participants (over two-day event)
- 5,965 people attended classes
- 22 classes
- 20 exhibits

CalPERS Educational Forum

CalPERS held two Benefit Education Events. These events provided members an opportunity to learn about their retirement benefits, helping them make informed decisions and plan for their financial future.

- 889 participants
- 622 Public Agency
- 152 Schools
- 76 State/Local/CSU

Stakeholder Outreach Team

The Strategic Stakeholder Outreach Team was involved or participated in 68 stakeholder meetings/events, 39 of which they hosted. In addition, they hosted five Asset Liability Management webinars that attracted over 1,300 participants. The hottest topics for the fiscal-year included:

- ALM and other investment updates
- Board Elections
- Health Program updates is always popular
- Legislative updates such as divestments bills
- Pension System Sustainability and ESG

Pathways for Women Conference

This CalPERS hosted event is meant to inspire and inform women in their careers, featuring extraordinary leaders from business, healthcare, and government – all in serving for advancing women. The event included 387 participants, which included 98 CalPERS team and board members and invited speakers. A total of 13 states were represented and four countries.



2023 Board of Administration



Theresa Taylor
President
State Member
Representative



Malia M. Cohen
Ex Officio Member
California State
Controller



Fiona Ma
Ex Officio Member
California State
Treasurer



Lisa Middleton
Governor Appointee
Local Government
Elected Official



David Miller
All Member
Representative



Eraina Ortega
Ex Officio Member
California
Department of
Human Resources



Jose Luis Pacheco
All Member
Representative



Kevin Palkki
School Member
Representative



Ramón Rubalcava
Public Representative
Appointed Jointly by the
Senate Rules Committee
and Speaker of the
Assembly



Yvonne Walker
Retired Member
Representative



Mullissa Willette
Public Agency
Member
Representative



Dr. Gail Willis
Ex Officio Member
State Personnel
Board
Representative



Vacant
Governor Appointee
Insurance Industry
Representative



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www.calpers.ca.gov/page/rss



California Public Employees' Retirement System

400 Q Street PO Box 942701 Sacramento, CA 94229-2701

www.calpers.ca.gov

888-225-7377

1136/1289

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Services Manager

DATE: October 4, 2023

**SUBJECT: APPROVAL OF REVIEW OF AMENDED ORDINANCE
NO. 8, GOVERNING THE USE OF PARKS,
RECREATION AREAS, AND FACILITIES**

BACKGROUND

As the District evolved, ordinances were developed to control the use of District facilities. The ordinances provided language for all aspects of the use of parks and facilities. Initially, each set of ordinances was assigned a number which resulted in Ordinance numbers one through six, each maintained as a separate document. Based on a need to have one concise document listing, all ordinances were consolidated by staff and legal counsel to create Ordinance No. 7 in May of 2009.

With the development of the park patrol program and the need to identify, establish and enforce ordinances and the citation process, Ordinance No. 8 was developed and initially adopted in May 2010. The Ordinance was updated in April 2011 and again in June 2015 to address and define the day-to-day operations of the Park Patrol program. At the January 8, 2018 Board Meeting, the Board approved the ordinance currently used by the District.

ANALYSIS

It has been common practice to review Ordinance 8 regularly and update if necessary, according to the current needs of the organization. Staff met with the Policy Committee to review the document and gather feedback on proposed changes and updates. The updates and revisions to the Ordinance have been included in the attachments. There were a variety of grammatical and spelling errors that have been identified and corrected, but the impact changes are as follows:

- **Clarified/Modified/Revised:**
 - Section 106 – Administrative Penalty Procedures to clarify citation hearing procedures.
 - Penalties for violations of Ordinance 8: \$100 first offense, \$200 second offense, \$500 third or subsequent offense.
 - Rearranged Sections 109-116; removed Section 111 – Interference.
 - Section 212 – Overnight Camping.
 - Section 235 – Dog Park Rules and Regulations; Dog park hours are now only listed in the General Use Policy which allows for adjusting as necessary without amending the Ordinance.
 - Extended rental requests from six (6) months to twelve (12) months in section 403 – Extended Usage; with the exception of Sports Parks which remain six months.
 - Section 405 – Rental Periods of rental period depends on the facility.
 - Section 503 – Basic Rate detailing what is and is not included in the basic rental rate.

- Section 506 – Refundable Deposits and Cancellation Refunds now directs to the General Use Policy.
- **Added/Included:**
 - Various Definitions for clarity.
 - Language to Section 115 – Solicitation and Unlawful Advertising.
 - Inclusion of prohibiting the disposing of human or animal remains on District property.
 - Inclusion of prohibiting Unmanned Aircraft Systems in Section 211.
 - Inclusion of Section 224 – Prohibition on Use of Tobacco or Marijuana Related Products.
 - Inclusion of Section 234 – Bicycles - outlining regulations on bicycles.
 - Added Section 414 – Permitted Vendors and Section 415 – Non-Permitted Vendors.
 - Addition in Section 504 – Classification of Facility Uses and Fee Charges under Class 3 for Resident Organizations that host fundraising events.
- **Removed/Deleted:**
 - Permit appeals can no longer be filed with the Board.
 - Removed application for conducting business information from the Ordinance; allows for making changes to the application without amending the Ordinance.
 - Section 230 Unlawful Advertising – was redundant with Section 115

FISCAL IMPACT

District staff does not anticipate a fiscal impact associated with approval of the revised Ordinance.

BOARD ACTION

The District Board held a Public Hearing at the September 6th Board meeting. At the public meeting, the Board read the title of the ordinance and waived further reading. The Board then approved the draft of Ordinance No. 8.

RECOMMENDATION

It is recommended the Board approve and waive a second reading and adopt the amended Ordinance No. 8 titled – *Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities.*

ATTACHMENTS

- 1) Redlined Ordinance No. 8 (69 pages)
- 2) Amended Ordinance No. 8 (42 pages)

Review all Section references
numbers!!!!

for changes to section



PLEASANT VALLEY RECREATION AND PARK DISTRICT

ORDINANCE No. 8 GOVERNING USE OF PARKS, RECREATION AREAS AND FACILITIES

Board Introduction – September 6, 2023

Board Adoption – October 4, 2023

~~Introduction – October 4, 2017~~

~~Public Posting – September 19, 2017~~

~~Board Adoption – January 3, 2018~~



**ORDINANCE No. 8 GOVERNING USE OF PARKS,
RECREATION AREAS AND FACILITIES**

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ARTICLE I

The Board of Directors of the Pleasant Valley Recreation and Park District ordains as follows:

ARTICLE I

GENERAL CONDITIONS

SECTION 101- PURPOSE/SEVERABILITY

The purpose of these provisions is to provide rules to govern the use of District parks, recreation areas and facilities in order that all persons may enjoy and make use of such parks and buildings and to protect the rights of all concerned. If any provision or clause of this Ordinance or the application thereof is held invalid or unconstitutional, such declaration shall not affect the other provisions or applications of this Ordinance, which can be given effect without the invalid provision or application and, to this end, such provisions of this Ordinance are declared to be severable.

SECTION 102- DEFINITIONS

The following words and phrases, whenever used in this Ordinance, shall be construed as defined in this section:

- a. **“Applicant”** shall mean an individual who submits an application for a District use permit to utilize a District property, facility, park, open space, or building.
- b. **“Administrative Hearing”** shall mean a civil proceeding to contest a civil penalty citation.
- c. **“Alcoholic Beverage”** shall mean alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or combined with other substances.
- d. **“Aircraft”** shall mean any device that is used or intended to be used to carry a person or persons in the air.
- e. **“Amplified Sound”** shall mean sound projected and transmitted by electronic equipment, including amplifiers, radios, or other devices.
- e.f. **“Amenities”** shall mean a desirable or useful feature(s) of a building, facility, structure, or park.
- f.g. **“Article”** shall mean an article of this Ordinance unless some other Ordinance, policy, or statute is stipulated.

~~g.h.~~ ~~_____~~ ~~“Basic DRate”~~ shall mean the ~~rate~~ for use of specific areas of District property as set forth in the most recent adopted Master Fee Schedule. ~~lands based upon Section 503(xxx).~~

~~i.~~ ~~_____~~ ~~“Building”~~ shall mean any structure having a roof supported by columns or by walls and intended for the shelter, housing, or enclosure of persons, animals, or property of any kind.

~~**Business shall mean**~~

~~h.j.~~ ~~_____~~ ~~“Camp”~~ shall mean to pitch or occupy camp like items to include tents, huts, temporary shelters, trailers, motorhomes, campers, or vehicles otherwise used for shelter. To include the use of tarpaulins, cots, beds, sleeping bags, hammocks, or non-District designated cooking facilities and similar equipment used to create temporary shelter and accommodation.

~~i.k.~~ ~~_____~~ ~~“Citation”~~ shall mean a civil or administrative penalty citation issued in accordance with Government Code Section 53069.4 charging a Citee with an ordinance violation pursuant to this Ordinance.

~~j.l.~~ ~~_____~~ ~~“Citee”~~ shall mean the person ~~served with~~ issued a civil penalty citation charging them as a responsible person for an Ordinance violation.

~~k.m.~~ ~~_____~~ ~~“Community Service Organizations”~~ shall mean an ~~an~~ youth organization that performs a service for the benefit of the public, is sponsored and approved by the Pleasant Valley Recreation and Park District ~~Board~~, and the Organization resides within the District boundaries. These activities are not part of the “District” programs/classes.

~~n.~~ ~~_____~~ ~~“Competitive Activity”~~ shall mean an event or gathering in which one or more persons meet to test skill and/or ability and focused on winning.

~~h.o.~~ ~~_____~~ ~~“Contract Operator”~~ shall mean an approved independent contractor entity that performs a service for the benefit of the public. These activities are not part of the “District” programs/classes.

~~m.p.~~ ~~_____~~ ~~“District”~~ shall mean the Pleasant Valley Recreation and Park District and/or all land managed by Pleasant Valley Recreation and Park District.

~~n.q.~~ ~~_____~~ ~~“District Activities”~~ refer to District directed, sponsored programs or approved activities.

~~o.~~ ~~_____~~ ~~“District Community Service Groups”~~ shall mean resident organizations approved by the District’s Board of Directors that conduct organized activities and programs.

~~p.i.~~ **“District Lands”** shall mean all lands and facilities under ownership or control of Pleasant Valley Recreation and Park District. “District Lands” are sometimes referred to herein as “District property.”

~~q.~~ **“Enforcement Officer” or “Ranger”** shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this Ordinance as authorized in accordance with Section 103.

~~s.~~ **“Hearing Officer”** shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to provide a fair and impartial hearing based on appropriate education, training and experience.
“Electric Bike” shall be defined as follows:

- ~~1.~~ 1) A “class 1 electric bicycle”Class 1: A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
- ~~2.~~ 2) A “class 2 electric bicycle” is aClass 2: A bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
- ~~r.3.3)~~ A “class 3 electric bicycle” is aClass 3: A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour, andhour and is equipped with a speedometer.

~~t.~~ **“Electric Scooter”** shall mean any motorized scooter with 2 wheels, handlebars, and a floorboard that can be stood on while riding.

~~s.u.~~ **“Facility”** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.

~~t.v.~~ **“Fund-Raising”** means the activity of raising money: organized activity of soliciting and collecting money for a nonprofit, service group or political organization. ~~This shall mean funds derived from the event must be spent within the Community.~~

~~w.~~ **“General Manager”** means the District’s chief administrative officer or ~~his or her~~their designee(s).

~~u.x.~~ **“Hearing Officer”** shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to

provide a fair and impartial hearing based on appropriate education, training and experience.

~~v. “Green Space” community space consisting of land (such as parks) rather than buildings and use that is maintained for recreational enjoyment.~~

~~“Hearing Officer” shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to provide a fair and impartial hearing based on appropriate education, training and experience.~~

~~w.y. “In-District Resident / In-District Resident Group / In-District Public/ In-District General Public” shall mean any person, group, organization, association, partnership, firm, entity, or corporationpublic or private groups, organizations, associations, non-profits, partnerships, firms, entities, or corporations who resides within the boundaries of the District.~~

~~x.z. “Issuance Date” shall mean the date when a citation is served on the Citee.~~

~~y.aa. “Leash” shall mean a strap, cord, chain or similar restraint lead on a dog of a length of six (6) feet or less.~~

~~z.bb. “Major Impact” shall apply when the nature of the activity or proposed use is found to (a) limit the use of the facility for others, (b) cause damage or nuisance to the neighbors and surrounding areas, (c) require parking beyond capacity of the park, or (d) any use that is deemed extraordinary.~~

~~cc. “Model Craft” shall mean any motor or engine driven model airplanes or rocketry, cars, boats, or other motor or engine propelled device.~~

~~aa.dd. “Organized Group” a regular meeting or assembly at one of the parks that includes more than 25 people, including but not limited to picnics and parties for family, religious institution, community or school events, or other similar activities.~~

~~bb.ee. “Organized Use / Organized Sports” meeting any one of the following conditions: 1) league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, 2) a rental application requesting more than three multiple dates of use, 3) a rental application requesting more than one field.~~

~~ee.ff. “Open Space” shall mean all lands under the ownership, management, and/or control of the District that are left in a natural vegetative state with limited public access.~~

~~dd.gg.~~ **“Out-of-District / Non-Resident, Group or Organization”** shall mean any person, group, organization, association, partnership, firm, entity, or corporation that resides outside the District’s boundaries.

~~ee.hh.~~ **“Park”** shall mean all grounds, roadways, building, structures, and lands acquired by the District or any area to which the District holds title or exercises delegated authority.

- a. **Neighborhood Park** means a park generally up to 10 acres in size which serves as a social and recreational focal point for neighborhoods. Many include playgrounds and may offer a range of facilities and passive or active recreation in response to demographic and ~~cultural~~ characteristics of surrounding neighborhoods. ~~Neighborhood parks are largely accessible by foot, bicycle, within at least a quarter mile radius from residences, providing easy access especially for children and senior adults.~~
- b. **Community Park** means a park that generally ranges in size from 10 acres to larger that serve as a recreational point for the community. Many ~~include~~include playgrounds, pavilions, restrooms, sports fields, recreational courts, amenities, and offer active and passive park space.
- c. **Sports Park** a park that is generally 10 acres or larger. These parks serve as a location to host competitive activities which through casual or organized participation provide competition and have governing bodies.

~~ii.~~ **“Park Space”** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreation enjoyment.

~~jj.~~ **“Park Patrol”/“Ranger”** shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this Ordinance. as authorized in accordance with Section (xxx)103.

~~ff.kk.~~ **“Permit”** shall mean an permit approved reservation for use of parks, equipment amenities, or buildings as provided for and defined within District ordinances.

~~gg.~~ **“Person”** shall mean ~~any individual or group of individuals, and a natural person or any other legal entity, including its owners, majority stockholders, corporate officers, trustees, and general partners.~~

~~hh.~~ **“Resident Organizations”** shall mean ~~public and private educational, service and civic groups and non-profit organizations with members who reside within the District when such groups are located within the District and providing programs open to the public with a primary purpose of recreation and/or youth service.~~

ii.ll. **“Responsible Person/Party”** shall mean a person who creates, causes, maintains, or allows an ordinance violation to exist or occur by their action or failure to act.

mm. **“Section”** shall mean a section of this Ordinance unless some other statute or policy is specifically identified.

nn. **“Special Event”** means an organized congregation of people with the intention to participate in shared activities contingent upon size, type, and context restrictions. Special Event status is determined as a result of filling out the Special Event Application Checklist.

jj-oo. **“Sport Court”** means an outdoor hard surface court designed for athletic purposes, such as, but not limited to, tennis/pickleball, roller rink, basketball.

~~kk.~~ **“Special Use Activities”** includes any event that requires careful evaluation of the Applicant’s participant access and risk management procedures, i.e. use of alcohol or dances.

ll-pp. **“Structure”** means anything constructed or erected ~~which requires a location in or on the ground such as a building, facility, amenity, or including , but not limited to, or which is attached to something having a location on or in the ground, such as signs, flagpoles, walkways or any amenities or fixtures or similar appurtenances, including a building or a building’s architectural features and roof appurtenances required to operate, and maintain~~ operate, maintain and/or enhances District property. ~~the building, but not including fences or walls used as fences less than six feet (6') in height.~~

~~mm-qq.~~ **“Trail”** shall mean any path of travel through open space meant for pedestrian, domestic animal per section 220, or equestrian use. ~~or access through District lands, land maintained by District or open space constructed or maintained for the use of pedestrians, handicapped patrons, equestrians, or bicyclists.~~

rr. **“Unmanned Aircraft Systems” or “UAS”** shall mean an aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS that is operated without the possibility of direct human intervention from within or on the aircraft, commonly known as a “drone.”

~~nn-ss.~~ **“Vehicle”** means every device by which any person or property is or may be transported or drawn upon a public street or highway excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks as defined in Section 670 of the California Vehicle Code.

a.tt. **“Oversized ~~vehicle”Vehicle18) feet~~** – is any motorized vehicle or combination of motorized vehicles and non-motorized vehicles or trailers that: 1)

meets or exceeds ~~twenty-two (22)~~ eighteen (18) feet in length at any time or 2) meets or exceeds the combination of both more than eight (8) feet in height and also exceeds ~~seven (7)~~ nine (9) feet in width.

uu. “Vendor” shall mean a permitted entity providing or seeking to provide products, services, and/ or food/beverage items at a permitted program or event on District property.

vv. “Violation” means a violation of the District’s ordinance(s), including this Ordinance.

~~ww.~~ “Walkway” shall mean any path, or access through District lands constructed or maintained for the use of pedestrians, handicapped patrons, or bicyclists unless otherwise marked.

SECTION 103- AUTHORITY AND ENFORCEMENT

The District’s Board of Directors authorizes the General Manager to implement and administer the policies, ordinances, and regulations contained herein. Whenever a power is granted to, or a duty imposed on, the General Manager, the power may be exercised, or the duty performed, by the General Manager or their designee. Unless this policy expressly provides otherwise the General Manager shall enforce the provisions of this Ordinance. The General Manager shall also have the authority to implement reasonable rules and regulations to protect the public health, safety, welfare, and ~~the~~ resources under the District’s care.

District Park Rangers (“Rangers”) are uniformed District employees, designated as peace officers pursuant to Penal Code Section 830.31(b), whose primary duty is to protect District Lands and preserve the peace therein. Rangers are authorized to enforce all District ordinances, rules and regulations, all laws of the State of California and all applicable municipal laws and ordinances. Consistent with Public Resources Code Section 5786.17 and the provisions of this Ordinance, Rangers are authorized to warn and evict persons, and issue citations for any misdemeanor or infraction violation of District ordinances, rules and regulations, and applicable municipal laws or ordinances, and state law, when the violation is committed within District Lands and in the presence of the Ranger issuing the citation. Rangers may also issue civil or administrative penalty citations. Rangers must carry identification and ~~shall~~ may issue citations in accordance with Penal Code Section 853.5 *et seq.*

SECTION 104- COMPLIANCE

Persons entering District Lands may remain as long as they abide by the adopted ordinances, rules, and regulations of the District; applicable laws and ordinances of the State of California; County of Ventura and City of Camarillo; and lawful instructions of authorized employees of the District. Failure to leave District Lands when requested to do so by an authorized employee of the District for violation of any of these ordinances, rules or regulations or any other applicable laws, will represent a further and separate violation of

this Ordinance. Additionally, no person shall violate any order or provision thereof posted on District Lands by the General Manager.

SECTION 105- ENFORCEMENT; PENALTIES

Unless otherwise specified in this Section, pursuant to Public Resource Code section 5786.17, any person within District Lands who violates any provision of this Ordinance, the conditions of any permit issued pursuant thereto, or any adopted rule or regulation relating to District Lands is guilty of an infraction pursuant to the California Penal Code (Penal Code) for the first violation. A fourth violation of the same provision within one year shall be a misdemeanor pursuant to Penal Code.

Violations of Section 202, "Vehicles and Parking", Subsections a, b, c, d, f, ~~g~~, and h, j, k, and l are subject to the civil penalty citation process set forth in Section 106.

The first and any subsequent violation of the following Sections shall be misdemeanors:

- 11~~46~~ – Violation of Permit
- 20~~45~~ – Firearms and Weapons
- 20~~65~~ - Hunting
- 20~~67~~ - Vandalism
- 21~~45~~ - Nudity
- 22~~21~~ – Alcoholic Beverages, Intoxicated Persons, Dangerous Drugs
- 23~~23~~ – Public Urination
- 302 – Access
- 409 – Prohibition on use of Tobacco or Marijuana Related Products
- 410 – Alcohol in Recreation Buildings and Parks
- 413 – Exclusion from District Areas and Facilities

A violation of this ~~Ordinance~~Ordinance, which is an infraction shall be punishable by a fine not to exceed Five Hundred Dollars (\$500). A violation of this Ordinance which is a misdemeanor will be punishable by a fine not to exceed One Thousand Dollars (\$1,000) or by imprisonment in the County jail for a period not to exceed six (6) months, or by both such fine and imprisonment.

In accordance with Government Code Section 53069.4, the District may make any violation of District ordinance(s), including this Ordinance, subject to a civil or administrative penalty in lieu of issuance of a citation for an infraction. Sections 106 through 108 set forth the procedures governing the District's imposition, enforcement, collection, and administrative review of administrative penalties. The term "administrative penalty" in this Ordinance is also referred to as "civil penalty".

SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES

This section establishes the administrative procedures for the imposition, enforcement, collection, and review of civil penalties by the District pursuant to Government Code Section 53069.4.

The issuance of a civil or administrative penalty under this section is solely at the District's discretion and is one option the District possesses to address violations of this Ordinance. By adopting these provisions, the District does not intend to limit its discretion to utilize any other remedy, civil or criminal, for any violation of the Ordinance.

A Citee may request a preliminary review of a citation within 14 days of the date the citation is issued. The Citee must submit a completed preliminary review request form, a copy of the citation, and any additional information demonstrating the reason(s) why there was no violation or why the Citee is not a responsible person for the violation to the District's Park Services Manager. The purpose of the review is to identify any improper citations due to errors that are readily verifiable and not to resolve factual disputes concerning the citation.

The preliminary review shall be conducted by the District's Park Services Manager or ~~their his or her~~ designee(s). The reviewer shall not be the enforcement officer who issued the citation.

If the determination of the preliminary review is that the citation is improper, the citation shall be dismissed. The Citee shall be notified of the results of the review in writing within 15 working days of receipt of the request.

A request for preliminary review does not extend any time periods for compliance, the penalty due date, or the time to request an administrative hearing.

Any ~~Citee~~Citee may contest a civil penalty citation by filing a signed written request for an administrative hearing stating the grounds for contesting the citation. The request must be received by the address set forth on the Citation ~~District's designated third-party administrator's office,~~ within 35 days of the date the citation was served and be accompanied by a deposit of the full amount of the penalty.

Within ten (10) days following the receipt of a request for an administrative hearing and deposit of the full citation amount, the District, or the District's authorized agent ~~third-party administrator shall~~ schedule an administrative hearing. The date of the hearing shall be no more than 90 days later than the date the request for the hearing was filed. The District or the District's authorized agent ~~third-party administrator~~ shall notify the Citee of the date of the hearing.

The Hearing Officer may grant a one-time continuance of a hearing for no more than 45 days if a request is made showing good cause by the citee or the District's designated representative. All continuance requests must be made in writing and received ~~by the District's third-party administrator~~ at least 72 hours before the hearing date. If the request for continuance is denied, the hearing shall proceed as noticed. A Citee who requests a continuance waives their opportunity for a hearing within 90 days of the date the citation is issued.

A Hearing Officer shall conduct the hearing on the date set by the District or the District's third-party administrator ~~authorized agent~~. The Citee shall have the opportunity to appear, testify and to present evidence relevant to the ~~ordinance~~-violation alleged in the citation. The Citee may file a written declaration ~~with the District's third-party administrator~~ at least 48

hours prior to the hearing in lieu of personally attending the hearing. The citation shall be accepted by the Hearing Officer as prima facie evidence of the ~~ordinance~~-violation and the facts stated in the citation. Neither the enforcement officer nor any other District representative shall be compelled to attend the hearing. However, any such appearance or submission may be made at the discretion of the enforcement officer.

The hearing shall be conducted ~~informally~~~~informally~~, and formal rules of evidence need not be utilized. The Hearing Officer does not have the authority to issue a subpoena.

The failure of the Citee to appear at the hearing or to file written testimony prior to the hearing shall constitute an abandonment of the request for an administrative hearing and a failure to exhaust administrative remedies concerning the violation and any penalty deposit shall be forfeited to the District.

After considering all evidence and testimony submitted at the administrative hearing, the Hearing Officer shall issue a written decision to uphold or dismiss the citation within 20 working days after conclusion of the hearing. The Hearing Officer has no discretion or authority to reduce or modify the amount of any fine. The decision shall state the reasons and evidence considered for the decision. If the decision is to uphold the citation, the deposited penalty shall be forfeited to the District. If the decision is to dismiss the citation, the District shall refund the penalty deposit within 30 days of the decision. The Hearing Officer's continued employment, performance evaluation, compensation, and benefits shall not directly or indirectly be linked to the number of citations upheld or cancelled by the officer.

Notwithstanding any other provisions of this Ordinance or otherwise, the administrative hearing decision is final and not subject to appeal or further review by the District or any person. The ~~District or~~ Citee may seek judicial review of the administrative hearing decision by filing an appeal with the Ventura County Superior Court in accordance with ~~the provision~~ ~~of~~ state law.

SECTION 107- ADMINISTRATIVE PENALTY CITATIONS

Upon determining that a provision of this Ordinance has been violated, a Ranger has the authority to issue a civil penalty citation to any Responsible Person. A Responsible Person upon whom a citation is served is liable for and shall pay the penalties described in the citation. A citation may be issued for the violation of one or more ordinance sections and for each day that the violation exists. Hence, each ordinance violation is a separate violation and subject to a separate penalty. Civil penalty citations shall contain the following information:

- 1.** Name of the Responsible Person;
- 2.** Address or other description of the location where the ordinance violation occurred;
- 3.** Date on which the ordinance violation(s) occurred;
- 4.** ~~Issuing department/division;~~
- 5.** The ordinance section(s) violated;
- 6.** Brief description of the violation;

- 7.● Amount of the penalty;
- 8.● Procedure to pay the penalty;
- 9.● Description of the procedure for requesting a Preliminary Review, and an Administrative Hearing to contest a citation.
- 10.● _____ Printed name and signature of the issuing Ranger;
- 11.● _____ Date the citation is served; and
- 12.● _____ A distinct citation number.

A Ranger may personally deliver the citation to the Citee, place the citation on the Citee's vehicle, or ~~may~~ mail the citation by first class mail to the Citee's last known address.

SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES/CITATION

~~The District's Board of Directors has, by resolution, adopted a penalty/citation fine schedule to establish the amount for violations of any civil penalties and provisions of District ordinances. The Board reviews the penalty/citation fines periodically.~~

Administrative penalties for violations shall be as follows:

1. A fine of \$100 for the first offense in any 12 month period;
2. A fine of \$200 for any 2nd offense in any 12 month period;
3. A fine of \$500 for any third or subsequent offense in any 12 month period.

Citations shall be paid, in the manner set forth on the citation ~~to the District's designated third-party administrator~~ within 35 days of the due date. Citations not paid in accordance with the provision of this Ordinance are civil obligations of the responsible party and may be collected by the District through any legal means. Payment of a citation shall not excuse the Citee from correcting the ordinance violation. The issuance of a citation or payment of a penalty does not bar the District from taking any further enforcement action regarding an ordinance violation that continues to exist or when a person continues to violate an ordinance, including but not limited to issuing additional civil penalty citations or filing a criminal complaint.

SECTION 109- USE OF DISTRICT LANDS

The District's reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of required fees. A permit is required for the use of District Lands for assemblies or an organized group. Each application for use of District Lands must be signed by an adult 18 years or older who agrees to be responsible for said use; however, when alcohol may be present an application must be signed by an adult 21 years or older. A group that exceeds the maximum attendance listed on its permit will forfeit the refundable cleaning deposit. Additional fees will be charged for portable toilets,

garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a group's use of District Lands. The District will make arrangements for these items to be placed on District Lands and the cost of these items will be passed on to the Applicant.

No person shall attempt to use or interfere with the use of any facility which is reserved for another person or organization holding a District issued permit.

SECTION 110- APPLICATION FOR USE

The General Manager is authorized to grant or deny all applications for use of District facilities. All applications for use of District property shall be filed by an adult 18 years of age or older. The park, field, courts, park space or facility is granted a permit only when the completed application is approved by the District office and after all applicable fees are paid.

All applications for use shall comply with the District policies and any additional requirements ~~for~~during the application process. All applications must comply with the insurance requirements as set forth by the District.

If approved, a use permit will be issued by the District.

SECTION 111- LIABILITY

~~A requirement of a~~All use permit application, the Applicants must agree in writing to release and hold the District harmless, and to indemnify the District from any and all liability for injury to persons or property, including District Lands, occurring as the result of the activity being undertaken by the Applicant. Any person exercising any of the privileges authorized by this Ordinance does so at their own risk without liability on the part of the District for any injury to persons or property resulting therefrom.

This requirement may be waived by the General Manager, at their sole discretion, upon receipt of a written request for a waiver.

SECTION 112- DISTRICT RIGHT TO ALTER USE

The District reserves the right to alter any previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user or any of their agents, employees, or guests violates any section of the District's General Use Policy or any District Ordinance or other applicable law.

SECTION 113- USE PERMIT RIGHT OF APPEAL

An Applicant may appeal the decision of a District representative regarding facility permits to the General Manager. The Applicant must file such appeal with the General Manager within five business days of the District representative's decision. The General Manager

may hold a hearing within ten business days of the filing of such appeal at which time the Applicant may present all evidence, testimony, and information relative to the application. The General Manager shall, within three business days of said appeal hearing, issue a decision either affirming or denying the decision on the application and, if the decision is to issue the permit, add appropriate terms and conditions to the permit. The General Manager shall specify grounds for upholding the denial of a permit. The decision of the General Manager may be appealed to the Board. An appeal to the Board shall be filed within five business days of the General Manager's decision.

SECTION 114- VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of the permit by the permittee or any agent, guest, or employee of permittee is prohibited.— No group or organization owing any outstanding debts or obligations to the District will be permitted to use District facilities until such debts are paid. The General Manager reserves the right to: (1) revoke any permit for a violation of terms of the permit or any District ordinance or other applicable law, with or without notice to the persons or organization to whom the permit was issued., and (2) enforce any applicable penalties as set forth in Section (xxx). Users that do not comply with the rules and regulations set forth by the District may be required to return any District property and be restricted from any future use of the District's facilities.

SECTION 109—APPLICATION FOR USE

The General Manager is authorized to grant or deny all applications for use of District facilities. All applications for use of District parks, fields, courts, open space or buildingsproperty shall be filed by an adult 18 years of age or older. The park, field, courts, open park space or facility is reserved granted a permit only when the completed Application is accepted and approved by the District office and after all applicable fees are paid.

All applications for use shall comply with the District's General Use PolicyDistrict policies and any additional for specific requirements for the application process. All applications must comply with the insurance requirements as set forth by the Districtin General Use Policy.

Pursuant to the application process set forth in Section 109, if If approved, a use permit will be issued by the District.

SECTION 110—USE PERMIT RIGHT OF APPEAL

An Applicant may appeal the decision of a District representative regarding facility permits to the General Manager. The Applicant must file such appeal with the General Manager within four tenfive businessworking days of the mailing of the representative's decision. The General Manager may hold a hearing within ten business five working days of the filing of such appeal at which time the Applicant may present any and all evidence, testimony, and information relative to the application. The General Manager shall, within three business days72 hours of said appeal hearing, issue a decision either affirming or denying the decision on the application and, if the decision is to issue the permit, add appropriate terms and

~~conditions to the permit. The General Manager shall specify grounds for upholding the denial of a permit. The decision of the General Manager may be appealed to the Board. An appeal to the Board shall be filed within five working business days of the General Manager's decision.~~

~~SECTION 111- INTERFERENCE~~

~~No person shall attempt to use or interfere with the use of any facility which is reserved for another person or organization holding a District issued and approved permit.~~

~~SECTION 112- LIABILITY~~

~~As part A requirement of a use permit application, the Applicant must agree in writing to release and hold the District harmless, and to indemnify the District from any and all liability for injury to persons or property, including District Lands, occurring as the result of the activity being undertaken by the Applicant. Any person exercising any of the privileges authorized by this Ordinance does so at his/her their own risk without liability on the part of the District for any injury to persons or property resulting therefrom.~~

~~These requirements may be waived by the General Manager, at their in his or her sole discretion, upon receipt of a written request for a waiver.~~

~~SECTION 113- USE OF DISTRICT LANDS~~

~~The District's reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of required fees. A permit is required for the use of District Lands for assemblies or organized group. Each application for use of District Lands must be signed by an adult 18 years or older who agrees to be responsible for said use; however, when alcohol may be present an application must be signed by an adult 21 years or older. A group that exceeds the maximum attendance listed on its permit will forfeit the refundable cleaning deposit be required to pay additional fees. These a Additional fees will be charged for portable toilets, garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a group's use of District Lands. The District will make arrangements for these items to be placed on District Lands and the cost of these items will be passed on to the Applicant.~~

~~No person shall attempt to use or interfere with the use of any facility which is reserved for another person or organization holding a District issued permit.~~

~~SECTION 114- PERMIT FOR USE OF DISTRICT LAND~~

~~Pursuant to the application process set forth in Section 109, if approved, a use permit will be issued by the District.~~

~~SECTION 115- DISTRICT RIGHT TO ALTER USE~~

~~The District reserves the right to alter any previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user or any of his or her their agents, employees, or guests violates any section of the District's General Use Policy or any District oOrdinance or other applicable law.~~

~~SECTION 116- VIOLATION OF PERMIT~~

~~Violation of any terms, conditions, rules, and regulations of the permit by the permittee or any agent, guest, or employee of permittee is prohibited. The General Manager reserves the right to: (1) revoke any permit for a violation of terms of the permit or any District ordinance or other applicable law, with or without notice to the persons or organization to whom the permit was issued, and (2) enforce any applicable penalties as set forth in Section 105.~~

~~SECTION 117-SECTION 115- SALES, SOLICITATION, AND UNLAWFUL ADVERTISING~~

To prevent littering and the destruction of District property, it is unlawful to post, place, erect, or leave posted, placed or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception to this prohibition on posting is upon a bulletin board or such place especially designated and provided for such purposes by the District.

~~—SIGNAGE~~

~~a.) It is unlawful for any person to place, paint, attach, or maintain any commercial sign, which includes billboards and banners, on any District property without District authorization.~~

~~a. b) It is unlawful for any person to paint or attach any sign or advertisement to or upon any District property.~~

~~b. eb.)—Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.~~

~~c. ed.)—If permission is granted, a sSignage/bBanner mockup must be submitted at least 30 days prior to final approval. Exceptions to the provisions of this section shall be pre-approved. by the General Manager. Request must be submitted for review by the, the General Manager or their designee, with will have 30 days to review and approve/deny.~~

~~1. Signage/Banners must be no larger than 24 square feet if displayed for more than 32 days. When displayed for less than 32 days, signage/banners may be no larger than 36 square feet.~~

2. Signage/Banners may not be left up longer than 14 days, with a period of 30 days between display and no more than 4 times a year.

d. d.e)-Exceptions to this section must be reviewed by the General Manager or their designee(s).

If approved the District will enter into a Memorandum of Understanding with the requestor to include terms and conditions, revenue, placement, and how the sign will be affixed to District Property.

Refer to District Sponsorship and Naming Policy for sponsorship signage requirements.

~~———— Signage/Banner mock up must be submitted prior to approval.~~

~~SECTION 101- Permission must be obtained from the General Manager before a permit is issued authorizing use of any park or building when the activity proposed is to be held for commercial activity including:~~

~~SECTION 101- Advertising for sale any product, goods, wares, merchandise, services, or event.~~

~~SECTION 101- Conducting or soliciting for any trade, occupation, business, service, or profession.~~

~~SECTION 116- SECTION 1168- CONDUCTING BUSINESS IN A DISTRICT PARK~~

“Business,” for the purpose of this section, means and includes any activity which involves the sale of any goods or services, whether conducted by a for profit or non-profit entity, and regardless of by whom the activity is conducted.

~~a. ——— No one shall conduct any business in any District park except as provided in this section, and section 117.~~

Anyone desiring to conduct business in any District park ~~must~~shall apply to the District for a permit to do so, on an application form ~~provided~~prepared by the District.

~~a. Permission must be obtained from the General Manager before a permit is issued authorizing use of any park or building when the activity proposed is to be held for commercial activity including:~~

~~Advertising for sale any product, goods, wares, merchandise, services, or event.~~

~~Conducting or soliciting for any trade, occupation, business, service, or profession.~~

~~b. ———~~

e. ~~Application Information required:~~

- ~~1. Name and address and phone number of the Applicant, and if by a corporation, the officers of the corporation;~~
- ~~2. A description of the park location at which it is desired to conduct such business;~~
- ~~3. A copy of a current city City of Camarillo business license, or proof of application;~~
- ~~4. Types of any services or items to be sold;~~
- ~~5. Description of how business will be conducted, and a drawing of the vehicle or stand from which goods will be sold, to show its size, color, all proposed signage, etc., and a description of means by which goods will be transported to and from the site;~~
- ~~6. A statement signed by the Applicant agreeing to indemnify, defend and hold harmless the District and its directors, officers, and employees from any claims for injuries or damage alleged by any person to have been caused by such activity;~~
- ~~7. If goods are to be sold from any stand or cart, Proof of insurance in the amount of \$1,000,000, or as required by District standards, to cover claims for injury or damages suffered or alleged to have been suffered by any person as a result of such activity, must be provided to the District, which The insurance policy shall name the District as an additional insured and shall declare that the policy provide it cannot be canceled except after ten days' written notice to the District, and Proof of Worker's Compensation meeting the requirements of state law must be provided as well if applicable; and~~
- ~~8. Proof of application for all permits required by other public agencies such as Ventura County Environmental Health.~~

Issuance of a permit by the District shall not be deemed to be an endorsement by the District of any product or any form of District warranty concerning the product's fitness for use or consumption.

APPLICATION FEE AND REVIEW ~~(Move to General Use Policy)~~

Each application made under this section shall be reviewed by District staff and must be accompanied by a non-refundable fee of \$100 or it will not be accepted, and all such applications shall be reviewed by District staff.

- ~~a. a.~~—No permit shall be issued if ~~it is found that~~ the application does not meet requirements set by the District conform to this section or additional guidelines issued by the District, or it is found that its issuance would interfere with safe use by the public of any park or District Lands.
- ~~b. b.~~—The District may limit the number of any permits at any given park if it finds that such limitations isare necessary to protect the public health and safety of the public. Each permit shall include conditions such as hours of permitted use and

other requirements found necessary. The District may refuse to issue permits during any District special events and recognized holidays.

~~c. e.~~—No permit shall be issued for more than ~~one year~~six months~~one year~~ from the date of issue unless the entity permittee has a written approval from the General Manager or their designee(s). A permit may be renewed upon application and payment of another application fee unless it has been found that the permittee has failed to comply with this section or to the terms and conditions under which it was issued, or it is found that such permit is inconsistent with the public safety or public use of such park or District property.

~~d. d.~~—All permits issued under this section shall be nontransferable and may be used only by the permittee. Fees in addition to the application fee may apply.

OPERATION RESTRICTIONS

Each permittee shall comply with the following requirements as to operation:

~~a.~~—~~Prices of all items offered for sale must be conspicuously~~ noticeably ~~posted where the goods are sold.~~

~~b.~~ The permittee or his/her ~~their~~ employee(s) or agent(s) shall pick up and keep the location and surrounding area (at least 50 feet in each direction) of his or her ~~their~~ use free from all litter and ~~permittee shall provide~~ properly dispose by the end of the permitted rental time, and remove/empty at the end of each period of use, a suitable container for placement of litter by customers and other persons.

~~c.~~ The permittee shall conduct business only at the location or locations specified in the permit and during the hours specified on the permit.

~~d.~~ No ~~booth stand, truck or cart shall ever be left unattended,~~ and each cart or stand All booths, stands, trucks, and/or carts shall be removed from its thier permitted locations each night between dusk and 7:00 am or at the conclusion of the permitted time. Overnight setups may be approved by General Manager or designee(s) with a 30-days prior notice and an approved security services being contracted.

PERMIT REVOCATION

~~The General Manager, in his or her discretion, may at any time revoke any permit issued under this section if he or she finds it necessary to do so to protect the public health and safety or if the permittee has violated any terms or conditions of such permit.~~

PERMIT ISSUANCE (Check with General Use Policy)

a. The General Manager or their designee(s) may issue permits under this section when the conduct of the proposed trade, occupation, business, service, or

profession is compatible with usual park activities and uses, is of convenience or benefit to park patrons, and does not conflict with the business of established concessions. A use fee may be charged to cover ~~administrative~~ the administrative costs of the issuance of such permit and costs associated with the use of District facilities.

b. No person shall, without a District permit, solicit, in any manner or for any purpose, or sell or offer for sale any goods, wares, or merchandise, ~~or give or distribute handbills, advertising matter, or literature~~ except under the following conditions:

~~a-c.~~ When a concession is operating under lease or contract authorized by the General Manager.

~~b.d.~~ When an organization's permit is open to the public they may solicit donations, hold auctions or raffles as long as they meet state guidelines. ~~athletic team that is a member of a community service organization and admits all members of the general public to the extent of capacity without discrimination and without charge to any game played, such athletic team may solicit voluntary contributions from the spectators attending such game.~~

~~e.~~ ~~When found to be consistent with the policies of the District or to promote a District program under conditions prescribed by the General Manager.~~

~~d.~~ ~~When all necessary fees and deposits and proof of insurance has been provided to the District.~~

e. It is unlawful for any person or persons to throw, deposit, leave, place or to cause the throwing, depositing, ~~leaving~~ leaving, or placing of any commercial or noncommercial handbill or unsolicited newspaper on any District Lands including vehicle windshields; however, it shall not be a violation of this section to hand out or to distribute handbills to any person.

PERMIT REVOCATION

The General Manager, in his or her or their designee(s), at their discretion, may at any time revoke any permit issued under this section if he or she finds it necessary to do so to protect the public health and safety or if the permittee has violated any terms or conditions of such permit.

SECTION 117- EQUESTRIAN ACCESS

~~SECTION 117- PARK ACCESS DURING PERMITTED ACTIVITY~~

~~A permit holder shall not restrict access or charge a fee to access any District-owned lands without the express written permission of the District Board sought at least 60 days prior to the imposition of any fee or restriction of access, which includes, but is not limited to, the locking of any gates or doors that would inhibit free access to District Lands.~~

SECTION 119-EQUESTRIAN ACCESS

The primary form of access into open space areas shall be via foot or horseback on equestrian trails. No person shall block, obstruct, or impede free access to, encroach upon, or construct anything whatsoever across or upon any equestrian trail or easement owned, operated or maintained by the District, including but not limited to those equestrian trails and equestrian easements as shown on the final subdivision map of Tract No. 2706 (Las Posas Hills), recorded on October 5, 1979, in Book 84, page 50 of Miscellaneous Records in the office of the Country Recorder of Ventura County, California and as amended in the Judgment recorded on March 22, 1993 bearing Instrument Number 93-065046. Vehicular access for an emergency vehicle or to deliver supplies to a permitted group may be authorized by the District unless prohibited by the above-referenced Judgment. Under such circumstances, one vehicle per area may be permitted. Entry by District vehicles, emergency vehicles, and vehicles of agencies and individuals holding easement or permits is authorized.

ARTICLE II

PARK REGULATIONS

SECTION 201- EXCEPTION

This article does not apply to the operations of District-owned or operated vehicles or persons engaged in official District business.

SECTION 202- VEHICLES AND PARKING

Parking violations are a civil liability and will be subject to an administrative ~~adjudication~~ process as described in Section 106 of this Ordinance.

- a. Without written permission of the General Manager or designee, vehicles shall be operated on District Lands only on designated roadways. ~~Vehicles are not allowed to drive on any District turf.~~
- b. ~~Vehicles shall not be allowed on any grass areas unless the vehicle's owner receives prior written permission from the General Manager or their designee, or as included in any MOU or agreement with the District.~~
- ~~b.c.~~ _____ Park entrance or parking fee apply where designated and applicable: (a) No person or persons shall enter or remain on District property without having paid the established entrance and/or parking fees. All fees shall be paid at time of arrival either through the purchase of a daily parking permit or presentation of a current annual parking permit. The permit must be visible in the vehicle. (b) Anyone parking on District property pursuant to an overnight permit must show the permit to District staff and/or Park Ranger upon request.
- ~~e.d.~~ _____ Without written permission of the General Manager or designee vehicles shall not be parked on District property except within designated parking lot areas or within designated markings. Oversized vehicles are prohibited from parking on District property without prior written permission.
- ~~d.~~ ~~_____ Vehicles shall not be allowed on any grass areas unless the vehicle's owner receives prior written permission from the General Manager.~~
- e. Vehicles operated within the boundaries of public parks shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, pedestrians, surface, and width of the roads. In no event shall a vehicle be driven on park property at a speed greater than 15 miles per hour.
- f. Vehicles ~~are subject to mayremoval~~ be towed at owners' expense, including all fees, towing, and storing charges, -from District property under the following circumstances:

1. When a vehicle is parked or left standing on District property when the park is closed to public use. No person may park, abandoned or otherwise allow to remain on District parks or facilities, between the hours of 10 pm and 6 am, automobiles, trailers, campers, motor homes, or recreational vehicles, unless District permission has been expressly granted or parking is required for attendance at a District activity.
2. When a vehicle is parked or left standing upon a roadway in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic upon the roadway.
3. When a vehicle is parked in a manner that completely or partially blocks the entrance to a driveway.
4. When a vehicle is parked so as to prevent access by firefighting equipment to a fire hydrant or emergency service.
5. When a vehicle is parked in any parking restricted zone.

~~6. When a vehicle has been parked on District property for more than eighteen forty-eight (148) consecutive hours without a valid permit. We usually give them 48 hours to move the vehicle.~~

~~g. If an illegally parked vehicle is removed from District property as provided for in this section, the owner shall be liable for all fees, towing, and storage charges.~~

~~h.g. No vehicle maintenance may be performed on District property except for minor, emergency repairs needed to move a vehicle.~~

~~i. No vehicle shall be parked on District property after the closing time of the park or facility.~~

~~j.h. Disabled Persons Parking Zones for Disabled Persons without proper permit? Whatshall follow the below guidelines.~~

~~k. No Organized Group or person shall inhibit access or charge a fee to access or park a vehicle at any District owned lands without the express written permission of the District Board 60 days prior to charging a fee or restricting access~~

1. It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate or placard defined by the California State Vehicle Code to stop or park a vehicle in a parking zone identified by the International Symbol of Accessibility as reserved for persons with disabilities. The fine for this violation shall be as prescribed by the California Vehicle Code.

2. Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard.

~~—Space identification.—Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of the International Symbol of Accessibility, or wheelchair printed within the stall or space as well as a sign with the same type of marking on it.~~

~~i.~~

~~It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate or placard place defined by the California State Vehicle Code to stop or park a vehicle in a parking zone identified by the International Symbol of Accessibility as reserved for disabled or handicapped persons persons with disabilities. The fine for this violation shall be as prescribed by the California Vehicle Code.~~

~~1.—Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard.~~

~~2.—Space identification. Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of the International Symbol of Accessibility, or a wheelchair printed within the stall or space as well as a sign with the same type of marking on it.~~

~~SECTION 203- RIGHT OF APPEAL~~Right of appeal:

~~As allowed under Section 110, Parking citations an Applicant may be appealed appealed as set forth in Section 106a decision of a District representative or the General Manager.~~

~~SECTION 204-~~SECTION 203- VEHICULAR TRESPASS

Vehicles shall not be operated or parked on any property of the District except on roadways and parking lot areas specifically constructed for vehicular traffic. Vehicle use is prohibited on fire breaks and fire protection roads and hiking and riding trails. An exception may be made for those vehicles which are authorized by the District for such use.

~~SECTION 205-~~SECTION 204- FIREARMS AND WEAPONS

No person shall carry, possess, set, leave, or deposit, or cause to be fired, across, in, on, or into any portion of District Lands any weapon, gun or firearm, spear, missile, bow and arrow, crossbow, slingshot, trap or hunting device, air or gas weapon, paintball gun, ammunition, throwing knife or axe, martial arts throwing device, or any other weapon or device capable of injuring or killing any person or animal, or damaging property or natural resource, except at posted or authorized ranges and areas designated for such purposes. An exception to this regulation will be made for duly authorized law enforcement officials while acting in their capacity as law enforcement.

~~SECTION 206-~~SECTION 205- HUNTING

Hunting, shooting, wounding, trapping, capturing, or killing animals on District property is prohibited.

~~SECTION 207-SECTION 206-~~ VANDALISM

It is unlawful for any person to damage, deface, cut, spray, paint, mark, scratch, write on, or otherwise deface or alter any natural feature, trees, fence, wall, building, sign, monument, or other property on District Lands. Persons causing vandalism, or parents of persons under the age of 18 causing vandalism, will be held liable and financially responsible for the full amount of damages, or the maximum amount allowed under the California Civil Code Sections 1714.1 and 1714.3. All provisions of the California Penal Code Section 594 and penalties thereunder are applicable.

~~SECTION 208-SECTION 207-~~ THROWING MISSILES

Throwing missiles, rocks, mud, sand, or any object that may cause bodily harm to others is prohibited on park property. Objects used in recreational activity are exempt from this section provided they are not used in an irresponsible and hazardous manner.

~~SECTION 209-SECTION 208-~~ AMPLIFIED SOUND

Without prior written permission, no person shall play or operate any sound or energy amplification devices, including radios, television sets, public address systems, musical instruments, or similar devices within District Lands.

~~SECTION 210-SECTION 209-~~ GOLF

No person shall drive, chip, or in any other manner play or practice golf, or hit balls on, over, or into District Lands.

~~SECTION 211-SECTION 210-~~ MODEL CRAFT

No person shall operate any motor or engine driven model airplanes or rocketry, cars, boats, ~~drones~~, or any other model craft of any kind or description on, over, or into any portion of District lands, except those models specifically geared for the RC track, which may only be used on the RC track, or by written permission of the General Manager or their designee.

~~SECTION 212-SECTION 211-~~ AIRCRAFT AND UNMANNED AIRCRAFT SYSTEMS/HUMAN FLIGHT

Without the permission of the General Manager, no person shall land any aircraft on or take any aircraft off any area in the District, nor shall any person hang glide, parachute, or engage in any human flight on, over, or into District Lands.

No person shall engage in the any operation of any unmanned aircraft system for either recreational or commercial purposes on, over, or into District Lands.

~~SECTION 213-SECTION 212-~~ OVERNIGHT CAMPING

a. ~~Definitions:~~

~~Unless the particular provisions or the context otherwise requires, the definitions contained in this section shall govern the construction, meaning, and application of words and phrases used in this section.~~

~~1. *Camp* means to pitch or occupy camp facilities; to use camp paraphernalia.~~

~~2. *Camp Facilities* include, but are not limited to, tents, huts, temporary shelters, trailers, motor homes, campers, or vehicles otherwise used for shelter.~~

~~3. *Camp Paraphernalia* includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks, or non-District designated cooking facilities and similar equipment.~~

~~4. *Store* means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.~~

a. It shall be unlawful for any person to camp, occupy camp facilities, or use camp paraphernalia on District property, except as otherwise provided in this section. ~~No person shall make use of District Lands of overnight camping to overnight camp unless without General Manager or designee(s) approval except as otherwise provided.~~

b. No person shall use any car, trailer, camper, recreational vehicle or ~~mobile-homemobile~~ home as a dwelling or as living quarters for ~~overnight camping to overnight camp~~ on any District Lands unless without General Manager or designee(s) approval except as otherwise provided.

c. No person shall store unattended personal property, including camping paraphernalia, on any District Lands.

~~b. _____~~

~~e. House trailers, campers, or motor homes No person shall may not be used for overnight sleeping purposes sleep overnight on any District property without General Manger or designee approval, except as otherwise provided in this Article.~~

~~d. It shall be unlawful for any person to store personal property, including camp facilities and camp paraphernalia on any District property, except as otherwise provided for in this section.~~

e.d. Camping is only permitted ~~at for~~ District-hosted special events with approval by the General Manager or designee(s).

~~SECTION 214-~~SECTION 213- FIREWORKS AND DANGEROUS OBJECTS

No person shall possess, discharge, set off, or cause to be discharged, in or into any District Lands any firecrackers, torpedoes, rockets, fireworks, explosives, or substances harmful to the life and safety of persons or property. Exceptions may be made with written permission of the General Manager or designee.

~~SECTION 215-SECTION 214-~~NUDITY

No person shall appear nude while in or on any District Lands or facilities, except in authorized areas set aside for that purpose by the District. Nudity shall be defined as codified in Title 14 California Code of Regulations section(s) 4322.

~~SECTION 215- ———SECTION 216-~~WASHING

No person shall wash dishes, clothing, garments, vehicles, or empty salt water or other waste liquids on District Lands other than in facilities expressly provided for such purposes.

No person shall swim, bathe, wade in, conduct personal hygiene (such as washing hair or body with or without soap, shampoo or similar personal hygiene products; shaving with or without shaving cream or similar personal hygiene products; oral care including using mouthwash or brushing teeth with or without toothpaste or similar personal hygiene products; cleaning any injury, wound, lesion, gash or abrasion in any manner with or without medical products, cleaning products or similar personal hygiene products; using any medical or other personal hygiene product to rid the body of lice or any disease, infection or growth), or pollute the water of any park restroom, fountain, stream, except at a place especially designated and provided for such purpose.

~~SECTION 217-SECTION 216-~~HOURS OF USE

All ~~District lands parks, recreation areas, green space and open space areas~~ within the District boundaries are available for use by the general public unless otherwise posted or in accordance with the District's General Use Policy. It shall be unlawful for any person, except those involved in District-sponsored programs or having valid permits, to enter or remain in any park, recreation area, ~~green-park~~ space or open space other than between those hours. Hours of use may vary due to seasonal daylight, maintenance, construction, watering, and/or other variables.

~~SECTION 218-SECTION 217-~~FLORA AND TURF

Removing or injuring any form of plant life on park property, including the removal of wood, turf, grass or plants, soil, rock, sand, and gravel is prohibited except by a duly authorized District employee in the performance of his/her/their duties or unless specifically authorized by the General Manager or designee.

- a. It is unlawful for any person to injure or destroy any tree growing within the District boundaries by any means, including, but not limited to the following:

- a.1. Pouring any deleterious matter on or around any tree or on the surrounding ground, lawn, or sidewalk.

~~b.2.~~ Posting any sign, poster, notice or other item on any tree, tree stake, or guard, or fastening any guy wire, cable, rope, nail, screw, or other device to any tree, tree stake, or guard without having first obtained a permit from the District.

~~e.3.~~ Causing any fire or burning near or around any tree or plant life

~~SECTION 219-SECTION 218-~~ ARCHAEOLOGICAL FEATURES

No person shall remove, injure, disfigure, deface, or destroy any object of paleontological, archaeological, or historical interest or value.

~~SECTION 220-SECTION 219-~~ GEOLOGICAL FEATURES

No person shall destroy, disturb, mutilate, or remove earth, sand, gravel, minerals, rocks, or features of caves.

~~SECTION 221-SECTION 220-~~ DOMESTIC ANIMALS

- a. No person owning or having charge, care, custody, or control of any dog (or cat) shall cause, permit, or allow same to be or to run at large upon any lands, properties, or within facilities of the District unless such animal is securely fastened on a leash a not exceeding six feet in length and is held continuously in the care, custody, or control of a competent person. Pets not properly leashed or licensed may be impounded by Animal Control or Park Rangers and the owner cited.
- b. No person shall walk with more than 4 dogs (or cats) at any given time.
- c. The removal of feces of animals that defecate on park property shall be the responsibility of the owner or custodian of said animal.
- d. Horses, mules, goats, donkeys, or similar animals may be ridden or led under specified restrictions and in designated areas with the permission of the General Manager or their designee.
- e. No animal shall graze in any park except on property leased for such purpose.
- f. No animal shall be killed, harmed, or removed from any park unless by a District employee during the performance of his/her/their official duties, except when necessary to avoid bodily harm.
- g. Animals may be prohibited from specific parks at specific times or events at the discretion of the General Manager or their designee.
- h. Specific provisions of this section may be modified in specific instances with written permission of the General Manager or designee.

SECTION 222-SECTION 221- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, ~~DANGEROUS~~ DRUGS

No person may be on District property while under the influence of intoxicating liquors or ~~dangerous~~ drugs as defined under California Vehicle Code, Sections 312 and 23152, (a) (b) (c), as amended. Under specific circumstances, consumption of alcohol is permitted on District property as outlined in Sections 2232 and 410 and 508.

SECTION 223-SECTION 222- SALE OF ALCOHOLIC BEVERAGES

A group desiring to sell or provide alcoholic beverages on District Lands must obtain a District-issued alcoholic beverage permit at the time of application for facility permit as contained in Articles IV and V herein. An alcoholic beverage permit shall be issued only to an individual of legal drinking age upon proof that adequate safeguards will be provided to prohibit consumption by minors and excessive consumption by adults. Security guards may be required as defined under Section ~~512511~~. Alcohol is not permitted at any time if the primary purpose of an event or function is for minors, i.e., debuts, dances or birthday parties for participants under the age of 21 years without permission of the General Manager or designee. Alcoholic beverages may be present at an event for a maximum of four hours and the provision of alcohol must end a minimum of one hour prior to the end of the event.

To obtain an alcoholic beverage permit, the Applicant must first secure all such permits or licenses required by other governmental agencies including but not limited to the State of California Alcoholic Beverage Control Board and the Ventura County Public Health Department. If a request for the alcoholic beverage permit is denied by the staff, provisions in Section ~~440113 regarding appeals, Right of Appeal~~, shall apply. The General Manager may stipulate additional conditions relating to the permitted use of alcoholic beverages as necessary for the protection of individuals and property.

SECTION 223- PROHIBITION ON USE OF TOBACCO- OR MARIJUANA-RELATED PRODUCTS

~~SECTION 224--No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of Smoking tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands. No smoking of any kind on District property to include all tobacco and marijuana-related products and all forms of electronic smoking devices, and other vaporizing products.~~

SECTION 225-SECTION 224- LITTER AND RUBBISH

Depositing garbage, trash, or other refuse on park property other than in a receptacle provided therefore is prohibited. Throwing or leaving bottles, glass, or sharp pointed articles is prohibited. Throwing or disposing of wastepaper or combustible refuse in any place in a park other than in a receptacle maintained for that purpose is prohibited. It is unlawful to use any park receptacle for the depositing of garbage, trash, or other refuse not generated and/or used within the park boundaries.

~~SECTION 226~~-SECTION 225- FIRES AND BARBEQUES IN DISTRICT PARKS

Open fires and use of barbecues on District Lands ~~space areas~~ are prohibited except in designated areas. Briquettes are the only combustible material authorized for barbecue or brazier/stove use. Wood or propane fires are not permissible. Personal barbecues are not authorized; only use of District provided barbecues are allowed. It is the responsibility of every person igniting a fire in a District installed barbecue to completely extinguish it (dead out) before leaving the park. ~~Do we want to add anything on Propane Grills or Griddles?~~

Upon notice of park closure due to a fire hazard warning by ~~the~~ fire officials~~district~~, all reservations shall be cancelled and affected areas closed to the public.

~~SECTION 227~~-SECTION 226- DUMPING

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, furniture or accessories, or any other items or material on District Lands is prohibited without prior written approval of the General Manager or their designee.

No person will be permitted to dispose of, scatter, or bury any human or animal remains on District property.

~~SECTION 227~~- ~~SECTION 227~~ - TRESPASSING

Trespassing into areas designated "No Trespassing" is prohibited. This includes, but is not limited to, rooms in District buildings or structures, swimming pools during specific hours, fenced control areas such as storage areas, shop areas, holding areas, construction sites, and all posted areas.

SECTION 228- PARK/FACILITY-CLOSURE

The General Manager or their designee may close a park area or recreation facility at any time when there is an apparent danger to the persons using the property, the property itself, or for any cause which could affect the safety and welfare of the public. This section may be enforced without the concurrence of those persons or organizations then using the property or facility.

~~SECTION 229~~- ~~SECTION 229~~ - ENTRY TO ACTIVITIES

The General Manager or their designee may enter any reserved park area or recreation facility at any time to inspect the premises for safety, compliance of use, hazards, or in the course of normal duties.

UNLAWFUL ADVERTISING

SECTION 230- USE OF DISTRICT EQUIPMENT BY NON-DISTRICT GROUPS

~~It shall be unlawful for any person to place or maintain any sign, banner, billboard, or advertisement on any District property without the Board's or General Manager's written permission.~~

~~It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.~~

~~Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.~~

~~Exceptions to the provisions of this section shall be pre-approved by the General Manager.~~

SECTION 229- USE OF DISTRICT VEHICLES AND EQUIPMENT BY NON-DISTRICT GROUPS

District ~~vehieles and~~ equipment ~~are~~ is provided for the express purpose of carrying out District functions. Requests received from groups or organizations for the use of District ~~vehieles or~~ equipment shall be made in writing to the District. Such requests may be granted by the General Manager or designee provided that such use does not interfere with District operations and serves a District purpose.

SECTION 230-SECTION 231- UNLAWFUL CONSTRUCTION

No person shall erect, construct, install, or place any structure, building, shed, fence, trail, equipment, material, sign, banner, or apparatus of any type for any purpose on, below, over, or across District property, except by written permission from the General Manager, ~~or designated representative, or designee~~ specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such an authorization.

SECTION 231-SECTION 232- PUBLIC URINATION

It is unlawful for any person to urinate or defecate in any public place except when using a urinal, toilet, or commode located in a bathroom, restroom, or portable restroom, ~~or other structure screened from public view.~~

SECTION 232-SECTION 233- SKATEBOARD, IN-LINE SKATING AND ROLLER SKATING REGULATIONS

With respect to the Skate Park facility owned and operated by the District for skateboarding or “other wheeled recreational devices” which means non-motorized bicycles, scooters, in-line skates, roller skates, or wheelchairs:

- a. Riding of the skateboard or other wheeled recreational device for stunt, trick, or luge riding constitutes a “hazardous recreational activity,” as defined by Section 831.7 of the Government Code.
- b. No user shall use the District skate park facility without wearing a helmet, elbow pads, and knee pads. Any user not wearing a helmet, elbow pads, and knee pads are subject to a citation under the ordinance (H&S Code Section 115800(b)(1)).
- c. Skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.
- d. No smoking or vaping is permitted on District property.
- e. No alcohol is allowed within 50 feet, of any District skate park, BMX, or inline facility. facility provided for skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices.
- f. No glass beverage containers or food are allowed within the skating facility.
- g. Users of the Skate Park Facility must be 12 years of age or older (H&S Code section 115800(e)(1)(A)).

Users of skateboards or other wheeled recreational devices shall at all times yield to pedestrians. No person shall skateboard or use other wheeled recreational device in any area where signs are posted, or known to have been posted, prohibiting such activity.

~~— With respect to any facility provided by the District for skateboarding, in-line skating, or roller skating:~~

- ~~a. No person shall skateboard, in-line skate, or roller skate on or within District skating facilities without wearing a helmet, elbow and knee pads.~~
- ~~b. Skateboarding, in-line skating, roller skating, scooters, bicycles, e bicycles or similar devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.~~
- ~~c. No smoking is permitted on District property. No alcohol is allowed within 50 feet, of any facility provided for skateboarding, in-line skating, or roller skating.~~

- ~~d. No glass beverage containers or food are allowed within the skating facility.~~
- ~~Skateboarders, in-line skaters, and roller skaters shall at all times yield to pedestrians. No person shall skateboard, in-line skate, or roller skate in any area where signs are posted, or known to have been posted, prohibiting such activity.~~

SECTION 234- BICYCLES

Bicycles shall be allowed on District lands underwith the following restrictions:

- a. Bike riders must travel at a reasonably safe speed and may not exceed 5 mph in speed at any time or location. Bicycles including electric bicycles and other motorized transportation devices must stay on designated bike paths and roadways.
- b. Electric, battery operated bicycles with no pedal assist feature are prohibited.
- c. No person shall operate a bicycle in a reckless or negligent manner so as to endanger public property, or the life, limb, or property of any person or animal.
- d. Bicyclists must yield when meeting pedestrians or animals. “Yield” means to slow down, establishes communication, be prepared to stop, and/or move aside to allow other users to pass, and pass safely.
- e. No person shall possess or operate a bicycle or similar device in open space or on District land in areas designated or signed to restrict such activity.
- f. All state and local regulations regarding helmets and other protective gear for minors or adults must be followed.

Bicycles are not permitted on any sports courts (i.e., basketball, tennis, pickleball courts) or sports park areas (i.e., PV Fields, Freedom Park, Mission Oaks, Bob Kildee.)

SECTION 233-SECTION 235- DOG PARK RULES AND REGULATIONS

Properly licensed and tagged (i.e., ownership identification) dogs without vicious, dangerous, or aggressive propensities may be exercised without a leash in the designated areas and at the designated times established by the District and subject to the following rules and regulations:

- a. Dog Park hours of operation may be found in the General Use Policy are 7:00 a.m. to Dusk as follows, unless otherwise posted. The Dog Parks may be closed at the discretion of the General Manager or their designee.

Enclosed dog park hours are open from 7:00AM until dusk.

~~Mission Oaks Off-Leash Area is open from Monday through Friday 9:00AM to 1:00PM and 4:00PM to dusk, Saturday through Sunday 7:00AM to dusk.~~

~~a. Camarillo Grove Park Open Area is open for off-leashed dogs Monday through Friday from 7:00AM to dusk, leash required on Saturday and Sunday.~~

b. The Dog Parks may be closed periodically during the year for special events, weather conditions, and maintenance as needed.

b.1. The Turf line at 805-947-5125 is available to check Dog Park Conditions. Conditions will be updated at 1 pm on Weekdays and 7 am on Weekends.

c. Enter at your own risk. Adults and children assume all risks associated with ~~the off-leash~~ Dog Parks and designated off-leash areas. No children under 16 are allowed without adult supervision. ~~Small e~~Children must be within arm's reach of a supervising adult.

d. Each dog must display a current license and be properly inoculated, healthy (no contagious conditions), and parasite-free. No dogs under five months, ~~that is~~ sick, in heat, ~~potentially vicious~~aggressive, as defined by California Food and Agriculture Code Section 31602, ~~aggressive~~vicious, as defined by Food and Agriculture Code Section 31603, or ~~has which have~~ previously bitten any person or other dog is are permitted in Dog Parks or the designated off-leash areas.

e. Dogs are to be kept on a leash with a leash length not exceeding 6' feet when ~~OUTSIDE~~ outside the Dog Park fence at all times. Do not have your dog unleashed between your vehicle and gated entrance.

f. Leash and unleash your dog inside the double-gated holding area, not inside the Dog Park.

g. All dog owners must carry a leash, but no dogs shall be leashed once inside ~~the park~~enclosed Dog Park areas.

h. No spiked collars or the like that have the potential of injuring another dog or person are permitted.

~~i. Dogs left unattended at the Dog Park will be impounded with Animal Control.~~
Close supervision of your dog is required. Close supervision means that the dog is within voice command range at all times and a leash readily available if needed. Failure to closely supervise dogs may result in the dog/owner being ~~banned~~suspended for an appropriate period of time, as determined in the General Manager's sole discretion. Dogs left unattended at the Dog Park will be impounded with Animal Control.

- j. Owners must clean up after their pets. Potential Dog Park closures due to unsanitary conditions may occur for the health and safety of all. ~~If you see someone who forgets/neglects to clean up, please remind him/her/them to help keep the park clean.~~
- k. ~~AGGRESSIVE DOGS~~ Aggressive dogs must be removed from the Dog Park area immediately IMMEDIATELY WITHOUT DEBATE. You are responsible for your actions and those of your dog. Aggressive dogs may be ~~banned~~ suspended for appropriate periods of time, as determined in the General Manager's sole discretion. Aggressive dogs are defined as either potentially dangerous or vicious dogs as defined in the California Food and Agricultural Code Section 31602 and 31603. ~~An aggressive dog is also defined as any dog that is determined by Tthe District to pose a threat to dogs or people by virtue of a single incident or history of unprovoked acts of aggression against people or animals.~~ may also in its discretion designate a dog as Aggressive in certain situations. Violation of these provisions is an infraction.
- ~~k.l.~~ Paid dog walkers are not allowed in any dog park without all necessary permits and licensing from the District and other government agencies.
- ~~l.m.~~ No air horns, ~~or~~ bullhorns, or amplified sounds are allowed, unless approved by the General Manager or designee.
- ~~m.n.~~ No human and/or dog food is allowed in the dog park. No food of any kind is allowed inside the Dog Park, including people food.
- ~~n.o.~~ Three dogs per dog owner ~~Four dogs per person~~ is the maximum allowed inside the Dog Park, provided the owner is able to closely supervise all four dogs. ~~Due to inability to closely supervise their dogs, o~~ Owners may not have one or more dogs in the large dog section and one or more dogs in the small dog section, if so designated.
- ~~o.~~ No female dogs in heat or puppies under five months of age, due to their vulnerability to disease and injury, are allowed in a Dog Park.
- p. No grooming of dogs at any park locations. ~~Dog Park.~~
- q. When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.
- r. The District reserves the right to designate certain parks with signage, as "off-leash" parks, allowing for dogs to run free without a leash.
- s. The entrance into an off-leash area within the District constitutes an agreement to comply with the rules contained in this section as well as all those regulations posted with respect to the use of such off-leash areas.

t. The entrance into an off-leash area within the District constitutes an agreement to protect, indemnify, defend and hold harmless the District from any claim, injury or damage arising from or in connection with such use of District property.

t.u. Users are legally responsible for their dogs and any injuries and/or damage caused by their dog(s).

~~SECTION 234-~~ SECTION 236- **DISORDERLY CONDUCT**

No person shall engage in boisterous, threatening, intimidating, abusive, insulting, discriminatory, ~~profane~~profane, or indecent language; threaten or engage in fighting or physical altercation or engage in any disorderly conduct or behavior tending to a breach of the peace and interfering with the enjoyment of other persons on the premises. Person(s) exhibiting these behaviors will be required to leave the premises immediately. The District reserves the right to refuse services and prohibit entry on District property.

~~SECTION 237-~~ ~~SECTION 2367-~~ TENNIS SPORTS **COURTS**

No person shall engage in any activity on tennis sports courts owned or operated by the District other than the playing of tennis-its designated sport(s) and activities ~~incidental to the playing of tennis~~. ~~Private instruction for personal gain is expressly prohibited. Organized instruction is permitted only for classes/instruction/clinics approved by the District.~~

ARTICLE III

ARTICLE III

PLEASANT VALLEY OPEN SPACE AREAS

SECTION 235-SECTION 301- EXCLUSIVE USE

District open spaces shall not be made available for exclusive use by any person, group, or organization.

SECTION 236-SECTION 302- ACCESS

The primary form of access into open space areas shall be by foot traffic or horseback on assigned equestrian trails. No person shall block, obstruct, impede free access to, encroach upon, or construct anything whatsoever across or upon any equestrian trail or easement owned or operated by the District. Vehicular access to serve as ~~an~~ emergency vehicles may be authorized. Under such circumstances, one vehicle per area may be permitted. Entry by District vehicles, emergency vehicles, and vehicles of agencies and individuals holding easement or permits is authorized.

Persons entering District Lands owned, managed, and controlled by the District may remain as long as they abide by these regulations, applicable laws of the State of California; applicable ordinances of the County of Ventura and City of Camarillo; and lawful instructions of authorized employees of the District. Failure to leave District Lands when requested to do so by an authorized employee of the District for violation of any of these regulations is a further violation of these regulations.

SECTION 237-SECTION 303- OPENING AND CLOSING TIMES

Open space areas and equestrian trails will be available from dawn to dusk to the general public or as otherwise posted or in accordance with District's General Use Policy.

SECTION 238-SECTION 304- APPLICATION FOR USE

Applications to reserve areas of ~~park and green~~ open space ~~areas~~ will be processed in accordance with District procedures established in this Ordinance.

SECTION 239-SECTION 305- FIRES AND SMOKING IN DISTRICT OPEN SPACE

In addition to the regulations in Section 225, the following policies shall apply to all District open space:

- a. Charcoal ~~Bb~~riquettes shall be the only permitted fuel for District installed barbecues; wood is prohibited. It shall be the responsibility of every person igniting a fire in a District installed barbecues pit to completely extinguish it (dead out). All open fires are prohibited.

1. Only District installed barbecues are allowed on District Lands.
- b. No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of tobacco, and marijuana, vape devisiesdevices and any other smoking devices isare prohibited on all District Lands.

~~SECTION 240 – GROUP USE~~

~~Reservations are required for use of District Lands by organized groups in accordance with District procedures established in this document.~~

~~SECTION 241-SECTION 306- OFF TRAILS~~

Unauthorized travel off designated trails is prohibited.

~~SECTION 242-SECTION 307- CLOSURE/TRESPASS~~

Any and all open space areas are subject to closure when deemed necessary by the General Manager or designee (inlusive of all Park Patrol staff), to protect public safety and/or protect the resources from damage or threat of damage. Any violation will constitute civil trespass.

~~SECTION 243 – BICYCLES~~

~~Bicycles shall be allowed in parks and open space areas under the following restrictions:~~

~~Bike riders must travel at a reasonably safe speed and may not exceed 15 mph in speed at any time or location. Bicycles including electric bicyeles and other motorized transportation devices must stay on designated bike paths and roadways.~~

~~Electric, battery operated bicycles with no pedal assist feature are prohibited.~~

- a. ~~— No person shall operate a bicycle in a reckless or negligent manner so as to endanger public property, or the life, limb, or property of any person or animal. A reasonable and prudent speed limit will be observed.~~
- b. ~~— Bicyclists must yield when meeting pedestrians. “Yield” means slow down, establishes communication, be prepared to stop, and/or move aside to allow other users to pass, and pass safely.~~
- e. ~~— No person shall possess or operate a bicycle or similar device in open space or on District land in areas designated or signed to restrict such activity.~~

~~All state and local regulations regarding helmet use, for minors or adults, shall be followed and other protective gear for minors or adults must be followed.~~

~~Bicycles are not permitted on any courts to include, but not limited to basketball, tennis and pickleball courts.~~

~~SECTION 244-SECTION 308- VEHICLES~~

No vehicle may be operated or parked on any open space lands except where specifically permitted unless authorized by the General Manager or their designee ~~District~~ for such use. District vehicles are permitted and authorized if conducting District business.

~~No person may drive a vehicle on turf grass without approval from the District.~~

~~No person may repair, renovate, or paint any vehicle on district property, unless the repairs performed are of an emergency nature, and they are required in order to permit the vehicle to be moved.~~

~~SECTION 245-SECTION 309- NATURE PRESERVES~~

The District has the authority to designate an area as a “nature preserve” to protect the resources and/or flora and fauna. Entrance to such an area shall be prohibited, except with written permission for the purposes of scientific study, a docent-led hike, or other authorized activities. These areas may be posted as “no trespassing.” Alcohol is prohibited in “Nature Preserves.”

ARTICLE VI

Article HARTICLE IV

**REGULATIONS GOVERNING THE USE OF RECREATION
BUILDINGS, ATHLETIC FIELDS, SPORTS PARKS/COMPLEXES,
AND PICNIC AREAS**

**SECTION 301-SECTION 401- USE OF RECREATION BUILDINGS,
ATHLETIC ~~—~~FIELDS, SPORTS PARKS/COMPLEXES, AND PICNIC
AREAS**

Recreation centers, reservable picnic areas, athletic fields within the District's community parks, are available for the use of persons and groups subject to the issuance of a permit and payment of fees therefore. All applications for use shall be made in accordance with Section ~~11009~~ and must be signed by an adult, who shall agree to be responsible for said use. No use permit shall be granted if there is a conflict with a prior reservation or a District-sponsored event. Appeal of a decision may be made in accordance with Section ~~110-106~~ herein. Use of District facilities is subject to the rules and regulations established in District's GENERAL USE POLICY.

Any request that will place a major impact on a given facility, as determined by the General Manager, will be subject to Board approval. All requests are subject to the District priority-ranking classification (Section 406) and fee schedule (Section 502). The General Manager or designee reserves the right to cancel a permit with 30 ~~days~~days' written notice.

Applications are immediately ~~revocable~~revocable, and all deposits forfeited if false statements are made in reserving a facility, or if the individual or group violates any rule or regulation established by the District, or any other applicable law or regulation. Applicants shall be responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, the Applicants shall be responsible for the reasonable costs to replace, repair, or clean such property. Any individual, organization, or group that is responsible for damages to the District's facilities shall pay for all such charges as determined by the District. No individual, group, or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid.

District personnel will open, close, and supervise the use of the buildings and, when required, monitor the use of the grounds.

**SECTION 302-SECTION 402- APPLICATION FOR USE AND
SCHEDULING**

Applications for use shall be made in accordance with Sections ~~10909-1134~~. Exceptions will be based on event size, type, and location requested. Exception requests may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 303-SECTION 403- EXTENDED USAGE

District Facility property usage may be granted for a maximum period of ~~twelvesix~~ months, with the exception of Sports Parks(i.e. PV Fields, Freedom Park, Bob Kildee, Mission Oaks.); Requests for facility usage exceeding ~~twelvesix~~ months requires the ~~General Manager's~~General Manager or designee ~~management~~ approval. Scheduled groups may be subject to cancellation on 30 days' written notice or when a determination is made in accordance with Section 1~~2009~~. When cancellation is necessary, the District will attempt to relocate the activity.

SECTION 304-SECTION 404- HOURS

~~Buildings, park areas, and athletic~~District facilities are available for individual and group use during normally scheduled hours (~~dawn to dusk unless otherwise posted~~) of operations pursuant to the District's General Use Policy. Sports parks and complexes equipped with field lighting can be utilized until 10:00 PM ~~p.m.~~ with a permit. Exceptions are subject to General Manager or designee for approval.

SECTION 305-SECTION 405- RENTAL PERIODS

Minimum facility building rental periods ~~are two or four hour increments~~ depending on the facility. The time indicated on the application will reflect the actual facility use time, which includes setup and cleanup. Charges for additional time beyond the ~~two or four hour~~ ~~block~~minimum rental period will be based on an hourly rate. Exceptions are subject to General Manager or designee approval.

SECTION 306-SECTION 406- PRIORITY OF USE

Use of facilities is based on when the application is received, rental availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with 30 days' written notice. In that case, the District will attempt to relocate the group to another District facility.

Group priority rating shall be as defined in Section 504:

- a. Class 0- District Activities
- b. Class 1– Community Service Organization
- c. Class 2 – Resident Organization
- d. Class 3– In-District Resident
- e. Class 4- Out of District or Non-Resident

SECTION 307-SECTION 407- DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, turf, grounds, fixtures, furniture, or appurtenances shall be required to reimburse the District for all costs involved to clean, repair, restore, or replace the building, grounds, fixtures, furniture, or appurtenances to the original conditions, including staffing costs. The individual and/or group may be removed and/or banned from future use of facilities.

SECTION 308-SECTION 408- USE OF RESERVABLE PICNIC AREAS

Certain areas within the District's ~~community~~ parks may be reserved for picnics by persons or groups. All applications must be signed by an adult who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a prior reservation or a District-sponsored event taking place at the same time and place. No use permit shall be granted for reservable picnic areas outside normally scheduled hours of operations pursuant to the District's General Use Policy, unless the park has appropriate lighting.

An organized group (25 or more) must obtain a permit for all reservable picnic areas. Groups that have less people ~~than~~ an organized group may use any designated reservable or non-reservable area of any park on a first-come, first-served basis, however, such groups must vacate any reservable area at the time a permit group arrives. ~~Neighborhood parks may be non-reservable.~~ Individual picnic tables are available on a first-come, first-served basis in all non-reservable areas (Section ~~109~~ 109.)

SECTION 409- SECTION 409- PROHIBITION ON USE OF TOBACCO- OR MARIJUANA- RELATED PRODUCTS

~~No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs, and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of Smoking tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands. No smoking of any kind on District property to include all tobacco and marijuana related products and all forms of electronic smoking devices, and other vaporizing products.~~

SECTION 410- SECTION 410-ALCOHOL IN RECREATION BUILDINGS AND PARKS

The sale, serving, or consumption of alcohol is prohibited in a District building except by a group receiving all necessary permits, insurance and paying all applicable fees.

~~Alcohol may not be possessed or consumed on District parks and facilities unless allowed by a permit issued by the District. The sale or serving of alcohol is not permitted in parks except by a group receiving all necessary permits have been approved and paying all applicable fees.~~The sale or serving of alcohol is prohibited at all sporting and youth events except as approved by the General Manager or designee.

SECTION 411- SECTION 411-USE OF RESERVABLE ATHLETIC FIELDS

Certain athletic fields may be reserved for ~~use by~~ ~~byuse of~~ persons and groups. All applications for use must be signed by an adult over 18 years of age who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District-sponsored event taking place or a prior reservation at the same time and place. No use permit shall be granted for the use of any reservable field before 8:00 ~~a.m.~~ AM, or as determined by the General Manager or designee, or beyond sunset unless the field has appropriate lighting.

- a. No person shall engage in any activity on an athletic field owned or operated by the District other than the playing of specific activities for the designated fields unless authorized by Board of Directors, General Manager, or designee.
- ~~b. Private instruction for personal gain is expressly prohibited without an approved District permit.~~
- ~~e.b.~~ Organized instruction is permitted only for classes/instruction/clinics approved by the District, per Section 1168.

SECTION 412- SECTION 412-USE OF SPORTS PARKS/COMPLEXES

Sports parks/complexes in the District are the following: Pleasant Valley Fields, Bob Kildee Park, Freedom Park, and Mission Oaks Park. ~~These are complexes of 10 acres or more in size primarily used for competitive activities which, through casual or organized participation, provide competition and have governing bodies.~~

A permit is required for the use of these facilities by any user. ~~organized group.~~

SECTION 413- SECTION 413-EXCLUSION FROM DISTRICT AREAS AND FACILITIES

In the interest of public health, safety, and welfare, it may be necessary to exclude persons or groups from District areas and/or facilities. Such action may be taken by the General Manager or designee ~~a designated representative of the General Manager~~, subject to appeal to an Administrative Hearing with the General Manager.

Any person who has been excluded from District areas and/or facilities pursuant to this section, who enters upon the District areas and/or facilities during the period of the exclusion without the written permission of a designated representative, is guilty of a misdemeanor.

SECTION 414- SECTION 414-PERMITTED VENDORS

The District will work with different types of vendors to include:

- a. Food Vendors to include Mobile Food Facilities (MFF) and Temporary Food Facilities (TFF)

1. MFF Vendors are only permitted at Bob Kildee, Camarillo Grove Park, Community Center Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields.
2. MFF & TFF applications must be submitted with Ventura County Health Department prior to event. Please contact Ventura County Health Department for application requirements.

b. Craft/Merchandise Vendors

c. -Informational/ Service Vendors

d. Inflatable Vendors see the District's General Use Policy.

All vendors must meet County of Ventura, City of Camarillo, and District Requirements to include insurance and permits.

SECTION 415- SECTION 415—NON-PERMITTED VENDORS

The District has the right to deny any vendor under the following:

- a. Sale of tobacco, drugs, marijuana and associated products.
- b. Sale or solicitation of explicit adult content.
- c. Vendor must not unlawfully discriminate against any sex, gender, gender identity or expression, race, creed, color, religion, class, disability, national origin, age, political or union affiliation, military/veteran status, marital status, medical condition, sexual orientation, or any other characteristic protected by federal, state, or local law (“protected status”).
- d. Vendor doesn't meet County of Ventura, City of Camarillo, and District Requirements to include insurance and permits.
- e. Any vendors that do not meet the District's Insurance Policy Standards.

~~Article IV~~ ARTICLE V

FEES AND DEPOSITS

~~SECTION 401~~ SECTION 501- PURPOSE

Fees and charges may be levied to offset District expenses incurred in providing services. The District prepared a cost of service analysis and study that identifies current cost recovery levels for the various types of recreation programs and established a general cost recovery policy.

~~SECTION 402~~ SECTION 502- FEES

The District's Board of Directors shall establish reasonable fees for the use of District property. Full payment is due 30 days prior to the use date. Fees will be reviewed annually or as needed.

~~SECTION 403~~ SECTION 503- BASIC RATE

Building

During normal hours of operation of facilities as defined in ~~Section 404~~ the General Use Policy, rates will include the use of rooms, chairs, tables, setup, and cleanup. The following services are also available for an additional fee: security, ~~custodial service~~ District staffing, and other services identified in advance of permittee's use as set forth in the District's General Use Policy. Use at a time when the facility is normally closed will result in the assessment of additional fees.

Athletic Facilities

During normal hours of operation, basic rates include the following:

- a. Use of the athletic fields ~~and supporting structures.~~
- ~~b. Use of onsite restrooms.~~
- ~~e.b. Basic turf management, such as watering, mowing, and edging fields.~~
- ~~d. Staffing costs.~~

Basic rates do not include:

- a. Diamond preparation and ball field lining.
- b. Sport field or Complex Lighting.

- c. Removal or installation of athletic field equipment (bases, pitcher's mound, goals, etc.) and special location of base anchors, goals, bleachers, or other equipment.
- d. Sporting equipment such as balls, nets, gloves, goals, etc.
- d.e. Dedicated District staff for extra services, such as periodic maintenance of restrooms, trash collection, etc.
- f. Cleaning of the area, excluding trash cans, following the event.
- e.g. Additional items and services can be provided at a set fee per the District's Fee Schedule

Picnic Areas

During normal hours of operation as set forth in the District's General Use Policy, basic rates include picnic tables and barbecues, if available, ~~and outdoor restrooms~~. Rates do not include supervision or special setup of tables. Outside items, i.e., tables, ~~chairs, pop-up canopies~~, and barbecues etc. are not permitted without approval by the General Manager or designee.

SECTION 404-SECTION 504- CLASSIFICATION OF FACILITY USES AND FEE CHARGES

Class 1

- a. For a recognized District Community Service Organization as approved by the District's Board of Directors, fees are subject to the individual group's Memorandum of Understanding (MOU) with the District and/or current Fee Schedule.

Class 2 —~~Half~~ Half of Basic Rate (50%)

- a. Resident Organization
- b. Local school districts, government agencies, and non-profit organizations. ~~may have fees waived for reciprocal services as approved by the General Manager.~~

Class 3 —~~Full~~ Full Basic Rate (100%)

- a. In-District Resident
- b. Individuals, groups, and organizations that hold private ~~functions~~ functions.

~~Any individual or group reserving Fridays and Saturdays to include Resident Organization.~~

- c. Resident Organizations that host fundraising events.

Class 4 - Full Basic Rate plus 25 Percent (125%)

a. Out of District/Non-resident

~~b. Non-resident~~

SECTION 405-SECTION 505- ADDITIONAL CHARGES OVER BASIC RATE

Additional charges will be levied over basic rates as defined in Section 503 and as set forth in the District's General Use Policy under the following conditions as on the District's Fee Schedule:

a. When extraordinary use requires field renovation or rehabilitation.

~~b. All non-residents will pay a 25% additional fee.~~

~~e.b.~~ An additional fee is required when alcohol will be served or sold at a function.

~~d.c.~~ Additional administrative fees may be charged on all applicant-initiated changes, including cancellations, if change is made less than 10 days prior to rental.

~~e.d.~~ The District may require security guards for certain events or functions at an additional fee. The District will make the arrangements with an approved vendor.

~~f.e.~~ When a facility is not normally open and ~~recreation staff or custodian~~ District staff is required to be on duty, additional fees accrue. The minimum hourly coverage for ~~District staff~~ ~~custodian~~ is two hours.

~~g.f.~~ When ~~District recreation staff~~ District staff is needed for facility control, additional fees accrue.

~~h.g.~~ When ball field lights or other special equipment ~~is~~are required, additional fees accrue.

~~i.h.~~ When facility damage and/or liability insurance fees are required, additional fees accrue.

~~j.i.~~ Outdoor facilities including picnic shelters and sporting facilities may be subject to additional fees required for dumpsters and/or portable toilets to accommodate groups of people that exceed a facility's maximum occupancy.

~~k.j.~~ The determination of requirements for additional personnel and associated charges thereof shall be made by the General Manager or designee.

~~SECTION 406-SECTION 506-~~ REFUNDABLE DEPOSITS AND CANCELLATION REFUNDS ~~POLICY~~

The application fee is non-refundable. ~~Cancellations must be made through the District office no later than days prior to the use date to qualify for a refund of other paid rental fees minus the non-refundable application fee.~~

Cancellations must be made through the District office. ~~Cancellation and Refund procedures can be found in the General Use policy. ****See General Use Policy When completed**** no later than 30 days prior to the use date to qualify for a refund of rental fees paid, less the non-refundable application fee.~~ Additional fees may apply for “no shows”.

~~SECTION 407-SECTION 507-~~ PAYMENT OF DEPOSITS AND FEES

The park, field, or facility is reserved only when a completed Application is accepted and approved by the District office after applicable fees are paid.

A payment equal to 50% of the total applicable fees must be paid at the time the application is approved by the District, as set forth in the District’s General Use Policy. If the reservation is made 30 days or less prior to the event, full payment is due at time of application.

~~SECTION 408-SECTION 508-~~ ALCOHOL PERMITS

A District permit is required when alcoholic beverages are consumed on District property.

A State Alcohol Beverage Control Board permit is required when alcoholic beverages are sold. Such permit shall be obtained by the group using the facility and filed with the District.

~~SECTION 409-SECTION 509-~~ SETUP

The District ~~will~~ may perform setup and breakdown for basic indoor use unless otherwise stated in the application. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date or additional fees may apply.

~~SECTION 410-SECTION 510-~~ DECORATIONS

When decorations are being used, the user shall obtain prior approval from the District. Decorations must not be installed prior to the start of the reservation and must be removed at the conclusion of the reservation. No use of duct tape, tacks, nails, or glue is allowed on any walls, columns, counters, or floor surfaces. Use of blue painter’s tape is permitted, requires full removal at the end of the event. Use of lighted candles or any open or enclosed flame is prohibited. No confetti, colored powders, glitter, or rice are allowed without prior approval.

~~When decorations are to be used, prior approval shall be obtained by the user from the District's Parks Services Manager General Manager or dDesignee. No duct tape, tacks, nails or glue are allowed on any walls, columns, counter or floor surface. Use of blue painters' tape is allowed, with full removal at the end of the event. If confetti is used at the event, all evidence of use must be removed. Use of lighted candles or any other open or enclosed flame is prohibited.~~

SECTION 411-SECTION 511- SECURITY

To ensure proper use and control of facilities and equipment, security may be required under the following circumstances:

- a. If an event places a major impact on the facility as determined ~~in~~at the General Manager's sole discretion.
- b. When alcohol is being served or consumed, sold, or consumed.
- c. When additional precautions are deemed necessary due to the nature of the event as determined ~~in~~at the General Manager's sole discretion.

The District will arrange for any required security guards at the event at the Applicant's cost.

If security is required, security guards must begin their shift a ½ hour before the scheduled event starts and remain on duty for a ½ hour after the event is scheduled to end and must stay until all attendees have left.

When security is required by the District or requested by the Applicant, the application requires approval by the General Manager.

SECTION 412-SECTION 512- WAIVERS

The requirements in this Article V may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 413-SECTION 513- FILMING

A filming permit and application must be approved prior to filming taking place. Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe the following District policy and procedures, and all other applicable local requirements. ~~Permission to film on District property pursuant to this section may be granted by the General Manager as set forth in the District's General Use Policy. Additional agency's permits may be required.~~

SECTION 414-SECTION 514- LIABILITY INSURANCE

A certificate of insurance evidencing required coverage amounts and additional requirements as set forth in the District's General Use Policy and naming the District, its elected officials,

officers, and employees as an additional insured must be submitted at least 30 days prior to the event. If the reservation is made 30 days or less prior to the event, proof of insurance is due at time of application.~~105 working days prior to date of building use by any group for commercial purposes, and by any group conducting an event where there is a major impact for any event scheduled more than 105 days in advance.~~ The amount of liability insurance required shall be determined by the District.

SECTION 415-SECTION 515- PARKING FEES

District parking facilities are typically available to patrons at no charge, however, in select situations, the General Manager ~~with approval by the Board of Directors~~ may establish parking fees. The General Manager or designee is authorized to determine when that fee shall be implemented.

Vehicles entering Camarillo Grove Park must pay a parking fee by purchasing a daily or annual pass.

ARTICLE VI~~ARTICLE VI~~

GENERAL

SECTION 601- ~~SECTION 601~~ **—REPEAL OF PRIOR VERSIONS OF ORDINANCE NO. 8**

This Ordinance repeals and supersedes any prior versions of Ordinance No. 8, which are no longer of any force or effect.

SECTION 602- ~~SECTION 602~~ EFFECTIVE DATE

This Ordinance shall be effective 30 days after its adoption by the District Board of Directors.

SECTION 603- ~~SECTION 603~~ PUBLICATION AND POSTING

The Board's Clerk shall ~~certify to~~certify the passage of this Ordinance and cause the same to be posted and published in accordance with law.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2023~~18~~.

~~Mark Malloy~~Elaine Magner, Chairman
Board of Directors

ATTEST:

~~Elaine Magner, Bev Dransfeldt~~Dransfeldt, Secretary
Board of Directors



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

**ORDINANCE No. 8
GOVERNING USE OF PARKS,
RECREATION AREAS AND FACILITIES**

Board Introduction – September 6, 2023
Board Adoption – October 4, 2023

**ORDINANCE No. 8 GOVERNING USE OF PARKS,
RECREATION AREAS AND FACILITIES**

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The Board of Directors of the Pleasant Valley Recreation and Park District ordains as follows:

ARTICLE I

GENERAL CONDITIONS

SECTION 101- PURPOSE/SEVERABILITY

The purpose of these provisions is to provide rules to govern the use of District parks, recreation areas and facilities in order that all persons may enjoy and make use of such parks and buildings and to protect the rights of all concerned. If any provision or clause of this Ordinance or the application thereof is held invalid or unconstitutional, such declaration shall not affect the other provisions or applications of this Ordinance, which can be given effect without the invalid provision or application and, to this end, such provisions of this Ordinance are declared to be severable.

SECTION 102- DEFINITIONS

The following words and phrases, whenever used in this Ordinance, shall be construed as defined in this section:

- a. **“Applicant”** shall mean an individual who submits an application for a District use permit to utilize District property.
- b. **“Administrative Hearing”** shall mean a civil proceeding to contest a civil penalty citation.
- c. **“Alcoholic Beverage”** shall mean alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or combined with other substances.
- d. **“Aircraft”** shall mean any device that is used or intended to be used to carry a person or persons in the air.
- e. **“Amplified Sound”** shall mean sound projected and transmitted by electronic equipment, including amplifiers, radios, or other devices.
- f. **“Amenities”** shall mean a desirable or useful feature(s) of a building, facility, structure, or park.
- g. **“Article”** shall mean an article of this Ordinance unless some other Ordinance, policy, or statute is stipulated.
- h. **“Basic Rate”** shall mean the rate for use of specific areas of District property as set forth in the most recent adopted Master Fee Schedule.

- i. **“Building”** shall mean any structure having a roof supported by columns or by walls and intended for the shelter, housing, or enclosure of persons, animals, or property of any kind.

- j. **“Camp”** shall mean to pitch or occupy camp like items to include tents, huts, temporary shelters, trailers, motorhomes, campers, or vehicles otherwise used for shelter. To include the use of tarps, cots, beds, sleeping bags, hammocks, or non-District designated cooking facilities and similar equipment used to create temporary shelter and accommodation.

- k. **“Citation”** shall mean a civil or administrative penalty citation issued in accordance with Government Code Section 53069.4 charging a Citee with an ordinance violation pursuant to this Ordinance.

- l. **“Citee”** shall mean the person issued a civil penalty citation charging them as a responsible person for an Ordinance violation.

- m. **“Community Service Organizations”** shall mean a youth organization that performs a service for the benefit of the public, is sponsored and approved by the Pleasant Valley Recreation and Park District Board, and the Organization resides within the District boundaries. These activities are not part of the “District” programs/classes.

- n. **“Competitive Activity”** shall mean an event or gathering in which one or more persons meet to test skill and/or ability and focused on winning.

- o. **“Contract Operator”** shall mean an approved independent contractor that performs a service for the benefit of the public. These activities are not part of the “District” programs/classes.

- p. **“District”** shall mean the Pleasant Valley Recreation and Park District and/or all land managed by Pleasant Valley Recreation and Park District.

- q. **“District Activities”** refer to District directed, sponsored programs or approved activities.

- r. **“District Lands”** shall mean all lands and facilities under ownership or control of Pleasant Valley Recreation and Park District. “District Lands” are sometimes referred to herein as “District property.”

- s. **“Electric Bike”** shall be defined as follows:

1. Class 1: A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
 2. Class 2: A bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
 3. Class 3: A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour and is equipped with a speedometer.
- t. **"Electric Scooter"** shall mean any motorized scooter with 2 wheels, handlebars, and a floorboard that can be stood on while riding.
- u. **"Facility"** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.
- v. **"Fund-raising"** means the activity of raising money: organized activity of soliciting and collecting money for a nonprofit, service group or political organization.
- w. **"General Manager"** means the District's chief administrative officer or designee(s).
- x. **"Hearing Officer"** shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to provide a fair and impartial hearing based on appropriate education, training and experience.
- y. **"In-District Resident / In-District Resident Group / In-District Public/ In-District General Public"** shall mean any person, public or private groups, organizations, associations, non-profits, partnerships, firms, entities, or corporations who resides within the boundaries of the District.
- z. **"Issuance Date"** shall mean the date when a citation is served on the Citee.
- aa. **"Leash"** shall mean a strap, cord, chain or similar restraint on a dog of a length of six (6) feet or less.
- bb. **"Major Impact"** shall apply when the nature of the activity or proposed use is found to (a) limit the use of the facility for others, (b) cause damage or nuisance to the neighbors and surrounding areas, (c) require parking beyond capacity of the park, or (d) any use that is deemed extraordinary.

- cc. **“Model Craft”** shall mean any motor or engine driven model airplanes or rocketry, cars, boats, or other device.
- dd. **“Organized Group”** a regular meeting or assembly at one of the parks that includes more than 25 people, including but not limited to picnics and parties for family, religious institution, community or school events, or other similar activities.
- ee. **“Organized Use / Organized Sports”** meeting any one of the following conditions: 1) league games, practices, tournaments, clinics, instruction, special events; or other uses where a fee is charged for participation, 2) a rental application requesting multiple dates of use, 3) a rental application requesting more than one field.
- ff. **“Open Space”** shall mean all lands under the ownership, management, and/or control of the District that are left in a natural vegetative state with limited public access.
- gg. **“Out-of-District / Non-Resident, Group or Organization”** shall mean any person, group, organization, association, partnership, firm, entity, or corporation that resides outside the District’s boundaries.
- hh. **“Park”** shall mean all grounds, roadways, building, structures, and lands acquired by the District or any area to which the District holds title or exercises delegated authority.
- a. **Neighborhood Park** means a park generally up to 10 acres in size which serves as a social and recreational focal point for neighborhoods. Many include playgrounds and may offer a range of facilities and passive or active recreation in response to demographic and characteristics of surrounding neighborhoods.
 - b. **Community Park** means a park that generally ranges in size from 10 acres to larger that serve as a recreational point for the community. May include playgrounds, pavilions, restrooms, sports fields, recreational courts, amenities, and offer active and passive park space.
 - c. **Sports Park** a park that is generally 10 acres or larger. These parks serve as a location to host competitive activities which through casual or organized participation provide competition and have governing bodies.
- ii. **“Park Space”** community space consisting of land (such as parks) rather than buildings and use that is maintained for recreation enjoyment.
- jj. **“Park Patrol”/ “Ranger”** shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this Ordinance.

- kk. **“Permit”** shall mean an approved reservation for use of parks, amenities, or buildings as provided for and defined within District ordinances.
- ll. **“Responsible Person/Party”** shall mean a person who creates, causes, maintains, or allows an ordinance violation to exist or occur by their action or failure to act.
- mm. **“Section”** shall mean a section of this Ordinance unless some other statute or policy is specifically identified.
- nn. **“Special Event”** means an organized congregation of people with the intention to participate in shared activities contingent upon size, type, and context restrictions. Special Event status is determined as a result of filling out the Special Event Application Checklist.
- oo. **“Sport Court”** means an outdoor hard surface court designed for athletic purposes, such as, but not limited to, tennis/pickleball, roller rink, basketball.
- pp. **“Structure”** means anything constructed or erected on the ground such as a building, facility, amenity, including, but not limited to, signs, flagpoles, walkways or any amenities or fixtures required to operate, maintain and/or enhance District property.
- qq. **“Trail”** shall mean any path of travel through open space meant for pedestrian, domestic animal per section 220, or equestrian use.
- rr. **“Unmanned Aircraft Systems” or “UAS”** shall mean an aircraft and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component of a UAS that is operated without the possibility of direct human intervention from within or on the aircraft, commonly known as a “drone.”
- ss. **“Vehicle”** means every device by which any person or property is or may be transported or drawn upon a public street or highway excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks as defined in Section 670 of the California Vehicle Code.
- tt. **“Oversized vehicle”** – is any motorized vehicle or combination of motorized vehicles and non-motorized vehicles or trailers that: 1) meets or exceeds eighteen (18) feet in length at any time or 2) meets or exceeds the combination of both more than eight (8) feet in height and also exceeds nine (9) feet in width.
- uu. **“Vendor”** shall mean an entity providing or seeking to provide products, services, and/ or food/beverage items at a permitted program or event on District property.
- vv. **“Violation”** means a violation of the District’s ordinance(s), including this Ordinance.

ww. “Walkway” shall mean any path, or access through District lands constructed or maintained for the use of pedestrians, handicapped patrons, or bicyclists unless otherwise marked.

SECTION 103- AUTHORITY AND ENFORCEMENT

The District’s Board of Directors authorizes the General Manager to implement and administer the policies, ordinances, and regulations contained herein. Whenever a power is granted to, or a duty imposed on, the General Manager, the power may be exercised, or the duty performed, by the General Manager or their designee. Unless this policy expressly provides otherwise the General Manager shall enforce the provisions of this Ordinance. The General Manager shall also have the authority to implement reasonable rules and regulations to protect the public health, safety, welfare, and resources under the District’s care.

District Park Rangers (“Rangers”) are uniformed District employees, designated as peace officers pursuant to Penal Code Section 830.31(b), whose primary duty is to protect District Lands and preserve the peace therein. Rangers are authorized to enforce all District ordinances, rules and regulations, all laws of the State of California and all applicable municipal laws and ordinances. Consistent with Public Resources Code Section 5786.17 and the provisions of this Ordinance, Rangers are authorized to warn and evict persons, and issue citations for any misdemeanor or infraction violation of District ordinances, rules and regulations, and applicable municipal laws or ordinances, and state law, when the violation is committed within District Lands and in the presence of the Ranger issuing the citation. Rangers may also issue civil or administrative penalty citations. Rangers must carry identification and may issue citations in accordance with Penal Code Section 853.5 *et seq.*

SECTION 104- COMPLIANCE

Persons entering District Lands may remain as long as they abide by the adopted ordinances, rules, and regulations of the District; applicable laws and ordinances of the State of California; County of Ventura and City of Camarillo; and lawful instructions of authorized employees of the District. Failure to leave District Lands when requested to do so by an authorized employee of the District for violation of any of these ordinances, rules or regulations or any other applicable laws, will represent a further and separate violation of this Ordinance. Additionally, no person shall violate any order or provision thereof posted on District Lands by the General Manager.

SECTION 105- ENFORCEMENT; PENALTIES

Unless otherwise specified in this Section, pursuant to Public Resource Code section 5786.17, any person within District Lands who violates any provision of this Ordinance, the conditions of any permit issued pursuant thereto, or any adopted rule or regulation relating to District Lands is guilty of an infraction pursuant to the California Penal Code (Penal Code) for the first violation. A fourth violation of the same provision within one year shall be a misdemeanor pursuant to Penal Code.

Violations of Section 202, "Vehicles and Parking", Subsections a, b, c, d, f, and h are subject to the civil penalty citation process set forth in Section 106.

The first and any subsequent violation of the following Sections shall be misdemeanors:

- 114 – Violation of Permit
- 204 – Firearms and Weapons
- 205 - Hunting
- 206 - Vandalism
- 214 - Nudity
- 221 – Alcoholic Beverages, Intoxicated Persons, Dangerous Drugs
- 232 – Public Urination
- 302 – Access
- 409 – Prohibition on use of Tobacco or Marijuana Related Products
- 410 – Alcohol in Recreation Buildings and Parks
- 413 – Exclusion from District Areas and Facilities

A violation of this Ordinance, which is an infraction shall be punishable by a fine not to exceed Five Hundred Dollars (\$500). A violation of this Ordinance which is a misdemeanor will be punishable by a fine not to exceed One Thousand Dollars (\$1,000) or by imprisonment in the County jail for a period not to exceed six (6) months, or by both such fine and imprisonment.

In accordance with Government Code Section 53069.4, the District may make any violation of District ordinance(s), including this Ordinance, subject to a civil or administrative penalty in lieu of issuance of a citation for an infraction. Sections 106 through 108 set forth the procedures governing the District's imposition, enforcement, collection, and administrative review of administrative penalties. The term "administrative penalty" in this Ordinance is also referred to as "civil penalty".

SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES

This section establishes the administrative procedures for the imposition, enforcement, collection, and review of civil penalties by the District pursuant to Government Code Section 53069.4.

The issuance of a civil or administrative penalty under this section is solely at the District's discretion and is one option the District possesses to address violations of this Ordinance. By adopting these provisions, the District does not intend to limit its discretion to utilize any other remedy, civil or criminal, for any violation of the Ordinance.

A Citee may request a preliminary review of a citation within 14 days of the date the citation is issued. The Citee must submit a completed preliminary review request form, a copy of the citation, and any additional information demonstrating the reason(s) why there was no violation or why the Citee is not a responsible person for the violation to the District's Park Services Manager. The purpose of the review is to identify any improper citations due to errors that are readily verifiable and not to resolve factual disputes concerning the citation.

The preliminary review shall be conducted by the District's Park Services Manager or designee(s). The reviewer shall not be the enforcement officer who issued the citation.

If the determination of the preliminary review is that the citation is improper, the citation shall be dismissed. The Citee shall be notified of the results of the review in writing within 15 working days of receipt of the request.

A request for preliminary review does not extend any time periods for compliance, the penalty due date, or the time to request an administrative hearing.

Any Citee may contest a civil penalty citation by filing a signed written request for an administrative hearing stating the grounds for contesting the citation. The request must be received by the address set forth on the Citation, within 35 days of the date the citation was served and be accompanied by a deposit of the full amount of the penalty.

Within ten (10) days following the receipt of a request for an administrative hearing and deposit of the full citation amount, the District, or the District's authorized agent shall schedule an administrative hearing. The date of the hearing shall be no more than 90 days later than the date the request for the hearing was filed. The District or the District's authorized agent shall notify the Citee of the date of the hearing.

The Hearing Officer may grant a one-time continuance of a hearing for no more than 45 days if a request is made showing good cause by the citee or the District's designated representative. All continuance requests must be made in writing and received at least 72 hours before the hearing date. If the request for continuance is denied, the hearing shall proceed as noticed. A Citee who requests a continuance waives their opportunity for a hearing within 90 days of the date the citation is issued.

A Hearing Officer shall conduct the hearing on the date set by the District or the District's authorized agent. The Citee shall have the opportunity to appear, testify and to present evidence relevant to the violation alleged in the citation. The Citee may file a written declaration at least 48 hours prior to the hearing in lieu of personally attending the hearing. The citation shall be accepted by the Hearing Officer as prima facie evidence of the violation and the facts stated in the citation. Neither the enforcement officer nor any other District representative shall be compelled to attend the hearing. However, any such appearance or submission may be made at the discretion of the enforcement officer.

The hearing shall be conducted informally, and formal rules of evidence need not be utilized. The Hearing Officer does not have the authority to issue a subpoena.

The failure of the Citee to appear at the hearing or to file written testimony prior to the hearing shall constitute an abandonment of the request for an administrative hearing and a failure to exhaust administrative remedies concerning the violation and any penalty deposit shall be forfeited to the District.

After considering all evidence and testimony submitted at the administrative hearing, the Hearing Officer shall issue a written decision to uphold or dismiss the citation within 20 working days after conclusion of the hearing. The Hearing Officer has no discretion or

authority to reduce or modify the amount of any fine. The decision shall state the reasons and evidence considered for the decision. If the decision is to uphold the citation, the deposited penalty shall be forfeited to the District. If the decision is to dismiss the citation, the District shall refund the penalty deposit within 30 days of the decision. The Hearing Officer's continued employment, performance evaluation, compensation, and benefits shall not directly or indirectly be linked to the number of citations upheld or cancelled by the officer.

Notwithstanding any other provisions of this Ordinance or otherwise, the administrative hearing decision is final and not subject to appeal or further review by the District or any person. The District or Citee may seek judicial review of the administrative hearing decision by filing an appeal with the Ventura County Superior Court in accordance with state law.

SECTION 107- ADMINISTRATIVE PENALTY CITATIONS

Upon determining that a provision of this Ordinance has been violated, a Ranger has the authority to issue a civil penalty citation to any Responsible Person. A Responsible Person upon whom a citation is served is liable for and shall pay the penalties described in the citation. A citation may be issued for the violation of one or more ordinance sections and for each day that the violation exists. Hence, each ordinance violation is a separate violation and subject to a separate penalty. Civil penalty citations shall contain the following information:

- Name of the Responsible Person;
- Address or other description of the location where the ordinance violation occurred;
- Date on which the ordinance violation(s) occurred;
- The ordinance section(s) violated;
- Brief description of the violation;
- Amount of the penalty;
- Procedure to pay the penalty;
- Description of the procedure for requesting a Preliminary Review, and an Administrative Hearing to contest a citation.
- Printed name and signature of the issuing Ranger;
- Date the citation is served; and
- A distinct citation number.

A Ranger may personally deliver the citation to the Citee, place the citation on the Citee's vehicle, or mail the citation by first class mail to the Citee's last known address.

SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES/CITATION

Administrative penalties for violations shall be as follows:

1. A fine of \$100 for the first offense in any 12 month period;
2. A fine of \$200 for any 2nd offense in any 12 month period;

3. A fine of \$500 for any third or subsequent offense in any 12 month period.

Citations shall be paid, in the manner set forth on the citation within 35 days of the due date. Citations not paid in accordance with the provision of this Ordinance are civil obligations of the responsible party and may be collected by the District through any legal means. Payment of a citation shall not excuse the Citee from correcting the ordinance violation. The issuance of a citation or payment of a penalty does not bar the District from taking any further enforcement action regarding an ordinance violation that continues to exist or when a person continues to violate an ordinance, including but not limited to issuing additional civil penalty citations or filing a criminal complaint.

SECTION 109- USE OF DISTRICT LANDS

The District's reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of required fees. A permit is required for the use of District Lands for assemblies or an organized group. Each application for use of District Lands must be signed by an adult 18 years or older who agrees to be responsible for said use; however, when alcohol may be present an application must be signed by an adult 21 years or older. A group that exceeds the maximum attendance listed on its permit will forfeit the refundable cleaning deposit. Additional fees will be charged for portable toilets, garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a group's use of District Lands. The District will make arrangements for these items to be placed on District Lands and the cost of these items will be passed on to the Applicant.

No person shall attempt to use or interfere with the use of any facility which is reserved for another person or organization holding a District issued permit.

SECTION 110- APPLICATION FOR USE

The General Manager is authorized to grant or deny all applications for use of District facilities. The park, field, courts, park space or facility is granted a permit only when the completed application is approved by the District office and after all applicable fees are paid.

All applications for use shall comply with District policies and any additional requirements during the application process. All applications must comply with the insurance requirements as set forth by the District.

If approved, a use permit will be issued by the District.

SECTION 111- LIABILITY

All use permit Applicants must agree in writing to release and hold the District harmless, and to indemnify the District from any and all liability for injury to persons or property, including District Lands, occurring as the result of the activity being undertaken by the Applicant. Any person exercising any of the privileges authorized by this Ordinance does so at their own risk

without liability on the part of the District for any injury to persons or property resulting therefrom.

This requirement may be waived by the General Manager, at their sole discretion, upon receipt of a written request for a waiver.

SECTION 112- DISTRICT RIGHT TO ALTER USE

The District reserves the right to alter any previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user or any of their agents, employees, or guests violates any section of the District's General Use Policy or any District Ordinance or other applicable law.

SECTION 113- USE PERMIT RIGHT OF APPEAL

An Applicant may appeal the decision of a District representative regarding facility permits to the General Manager. The Applicant must file such appeal with the General Manager within five business days of the District representative's decision. The General Manager may hold a hearing within ten business days of the filing of such appeal at which time the Applicant may present all evidence, testimony, and information relative to the application. The General Manager shall, within three business days of said appeal hearing, issue a decision either affirming or denying the decision on the application and, if the decision is to issue the permit, add appropriate terms and conditions to the permit. The General Manager shall specify grounds for upholding the denial of a permit.

SECTION 114- VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of a permit by the permittee or any agent, guest, or employee of permittee is prohibited. No group or organization owing any outstanding debts or obligations to the District will be permitted to use District facilities until such debts are paid. The General Manager reserves the right to: (1) revoke any permit for a violation of terms of the permit or any District ordinance or other applicable law, with or without notice to the persons or organization to whom the permit was issued. Users that do not comply with the rules and regulations set forth by the District may be required to return any District property and be restricted from any future use of the District's facilities.

SECTION 115- SOLICITATION AND UNLAWFUL ADVERTISING

To prevent littering and the destruction of District property, it is unlawful to post, place, erect, or leave posted, placed or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception to this prohibition on posting is upon a bulletin board or such place especially designated and provided for such purposes by the District.

- a. It is unlawful for any person to place, paint, attach, or maintain any commercial sign, which includes billboards and banners, on any District property without District authorization.
- b. Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.
- c. If permission is granted, a signage/banner mockup must be submitted at least 30 days prior to final approval.
 1. Signage/Banners must be no larger than 24 square feet if displayed for more than 3 days. When displayed for less than 3 days, signage/banners may be no larger than 36 square feet.
 2. Signage/Banners may not be left up longer than 14 days, with a period of 30 days between display and no more than 4 times a year.
- d. Exceptions to this section must be reviewed by the General Manager or designee(s).

If approved the District will enter into a Memorandum of Understanding with the requestor to include terms and conditions, revenue, placement, and how the sign will be affixed to District Property.

Refer to District Sponsorship and Naming Policy for sponsorship signage requirements.

SECTION 116- CONDUCTING BUSINESS IN A DISTRICT PARK

“Business,” for the purpose of this section, means and includes any activity which involves the sale of any goods or services, whether conducted by a for profit or non-profit entity, and regardless of by whom the activity is conducted.

Anyone desiring to conduct business in any District park shall apply to the District for a permit to do so, on an application form provided by the District.

Issuance of a permit by the District shall not be deemed to be an endorsement by the District of any product or any form of District warranty concerning the product’s fitness for use or consumption.

APPLICATION FEE AND REVIEW

Each application made under this section shall be reviewed by District staff and must be accompanied by a non-refundable fee or it will not be accepted.

- a. No permit shall be issued if the application does not meet requirements set by the District, or it is found that its issuance would interfere with safe use by the public of any park or District Lands.

- b. The District may limit the number of any permits at any given park if it finds that such limitations are necessary to protect the health and safety of the public. Each permit shall include conditions such as hours of permitted use and other requirements found necessary. The District may refuse to issue permits during any District special events and recognized holidays.
- c. No permit shall be issued for more than one year from the date of issue unless the permittee has a written approval from the General Manager or designee(s).
- d. All permits issued under this section shall be nontransferable and may be used only by the permittee. Fees in addition to the application fee may apply.

OPERATION RESTRICTIONS

Each permittee shall comply with the following requirements as to operation:

- a. The General Manager or designee(s) may issue permits under this section when the conduct of the proposed trade, occupation, business, service, or profession is compatible with usual park activities and uses, is of convenience or benefit to park patrons, and does not conflict with the business of established concessions. A use fee may be charged to cover the administrative costs of the issuance of such permit and costs associated with the use of District facilities.
- b. No person shall, without a District permit, solicit, in any manner or for any purpose, or sell or offer for sale any goods, wares, or merchandise except under the following conditions:
- c. When a concession is operating under lease or contract authorized by the General Manager.
- d. When an organization's permit is open to the public they may solicit donations, hold auctions or raffles as long as they meet state guidelines.
- e. It is unlawful for any person or persons to throw, deposit, leave, place or to cause the throwing, depositing, leaving, or placing of any commercial or noncommercial handbill or unsolicited newspaper on any District Lands including vehicle windshields; however, it shall not be a violation of this section to hand out or to distribute handbills to any person.

PERMIT REVOCATION

The General Manager or designee(s), at their discretion, may at any time revoke any permit issued under this section if he or she finds it necessary to do so to protect the public health and safety or if the permittee has violated any terms or conditions of such permit.

SECTION 117- EQUESTRIAN ACCESS

The primary form of access into open space areas shall be via foot or horseback on

equestrian trails. No person shall block, obstruct, or impede free access to, encroach upon, or construct anything whatsoever across or upon any equestrian trail or easement owned, operated or maintained by the District, including but not limited to those equestrian trails and equestrian easements as shown on the final subdivision map of Tract No. 2706 (Las Posas Hills), recorded on October 5, 1979, in Book 84, page 50 of Miscellaneous Records in the office of the Country Recorder of Ventura County, California and as amended in the Judgment recorded on March 22, 1993 bearing Instrument Number 93-065046. Vehicular access for an emergency vehicle or to deliver supplies to a permitted group may be authorized by the District unless prohibited by the above-referenced Judgment. Under such circumstances, one vehicle per area may be permitted. Entry by District vehicles, emergency vehicles, and vehicles of agencies and individuals holding easement or permits is authorized.

ARTICLE II
PARK REGULATIONS

SECTION 201- EXCEPTION

This article does not apply to the operations of District-owned or operated vehicles or persons engaged in official District business.

SECTION 202- VEHICLES AND PARKING

Parking violations are a civil liability and will be subject to an administrative process as described in Section 106 of this Ordinance.

- a. Without written permission of the General Manager or designee, vehicles shall be operated on District Lands only on designated roadways.
- b. Vehicles shall not be allowed on any grass areas unless the vehicle's owner receives prior written permission from the General Manager or their designee, or as included in any MOU or agreement with the District
- c. Park entrance or parking fee apply where designated and applicable: (a) No person or persons shall enter or remain on District property without having paid the established entrance and/or parking fees. All fees shall be paid at time of arrival either through the purchase of a daily parking permit or presentation of a current annual parking permit. The permit must be visible in the vehicle. (b) Anyone parking on District property pursuant to an overnight permit must show the permit to District staff and/or Park Ranger upon request.
- d. Without written permission of the General Manager or designee vehicles shall not be parked on District property except within designated parking lot areas or within designated markings. Oversized vehicles are prohibited from parking on District property without prior written permission.
- e. Vehicles operated within the boundaries of public parks shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, pedestrians, surface, and width of the roads. In no event shall a vehicle be driven on park property at a speed greater than 15 miles per hour.
- f. Vehicles may be towed at owners' expense, including all fees, towing, and storing charges, from District property under the following circumstances:
 1. When a vehicle is parked or left standing on District property when the park is closed to public use. No person may park, abandon or otherwise allow to remain on District parks or facilities, between the hours of 10 pm and 6 am, automobiles, trailers, campers, motor homes, or recreational vehicles, unless District permission has been expressly granted .

2. When a vehicle is parked or left standing upon a roadway in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic upon the roadway.
 3. When a vehicle is parked in a manner that completely or partially blocks the entrance to a driveway.
 4. When a vehicle is parked so as to prevent access by firefighting equipment to a fire hydrant or emergency service.
 5. When a vehicle is parked in any parking restricted zone.
- g. No vehicle maintenance may be performed on District property except for minor emergency repairs needed to move a vehicle.
- h. Disabled Persons Parking Zones shall follow the below guidelines.
1. It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate or placard defined by the California State Vehicle Code to stop or park a vehicle in a parking zone identified by the International Symbol of Accessibility as reserved for persons with disabilities. The fine for this violation shall be as prescribed by the California Vehicle Code.
 2. Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard.
- i. Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of the International Symbol of Accessibility, or wheelchair printed within the stall or space as well as a sign with the same type of marking on it.

Parking citations may be appealed as set forth in Section 106

SECTION 203- VEHICULAR TRESPASS

Vehicles shall not be operated or parked on any property of the District except on roadways and parking lot areas specifically constructed for vehicular traffic. Vehicle use is prohibited on fire breaks and fire protection roads and hiking and riding trails. An exception may be made for those vehicles which are authorized by the District for such use.

SECTION 204- FIREARMS AND WEAPONS

No person shall carry, possess, set, leave, or deposit, or cause to be fired, across, in, on, or into any portion of District Lands any weapon, gun or firearm, spear, missile, bow and arrow, crossbow, slingshot, trap or hunting device, air or gas weapon, paintball gun, ammunition, throwing knife or axe, martial arts throwing device, or any other weapon or device capable of injuring or killing any person or animal, or damaging property or natural resource, except at posted or authorized ranges and areas designated for such purposes. An exception to this

regulation will be made for duly authorized law enforcement officials while acting in their capacity as law enforcement.

SECTION 205- HUNTING

Hunting, shooting, wounding, trapping, capturing, or killing animals on District property is prohibited.

SECTION 206- VANDALISM

It is unlawful for any person to damage, deface, cut, spray, paint, mark, scratch, write on, or otherwise deface or alter any natural feature, trees, fence, wall, building, sign, monument, or other property on District Lands. Persons causing vandalism, or parents of persons under the age of 18 causing vandalism, will be held liable and financially responsible for the full amount of damages, or the maximum amount allowed under the California Civil Code Sections 1714.1 and 1714.3. All provisions of the California Penal Code Section 594 and penalties thereunder are applicable.

SECTION 207- THROWING MISSILES

Throwing missiles, rocks, mud, sand, or any object that may cause bodily harm to others is prohibited on park property. Objects used in recreational activity are exempt from this section provided they are not used in an irresponsible and hazardous manner.

SECTION 208- AMPLIFIED SOUND

Without prior written permission, no person shall play or operate any sound or energy amplification devices, including radios, television sets, public address systems, musical instruments, or similar devices within District Lands.

SECTION 209- GOLF

No person shall drive, chip, or in any other manner play or practice golf, or hit balls on, over, or into District Lands.

SECTION 210- MODEL CRAFT

No person shall operate any motor or engine driven model airplanes or rocketry, cars, boats, or any other model craft of any kind or description on, over, or into any portion of District lands, except those models specifically geared for the RC track, which may only be used on the RC track, or by written permission of the General Manager or their designee.

SECTION 211- AIRCRAFT AND UNMANNED AIRCRAFT SYSTEMS

Without the permission of the General Manager, no person shall land any aircraft on or take any aircraft off any area in the District, nor shall any person hang glide, parachute, or engage in any human flight on, over, or into District Lands.

No person shall engage in the operation of any unmanned aircraft system for either recreational or commercial purposes on, over, or into District Lands.

SECTION 212- OVERNIGHT CAMPING

- a. Manager or designee(s) approval except as otherwise provided.
- b. No person shall use any car, trailer, camper, recreational vehicle or mobile home as a dwelling or as living quarters to overnight camp on any District Lands without General Manager or designee(s) approval except as otherwise provided.
- c. No person shall store unattended personal property, including camp paraphernalia, on any District Lands.
- d. Camping is only permitted at District special events with approval by the General Manager or designee(s).

SECTION 213- FIREWORKS AND DANGEROUS OBJECTS

No person shall possess, discharge, set off, or cause to be discharged, in or into any District Lands any firecrackers, torpedoes, rockets, fireworks, explosives, or substances harmful to the life and safety of persons or property. Exceptions may be made with written permission of the General Manager or designee.

SECTION 214- NUDITY

No person shall appear nude while in or on any District Lands or facilities, except in authorized areas set aside for that purpose by the District. Nudity shall be defined as codified in Title 14 California Code of Regulations section(s) 4322.

SECTION 215- WASHING

No person shall wash dishes, clothing, garments, vehicles, or empty salt water or other waste liquids on District Lands other than in facilities expressly provided for such purposes.

No person shall swim, bathe, wade in, conduct personal hygiene (such as washing hair or body with or without soap, shampoo or similar personal hygiene products; shaving with or without shaving cream or similar personal hygiene products; oral care including using mouthwash or brushing teeth with or without toothpaste or similar personal hygiene products; cleaning any injury, wound, lesion, gash or abrasion in any manner with or without medical products, cleaning products or similar personal hygiene products; using any medical or other personal hygiene product to rid the body of lice or any disease, infection or growth), or pollute the water of any park restroom, fountain, stream, except at a place especially designated and provided for such purpose.

SECTION 216- HOURS OF USE

All District lands within the District boundaries are available for use by the general public unless otherwise posted or in accordance with the District's General Use Policy. It shall be unlawful for any person, except those involved in District-sponsored programs or having valid permits, to enter or remain in any park, recreation area, park space or open space other than between those hours. Hours of use may vary due to seasonal daylight, maintenance, construction, watering, and/or other variables.

SECTION 217- FLORA AND TURF

Removing or injuring any form of plant life on park property, including the removal of wood, turf, grass or plants, soil, rock, sand, and gravel is prohibited except by a duly authorized District employee in the performance of their duties or unless specifically authorized by the General Manager or designee.

- a. It is unlawful for any person to injure or destroy any tree growing within the District boundaries by any means, including, but not limited to the following:
 1. Pouring any deleterious matter on or around any tree or on the surrounding ground, lawn, or sidewalk.
 2. Posting any sign, poster, notice or other item on any tree, tree stake, or guard, or fastening any guy wire, cable, rope, nail, screw, or other device to any tree, tree stake, or guard without having first obtained a permit from the District.
 3. Causing any fire or burning near or around any tree or plant life

SECTION 218- ARCHAEOLOGICAL FEATURES

No person shall remove, injure, disfigure, deface, or destroy any object of paleontological, archaeological, or historical interest or value.

SECTION 219- GEOLOGICAL FEATURES

No person shall destroy, disturb, mutilate, or remove earth, sand, gravel, minerals, rocks, or features of caves.

SECTION 220- DOMESTIC ANIMALS

- a. No person owning or having charge, care, custody, or control of any dog (or cat) shall cause, permit, or allow same to be or to run at large upon any lands, properties, or within facilities of the District unless such animal is securely fastened on a leash a not exceeding six feet in length and is held continuously in the care, custody, or control of a competent person. Pets not properly leashed or licensed may be impounded by Animal Control or Park Rangers and the owner cited.
- b. No person shall walk with more than 4 dogs (or cats) at any given time.

- c. The removal of feces of animals that defecate on park property shall be the responsibility of the owner or custodian of said animal.
- d. Horses, mules, goats, donkeys, or similar animals may be ridden or led under specified restrictions and in designated areas with the permission of the General Manager or their designee.
- e. No animal shall graze in any park except on property leased for such purpose.
- f. No animal shall be killed, harmed, or removed from any park unless by a District employee during the performance of their official duties, except when necessary to avoid bodily harm.
- g. Animals may be prohibited from specific parks at specific times or events at the discretion of the General Manager or their designee.
- h. Specific provisions of this section may be modified in specific instances with written permission of the General Manager or designee.

SECTION 221- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DRUGS

No person may be on District property while under the influence of intoxicating liquors or drugs as defined under California Vehicle Code, Sections 312 and 23152, as amended. Under specific circumstances, consumption of alcohol is permitted on District property as outlined in Sections 222 and 410 and 508.

SECTION 222- SALE OF ALCOHOLIC BEVERAGES

A group desiring to sell or provide alcoholic beverages on District Lands must obtain a District-issued alcoholic beverage permit at the time of application for facility permit as contained in Articles IV and V herein. An alcoholic beverage permit shall be issued only to an individual of legal drinking age upon proof that adequate safeguards will be provided to prohibit consumption by minors and excessive consumption by adults. Security guards may be required as defined under Section 511. Alcohol is not permitted at any time if the primary purpose of an event or function is for minors, i.e., debuts, dances or birthday parties for participants under the age of 21 years without permission of the General Manager or designee. Alcoholic beverages may be present at an event for a maximum of four hours and the provision of alcohol must end a minimum of one hour prior to the end of the event.

To obtain an alcoholic beverage permit, the Applicant must first secure all such permits or licenses required by other governmental agencies including but not limited to the State of California Alcoholic Beverage Control Board and the Ventura County Public Health Department. If a request for the alcoholic beverage permit is denied by the staff, provisions in Section 113 regarding appeals shall apply. The General Manager may stipulate additional conditions relating to the permitted use of alcoholic beverages as necessary for the protection of individuals and property.

SECTION 223- PROHIBITION ON USE OF TOBACCO- OR MARIJUANA-RELATED PRODUCTS

No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands.

SECTION 224- LITTER AND RUBBISH

Depositing garbage, trash, or other refuse on park property other than in a receptacle provided therefore is prohibited. Throwing or leaving bottles, glass, or sharp pointed articles is prohibited. Throwing or disposing of wastepaper or combustible refuse in any place in a park other than in a receptacle maintained for that purpose is prohibited. It is unlawful to use any park receptacle for the depositing of garbage, trash, or other refuse not generated and/or used within the park boundaries.

SECTION 225- FIRES AND BARBECUES IN DISTRICT PARKS

Open fires and use of barbecues on District Lands are prohibited except in designated areas. Briquettes are the only combustible material authorized for barbecue or brazier/stove use. Wood or propane fires are not permissible. Personal barbecues are not authorized; only use of District provided barbecues are allowed. It is the responsibility of every person igniting a fire in a District installed barbeque to completely extinguish it (dead out) before leaving the park.

Upon notice of park closure due to a fire hazard warning by fire officials, all reservations shall be cancelled and affected areas closed to the public.

SECTION 226- DUMPING

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, furniture or accessories, or any other items or material on District Lands is prohibited without prior written approval of the General Manager or their designee.

No person will be permitted to dispose of, scatter, or bury any human or animal remains on District property.

SECTION 227- TRESPASSING

Trespassing into areas designated “No Trespassing” is prohibited. This includes, but is not limited to, rooms in District buildings or structures, swimming pools during specific hours, fenced control areas such as storage areas, shop areas, holding areas, construction sites, and all posted areas.

SECTION 228- PARK/FACILITYCLOSURE

The General Manager or their designee may close a park area or recreation facility at any time when there is an apparent danger to the persons using the property, the property itself, or for any cause which could affect the safety and welfare of the public. This section may be enforced without the concurrence of those persons or organizations then using the property or facility.

SECTION 229- ENTRY TO ACTIVITIES

The General Manager or their designee may enter any reserved park area or recreation facility at any time to inspect the premises for safety, compliance of use, hazards, or in the course of normal duties.

SECTION 230- USE OF DISTRICT EQUIPMENT BY NON-DISTRICT GROUPS

District equipment is provided for the express purpose of carrying out District functions. Requests received from groups or organizations for the use of District equipment shall be made in writing to the District. Such requests may be granted by the General Manager or designee provided that such use does not interfere with District operations and serves a District purpose.

SECTION 231- UNLAWFUL CONSTRUCTION

No person shall erect, construct, install, or place any structure, building, shed, fence, trail, equipment, material, sign, banner, or apparatus of any type for any purpose on, below, over, or across District property, except by written permission from the General Manager or designee specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such an authorization.

SECTION 232- PUBLIC URINATION

It is unlawful for any person to urinate or defecate in any public place except when using a urinal, toilet, or commode located in a bathroom, restroom, or portable restroom.

SECTION 233- SKATEBOARD, IN-LINE SKATING AND ROLLER SKATING REGULATIONS

With respect to the Skate Park facility owned and operated by the District for skateboarding or “other wheeled recreational devices” which means non-motorized bicycles, scooters, in-line skates, roller skates, or wheelchairs:

- a. Riding of skateboard or other wheeled recreational device for stunt, trick, or luge riding constitutes a “hazardous recreational activity,” as defined by Section 831.7 of the Government Code.
- b. No user shall use the District skate park facility without wearing a helmet, elbow pads, and knee pads. Any user not wearing a helmet, elbow pads, and knee pads are subject to a citation.

- c. Skateboarding, in-line skating, roller skating, scooters, bicycles, wheelchairs, or similar non-motorized devices are permitted only at designated District facilities. Any device not specifically listed is prohibited.
- d. No smoking or vaping is permitted on District property.
- e. No alcohol is allowed within 50 feet, of any District skate park, BMX, or inline facility.
- f. No glass beverage containers or food are allowed within the skating facility.
- g. Users of the Skate Park Facility must be 12 years of age or older.

Users of skateboards or other wheeled recreational devices shall at all times yield to pedestrians. No person shall skateboard or use other wheeled recreational device in any area where signs are posted, or known to have been posted, prohibiting such activity.

SECTION 234- BICYCLES

Bicycles shall be allowed on District lands with the following restrictions:

- a. Bike riders must travel at a reasonably safe speed and may not exceed 5 mph in speed at any time or location. Bicycles including electric bicycles and other motorized transportation devices must stay on designated bike paths and roadways.
- b. Electric, battery operated bicycles with no pedal assist feature are prohibited.
- c. No person shall operate a bicycle in a reckless or negligent manner so as to endanger public property, or the life, limb, or property of any person or animal.
- d. Bicyclists must yield when meeting pedestrians or animals. “Yield” means to slow down, establish communication, be prepared to stop, and/or move aside to allow other users to pass, and pass safely.
- e. No person shall possess or operate a bicycle or similar device in open space or on District land in areas designated or signed to restrict such activity.
- f. All state and local regulations regarding helmets and other protective gear for minors or adults must be followed.

Bicycles are not permitted on any sports courts (i.e., basketball, tennis, pickleball courts) or sports park areas (i.e., PV Fields, Freedom Park, Mission Oaks, Bob Kildee.)

SECTION 235- DOG PARK RULES AND REGULATIONS

Properly licensed and tagged (i.e., ownership identification) dogs without vicious, dangerous, or aggressive propensities may be exercised without a leash in the designated

areas and at the designated times established by the District and subject to the following rules and regulations:

- a. Dog Park hours of operation may be found in the General Use Policy. Dog Parks may be closed at the discretion of the General Manager or their designee.
- b. Dog Parks may be closed periodically during the year for special events, weather conditions, and maintenance as needed.
 1. The Turf line at 805-947-5125 is available to check Dog Park Conditions. Conditions will be updated at 1 pm on Weekdays and 7 am on Weekends.
- c. Enter at your own risk. Adults and children assume all risks associated with Dog Parks and designated off-leash areas. No children under 16 are allowed without adult supervision. Children must be within arm's reach of a supervising adult.
- d. Each dog must display a current license and be properly inoculated, healthy (no contagious conditions), and parasite-free. No dogs under five months, sick, in heat, potentially aggressive, as defined by California Food and Agriculture Code Section 31602, vicious, as defined by Food and Agriculture Code Section 31603, or which have previously bitten any person or other dog are permitted in Dog Parks or designated off-leash areas
- e. Dogs are to be kept on a leash with a leash length not exceeding 6 feet when outside the Dog Park fence at all times. Do not have your dog unleashed between your vehicle and gated entrance.
- f. Leash and unleash your dog inside the double-gated holding area, not inside the Dog Park.
- g. All dog owners must carry a leash, but no dogs shall be leashed once inside enclosed Dog Park areas.
- h. No spiked collars or the like that have the potential of injuring another dog or person are permitted.
- i. Close supervision of your dog is required. Close supervision means that the dog is within voice command range at all times and a leash readily available if needed. Failure to closely supervise dogs may result in the dog/owner being suspended for an appropriate period of time, as determined in the General Manager's sole discretion. Dogs left unattended at the Dog Park will be impounded with Animal Control.
- j. Owners must clean up after their pets. Potential Dog Park closures due to unsanitary conditions may occur for the health and safety of all.

- k. Aggressive dogs must be removed from the Dog Park area immediately . You are responsible for your actions and those of your dog. Aggressive dogs may be suspended for appropriate periods of time, as determined in the General Manager’s sole discretion. Aggressive dogs are defined as either potentially dangerous or vicious dogs as defined in the California Food and Agricultural Code Section 31602 and 31603. The District may also in its discretion designate a dog as Aggressive in certain situations. Violation of these provisions is an infraction.
- l. Paid dog walkers are not allowed in any dog park without all necessary permits and licensing from the District and other government agencies
- m. No air horns, bullhorns, or amplified sounds are allowed, unless approved by the General Manager or designee
- n. No human and/or dog food is allowed in the dog park.
- o. Four dogs per person is the maximum allowed inside the Dog Park, provided the owner is able to closely supervise all four dogs. Owners may not have one or more dogs in the large dog section and one or more dogs in the small dog section, if so designated.
- p. No grooming of dogs at any park locations..
- q. When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.
- r. The District reserves the right to designate certain parks with signage, as “off-leash” parks, allowing for dogs to run free without a leash.
- s. The entrance into an off-leash area within the District constitutes an agreement to comply with the rules contained in this section as well as all those regulations posted with respect to the use of such off-leash areas.
- t. The entrance into an off-leash area within the District constitutes an agreement to protect, indemnify, defend and hold harmless the District from any claim, injury or damage arising from or in connection with such use of District property.
- u. Users are legally responsible for their dogs and any injuries and/or damage caused by their dog(s).

SECTION 236- DISORDERLY CONDUCT

No person shall engage in boisterous, threatening, intimidating, abusive, insulting, discriminatory, profane, or indecent language; threaten or engage in fighting or physical altercation or engage in any disorderly conduct or behavior tending to a breach of the peace and interfering with the enjoyment of other persons on the premises. Person(s) exhibiting

these behaviors will be required to leave the premises immediately. The District reserves the right to refuse services and prohibit entry on District property.

SECTION 237- SPORTS COURTS

No person shall engage in any activity on sports courts owned or operated by the District other than the playing of its designated sport(s) and activities.

ARTICLE III

PLEASANT VALLEY OPEN SPACE AREAS

SECTION 301- EXCLUSIVE USE

District open spaces shall not be made available for exclusive use by any person, group, or organization.

SECTION 302- ACCESS

The primary form of access into open space areas shall be by foot traffic or horseback on assigned equestrian trails. No person shall block, obstruct, impede free access to, encroach upon, or construct anything whatsoever across or upon any equestrian trail or easement owned or operated by the District. Vehicular access to serve as emergency vehicles may be authorized. Under such circumstances, one vehicle per area may be permitted. Entry by District vehicles, emergency vehicles, and vehicles of agencies and individuals holding easement or permits is authorized.

Persons entering District Lands owned, managed, and controlled by the District may remain as long as they abide by these regulations, applicable laws of the State of California; applicable ordinances of the County of Ventura and City of Camarillo; and lawful instructions of authorized employees of the District. Failure to leave District Lands when requested to do so by an authorized employee of the District for violation of any of these regulations is a further violation of these regulations.

SECTION 303- OPENING AND CLOSING TIMES

Open space areas and equestrian trails will be available from dawn to dusk to the general public or as otherwise posted or in accordance with District's General Use Policy.

SECTION 304- APPLICATION FOR USE

Applications to reserve areas of open space will be processed in accordance with District procedures established in this Ordinance.

SECTION 305- FIRES AND SMOKING IN DISTRICT OPEN SPACE

In addition to the regulations in Section 225, the following policies shall apply to all District open space:

- a. Charcoal briquettes shall be the only permitted fuel for District installed barbecues; wood is prohibited. It shall be the responsibility of every person igniting a fire in a District installed barbecues pit to completely extinguish it (dead out). All open fires are prohibited.
 - 1. Only District installed barbecues are allowed on District Lands.
- b. No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking of tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands.

SECTION 306- OFF TRAILS

Unauthorized travel off designated trails is prohibited.

SECTION 307- CLOSURE/TRESPASS

Any and all open space areas are subject to closure when deemed necessary by the General Manager or designee , to protect public safety and/or protect the resources from damage or threat of damage. Any violation will constitute civil trespass.

SECTION 308- VEHICLES

No vehicle may be operated or parked on any open space lands except where specifically permitted unless authorized by the General Manager or their designee for such use. District vehicles are permitted and authorized if conducting District business.

SECTION 309- NATURE PRESERVES

The District has the authority to designate an area as a “nature preserve” to protect the resources and/or flora and fauna. Entrance to such an area shall be prohibited, except with written permission for the purposes of scientific study, a docent-led hike, or other authorized activities. These areas may be posted as “no trespassing.” Alcohol is prohibited in “Nature Preserves.”

ARTICLE IV

REGULATIONS GOVERNING THE USE OF RECREATION BUILDINGS, ATHLETIC FIELDS, SPORTS PARKS/COMPLEXES, AND PICNIC AREAS

SECTION 401- USE OF RECREATION BUILDINGS, ATHLETIC FIELDS, SPORTS PARKS/COMPLEXES, AND PICNIC AREAS

Recreation centers, reservable picnic areas, athletic fields within the District's community parks, are available for the use of persons and groups subject to the issuance of a permit and payment of fees therefore. All applications for use shall be made in accordance with Section 110 and must be signed by an adult, who shall agree to be responsible for said use. No use permit shall be granted if there is a conflict with a prior reservation or a District-sponsored event. Appeal of a decision may be made in accordance with Section 106 herein. Use of District facilities is subject to the rules and regulations established in District's GENERAL USE POLICY.

Any request that will place a major impact on a given facility, as determined by the General Manager, will be subject to Board approval. All requests are subject to the District priority-ranking classification (Section 406) and fee schedule (Section 502). The General Manager or designee reserves the right to cancel a permit with 30 days' written notice.

Applications are immediately revocable, and all deposits forfeited if false statements are made in reserving a facility, or if the individual or group violates any rule or regulation established by the District, or any other applicable law or regulation. Applicants shall be responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, the Applicants shall be responsible for the reasonable costs to replace, repair, or clean such property. Any individual, organization, or group that is responsible for damages to the District's facilities shall pay for all such charges as determined by the District. No individual, group, or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid.

District personnel will open, close, and supervise the use of the buildings and, when required, monitor the use of the grounds.

SECTION 402- APPLICATION FOR USE AND SCHEDULING

Applications for use shall be made in accordance with Sections 109-113. Exceptions will be based on event size, type, and location requested. Exception requests may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 403- EXTENDED USAGE

District property usage may be granted for a maximum period of twelve months, with the exception of Sports Parks (i.e., PV Fields, Freedom Park, Bob Kildee, Mission Oaks.)

Requests for facility usage exceeding twelve months requires the General Manager or designee approval. Scheduled groups may be subject to cancellation on 30 days' written notice or when a determination is made in accordance with Section 112. When cancellation is necessary, the District will attempt to relocate the activity.

SECTION 404- HOURS

District facilities are available for individual and group use during normally scheduled hours of operations pursuant to the District's General Use Policy. Sports parks and complexes equipped with field lighting can be utilized until 10:00 PM with a permit. Exceptions are subject to General Manager or designee for approval.

SECTION 405- RENTAL PERIODS

Minimum facility rental periods depend on the facility. The time indicated on the application will reflect the actual facility use time, which includes setup and cleanup. Charges for additional time beyond the minimum rental period will be based on an hourly rate. Exceptions are subject to General Manager or designee approval.

SECTION 406- PRIORITY OF USE

Use of facilities is based on when the application is received, rental availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with 30 days' written notice. In that case, the District will attempt to relocate the group to another District facility.

Group priority rating shall be as defined in Section 504:

- a. Class 0- District Activities
- b. Class 1– Community Service Organization
- c. Class 2 – Resident Organization
- d. Class 3– In-District Resident
- e. Class 4- Out of District or Non-Resident

SECTION 407- DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, turf, grounds, fixtures, furniture, or appurtenances shall be required to reimburse the District for all costs involved to clean, repair, restore, or replace the building, grounds, fixtures, furniture, or appurtenances to the original conditions, including staffing costs. The individual and/or group may be removed and/or banned from future use of facilities.

SECTION 408- USE OF RESERVABLE PICNIC AREAS

Certain areas within the District's parks may be reserved for picnics by persons or groups. All applications must be signed by an adult who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a prior reservation or a District-sponsored event taking place at the same time and place. No use permit shall be granted for reservable picnic areas outside normally scheduled hours of operations pursuant to the District's General Use Policy, unless the park has appropriate lighting.

An organized group (25 or more) must obtain a permit for all reservable picnic areas. Groups that have less people than an organized group may use any designated reservable or non-reservable area of any park on a first-come, first-served basis, however, such groups must vacate any reservable area at the time a permit group arrives. Individual picnic tables are available on a first-come, first-served basis in all non-reservable areas (Section 109.)

SECTION 409- PROHIBITION ON USE OF TOBACCO- OR MARIJUANA-RELATED PRODUCTS

No person may smoke or vape which includes the use of cigarettes, cigars, pipes, hookahs, and electronic smoking devices such as e-cigarettes and vaping pens within a district park, building or open space. Smoking tobacco, marijuana, vape devices and any other smoking devices are prohibited on all District Lands.

SECTION 410- ALCOHOL IN RECREATION BUILDINGS AND PARKS

The sale, serving, or consumption of alcohol is prohibited in a District building except by a group receiving all necessary permits, insurance and paying all applicable fees.

The sale or serving of alcohol is prohibited at all sporting and youth events except as approved by the General Manager or designee.

SECTION 411- USE OF RESERVABLE ATHLETIC FIELDS

Certain athletic fields may be reserved for use by persons and groups. All applications for use must be signed by an adult over 18 years of age who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District-sponsored event taking place or a prior reservation at the same time and place. No use permit shall be granted for the use of any reservable field before 8:00 AM, or as determined by the General Manager or designee, or beyond sunset unless the field has appropriate lighting.

- a. No person shall engage in any activity on an athletic field owned or operated by the District other than the playing of specific activities for the designated fields unless authorized by Board of Directors, General Manager, or designee.
- b. Organized instruction is permitted only for classes/instruction/clinics approved by the District, per Section 116.

SECTION 412- USE OF SPORTS PARKS/COMPLEXES

Sports parks/complexes in the District are the following: Pleasant Valley Fields, Bob Kildee Park, Freedom Park, and Mission Oaks Park.

A permit is required for the use of these facilities by any user.

SECTION 413- EXCLUSION FROM DISTRICT AREAS AND FACILITIES

In the interest of public health, safety, and welfare, it may be necessary to exclude persons or groups from District areas and/or facilities. Such action may be taken by the General Manager or designee, subject to appeal to an Administrative Hearing with the General Manager.

Any person who has been excluded from District areas and/or facilities pursuant to this section, who enters upon the District areas and/or facilities during the period of the exclusion without the written permission of a designated representative, is guilty of a misdemeanor.

SECTION 414- PERMITTED VENDORS

The District will work with different types of vendors to include:

- a. Food Vendors to include Mobile Food Facilities (MFF) and Temporary Food Facilities (TFF)
 1. MFF Vendors are only permitted at Bob Kildee, Camarillo Grove Park, Community Center Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields.
 2. MFF & TFF applications must be submitted with Ventura County Health Department prior to event. Please contact Ventura County Health Department for application requirements.
- b. Craft/Merchandise Vendors
- c. Informational/ Service Vendors
- d. Inflatable Vendors see the District's General Use Policy.

All vendors must meet County of Ventura, City of Camarillo, and District Requirements to include insurance and permits.

SECTION 415- NON-PERMITTED VENDORS

The District has the right to deny any vendor under the following:

- a. Sale of tobacco, drugs, marijuana and associated products.
- b. Sale or solicitation of explicit adult content.

- c. Vendor must not unlawfully discriminate against any sex, gender, gender identity or expression, race, creed, color, religion, class, disability, national origin, age, political or union affiliation, military/veteran status, marital status, medical condition, sexual orientation, or any other characteristic protected by federal, state, or local law (“protected status”).
- d. Vendor doesn’t meet County of Ventura, City of Camarillo, and District Requirements to include insurance and permits.
- e. Any vendors that do not meet the District’s Insurance Policy Standards.

ARTICLE V

FEES AND DEPOSITS

SECTION 501- PURPOSE

Fees and charges may be levied to offset District expenses incurred in providing services. The District prepared a cost of service analysis and study that identifies current cost recovery levels for the various types of recreation programs and established a general cost recovery policy.

SECTION 502- FEES

The District's Board of Directors shall establish reasonable fees for the use of District property. Full payment is due 30 days prior to the use date. Fees will be reviewed annually or as needed.

SECTION 503- BASIC RATE

Building

During normal hours of operation of facilities as defined in the General Use Policy, rates will include the use of rooms, chairs, tables, setup, and cleanup. The following services are also available for an additional fee: security, District staffing, and other services identified in advance of permittee's use as set forth in the District's General Use Policy. Use at a time when the facility is normally closed will result in the assessment of additional fees.

Athletic Facilities

During normal hours of operation, basic rates include the following:

- a. Use of the athletic fields.
- b. Basic turf management.

Basic rates do not include:

- a. Diamond preparation and ball field lining.
- b. Sport field or Complex Lighting.
- c. Removal or installation of athletic field equipment (bases, pitcher's mound, goals, etc.) and special location of base anchors, goals, bleachers, or other equipment.
- d. Sporting equipment such as balls, nets, gloves, goals, etc.

- e. Dedicated District staff for extra services, such as periodic maintenance of restrooms, trash collection, etc.
- f. Cleaning of the area, excluding trash cans, following the event.
- g. Additional items and services can be provided at a set fee per the District's Fee Schedule

Picnic Areas

During normal hours of operation as set forth in the District's General Use Policy, basic rates include picnic tables and barbecues if available. Rates do not include supervision or special setup of tables. Outside items, i.e., tables, pop-up canopies, and barbecues etc. are not permitted without approval by the General Manager or designee.

SECTION 504- CLASSIFICATION OF FACILITY USES AND FEE CHARGES

Class 1

- a. For a recognized District Community Service Organization as approved by the District's Board of Directors, fees are subject to the individual group's Memorandum of Understanding (MOU) with the District and/or current Fee Schedule.

Class 2 - Half of Basic Rate (50%)

- a. Resident Organization
- b. Local school districts, government agencies, and non-profit organizations.

Class 3 - Full Basic Rate (100%)

- a. In-District Resident
- b. Individuals, groups, and organizations that hold private functions.
- c. Resident Organizations that host fundraising events.

Class 4 - Full Basic Rate plus 25 Percent (125%)

- a. Out of District/Non-resident

SECTION 505- ADDITIONAL CHARGES OVER BASIC RATE

Additional charges will be levied over basic rates as defined in Section 503 and as set forth in the District's General Use Policy under the following conditions as on the District's Fee Schedule:

- a. When extraordinary use requires field renovation or rehabilitation.
- b. An additional fee is required when alcohol will be served or sold at a function.
- c. Additional administrative fees may be charged on all applicant-initiated changes, including cancellations, if change is made less than 10 days prior to rental
- d. The District may require security guards for certain events or functions at an additional fee. The District will make the arrangements with an approved vendor.
- e. When a facility is not normally open and District staff is required to be on duty, additional fees accrue. The minimum hourly coverage for District staff is two hours.
- f. When District staff is needed for facility control, additional fees accrue.
- g. When ball field lights or other special equipment is required, additional fees accrue.
- h. When facility damage and/or liability insurance fees are required, additional fees accrue.
- i. Outdoor facilities including picnic shelters and sporting facilities may be subject to additional fees required for dumpsters and/or portable toilets to accommodate groups of people that exceed a facility's maximum occupancy.
- j. The determination of requirements for additional personnel and associated charges thereof shall be made by the General Manager or designee.

SECTION 506- REFUNDABLE DEPOSITS AND CANCELLATION REFUNDS

The application fee is non-refundable. Cancellations must be made through the District office. Cancellation and Refund procedures can be found in the General Use policy. Additional fees may apply for "no shows".

SECTION 507- PAYMENT OF DEPOSITS AND FEES

The park, field, or facility is reserved only when a completed Application is accepted and approved by the District office after applicable fees are paid.

A payment equal to 50% of the total applicable fees must be paid at the time the application is approved by the District, as set forth in the District's General Use Policy. If the reservation is made 30 days or less prior to the event, full payment is due at time of application.

SECTION 508- ALCOHOL PERMITS

A District permit is required when alcoholic beverages are consumed on District property.

A State Alcohol Beverage Control Board permit is required when alcoholic beverages are sold. Such permit shall be obtained by the group using the facility and filed with the District.

SECTION 509- SETUP

The District may perform setup and breakdown for basic indoor use unless otherwise stated in the application. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date or additional fees may apply.

SECTION 510- DECORATIONS

When decorations are being used, the user shall obtain prior approval from the District. Decorations must not be installed prior to the start of the reservation and must be removed at the conclusion of the reservation. No use of duct tape, tacks, nails, or glue is allowed on any walls, columns, counters, or floor surfaces. Use of blue painter's tape is permitted, requires full removal at the end of the event. Use of lighted candles or any open or enclosed flame is prohibited. No confetti, colored powders, glitter, or rice are allowed without prior approval.

SECTION 511- SECURITY

To ensure proper use and control of facilities and equipment, security may be required under the following circumstances:

- a. If an event places a major impact on the facility as determined at the General Manager's sole discretion.
- b. When alcohol is being served or consumed.
- c. When additional precautions are deemed necessary due to the nature of the event as determined at the General Manager's sole discretion.

The District will arrange for any required security guards at the event at the Applicant's cost.

If security is required, security guards must begin their shift a ½ hour before the scheduled event starts and remain on duty for a ½ hour after the event is scheduled to end and must stay until all attendees have left.

When security is required by the District or requested by the Applicant, the application requires approval by the General Manager.

SECTION 512- WAIVERS

The requirements in this Article V may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 513- FILMING

A filming permit and application must be approved prior to filming taking place. Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe District policy and procedures, and all other applicable local requirements.

SECTION 514- LIABILITY INSURANCE

A certificate of insurance evidencing required coverage amounts and additional requirements as set forth in the District's General Use Policy and naming the District, its elected officials, officers, and employees as an additional insured must be submitted at least 30 days prior to the event. If the reservation is made 30 days or less prior to the event, proof of insurance is due at time of application. The amount of liability insurance required shall be determined by the District.

SECTION 515- PARKING FEES

District parking facilities are typically available to patrons at no charge, however, in select situations, the General Manager may establish parking fees. The General Manager or designee is authorized to determine when that fee shall be implemented.

Vehicles entering Camarillo Grove Park must pay a parking fee by purchasing a daily or annual pass.

ARTICLE VI

GENERAL

SECTION 601- REPEAL OF PRIOR VERSIONS OF ORDINANCE NO. 8

This Ordinance repeals and supersedes any prior versions of Ordinance No. 8, which are no longer of any force or effect.

SECTION 602- EFFECTIVE DATE

This Ordinance shall be effective 30 days after its adoption by the District Board of Directors.

SECTION 603- PUBLICATION AND POSTING

The Board’s Clerk shall certify the passage of this Ordinance and cause the same to be posted and published in accordance with law.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2023.

Elaine Magner, Chairman

Board of Directors

ATTEST:

Bev Dransfeldt, Secretary

Board of Directors

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Justin Kiraly, Administrative Services Manager

DATE: October 4, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 750, ADOPTING THE UPDATED GENERAL USE
POLICY**

BACKGROUND

The General Use Policy serves as the foundational framework governing the day-to-day request and utilization of District facilities. Within its contents lies a comprehensive set of guidelines and well-defined processes, designed to facilitate easy access to these facilities and their associated properties. Moreover, this document serves as an invaluable resource for residents, offering insight into the specific policies dictating the utilization of these community spaces. Within the policy, you can find language pertaining to crucial aspects such as the application process, permit issuance, fees and charges (excluding the actual fees themselves), organization classification for priority facility use, miscellaneous charges, regulations concerning the possession and sale of alcoholic beverages, as well as provisions addressing liability concerns.

The General Use Policy was last updated in December 2019. Changes recently made to Ordinance No. 8, which governs the use of District parks, recreation areas, and facilities, and the need to address specific issues have required amending the policy. The Board is expected to approve updates to Ordinance No. 8, which is the more formal and legally binding regulations at this same Board Meeting.

ANALYSIS

The General Use Policy has been reviewed by Staff and the Policy Committee over the last few months, along with Ordinance No. 8. The following is a list of major changes to the General Use Policy:

- I.A. Clarification of when an application should be submitted and clarification of deadlines.
- I.D.3. Removal of redundant language on when applications are due.
- I.J.2. Removal of redundant language on when payment is due.
- I.J.2. Addition of Non-Sufficient Funds Fee.
- I.K. Complete rework of the Refunds and Cancellations section:
 - Reservations cancelled greater than 90 days before event date receive a full refund of all paid fees, less the application fee.
 - Reservations cancelled between 90 and 60 days before event date receive a refund of a paid security deposit and 50% of paid reservation fees, less the application fee.
 - Reservations cancelled less than 60 days before the event date receive a refund only of the paid security deposit.
 - Changes made to a reservation resulting in additional hours, services, or adjustment in reservation time are subject to change fees.
 - Changes made between 90 and 60 days before the event date will be refunded for any facilities or hours no longer being requested, subject to change fees.

- Partial use of reservation will not be eligible for a refund.
- Reservations paid with Credit Card will be refunded to the original card within 7 business days following the reservation date.
- Reservations paid with Check or Cash will be refunded by check within 30 business days following the reservation date.
- No refunds for inclement weather. If the District office is notified on the first business day after a weather event, the reservation may be transferred to an available like-facility without penalty, within one hundred and eighty (180) days.
- All paid fees, including the application fee, will be refunded in the event of a District-initiated cancellation.
- In the event of a program/class registration transfer to a program/class with a lower fee, a refund for the difference will be issued.
- In the event of a program/class registration transfer to a program/class with a greater fee, the difference must be paid at time of transfer.
- I.N. Clarification that decorations may not be installed prior to reservation start time and must be removed at reservation end time.
- I.N. Addition of prohibition of colored powders used in the park.
- I.Q. Removal of Extended Usage section. New rental period of 12 months established in Ordinance No. 8.
- IV. Expansion on Community Service Organizations (CSO)
 - Clarification that CSOs must be community based, non-profit, organizations dedicated to providing youth programs.
 - CSOs must be Board approved, have 3 years of Federal tax returns as a non-profit, and must be a resident/in-District organization.
 - Application requires:
 - Copy of three (3) years prior Federal tax returns (Form 990)
 - Fictitious Business Name Statements
 - City of Camarillo Business Tax Certificate (if applicable)
 - Three (3) years prior participant rosters
 - Organizational chart
 - Clarification that Board has no obligation to approve CSO applications.
- VI. Addition to Sales, Solicitation, and Unlawful Advertising to match sign/banner regulations for the City of Camarillo.
 - Addition of a Memorandum of Understanding required for all potential advertising agreements.
 - Addition of referral to Sponsorship and Naming Policy.
- IX. Addition of General Manager specifying grounds for upholding an appealed permit denial.

FISCAL IMPACT

Staff does not anticipate a fiscal impact associated with the approval of the revised General Use Policy.

RECOMMENDATION

It is recommended that the Board approve Resolution No. 750, approving and adopting the updated General Use Policy.

ATTACHMENTS

- 1) Redlined General Use Policy (18 pages)
- 2) Amended General Use Policy (14 pages)
- 3) Resolution No. 750 (1 page)



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

GENERAL USE POLICY

BOARD APPROVED XXXXX XX, 2023

INTRODUCTION

To best serve the community, Pleasant Valley Recreation and Park District (District) offers the residents of Camarillo year-round diverse recreational programs, services and facilities. As the population of the community grows, the demand for expanded offerings increases respectively. Therefore, the District is committed to operating and maintaining programs, services and facilities that reflect such growth.

The District funds the general operation and maintenance costs of programs, services and facilities which benefit the community, through tax dollar appropriations. In addition ~~to these~~, ~~The~~ the District offers programs and services which more directly benefit segments of the community and the individual user. To ensure the continued availability and success of these offerings, reasonable fees proportionate to the cost of operating them are collected.

The following procedures and definitions* have been used to guide this policy:

- District facilities and services are available for District sponsored programs and other approved public, private, resident, and non-resident use.
- Use of District facilities and services is conditional; appropriate fees shall be collected as stated in the rules and regulations governing the payment of deposits, fees, permits, and groups. See District Master Fee Schedule for classifications and rates.

*Definitions available in Ordinance No. 8 Governing Use of Parks, Recreation Areas and Facilities.

The policies set forth herein are intended to ensure the safe, efficient and equitable use of District property. The District's Board of Directors shall establish reasonable policies and fees for use of District property, which may ~~will~~ be reviewed from time to time ~~when necessary~~.

I. USE OF DISTRICT PROPERTY

The rules and regulations laid out in this section apply to all District property. Items specific to athletic facilities can be found in Section II. SPORTS PARKS.

The District's reservable property may be made available for use by any individual, organization, or group subject to the issuance of a permit and the payment of appropriate and applicable fees and deposits. A permit may ~~will~~ be issued to reserve District property for a specific date, time, and location. A permit must be issued prior to ~~for~~:

- a) Any organized use of District property.
- b) Use of District pProperty by an organized group.
- c) Any group or individual using District property for financial gain.

Non-organized groups may use any designated reservable District property on an available basis; however, such group must vacate the premises at the time a permitted group arrives.

Reservations that exceed the maximums of facility capacity will be required to pay additional fees. Additional fees may be assessed for portable toilets, garbage dumpsters, staffing, and cleaning. The District will arrange for these items to be placed at the park or facility.

Permits are revocable and all deposits forfeited if false statements are made in reserving District property, or if the individual and/or group violates any rule or regulation established by the District. Applicants ~~shall will are be~~ responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, applicants ~~shall will beare~~ responsible for costs to replace, repair, or clean such property. No individual, group, or organization owing any outstanding debts or obligations to the District ~~shall will~~ be permitted to use District facilities until such debts are paid.

District personnel will open and close District property and, when required, monitor the use of the grounds.

A. APPLICATION FOR USE AND SCHEDULING

The General Manager or designee(s) is authorized to grant or deny all applications for use of District property. All rental applications for use of District property must be filed and signed by an individual 18 years of age or older. When alcohol will be present, the application must be signed by an individual 21 years of age or older. Applications and registrations ~~should be submitted at least 7 days prior to the requested rental date. Late applications~~ will be accepted up to one (1) day prior to the requested use date, except for weekend ~~or holiday~~ facility reservations. Rental applications for weekend reservations of District facilities must be submitted prior to 12:00 PM the Thursday before the desired rental date ~~and -~~ 12:00 PM two business days before a holiday. Applications made after these deadlines will not be processed. Late fees may apply for any application for services within seven days of the desired rental date. The rental location is reserved only when the completed ~~and~~ signed application is accepted and approved by the District office, applicable insurance documentation is provided, and applicable fees and deposits are paid.

B. PAYMENTS AND DEPOSITS

1. A reservation payment must be made upon submittal of the rental application. For applications made more than forty-five (45) days in advance, payment consists of 50% of the total rental fees, with the remaining 50% due forty-five (45) days prior to the reserved date. For applications made within forty-five (45) days of the reserved date, fees are due in full upon application submission. The initial payment will secure the facility for the desired date pending the payment of all remaining applicable fees.
2. Total rental fees will include the rental rate, non-refundable application fee, refundable cleaning/security deposit, and, if applicable, insurances, vendor, staffing, security guard charges, and/or other applicable fees. ~~The refundable cleaning/security deposit is designed to ensure that the applicant leaves the District property in a clean and undamaged condition. District property must be in the same condition as received. If property is damaged, or the property is left with~~ ~~consists of~~ overflowing ~~of~~ trash receptacles, and/or excess debris ~~left~~, the District will retain the cleaning deposit.
3. Deposits and fees may be paid via cash, debit, check, or credit card. Checks will not be accepted within ten (10) days of the desired reservation date.
4. Deposits are due along with all other fees at the time of the application. ~~Use of District property usage~~ may be granted for a maximum period of twelve months, with the exception of Sports Fields (i.e. PV Fields, Freedom Park,

Bob Kildee, Mission Oaks), for which the maximum is six months. Requests for facility usage exceeding twelve months require approval from the General Manager ~~or designee~~ or designee(s). For District policy regarding refunds, please refer to section K. REFUNDS AND CANCELLATIONS CANCELLATIONS, CHANGES, AND REFUNDS.

C. BOUNCE HOUSES, JUMPERS, AND OTHER VENDORS

1. To provide a safe and enjoyable experience, the District has established the following criteria for equipment used in the park system:
 - a. Must use a District approved Bounce House/Inflatable Vendor.
 - b. Must obtain a use permit ~~from~~ with the District.
 - c. Must locate bounce houses/inflatable jumpers and other such ~~vendors~~ equipment in easily accessible areas. Vendors are prohibited from driving vehicles or towing equipment onto park turf.
 - d. A Certificate of Insurance, which meets minimum District liability insurance requirements must be provided. Policy effective dates must cover the date(s) of use. Description of Operations must list the location of the event and date(s) of use. Pleasant Valley Recreation & Park District must be named as a Certificate Holder and as Additionally Insured. See Insurance Certificate and Endorsement Requirements for additional requirements.
 - e. Bounce houses/inflatables are limited to 20' x 20' in size, without water features, and must be powered by a vendor supplied generator under 5KW. Generators must NOT be fueled and/or refueled on District property. The District will not provide power generators or access to electricity.
 - f. All bounce houses/inflatables must be attended to at all times.
 - g. The following items are prohibited, unless an exception has been made in advance and in writing by the General Manager or designee(s):
 - i. Inflatable Water Devices; Slides, "Dunk" Tanks, Pools, Obstacle Courses, etc.
 - ii. "Sumo Wrestling" and/or "Jousting"
 - iii. Laser Tag
 - iv. "Rock Climbing Walls"
 - v. Inflatable "Mechanical Bulls"
 - vi. Inflatable "Hamster Balls"
 - vii. Petting Zoos
 - viii. Game Truck/Games on wheels (additional approval requirements)
 - ix. Concessions (additional approval requirements)

D. DENIAL OF RENTAL APPLICATION

Denial of an application may be based on the following criteria:

1. When available District ~~Lands~~ property cannot accommodate the required capacity for the requested activity.
2. Refusal of an applicant to agree in writing to the conditions of the permit.

3. Failure of an applicant to file an application in sufficient time for review and processing. ~~For facility reservations during the week, the District must receive the Application, applicable security cleaning deposit, rental fees, and permits at least one (1) day in advance. For facility reservations for the weekend, the District must receive the agreement, applicable security cleaning deposit, rental fees, and permits prior to 12:00 PM the Thursday preceding the requested date or two business days before holidays.~~
4. The requirement of an excessive number of District personnel, as determined by the General Manager or designee(s), to properly police the activity and protect other users of the facility or area due to the size or nature of the proposed activity.
5. The filing of more than one application for the same facility at the same time. Under these circumstances, the General Manager or designee(s) will consider the application and the schedule of priority classification.
6. When usage of facility may damage, destroy, or detract from the District property and/or cause harm, injury, discomfort, or displeasure to other persons in or near the park.
7. When false or misleading information is provided.

E. PERMITS

A Permit is issued when the completed Application is accepted and approved by the District office, the rental Agreement is signed by the applicant, and all applicable fees and deposits are paid in full.

F. RENTAL PERIODS

Rental periods and fees for District property are posted in the District Master Fee Schedule. The time indicated on a permit will reflect the actual time of facility use, which includes setup and cleanup. Minimum and Maximum rental periods vary by District property. Refer to Master Fee Schedule for details.

G. HOURS

All parks, recreation, and open space areas within District boundaries will be available for use by the general public daily from dawn until dusk unless otherwise posted or with written permission from the General Manager or designee(s). Hours of use may vary due to seasonal daylight, maintenance, construction, watering, and/or other variables.

Dog Park hours of operation are as follows, unless otherwise posted. Dog parks may be closed at the discretion of the General Manager:

- *Camarillo Grove Park* – Open daily from 7:00 AM to dusk, entire Park is off-leash Monday - Friday. Leash required on Saturday & Sunday.
- *Mission Oaks Park Off-Leash Area* – Open Monday through Friday from 9:00 AM to 1:00 PM and 4:00 PM to dusk. Open Saturday & Sunday, from 7:00 AM until dusk.
- *Freedom Park* – Open daily from 7:00 AM to 9:00 PM
- Enclosed dog parks with no lights will have hours of operation from 7:00 AM until dusk.

Call the Turf Line for Dog Park conditions at 805-947-5125, conditions updated Monday through Friday at 1:00 PM, Saturday & Sunday at 7:00 AM.

District lands, buildings, park areas, and facilities, except sports parks/fields, are available for individual and group use during normally scheduled hours of operation as posted at the facility. Exceptions are subject to approval by the General Manager or designee(s).

H. PRIORITY OF USE AND FEE CHARGES

Use of District ~~facilities-property~~ is ~~given-permitted~~ based on when the application was received, rental availability, and group priority ranking. Lower ranking groups may be subject to rescheduling with 30 days written notice. In the event of a District rescheduling, the District will attempt to relocate the reservation to another facility. Group priority rankings shall be as follows:

- Class 0 District Activities
- Class 1 Community Service Organizations: Fees are subject to the organization's Memorandum of Understanding (MOU) or District Master Fee Schedule.
- Class 2 Resident Non-Profit Organization: Local Education Agencies, Local Government Agencies, 501(c)(3), 501(c)(19) or other qualifying non-profit organizations. For events where entrance or participation fees are collected, organizations will be subject to Class 3 rates.
- Class 3 In-District Resident: Individuals, groups, and for-profit organizations residing or operating within District boundaries.
- Class 4 Out-of-District —Resident: Individuals, groups, and for-profit organizations residing or operating outside of District boundaries.

I. FEES

The basic rate of application fees will be charged according to the District Master Fee Schedule.

- a. Indoor Facility - During normal hours of operation, rates ~~s~~ includes ~~s~~ setup and cleanup of tables and chairs.
 - i. Additional fees apply for security staffing, additional custodial services and other services requested or identified by the District in advance of use.
 - ii. Additional fees apply for after-hours staffing when reservation is outside of normal hours of operation including holidays.
- b. Picnic Area - During normal hours of operation, rates ~~s~~ includes ~~s~~ existing site amenities such as picnic tables, barbecue (where available) and outdoor restrooms. Rates do not include supervision or setup of tables and chairs. Use of Non-District equipment, i.e., tables, chairs, barbecues, etc. are not permitted without written approval by the General Manager or designee(s).

J. ADDITIONAL CHARGES OVER BASIC RATE

Additional charges may be levied over the basic rate as defined in Section I. ~~+~~ FEES and under the following conditions:

1. Non-residents will be subject to a rate increase of 25%.
2. ~~Full payment is due 45 days prior to reservation date for reservations made more than 45 days in advance when additional fees are required. Non-Sufficient Funds charges will apply for returned checks.~~
3. When alcohol is being served or sold at a function.
4. When a reservation is considered a Special Event (refer to Special Event Policy).
5. For applicant initiated reservation changes, including cancellations.
6. For security staffing when required, ~~+~~ District will arrange with approved vendors.
7. When a facility is not normally open and District staffing is required.
8. When District staff is required for facility control.
9. When facility damage and/or liability insurance fees are required.
10. To cover the cost of dumpsters, portable toilets, or other additional equipment and/or resources to accommodate the rental.

The determination of requirements for additional staffing and associated charges shall be made by the General Manager or designee(s). See District Master Fee Schedule for rates.

K. REFUNDS AND CANCELLATIONS, CHANGES, AND REFUNDS

~~Facility District Property Refunds (reservations Cancellations made within these windows are subject to the following: booked more than 6 months in advance) — The rental reservation is only complete when the application is accepted and approved by the District office and all applicable deposits and fees are paid. Cancellations must be made through the District office no later than forty-five thirty (30/45) days prior to the use date to qualify for any refund of paid fees. Refunds and Cancellations will be processed under the following guidelines:~~

- ~~1. Reservations cancelled greater than ninety (90) days prior to the reservation date will be eligible for a refund of all fees – less the non-refundable application fee.~~
- ~~2. Reservations cancelled less than ninety (90) and greater than sixty (60) days prior to the reservation date will be eligible for a refund of the security cleaning deposit and 50% of all -eligible-fees – less the non-refundable application fee.~~
- ~~4. Reservations cancelled less than sixty (60) days prior to the reservation date will be eligible for a refund of the security cleaning deposit only.~~
- ~~3. _____~~

~~Changes made to reservations are subject to the following: The Application fee is non-refundable.~~

1. Changes made to reservations which result in additional hours, services, or an adjustment in reservation times are subject to applicable change fees.
 2. Changes made less than ninety (90) and greater than sixty (60) days prior to the reservation date will be eligible for refund of any surrendered facilities or hours no longer being requested, subject to applicable change fees.
 3. Any partial use of a reservation will not be eligible for refund.
- ~~1. Reservations of outdoor facilities made less than thirty (30) days in advance are only eligible for a refund of the cleaning/security deposit.~~
 - ~~2. If a reservation is cancelled sixty-one (61) or more days or less prior to event date after initial booking date, customer will receive a full refund minus the application fee.~~
 - ~~3. If the reservation is cancelled between thirty (30) and after sixty (60) days prior to event date, from initial booking date but at least forty-five (45) days before event date customer will receive refund of any cleaning/security deposit and a 50% refund of all other eligible fees. paid and 50% refund of all other fees paid (excluding application fee).~~
 - ~~a. In lieu of a full or partial refund, the payments made for a cancelled event can be transferred one time to a future event to be held within six months reservation date. An additional \$25 non-refundable change fee administrative fee will be charged. Additional fees may apply depending on venue. Refer to current approved Fee Schedule for facility fees.~~

If the reservation is cancelled ~~forty-four~~twenty-nine (29) or less days or less prior to the reserved date the customer will receive a refund for the cleaning/security deposit only.
If a reservation is paid through a credit card, any refund will be issued to the same credit card within seven (7) business days following the event.
 - ~~4. If a reservation is paid by check or cash, a refund by check will be processed within fifteen (15) business days following the event.~~
 - ~~5. No refunds will be given for inclement weather, however, if the District office is notified at least prior to 12 PM on the Thursday preceding reserved date, the reservation may be transferred to an available like facility without penalty. Additional fees may apply depending on the selected venue for transfer.~~
 - ~~6. No personal checks will be accepted within ten (10) days of the desired date.~~
 - ~~7. All fees, including the Application fee, will be refunded in the event of a District initiated cancellation.~~
 - ~~8. Non-Sufficient Funds (NSF) charges will apply for returned checks. District Property Refunds (reservations booked within 6 months of reservation date) - Cancellations must be made through the District office no later than forty-five (45) days prior to the use date to qualify for any refund of paid fees. Refunds and Cancellations will be processed under the following guidelines:~~
 - ~~— The Application fee is non-refundable.~~
 - ~~— Reservations of District property made less than forty-five (45) days in advance are only eligible for a refund of the cleaning/security deposit.~~

- ~~— If a reservation is cancelled sixty-one (61) or more days prior to event date, customer will receive a full refund minus the application fee.~~
- ~~— If the reservation is cancelled between forty-five (45) and sixty (60) days prior to event date, customer will receive refund of any cleaning/security deposit paid and 50% refund of all other fees paid (excluding application fee).~~
 - ~~— reservation date. In lieu of a full or partial refund, the payments made for a cancelled event can be transferred one time to a future event to be held within six months. An additional non-refundable change fee will be charged. Additional fees may apply depending on venue. Refer to current approved Fee Schedule for facility fees.~~
- ~~— If the reservation is cancelled forty-four (44) or less days prior to the reserved date the customer will receive a refund for the cleaning/security deposit only.~~

~~District Property Reservation Refunds are subject to the following:s (Applies to all reservations)–~~

- ~~i. If a reservation is paid through aReservations paid via credit card, any refund will be issued–will be refunded to the sameoriginal credit card within seven (7) business days following the reservation date–event.~~
- ~~ii. If a reservation is paid byReservations paid via check or cash, a refund by check–will be refunded by check, processed within thirty (30) business days following the eventthe reservation date.~~
- ~~iii. No refunds will be givenissued for inclement weather. IfHowever, if the District office is contactnotified on the first business day after a weather event, the reservation may be transferred to an available like–facility without penalty, to be re-booked to a date–within one hundred and eighty (180) days.~~
- ~~iv. No checks will be accepted within ten (10) days of athe desired datereservation.~~
- ~~v. All fees, including the Application fee, will be refunded in the event of a District initiated cancellation.~~
- ~~vi. Non-Sufficient Funds charges will apply for returned checksreturned checks.~~

~~District Program/Class Refunds are subject to the following:s –~~

- ~~1. If wWithdrawal/transfer from a program/class is made five (5) business days prior to the start of a program/class there will be a full refund less–will be refunded in full less–a \$10.00 administrative fee.~~
- ~~2. No refunds will be issued for –If wWithdrawals is made less than five (5) business days before the first day of the program, there will be no refund issued. –Prior to the start of a program/class.~~
- ~~3. In the event of a program/class transfer where the fee of the new program/class is less, participant will receive a refund for the difference. For any transfers between programs/classes:~~
- ~~4. In the event of a program/class transfer where the fee of the new program/class is greater, participant will be required to pay the additional fee at time of transfer.~~
 - ~~— District will refund the difference if the new class is cheaper than the original class.~~

~~Participant must pay the difference if the new class is more expensive than the original class.~~

~~5. Registrants failing to attend any program/class to be present for the program will forfeit all fees paid. will result in forfeiture of all fees paid.~~

~~6. No refund will be issued for program/class s and activities fees of where the registration cost is \$10.00 or less.~~

The District reserves the right to cancel and/or move any reservations, classes, activities on District property with minimal notice.

L. ALCOHOL INSURANCE

Purchase of alcohol insurance ~~must~~will be required at the time the permit is approved for all events where alcohol will be consumed.

M. SETUP

The District will perform setup and breakdown, unless otherwise stated in the application or permit. Basic cleanup, including placing all trash in bins provided by District, ~~will be~~ the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date. If a reservation requiring setup is made within 15 business days of the event, setup instructions are due at the time of application ~~submittal~~ and additional fees ~~to facilitate the reservation~~ may apply. Applications ~~for use received within 15 business days~~ that require setup beyond what can be reasonably accommodated by District personnel may be denied.

N. DECORATIONS

When decorations are ~~to be~~being used, the user shall obtain prior approval from the District. Decorations must not be installed prior to the start of the reservation and must be removed at the conclusion of the reservation. ~~s designee~~. No use of duct tape, tacks, ~~nails~~nails, or glue is allowed on any walls, columns, ~~or counters~~ or floor surfaces. Use of blue ~~painter's~~painter's tape is ~~permitted~~allowed and, ~~requires with~~ full removal at the end of the event. Use of lighted candles or any ~~other~~ open or enclosed flame is prohibited. ~~No~~ confetti, colored powders, glitter, or rice ~~or glitter are~~ is allowed without prior written approval.

O. SECURITY

To ensure proper use and control of facilities and equipment, security may be required under the following circumstances:

1. If the event and/or anticipated attendance places a major impact on the facility.
2. When alcohol is being served, sold, or consumed.

3. When additional precautions are deemed necessary due to the nature of the event.
4. The District will determine the number of security guards required at the Applicant's cost (typically 1 security guard for every 50 attendees).

P. DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, turf, grounds, fixtures, furniture, or appurtenances shall be required to reimburse the District for all costs involved to clean, repair, restore, or replace the building, grounds, fixtures, furniture, or appurtenances to the original conditions. The District may remove the individual and/or group and/or ban from future use of facilities.

~~Q. EXTENDED USAGE~~

~~Use of District facilities may be granted for a maximum period of twelve (12) months, with the exception of Sports Fields (i.e. PV Fields, Freedom Park, Bob Kildee, Mission Oaks.) An Application for Use exceeding twelve (12) months requires approval from the General Manager or designee(s). Reservations may be subject to cancellation in accordance with Section I. A. APPLICATION FOR USE AND SCHEDULING. When a cancellation is necessary, the District will attempt to relocate the reservation.~~

R.Q. ALCOHOLIC BEVERAGES

Application for an alcoholic beverage permit must be submitted at the time of application of use for events where alcohol will be sold. Permits shall only be issued to individuals 21 years of age or older. Applicant ~~shall~~must secure a California Department of Alcohol Beverage Control Event Permit and all additional licenses or permits as required by local government agencies including but not limited to the Ventura County Public Health Department.

Applicant shall provide adequate safeguards to prohibit consumption of alcohol by minors, including utilizing Responsible Beverage Server (RBS) wristbands on all minors in attendance. Security guards are required for all reservations where alcohol will be served or consumed and will be assigned by the District. Serving and consumption of alcoholic beverages is permitted for a maximum of five and one half hours (per insurance guidelines) and shall not be served a minimum of one hour prior to the end of the event or no later than 10:00 PM, whichever occurs first.

~~If a request for alcoholic beverage permit is denied by the District, a Right of Appeal shall apply.~~The General Manager or designee(s) may stipulate additional conditions when necessary for the safety of individuals and protection of property.

II. SPORTS PARKS

Sports Parks must be reserved when being used by five (5) people or more, unless they meet one of the requirements listed below. The District reserves the right to determine the appropriate facility for a reservation based on the nature and size of the activity. All applications for use must be signed by an individual 18 years of age or older. When alcohol will be present, the application must be signed by an individual 21 years of age or older and

an application for alcoholic beverage permit must be submitted at the time of application for use. No permit shall be granted if there is a conflict with a District or Community Service Organization scheduled event or an existing reservation. No permit will be granted for any reservable field before 6:00 AM, or as determined by the General Manager or designee(s), or beyond dusk except when the field has appropriate lighting. Lights can be utilized until 10:00 PM with prior permit approval. Field use hours are determined at the discretion of the District. All user groups must have a copy of their permit available upon request by District staff.

Organized athletic activities requiring a permit include, but are not limited to any activity that utilizes one or more of the following:

1. A game official to maintain adherence to the rules of the game.
2. A marked or defined field of play, track, or course.
3. Specialized equipment such as uniforms or apparel that distinguishes teams, goals, flags, personal protective equipment, shoes, cleats, harnesses, or helmets.
4. Motorized, energized, or otherwise powered equipment.
5. Is an activity that by its' nature, negatively impacts or creates a potential hazard to other users of the site or the facility.
6. Personal training by individuals earning a fee for services.
7. Any activity sponsored or held by groups or organizations that charge a fee to members for participation.

During normal hours of operation, basic rates include the following:

1. Use of the athletic fields and supporting structures.
2. Use of onsite restrooms.
3. Basic turf management such as watering, mowing, and edging fields.
4. Staffing costs

Basic rates do not include the following:

1. Diamond preparation and field lining.
2. Lighting.
3. Setup and cleanup of athletic field equipment including but not limited to bases, anchors, pitcher's mound, goals, bleachers, etc.
4. Cleanup of facilities.
5. Sporting equipment such as balls, nets, gloves, etc.
6. Facility renovation or rehabilitation due to extraordinary use.
7. Portable toilets, garbage dumpsters and/or any additional equipment, cleaning materials and/or staffing.

III. NON-PROFIT RENTAL USE

In order to qualify as a Resident Non-Profit Organization for Class 2 reservations, the following must be provided:

- a. Proof of current non-profit status, i.e. IRS Letter of Determination of 501(c) (3) or 501(c) (19) status.
- b. Proof of organization residing within the District boundaries.
- c. Proof of organization's establishment within the Community for at least twelve (12) consecutive months.

Furthermore:

1. Class 3 fees apply for all events where fundraising, donations or monetary contributions will be required to participate in, or benefit from, the event..
2. There is no non-profit rate for fees for special services, ~~lighting~~, or staffing.

IV. COMMUNITY SERVICE ORGANIZATIONS

~~**Community Service Organizations:** Community Service Organizations (CSO) are ~~must be~~ approved qualifying a community based, non-profit organizations dedicated to providing youth programs as a benefit to the residents of Camarillo ~~community groups whose memberships are open to the public.~~ Their, ~~whose~~ primary purpose is to serve the ~~program~~ needs of the Pleasant Valley Recreation & Park District ~~community~~ as designated by the District's Board of Directors. Community Service Organizations must be based within the Pleasant Valley Recreation & Park District boundaries. Approved Community Service Organizations shall enter into a ~~Memorandum of Understanding~~ **Community Service Organization Agreement** with the District which shall govern the Organization's relationship with the District. To receive the benefits afforded by this classification, ~~subject to approval by the District Board of Directors.~~ Community Service Organizations ~~must~~ ~~shall that submit on an annual basis an organizational file~~ meet the following criteria may submit a formal written request for approval:~~

1. Organization must have filed a minimum of three (3) Federal tax returns in their current non-profit status.
2. Must be considered a Resident or In-District Organization.

The following must be included with each request:

1. Copy of three (3) years prior Federal tax returns (Form 990)
2. Fictitious Business Name Statements
3. City of Camarillo Business Tax Certificate (if applicable)
4. Three (3) years prior participant rosters
5. Organizational chart

With consideration to availability of District facilities and resources, the District's Board of Directors has no obligation to approve Organization's which compete with existing approved CSO's.

~~-to be approved by the District Board of Directors which ~~must~~ shall include a report on Organization business and financial condition.~~

V. FILMING

Individuals who engage in the production of filming or photographing for commercial purposes on District property shall observe the following procedures. The General Manager or designee(s) may grant permission pursuant to this section:

- a. Completion of a commercial filming application and compliance with its contents. Applications must be received by District staff prior to the start of filming.
- b. Certificate of Insurance which meets minimum District liability insurance requirements must be provided. Policy effective dates must cover the date(s) of use. A 30-day cancellation clause must be included. Description of Operations must list location of event and date(s) of use. Pleasant Valley Recreation & Park District

must be named as a Certificate Holder and as Additionally Insured. See Insurance Certificate and Endorsement Requirements for additional requirements.

- c. The applicant must obtain all necessary permits from City, County, State, Local Law Enforcement or Local Department of Emergency Services prior to filming.
- d. The applicant must provide all personnel and staffing services necessary to the satisfaction of the District for crowd control, traffic control, fire control, maintenance, and any other situations that attract potential hazards related to production. Any District personnel services provided ~~shall~~ be compensated to the District per the Master Fee Schedule. At the time of permit issuance, an estimate of such fees will be provided.
- e. Use of specialized equipment such as trailers, cranes, pyrotechnics etc. must be disclosed ~~and approved~~ with the application prior and approved by the General Manager or designee(s).
- f. The applicant shall be responsible for complete replacement, refurbishing, or payment to the District for any negative impact incurred, including any damaged, destroyed, or otherwise disturbed furnishings, turf, facility, or property during the production for which the permit applies.

VI. SALES, SOLICITATION AND UNLAWFUL ADVERTISING

To prevent littering and the destruction of District property, it is unlawful to post, place, erect, or leave posted, placed, or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception to this prohibition on posting is upon a bulletin board or such place especially designated and provided for such purposes by the District.

a. It is unlawful for any person to place, paint, attach, or maintain any commercial sign, which includes billboards and banners, on any District property without District authorization.

b. Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.

c. If permission is granted, a signage/banner mockup must be submitted at least 30 days prior to approval. Signage/Banners must be no larger than 24 square feet if displayed for more than 3 days. When displayed for less than 3 days, signage/banners may be no larger than 36 square feet. Signage/Banners may not be left up longer than 14 days, with a period of 30 days between display and no more than 4 times a year.

d. Exceptions to this section must be reviewed by the General Manager or designee(s).

If approved the District will enter into a Memorandum of Understanding with the requestor to include terms and conditions, revenue, placement, and how the sign will be affixed to District Property.

Refer to District Sponsorship and Naming Policy for sponsorship signage requirements.

~~It is unlawful to post, place, erect, or leave posted, placed or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any District building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception is upon a bulletin board or such place especially designated and provided for such purposes, which approval shall be given only if the General Manager determines that it would be affirmatively in the public interest to allow the use of public property for such purposes.~~

- ~~1. It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.~~
- ~~2. It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.~~
- ~~3. Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.~~
- ~~4. Exceptions to the provisions of this section shall be pre-approved by the General Manager or designee.~~

~~Permission must be obtained from the General Manager before permits shall be issued authorizing use of any park or building when the activity proposed is to be held for the sole purpose of:~~

- ~~1. Advertising for sale any product, goods, wares, merchandise, services, or event.~~
- ~~2. Conducting or soliciting for any trade, occupation, business, service, or profession.~~

VII. NON-DISCRIMINATION

District policy prohibits unlawful discrimination based on race, color, creed, gender, gender expression or identity, religion, marital status, registered partner status, age, national origin or ancestry, pregnancy, childbirth, or related medical conditions, physical or mental disability, medical condition including genetic characteristics, sexual orientation, gender identity or any other consideration made unlawful by Federal, State, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and prohibited. Any person or organization entering into ~~an rental~~ agreement or receiving a permit with the District is required to comply with this non-discrimination policy. Any person or organization entering into ~~an rental~~ agreement or receiving a permit with the District will be required to execute a statement agreeing to indemnify and hold harmless the Pleasant Valley Recreation & Park District, its Board of Directors, and the officers, agents, and employees of these agencies for any failure to comply with this non-discrimination policy.

VIII. VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of ~~a the~~ permit by permittee or any agent or employee of permittee is prohibited. The General Manager or designee(s) reserves the right to revoke or refuse to issue permit(s) for a violation thereof, with or without notice to the persons or organization to which the permit was issued. No group or organization owing any outstanding debts or obligations to the District will be permitted to use District facilities until such debts are paid. If violations are ongoing by the same party, the District reserves the right not to issue permits. Users that do not comply with the rules and regulations set forth by the District may be required to return any District property and be restricted from any future use of the District's facilities.

IX. RIGHT OF APPEAL

An Applicant may appeal the decision of a District representative regarding facility permits to the General Manager. The Applicant must file such appeal with the General Manager within five (5) business days of the representative's decision. The General Manager may hold a hearing within ten (10) business days of the filing of such appeal at which time the Applicant may present all evidence, testimony, and information relative to the application. The General Manager shall, within three (3) business days of said appeal hearing, issue a decision either affirming or denying the decision on the application and, if the decision is to issue the permit, add appropriate terms and conditions to the permit. The General Manager shall specify grounds for upholding the denial of a permit. The decision of the General Manager may be appealed to the Board of Directors. An appeal to the Board of Directors shall be filed within five (5) business days of the General Manager's decision.

X. AUTHORIZED USE OF DISTRICT LOGO AND/OR NAME

District logos or names may only be used for purposes, events, and publications that relate to official business of the Pleasant Valley Recreation & Park District. No use is permitted to any other third party without written permission from the General Manager or designee(s).

THIS EXHIBIT SHALL AUTOMATICALLY UPDATE WITH CURRENT CAPRI INSURANCE REQUIREMENTS REGARDLESS OF BOARD APPROVAL

A. LIABILITY INSURANCE

All individuals or groups for which use permits are granted, must agree in writing to hold the District harmless and indemnify the District from any and all liability for injury to persons or property occurring as the result of the activity sponsored by permittee, and said person shall be liable to the District for any and all damages to parks, equipment, and buildings owned or controlled by the District which result from the activity or permittee or is caused by any participant in said activity. A person exercising any of the privileges authorized by this policy does so at his/her own risk without liability on the part of the Pleasant Valley Recreation & Park District for any injury to persons or property resulting there from.

A certificate of insurance with an endorsement page naming the District as an additional insured must be submitted 30 days prior to date of facility use by any group for commercial purposes, and by any group conducting an event where there is a major impact. The District shall determine the amount of liability insurance required. Failure to provide adequate insurance will be cause for denial of permit.

When there is a request for the use of District facilities, or when the District is involved with scheduling and/or coordinating the activities, a certificate of insurance is required, naming the District as an additional insured, must include an endorsement page, and must contain a 30-day cancellation clause. All paperwork must be filed with the District a minimum of 30 days in advance of the use date of facilities involved. The District may require proof of liability insurance with limits of bodily injury and property damage of not less than \$1,000,000/\$24,000,000 and a certificate of insurance for any individual or group when it is determined that:

1. Liquor is to be sold and/or served on park property. If alcoholic beverages are served, Liquor Law Liability coverage in the amount of \$1,000,000 is required. All certificates of insurance for alcohol use must have Pleasant Valley Recreation & Park District named as "Additional Named Insured" and must include an endorsement page. The certificate must contain a 30-day cancellation clause.
2. The proposed activity may result in serious injury to persons and/or significant damage to District property.
3. Caterers and vendors are required to provide the same insurance coverage to the District.

B. REQUIRED INSURANCE

The District shall determine the type and amount of liability insurance required, based on the type and/or size of the rental reservation. Certificate of Insurance must meet minimum District liability insurance requirements, as determined by the District. Policy effective dates must cover the date(s) of use. Description of Operations must list location of event and date(s) of use. Pleasant Valley Recreation & Park District must be named as a Certificate Holder and as Additionally Insured. See District Staff for Insurance Certificate and

Endorsement Requirements for additional requirements. The following situations are some examples of when an applicant must provide insurance for use of District facilities:

1. Sports leagues using District facilities for regular play.
2. All Sport Organizations
3. Private Instruction (i.e. Personal Training, Dog Obedience Class, Clinics)
4. Bounce House/Entertainment Attractions
5. All Runs/Walks/Cycling/Parades/Events
6. All Vendors
7. Special Events – internal or external rentals
- 7-8. Resident Rentals



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

GENERAL USE POLICY

BOARD APPROVED XXXXX XX, 2023

INTRODUCTION

To best serve the community, Pleasant Valley Recreation and Park District (District) offers the residents of Camarillo year-round diverse recreational programs, services and facilities. As the population of the community grows, the demand for expanded offerings increases respectively. Therefore, the District is committed to operating and maintaining programs, services and facilities that reflect such growth.

The District funds the general operation and maintenance costs of programs, services and facilities which benefit the community through tax dollar appropriations. In addition, the District offers programs and services which more directly benefit segments of the community and the individual user. To ensure the continued availability and success of these offerings, reasonable fees proportionate to the cost of operating them are collected.

The following procedures and definitions* have been used to guide this policy:

- District facilities and services are available for District sponsored programs and other approved public, private, resident, and non-resident use.
- Use of District facilities and services is conditional; appropriate fees shall be collected as stated in the rules and regulations governing the payment of deposits, fees, permits, and groups. See District Master Fee Schedule for classifications and rates.

*Definitions available in Ordinance No. 8 Governing Use of Parks, Recreation Areas and Facilities.

The policies set forth herein are intended to ensure the safe, efficient and equitable use of District property. The District's Board of Directors shall establish reasonable policies and fees for use of District property, which may be reviewed from time to time.

I. USE OF DISTRICT PROPERTY

The rules and regulations laid out in this section apply to all District property. Items specific to athletic facilities can be found in Section II. SPORTS PARKS.

The District's reservable property may be made available for use by any individual, organization, or group subject to the issuance of a permit and the payment of appropriate and applicable fees and deposits. A permit may be issued to reserve District property for a specific date, time, and location. A permit must be issued prior to:

- a) Any organized use of District property.
- b) Use of District property by an organized group.
- c) Any group or individual using District property for financial gain.

Non-organized groups may use any designated reservable District property on an as available basis; however, such group must vacate the premises at the time a permitted group arrives.

Reservations that exceed the maximums of facility capacity will be required to pay additional fees. Additional fees may be assessed for portable toilets, garbage dumpsters, staffing, and cleaning. The District will arrange for these items to be placed at the park or facility.

Permits are revocable and all deposits forfeited if false statements are made in reserving District property, or if the individual and/or group violates any rule or regulation established by the District. Applicants are responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, applicants are responsible for costs to replace, repair, or clean such property. No individual, group, or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid.

District personnel will open and close District property and, when required, monitor the use of the grounds.

A. APPLICATION FOR USE AND SCHEDULING

The General Manager or designee(s) is authorized to grant or deny all applications for use of District property. All rental applications for use of District property must be filed and signed by an individual 18 years of age or older. When alcohol will be present, the application must be signed by an individual 21 years of age or older. Applications and registrations should be submitted at least 7 days prior to the requested rental date. Late applications will be accepted up to one (1) day prior to the requested use date, except for weekend or holiday facility reservations. Rental applications for weekend reservations of District facilities must be submitted prior to 12:00 PM the Thursday before the desired rental date and 12:00 PM two business days before a holiday. Applications made after these deadlines will not be processed. Late fees may apply for any application for services within seven days of the desired rental date. The rental location is reserved only when the completed and signed application is accepted and approved by the District office, applicable insurance documentation is provided, and applicable fees and deposits are paid.

B. PAYMENTS AND DEPOSITS

1. A reservation payment must be made upon submittal of the rental application. For applications made more than forty-five (45) days in advance, payment consists of 50% of the total rental fees, with the remaining 50% due forty-five (45) days prior to the reserved date. For applications made within forty-five (45) days of the reserved date, fees are due in full upon application submission. The initial payment will secure the facility for the desired date pending the payment of all remaining applicable fees.
2. Total rental fees will include the rental rate, non-refundable application fee, refundable cleaning/security deposit, and, if applicable, insurance, vendor, staffing, security guard charges, and/or other applicable fees. The refundable cleaning/security deposit is designed to ensure that the applicant leaves the District property in a clean and undamaged condition. District property must be in the same condition as received. If property is damaged, or the property is left with overflowing trash receptacles, and/or excess debris, the District will retain the cleaning deposit.
3. Deposits and fees may be paid via cash, debit, check, or credit card. Checks will not be accepted within ten (10) days of the desired reservation date.
4. Deposits are due along with all other fees at the time of the application. Use of District property may be granted for a maximum period of twelve months, with the exception of Sports Fields (i.e. PV Fields, Freedom Park, Bob Kildee, Mission Oaks), for which the maximum is six months. Requests for

facility usage exceeding twelve months require approval from the General Manager or designee(s). For District policy regarding refunds, please refer to section K. CANCELLATIONS, CHANGES, AND REFUNDS.

C. BOUNCE HOUSES, JUMPERS, AND OTHER VENDORS

1. To provide a safe and enjoyable experience, the District has established the following criteria for equipment used in the park system:
 - a. Must use a District approved Bounce House/Inflatable Vendor.
 - b. Must obtain a use permit from the District.
 - c. Must locate bounce houses/inflatable jumpers and other such equipment in easily accessible areas. Vendors are prohibited from driving vehicles or towing equipment onto park turf.
 - d. A Certificate of Insurance, which meets minimum District liability insurance requirements must be provided. Policy effective dates must cover the date(s) of use. Description of Operations must list the location of the event and date(s) of use. Pleasant Valley Recreation & Park District must be named as a Certificate Holder and as Additionally Insured. See Insurance Certificate and Endorsement Requirements for additional requirements.
 - e. Bounce houses/inflatables are limited to 20' x 20' in size, without water features, and must be powered by a vendor supplied generator under 5KW. Generators must NOT be fueled and/or refueled on District property. The District will not provide power generators or access to electricity.
 - f. All bounce houses/inflatables must be attended to at all times.
 - g. The following items are prohibited, unless an exception has been made in advance and in writing by the General Manager or designee(s):
 - i. Inflatable Water Devices; Slides, "Dunk" Tanks, Pools, Obstacle Courses, etc.
 - ii. "Sumo Wrestling" and/or "Jousting"
 - iii. Laser Tag
 - iv. "Rock Climbing Walls"
 - v. Inflatable "Mechanical Bulls"
 - vi. Inflatable "Hamster Balls"
 - vii. Petting Zoos
 - viii. Game Truck/Games on wheels (additional approval requirements)
 - ix. Concessions (additional approval requirements)

D. DENIAL OF RENTAL APPLICATION

Denial of an application may be based on the following criteria:

1. When available District property cannot accommodate the required capacity for the requested activity.
2. Refusal of an applicant to agree in writing to the conditions of the permit.
3. Failure of an applicant to file an application in sufficient time for review and processing.

4. The requirement of an excessive number of District personnel, as determined by the General Manager or designee(s), to properly police the activity and protect other users of the facility or area due to the size or nature of the proposed activity.
5. The filing of more than one application for the same facility at the same time. Under these circumstances, the General Manager or designee(s) will consider the application and the schedule of priority classification.
6. When usage of facility may damage, destroy, or detract from the District property and/or cause harm, injury, discomfort, or displeasure to other persons in or near the park.
7. When false or misleading information is provided.

E. PERMITS

A Permit is issued when the completed Application is accepted and approved by the District office, the rental Agreement is signed by the applicant, and all applicable fees and deposits are paid in full.

F. RENTAL PERIODS

Rental periods and fees for District property are posted in the District Master Fee Schedule. The time indicated on a permit will reflect the actual time of facility use, which includes setup and cleanup. Minimum and Maximum rental periods vary by District property. Refer to Master Fee Schedule for details.

G. HOURS

All parks, recreation, and open space areas within District boundaries will be available for use by the general public daily from dawn until dusk unless otherwise posted or with written permission from the General Manager or designee(s). Hours of use may vary due to seasonal daylight, maintenance, construction, watering, and/or other variables.

Dog Park hours of operation are as follows, unless otherwise posted. Dog parks may be closed at the discretion of the General Manager:

- *Camarillo Grove Park* – Open daily from 7:00 AM to dusk, entire Park is off-leash Monday - Friday. Leash required on Saturday & Sunday.
- *Mission Oaks Park Off-Leash Area* – Open Monday through Friday from 9:00 AM to 1:00 PM and 4:00 PM to dusk. Open Saturday & Sunday, from 7:00 AM until dusk.
- *Freedom Park* – Open daily from 7:00 AM to 9:00 PM
- Enclosed dog parks with no lights will have hours of operation from 7:00 AM until dusk.

Call the Turf Line for Dog Park conditions at 805-947-5125, conditions updated Monday through Friday at 1:00 PM, Saturday & Sunday at 7:00 AM.

District lands, buildings, park areas, and facilities, except sports parks/fields, are available for individual and group use during normally scheduled hours of operation as posted at the facility. Exceptions are subject to approval by the General Manager or designee(s).

H. PRIORITY OF USE AND FEE CHARGES

Use of District property is permitted based on when the application was received, rental availability, and group priority ranking. Lower ranking groups may be subject to rescheduling with 30 days written notice. In the event of a District rescheduling, the District will attempt to relocate the reservation to another facility. Group priority rankings shall be as follows:

- Class 0 District Activities
- Class 1 Community Service Organizations: Fees are subject to the organization's Memorandum of Understanding (MOU) or District Master Fee Schedule.
- Class 2 Resident Non-Profit Organization: Local Education Agencies, Local Government Agencies, 501(c)(3), 501(c)(19) or other qualifying non-profit organizations. For events where entrance or participation fees are collected, organizations will be subject to Class 3 rates.
- Class 3 In-District Resident: Individuals, groups, and for-profit organizations residing or operating within District boundaries.
- Class 4 Out-of-District Resident: Individuals, groups, and for-profit organizations residing or operating outside of District boundaries.

I. FEES

The basic rate of application fees will be charged according to the District Master Fee Schedule.

- a. Indoor Facility - During normal hours of operation, rates include setup and cleanup of tables and chairs.
 - i. Additional fees apply for security staffing, additional custodial services and other services requested or identified by the District in advance of use.
 - ii. Additional fees apply for after-hours staffing when reservation is outside of normal hours of operation including holidays.
- b. Picnic Area - During normal hours of operation, rates include existing site amenities such as picnic tables, barbecue (where available) and outdoor restrooms. Rates do not include supervision or setup of tables and chairs. Use of Non-District equipment, i.e., tables, chairs, barbeques, etc. are not permitted without written approval by the General Manager or designee(s).

J. ADDITIONAL CHARGES OVER BASIC RATE

Additional charges may be levied over the basic rate as defined in Section I. FEES and under the following conditions:

1. Non-residents will be subject to a rate increase of 25%.
2. Non-Sufficient Funds charges will apply for returned checks.
3. When alcohol is being served or sold at a function.
4. When a reservation is considered a Special Event (refer to Special Event Policy).
5. For applicant initiated reservation changes, including cancellations.
6. For security staffing when required. District will arrange with approved vendors.
7. When a facility is not normally open and District staffing is required.
8. When District staff is required for facility control.
9. When facility damage and/or liability insurance fees are required.
10. To cover the cost of dumpsters, portable toilets, or other additional equipment and/or resources to accommodate the rental.

The determination of requirements for additional staffing and associated charges shall be made by the General Manager or designee(s). See District Master Fee Schedule for rates.

K. CANCELLATIONS, CHANGES, AND REFUNDS

Cancellations made within these windows are subject to the following:

1. Reservations cancelled greater than ninety (90) days prior to the reservation date will be eligible for a refund of all paid fees – less the non-refundable application fee.
2. Reservations cancelled less than ninety (90) and greater than sixty (60) days prior to the reservation date will be eligible for a refund of the paid security cleaning deposit and 50% of all paid fees – less the non-refundable application fee.
3. Reservations cancelled less than sixty (60) days prior to the reservation date will be eligible for a refund of the paid security cleaning deposit only.

Changes made to reservations are subject to the following:

1. Changes made to reservations which result in additional hours, services, or an adjustment in reservation times are subject to applicable change fees.
2. Changes made greater than sixty (60) days prior to the reservation date will be eligible for refund of any facilities or hours no longer being requested, subject to applicable change fees.
3. Any partial use of a reservation will not be eligible for refund.

District Property Reservation Refunds are subject to the following:

1. Reservations paid via credit card will be refunded to the original credit card within seven (7) business days following the reservation date.
2. Reservations paid via check or cash will be refunded by check, processed within thirty (30) business days following the reservation date.
3. No refunds will be issued for inclement weather. If the District office is notified on the first business day after a weather event, the reservation may be transferred to an available like-facility without penalty, within one hundred and eighty (180) days.

4. All fees, including the Application fee, will be refunded in the event of a District initiated cancellation.

District Program/Class Refunds are subject to the following:

1. Withdrawal from a program/class five (5) business days prior to the start of a program/class will be refunded in full less a \$10.00 administrative fee.
2. No refunds will be issued for withdrawals made less than five (5) business days prior to the start of a program/class.
3. In the event of a program/class transfer where the fee of the new program/class is less, participant will receive a refund for the difference.
4. In the event of a program/class transfer where the fee of the new program/class is greater, participant will be required to pay the additional fee at time of transfer.
5. Failure of Participant to attend any program/class will result in forfeiture of all fees paid.
6. No refund will be issued for program/class fees of \$10.00 or less.

The District reserves the right to cancel and/or move any reservations, classes, activities on District property with minimal notice.

L. ALCOHOL INSURANCE

Purchase of alcohol insurance is required at the time the permit is approved for all events where alcohol will be consumed.

M. SETUP

The District will perform setup and breakdown, unless otherwise stated in the application or permit. Basic cleanup, including placing all trash in bins provided by District, is the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date. If a reservation requiring setup is made within 15 business days of the event, setup instructions are due at the time of application and additional fees may apply. Applications that require setup beyond what can be reasonably accommodated by District personnel may be denied.

N. DECORATIONS

When decorations are used, the user shall obtain prior approval from the District. Decorations must not be installed prior to the start of the reservation and must be removed at the conclusion of the reservation. No use of duct tape, tacks, nails, or glue is allowed on any walls, columns, counters or floor surfaces. Use of blue painter's tape is permitted and requires full removal at the end of the event. Use of lighted candles or any open or enclosed flame is prohibited. No confetti, colored powders, glitter, or rice are allowed without prior written approval.

O. SECURITY

To ensure proper use and control of facilities and equipment, security may be required under the following circumstances:

1. If the event and/or anticipated attendance places a major impact on the facility.
2. When alcohol is being served, sold, or consumed.
3. When additional precautions are deemed necessary due to the nature of the event.
4. The District will determine the number of security guards required at the Applicant's cost (typically 1 security guard for every 50 attendees).

P. DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, turf, grounds, fixtures, furniture, or appurtenances shall be required to reimburse the District for all costs involved to clean, repair, restore, or replace the building, grounds, fixtures, furniture, or appurtenances to the original conditions. The District may remove the individual and/or group and/or ban from future use of facilities.

Q. ALCOHOLIC BEVERAGES

Application for an alcoholic beverage permit must be submitted at the time of application of use for events where alcohol will be sold. Permits shall only be issued to individuals 21 years of age or older. Applicant must secure a California Department of Alcohol Beverage Control Event Permit and all additional licenses or permits as required by local government agencies including but not limited to the Ventura County Public Health Department.

Applicant shall provide adequate safeguards to prohibit consumption of alcohol by minors, including utilizing Responsible Beverage Server (RBS) wristbands on all minors in attendance. Security guards are required for all reservations where alcohol will be served or consumed and will be assigned by the District. Serving and consumption of alcoholic beverages is permitted for a maximum of five and one half hours (per insurance guidelines) and shall not be served a minimum of one hour prior to the end of the event or no later than 10:00 PM, whichever occurs first.

The General Manager or designee(s) may stipulate additional conditions when necessary for the safety of individuals and protection of property.

II. SPORTS PARKS

Sports Parks must be reserved when being used by five (5) people or more, unless they meet one of the requirements listed below. The District reserves the right to determine the appropriate facility for a reservation based on the nature and size of the activity. All applications for use must be signed by an individual 18 years of age or older. When alcohol will be present, the application must be signed by an individual 21 years of age or older and an application for alcoholic beverage permit must be submitted at the time of application for use. No permit shall be granted if there is a conflict with a District or Community Service

Organization scheduled event or an existing reservation. No permit will be granted for any reservable field before 6:00 AM, or as determined by the General Manager or designee(s), or beyond dusk except when the field has appropriate lighting. Lights can be utilized until 10:00 PM with prior permit approval. Field use hours are determined at the discretion of the District. All user groups must have a copy of their permit available upon request by District staff.

Organized athletic activities requiring a permit include, but are not limited to any activity that utilizes one or more of the following:

1. A game official to maintain adherence to the rules of the game.
2. A marked or defined field of play, track, or course.
3. Specialized equipment such as uniforms or apparel that distinguishes teams, goals, flags, personal protective equipment, shoes, cleats, harnesses, or helmets.
4. Motorized, energized, or otherwise powered equipment.
5. Is an activity that by its' nature, negatively impacts or creates a potential hazard to other users of the site or the facility.
6. Personal training by individuals earning a fee for services.
7. Any activity sponsored or held by groups or organizations that charge a fee to members for participation.

During normal hours of operation, basic rates include the following:

1. Use of the athletic fields and supporting structures.
2. Use of onsite restrooms.
3. Basic turf management such as watering, mowing, and edging fields.
4. Staffing costs

Basic rates do not include the following:

1. Diamond preparation and field lining.
2. Lighting.
3. Setup and cleanup of athletic field equipment including but not limited to bases, anchors, pitcher's mound, goals, bleachers, etc.
4. Cleanup of facilities.
5. Sporting equipment such as balls, nets, gloves, etc.
6. Facility renovation or rehabilitation due to extraordinary use.
7. Portable toilets, garbage dumpsters and/or any additional equipment, cleaning materials and/or staffing.

III. NON-PROFIT RENTAL USE

In order to qualify as a Resident Non-Profit Organization for Class 2 reservations, the following must be provided:

- a. Proof of current non-profit status, i.e. IRS Letter of Determination of 501(c) (3) or 501(c) (19) status.
- b. Proof of organization residing within the District boundaries.
- c. Proof of organization's establishment within the Community for at least twelve (12) consecutive months.

Furthermore:

1. Class 3 fees apply for all events where fundraising, donations or monetary contributions will be required to participate in, or benefit from, the event.
2. There is no non-profit rate for fees for special services, or staffing.

IV. COMMUNITY SERVICE ORGANIZATIONS

Community Service Organizations (CSO) are approved qualifying community based, non-profit organizations dedicated to providing youth programs as a benefit to the residents of Camarillo. Their primary purpose is to serve the program needs of the Pleasant Valley Recreation & Park District as designated by the District's Board of Directors. Community Service Organizations must be based within the Pleasant Valley Recreation & Park District boundaries. Approved Community Service Organizations shall enter into a Community Service Organization Agreement with the District which shall govern the Organization's relationship with the District. To receive the benefits afforded by this classification, subject to approval by the District Board of Directors, Community Service Organizations that meet the following criteria may submit a formal written request for approval:

1. Organization must have filed a minimum of three (3) Federal tax returns in their current non-profit status.
2. Must be considered a Resident or In-District Organization.

The following must be included with each request:

1. Copy of three (3) years prior Federal tax returns (Form 990)
2. Fictitious Business Name Statements
3. City of Camarillo Business Tax Certificate (if applicable)
4. Three (3) years prior participant rosters
5. Organizational chart

With consideration to availability of District facilities and resources, the District's Board of Directors has no obligation to approve Organizations which compete with existing approved CSO's.

V. FILMING

Individuals who engage in the production of filming or photographing for commercial purposes on District property shall observe the following procedures. The General Manager or designee(s) may grant permission pursuant to this section:

- a. Completion of a commercial filming application and compliance with its contents. Applications must be received by District staff prior to the start of filming.
- b. Certificate of Insurance which meets minimum District liability insurance requirements must be provided. Policy effective dates must cover the date(s) of use. A 30-day cancellation clause must be included. Description of Operations must list location of event and date(s) of use. Pleasant Valley Recreation & Park District must be named as a Certificate Holder and as Additionally Insured. See Insurance Certificate and Endorsement Requirements for additional requirements.
- c. The applicant must obtain all necessary permits from City, County, State, Local Law Enforcement or Local Department of Emergency Services prior to filming.
- d. The applicant must provide all personnel and staffing services necessary to the satisfaction of the District for crowd control, traffic control, fire control, maintenance, and any other situations that attract potential hazards related to production. Any

District personnel services provided shall be compensated to the District per the Master Fee Schedule. At the time of permit issuance, an estimate of such fees will be provided.

- e. Use of specialized equipment such as trailers, cranes, pyrotechnics etc. must be disclosed with the application and approved by the General Manager or designee(s).
- f. The applicant shall be responsible for complete replacement, refurbishing, or payment to the District for any negative impact incurred, including any damaged, destroyed, or otherwise disturbed furnishings, turf, facility, or property during the production for which the permit applies.

VI. SALES, SOLICITATION AND UNLAWFUL ADVERTISING

To prevent littering and the destruction of District property, it is unlawful to post, place, erect, or leave posted, placed, or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception to this prohibition on posting is upon a bulletin board or such place especially designated and provided for such purposes by the District.

a. It is unlawful for any person to place, paint, attach, or maintain any commercial sign, which includes billboards and banners, on any District property without District authorization.

b. Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.

c. If permission is granted, a signage/banner mockup must be submitted at least 30 days prior to approval. Signage/Banners must be no larger than 24 square feet if displayed for more than 3 days. When displayed for less than 3 days, signage/banners may be no larger than 36 square feet. Signage/Banners may not be left up longer than 14 days, with a period of 30 days between display and no more than 4 times a year.

d. Exceptions to this section must be reviewed by the General Manager or designee(s).

If approved the District will enter into a Memorandum of Understanding with the requestor to include terms and conditions, revenue, placement, and how the sign will be affixed to District Property.

Refer to District Sponsorship and Naming Policy for sponsorship signage requirements.

VII. NON-DISCRIMINATION

District policy prohibits unlawful discrimination based on race, color, creed, gender, gender expression or identity, religion, marital status, registered partner status, age, national origin or ancestry, pregnancy, childbirth, or related medical conditions, physical or mental

disability, medical condition including genetic characteristics, sexual orientation, gender identity or any other consideration made unlawful by Federal, State, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and prohibited. Any person or organization entering into an agreement or receiving a permit with the District is required to comply with this non-discrimination policy. Any person or organization entering into an agreement or receiving a permit with the District will be required to execute a statement agreeing to indemnify and hold harmless the Pleasant Valley Recreation & Park District, its Board of Directors, and the officers, agents, and employees of these agencies for any failure to comply with this non-discrimination policy.

VIII. VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of a permit by permittee or any agent or employee of permittee is prohibited. The General Manager or designee(s) reserves the right to revoke or refuse to issue permit(s) for a violation thereof, with or without notice to the persons or organization to which the permit was issued. No group or organization owing any outstanding debts or obligations to the District will be permitted to use District facilities until such debts are paid. If violations are ongoing by the same party, the District reserves the right not to issue permits. Users that do not comply with the rules and regulations set forth by the District may be required to return any District property and be restricted from any future use of the District's facilities.

IX. RIGHT OF APPEAL

An Applicant may appeal the decision of a District representative regarding facility permits to the General Manager. The Applicant must file such appeal with the General Manager within five (5) business days of the representative's decision. The General Manager may hold a hearing within ten (10) business days of the filing of such appeal at which time the Applicant may present all evidence, testimony, and information relative to the application. The General Manager shall, within three (3) business days of said appeal hearing, issue a decision either affirming or denying the decision on the application and, if the decision is to issue the permit, add appropriate terms and conditions to the permit. The General Manager shall specify grounds for upholding the denial of a permit. The decision of the General Manager may be appealed to the Board of Directors. An appeal to the Board of Directors shall be filed within five (5) business days of the General Manager's decision.

X. AUTHORIZED USE OF DISTRICT LOGO AND/OR NAME

District logos or names may only be used for purposes, events, and publications that relate to official business of the Pleasant Valley Recreation & Park District. No use is permitted to any other third party without written permission from the General Manager or designee(s).

THIS EXHIBIT SHALL AUTOMATICALLY UPDATE WITH CURRENT CAPRI INSURANCE REQUIREMENTS REGARDLESS OF BOARD APPROVAL

A. LIABILITY INSURANCE

All individuals or groups for which use permits are granted, must agree in writing to hold the District harmless and indemnify the District from any and all liability for injury to persons or property occurring as the result of the activity sponsored by permittee, and said person shall be liable to the District for any and all damages to parks, equipment, and buildings owned or controlled by the District which result from the activity or permittee or is caused by any participant in said activity. A person exercising any of the privileges authorized by this policy does so at his/her own risk without liability on the part of the Pleasant Valley Recreation & Park District for any injury to persons or property resulting there from.

A certificate of insurance with an endorsement page naming the District as an additional insured must be submitted 30 days prior to date of facility use by any group for commercial purposes, and by any group conducting an event where there is a major impact. The District shall determine the amount of liability insurance required. Failure to provide adequate insurance will be cause for denial of permit.

When there is a request for the use of District facilities, or when the District is involved with scheduling and/or coordinating the activities, a certificate of insurance is required, naming the District as an additional insured, must include an endorsement page, and must contain a 30-day cancellation clause. All paperwork must be filed with the District a minimum of 30 days in advance of the use date of facilities involved. The District may require proof of liability insurance with limits of bodily injury and property damage of not less than \$1,000,000/\$2,000,000 and a certificate of insurance for any individual or group when it is determined that:

1. Liquor is to be sold and/or served on park property. If alcoholic beverages are served, Liquor Law Liability coverage in the amount of \$1,000,000 is required. All certificates of insurance for alcohol use must have Pleasant Valley Recreation & Park District named as "Additional Named Insured" and must include an endorsement page. The certificate must contain a 30-day cancellation clause.
2. The proposed activity may result in serious injury to persons and/or significant damage to District property.
3. Caterers and vendors are required to provide the same insurance coverage to the District.

B. REQUIRED INSURANCE

The District shall determine the type and amount of liability insurance required, based on the type and/or size of the rental reservation. Certificate of Insurance must meet minimum District liability insurance requirements, as determined by the District. Policy effective dates must cover the date(s) of use. Description of Operations must list location of event and date(s) of use. Pleasant Valley Recreation & Park District must be named as a Certificate Holder and as Additionally Insured. See District Staff for Insurance Certificate and Endorsement Requirements for additional requirements. The following situations are some examples of when an applicant must provide insurance for use of District facilities:

1. Sports leagues using District facilities for regular play.
2. All Sport Organizations
3. Private Instruction (i.e. Personal Training, Dog Obedience Class, Clinics)
4. Bounce House/Entertainment Attractions
5. All Runs/Walks/Cycling/Parades/Events
6. All Vendors
7. Special Events – internal or external rentals
8. Resident Rentals

RESOLUTION NO. 750

**A RESOLUTION OF THE BOARD OF DIRECTORS
PLEASANT VALLEY RECREATION AND PARK DISTRICT
ADOPTING A DISTRICT GENERAL USE POLICY**

WHEREAS, The Pleasant Valley Recreation and Park District is governed by the policies and procedures specified within Ordinance No. 8; and

WHEREAS, Ordinance No. 8 directs the District Board to approve and adopt a policy for the “General Use” of the parks; and

WHEREAS, since the approval of the current General Use Policy, Ordinance No. 8 has been amended in such a way that contradicts elements within the policy; and

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District seeks to proactively address any possible conflicts between its Ordinances and Policies.

WHEREAS, the Board of Directors of the Pleasant Valley Recreation and Park District seeks to provide clarification on elements within the General Use Policy

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Pleasant Valley Recreation and Park District as follows:

The Board of Directors approves and adopts the policy entitled “General Use Policy” and directs that the new policy supersedes Resolution 639, which established the current “General Use Policy,” and be indicated as approved on October 4, 2023.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 4th day of October 2023, by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Elaine Magner, Board Chair
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Bev Dransfeldt, Secretary
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: October 4, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 751, APPROVING AND ADOPTING THE UPDATED
SALARY SCHEDULE, ADJUSTING ONLY THE
GENERAL MANAGER SALARY RANGE**

BACKGROUND

On July 5, 2023, the Board adopted Resolution No. 747 to establish a new salary schedule for the Fiscal Year 2024. On September 6, 2023, the Board approved a 3% salary increase to the General Manager's salary. The current salary schedule needs to be amended to allow for this increase.

ANALYSIS

The current salary schedule for the General Manager position does not accurately reflect the salary range. The salary range is currently set at a bi-weekly range of \$5,915.59 to \$6,658.04, an annual range of \$153,805.34 to \$173,109.04. The correct salary should be a bi-weekly range of \$6,464.12 to \$7,493.68, an annual range of \$168,067 to \$194,835.72, per the contract signed with the General Manager in December of 2022. By correcting the salary range to match the contract, the 3% increase directed by the Board on September 6, 2023, will be allowed as of October 7, 2023.

FISCAL IMPACT

The updating of the salary schedule will allow for the prior Board approved increase to the General Manager's salary. This will increase the current salary by 3%, adding \$3,595.10 to salary expenses and \$745.98 in payroll taxes/benefits, a total of \$4,341.09 additional expenses in Fiscal Year 2024.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal 5.1: Position the District to attract and retain high-quality employees.

RECOMMENDATION

It is recommended the Board approve Resolution No. 751, approving and adopting the updated salary schedule, adjusting only the General Manager salary range.

ATTACHMENTS

- 1) Resolution No. 751 (1 page)
- 2) 2023 FT-PTYR Salary Schedule (1 page)

RESOLUTION NO. 751

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ADOPTING A NEW SALARY SCHEDULE EFFECTIVE OCTOBER 2023 UPDATING GENERAL MANAGER SALARY RANGE ONLY

WHEREAS, the Pleasant Valley Recreation and Park District ("District") has a commitment to maintain a fair and competitive compensation program to attract, retain, and motivate a highly skilled workforce;

WHEREAS, the Board of Directors entered into a contract with the current General Manager in December of 2022 establishing a salary agreement;

WHEREAS, the current salary schedule adopted with Resolution No. 747 does not have the correct salary range for the General Manager position;

WHEREAS, the proposed salary schedule updating only the General Manager salary range has been reviewed and recommended for approval;

NOW, THEREFORE, the Board of Directors of the Pleasant Valley Recreation and Park District does hereby resolve as follows:

1. The salary schedule attached hereto as Exhibit A, which updates only the General Manager position is hereby adopted as the official salary schedule of the District effective October 7, 2023, superseding Resolution No. 747.
2. The District's Administrative Services Manager is authorized and directed to implement the new salary schedule in accordance with the District's payroll procedures.
3. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of Pleasant Valley Recreation and Park District this 4th day of October 2023 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Elaine Magner, Chair, Board of Directors
PLEASANT VALLEY RECREATION
AND PARK DISTRICT

Attested:

Bev Dransfeldt, Secretary
PLEASANT VALLEY RECREATION AND PARK DISTRICT



FULL TIME/PART TIME YEAR ROUND

CLASSIFICATION AND SALARY RANGE

	Bi-Weekly Hourly	Proposed Change	Bi-Weekly Hourly	Proposed Change
GENERAL MANAGER	\$5,915.59	\$6,464.12	\$6,464.12	\$7,493.68
	\$73.94	\$80.80	\$80.80	\$93.67
ADMINISTRATIVE SERVICES MANAGER	\$4,601.77		\$5,522.13	
	\$57.52		\$69.03	
ADMINISTRATIVE ANALYST	\$2,818.65		\$3,583.28	
	\$35.23		\$44.79	
DEVELOPMENT ANALYST	\$2,818.65		\$3,583.28	
	\$35.23		\$44.79	
HUMAN RESOURCES SPECIALIST	\$2,161.40		\$2,745.91	
	\$27.02		\$34.32	
ACCOUNTING SPECIALIST	\$2,161.40		\$2,745.91	
	\$27.02		\$34.32	
CUSTOMER SERVICE REP LEAD WORKER	\$1,923.27		\$2,443.70	
	\$24.04		\$30.55	
CUSTOMER SERVICE REPRESENTATIVE I	\$1,590.74		\$2,021.12	
	\$19.88		\$25.26	
CUSTOMER SERVICE REPRESENTATIVE II	\$1,749.21		\$222.88	
	\$21.87		\$27.79	
RECREATION SERVICES MANAGER	\$3,412.69		\$4,334.92	
	\$42.66		\$54.19	
RECREATION SUPERVISOR	\$2,818.65		\$3,583.28	
	\$35.23		\$44.79	
RECREATION COORDINATOR	\$2,351.91		\$2,987.51	
	\$29.40		\$37.34	
MARKETING SPECIALIST	\$1,763.07		\$2,239.34	
	\$22.04		\$27.99	
RECREATION SPECIALIST	\$1,589.88		\$2,239.34	
	\$19.87		\$27.99	
AQUATIC SPECIALIST	\$1,589.88		\$2,239.34	
	\$19.87		\$27.99	
PARK SERVICES MANAGER	\$2,412.69		\$4,334.92	
	\$42.66		\$54.19	
PARK SUPERVISOR	\$2,818.65		\$3,583.28	
	\$35.23		\$44.79	
PARK MAINTENANCE LEAD WORKER	\$2,395.21		\$3,042.93	
	\$29.94		\$38.04	
LEAD PARK RANGER	\$2,395.21		\$3,042.93	
	\$29.94		\$38.04	
MECHANIC	\$2,395.21		\$3,042.93	
	\$29.94		\$38.04	
IRRIGATION SPECIALIST	\$2,395.21		\$3,042.93	
	\$29.94		\$38.04	
GROUNDS/FACILITIES I	\$1,801.17		\$2,289.56	
	\$22.51		\$28.62	
GROUNDS/FACILITIES II	\$2,070.48		\$2,631.61	
	\$25.88		\$32.90	

To Board 10-4-23

8. ORAL COMMUNICATION - INFORMATIONAL ITEMS, which do not require action but relate to District business, will be reported by members of the Board and staff as follows:

- A. Chair Magner
- B. Ventura County Special District Association/California Special District Association
- C. Santa Monica Mountains Conservancy
- D. Standing Committees – Finance, Personnel
- E. Ad Hoc Committees – Miracle League, Pickleball
- F. Foundation for Pleasant Valley Recreation and Parks
- G. General Manager’s Report
- H. Board Members