

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

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
September 6, 2023**

This meeting will take place both in person and remotely in accordance with Government Code section 54953(e) *et seq.* (AB 2449). Members of the public can observe and participate in the meeting as follows:

1. Zoom Meeting Information:

Meeting Link:

<https://us06web.zoom.us/j/85453320639?pwd=dUIVczd2dFIROFYwR3ZGZjJvUzAvdz09>

Webinar ID: 854 5332 0639

Phone Number: 1-669-900-6833

Passcode: 995163

- a. Cell Phone/Computer with Microphone: Click on the Zoom webinar link included above. Enter your name so we may call on you when it is your turn to speak. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by clicking the “Raise Hand” button. Follow the instructions below regarding speaking.
- b. Phone – If you wish to make a comment by phone during the public comment section of the meeting or on a specific agenda item, please call into the listed phone number above and when prompted, enter the Webinar ID and Passcode. After entering those items, you will be admitted to the meeting and your line will be muted. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by dialing *9. Then, follow the speaking instructions below.

Speaking Instructions

When it is your turn to speak, the Chair will call your name or the last four digits of the phone number you are calling from. You will have three minutes to address the Committee. **Please ensure all background noise is muted (TV, radio, etc.)** You will be prompted to unmute your microphone/phone. Unmute your device and begin by stating your name. After three minutes has elapsed your microphone will be muted, and the next speaker will be invited to speak.

5:00 P.M.

REGULAR MEETING

NEXT RESOLUTION #748

1. CALL TO ORDER

A. Open Meeting and Recess to Closed Session

B. Closed Session

i. Conference with Labor Negotiations

The Board will conduct 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 District Board will hold a closed session with the District's personnel officer and the General Manager, pursuant to Government Code Sections 54957 and 54957.6(a), to conduct an employee performance evaluation of the General Manager and to discuss the salary, compensation and fringe benefits provided to the General Manager.

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. PRESENTATIONS

A. Summer Highlights

6. 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.

7. 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 July 5, 2023, and Special Board Meeting of July 24, 2023

Approval receives and files minutes.

B. Warrants, Accounts Payable & Payroll

District's disbursements dated on or before June 30, 2023 and August 31, 2023.

C. Financial Reports

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for June and July 2023.

D. Park Impact Fee FY 2022-2023 Annual Report

Park impact fees provide up front financing for the expansion of public facilities needed to serve a new development.

E. Consideration and Approval of a Request for Qualifications for the Top Dressing Material for Pleasant Valley Fields

The District is seeking a contractor to purchase soil materials to top dress athletic fields at Pleasant Valley Fields.

F. Consideration and Approval to Issue a Request for Proposals for Architectural Design Services for Lokker Park

Seeking landscape architectural design services to redesign and improve playgrounds and concrete walkways at 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

Seeking architectural design services to complete ADA renovations to the Senior Center bathrooms and provide ADA wheelchair accessibility to the Auditorium Stage.

H. Consideration and Approval of Piggyback Purchase of Ford Maverick Hybrid Vehicle for the Park Services Manager

The District seeks to purchase a Ford Maverick Hybrid vehicle through the California State Contract as approved in the FY 2024 Budget.

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

Per the District Special Event Policy, the Quilt Show and Boutique Sale Event Application by the Camarillo Quilters has met the criteria to be classified as a Special Event and now seeks Board Approval.

J. Consideration and Approval of a Special Event by Celebration of Sober Sisters Fundraiser Dinner in the Auditorium on March 9, 2024

Per the District Special Event Policy, the Celebration of Sober Sisters Fundraiser Dinner Event Application by the Celebration of Sober Sisters has met the criteria to be classified as a Special Event and now seeks Board Approval.

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

The District and the City wish to enter into a three-year funding agreement to help fund the Camarillo Christmas parade with both monetary and in-kind services over the period of the agreement.

8. PUBLIC HEARING

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

The Board is considering proposed amendments to the Ordinance No. 8 governing document. The public is encouraged to review the text of the proposed amendments in detail and then provide comments on the proposed amendments through this public hearing.

Suggested Actions: A MOTION to Approve the following actions:

1. 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;
2. And a MOTION to Approve the introduction and first reading of the District’s amended Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities.

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

If approved, terms for the community service organization agreements with the District will be extended until September 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 September 14, 2026.

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

District Staff are seeking authorization from the Board to award a contract for landscape maintenance services at Pleasant Valley Fields.

Suggested Action: A MOTION to Approve and authorize the General Manager to enter into an initial five (5) year agreement between the District and Showscapes, Inc. dba Treescap for Landscape Maintenance Services at Pleasant Valley Fields Sports Complex.

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

District Staff are seeking authorization from the Board to award a contract for custodial maintenance services of park restrooms and amenities at Pleasant Valley Fields.

Suggested Action: A MOTION 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.

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

Authorizing a purchase order to Flo-Services, Inc. to replace failing pumps for the restroom's sewer lift stations at Pleasant Valley Fields.

Suggested Action: A MOTION 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.

10. 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, Liaison, Personnel, Policy**
- E. Ad Hoc Committees – Miracle League, Pickleball**
- F. Foundation for Pleasant Valley Recreation and Parks**
- G. General Manager's Report**
- H. Board Members**

11. 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
July 5, 2023**

5:00 P.M.

REGULAR MEETING

1. CALL TO ORDER/ROLL CALL

A. Open Meeting/Recess to Closed Session

All present except for Director Roberts who was absent.

Chair Magner received a public comment card from Lynette Lucas. Ms. Lucas requested that the Board reconsider and place the performance evaluation of the current general manager, Mary Otten, on hold. Ms. Lucas stated that Ms. Otten does not want solutions to happen and that the Board should help the community come together.

B. Closed Session

i) 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

6:03 p.m. Nothing to report.

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, Kelley, Chair Magner

Noes:

Absent: Roberts

Motion: Carried

Carried

5. PRESENTATIONS

A. Marketing Division Updates

Sarah Pascual, Marketing Specialist, updated on the District's social media reaches and reactions. There has been a steady increase in the number of followers and over 10,000 subscribers to our website's email blasts.

6. PUBLIC COMMENT

Chair Magner received 14 speaker cards. Thirteen of the public comments were regarding current pickleball programming and the pickleball community at Bob Kildee Park. Comments/suggestions included: issues with Agape taking over primetime mornings and evenings at the courts and offering only beginner classes; program scheduling and unfairness to those who are already established in their play time; the removal of courts and suppression of players rather than fostering a better relationship between District management and the pickleball community; inaccuracy that the Camarillo Pickleball Association requested more programming when in reality they requested more courts before new programming began; need to set up an account for funds raised for pickleball; questioning of increased court rates for fundraisers; need for resurfacing of courts; availability of grants through AARP; need ability to keep an open mind with an election year coming; Camarillo’s potential to become a center in the US for pickleball; and the promotion of a pickleball culture that invites inclusivity within a great social community.

Jeff Hook, a resident near Lokker Park stated concerns with the turf mitigation design and potential safety issues at the park. He requested the Board direct staff to provide them with project updates, an analysis of the actual water savings and the community outreach that was used to develop this project.

7. CONSENT AGENDA

- A. Minutes for Regular Board Meeting of June 7, 2023
- B. Warrants, Accounts Payable & Payroll
- C. Financial Reports
- D. Review and Approval of Surplus Supplies and Equipment List
- E. Consideration and Adoption of Resolution No. 743 for Appropriation Amount Subject to Gann Limitation, FY 2023-2024
- F. Consideration and Adoption of Resolution No. 744 Declaring July as Park and Recreation Month
- G. Consideration and Approval of a Special Event by Ventura County Alcoholics Anonymous Convention Bingo Fundraiser in the Auditorium on July 29, 2023

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

Motion to Approve Consent Agenda

Voting was as follows:

Ayes: Malloy, Dransfeldt, Kelley, Chair Magner

Noes:

Absent: Roberts

Motion: Carried

Carried

8. PUBLIC HEARING

- A. Consideration and Adoption of Resolution No. 745, Finding that it is Reasonably Foreseeable that Inhabitants of the Shea Homes Development of the Subdivision at Tract

5976 Located on APN 163-0-017-275 & -185 in Camarillo CA 93010, will be Served by the Construction of the Pleasant Valley Multi-Generational Community Recreation Facility

Administrative Analyst Jennifer Strain presented the report and the findings that the construction of the Multi-Generational Community Recreation Facility and the expansion of recreational programs there will benefit those who live within the Shea Homes Development.

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

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dransfeldt to adopt Resolution No. 745 finding that it is reasonably foreseeable inhabitants of the Shea Homes Development of the Subdivision on Tract #5976 in Camarillo, CA 93010 will be served by the construction of the Pleasant Valley Multi-Generational Community Recreation Facility.

Motion to Approve Reso 745, Shea Home Inhabitants Benefit of Rec Facility

Voting was as follows:

Ayes: Malloy, Dransfeldt, Kelley, Chair Magner

Noes:

Absent: Roberts

Carried

Motion: Carried

B. Consideration and Adoption of Resolution No. 746 for Fiscal Year 2023-2024 Budgets for the General Fund, Assessment District Fund, Quimby Fees Fund, Park Impact Fees Fund, Community Development Block Grant Fund, and Restricted Donations Fund and Adoption of Resolution No. 747 Approving the Fiscal Year 2023-2024 Salary Schedule

Administrative Services Manager Justin Kiraly presented the budgets for FY 2023-2024.

Chair Magner opened the public hearing. She asked if anyone wanted to speak for or against the proposed budgets. With no members of the public speaking for or against the proposed budgets, Chair Magner closed the public hearing.

Chair Magner called for a motion. A motion was made by Director Dransfeldt and seconded by Director Malloy to approve Resolution No. 746 adopting the Fiscal Year 2023-2024 Budgets.

Motion to Approve Reso 746, Adopting FY 23-24 Budgets

Voting was as follows:

Ayes: Dransfeldt, Malloy, Kelley, Chair Magner

Noes:

Absent: Roberts

Carried

Motion: Carried

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dransfeldt to adopt Resolution No. 747 adopting the Salary Schedule effective July 1, 2023.

Motion to Approve Reso 747 Salary Schedule

Voting was as follows:

Ayes: Malloy, Dransfeldt, Kelley, Chair Magner

Noes:

Absent: Roberts

Carried

Motion: Carried

9. NEW ITEMS – DISCUSSION/ACTION

A. Consideration and Approval of a Five-Year Agreement for the Term of September 1, 2023-August 31, 2028 with the Pleasant Valley Cooperative Preschool for use of District Property Located in Freedom Park

Recreation Supervisor Lanny Binney introduced the Pleasant Valley Cooperative Preschool’s President Jenea Saito and Co-Director Samantha Fitts who spoke about their programs.

Chair Magner called for a motion. A motion was made by Director Dransfeldt and seconded by Director Malloy to approve a 5-year Agreement for the term of September 1, 2023 – August 31, 2028, with the Pleasant Valley Cooperative Preschool for use of District property located at 440A Skyway Drive, Camarillo 93010.

Motion to Approve Agrmnt with PVCOOP

Voting was as follows:

Ayes: Dransfeldt, Malloy, Kelley, Chair Magner

Noes:

Absent: Roberts

Motion: Carried

Carried

B. Consideration and Approval to Issue a Request for Proposals for Landscape Maintenance Services for Pleasant Valley Fields Sports Complex

Park Services Manager Matt Parker presented a couple of options for consideration with the request for proposals for PV Fields landscape maintenance. Option 2 with a five year initial term versus a three year term would better attract a contractor since specialized equipment is involved.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Kelley to approve agreement term option 2 for the request for proposals for landscape maintenance services for Pleasant Valley Fields Sports Complex.

Motion to Approve Option 2 for RFP for Landscape at PV Fields

Voting was as follows:

Ayes: Malloy, Kelley, Dransfeldt, Chair Magner

Noes:

Absent: Roberts

Motion: Carried

Carried

C. Consideration and Approval to Issue a Request for Proposals for Custodial Services at Pleasant Valley Fields Sports Complex

Administrative Analyst Jennifer Strain presented similar options for the custodial services request for proposals as were presented for the landscape maintenance services for PV Fields. Option 1 with a three year initial term and an option to renew for two additional one year terms was considered a better option since there was not a need for any specialized equipment.

Chair Magner called for a motion. A motion was made by Director Malloy and seconded by Director Dransfeldt to approve agreement term option 1 for the request for proposals for custodial services at Pleasant Valley Fields Sports Complex.

Motion to Approve Option 1 for RFP for Custodial at PV Fields

Voting was as follows:

Ayes: Malloy, Dransfeldt, Kelley, Chair Magner

Noes:

Absent: Roberts

Carried

Motion: Carried

D. Consideration and Approval of a Second Amendment to Revocable Communications Site License Agreement between the Pleasant Valley Recreation and Park District and New Cingular Wireless PCS, LLC

Administrative Analyst Jennifer Strain presented a second amendment which would extend the site license agreement for a total of 20 years and be set to expire in 2046. The license fee will increase annually by the CPI percentage, but the increase will never be less than 4% or greater than 8%.

Chair Magner called for a motion. A motion was made by Director Dransfeldt and seconded by Director Kelley to approve the execution of the second amendment to Revocable Communications Site Licensing Agreement with New Cingular Wireless.

Motion to Approve 2nd Amendment with New Cingular Wireless

Voting was as follows:

Ayes: Dransfeldt, Kelley, Malloy, Chair Magner

Noes:

Absent: Roberts

Carried

Motion: Carried

E. Consideration and Approval of a Candidate for the California Special Districts Association (CSDA) Board of Directors Election, Seat C, Coastal Network for the 2024-2026 Term

Administrative Services Manager Justin Kiraly presented three candidate names for a position on the CSDA Board for the 2024-2026 term. Chair Magner recommended Vince Ferrante from Moss Landing Harbor District as he has served on several CSDA committees already.

Chair Magner called for a motion. A motion was made by Chair Magner and seconded by Director Malloy to approve the selection of candidate Vince Ferrante for the CSDA Board of Directors, Seat C position to receive the District's vote.

Motion to Approve Selection of Vince Ferrante to Receive Board's Vote for CSDA

Voting was as follows:

Ayes: Chair Magner, Malloy, Dransfeldt, Kelley

Noes:

Absent: Roberts

Motion: Carried

Carried

10. ORAL COMMUNICATION - INFORMATIONAL ITEMS

A. Chair Magner – Chair Magner expressed concern regarding the comments from the pickleball community. The Board makes policy and staff is responsible for carrying that out through operations and maintenance. Ms. Magner asked where people were when the District originally asked for input for the new pickleball facility. She stated that the District will work through this.

B. Ventura County Special District Association/California Special District Association – VCSDA – Chair Magner reported on the June meeting. CSDA - Chair Magner stated that there are quite a few bills coming in the next couple of months.

C. Santa Monica Mountains Conservancy – Director Dransfeldt reported that the meetings are now moving to in person.

D. Standing Committees – Finance – Director Dransfeldt reported on the monthly finances. The water bill is still lower than last year. Liaison – PV Fields – Director Kelley stated that the info was covered in the staff reports. Long Range – Director Dransfeldt reported on a June 8 meeting regarding the Las Posas Equestrian Park. Signage has been ordered and staff is working with the county re easements of property access and the water basin. Policy – Director Malloy stated that they discussed some changes to the General Use Policy.

F. Ad Hoc Committees – Miracle League – Director Malloy reported that the last of the concrete has been poured for the field and a grand opening may be in fall or spring.

G. Foundation for Pleasant Valley Recreation and Parks – Director Dransfeldt reported on fundraisers and mentioned that they are still looking for sponsors for the Annual Party for the Parks to be held September 9.

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. Citizens were thanked for speaking about their concerns and reminded that everyone needs to work together.

10. ADJOURNMENT

Chair Magner adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Approval,

**Karen Roberts
Recording Secretary**

**Elaine Magner
Chair**

**Pleasant Valley Recreation & Park District
Conference Room, 1605 E. Burnley St., Camarillo, CA
Board Of Directors
Minutes of Special Meeting
July 24, 2023**

5:30 P.M.

SPECIAL MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL – All present.

4. ADOPTION OF AGENDA

5. PUBLIC COMMENT – None.

6. RECESSED TO CLOSED SESSION

A) 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 District Board held a closed session with the District's personnel officer and the General Manager, pursuant to Government Code Sections 54957 and 54957.6(a), to conduct an employee performance evaluation of the General Manager and to discuss the salary, compensation and fringe benefits provided to the General Manager.

7. RECONVENED INTO OPEN SESSION

Nothing to report from the closed session.

8. ADJOURNMENT

Chair Magner announced that the Pickleball Ad Hoc Committee will reconvene and adjourned the meeting at 7:12 p.m.

Note: Written materials related to this agenda 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 two business days preceding the scheduled Special 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 (805) 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
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

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

DATE: September 6, 2023

SUBJECT: FINANCE REPORT JUNE 2023

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH JUNE 30, 2023

The District's Statements of Revenues and Expenditures for the period of June 1, 2023, through June 30, 2023, with a year-to-date comparison for the period of June 1, 2022, through June 30, 2022, are attached. The percentage rate used is 100% for Period 12 of the prior fiscal year.

REVENUES

Total revenue including the 12th month ending June 30, 2023, for Fund 10 (General Fund) has an overall increase of \$1,356,757 in comparison to Fiscal Year 2021-2022. The variance from the prior year includes: 1) increase in Interest Earnings (5310) of \$203,573.52, 2) increase in Other Misc. Revenue (5575) received in the amount of \$247,466, and 3) increase in Tax Apportionments (5110-5240) in the amount of \$404,992 over the same period last year. The increase in Interest Earnings is due to much higher than expected interest rates due to inflationary pressures. The District received Prop 68 funding in the Misc. Revenue account in the amount of \$443,539. The increase in Tax Apportionments is due to an increase in property tax collected from the County of Ventura.

Total revenue recorded for Fund 20 for June 2023, the Assessment District Fund, was \$1,421.

Total revenue recorded for Fund 30 for June 2023, the Quimby Fund, was \$0. Quimby funds are only collected when new housing developments are subdivided.

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

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

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. There was no revenue recorded for Fund 60 for June 2023, the Restricted Donations Fund.

EXPENDITURES

Fund 10 Personnel Expenditures: Adjusting for the payoff of the Umpqua Pension Loan (6160) and Unfunded Liability payments to CalPERS (6170), the increase in salaries and benefits year-

over-year is \$584,162. This variance is due to the increase in staff needed for services being provided now that COVID-19 pandemic restrictions and regulations have been lessened, including the filling of vacant positions, as well as cost of living and merit increases.

Fund 10 Service and Supply Expenditures show an increase of \$155,042 in comparison to the same period last year.

Adjusting for reserves, the increase in Services and Supplies year-to-date is \$97,063. This increase includes Insurance Liability (6410) being \$53,080 more than this time last year, an increase in Computer Hardware/Software (6240) of \$52,465 for processing of online credit card payments, an increase in Typeset and Print Services (7115) of \$11,789 due to activity guides not being issued because of COVID last year, and an increase in Redevelopment/Collection Fees (6960) of \$165,987.

Fund 10 Capital Expenditures shows an increase of \$190,616 in comparison to the same period last year.

Fund 10 Total Expenditures year to date are \$335,849 more compared to this point last year.

Fund 20 Expenditures are 98.32% of budget in Personnel and 96.82% of budget in Services and Supplies as of this month.

Fund 30 Expenditures were \$3,668 for Freedom Pickleball Sports Complex construction expenses.

Fund 40 has no Expenditures for this month.

Fund 50 has Personnel Expenses of \$2,222 and Services and Supplies Expenses of \$9,155 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.

Fund 60 has Expenditures of \$506,379 for this month.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 4.61%, Fund 20 by 3.07%, Fund 30 by 91.16%, and Fund 60 by 19.43%. Fund 50 is over the original budget by 39.09% due to an unanticipated increase in reimbursable grant funds. Fund 40 had no budget and no expenses.

RECOMMENDATION

It is recommended the Board review and approve the Financial Statements for June 30, 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 June 30, 2023, Fund 10
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of June 30, 2023, Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of June 30, 2023, Fund 30

- (1 page)
- 4) Financial Statement of Revenue and Expenditures as of June 30, 2023, Fund 40
(1 page)
 - 5) Financial Statement of Revenue and Expenditures as of June 30, 2023, Fund 50
(1 page)
 - 6) Financial Statement of Revenue and Expenditures as of June 30, 2023, Fund 60
(1 page)

General Ledger
Fund 10 General Fund
June 2023 100%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apportionment	5110-5240	\$ (16,796.67)	\$ (7,599,057.02)	\$ (8,004,048.77)	\$ (7,634,345.00)	\$ 369,703.77	104.84%
Interest Earnings	5310	\$ -	\$ (8,316.67)	\$ (211,890.19)	\$ (104,893.00)	\$ 106,997.19	202.01%
Assessment Revenue	5500	\$ -	\$ -	\$ (433.44)	\$ -	\$ 433.44	-
Park Patrol Citations	5506	\$ (83.00)	\$ (1,277.11)	\$ (2,873.74)	\$ (1,500.00)	\$ 1,373.74	191.58%
Bingo - Primary Revenue	5508	\$ (2,137.00)	\$ (12,646.75)	\$ (21,467.55)	\$ (14,400.00)	\$ 7,067.55	149.08%
Excess Bingo Revenue	5509	\$ (375.00)	\$ (2,946.60)	\$ (10,638.69)	\$ -	\$ 10,638.69	-
Contract Classes-Public Fees	5510	\$ (54,484.61)	\$ (250,344.22)	\$ (241,443.19)	\$ (131,313.00)	\$ 110,130.19	183.87%
Public Fees	5511	\$ (44,961.59)	\$ (177,937.03)	\$ (244,521.88)	\$ (300,001.00)	\$ (55,479.12)	81.51%
Public Fees-Entry Fees	5520	\$ (6,117.00)	\$ (38,922.00)	\$ (48,081.00)	\$ (40,840.00)	\$ 7,241.00	117.73%
Vending Concessions	5525	\$ -	\$ (620.40)	\$ (1,132.72)	\$ (1,450.00)	\$ (317.28)	78.12%
Rental	5530	\$ (62,337.78)	\$ (437,042.84)	\$ (438,171.04)	\$ (338,717.00)	\$ 99,454.04	129.36%
Cell Tower Revenue	5535	\$ (5,329.02)	\$ (102,036.37)	\$ (108,706.64)	\$ (100,800.00)	\$ 7,906.64	107.84%
Parking Fees	5540	\$ (1,039.58)	\$ (17,795.05)	\$ (17,311.54)	\$ (9,600.00)	\$ 7,711.54	180.33%
Advertising Revenue	5555	\$ (2,950.00)	\$ (4,000.00)	\$ (13,025.00)	\$ (10,000.00)	\$ 3,025.00	130.25%
Sponsorships/Donations	5558	\$ (750.00)	\$ -	\$ (17,625.34)	\$ -	\$ 17,625.34	-
Special Event	5561	\$ -	\$ 842.52	\$ (73,669.09)	\$ (56,205.00)	\$ 17,464.09	131.07%
Staffing Cost Recovery	5563	\$ (8,418.00)	\$ (51,883.75)	\$ (39,905.25)	\$ (58,352.00)	\$ (18,446.75)	68.39%
Special Event Permits	5564	\$ (200.00)	\$ (900.00)	\$ (1,100.00)	\$ -	\$ 1,100.00	-
Security Services - Recovery	5566	\$ (855.00)	\$ (4,136.25)	\$ (7,341.00)	\$ -	\$ 7,341.00	-
Contributions	5570	\$ -	\$ (72,178.28)	\$ (72,124.80)	\$ (72,000.00)	\$ 124.80	100.17%
Grants	5573	\$ -	\$ -	\$ (12,365.00)	\$ -	\$ 12,365.00	-
Rebates Recieved	5574	\$ (50,000.00)	\$ -	\$ (202,042.00)	\$ (152,042.00)	\$ 50,000.00	132.89%
Other Misc Revenue	5575	\$ (4,363.84)	\$ (326,464.71)	\$ (573,931.01)	\$ (476,939.00)	\$ 96,992.01	120.34%
Incentive Income	5585	\$ (22.40)	\$ (2,474.63)	\$ (2,661.67)	\$ (1,700.00)	\$ 961.67	156.57%
Reimbursement - ROPS	5600	\$ -	\$ (396,407.90)	\$ (496,791.60)	\$ (350,000.00)	\$ 146,791.60	141.94%
Revenue		\$ 261,220.49	\$ 9,506,545.06	\$ 10,863,302.15	\$ 9,855,097.00	\$ (1,008,205.15)	110.23%
YTD Comparison				\$ 1,356,757.09			
Personnel							
Full Time Salaries	6100	\$ 410,797.81	\$ 2,321,263.50	\$ 2,715,770.90	\$ 2,712,439.39	\$ (3,331.51)	100.12%
Overtime Salaries	6101	\$ 2,178.05	\$ 18,436.15	\$ 20,426.06	\$ 26,785.00	\$ 6,358.94	76.26%
Car Allowance	6105	\$ 1,425.50	\$ 11,087.32	\$ 11,394.38	\$ 11,394.38	\$ -	100.00%
Cell Phone Allowance	6108	\$ 1,797.21	\$ 14,335.80	\$ 15,595.89	\$ 15,960.00	\$ 364.11	97.72%
Part-Time Salaries	6110	\$ 72,686.79	\$ 373,688.36	\$ 433,574.81	\$ 506,381.99	\$ 72,807.18	85.62%
Retirement	6120	\$ 60,174.84	\$ 384,025.59	\$ 439,954.03	\$ 466,365.00	\$ 26,410.97	94.34%
457 Pension	6121	\$ 87.17	\$ 16,315.09	\$ 22,822.45	\$ 23,000.00	\$ 177.55	99.23%
Deferred Compensation	6125	\$ 581.76	\$ 4,768.93	\$ 5,055.62	\$ 5,055.62	\$ -	100.00%
Employee Insurance	6130	\$ 44,318.90	\$ 287,640.29	\$ 342,906.07	\$ 372,401.00	\$ 29,494.93	92.08%
Workers Compensation	6140	\$ 19,825.82	\$ 155,315.89	\$ 169,250.37	\$ 197,368.62	\$ 28,118.25	85.75%
Unemployment Insurance	6150	\$ -	\$ 6,843.91	\$ 1,132.00	\$ 15,000.00	\$ 13,868.00	7.55%
Loan - Pension Obligation	6160	\$ -	\$ 264,218.00	\$ 132,893.00	\$ 132,893.00	\$ -	100.00%
PERS Unfunded Liability	6170	\$ 350,000.00	\$ 501,541.00	\$ 858,376.00	\$ 858,376.00	\$ -	100.00%
Personnel		\$ 963,873.85	\$ 4,359,479.83	\$ 5,169,151.58	\$ 5,343,420.00	\$ 174,268.42	96.74%
YTD Comparison				\$ 809,671.75			
Services and Supplies							
Telephone/Internet	6210	\$ 1,908.82	\$ 21,699.69	\$ 21,593.18	\$ 23,132.00	\$ 1,538.82	93.35%
IT Services	6220	\$ 8,932.88	\$ 24,349.33	\$ 57,985.28	\$ 61,125.00	\$ 3,139.72	94.86%
IT Infrastructure	6230	\$ -	\$ 539.62	\$ 62.72	\$ 2,000.00	\$ 1,937.28	3.14%
Computer Hardware/Software	6240	\$ (370.23)	\$ 13,427.88	\$ 65,892.77	\$ 65,892.77	\$ -	100.00%
Pool Chemicals	6310	\$ -	\$ 4,898.62	\$ 3,698.47	\$ 8,250.00	\$ 4,551.53	44.83%
Janitorial Supplies	6320	\$ 7,010.70	\$ 44,866.40	\$ 49,728.46	\$ 48,408.00	\$ (1,320.46)	102.73%
COVID-19 Supplies	6321	\$ -	\$ 3,352.52	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Kitchen Supplies	6330	\$ 80.30	\$ 214.05	\$ 155.14	\$ 1,200.00	\$ 1,044.86	12.93%
Food Supplies	6340	\$ 1,121.42	\$ 1,435.90	\$ 6,809.62	\$ 14,850.00	\$ 8,040.38	45.86%
Water Maint & Service	6350	\$ 46.45	\$ 826.75	\$ 721.13	\$ 1,265.00	\$ 543.87	57.01%
Laundry/Wash Service	6360	\$ 102.50	\$ 73.50	\$ 137.50	\$ 1,220.00	\$ 1,082.50	11.27%
Medical Supplies	6380	\$ 47.10	\$ -	\$ 766.25	\$ 1,050.00	\$ 283.75	72.98%
Insurance Liability	6410	\$ -	\$ 236,698.00	\$ 289,778.00	\$ 289,778.00	\$ -	100.00%
Equipment Maintenance	6500	\$ 5,097.24	\$ 655.66	\$ 5,673.67	\$ 5,673.67	\$ -	100.00%
Fuel	6510	\$ 6,215.66	\$ 61,605.47	\$ 62,008.59	\$ 62,974.37	\$ 965.78	98.47%
Vehicle Maintenance	6520	\$ 5,284.72	\$ 36,355.60	\$ 35,161.04	\$ 35,400.00	\$ 238.96	99.32%
Building Maintenance	6600	\$ -	\$ -	\$ 24.14	\$ -	\$ (24.14)	-
Building Repair	6610	\$ 23,537.26	\$ 69,026.55	\$ 90,850.57	\$ 90,756.86	\$ (93.71)	100.10%
HVAC Maintenance/Repairs	6620	\$ -	\$ 6,236.74	\$ 4,972.78	\$ 8,820.00	\$ 3,847.22	56.38%
Playground Maintenance	6630	\$ 12,572.33	\$ 1,327.61	\$ 21,378.78	\$ 40,000.00	\$ 18,621.22	53.45%
Grounds Maintenance	6710	\$ 25,541.30	\$ 88,195.25	\$ 116,388.16	\$ 119,420.00	\$ 3,031.84	97.46%
Tree Care	6719	\$ -	\$ -	\$ 31,168.49	\$ 34,000.00	\$ 2,831.51	91.67%
Park Amenities - Assess	6722	\$ -	\$ 9,005.46	\$ -	\$ -	\$ -	-
Fee Schedule	6727	\$ -	\$ 11,250.00	\$ 13,050.00	\$ 13,050.00	\$ -	100.00%

General Ledger
Fund 10 General Fund
June 2023 100%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Contracted Pest Control	6730	\$ -	\$ 3,600.00	\$ 3,000.00	\$ 3,000.00	\$ -	100.00%
Rubbish & Refuse	6740	\$ 12,823.03	\$ 79,989.46	\$ 79,680.38	\$ 79,830.00	\$ 149.62	99.81%
Vandalism/Theft	6750	\$ 52.27	\$ 800.74	\$ 845.24	\$ 500.00	\$ (345.24)	169.05%
Memberships	6810	\$ -	\$ 12,960.00	\$ 13,890.00	\$ 15,047.00	\$ 1,157.00	92.31%
Office Supplies	6910	\$ 802.29	\$ 14,418.29	\$ 11,849.43	\$ 20,346.33	\$ 8,496.90	58.24%
Postage Expense	6920	\$ 338.42	\$ 12,759.07	\$ 18,662.88	\$ 18,640.00	\$ (22.88)	100.12%
Advertising Expense	6930	\$ -	\$ 2,792.95	\$ 697.38	\$ 3,490.00	\$ 2,792.62	19.98%
Printing Charges	6940	\$ 626.43	\$ 7,121.34	\$ 8,331.02	\$ 8,935.00	\$ 603.98	93.24%
Bank & Registration Fees	6950	\$ 0.75	\$ 73,402.61	\$ 1,817.42	\$ 3,920.00	\$ 2,102.58	46.36%
Approp Redev/Collection Fees	6960	\$ -	\$ 541,882.42	\$ 707,869.64	\$ 552,000.00	\$ (155,869.64)	128.24%
Minor Furn Fixture & Equip	6980	\$ 261.41	\$ 3,396.99	\$ 1,854.01	\$ 1,137.00	\$ (717.01)	163.06%
Fingerprint Fees (HR)	7010	\$ 1,587.00	\$ 2,615.00	\$ 2,939.00	\$ 3,360.00	\$ 421.00	87.47%
Fire & Safety Insp Fees	7020	\$ 312.36	\$ 2,324.65	\$ 2,964.47	\$ 4,725.00	\$ 1,760.53	62.74%
Permit & Licensing Fees	7030	\$ -	\$ 5,148.99	\$ 6,527.68	\$ 6,550.00	\$ 22.32	99.66%
State License Fee	7040	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Professional Services	7100	\$ 14,420.35	\$ 74,340.50	\$ 68,678.93	\$ 147,501.00	\$ 78,822.07	46.56%
Legal Services	7110	\$ 4,742.00	\$ 52,489.99	\$ 55,747.72	\$ 90,000.00	\$ 34,252.28	61.94%
Typeset and Print Services	7115	\$ -	\$ 23,820.15	\$ 35,609.15	\$ 36,600.00	\$ 990.85	97.29%
Instructor Services	7120	\$ 41,904.42	\$ 160,491.95	\$ 163,767.69	\$ 77,265.00	\$ (86,502.69)	211.96%
PERS Admin Fees	7125	\$ 149.62	\$ 1,268.79	\$ 1,506.53	\$ 2,200.00	\$ 693.47	68.48%
Audit Services	7130	\$ 500.00	\$ 12,375.00	\$ 16,575.00	\$ 20,875.00	\$ 4,300.00	79.40%
Medical & Health Svcs	7140	\$ 2,600.00	\$ 6,665.00	\$ 6,653.44	\$ 12,170.00	\$ 5,516.56	54.67%
Security Services	7150	\$ 1,595.00	\$ 3,439.72	\$ 5,561.00	\$ 5,422.00	\$ (139.00)	102.56%
Entertainment Services	7160	\$ 1,850.00	\$ 618.72	\$ 2,422.25	\$ 5,800.00	\$ 3,377.75	41.76%
Business Services	7180	\$ 3,805.22	\$ 54,069.07	\$ 65,071.38	\$ 107,769.00	\$ 42,697.62	60.38%
Umpire/Referee Services	7190	\$ 980.00	\$ 1,805.00	\$ 2,130.00	\$ 1,650.00	\$ (480.00)	129.09%
Subscriptions	7210	\$ 400.96	\$ 246.88	\$ 620.86	\$ 2,550.00	\$ 1,929.14	24.35%
Rents & Leases - Equip	7310	\$ 8,750.02	\$ 4,495.04	\$ 19,020.33	\$ 31,620.00	\$ 12,599.67	60.15%
Bldg/Field Leases & Rental	7320	\$ -	\$ 50.00	\$ 60.00	\$ 60.00	\$ -	100.00%
Division Supplies	7410	\$ 238.87	\$ 1,718.61	\$ 5,409.03	\$ 6,040.00	\$ 630.97	89.55%
Program/Event Supplies	7420	\$ 522.37	\$ 12,538.83	\$ 27,214.72	\$ 29,000.00	\$ 1,785.28	93.84%
Bingo Supplies	7430	\$ 6,503.17	\$ 3,791.84	\$ 11,222.44	\$ 4,800.00	\$ (6,422.44)	233.80%
Sporting Goods	7440	\$ 16.08	\$ 6,125.48	\$ 5,922.41	\$ 7,700.00	\$ 1,777.59	76.91%
Arts and Craft Supplies	7450	\$ 833.46	\$ 2,780.45	\$ 3,867.39	\$ 4,025.00	\$ 157.61	96.08%
Training Supplies	7460	\$ 64.30	\$ 1,642.97	\$ 1,052.58	\$ 1,920.00	\$ 867.42	54.82%
Small Tools	7500	\$ 802.45	\$ 4,173.74	\$ 6,610.22	\$ 6,000.00	\$ (610.22)	110.17%
Safety Supplies	7510	\$ 324.75	\$ 5,589.12	\$ 4,394.56	\$ 4,215.00	\$ (179.56)	104.26%
Uniform Allowance	7610	\$ 3,717.21	\$ 10,548.76	\$ 12,149.75	\$ 12,490.00	\$ 340.25	97.28%
Safety Clothing	7620	\$ 1,782.50	\$ 3,505.11	\$ 4,794.90	\$ 5,404.00	\$ 609.10	88.73%
Transportation and Travel	7700	\$ -	\$ -	\$ -	\$ 600.00	\$ 600.00	0.00%
Conference&Seminar Staff	7710	\$ 3,384.50	\$ 7,750.81	\$ 15,289.27	\$ 30,591.00	\$ 15,301.73	49.98%
Conference&Seminar Board	7715	\$ -	\$ 327.00	\$ 285.00	\$ 4,450.00	\$ 4,165.00	6.40%
Conference&Seminar Travel Exp	7720	\$ 878.70	\$ 4,690.93	\$ 4,534.06	\$ 26,949.00	\$ 22,414.94	16.82%
Out of Town Travel Board	7725	\$ 1,231.00	\$ 2,225.83	\$ 2,059.30	\$ 2,420.00	\$ 360.70	85.10%
Private Vehicle Mileage	7730	\$ 128.77	\$ 63.06	\$ 1,522.32	\$ 6,025.00	\$ 4,502.68	25.27%
Buses/Excursions	7750	\$ 896.81	\$ 795.20	\$ 5,797.70	\$ 33,500.00	\$ 27,702.30	17.31%
Tuition/Book Reimbursement	7760	\$ 100.00	\$ -	\$ 200.00	\$ 4,000.00	\$ 3,800.00	5.00%
Utilities - Gas	7810	\$ 2,926.27	\$ 44,459.31	\$ 63,783.61	\$ 53,040.00	\$ (10,743.61)	120.26%
Utilities - Water	7820	\$ 42,461.03	\$ 781,057.84	\$ 501,859.03	\$ 585,143.00	\$ 83,283.97	85.77%
Utilities - Electric	7830	\$ 23,686.09	\$ 227,466.51	\$ 162,982.95	\$ 217,575.00	\$ 54,592.05	74.91%
Airport Assessment Exp	7840	\$ 1,174.00	\$ 1,517.00	\$ 1,174.00	\$ 14,000.00	\$ 12,826.00	8.39%
Awards and Certificates	7910	\$ 2,191.42	\$ 11,551.94	\$ 10,753.97	\$ 16,130.00	\$ 5,376.03	66.67%
Meals for Staff Training	7920	\$ 399.68	\$ 2,489.16	\$ 1,717.75	\$ 3,500.00	\$ 1,782.25	49.08%
Employee Morale	7930	\$ 1,334.66	\$ 5,010.55	\$ 3,833.79	\$ 5,500.00	\$ 1,666.21	69.71%
COP Debt - PV Fields	7950	\$ -	\$ 223,759.02	\$ 217,282.28	\$ 217,560.00	\$ 277.72	99.87%
Reserve Computer Fleet	7971	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	100.00%
Reserve Dry Period	7973	\$ -	\$ 36,645.00	\$ 65,203.00	\$ 65,203.00	\$ -	100.00%
Reserve Capital Improvements	7974	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
Reserve Repair/Oper/Admin	7975	\$ -	\$ 100,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
Reserve - Compensated Absences	7976	\$ -	\$ 75,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	100.00%
Services and Supplies		\$ 291,228.09	\$ 3,372,652.99	\$ 3,393,273.60	\$ 3,631,008.00	\$ 237,734.40	93.45%
YTD Comparison				\$ 20,620.61			
Capital							
General Capital	8400	\$ -	\$ -	\$ 316.88	\$ 2,148.00	\$ 1,831.12	14.75%
Equip/Facility Replacement	8420	\$ -	\$ 29,984.93	\$ 113,021.90	\$ 97,500.00	\$ (15,521.90)	115.92%
ECAA Loan-Lighting Project	8483	\$ -	\$ 6,104.62	\$ 37,281.01	\$ 27,382.85	\$ (9,898.16)	136.15%
Prop 68-Arneill Ranch Park	8496	\$ -	\$ 508,262.34	\$ 51,731.16	\$ 51,731.16	\$ -	100.00%
Micracle League 805 Ballfield	8497	\$ -	\$ -	\$ -	\$ -	\$ -	-
MO Tennis Court Refinish	8498	\$ -	\$ -	\$ 86,000.00	\$ 86,000.00	\$ -	100.00%
Community Center Sewer Line	8499	\$ -	\$ -	\$ 32,402.81	\$ 28,025.00	\$ (4,377.81)	115.62%
Cam Grove Septic Tank	8500	\$ -	\$ -	\$ 72,605.21	\$ 72,605.21	\$ -	100.00%

General Ledger
Fund 10 General Fund
June 2023 100%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Senior Center Roof	8501	\$ -	\$ -	\$ 137,711.00	\$ 146,852.00	\$ 9,141.00	93.78%
Freedom Dog Park	8502	\$ 86,840.43	\$ -	\$ 190,522.85	\$ 200,000.00	\$ 9,477.15	95.26%
Co-Op Sewer Line	8503	\$ 13,375.00	\$ -	\$ 13,375.00	\$ 60,000.00	\$ 46,625.00	22.29%
Capital		\$ 100,215.43	\$ 544,351.89	\$ 734,967.82	\$ 772,244.22	\$ 37,276.40	95.17%
YTD Comparison				\$ 190,615.93			
Expense		\$ 1,355,317.37	\$ 8,276,484.71	\$ 9,297,393.00	\$ 9,746,672.22	\$ 449,279.22	95.39%
YTD Comparison				\$ 1,020,908.29			
Revenue Total		\$ 261,220.49	\$ 9,506,545.06	\$ 10,863,302.15	\$ 9,855,097.00	\$ (1,008,205.15)	110.23%
Expense Total		\$ 1,355,317.37	\$ 8,276,484.71	\$ 9,297,393.00	\$ 9,746,672.22	\$ 449,279.22	95.39%
YTD Revenue-Expenses			\$ 1,230,060.35	\$ 1,565,909.15			
YTD Comparison				\$ 335,848.80			

General Ledger
Fund 20 Assessment Fund
June 2023 100%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Tax Apportionment	5130	\$ -	\$ (24,215.51)	\$ -	\$ (238.00)	\$ (238.00)	0.00%
Interest Earnings	5310	\$ -	\$ (322.61)	\$ (24,529.82)	\$ (12,000.00)	\$ 12,529.82	204.42%
Assessment Revenue	5500	\$ (1,420.57)	\$ (1,206,650.64)	\$ (1,238,755.73)	\$ (1,251,393.00)	\$ (12,637.27)	98.99%
Revenue		\$ 1,420.57	\$ 1,231,188.76	\$ 1,263,285.55	\$ 1,263,631.00	\$ 345.45	99.97%
YTD Comparison				\$ 32,096.79			
Personnel							
Full Time Salaries	6100	\$ 20,200.48	\$ 22,744.16	\$ 59,570.48	\$ 62,048.00	\$ 2,477.52	96.01%
Overtime Salaries	6101	\$ -	\$ 66.98	\$ 10.32	\$ -	\$ (10.32)	0.00%
Cell Phone Allowance	6108	\$ 20.79	\$ 187.03	\$ 187.11	\$ 162.00	\$ (25.11)	115.50%
Part-Time Salaries	6110	\$ 506.24	\$ -	\$ 506.24	\$ -	\$ (506.24)	0.00%
Retirement	6120	\$ 3,461.80	\$ 3,576.71	\$ 10,119.34	\$ 10,801.00	\$ 681.66	93.69%
Employee Insurance	6130	\$ 3,975.64	\$ 3,278.39	\$ 12,815.59	\$ 10,086.00	\$ (2,729.59)	127.06%
Workers Compensation	6140	\$ 1,851.34	\$ 2,274.65	\$ 6,246.27	\$ 7,887.00	\$ 1,640.73	79.20%
Personnel		\$ 30,016.29	\$ 32,127.92	\$ 89,455.35	\$ 90,984.00	\$ 1,528.65	98.32%
YTD Comparison				\$ 57,327.43			
Services and Supplies							
Incidental Costs - Assess	6709	\$ -	\$ 28,759.18	\$ 18,522.28	\$ 19,444.00	\$ 921.72	95.26%
Grounds Maintenance	6710	\$ 8,171.44	\$ 346.72	\$ 16,384.26	\$ 37,999.00	\$ 21,614.74	43.12%
Tree Care	6719	\$ 19,374.98	\$ 58,675.00	\$ 88,442.97	\$ 88,502.00	\$ 59.03	99.93%
Contracted LS Services	6720	\$ 40,318.54	\$ 471,737.90	\$ 426,982.60	\$ 447,049.00	\$ 20,066.40	95.51%
Park Amenities - Assess	6722	\$ 4,929.48	\$ 1,884.42	\$ 33,740.10	\$ 34,000.00	\$ 259.90	99.24%
Bank & Registration Fees	6950	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0.00%
Approp Redev/Collection Fees	6960	\$ -	\$ 2,969.14	\$ 5,648.55	\$ 3,500.00	\$ (2,148.55)	161.39%
COP Debt - PV Fields	7950	\$ -	\$ 529,755.84	\$ 533,756.09	\$ 529,760.00	\$ (3,996.09)	100.75%
Services and Supplies		\$ 72,794.44	\$ 1,094,128.20	\$ 1,123,476.85	\$ 1,160,324.00	\$ 36,847.15	96.82%
YTD Comparison				\$ 29,348.65			
Expense							
Expense		\$ 102,810.73	\$ 1,126,256.12	\$ 1,212,932.20	\$ 1,251,308.00	\$ 38,375.80	96.93%
YTD Comparison				\$ 86,676.08			
Revenue Total							
Revenue Total		\$ 1,420.57	\$ 1,231,188.76	\$ 1,263,285.55	\$ 1,263,631.00	\$ 345.45	99.97%
Expense Total							
Expense Total		\$ 102,810.73	\$ 1,126,256.12	\$ 1,212,932.20	\$ 1,251,308.00	\$ 38,375.80	96.93%
YTD Revenue-Expenses			\$ 104,932.64	\$ 50,353.35			
YTD Comparison				\$ (54,579.29)			

General Ledger
Fund 30 Quimby Fund
June 2023 100%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ (8,242.23)	\$ (74,882.48)	\$ (45,125.00)	\$ 29,757.48	165.94%
Park Dedication Fees	5400	\$ -	\$ -	\$ (3,779,680.45)	\$ (3,466,172.45)	\$ 313,508.00	109.04%
Revenue		\$ -	\$ 8,242.23	\$ 3,854,562.93	\$ 3,511,297.45	\$ (343,265.48)	109.78%
YTD Comparison				\$ 3,846,320.70			
Services and Supplies							
Bank & Registration Fees	6950	\$ -	\$ 36.00	\$ 10.00	\$ 10.00	\$ -	100.00%
Services and Supplies		\$ -	\$ 36.00	\$ 10.00	\$ 10.00	\$ -	100.00%
YTD Comparison				\$ (26.00)			
Capital							
General Capital	8400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Arneill Ranch Park Renovation	8464	\$ -	\$ 1,385,569.41	\$ 13,520.66	\$ 106,529.25	\$ 93,008.59	12.69%
Pickleball Sports Complex	8493	\$ 3,668.16	\$ 17,480.81	\$ 119,831.36	\$ 1,401,522.55	\$ 1,281,691.19	8.55%
Capital		\$ 3,668.16	\$ 1,403,050.22	\$ 133,352.02	\$ 1,508,051.80	\$ 1,374,699.78	8.84%
YTD Comparison				\$ (1,269,698.20)			
Expense		\$ 3,668.16	\$ 1,403,086.22	\$ 133,362.02	\$ 1,508,061.80	\$ 1,374,699.78	8.84%
YTD Comparison				\$ (1,269,724.20)			
Revenue Total		\$ -	\$ 8,242.23	\$ 3,854,562.93	\$ 3,511,297.45	\$ (343,265.48)	109.78%
Expense Total		\$ 3,668.16	\$ 1,403,086.22	\$ 133,362.02	\$ 1,508,061.80	\$ 1,374,699.78	8.84%
YTD Revenue-Expenses		\$ -	\$ (1,394,843.99)	\$ 3,721,200.91			
YTD Comparison				\$ 5,116,044.90			

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		\$ 1,823,861.87	\$ 825,347.13	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			\$ 4,803,139.19	\$ 6,526,539.22	

*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
June 2023 100%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ (11.90)	\$ (5,051.33)	\$ (3,662.93)	1,388.40	137.90%
Park Impact Fees	5450	\$ -	\$ (172,347.20)	\$ (49,071.12)	\$ (7,931.19)	41,139.93	618.71%
Revenue		\$ -	\$ 172,359.10	\$ 54,122.45	\$ 11,594.12	\$ (42,528.33)	466.81%
Revenue Total		\$ -	\$ 172,359.10	\$ 54,122.45	\$ 11,594.12	\$ (42,528.33)	466.81%
Expense Total		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

General Ledger
Fund 50 CDBG Fund
June 2023 100%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
CDBG - Food Share	5577	\$ -	\$ (31,112.80)	\$ (29,594.00)	\$ (42,428.00)	\$ (12,834.00)	69.75%
Revenue		\$ -	\$ 31,112.80	\$ 29,594.00	\$ 42,428.00	\$ 12,834.00	69.75%
Personnel							
Full Time Salaries	6100	\$ (2,901.97)	\$ 14,392.10	\$ 609.52	\$ 3,740.16	\$ 3,130.64	16.30%
Part-Time Salaries	6110	\$ 6,411.44	\$ 9,940.60	\$ 36,051.83	\$ 30,892.07	\$ (5,159.76)	116.70%
Retirement	6120	\$ (696.85)	\$ 1,673.93	\$ 3,809.11	\$ 4,622.60	\$ 813.49	82.40%
Employee Insurance	6130	\$ (74.96)	\$ 38.61	\$ -	\$ 18.13	\$ 18.13	0.00%
Workers Compensation	6140	\$ (515.49)	\$ 293.40	\$ -	\$ 568.04	\$ 568.04	0.00%
Personnel		\$ 2,222.17	\$ 26,338.64	\$ 40,470.46	\$ 39,841.00	\$ (629.46)	101.58%
Services and Supplies							
Division Supplies	7410	\$ 3,980.36	\$ -	\$ 5,787.03	\$ -	\$ (5,787.03)	0.00%
Services and Supplies		\$ 3,980.36	\$ -	\$ 5,787.03	\$ -	\$ (5,787.03)	0.00%
Capital							
General Capital	8400	\$ 9,155.37	\$ -	\$ 9,155.37	\$ -	\$ (9,155.37)	0.00%
Capital		\$ 9,155.37	\$ -	\$ 9,155.37	\$ -	\$ (9,155.37)	0.00%
Expense		\$ 15,357.90	\$ 26,338.64	\$ 55,412.86	\$ 39,841.00	\$ (15,571.86)	139.09%
Revenue Total		\$ -	\$ 31,112.80	\$ 29,594.00	\$ 42,428.00	\$ 12,834.00	69.75%
Expense Total		\$ 15,357.90	\$ 26,338.64	\$ 55,412.86	\$ 39,841.00	\$ (15,571.86)	139.09%

General Ledger
Fund 60 Restricted Donations
June 2023 100.0%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Restirtcd Donation	5576	\$ -	\$ -	\$ (1,308,170.00)	\$ (1,308,170.00)	\$ -	100.00%
Interest Earnings	5310	\$ -	\$ -	\$ (7,779.39)	\$ (2,000.00)	\$ 5,779.39	388.97%
Revenue		\$ -	\$ -	\$ 1,315,949.39	\$ 1,310,170.00	\$ (5,779.39)	100.44%
Services and Supplies							
Bank Charges	6955	\$ -	\$ -	\$ 12.00	\$ 12.00	\$ -	100.00%
Services and Supplies		\$ -	\$ -	\$ 12.00	\$ 12.00	\$ -	100.00%
Capital							
Micracle League 805 Ballfield	8497	\$ 506,378.53	\$ -	\$ 805,673.81	\$ 1,000,000.00	\$ 194,326.19	80.57%
Capital		\$ 506,378.53	\$ -	\$ 805,673.81	\$ 1,000,000.00	\$ 194,326.19	80.57%
Expense		\$ 506,378.53	\$ -	\$ 805,685.81	\$ 1,000,012.00	\$ 194,326.19	80.57%
Revenue Total		\$ -	\$ -	\$ 1,315,949.39	\$ 1,310,170.00	\$ (5,779.39)	100.44%
Expense Total		\$ 506,378.53	\$ -	\$ 805,685.81	\$ 1,000,012.00	\$ 194,326.19	80.57%

**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: September 6, 2023

SUBJECT: FINANCE REPORT JULY 2023

ANALYSIS OF COMPARATIVE FINANCIALS THROUGH JULY 31, 2023

The District's Statements of Revenues and Expenditures for the period of July 1, 2023, through July 31, 2023, with a year-to-date comparison for the period of July 1, 2022, through July 31, 2022, are attached. The percentage rate used is 8.3% for Period 1 of the current fiscal year.

REVENUES

Total revenue including the 1st month ending July 31, 2023, for Fund 10 (General Fund) has an overall increase of \$147,435 in comparison to Fiscal Year 2022-2023. The variance from the prior year includes: 1) increase in Rentals (5530) of \$69,472, and 2) increase in Public Fees (5510-5520) received in the amount of \$17,382. 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 July 2023, the Assessment District Fund, was \$0.

Total revenue recorded for Fund 30 for July 2023, the Quimby Fund, was \$0. Quimby funds are only collected when new housing developments are subdivided.

Total revenue recorded for Fund 40 for July 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 July 2023, the Community Development Block Grant (CDBG) Food Share Fund, was \$0. Reimbursement requests are made on a quarterly basis.

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. There was no revenue recorded for Fund 60 for July 2023, the Restricted Donations Fund.

EXPENDITURES

Fund 10 Personnel Expenditures: Adjusting for the Unfunded Liability payment to CalPERS (6170), there was a decrease in salaries and benefits year-over-year of \$20,721. This is due to a vacation payout for a retiring staff in July 2022.

Fund 10 Service and Supply Expenditures show an increase of \$85,532 in comparison to the same period last year.

Adjusting for reserves, the increase in Services and Supplies year-to-date is \$82,735. This increase includes Insurance Liability (6410) being \$43,905 more than last year, an increase in IT Services (6220) of \$7,721 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 Entertainment Services (7160) of \$15,750 due to the incorrect account being used last year.

Fund 10 Capital Expenditures shows an increase of \$1,286 in comparison to the same period last year.

Fund 10 Total Expenditures year to date are \$52,483 more compared to this point last year.

Fund 20 Expenditures are \$11,282 in Personnel and \$4,622 in Services and Supplies as of this month. The reason for there being no budget for Personnel currently is due to the uncertainty regarding PV Fields. Staff plans to bring a budget adjustment in October, depending on if the District staffs PV Fields maintenance or the work is contracted out.

Fund 30 has no Expenditures for this month.

Fund 40 has no Expenditures for this month.

Fund 50 has Personnel Expenses of \$1,686 and Services and Supplies Expenses of \$4,082 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.

Fund 60 has Expenditures of \$88,586 for this month.

FISCAL IMPACT

Overall, the financials show the District is under the approved budget for Fund 10 by 89.41%, Fund 20 by 98.78%, Fund 30 by 100%, Fund 50 by 49.8%, 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 July 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 July 31, 2023, Fund 10
(3 pages)
- 2) Financial Statement of Revenue and Expenditures as of July 31, 2023, Fund 20
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of July 31, 2023, Fund 30
(1 page)
- 4) Financial Statement of Revenue and Expenditures as of July 31, 2023, Fund 40
(1 page)

- 5) Financial Statement of Revenue and Expenditures as of July 31, 2023, Fund 50
(1 page)
- 6) Financial Statement of Revenue and Expenditures as of July 31, 2023, Fund 60
(1 page)

General Ledger
Fund 10 General Fund
July 2023 8.3%

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%
Interest Earnings	5310	\$ -	\$ 187.95	\$ -	\$ 230,000.00	\$ 230,000.00	0.00%
Carryover Balance	5502	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
Park Patrol Citations	5506	\$ 1,119.32	\$ 474.52	\$ 1,119.32	\$ 2,300.00	\$ 1,180.68	48.67%
Bingo - Primary Revenue	5508	\$ 1,413.00	\$ 1,517.80	\$ 1,413.00	\$ 19,750.00	\$ 18,337.00	7.15%
Excess Bingo Revenue	5509	\$ 269.00	\$ 6,615.00	\$ 269.00	\$ 1,800.00	\$ 1,531.00	14.94%
Contract Classes-Public Fees	5510	\$ 28,226.94	\$ 10,552.25	\$ 28,226.94	\$ 183,357.00	\$ 155,130.06	15.39%
Public Fees	5511	\$ 84,816.10	\$ 86,873.20	\$ 84,816.10	\$ 305,964.00	\$ 221,147.90	27.72%
Public Fees-Entry Fees	5520	\$ 6,619.50	\$ 4,855.00	\$ 6,619.50	\$ 41,600.00	\$ 34,980.50	15.91%
Vending Concessions	5525	\$ -	\$ 492.25	\$ -	\$ 1,450.00	\$ 1,450.00	0.00%
Rental	5530	\$ 93,419.47	\$ 23,947.60	\$ 93,419.47	\$ 550,793.00	\$ 457,373.53	16.96%
Cell Tower Revenue	5535	\$ 20,450.79	\$ 8,747.19	\$ 20,450.79	\$ 159,600.00	\$ 139,149.21	12.81%
Parking Fees	5540	\$ 1,288.81	\$ 2,503.00	\$ 1,288.81	\$ 10,350.00	\$ 9,061.19	12.45%
Advertising Revenue	5555	\$ (750.00)	\$ 3,000.00	\$ (750.00)	\$ 6,000.00	\$ 6,750.00	-12.50%
Sponsorships/Donations	5558	\$ 750.00	\$ -	\$ 750.00	\$ 2,500.00	\$ 1,750.00	30.00%
Special Event	5561	\$ 11.00	\$ -	\$ 11.00	\$ 125,120.00	\$ 125,109.00	0.01%
Staffing Cost Recovery - Parks	5563	\$ 3,065.50	\$ 7,685.00	\$ 3,065.50	\$ 41,212.00	\$ 38,146.50	7.44%
Special Event Permits	5564	\$ 400.00	\$ 300.00	\$ 400.00	\$ -	\$ (400.00)	-
Other Misc Revenue	5575	\$ 6,610.00	\$ 7,034.00	\$ 6,610.00	\$ 35,250.00	\$ 28,640.00	18.75%
Restrictred Donation	5576	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ (5,000.00)	-
Incentive Income	5585	\$ -	\$ -	\$ -	\$ 1,700.00	\$ 1,700.00	0.00%
Reimbursement - ROPS	5600	\$ 161,273.64	\$ 101,763.06	\$ 161,273.64	\$ 350,000.00	\$ 188,726.36	46.08%
Revenue		\$ 413,983.07	\$ 266,547.82	\$ 413,983.07	\$ 10,193,460.00	\$ 9,779,476.93	4.06%
YTD Comparison				\$ 147,435.25			
Personnel							
Full Time Salaries	6100	\$ 97,854.46	\$ 113,083.18	\$ 97,854.46	\$ 2,804,745.00	\$ 2,706,890.54	3.49%
Overtime Salaries	6101	\$ 482.96	\$ 1,068.13	\$ 482.96	\$ 28,035.00	\$ 27,552.04	1.72%
Car Allowance	6105	\$ 412.76	\$ 830.74	\$ 412.76	\$ 7,600.00	\$ 7,187.24	5.43%
Cell Phone Allowance	6108	\$ 589.07	\$ 1,110.14	\$ 589.07	\$ 15,960.00	\$ 15,370.93	3.69%
Part-Time Salaries	6110	\$ 30,430.58	\$ 33,553.67	\$ 30,430.58	\$ 628,173.00	\$ 597,742.42	4.84%
Retirement	6120	\$ 17,908.71	\$ 18,262.67	\$ 17,908.71	\$ 532,840.00	\$ 514,931.29	3.36%
457 Pension	6121	\$ 215.81	\$ 87.17	\$ 215.81	\$ 7,000.00	\$ 6,784.19	3.08%
Deferred Compensation	6125	\$ 199.73	\$ 207.62	\$ 199.73	\$ 5,193.00	\$ 4,993.27	3.85%
Employee Insurance	6130	\$ 13,871.95	\$ 13,605.48	\$ 13,871.95	\$ 432,616.00	\$ 418,744.05	3.21%
Workers Compensation	6140	\$ 6,417.52	\$ 7,295.54	\$ 6,417.52	\$ 186,770.00	\$ 180,352.48	3.44%
Unemployment Insurance	6150	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
PERS Unfunded Liability	6170	\$ 494,762.00	\$ 508,376.00	\$ 494,762.00	\$ 494,762.00	\$ -	100.00%
Personnel		\$ 663,145.55	\$ 697,480.34	\$ 663,145.55	\$ 5,153,694.00	\$ 4,490,548.45	12.87%
YTD Comparison				\$ (34,334.79)			
Services and Supplies							
Telephone/Internet	6210	\$ 1,853.04	\$ 1,791.18	\$ 1,853.04	\$ 21,692.00	\$ 19,838.96	8.54%
IT Services	6220	\$ 10,132.84	\$ 2,412.00	\$ 10,132.84	\$ 64,298.00	\$ 54,165.16	15.76%
IT Hardware	6230	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
Hardware/Software Services	6240	\$ -	\$ -	\$ -	\$ 73,586.00	\$ 73,586.00	0.00%
Pool Chemicals	6310	\$ -	\$ -	\$ -	\$ 7,250.00	\$ 7,250.00	0.00%
Janitorial Supplies	6320	\$ 10,818.51	\$ -	\$ 10,818.51	\$ 49,800.00	\$ 38,981.49	21.72%
Kitchen Supplies	6330	\$ -	\$ -	\$ -	\$ 700.00	\$ 700.00	0.00%
Food Supplies	6340	\$ -	\$ -	\$ -	\$ 6,625.00	\$ 6,625.00	0.00%
Water Maint & Service	6350	\$ 40.00	\$ -	\$ 40.00	\$ 900.00	\$ 860.00	4.44%
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	\$ 188,794.00	\$ 144,889.00	\$ 188,794.00	\$ 347,734.00	\$ 158,940.00	54.29%
Equipment Maintenance	6500	\$ -	\$ -	\$ -	\$ 1,600.00	\$ 1,600.00	0.00%
Fuel	6510	\$ -	\$ -	\$ -	\$ 68,475.00	\$ 68,475.00	0.00%
Vehicle Maintenance	6520	\$ 1,209.63	\$ 1,679.22	\$ 1,209.63	\$ 38,100.00	\$ 36,890.37	3.17%
Building Repair	6610	\$ 284.36	\$ 18.54	\$ 284.36	\$ 67,500.00	\$ 67,215.64	0.42%
HVAC Maintenance/Repairs	6620	\$ -	\$ -	\$ -	\$ 8,820.00	\$ 8,820.00	0.00%
Playground Maintenance	6630	\$ 18.22	\$ -	\$ 18.22	\$ 35,000.00	\$ 34,981.78	0.05%
Grounds Maintenance	6710	\$ 1,471.84	\$ 5,011.81	\$ 1,471.84	\$ 101,220.00	\$ 99,748.16	1.45%
Tree Care	6719	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	0.00%
Contracted Pest Control	6730	\$ -	\$ -	\$ -	\$ 4,020.00	\$ 4,020.00	0.00%
Rubbish & Refuse	6740	\$ -	\$ -	\$ -	\$ 84,330.00	\$ 84,330.00	0.00%
Vandalism/Theft	6750	\$ 390.63	\$ -	\$ 390.63	\$ 1,000.00	\$ 609.37	39.06%
Memberships	6810	\$ 5,105.00	\$ 3,500.00	\$ 5,105.00	\$ 16,952.00	\$ 11,847.00	30.11%
Office Supplies	6910	\$ 946.43	\$ 185.31	\$ 946.43	\$ 33,950.00	\$ 33,003.57	2.79%
Postage Expense	6920	\$ 5,855.92	\$ 5,523.31	\$ 5,855.92	\$ 18,700.00	\$ 12,844.08	31.32%
Advertising Expense	6930	\$ 2,992.63	\$ -	\$ 2,992.63	\$ 3,040.00	\$ 47.37	98.44%
Printing Charges	6940	\$ 573.19	\$ -	\$ 573.19	\$ 13,126.00	\$ 12,552.81	4.37%
Bank & Registration Fees	6950	\$ 63.01	\$ 5,179.74	\$ 63.01	\$ 3,920.00	\$ 3,856.99	1.61%
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%

General Ledger
Fund 10 General Fund
July 2023 8.3%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Fingerprint Fees (HR)	7010	\$ -	\$ -	\$ -	\$ 3,360.00	\$ 3,360.00	0.00%
Fire & Safety Insp Fees	7020	\$ -	\$ -	\$ -	\$ 6,675.00	\$ 6,675.00	0.00%
Permit & Licensing Fees	7030	\$ 2,426.00	\$ 1,005.80	\$ 2,426.00	\$ 7,300.00	\$ 4,874.00	33.23%
Professional Services	7100	\$ 210.00	\$ -	\$ 210.00	\$ 270,200.00	\$ 269,990.00	0.08%
Legal Services	7110	\$ -	\$ -	\$ -	\$ 90,000.00	\$ 90,000.00	0.00%
Typeset and Print Services	7115	\$ -	\$ -	\$ -	\$ 36,600.00	\$ 36,600.00	0.00%
Instructor Services	7120	\$ 754.20	\$ 2,899.10	\$ 754.20	\$ 108,902.00	\$ 108,147.80	0.69%
PERS Admin Fees	7125	\$ 149.62	\$ 87.84	\$ 149.62	\$ 2,200.00	\$ 2,050.38	6.80%
Audit Services	7130	\$ -	\$ -	\$ -	\$ 17,425.00	\$ 17,425.00	0.00%
Medical & Health Svcs	7140	\$ -	\$ -	\$ -	\$ 10,720.00	\$ 10,720.00	0.00%
Security Services	7150	\$ 330.00	\$ -	\$ 330.00	\$ 7,122.00	\$ 6,792.00	4.63%
Entertainment Services	7160	\$ 15,750.00	\$ -	\$ 15,750.00	\$ 4,300.00	\$ (11,450.00)	366.28%
Business Services	7180	\$ 25,733.32	\$ 21,190.57	\$ 25,733.32	\$ 95,805.00	\$ 70,071.68	26.86%
Umpire/Referee Services	7190	\$ -	\$ -	\$ -	\$ 1,700.00	\$ 1,700.00	0.00%
Subscriptions	7210	\$ -	\$ -	\$ -	\$ 2,375.00	\$ 2,375.00	0.00%
Rents & Leases - Equip	7310	\$ 647.14	\$ -	\$ 647.14	\$ 48,720.00	\$ 48,072.86	1.33%
Bldg/Field Leases & Rental	7320	\$ -	\$ -	\$ -	\$ 60.00	\$ 60.00	0.00%
Division Supplies	7410	\$ 110.71	\$ -	\$ 110.71	\$ 30,365.00	\$ 30,254.29	0.36%
Bingo Supplies	7430	\$ -	\$ -	\$ -	\$ 4,800.00	\$ 4,800.00	0.00%
Sporting Goods	7440	\$ -	\$ -	\$ -	\$ 8,400.00	\$ 8,400.00	0.00%
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	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	0.00%
Safety Supplies	7510	\$ -	\$ -	\$ -	\$ 4,415.00	\$ 4,415.00	0.00%
Uniform Allowance	7610	\$ -	\$ -	\$ -	\$ 15,790.00	\$ 15,790.00	0.00%
Safety Clothing	7620	\$ -	\$ -	\$ -	\$ 5,404.00	\$ 5,404.00	0.00%
Conference&Seminar Staff	7710	\$ 4,170.00	\$ -	\$ 4,170.00	\$ 19,665.00	\$ 15,495.00	21.21%
Conference&Seminar Board	7715	\$ -	\$ 150.00	\$ -	\$ 2,625.00	\$ 2,625.00	0.00%
Conference&Seminar Travel Exp	7720	\$ -	\$ -	\$ -	\$ 6,067.00	\$ 6,067.00	0.00%
Out of Town Travel Board	7725	\$ -	\$ -	\$ -	\$ 2,970.00	\$ 2,970.00	0.00%
Private Vehicle Mileage	7730	\$ -	\$ -	\$ -	\$ 4,847.00	\$ 4,847.00	0.00%
Buses/Excursions	7750	\$ 564.64	\$ 2,258.35	\$ 564.64	\$ 11,400.00	\$ 10,835.36	4.95%
Tuition/Book Reimbursement	7760	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	0.00%
Utilities - Gas	7810	\$ -	\$ -	\$ -	\$ 49,133.00	\$ 49,133.00	0.00%
Utilities - Water	7820	\$ -	\$ -	\$ -	\$ 786,277.00	\$ 786,277.00	0.00%
Utilities - Electric	7830	\$ 118.04	\$ -	\$ 118.04	\$ 232,694.00	\$ 232,575.96	0.05%
Airport Assessment Exp	7840	\$ -	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	0.00%
Awards and Certificates	7910	\$ -	\$ 735.00	\$ -	\$ 18,190.00	\$ 18,190.00	0.00%
Meals for Staff Training	7920	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	0.00%
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	0.00%
Reserve Computer Fleet	7971	\$ 8,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	100.00%
Reserve Dry Period	7973	\$ 5,000.00	\$ 65,203.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	100.00%
Reserve Capital Improvements	7974	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	-
Reserve Repair/Oper/Admin	7975	\$ 100,000.00	\$ 20,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.00%
Reserve - Compensated Absences	7976	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	100.00%
Services and Supplies		\$ 419,512.92	\$ 333,981.18	\$ 419,512.92	\$ 4,267,389.00	\$ 3,985,876.08	9.83%
YTD Comparison				\$ 85,531.74			
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	\$ 1,285.81	\$ -	\$ 1,285.81	\$ -	\$ (1,285.81)	-
Valle Lindo Courts Resurface	8505	\$ -	\$ -	\$ -	\$ 55,000.00	\$ 55,000.00	0.00%
Pool Deck Expoy	8506	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%
Looker Park Playgorund	8507	\$ -	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	0.00%
PV Field Pumps Replacement	8508	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	0.00%
Capital		\$ 1,285.81	\$ -	\$ 1,285.81	\$ 815,000.00	\$ 813,714.19	0.16%
YTD Comparison				\$ 1,285.81			
Expense		\$ 1,083,944.28	\$ 1,031,461.52	\$ 1,083,944.28	\$ 10,236,083.00	\$ 9,290,138.72	10.59%
YTD Comparison				\$ 52,482.76			
Revenue Total		\$ 413,983.07	\$ 266,547.82	\$ 413,983.07	\$ 10,193,460.00	\$ 9,779,476.93	4.06%
Expense Total		\$ 1,083,944.28	\$ 1,031,461.52	\$ 1,083,944.28	\$ 10,236,083.00	\$ 9,290,138.72	10.59%
YTD Revenue-Expenses			\$ (764,913.70)	\$ (669,961.21)			
YTD Comparison				\$ 94,952.49			

General Ledger
Fund 20 Assessment Fund
July 2023 8.3%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ 36.34	\$ -	\$ 20,000.00	\$ 20,000.00	0.00%
Assessment Revenue	5500	\$ -	\$ -	\$ -	\$ 1,293,871.00	\$ 1,293,871.00	0.00%
Revenue		\$ -	\$ 36.34	\$ -	\$ 1,313,871.00	\$ 1,313,871.00	0.00%
YTD Comparison				\$ (36.34)			
Personnel							
Full Time Salaries	6100	\$ 6,849.91	\$ 926.69	\$ 6,849.91	\$ -	\$ (6,849.91)	0.00%
Cell Phone Allowance	6108	\$ 6.93	\$ 13.86	\$ 6.93	\$ -	\$ (6.93)	0.00%
Part-Time Salaries	6110	\$ 553.70	\$ -	\$ 553.70	\$ -	\$ (553.70)	0.00%
Retirement	6120	\$ 1,320.15	\$ 152.46	\$ 1,320.15	\$ -	\$ (1,320.15)	0.00%
Employee Insurance	6130	\$ 1,717.61	\$ 207.98	\$ 1,717.61	\$ -	\$ (1,717.61)	0.00%
Workers Compensation	6140	\$ 833.83	\$ 101.11	\$ 833.83	\$ -	\$ (833.83)	0.00%
Personnel		\$ 11,282.13	\$ 1,402.10	\$ 11,282.13	\$ -	\$ (11,282.13)	0.00%
YTD Comparison				\$ 9,880.03			
Services and Supplies							
Incidental Costs - Assess	6709	\$ -	\$ -	\$ -	\$ 19,444.00	\$ 19,444.00	0.00%
Grounds Maintenance	6710	\$ 4,622.03	\$ -	\$ 4,622.03	\$ -	\$ (4,622.03)	0.00%
Tree Care	6719	\$ -	\$ -	\$ -	\$ 90,000.00	\$ 90,000.00	0.00%
Contracted LS Services	6720	\$ -	\$ -	\$ -	\$ 745,074.00	\$ 745,074.00	0.00%
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		\$ 4,622.03	\$ -	\$ 4,622.03	\$ 1,300,868.00	\$ 1,296,245.97	0.36%
YTD Comparison				\$ 4,622.03			
Expense		\$ 15,904.16	\$ 1,402.10	\$ 15,904.16	\$ 1,300,868.00	\$ 1,284,963.84	1.22%
Revenue Total		\$ -	\$ 36.34	\$ -	\$ 1,313,871.00	\$ 1,313,871.00	0.00%
Expense Total		\$ 15,904.16	\$ 1,402.10	\$ 15,904.16	\$ 1,300,868.00	\$ 1,284,963.84	1.22%
YTD Revenue-Expenses		\$ -	\$ (1,365.76)	\$ (15,904.16)			
YTD Comparison				\$ (14,538.40)			

General Ledger
Fund 30 Quimby Fund
July 2023 8.3%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00	0.00%
Revenue		\$ -	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00	0.00%
Capital							
General Capital	8400	\$ -	\$ -	\$ -	\$ 621,769.00	\$ 621,769.00	0.00%
Pickleball Sports Complex	8493	\$ -	\$ -	\$ -	\$ 1,300,000.00	\$ 1,300,000.00	0.00%
Multi-Generation Center	8504	\$ -	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	0.00%
Capital		\$ -	\$ -	\$ -	\$ 2,921,769.00	\$ 2,921,769.00	0.00%
Expense		\$ -	\$ -	\$ -	\$ 2,921,769.00	\$ 2,921,769.00	0.00%
Revenue Total		\$ -	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00	0.00%
Expense Total		\$ -	\$ -	\$ -	\$ 2,921,769.00	\$ 2,921,769.00	0.00%
YTD Revenue-Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
YTD Comparison				\$ -			

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		\$ 1,823,861.87	\$ 825,347.13	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			\$ 4,803,139.19	\$ 6,526,539.22	

*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
July 2023 8.3%

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

General Ledger
Fund 50 CDBG Fund
July 2023 8.3%

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	5577	\$ -	\$ -	\$ -	\$ 11,491.00	\$ 11,491.00	0.00%
Personnel							
Full Time Salaries	6100	\$ 122.76	\$ 267.40	\$ 122.76	\$ 8,679.00	\$ 8,556.24	1.41%
Part-Time Salaries	6110	\$ 1,326.18	\$ 1,295.30	\$ 1,326.18	\$ 1,860.00	\$ 533.82	71.30%
Retirement	6120	\$ 202.77	\$ 210.82	\$ 202.77	\$ 806.00	\$ 603.23	25.16%
Employee Insurance	6130	\$ 14.61	\$ -	\$ 14.61	\$ -	\$ (14.61)	0.00%
Workers Compensation	6140	\$ 20.14	\$ 36.11	\$ 20.14	\$ 146.00	\$ 125.86	13.79%
Personnel		\$ 1,686.46	\$ 1,809.63	\$ 1,686.46	\$ 11,491.00	\$ 9,804.54	14.68%
Services and Supplies							
Division Supplies	7410	\$ 4,081.80	\$ -	\$ 4,081.80	\$ -	\$ (4,081.80)	0.00%
Services and Supplies		\$ 4,081.80	\$ -	\$ 4,081.80	\$ -	\$ (4,081.80)	0.00%
Expense		\$ 5,768.26	\$ 1,809.63	\$ 5,768.26	\$ 11,491.00	\$ 5,722.74	50.20%
Revenue Total		\$ -	\$ -	\$ -	\$ 11,491.00	\$ 11,491.00	0.00%
Expense Total		\$ 5,768.26	\$ 1,809.63	\$ 5,768.26	\$ 11,491.00	\$ 5,722.74	50.20%

General Ledger
Fund 60 Restricted Donations
July 2023 8.3%

Description	Account	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
Revenue							
Interest Earnings	5310	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Revenue		\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Capital							
Micracle League 805 Ballfield	8497	\$ 88,586.05	\$ -	\$ 88,586.05	\$ 300,000.00	\$ 211,413.95	29.53%
Capital		\$ 88,586.05	\$ -	\$ 88,586.05	\$ 300,000.00	\$ 211,413.95	29.53%
Expense		\$ 88,586.05	\$ -	\$ 88,586.05	\$ 300,000.00	\$ 211,413.95	29.53%
Revenue Total		\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Expense Total		\$ 88,586.05	\$ -	\$ 88,586.05	\$ 300,000.00	\$ 211,413.95	29.53%

Pleasant Valley Recreation and Park District
 Monthly AP, Payroll, Wire, Online Payment Report
 June 2023

	Date	Amount	
Accounts Payables:	6/30/2023	\$ 1,024,744.80	
	Total	\$ 1,024,744.80	
Payroll (Total Cost):	6/8/2023	\$ 160,499.44	
	6/22/2023	\$ 283,013.08	
	Total	\$ 443,512.52	
Payroll AP Payments	6/1/2023	\$ 41,986.64	PERS Health Insurance Premium
	6/8/2023	\$ 16,553.68	CALPERS - Ret PR 6/8/2023
	6/1/2023	\$ 4,018.12	Guardian
	6/1/2023	\$ 667.20	VSP
	6/1/2023	\$ 2,233.67	Hartford
	6/22/2023	\$ 16,960.07	CALPERS- Ret-PR-6/22/23
	6/30/2023	\$ 350,000.00	CALPERS UAL ADP Payment
	Total	\$ 432,419.38	
	Grand Total	\$ 1,900,676.70	

CASH REPORT

	6/30/2023	6/30/2022
	Balance	Balance
Restricted Funds		
Debt Service - Restricted	\$ 144,398.30	\$ 140,595.62
457 Pension Trust Restricted	\$ 70,246.86	\$ 75,285.92
Cal CLASS/PW Quimby Fee - Restricted	\$ 1,327,197.71	\$ 234,422.12
VC Pool Quimby- Restricted	\$ 5,686,816.30	\$ 3,057,753.98
Park Impact Fees	\$ 226,481.55	\$ 172,359.10
Miracle League 805	\$ 510,263.58	\$ -
FCDP Checking	\$ 13,846.66	\$ 13,846.66
Total	\$ 7,979,250.96	\$ 3,694,263.40
Semi-Restricted Funds		
Assessment	\$ 1,139,730.55	\$ 1,037,090.52
LAIF - Capital	\$ 1,383,644.27	\$ 2,025,275.39
PacWest/CalCLASS - Capital	\$ 1,877,540.03	\$ 1,120,677.27
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	\$ 6,118,579.74	\$ 5,285,708.07
Unrestricted Funds		
Contingency	\$ 5,455,045.65	\$ 4,309,486.67
General Fund Checking	\$ 378,540.40	\$ 123,745.40
Total	\$ 5,833,586.05	\$ 4,433,232.07
Total of all Funds	\$ 19,931,416.75	\$ 13,413,203.54

	7/12/2023	7/31/2022
	Balance	Balance
Restricted Funds		
Debt Service - Restricted	\$ 144,398.30	\$ 140,595.62
457 Pension Trust Restricted	\$ 70,246.86	\$ 75,285.92
Cal CLASS/PW Quimby Fee - Restricted	\$ 4,475,633.71	\$ 3,073,942.57
VC Pool Quimby- Restricted	\$ 2,536,816.30	\$ 3,057,753.98
Park Impact Fees	\$ 226,481.55	\$ 172,359.10
Miracle League 805	\$ 510,263.58	\$ -
FCDP Checking	\$ 13,846.66	\$ 13,846.66
Total	\$ 7,977,686.96	\$ 6,533,783.85
Semi-Restricted Funds		
Assessment	\$ 1,112,778.63	\$ 1,061,023.18
LAIF - Capital	\$ 1,383,644.27	\$ 2,025,275.39
PacWest/CalCLASS - Capital	\$ 1,877,540.03	\$ 1,120,677.27
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	\$ 6,091,627.82	\$ 5,309,640.73
Unrestricted Funds		
Contingency	\$ 4,255,045.65	\$ 3,209,486.67
General Fund Checking	\$ 608,019.49	\$ 439,596.94
Total	\$ 4,863,065.14	\$ 3,649,083.61
Total of all Funds	\$ 18,932,379.92	\$ 15,492,508.19

Bank Reconciliation

Board Audit

User: Cwebster
 Printed: 07/10/2023 - 4:16PM
 Date Range: 06/01/2023 - 06/30/2023
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	AFLAC	AFLAC: BILLING PERIOD MAY 20	06/01/2023	661.44
0	AMAZON	AMAZON: SCS SUPPLIES	06/29/2023	590.21
0	CALPERS HEALTH	CALPERS: HEALTH INSURANCE F	06/01/2023	41,986.64
0	CALPERS PENSION	CALPERS: PR CONT 6/8/2023 / PLA	06/08/2023	16,553.68
0	CALPERS PENSION	CALPERS: PR CONT 6/22/2023 / PL	06/22/2023	16,960.07
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE-88 / STATE W/H / PR 6/8/2	06/08/2023	3,706.07
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE 88 PMT / PR 6/22/2023	06/22/2023	10,790.12
0	GUARDIAN	GUARDIAN: DENTAL BILL PERIO	06/01/2023	4,018.12
0	HARTFORD LIFE & ACC. INSURAN	HARTFORD LIFE: BILLING PERIO	06/01/2023	2,233.67
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS / 941 / PR 6/8/2023	06/08/2023	24,901.42
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS/ 941 DEPOSIT / PR 6/22	06/22/2023	59,738.19
0	ROBERT KELLEY	KELLEY, R: INSURANCE - JAN 20	06/29/2023	1,764.36
0	SPRINGBROOK HOLDING CO LLC	SPRINGBROOK: PAYROLL & FINA	06/01/2023	9,199.65
0	VSP	VSP: COVERAGE PERIOD JUNE 20	06/01/2023	667.20
26181	CPRS	CPRS: DISTRICT 8 AGENCY DUES	06/01/2023	555.00
26183	HUB INTERNATIONAL INSURANC	HUB: INSURANCE / APRIL 2023	06/01/2023	1,746.00
26206	ADOLFO CAMARILLO HIGH SCH	ADOLFO CAM HIGH SCHOOL: CL	06/15/2023	150.00
26211	GUILLERMO APARICIO	APARICIO, G: CLEANING DEP REI	06/15/2023	300.00
26214	BUENAVENTURA DOG TRAINING	BUENAVENTURA DOG TRAIN CLI	06/15/2023	300.00
26242	GOOSETOWN PRODUCTIONS INC.	GOOSETOWN: SOUND / LIGHTING	06/22/2023	5,500.00
26243	MICHAEL TWOMBLY MUSIC ZIRC	MUSIC ZIRCONIA: TWOMBLY / 24	06/22/2023	5,000.00
26251	YOSARI ARZOLA	ARZOLA, Y: CLEANING DEP REFI	06/29/2023	50.00
26253	B & B DO IT CENTER	B&B: WHITE STRIPING PAINT	06/29/2023	179.34
26260	HUB INTERNATIONAL INSURANC	HUB: MAY 2023 INSURANCE	06/29/2023	1,457.00
26269	ATTN: SARAH OSBORNE PARKINS	PARKINSON'S FOUNDATION: CLE	06/29/2023	300.00
26274	KATHY SHEEHAN	SHEEHAN, K: CLEANING DEP REI	06/29/2023	50.00
Total for Department: 00 Non Departmentalized				209,358.18
Department: 03 Recreation				
0	AMAZON	AMAZON: SUPPLIES	06/01/2023	840.94
0	AMAZON	AMAZON: LIGHT STAND	06/15/2023	187.64
0	AMAZON	AMAZON: SUPPLIES	06/29/2023	10.61
0	DAVID KROMKA	KROMKA, D: MILEAGE REIMB M	06/15/2023	2.75
0	DEBRA GREENWOOD	GREENWOOD, D: WATER EXERCI	06/02/2023	656.50
0	DEBRA GREENWOOD	GREENWOOD, D: WATER AEROBI	06/15/2023	565.50
0	ESTELA LIZARRAGA	LIZARRAGA, E: MAY CLASSES / 1	06/02/2023	962.00
0	JOHN SOFER	SOFER, J: MILEAGE REIMB MAY 2	06/15/2023	21.81
0	KALEEN GAGE	GAGE, K: MILEAGE REIMB - MAY	06/15/2023	12.45
0	KATIE SHINDEN	SHINDEN, K: KINDERMUSIK / 33 I	06/02/2023	1,673.10
0	KATIE SHINDEN	SHINDEN, K: KINDERMUSIK CLA	06/29/2023	1,571.70
0	LANNY BINNEY	BINNEY, L: MILEAGE REIMB - M/	06/15/2023	4.19
0	MARK TUSLER	TUSSLER, M: DRUM CLASS / 8 EN	06/15/2023	312.00
0	PATRICIA J. BOLLAND	BOLLAND, P: JAZZERCISE / 28 PA	06/02/2023	663.00
0	US BANK	US BANK: CAL CARD STMT 5/22/2	06/12/2023	674.18
26171	Belnick Holdco LLC	BIZ CHAIR.COM: TRAPEZOIDAL I	06/01/2023	4,221.78
26174	KYAN CALLO	CALLO, K: REPL PR CK 81171 / ST	06/01/2023	123.14
26189	SAGE OAK CHARTER SCHOOLS	SAGE OAK CHARTER SCHOOL: R	06/01/2023	24.75
26193	JEFF BETTANCOURT	BETANCOURT, J: FORFEIT DATE 5	06/02/2023	40.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
26194	JOHN CARRILLO	CARRILLO, J: FORFEIT DATE 5/10	06/02/2023	40.00
26195	LARRY CHAVEZ	CHAVEZ, L: BASKETBALL HEAD	06/02/2023	250.00
26196	SANDRA DIXON	DIXON, S: BALLE & JAZZ CLASS	06/02/2023	393.25
26197	DANIEL E. HOWARD	HOWARD, D: JU-JITSU CLASS / 13	06/02/2023	457.60
26198	ROBERT INGLIS	INGLIS, R: SCUBA / BUBBLEMAK	06/02/2023	169.00
26199	KEVIN KENNEY	KENNEY, K: FORFEIT DATE 4/12	06/02/2023	35.00
26200	BOBBY MARTINEZ	MARTINEZ,B: FORFEIT DATE 4/26	06/02/2023	105.00
26201	HEIDI PEEL	PEEL, J: FORFEIT DATE 4/12; 4/26	06/02/2023	70.00
26203	DUNCAN YOUNG	YOUNG, D: GYMASTIC CLASS / 3:	06/02/2023	868.72
26208	ALL GOOD DRIVING SCHOOL, INC	ALL GOOD DRIVING: 5 ENROLLE	06/15/2023	150.50
26212	MICHAEL ASHLEY	ASHLEY, M: PICKLEBALL CLASS	06/15/2023	156.00
26218	LARRY CHAVEZ	CHAVEZ, L: FORFEIT FEE DATES:	06/15/2023	70.00
26219	THOMAS COSTA	COSTA, T: PICKLEBALL CLASSES	06/15/2023	1,371.50
26222	CLINTON DINGMAN	DINGMAN, C: FORFEIT DATE: 5/7	06/15/2023	40.00
26223	ELITE COMMUNICATION	ELITE COMMUNICATOIN: CAMP	06/15/2023	436.53
26226	FUN EXPRESS	FUN EXPRESS: CRAFT SUPPLIES	06/15/2023	446.90
26230	ROBERT INGLIS	INGLIS, R: BUBBLEMAKER/DISCC	06/15/2023	162.50
26236	PLEASANT VALLEY SCHOOL DIST	PVSD: CYBA SPRING 2023	06/15/2023	4,788.54
26238	MARIO SANCHEZ	SANCHEZ, M: ADULT SOFTBALL	06/15/2023	250.00
26244	OWEN ROBISON	ROBISON, O: REPL PR CK 81424 / I	06/22/2023	205.02
26250	AMERICAN RED CROSS	AMERICAN RED CROSS: CPR / LIH	06/29/2023	640.00
26256	CONNEY SAFETY PRODUCTS	CONNEY SAFETY: HYDROCORTIS	06/29/2023	19.15
26259	DANIEL E. HOWARD	HOWARD, D: JU-JITSU CLASS	06/29/2023	386.10
26264	TINA LEROY	LEROY, T: REFUND SPOTS - RUM	06/29/2023	110.00
26266	BRYAN MONKA	MONKA, B: SOCCER CLASSES / M	06/29/2023	4,559.10
26273	ROBERT RUTHERFORD	RUTHERFORD, R: GAME FORFEIT	06/29/2023	40.00
26275	THE FINISH LINE	THE FINISH LINE: BASEBALL CAL	06/29/2023	417.63
26280	DUNCAN YOUNG	YOUNG, D: GYMASTIC CLASS /	06/29/2023	1,263.60
26281	YOUTH EVOLUTION ACTIVITIES	YOUTH EVOLUTION: BASKETBA	06/29/2023	1,235.00
26282	PETTY CASH - PLEASANT VALLEY	PETTY CASH: REPLENISH FY 202	06/29/2023	6.72

Total for Department: 03 Recreation

31,711.40

Department: 04 Parks

0	ADAM WHEAT	WHEAT, A: BOOTS REIMB	06/29/2023	182.10
0	ALBERTO SILVA	SILVA, A: PANTS REIMB	06/15/2023	200.00
0	ARAMSCO INC.	ARAMSCO: ROLL TOWEL / COMM	06/01/2023	1,010.30
0	ARAMSCO INC.	ARAMSCO: R LINERS / MISSION C	06/15/2023	5,939.52
0	ARAMSCO INC.	ARAMSCO: CLEANING SUPPLIES	06/29/2023	43.92
0	CASEY QUINTERO	QUINTERO, C: PANTS REIMB	06/01/2023	200.00
0	CITY OF CAMARILLO	CITY OF CAM: SVC DATE 2023-4/1	06/05/2023	30,092.31
0	CLAYTON RUTKOWSKI	RUTKOWSKI, C: BOOTS REIMB	06/15/2023	400.00
0	E.J.HARRISON AND SONS, INC.	E J HARRSON: BILL DATE MAY 20	06/01/2023	4,459.31
0	E.J.HARRISON AND SONS, INC.	E J HARRISON: JUNE 2023 SVC BI	06/29/2023	4,459.31
0	FERGUSON ENTERPRISES INC. #1:	FERGUSON: RESTROOMS / FREEI	06/01/2023	550.05
0	FERGUSON ENTERPRISES INC. #1:	FERGUSON: GALV STL NIP / DOS	06/15/2023	810.61
0	GRAINGER	GRAINGER: CABLE TIE / SHOP	06/01/2023	102.61
0	GRAINGER	GRAINGER: DRAIN SNAKE CABL	06/15/2023	436.39
0	GRAINGER	GRAINGER: QUARTZ METAL HID	06/29/2023	3,748.62
0	JOHN FLETCHER	FLETCHER, J: PANTS REIMB	06/29/2023	400.00
0	L.A. ELECTRICOM INC	L.A.ELECTRICOM: ELECTRICAL /	06/29/2023	4,388.00
0	MATTHEW HERNANDEZ	HERNANDEZ, M: BOOT REIMB	06/15/2023	400.00
0	MICHAEL P. CRUZ	CURZ, M: WORK BOOTS REIMB	06/01/2023	200.00
0	NICK MARIENTHAL	MARIENTHAL, N: PANTS REIMB	06/29/2023	200.00
0	PLAYPOWER LT FRAMINGTON INC	PLAYPOWER LT FRAMINGTON: P	06/01/2023	12,572.33
0	SITEONE LANDSCAPE SUPPLY LL	SITEONE: NOZZLE / PV FIELDS	06/01/2023	16,414.41
0	SITEONE LANDSCAPE SUPPLY LL	SITEONE: PRUNER /SAW / BOB KI	06/15/2023	398.24
0	SOCAL GAS COMPANY	SCG: SVC PERIOD 2023-4/28 - 5/30	06/08/2023	2,926.27
0	SOUTHERN CALIF EDISON COMP	SCE: SVC DATE 2023-5/1 - 5/31 / FR	06/05/2023	6,714.17
0	SOUTHERN CALIF EDISON COMP	SCE: SVC DATE 2023-5/18 - 6/18 / C	06/22/2023	9,867.04
0	SPRINT	SPRINT: BILL PERIOD 2023-4/12 - :	06/01/2023	252.33
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: DXR RESTROOM/ S	06/01/2023	179.97
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: ADA RESTROOM / I	06/15/2023	217.02

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: DXR RR / SPRINGV	06/29/2023	179.97
0	US BANK	US BANK: CAL CARD STMT 5/22/2	06/12/2023	2,965.73
0	WATER & SANITATION SERVICES	W&S: SVC DATE 2023-4/30 - 5/31 /F	06/15/2023	814.56
0	WEX BANK	WEX: FUEL PURCHASES / MAY 20	06/15/2023	5,656.15
26166	AGRI-TURF DISTRIBUTING LLC	AGRI-TURF DISTRIBUTING: ROU	06/01/2023	784.64
26167	ALL PHASE ELECTRIC	ALL PHASE: PARKING LOT LIGHT	06/01/2023	889.84
26169	B & B DO IT CENTER	B&B: STAIN REMOVER / WET/DR'	06/01/2023	1,304.87
26172	BIGBRAND TIRE & SERVICE	BIG BRAND TIRE: TIRE MOUNT	06/01/2023	20.59
26173	BLACK GOLD INDUSTRIES	BLACK GOLD INDUSTRIES: NON-	06/01/2023	448.50
26175	CAMARILLO LAWNMOWER	CAM LAWNMOWER: WEED WHIP	06/01/2023	388.88
26177	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: RECYCLING S	06/01/2023	1,561.13
26178	COASTAL PIPCO IRRIGATION INC.	COASTAL PIPCO: 6" THREADED C	06/01/2023	771.71
26179	COUNTY OF VENTURA	COUNTY OF VENTURA: REV DISI	06/01/2023	37.50
26180	COUNTY OF VENTURA	COUNTY OF VENTURA: DEPT OF	06/01/2023	1,174.00
26182	HARBOR FREIGHT TOOLS	HARBOR FREIGHT: CART TIRE	06/01/2023	32.16
26183	HUB INTERNATIONAL INSURANC	HUB: INSURANCE / APRIL 2023	06/01/2023	4.10
26185	MOST DEPENDABLE FOUNTAINS	MOST DEPENDABLE FOUNTAIN:	06/01/2023	5,502.78
26186	NAPA AUTO PARTS	NAPA: MOWER STRAPS	06/01/2023	11.77
26187	PHOENIX GROUP INFORMATION S	PHOENIX: ADMIN PCSC 3/2023	06/01/2023	339.65
26188	R & R PRODUCTS, INC.	R&R PRODUCTS: DRAGMAT FOR	06/01/2023	819.17
26190	STATE READY MIX INC.	STATE READY MIX: 1/2 CONCRET	06/01/2023	2,575.13
26191	THOMPSON BUILDING MATERIAL	THOMPSON: PAVERS /DOG PARK	06/01/2023	3,343.14
26192	UTILITY COST MANAGEMENT LL	UTILITY COST MGMT: BILL PERI	06/01/2023	7,104.88
26210	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: M	06/15/2023	947.39
26213	B & B DO IT CENTER	B&B: COUPLING / VOC ADHESIVI	06/15/2023	315.23
26215	CAMARILLO LAWNMOWER	CAM LAWNMOWER: CHAIN SAW	06/15/2023	190.68
26216	CAMROSA WATER DISTRICT	CAMROSA: SVC DATE 2023-4/30 -	06/15/2023	11,446.16
26220	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW: SVC DATE 2023-4/30	06/15/2023	54.00
26221	DAY-LITE MAINTENANCE CO. IN	DAY-LITE MAINTENANCE: LAMP	06/15/2023	6,076.31
26225	FENCE FACTORY RENTALS	FENCE FACTORY: FLY LATCH / SF	06/15/2023	78.23
26227	FELIPE GARCIA	DUNN-WRIGHT: GRADING / EQUI	06/15/2023	6,995.00
26228	LESLIE S. GILMER III	SG MASONRY: CONCRETE CURB	06/15/2023	18,081.73
26231	KASTLE KARE	KASTLE KARE: GOPHER MONTHI	06/15/2023	600.00
26233	LEVI'S LOCK & SECURITY	LEVI'S LOCK & SECURITY: INSTA	06/15/2023	883.14
26234	NAPA AUTO PARTS	NAPA: OIL / BRAKE PARTS CLEAN	06/15/2023	247.70
26237	QUALITY FENCE CO., INC	QUALITY FENCE CO: FENCE / FRI	06/15/2023	44,875.00
26248	ALL-PHASE ELECTRIC SUPPLY CC	ALL-PHASE: IRRIGATION WIRE R	06/29/2023	82.11
26249	AMERICAN BUILDING COMFORT	AMERICAN BLDG COMFORT: CHI	06/29/2023	135.00
26252	ASTRA INDUSTRIAL SERVICES IN	ASTRA INDUSTRIAL: BACKFLOW	06/29/2023	115.00
26253	B & B DO IT CENTER	B&B: NUTS & BOLTS / SHOP	06/29/2023	58.54
26254	CALIFORNIA ELECTRIC COMPAN'	CAL ELECTRIC CO: REPAIR & REI	06/29/2023	1,478.00
26255	CITY OF OXNARD-CITY TREASUR	CITY OF OXNARD: RECYCLING S	06/29/2023	3,156.70
26257	COUNTY OF VENTURA	COUNTY OF VENTURA: REV DISI	06/29/2023	62.50
26258	GRAINGER	GRAINGER: HID BALLAST / BOB I	06/29/2023	235.03
26260	HUB INTERNATIONAL INSURANC	HUB: MAY 2023 INSURANCE	06/29/2023	-57.96
26262	JORDAN AND SONS INCORPORAT	JORDAN & SONS: ELECTRICAL S'	06/29/2023	8,153.50
26267	NAPA AUTO PARTS	NAPA: FUEL SENSOR / TRUCK# 2	06/29/2023	102.33
26270	PHOENIX GROUP INFORMATION S	PHOENIX: PARKING / APRIL 2023	06/29/2023	136.64
26271	RODOLFO QUEZADA	RQ GENERAL BLDG: CO-OP SEWE	06/29/2023	13,375.00
26272	R & R PRODUCTS, INC.	R&R: REEL MOWER / PV FIELDS	06/29/2023	187.50
26277	UNITED RENTALS	UNITED RENTALS: BOOM TELES	06/29/2023	3,384.52

Total for Department: 04 Parks

265,890.66

Department: 05 Administration

0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDERE: LEGAL S	06/15/2023	4,742.00
0	AMAZON	AMAZON: SUPPLIES	06/01/2023	58.98
0	AMAZON	AMAZON: KEYBOARD & MOUSE	06/15/2023	88.63
0	AMAZON	AMAZON: RETURNED - OFFICE S'	06/29/2023	-28.95
0	ANA CERROS	CERROS, A: MILEAGE REIMB / AF	06/01/2023	39.30
0	ANA CERROS	CERROS, A: MILEAGE REIMB - M.	06/15/2023	10.61
0	CALPERS HEALTH	CALPERS: HEALTH INSURANCE F	06/01/2023	149.62
0	CALPERS PENSION	CALPERS: PAYDOWN UAL - RATE	06/29/2023	350,000.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: TICKET# 2991329 DAI	06/15/2023	46.45
0	ELAINE L. MAGNER	MAGNER, E: CSDA TRAVEL REIM	06/15/2023	1,231.00
0	J. THAYER COMPANY	J THAYER: OFFICE SUPPLIES/ PO	06/15/2023	327.80
0	J. THAYER COMPANY	J THAYER: OFFICE SUPPLIES	06/29/2023	91.09
0	JESSICA PUCKETT	PUCKETT, J: MILEAGE REIMB	06/29/2023	4.78
0	KENDALL CUELLAR	CUELLAR, K: REIMB FOR FINGER	06/29/2023	22.00
0	KONICA MINOLTA PREMIER FINA	KONICA MINOLTA PREMIER FINA	06/15/2023	573.19
0	QUADIENT FINANCE USA INC.	QUADIENT FINANCE: POSTAGE /	06/29/2023	250.00
0	QUADIENT LEASING USA, INC.	QUADIENT LEASING: BILL PERIO	06/29/2023	261.41
0	SPECTRUM BUSINESS	SPECTRUM/CHARTER COMM: SV	06/01/2023	17.08
0	SPECTRUM BUSINESS	SPECTRUM: SVC DATE 2023-6/17 -	06/29/2023	17.08
0	SPRINT	SPRINT: BILL PERIOD 2023-4/12 -	06/01/2023	50.58
0	STAPLES BUSINESS ADVANTAGE	STAPLES: OFFICE SUPPLIES	06/01/2023	74.61
0	STAPLES BUSINESS ADVANTAGE	STAPLES: BINDER	06/15/2023	98.43
0	STREAMLINE	STREAMLINE: MONTHLY BILLING	06/15/2023	521.82
0	US BANK	US BANK: CAL CARD STMT 5/22/2	06/12/2023	2,043.39
0	WATER & SANITATION SERVICES	W&S: SVC DATE 2023-4/30 - 5/31 /F	06/15/2023	0.75
26168	ALLCONNECTED, INC.	ALLCONNECTED: HPE DL360 GEN	06/01/2023	3,936.06
26170	BAY ALARM	BAY ALARM: SECURIT SYSTEM /S	06/01/2023	405.00
26176	CITY OF CAMARILLO- CASHIER	CITY OF CAMARILLO: CHAMBER	06/01/2023	1,841.39
26202	DAVID TORFEH	TORFEH, D: HIKE DATES 3/18; 3/2	06/02/2023	137.50
26205	ACORN NEWSPAPERS	ACORN: NPH APPROVE ESP QUIM	06/15/2023	91.00
26207	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE: PHONE SVC / BILL	06/15/2023	1,564.93
26209	ALLCONNECTED, INC.	ALLCONNECTED: 1 YEAR APC SM	06/15/2023	4,149.00
26217	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAMILY HEALTH: I	06/15/2023	2,600.00
26224	ENCOMPASS CONSULTANT GROU	ECG: SURVEYING / EQUESTRIAN	06/15/2023	11,037.50
26232	KONICA MINOLTA	KONICA MINOLTA: MONTHLY IN'	06/15/2023	53.24
26239	STATE OF CALIFORNIA DEPT. OF J	STATE OF CA: DEPT OF JUSTICE/I	06/15/2023	800.00
26240	MIKE WHATLING	WHATLING, M: 6/10 NATURE CLA	06/15/2023	150.00
26245	ACCU-PRINTS/M&L PARTNERSHIP	ACCU-PRINTS: FINGERPRINTING	06/29/2023	45.00
26246	ACORN NEWSPAPERS	ACORN: ADOPT FINAL BUDGET F	06/29/2023	98.00
26247	ALLCONNECTED, INC.	ALLCONNECTED: 1 YR VMWARE	06/29/2023	326.00
26265	MARTINO'S CATERING CORP.	MARTINO'S CATERING: LUNCH E	06/29/2023	1,179.24
26278	VENTURA COUNTY SPECIAL DIST	VCSDA: DINNER MEETING 6/6/20	06/29/2023	75.00
26282	PETTY CASH - PLEASANT VALLEY	PETTY CASH: REPLENISH FY 202	06/29/2023	123.77
Total for Department: 05 Administration				389,304.28
Total for Fund:10 General Fund				896,264.52

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
26235	NATURAL GREEN LANDSCAPES, I	NATURAL GREEN LANDSCAPE: M	06/15/2023	20,159.27
26268	NATURAL GREEN LANDSCAPES, I	NATURAL GREEN: LANDSCAPE S	06/29/2023	20,159.27
26279	WEST COAST ARBORISTS INC.	WCA: GRID PRUNING / MISSION C	06/29/2023	5,578.98
Total for Department: 00 Non Departmentalized				45,897.52
Total for Fund:20 Assessment Fund				45,897.52

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
0	US BANK	US BANK: CAL CARD STMT 5/22/2	06/12/2023	615.90
26184	LAUTERBACH & ASSOCIATES, INC	LAUTERBACH & ASSOC: SVC DA	06/01/2023	490.07
26263	LAUTERBACH & ASSOCIATES, INC	LAUTERBACH: SVC 2023-1/1 - 2/28	06/29/2023	998.19
Total for Department: 00				2,104.16
Total for Fund:30 Park Dedication Fund				2,104.16

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 50 CDBG - Food Share				
Department: 00				
0	US BANK	US BANK: CAL CARD STMT 5/22/2	06/12/2023	673.25
26276	TUFF SHED INC.	TUFF SHED: SHED 12 X 8X 10	06/29/2023	5,846.20
Total for Department: 00				6,519.45
Total for Fund:50 CDBG - Food Share				6,519.45

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 60 Restricted Donations				
Department: 04				
26229	HUGHES GENERAL ENGINEERINC	HUGHES ENGINEERING: ML-1 / A	06/15/2023	150,195.00
26261	HUGHES GENERAL ENGINEERINC	HUGHES ENGINEERING: APP NO :	06/29/2023	356,183.53
Total for Department: 04				506,378.53
Total for Fund:60 Restricted Donations				506,378.53

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		1,457,164.18

Developer	Project			Quimby Funds			GL Code			
	No.	Location	Description	Budgeted	Expended	Awarded		Balance	Committed Date	Allocation Date
AMLI										
Public Hearing 7/5/2018	1	Nancy Bush	Nancy Bush Picnic Area(s)	\$ 45,600.00	\$ 29,585.62	\$ 615,709.00	\$ 615,709.00		7/31/2019	8446
Public Hearing 7/5/2018	2	Valle Lindo	Valle Lindo RR/Pavillion*	\$ 425,000.00	\$ 364,574.44	\$ -	\$ 586,123.38	12/6/2018		8444
Public Hearing 7/5/2018	3	Nancy Bush	Nancy Bush Playground	\$ 250,000.00	\$ 221,548.94	\$ -	\$ 221,548.94	10/3/2018		8445
TOTALS				\$ 720,600.00	\$ 615,709.00	\$ -	\$ -			
FAIRFIELD LLC										
Public Hearing 11/7/2018	1	Freedom	Freedom Baseball Fields- Non- Contract Cost	\$ -	\$ 504,121.78	\$ 2,250,489.70	\$ 2,250,489.70		1/31/2020	8459
Public Hearing 7/3/19	3	PVAC	PVAC Restrooms and Showers	\$ 1,100,000.00	\$ 411,628.87	\$ -	\$ 1,746,367.92	11/7/2018		8469
Mid-Year Budget Adj 2/5/2020	4	PV Fields	Fertilizer Injector System	\$ 60,000.00	\$ 50,788.90	\$ -	\$ 687,402.31			8478
	5		Senior and Community Rec Fac Project	\$ -	\$ -	\$ -	\$ 636,613.41			8480
	6		Senior and Community Rec Fac Exterior Proj	\$ -	\$ -	\$ -	\$ 636,613.41			
	7		Community Center Kitchen Expansion	\$ 250,000.00	\$ 280,649.20	\$ -	\$ 355,964.21			
	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		8/8/2021	
ELACORA MISSION OAKS										
Budget Allocation 11/5/2020	1	Encanto	PG Equipment Installation	\$ 1,500,000.00	\$ 189,887.74	\$ -	\$ 2,649,209.00	11/3/2016		8464
	2	Arnell Reh Pk	Arnell Ranch Park Renovation	\$ 1,400,000.00	\$ 1,496,641.96	\$ -	\$ 2,459,321.26	11/5/2020		8493
	3		Pickleball	\$ 300,000.00	\$ 137,332.17	\$ -	\$ 825,347.13			
	4		Camarillo Nature Center	\$ -	\$ -	\$ -	\$ 825,347.13			
	5		Freedom Park Landscape and Walking Path	\$ -	\$ -	\$ -	\$ 825,347.13			
			Freedom Baseball Fields	\$ -	\$ -	\$ -	\$ 825,347.13			
TOTALS				\$ 3,200,000.00	\$ 1,823,861.87	\$ -	\$ 825,347.13		8/10/2021	
KB HOMES										
Public Hearing 7/5/2018	1	Valle Lindo	Valle Lindo RR/Pavillion*	\$ 425,000.00	\$ 32,368.30	\$ -	\$ 441,984.70			8444
Public Hearing 7/5/2018	2	Mel Vincent	Mel Vincent Park Restrooms	\$ 139,500.00	\$ 166,253.78	\$ -	\$ 275,750.92			8460
Public Hearing 7/5/2018	3	Nancy Bush	Nancy Bush Pavillion	\$ 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										
Public Hearing 6/7/2023	1		Senior/Community Center ADA	\$ 21,612.25	\$ -	\$ 21,612.25	\$ 21,612.25	6/7/2023		
TOTALS				\$ 21,612.25	\$ -	\$ 21,612.25	\$ 21,612.25		6/7/2023	
HABITAT FOR HUMANITY										
Public Hearing 7/5/2023	1		Multi-Generation Center	\$ 1,000,000.00	\$ -	\$ 1,264,500.00	\$ 1,264,500.00	7/5/2023		
TOTALS				\$ 1,000,000.00	\$ -	\$ 1,264,500.00	\$ 1,264,500.00		11/21/2024	
Williams Homes										
Public Hearing 7/5/2023	1		Multi-Generation Center	\$ 1,000,000.00	\$ -	\$ 2,840,447.45	\$ 2,840,447.45	7/29/2027		
TOTALS				\$ 1,000,000.00	\$ -	\$ 2,840,447.45	\$ 2,840,447.45		8/5/2027	
Somis Ranch Phase 1										
Public Hearing 7/5/2023	1		Multi-Generation Center	\$ 1,000,000.00	\$ -	\$ 347,625.00	\$ 347,625.00	10/20/2027		
TOTALS				\$ 1,000,000.00	\$ -	\$ 347,625.00	\$ 347,625.00		3/15/2028	
Somis Ranch Phase 2										
Public Hearing 7/5/2023	1		Multi-Generation Center	\$ 1,000,000.00	\$ -	\$ 278,100.00	\$ 278,100.00	10/20/2027		
TOTALS				\$ 1,000,000.00	\$ -	\$ 278,100.00	\$ 278,100.00		3/15/2028	
Barry 60 LP										
Public Hearing 7/5/2023	1		Multi-Generation Center	\$ 1,000,000.00	\$ -	\$ 313,508.00	\$ 313,508.00	10/20/2027		
TOTALS				\$ 1,000,000.00	\$ -	\$ 313,508.00	\$ 313,508.00		3/15/2028	
Grand Total				\$ 7,481,712.25	\$ 4,564,256.18	\$ 11,098,795.40	\$ 6,526,539.22			

California CLASS

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

Ventura County Pool

Investment Name	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Ventura County Pool	0.33%	0.38%	0.41%	0.56%	0.67%	0.87%	1.31%	1.60%	1.78%
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Ventura County Pool	1.97%	2.34%	2.79%	3.06%	3.20%	3.16%	3.65%	3.54%	3.61%

- Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Local Agency Investment Fund (LAIF)	0.23%	0.28%	0.37%	0.52%	0.68%	0.86%	1.09%	1.28%	1.51%
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Local Agency Investment Fund (LAIF)	1.77%	2.01%	2.17%	2.43%	2.62%	2.83%	2.87%	2.99%	3.17%

Pacific Western Bank

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

Pleasant Valley Recreation and Park District
 Monthly AP, Payroll, Wire, Online Payment Report
 July 2023

	Date	Amount	
Accounts Payables:	7/31/2023	\$ 697,580.97	
	Total	\$ 697,580.97	
Payroll (Total Cost):	7/6/2023	\$ 183,665.97	
	7/20/2023	\$ 181,280.01	
	Total	\$ 364,945.98	
Payroll AP Payments	7/5/2023	\$ 41,986.64	PERS Health Insurance Premium
	7/6/2023	\$ 16,632.00	CALPERS - Ret PR 7/6/2023
	7/5/2023	\$ 4,015.82	Guardian
	7/5/2023	\$ 646.35	VSP
	7/5/2023	\$ 2,334.34	Hartford
	7/20/2023	\$ 18,499.71	CALPERS- Ret-PR-7/20/23
	7/10/2023	\$ 494,762.00	CALPERS UAL Payment
	Total	\$ 578,876.86	

CASH REPORT

	7/30/2023	7/31/2022
	Balance	Balance
Restricted Funds		
Debt Service - Restricted	\$ 144,994.70	\$ 140,595.62
457 Pension Trust Restricted	\$ 70,534.04	\$ 75,285.92
Cal CLASS/PW Quimby Fee - Restricted	\$ 4,470,683.73	\$ 3,073,942.57
VC Pool Quimby- Restricted	\$ 2,558,009.21	\$ 3,057,753.98
Park Impact Fees	\$ 227,429.00	\$ 172,359.10
Miracle League 805	\$ 423,002.72	\$ -
FCDP Checking	\$ 13,846.66	\$ 13,846.66
Total	\$ 7,908,500.06	\$ 6,533,783.85
 Semi-Restricted Funds		
Assessment	\$ 1,128,665.18	\$ 1,061,023.18
LAIF - Capital	\$ 1,381,648.88	\$ 2,025,275.39
PacWest/CalCLASS - Capital	\$ 1,885,517.85	\$ 1,120,677.27
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	\$ 6,113,496.80	\$ 5,309,640.73
 Unrestricted Funds		
Contingency	\$ 4,282,138.37	\$ 3,209,486.67
General Fund Checking	\$ 641,000.44	\$ 439,596.94
Total	\$ 4,923,138.81	\$ 3,649,083.61
Total of all Funds	\$ 18,945,135.67	\$ 15,492,508.19

	8/9/2023	8/31/2022
	Balance	Balance
 Restricted Funds		
Debt Service - Restricted	\$ 144,994.70	\$ 140,605.17
457 Pension Trust Restricted	\$ 70,534.04	\$ 68,420.34
Cal CLASS/PW Quimby Fee - Restricted	\$ 4,468,415.48	\$ 842,398.02
VC Pool Quimby- Restricted	\$ 2,558,009.21	\$ 5,636,856.68
Park Impact Fees	\$ 227,429.00	\$ 172,417.66
Miracle League 805	\$ 423,002.72	\$ -
FCDP Checking	\$ 13,846.66	\$ 13,846.66
Total	\$ 7,906,231.81	\$ 6,874,544.53
 Semi-Restricted Funds		
Assessment	\$ 1,092,201.09	\$ 1,015,828.82
LAIF - Capital	\$ 1,381,648.88	\$ 2,032,015.47
PacWest/CalCLASS - Capital	\$ 1,885,517.85	\$ 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	\$ 6,077,032.71	\$ 5,271,265.98
 Unrestricted Funds		
Contingency	\$ 4,282,138.37	\$ 2,809,751.09
General Fund Checking	\$ 446,274.71	\$ 483,081.11
Total	\$ 4,728,413.08	\$ 3,292,832.20
Total of all Funds	\$ 18,711,677.60	\$ 15,438,642.71

Bank Reconciliation

Board Audit

User: Cwebster
 Printed: 08/07/2023 - 9:15AM
 Date Range: 07/01/2023 - 07/31/2023
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	AFLAC	AFLAC: BILLING PERIOD JUNE 20	07/05/2023	661.44
0	CALPERS HEALTH	CALPERS: HEALTH INS - JULY 202	07/05/2023	41,986.64
0	CALPERS PENSION	PERS: PR 7/6/2023 CONT / PLAN 27	07/05/2023	16,632.00
0	CALPERS PENSION	CALPERS: PR CONT 7/20/2023 / PL	07/20/2023	18,499.71
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE 88 PMT / PR 7/6/2023 / ST/	07/05/2023	3,898.83
0	EMPLOYMENT DEVELOPMENT DI	EDD: DE88 PMT PR 7/20/2023/ PER	07/20/2023	3,967.71
0	GUARDIAN	GUARDIAN DENTAL: BILL PERIO	07/05/2023	4,015.82
0	HARTFORD LIFE & ACC. INSURAN	HARTFORD: BILLING PERIOD 202	07/05/2023	2,334.34
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS 941 PMT/ PR 7/6/2023 /	07/05/2023	27,944.81
0	INTERNAL REVENUE SERVICE - O	IRS: EFTPS / 941 DEPOSIT PR 7/20/	07/20/2023	27,658.74
0	US BANK	US BANK: CAL CARD STMT 6/22/2	07/05/2023	29.87
0	VSP	VSP: COVERAGE PERIOD JULY 20	07/05/2023	646.35
26304	ERIKA GARCIA-LANDEROS	GARCIA-LANDEROS, E: CLEANIN	07/13/2023	50.00
26307	HUB INTERNATIONAL INSURANC	HUB: JUNE 2023 INSURANCE ACT	07/13/2023	1,683.00
26313	MARICELA PARDO	PARDO, M: CLEANING DEP RFUN	07/13/2023	300.00
26331	CAPRI	CAPRI: QTR 1 WORK COMP BILLI	07/13/2023	59,146.00
26341	AMBER'S LIGHT LIONS CLUB	AMBER'S LIGHT LIONS CLUB: CL	07/27/2023	50.00
26348	ROY ESTRADA	ESTRADA, R: CLEANING DEP REF	07/27/2023	50.00
26363	PAT JOHNSON	JOHNSON, P: CLEANING DEP REI	07/27/2023	50.00
26371	PLEASANT VALLEY SCHOOL DIST	PVSD: CLEANING DEP REFUND /	07/27/2023	300.00

Total for Department: 00 Non Departmentalized 209,905.26

Department: 03 Recreation

0	AMAZON	AMAZON: SUPPLIES	07/10/2023	317.34
0	AMAZON	AMAZON: SUPPLIES	07/27/2023	15.06
0	BRENDAN GARRETT	GARRETT, B: BASKETBALL CLAS	07/13/2023	9,030.00
0	DEBRA GREENWOOD	GREENWOOD, D: WATER AEROBI	07/13/2023	1,435.85
0	DEBRA GREENWOOD	GREENWOOD,D: WATER EXERCISE	07/27/2023	644.80
0	ESTELA LIZARRAGA	LIZARRAGA, E: JUNE CLASSES / 1	07/13/2023	1,381.25
0	JANET SNYDER	SNYDER, J / DANCE 10: FOXTROT	07/13/2023	154.00
0	NICHOLAS CASTRO	CASTRO, N: JUNE 2023 MILEAGE	07/13/2023	32.62
0	PATRICIA J. BOLLAND	BOLLAND, P: JAZZERCISE / 28 EN	07/13/2023	715.00
0	SUPER SOCCER STARS	SUPER SOCCER STARS: MAY-JUN	07/13/2023	2,745.50
0	US BANK	US BANK: CAL CARD STMT 6/22/2	07/05/2023	6,170.60
26284	GOOSETOWN PRODUCTIONS INC.	GOOSETOWN: MUSIC FREQS/ SOI	07/08/2023	5,500.00
26285	THOMAS REEVES	REEVES, T: THE KINGS OF 88 PER	07/08/2023	3,500.00
26286	ALL GOOD DRIVING SCHOOL, INC	ALL GOOD DRIVING: 2 ENROLLE	07/13/2023	60.20
26287	AMERICAN RED CROSS	AMERICAN RED CROSS: 1ST AID/	07/13/2023	1,364.00
26289	MICHAEL ASHLEY	ASHLEY, M: PICKLEBALL CLASS	07/13/2023	988.00
26293	CONNER CHERLAND	CHERLAND, C: 2023 SUMMER PAI	07/13/2023	150.00
26295	THOMAS COSTA	COSTA, T: PICKLEBALL CLASS / 3	07/13/2023	643.50
26298	SANDRA DIXON	DIXON, S: BALLET & TAP CLASSE	07/13/2023	325.00
26299	BESSEL DOMINGO	DOMINGO, B: SWIM LESSONS RE	07/13/2023	150.00
26300	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SVCS: 6/28/202	07/13/2023	896.81
26301	ELITE COMMUNICATION	ELITE COMMUNICATION: CIT CA	07/13/2023	386.56
26303	LINDSEY FRAYE	FRAYE, L: 2023 SUMMER PALOOZ	07/13/2023	200.00
26305	CHRISTOPHER IAN HALL	HALL, C: BONNIE BOY/ 2023 SUM	07/13/2023	150.00
26311	JOE ORTIZ	ORTIZ, J: 5/1/2023 FORFEIT GAME	07/13/2023	40.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
26312	CARL G. OSTERLOF	OSTERLOF, C: ILLEGAL FUN / 202	07/13/2023	650.00
26314	PLAY-WELL TEKNOLOGIES	PLAY-WELL TELNOLOGIES: MINI	07/13/2023	2,948.40
26316	CHRISTOPHER DAVID ROWLAND	ROWLAND, C: NO IDEA / 2023 SU	07/13/2023	100.00
26317	RAECHEL BERNICE SANTOS	SANTOS, R: HAPPY BABY SOCIAL	07/13/2023	175.50
26318	JAYDEN SECOR	SECOR, J: 2023 SUMMER PALOOZ.	07/13/2023	300.00
26320	BRIAN SMALLWOOD	SMALLWOOD, B: STRUCTURED S	07/13/2023	884.00
26325	AUSTIN VALLEJO	VALLEJO, A: 2023 SUMMER PALO	07/13/2023	150.00
26326	AUDREY WALZER	WALZER, A: FUNCTIONAL YOGA	07/13/2023	1,351.35
26328	YOUTH EVOLUTION ACTIVITIES	YOUTH EVOLUTION: BASKETBA	07/13/2023	1,240.20
26337	GOOSETOWN PRODUCTIONS INC.	GOOSETOWN: SOUND/LIGHTING	07/19/2023	5,500.00
26338	XOCHITL MARTINEZ	MARTINEZ, X: PAYROLL REPL CK	07/19/2023	243.34
26339	ERIK TARKIANEN	TARKIAINEN, E: THE 805 SOCIAL	07/19/2023	1,000.00
26340	UNITED STATES POSTAL SERVICE	USPS: BULK PERMIT #109 / FALL 2	07/19/2023	5,855.92
26349	FENCE FACTORY RENTALS	FENCE FACTORY: TEMP FENCE R	07/27/2023	1,140.00
26353	SWANK MOTION PICTURES, INC.	SWANK MOTION PICTURES: MOV	07/27/2023	1,370.00
26354	THE FINISH LINE	THE FINISH LINE: SOFTBALL CH/	07/27/2023	3,093.70
26356	B & B DO IT CENTER	B&B: RETURNED WHITE STRIPIN	07/27/2023	95.65
26360	DURHAM SCHOOL SERVICES	DURHAM SCHOOL SVC: 7/5/2023	07/27/2023	564.64
26362	J.W. ENTERPRISES	J.W. ENTERPRISES: PORTABLE TC	07/27/2023	467.17
26374	KRIS SIMEON	SIMEON, K: 7/14/2023 - MOVIES IN	07/27/2023	100.00
26375	SWANK MOTION PICTURES, INC.	SWANK MOTION PICTURES: MOV	07/27/2023	1,370.00
26377	VOLUNTEERLOCAL, LLC	VOLUNTEERLOCAL: RENEWAL T	07/27/2023	1,200.00

Total for Department: 03 Recreation

66,795.96

Department: 04 Parks

0	ARAMSCO INC.	ARAMSCO: DISPENSER ROLL TO	07/13/2023	35.93
0	ARAMSCO INC.	ARAMSCO: BATHROOM & CLEAN	07/27/2023	10,818.51
0	CASEY QUINTERO	QUINTERO, C: BOOTS REIMB	07/27/2023	200.00
0	CITY OF CAMARILLO	CITY OF CAMARILLO: SVC DATE	07/06/2023	41,283.83
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: TICKET# 3010765	07/13/2023	5.00
0	DUSTIN FABER	FABER, D: PANTS REIMB	07/13/2023	200.00
0	EDWARD A. KAISER	KAISER, E: PANTS REIMB	07/13/2023	136.16
0	EDWARD A. KAISER	KAISER, E: BOOTS REIMB	07/27/2023	191.98
0	FERGUSON ENTERPRISES INC. #1	FERGUSON: SPUD COUP ASSY / B	07/13/2023	45.42
0	GRAINGER	GRAINGER: WALL PACK DUAL SE	07/13/2023	311.42
0	GRAINGER	GRAINGER: MVP ACTUATOR & C.	07/27/2023	80.54
0	JARED SANTILLAN	SANTILLAN, J: PANTS REIMB	07/13/2023	347.63
0	JASON ENGLAND	ENGLAND, J: BOOTS REIMB	07/13/2023	393.00
0	JESSE GOMEZ	GOMEZ, J: PANTS REIMB	07/13/2023	193.00
0	JOSEPH KEY	KEY, J: PANTS REIMB	07/13/2023	400.00
0	LINCOLN AQUATICS	LINCOLN AQUATICS: 1860 MINI B	07/13/2023	956.71
0	MICHAEL P. CRUZ	CRUZ, M: REIMB PANTS	07/13/2023	200.00
0	NICK MARIENTHAL	MARIENTHAL, N: BOOTS REIMB	07/13/2023	200.00
0	SAM RIOS	RIOS, S: PANTS REIMB	07/13/2023	200.00
0	SITEONE LANDSCAPE SUPPLY LL	SITEONE: IRRIGATION SUPPLIES	07/27/2023	8,591.72
0	SOCAL GAS COMPANY	SCG: SVC DATE 2023-5/26 - 6/27 / P	07/13/2023	2,692.81
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 2023-5/26 - 6/26 / F	07/10/2023	7,655.61
0	SOUTHERN CALIF EDISON COMP/	SCE: SVC DATE 2023-6/8 - 7/10 / CA	07/25/2023	11,241.30
0	SPRINT	SPRINT: BILL PERIOD 2023-5/12 - 6	07/27/2023	483.63
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: ADA RR & SINK / FI	07/13/2023	217.02
0	UNITED SITE SERVICES OF CA INC	UNITED SITE: DXR RR / SVC DATI	07/27/2023	179.97
0	US BANK	US BANK: CAL CARD STMT 6/22/2	07/05/2023	2,861.67
0	WATER & SANITATION SERVICES	W&S: WATER SVC DATE 2023-5/31	07/13/2023	814.56
0	WEX BANK	WEX BANK: JUNE 2023 FUEL PUR	07/13/2023	5,522.80
26288	AMERICAN RESOURCE RECVY	AMERICAN RESOURCE RECVY: J	07/13/2023	947.39
26290	ASTRA INDUSTRIAL SERVICES IN	ASTRA: W/NRSRW-VAL / G5 BOLT	07/13/2023	2,938.54
26291	B & B DO IT CENTER	B&B: RODENT TRAPS / SPRAY NC	07/13/2023	180.56
26294	COASTAL PIPCO IRRIGATION INC.	COASTAL PIPCO: COUPLING / PRI	07/13/2023	177.53
26296	CRESTVIEW MUTUAL WATER CO.	CRESTVIEW: BILL PERIOD 5023-5.	07/13/2023	54.00
26297	DIAL SECURITY	DIAL SECURITY: 6/10/2023 EVENT	07/13/2023	145.00
26306	HARBOR FREIGHT TOOLS	HARBOR FREIGHT: BAND SAW / S	07/13/2023	404.21
26307	HUB INTERNATIONAL INSURANC	HUB: JUNE 2023 INSURANCE ACT	07/13/2023	-63.54

Check No.	Vendor/Employee	Transaction Description	Date	Amount
26308	KASTLE KARE	KASTLE KARE: GOPHER JUNE 20:	07/13/2023	600.00
26309	JOSE S. MELGOZA	SANTOS FARMER'S MACHINERY:	07/13/2023	1,009.20
26310	NUTRIEN AG SOLUTIONS, INC	NUTRIEN: DRYING AGENT FOR B	07/13/2023	838.27
26315	R & R PRODUCTS, INC.	R&R PRODUCTS: REEL MOWER /	07/13/2023	252.43
26321	SMITH PIPE & SUPPLY INC.	SMITH PIPE & SUPPLY: TOPPER S	07/13/2023	392.21
26324	TURF STAR INC.	TURF STAR: MOWER SEAT SWITC	07/13/2023	118.21
26333	COUNTY OF VENTURA	COUNTY OF VENTURA: FACILITY	07/13/2023	1,056.00
26343	B & B DO IT CENTER	B&B: PVC COUPLING / PV FIELDS	07/27/2023	45.77
26344	BIGBRAND TIRE & SERVICE	BIGBRAND: TIRES TRUCK #37	07/27/2023	356.50
26345	CAMARILLO LAWNMOWER	CAMARILLO LAWNMOWER: AIR	07/27/2023	38.44
26346	CAMROSA WATER DISTRICT	CAMROSA: SVC DATE 2023-5/31 -	07/27/2023	13,404.24
26351	PHOENIX GROUP INFORMATION S	PHOENIX: ADMIN MAY 2023	07/27/2023	317.43
26356	B & B DO IT CENTER	B&B: BROKEN KEY REPLACEME	07/27/2023	369.28
26358	BIGBRAND TIRE & SERVICE	BIG BRAND: TIRES TRUCK#31	07/27/2023	1,010.65
26359	BOETHING TREELAND FARMS INC	BOETHING TREELAND: EQUESTER	07/27/2023	920.24
26367	NAPA AUTO PARTS	NAPA: TURF VACCUM BELT	07/27/2023	198.98
26370	PACIFIC ROCK, INC.	PACIFIC ROCK: DG FOR FREEDOM	07/27/2023	900.19
26372	PPG ARCHITECTURAL FINISHES	PPG PAINTS: GRAFFITI REMOVER	07/27/2023	390.63

Total for Department: 04 Parks

123,462.58

Department: 05 Administration

0	ACTUARIAL RETIREMENT CONSU	ACTUARIAL RETIREMENT CONSI	07/13/2023	500.00
0	ALESHIRE & WYNDER LLP	ALESHIRE & WYNDER: LEGAL SV	07/27/2023	2,362.00
0	AMAZON	AMAZON: SUPPLIES	07/10/2023	20.86
0	CALPERS HEALTH	CALPERS: HEALTH INS - JULY 202	07/05/2023	149.62
0	CALPERS PENSION	CALPERS: UNFUNDED ACCRUED	07/10/2023	494,762.00
0	COLUMBIA CAPITAL MANAGEME	COLUMBIA CAPITAL: BILLING PE	07/13/2023	2,707.50
0	CULLIGAN OF VENTURA COUNTY	CULLIGAN: EQUIP-POU COOLER	07/13/2023	35.00
0	J. THAYER COMPANY	J THAYER: OFFICE SUPPLIES	07/27/2023	659.30
0	KONICA MINOLTA PREMIER FINA	KONICA MINOLTA: BILLING PERI	07/27/2023	573.19
0	NOT JUST PRINTING	NOT JUST PRINTING: GEN FUND (07/27/2023	287.13
0	SPRINGBROOK HOLDING CO LLC	SPRINGBROOK: EE SELF SERVI	07/27/2023	3,272.95
0	SPRINT	SPRINT: BILL PERIOD 2023-5/12 - (07/27/2023	92.00
0	STAPLES BUSINESS ADVANTAGE	STAPLES: OFFICE SUPPLIES / PO #	07/13/2023	174.84
0	STAPLES BUSINESS ADVANTAGE	STAPLES: OFFICE SUPPLIES	07/27/2023	68.74
0	STREAMLINE	STREAMLINE: BILLING PERIOD 7	07/13/2023	6,480.00
0	US BANK	US BANK: CAL CARD STMT 6/22/2	07/05/2023	4,126.78
0	WATER & SANITATION SERVICES	W&S: PROCESSING FEE SVC DA	07/13/2023	0.75
26302	ENCOMPASS CONSULTANT GROU	ENCOMPASS CONSULTANT TRAI	07/13/2023	492.50
26322	CODY SWANSON	SWANSON, C: INTERPRETIVE HIK	07/13/2023	62.50
26323	DAVID TORFEH	TORFEH, D: 6/24/2023 INTERPRET:	07/13/2023	50.00
26329	ADVANTAGE TELECOM/A+WIREL	ADVANTAGE: INTERNET SVC JUL	07/13/2023	1,565.23
26330	ALLCONNECTED, INC.	ALLCONNECTED: JUL 2023 MONI	07/13/2023	3,652.84
26331	CAPRI	CAPRI: FIRST 1/2 BILLING FY 23-	07/13/2023	188,794.00
26332	CARPD	CARPD: MEMBERSHIP DUES FY 2	07/13/2023	3,500.00
26334	LAFCO	LAFCO: APPORT GOVT CODE SEC	07/13/2023	6,840.00
26335	VENTURA COUNTY SPECIAL DIST	VCSDA: DUES FOR FY 2023-2024	07/13/2023	150.00
26347	CENTERS FOR FAMILY HEALTH	CENTERS FOR FAMILY HEALTH: S	07/27/2023	1,185.00
26350	GOVERNMENTJOBS.COM INC	GOVERNMENTJOBS.COM: SUBSC	07/27/2023	1,040.00
26352	STATE OF CALIFORNIA DEPT. OF J	STATE OF CA: DEPT OF JUSTICE /	07/27/2023	271.00
26355	AMERICAN LEGAL PUBLISHING C	AMERICAN LEGAL PUBLISHING:	07/27/2023	210.00
26357	BAY ALARM	BAY ALARM: ALARM SVC DATE 2	07/27/2023	330.00
26364	GRAYSON KENT	KENT, G: EDUCATIONAL PRESEN	07/27/2023	225.00
26365	PAUL LERMA	LERMA,P: 7/15/2023 HIKE	07/27/2023	62.50
26366	LIEBERT CASSIDY WHITMORE	LIEBERT CASSIDY WHITMORE: E	07/27/2023	4,170.00
26368	NATIONAL RECREATION & PK AS	NRPA: PREMIER PACKAGE MEME	07/27/2023	900.00
26373	PRODUCTIVE PARKS LLC	PRODUCTIVE PARKS: ANNUAL SO	07/27/2023	5,220.72
26378	MIKE WHATLING	WHATLING, M: NATURE CLASS P	07/27/2023	150.00

Total for Department: 05 Administration

735,143.95

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Total for Fund:10 General Fund		1,135,307.75

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
0	US BANK	US BANK: CAL CARD STMT 6/22/2	07/05/2023	4,929.48
26292	BENNY'S GARDEN EQUIPMENT	BENNY'S GARDEN EQUIP: TORO	07/13/2023	3,730.00
26319	SIMPLOT TURF & HORTICULTURE	SIMPLOT TURF & HORTICULTURI	07/13/2023	4,441.44
26327	WEST COAST ARBORISTS INC.	WEST COAST ARBORIST: GRID PI	07/13/2023	13,851.00
Total for Department: 00 Non Departmentalized				26,951.92
Department: 04 Parks				
26369	NUTRIEN AG SOLUTIONS, INC	NUTRIEN: N-SOL32 BULK/ MANG	07/27/2023	4,622.03
Total for Department: 04 Parks				4,622.03
Total for Fund:20 Assessment Fund				31,573.95

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
0	US BANK	US BANK: CAL CARD STMT 6/22/2	07/05/2023	1,564.00
26342	ASSOCIATED TRANSPORTATION E	ASSOCIATED TRANSPORT ENGIN	07/27/2023	8,728.00
Total for Department: 00				10,292.00
Total for Fund:30 Park Dedication Fund				10,292.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 50 CDBG - Food Share				
Department: 00				
0	AMAZON	AMAZON: SUPPLIES	07/10/2023	2,119.15
0	AMAZON	AMAZON: SUPPLIES	07/27/2023	578.11
0	US BANK	US BANK: CAL CARD STMT 6/22/2	07/05/2023	4,497.13
26376	ULINE	ULINE: GROCERY BAGS	07/27/2023	3,503.69
Total for Department: 00				10,698.08
Total for Fund:50 CDBG - Food Share				10,698.08

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 60 Restricted Donations				
Department: 04 Parks				
26361	HUGHES GENERAL ENGINEERINC	HUGHES GEN ENGINEERING: API	07/27/2023	88,586.05
Total for Department: 04 Parks				88,586.05
Total for Fund:60 Restricted Donations				88,586.05

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		1,276,457.83

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	\$ 1,500,000.00	\$ 189,887.74	\$ 2,649,209.00	\$ 2,649,209.00	8/8/2021	
2	Arnell Rich Pk	Arnell Ranch Park Renovation	\$ 1,400,000.00	\$ 1,496,641.96		\$ 2,459,321.26	11/3/2016	
3		Pickleball	\$ 1,400,000.00	\$ 137,332.17		\$ 962,679.30	11/5/2020	8464
4		Camarillo Nature Center	\$ 300,000.00	\$ -		\$ 825,347.13		8493
5		Freedom Park Landscape and Walking Path	\$ -	\$ -		\$ 825,347.13		
		Freedom Baseball Fields	\$ -	\$ -		\$ 825,347.13		
TOTALS			\$ 3,200,000.00	\$ 1,823,861.87	\$	\$ 825,347.13		
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	\$ 4,564,256.18	\$ 11,090,795.40	\$ 6,526,539.22		

California CLASS

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

Ventura County Pool

Investment Name	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
Ventura County Pool	0.38%	0.41%	0.56%	0.67%	0.87%	1.31%	1.60%	1.78%	1.97%
	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Ventura County Pool	2.34%	2.79%	3.06%	3.20%	3.16%	3.65%	3.54%	3.61%	3.54%

- Rates are determined at the end of the month

Local Agency Investment Fund (LAIF)

Investment Name	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
Local Agency Investment Fund (LAIF)	0.28%	0.37%	0.52%	0.68%	0.86%	1.09%	1.28%	1.51%	1.77%
	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
Local Agency Investment Fund (LAIF)	2.01%	2.17%	2.43%	2.62%	2.83%	2.87%	2.99%	3.17%	3.31%

Pacific Western Bank

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

**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: September 6, 2023

SUBJECT: PARK IMPACT FEE FY 2022-2023 ANNUAL REPORT

BACKGROUND

In 2021, the District established Park Impact Fees through a Park Impact Fee Nexus Study (“Nexus Study”) that was prepared pursuant to the “Mitigation Fee Act,” as found in Government Code § 66000 et seq. The purpose of the Nexus Study was to establish the legal and policy basis for the imposition of a new park impact fee program on new development not subject to the City of Camarillo (“City”) Quimby ordinance. The park impact fee would fund the one-time cost of expanding the District’s parks and recreational facilities in order to meet the impact of new development.

The City of Camarillo adopted Ordinance No. 1180, an ordinance of the City Council of the City of Camarillo, California, adding chapter 16.52 to the Camarillo municipal code to establish park impact fees. Ordinance No. 1180 was adopted on June 23, 2021, and took effect 30 days from the date of adoption.

The following information, entitled “Annual Report,” must be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and the amount of money refunded under section Govt. Code § 66001.

The District established the following Park Impact Fee Schedule effective May 1, 2023.

Park Impact Fee Schedule		
Land Use Category	Unit ¹	Park Impact Fee
Single-Family Housing	DU	\$7,712.79
Multi-Family Housing	DU	\$5,427.56
Mobile Homes	DU	\$4,778.11
Accessory Dwelling Unit	See Note 2	
Retail / Commercial	BSQFT	\$0.39
Office	BSQFT	\$0.61
Industrial	BSQFT	\$0.27
Notes:		
¹ DU means dwelling unit; BSQFT means building square feet.		
² Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.		

Beginning balance as of	7/1/2022	\$	172,359.10
Fees collected		\$	49,071.12
Interest earned		\$	5,998.78
Ending balance as of	6/30/2023	\$	227,429.00

The District did not execute any new construction or improvement projects which would be covered by the collected fees. The District did not execute any interfund transfers or loans from this fund. The District did not refund any fees from this fund.

FISCAL IMPACT

There is no anticipated fiscal impact to the District from this recommendation.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal and Strategy:

- 1.3: Identify additional sources of revenue to reduce the reliance of property tax.

RECOMMENDATION

Staff is recommending the Board of Directors review and file the published annual report.

ATTACHMENT

- 1) PVRPD Mitigation Fee Act Annual Report FY2023 (2 pages)

Pleasant Valley Recreation and Park District

Mitigation Fee – Annual Report

Fiscal Year Ending June 30, 2023

Government Code Section 66006 provides that a local agency that requires the payment of development fees shall prepare an annual and five-year report detailing the status of those fees. The annual report must be made available to the public within 180 days from the end of the fiscal year. The Board of Directors must review the report at the next regularly scheduled public meeting that falls at least fifteen (15) days after the information is made available to the public.

Pursuant to Government Code Section 66006(b)(1) the following information must be made available to the public:

1. Provide a brief description of the type of fee in the account or fund.

Park Impact Fee: The fees are used to mitigate or help pay for the construction or needed expansion of off- site Parks and Recreation facilities due to the impact of new development.

2. List the amount of the fee:

Park Impact Fee Schedule		
Land Use Category	Unit ¹	Park Impact Fee
Single-Family Housing	DU	\$7,712.79
Multi-Family Housing	DU	\$5,427.56
Mobile Homes	DU	\$4,778.11
Accessory Dwelling Unit	See Note 2	
Retail / Commercial	BSQFT	\$0.39
Office	BSQFT	\$0.61
Industrial	BSQFT	\$0.27
Notes: ¹ DU means dwelling unit; BSQFT means building square feet. ² Pursuant to Govt. Code § 65852.2(f)(3)(A), the park impact fee for an accessory dwelling unit shall be imposed proportionately in relation to the square footage of the primary dwelling unit. Accessory dwelling units less than 750 square feet of living area are exempt.		

3. List the beginning and ending balance of the account or fund:

Beginning balance as of 7/1/2022:	\$	172,359.10
Ending balance as of 6/30/2023:	\$	227,429.00

4. List the amount of the fees collected and the interest earned:

Fees Collected 7/1/2022 through 6/30/2023	\$	49,071.12
Interest Earned 7/1/2022 through 6/30/2023	\$	5,998.78

5. Provide an identification of each public improvement for which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with the fees.

District did not execute any new construction or improvement projects which would be covered by the collected fees.

6. Provide an identification of an approximate date by which the construction of the public improvements will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, and the public improvement remains incomplete.

District did not execute any new construction or improvement projects which would be covered by the collected fees.

7. Provide a description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

District did not perform any interfund transfers or issue any loans from this fund.

8. Provide the amount of any refunds made from surplus fees and the amount of any allocations made pursuant to subdivision (f) of Section 66001. Subdivision (f) of Section 66001 requires reallocation of surplus fees where the administrative costs of refunding the fees exceeds the amount to be refunded.

District did not refund any fees from this fund.

**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: September 6, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF A REQUEST
FOR QUALIFICATIONS FOR THE TOP DRESSING
MATERIAL FOR PLEASANT VALLEY FIELDS**

BACKGROUND

Pleasant Valley 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”). In 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 another Request For Proposal for a new landscape contractor. One of the changes will be for the District to supply the top dressing material for the new contractor to apply. This will ensure the District has both quality and cost control.

ANALYSIS

By allowing the District to purchase the top dressing material it will allow more control over the costs associated with purchasing soil amendments as the District can directly manage the expenses and ensure the District is getting the best value. The District will also have specific requirements for the type and quality of soil to be used in the park. By purchasing the amendments, the District can ensure that the materials meet our standards and specifications. The District will also have direct control over the procurement process to hold the vendor directly accountable for delivery, quality, and coordination of the soil amendments. The term of the contract will be for two (2) years with the option for three (3) one-year extensions, this will give the District the ability to lock in pricing for two years then evaluate the needs on a year-to-year basis for the succeeding three (3) years.

TIMELINE

Approval of RFP:	September 6, 2023
Release of RFP:	September 7, 2023
Bids Due By:	September 18, 2023
Bid Award:	October 4, 2023

FISCAL IMPACT

There is no fiscal impact at this time; however, once qualifications come back there will be a fiscal impact of the cost of the material.

RECOMMENDATION

It is recommended the Board of Directors approve the Request for Qualifications for the top dressing material for Pleasant Valley Fields.

ATTACHMENTS

- 1) RFQ – Pleasant Valley Fields Top Dressing Material (7 pages)

PLEASANT VALLEY RECREATION & PARK DISTRICT
REQUEST FOR QUALIFICATIONS
FOR
TOP DRESSING MATERIAL



RFP RELEASE DATE:

THURSDAY, SEPTEMBER 7, 2023

PROPOSALS DUE:

Monday, September 18, 2023

No Later Than 2:00 P.M. PDT

DELIVER PROPOSALS TO:

ADMINISTRATIVE OFFICE

PLEASANT VALLEY RECREATION & PARK DISTRICT

Attn: Matthew Parker

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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NOTICE INVITING QUALIFICATIONS FOR TOP DRESSING MATRIEAL

Introduction

The Pleasant Valley Recreation and Park District (“District”) is issuing this Request for Qualifications (“RFQ”) from experienced and qualified professional suppliers to manufacture a specific blend of compost and sand and delivery of material.

District Background

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 61 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that it operates independently of the District.



Project Goal

The goal of this project is to mix and deliver 1,200 cubic yards of a specific top-dressing material for top dressing athletic fields at Pleasant Valley Fields park.

Project Scope

- Follow exact specifications on the mixing ratios.
- Provide District staff with a 2cu. ft. sample of the top dressing mixture
- Delivery of 1,200 cubic yards of product to Pleasant Valley Fields located at 200 Westpark Court Camarillo, CA 93012.
- 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.

Submission Requirements

Interested proposers must submit three (3) copies, plus an electronic version (PDF or Microsoft Word format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this contract. Proposals shall not exceed 25 pages including any attachments (staff resumes do not count toward the page limit). Any proposal that does not contain the information outlined below shall not be considered.

1. Transmittal Letter to the Selection Committee

- a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the supplier's primary contact person for the proposal.

2. Description and Qualifications of the Firm

N/A

3. Staffing

N/A

4. References

- a. A list of no more than three (3) references for the proposer and no more than three (3) references for any suppliers, if proposed, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the participation. Identify how much experience the suppliers has had with public agencies.
- b. A minimum of two (2) examples of past work completed within the last five (5) years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide a brief description of these selected projects including when the project began, its current status, a description of the proposer's role/involvement in the project, and any specific information on how the community was responsive to the project.

5. Scope of Work

- a. Manufacture 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:
 - i. 80 % compost—20% sand.
 - ii. 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.
 - iii. Sand specifications for #2 sand 100% passing a #8 screen and no more than 1% passing a #200 screen.
 - iv. 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.
 - v. Delivery Timeline – Week of Thanksgiving, November 20th- 24th, 2023.

6. Project Budget & Other Financial Information

- a. The proposer shall furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal:
 - i. A supplier must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
 - ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
 - iii. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include material and delivery costs.
 - iv. A disclosure of all personal, professional, or financial relationships with any officer and/or employee of the District.

Evaluation Criteria

N/A

Firm Selection & Notification

The issuance of this RFP and the selection of the most qualified suppliers is the first step in the process that will eventually lead to the execution of an agreement with the most qualified supplier(s). Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful supplier to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFQ in whole or in part, at any time and for any reason and or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify any aspects or waive any irregularities, terminate, or delay this RFP, the RFP process, and or the program, which is outlined within this RFQ at any time if doing so would serve the best interest of the District. The contract award will be made at the sole discretion of the District based on evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFQ and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFQ will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFQ;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFQ.

Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Suppliers with significant concerns about the sample agreement should not submit on this RFQ.

The top ranked supplier will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

The term of the contract will be two (2) year with the option of up to three (3), one (1) year extensions.

Estimated Selection & Approval Schedule

Request for Proposals Open	September 7, 2023
Questions/Clarifications Due	September 11, 2023 (by 5:00 pm)
Answers Provided by	September 15, 2023
Deadline for Proposals	September 18, 2023 (by 2:00 pm)
Announce Decision	October 4, 2023

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFQ, all communications concerning the RFQ should be directed to Matthew Parker, Park Services Manager via the contact information listed below. Unauthorized contact regarding this RFQ with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Mr. Parker.

Name: Matthew Parker, Park Services Manager
Address: Pleasant Valley Recreation & Park District
1605 E. Burnley Street, Camarillo, CA 93010
Email: mparker@pvrrpd.org

Submittal Instructions

Proposals must be received no later than 5:00 p.m. PDT on Monday, September 18, 2023.

Proposals shall be mailed to:

Pleasant Valley Recreation & Park District
Attn: Matthew Parker
1605 E. Burnley Street
Camarillo, CA 93010

The proposals shall be in a sealed envelope or box and clearly labeled with the Consultant's name, address, and "Top Dressing Material RFQ."

**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: September 6, 2023

**SUBJECT: CONSIDERATION AND APPROVAL TO ISSUE A
REQUEST FOR PROPOSALS FOR ARCHITECTURAL
DESIGN SERVICES FOR LOKKER PARK**

BACKGROUND

Lokker Park is a 7-acre neighborhood park which was developed in two phases; the first phase consisted of approximately 3 acres and was developed in 1994, and the remaining 4 acres were developed and relandscaped in 1997. The park is equipped with a variety of amenities: basketball court, sand volleyball court, horseshoe pits, and walking paths to name a few. Lokker is a popular park and attracts many throughout the community because it truly has something for almost everyone.

Lokker Park has two (2) playgrounds, one for 2-5 years of age and another for 5-12 years of age, incorporated with some fitness elements for all ages. Both playgrounds and fitness equipment were installed in 2003 and have exceeded their typical life expectancy (15-18 years). The playgrounds do not meet the current standards for ADA accessibility. In addition, the surrounding concrete walkways have lifted and buckled, creating trip hazards due to expansion of adjacent tree root systems and, therefore, are in need of repair or replacement.

As part of the playground replacement plan, Lokker Park's playgrounds were identified and earmarked for replacement this fiscal year. The adopted FY-2023/2024 Budget designates \$500,000.00 from the General Fund for the Capital Improvement Projects (CIP). The current amenities, including the two playgrounds and fitness equipment, are in need of significant upgrades to enhance the overall experience for park visitors. In light of these planned improvements, this report intentionally maintains an open-ended approach regarding the future configuration of the footprint for those improvements. This approach allows for flexibility and creativity in determining the new features that will be integrated into the park space, ensuring that the final design aligns with the needs of the community and fits within the District's allocated budget.

ANALYSIS

Staff is proposing to hire a qualified landscape architectural consulting firm for the design phase of the Lokker Park playground replacement. Staff is requesting that the Board authorize the issuance of the RFP (Attachment 1) to solicit proposals from qualified and experienced consultants

for Landscape Architectural design services, to prepare conceptual design drawings, construction cost estimates, and stamped construction-ready plans.

The following is the anticipated timeline for the RFP process:

Request for Proposals Open	September 8, 2023
Questions/Clarifications Due	September 22, 2023
Answers Provided by	September 29, 2023
Deadline for Proposals	October 6, 2023
Evaluation of Proposals	October 9-13, 2023
Announce Decision	November 1, 2023
Contract Negotiations	November 2023
Desired Project Close Out	<i>(no later than)</i> June 30, 2024

FISCAL IMPACT

Authorization of Request for Proposals has no fiscal impact on the District. Upon receipt of the proposal, the District will return to the Board of Directors to award a contract.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal and Strategy:

- 3.1: Renovate and modernize existing parks and recreation facilities to ensure all parks provide an adequate range and supply of active leisure facilities to meet the growth and diversity in population, programming trends, and new design standards.

RECOMMENDATION

It is recommended that the Board of Directors review and approve the Request for Proposals for Architectural and Design Services for Lokker Park.

- 1) RFP for Lokker Park Architectural and Design Services (9 pages)

**PLEASANT VALLEY RECREATION & PARK DISTRICT
REQUEST FOR PROPOSALS FOR LOKKER PARK
ARCHITECTURAL AND DESIGN SERVICES**



RFP RELEASE DATE:

FRIDAY, SEPTEMBER 8, 2023

PROPOSALS DUE:

FRIDAY, OCTOBER 6, 2023

No Later Than 2:00 PM PDT

DELIVER PROPOSALS TO:

ADMINISTRATIVE OFFICE

PLEASANT VALLEY RECREATION & PARK DISTRICT

Attn: Matthew Parker, Park Services Manager

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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NOTICE INVITING PROPOSALS FOR ARCHITECTURAL AND DESIGN SERVICES FOR LOKKER PARK PLAYGROUND RENOVATION

Introduction

The Pleasant Valley Recreation and Park District (“District”) is issuing this Request for Proposals (“RFP”) from experienced landscape architectural firms for the development of construction ready playground design plans, including site upgrades, renovation, and modernization of the playground equipment at Lokker Park.

All questions regarding this Request for Proposals (“RFP”) shall be directed to Matthew Parker, Park Services Manager at mparker@pvrpd.org in writing. Proposals shall be submitted by firms that have a capable and demonstrable background in the type of work described in “Project Scope” section of this notice. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.

The proposals must be submitted to the Pleasant Valley Recreation and Park District’s Administrative Office, 1605 E Burnley Street, Camarillo, California, 93010, no later than 2:00 p.m. on October 6, 2023. Each proposer must submit one (1) electronic copy of the proposal in accordance with “Submission Requirements” section of this notice.

District Background

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 62 years ago.

Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that it operates independently of the District.



Project Goal

The goal of the architectural design services is to revitalize and reconfigure a dilapidated playground and fitness equipment area to create an inviting, safe, and functional space that promotes physical activity, social interaction, and community engagement. The primary objective is to transform the existing deteriorated area into a modern, inclusive, and aesthetically pleasing environment that caters to the diverse needs of users of all ages and abilities as well as to develop construction ready documents and plans.

This project also aligns with the District's mission and vision outlined in the 2021-2026 Strategic Plan and meets goal 3.1 B.

Project Scope

The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of tasks necessary to complete the project.

- **Project initiation**
 - Meet with District staff on project intent and planning process
 - Review and analyze existing site conditions
 - Review and evaluate options for site elements
 - Deliverables: Final Scope of Services and Project Schedule
- **Conceptual design**
 - Refine conceptual design for the site elements
 - Prepare dimensioned site plans, elevations and colored renderings to be used for final approvals and as a basis for preparation of construction documents
 - Deliverables: Final Conceptual Design, Construction Cost Estimates, Stamped Construction Ready Plans.
- **Presentations and meetings**
 - Attend a minimum of four (4) meetings with staff to review and discuss design

- Attend a minimum of three (3) community meetings to discuss design proposals and receive public input
- Prepare and present a PowerPoint presentation to: District Board of Directors for final design approval

Submission Requirements

Interested proposers must submit five (5) copies, plus an electronic version (PDF or Microsoft Word format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this contract. Proposals shall not exceed 25 pages including any attachments (staff resumes do not count toward the page limit). Any proposal that does not contain the information outlined below shall not be considered.

1. Transmittal Letter to the Selection Committee

- a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the firm's primary contact person for the proposal. Firm advertising, brochures, and other promotional material should not be included.

2. Description and Qualifications of the Firm

- a. A description of the firm's organizational structure, the jurisdiction in which the firm is organized and date of such organization. In addition, provide a description of the firm's qualifications and experience.

The District desires a team who ideally brings the following experience:

1. Describe the firm's methods for collaborating with your teams, stakeholders, community, and District staff.
2. Design efforts integrating fitness-oriented parks with environmentally friendly designs.
3. Past design of public use facilities to include accessibility improvements in parks or public spaces.
4. Discuss any innovative or creative approaches the firm has used to address challenges in previous projects.
5. Past design for projects of similar size, scope or complexity to this Project.

Provide your firm's strategies for engaging the public in park-related projects.

3. Staffing

- a. Provide an organizational chart identifying: 1) the project manager for the work; 2) each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager and key persons, including a summary of experience on similar projects to those described in this proposal. Resumes should be included for all key individuals as an appendix to the submittal.
 - i. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.

4. References

- a. A list of no more than three (3) references for the proposer and no more than three (3) references for any subconsultants, if proposed, including the names, addresses

and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to the participation. Identify how much experience the firm and sub consultant, if needed, has had with public agencies.

- b. A minimum of two (2) examples of past work completed within the last five (5) years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide a brief description of these selected projects including when the project began, its current status, a description of the proposer's role/involvement in the project, and any specific information on how the community was responsive to the project.

5. Scope of Work

- a. A clear and concise statement of the proposer's understanding of the nature and extent of the services required.
- b. Approach to the project, highlighting the methodology and process to be used, components and expected deliverables.
- c. The proposed project timeline.

6. Project Budget & Other Financial Information

- a. The proposer shall furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal.
 - i. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
 - ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
 - iii. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, costs, and a description of each major task and subtask, including public meetings.
 - iv. A schedule of hourly rates to be charged for extra work if required during the course of the contract.
 - v. A disclosure of all personal, professional, or financial relationships with any officer and/or employee of the District.

Evaluation Criteria

The objective is to choose the proposal that offers the highest quality services and will achieve the project's goals and objectives within a reasonable budget. While cost is important, other factors are also significant and the District may not select the lowest cost proposal.

All proposals submitted in response to this RFP will be evaluated by a committee in accordance with the objectives mentioned above and the following criteria with a given point value listed below.

Selection Criteria—RFP	Points Available
Understanding of Scope of Work; Recommended Methodology & Process to include High Public Engagement	25
Project Components, Timeline, and Deliverables	15
Demonstrated Expertise in Performing Similar Work	20
Qualifications and Experience of Key Staff	20
References & Past Project Samples	15
Proposed Project Cost	15
Total Points Available Per Proposal	110

Total scores will be tabulated, and the highest ranked firm will enter into negotiations. If the District requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have not been scheduled and are not anticipated at this time. However, if the District elects to set up interviews and your firm is invited to give a presentation to the committee, notice will be given with a set date.

Firm Selection & Notification

The issuance of this RFP and the selection of the most qualified firms is the first step in the process that will eventually lead to the execution of an agreement with the most qualified firm. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful Consultant to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFP in whole or in part, at any time and for any reason and/or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify, any aspects or waive any irregularities, terminate, or delay this RFP, the RFP process, and or the program, which is outlined within this RFP at any time if doing so would serve the interest of the District. Contract award will be made at the sole discretion of the District based on evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be

considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Consultants with significant concerns about the sample agreement should not submit on this RFP.

The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

Estimated Selection & Approval Schedule

Request for Proposals Open	September 8, 2023
Questions/Clarifications Due	September 22, 2023
Answers Provided by	September 29, 2023
Deadline for Proposals	October 6, 2023
Evaluation of Proposals	October 10-13, 2023
Announce Decision	November 1, 2023
Contract Negotiations	November 2023
Desired Project Close Out	<i>(no later than)</i> Feb 30, 2024

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFP, all Consultant communications concerning the RFP should be directed to Matthew Parker, Park Services Manager via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Mr. Parker.

Name: Matthew Parker, Park Services Manager
Address: Pleasant Valley Recreation & Park District
1605 E. Burnley Street, Camarillo, CA 93010
Email: mparker@pvrpd.org

Submittal Instructions

Proposals must be received no later than 2:00 p.m. PDT on Friday, October 6, 2023.

Proposals shall be mailed to:

Pleasant Valley Recreation & Park District

Attn: Matthew Parker
1605 E. Burnley Street
Camarillo, CA 93010

The proposals shall be in a sealed envelope or box and clearly labeled with the Consultant's name, address, and "Lokker Park Playground Renovation RFP."

**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: September 6, 2023

**SUBJECT: CONSIDERATION AND APPROVAL TO ISSUE A
REQUEST FOR PROPOSALS FOR ARCHITECTURAL
DESIGN SERVICES FOR THE SENIOR CENTER AND
AUDITORIUM ADA UPGRADES/RETROFIT**

BACKGROUND

As part of the District's efforts to bring District facilities into compliance with the Americans with Disabilities Act, the District completed a comprehensive Americans with Disabilities Act (ADA) Evaluation and Transition Plan in 2022. The ADA Evaluation identified various types of accessibility challenges, both indoor and outdoor at various District owned/maintained facilities. These findings were then cataloged and inputted into the ADA Transition Plan and assigned a priority rating. The ADA Transition Plan identified both the Senior Center Restrooms and the need for wheelchair accessibility to the Auditorium Stage in the Community Center via an automatic lift as high priority projects as these sites host a large variety of events, servicing both our older adult populations and the community at-large.

In the approved FY-2023/2024 Budget, an allocation of approximately \$600,157 from Quimby funds originating from the Crestview, KB Homes, and Fairfield LLC projects has been earmarked for specific Capital Improvement Projects (CIP) situated at the Community Center Campus. The enhancements encompass a range of endeavors, notably including the attainment of ADA compliance for the Senior Center Restrooms, advancements to the Community Center Auditorium Stage, and the incorporation of Audio/Visual upgrades for room 6, all falling within the confines of the allocated budget. The preliminary initiatives outlined for the Auditorium ADA upgrades encompass the integration of an ADA-compliant wheelchair lift onto the stage, along with the necessary modifications to ensure ADA access compliance for the Senior Center's restroom facilities.

The Auditorium and the Senior Center were both originally built in 1968, however in 1982 an addition was built onto the Senior Center to increase building capacity and better serve the growing community. Both the Auditorium stage and Senior Center restrooms are of original design building standards from when they were constructed before the ADA was passed in 1990 and are out of compliance with ADA accessibility standards.

In order to make the necessary abovementioned ADA accessibilities modifications for these projects and proper building permits to be issued, the District will need to have building plans prepared by a licensed architect for review by the City of Camarillo’s Building and Safety staff.

ANALYSIS

The recommendation from staff entails the recruitment of a proficient architectural/engineering consulting firm to oversee the Community Center capital projects. To this end, the staff is seeking the Board’s approval to initiate the Request For Proposal (RFP) process, as outlined in Attachment 1. These services will be instrumental in formulating comprehensive proposals from qualified and experienced consultants for engineering and/or architectural design services, to prepare construction documents, which, in turn, will facilitate necessary updates for achieving ADA accessibility located at the Community Center Campus.

The following is the anticipated timeline for the RFP process:

Request for Proposals Open	September 8, 2023
Questions/Clarifications Due	September 18, 2023
Answers Provided by	October 1, 2023
Deadline for Proposals	October 6, 2023, at 2 p.m.
Evaluation of Proposals	October 9-13, 2023
Announce Decision	November 1, 2023
Contract Negotiations	November 2023
Desired Project Close Out	<i>(no later than)</i> June 30, 2024

FISCAL IMPACT

Authorization of Request for Proposals has no fiscal impact on the District. Upon receipt of proposal bids, the District will return to the Board of Directors to award a contract.

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goals and Strategies:

- 2.1 D: Identify features and amenities within the existing Community Center facility to be updated or improved (Fire Codes /ADA/etc.) as part of the larger project.

- 3.2 F: Develop, communicate, and begin implementation of an Americans with Disabilities Act (ADA) Transition Plan.

RECOMMENDATION

It is recommended that the Board of Directors review and approve the Request for Proposals for Architectural and Design services for the Senior Center Restrooms and Auditorium Stage ADA accessibility upgrades/retrofits.

ATTACHMENTS

- 1) RFP for Senior Center and Auditorium Architectural and Design Services (10 pages)

PLEASANT VALLEY RECREATION & PARK DISTRICT
REQUEST FOR PROPOSALS FOR
SENIOR CENTER AND AUDITORIUM
ARCHITECTURAL AND DESIGN SERVICES



RFP RELEASE DATE:

FRIDAY, SEPTEMBER 8, 2023

PROPOSALS DUE:

FRIDAY, OCTOBER 6, 2023

No Later Than 2:00 PM PDT

DELIVER PROPOSALS TO:

ADMINISTRATIVE OFFICE

PLEASANT VALLEY RECREATION & PARK DISTRICT

Attn: Matthew Parker, Park Services Manager

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

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NOTICE INVITING REQUEST FOR PROPOSALS FOR SENIOR CENTER AND AUDITORIUM FOR ARCHITECTURAL AND DESIGN SERVICES

Introduction

The Pleasant Valley Recreation and Park District (“District”) hereby requests proposals for engineering and/or architectural design services for the ADA/Facilities Improvements at the District’s Senior Center and Auditorium Located at 1605 East Burnley Street in Camarillo, Ca. The project is specific to retrofitting ADA accessibility for the Senior Center restrooms and wheelchair ADA access for the Auditorium stage.

All questions regarding this Request for Proposals (“RFP”) must be directed to Matthew Parker, Park Services Manager at mparker@pvrpd.org in writing. Proposals must be submitted by firms that have a capable and demonstrable background in the type of work described in “Project Scope” section of this notice. In addition, all interested firms must have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.

The proposals must be submitted to the Pleasant Valley Recreation and Park District’s Administrative office, 1605 E Burnley Street, Camarillo, California, 93010, no later than 2:00 p.m. on October 6, 2023. Each proposer must submit one (1) electronic copy of the proposal in accordance with “Submission Requirements” section of this notice.

District Background

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 59 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that it operates independently of the District.



Project Goal

The District is seeking proposals from qualified and experienced Consultants for engineering and/or architectural design services to create an inclusive and accessible community space that addresses the needs of individuals of all abilities, particularly focusing on the design of the community center stage and the senior center restrooms. The project aims to provide a welcoming environment that adheres to the principles of Universal Design and the American with Disabilities Act (ADA), ensuring that people with diverse physical and cognitive abilities can full participate and in engage in activities hosted at the community. The goal is to prepare construction documents to make the restrooms inside the Senior Center ADA accessible and provide ADA wheelchair accessibility to the Auditorium stage as identified in the District’s comprehensive ADA Self-Evaluation and Transition Plan which was completed in 2022.

This project also aligns with the District’s mission and vision outlined in the 2021-2026 Strategic Plan (Goal 3.2 F)

Project Scope

The Consultant must perform the following professional services described in this section.

Task 1: Project Management The Consultant will prepare conceptual and final construction documents (plans, details, technical specifications, and cost estimate) to retrofit and renovate the Senior Center restrooms, Auditorium Stage and other ADA compliancy issues as address in the Districts ADA transition plan. A total budget of roughly \$600,000 for design and construction has been allocated to these projects for FY 23-24.

Consultant must produce a schedule of work, attend one kick-off meeting, site visit and assessment, and conduct up to three (3) client review meetings (phone conference and coordination meetings) with the District staff (including maintenance staff) to discuss progress and establish the priority list.

Deliverables:

- Meeting minutes

- Establish final priority list
- Schedule of work – updated monthly
- Progress report with invoice

Task 2: Conceptual Plans (35% Submittal)

The Consultant will prepare 35% conceptual plans which show all proposed repairs/improvements. The conceptual plans must be prepared at a quality that can be printed on 24"x36" sheets. The Consultant will attend one (1) meeting to review the conceptual plans.

Deliverables:

- Conceptual Plans (2 sets)
- Preliminary Cost Estimate

Task 3: Construction Documents

This task includes the preparation of the construction documents (plans, details, technical specifications, and cost estimate).

City of Camarillo standard details and technical specifications will be referenced wherever reasonable. The City's technical specifications shall be reviewed by the design team and amended where necessary for the delivery of a successful project. The Consultant will also provide technical specification sections for work not included in the City's standard specifications including, but not limited to, the California Building Codes and the Americans with Disabilities Act.

The Consultant will allow for three construction document submittals (65%, 95% and 100%). Each following round of submittals must incorporate comments from City staff or other stakeholders from each previous round. Each submittal will include plans, details, technical specifications, cost estimates, and a written response to comments. Interim submittals can be made electronically in PDF. The final 100% plans must include one (1) full-size hard copy and one half-sized copy, both wet-signed.

Deliverables:

- 65% PS&E and response to comments to 35% submittal
- 95% PS&E and response to comments to 65% submittal
- 100% PS&E and response to comments to 95% submittal

Task 4: Construction Support

The Consultant will review related material submittals and attend up to five (5) site visits during construction to ensure that construction is consistent with the design intent of the construction documents. At the project's completion, the Consultant must also generate CAD and PDF drawings for documentation.

Submission Requirements

Interested proposers must submit five (5) copies, plus an electronic version (PDF or Microsoft Word format) of the proposal on or before the deadline containing the following information to the District to be considered a viable candidate for this contract. Proposals shall not exceed 25 pages including any attachments (staff resumes do not count toward the page limit). Any proposal that does not contain the information outlined below will not be considered.

1. Transmittal Letter to the Selection Committee

- a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the firm's primary contact person for the proposal. Firm advertising, brochures, and other promotional material should not be included.

2. Description and Qualifications of the Firm

- a. A description of the firm's organizational structure, the jurisdiction in which the firm is organized and date of such organization. In addition, provide a description of the firm's qualifications and experience.

The District desires a team who ideally brings the following experience:

1. Describe the firm's methods for collaborating with your teams, stakeholders, including park district staff.
2. Provide an overview of the firm's approach to incorporating accessibility into their design process. Discuss any innovative or creative approaches the firm has used to address challenges in previous projects.
3. Describe the firm's understanding of ADA regulations and guidelines and how your firm ensures that their designs consistently meet or exceed ADA requirements.
4. Past design for projects of similar size, scope, or complexity and accessibility improvements in parks or public spaces. Past ADA compliancy designs of public use facilities with restroom remodels / retrofit and inclusion of ADA vertical wheelchair platform lift / elevator.
5. Provide your firm's strategies for engaging the public in park-related projects.

3. Staffing

- a. Provide an organizational chart identifying: 1) the project manager for the work; 2) each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager and key persons, including a summary of experience on similar projects to those described in this proposal. Resumes should be included for all key individuals as an appendix to the submittal.
 - i. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.

4. References

- a. A list of a minimum of three(3) but no more than five (5) references for the proposer and no more than three (3) references for any subconsultants, if proposed, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to participation. Identify how much experience the firm and sub consultant, if needed, has had with public agencies.
- b. A minimum of two (2) examples of past work completed within the last five (5) years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide a brief description of these selected projects including when the project began, its current status, a description of the proposer's role/involvement in the project, and any specific information on how the community was responsive to the project.

5. Scope of Work

- a. A clear and concise statement of the proposer's understanding of the nature and extent of the services required.
- b. Approach to the project, highlighting the methodology and process to be used, components and expected deliverables.
- c. The proposed project timeline.

6. Project Budget & Other Financial Information

- a. The proposer must furnish the financial information requested below. If submitted by a consortium, a joint venture, a partnership, or by an individual, it must be signed by an individual authorized to bind the firm making the proposal.
 - i. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
 - ii. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
 - iii. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, costs, and a description of each major task and subtask, including public meetings.
 - iv. A schedule of hourly rates to be charged for extra work if required during the course of the contract.
 - v. A disclosure of all personal, professional, or financial relationships with any officer and/or employee of the District.

Evaluation Criteria

The objective is to choose the proposal that offers the highest quality services and will achieve the project's goals and objectives within a reasonable budget. While cost is important, other factors are also significant and the District may not select the lowest cost proposal.

All proposals submitted in response to this RFP will be evaluated in accordance with the objectives mentioned above and the following criteria with a given point value listed below.

Selection Criteria—RFP	Points Available
Understanding of Scope of Work; Recommended Methodology & Process to include High Public Engagement	25
Project Components, Timeline, and Deliverables	15
Demonstrated Expertise in Performing Similar Work	20
Qualifications and Experience of Key Staff	20
References & Past Project Samples	15
Proposed Project Cost	15
Total Points Available Per Proposal	110

Total scores will be tabulated, and the highest ranked firm will enter into negotiations. If the District requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have not been scheduled and are not anticipated at this time. However, if the District elects to set up interviews and your firm is invited to give a presentation, notice will be given with a set date.

Firm Selection & Notification

The issuance of this RFP and the selection of the most qualified firms is the first step in the process that will eventually lead to the execution of an agreement with the most qualified firm. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP.

The successful Consultant to whom work is awarded will, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and must furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFP in whole or in part, at any time and for any reason and/or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify any aspects or waive any irregularities, terminate, or delay this RFP, the RFP process, and/or the program, which is outlined within this RFP at any time if doing so would serve the interest of the District. Contract award will be made at the sole discretion of the District based on evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFP.

Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Consultants with significant concerns about the sample agreement should not submit on this RFP.

The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

Estimated Selection & Approval Schedule

Request for Proposals Open	September 8, 2023
Questions/Clarifications Due	September 18, 2023
Answers Provided by	October 1, 2023
Deadline for Proposals	October 6, 2023
Evaluation of Proposals	October 9-13, 2023
Announce Decision	November 1, 2023
Contract Negotiations	November 2023
Desired Project Close Out	<i>(no later than)</i> June 30, 2024

**The District reserves the right to revise the above schedule.*

Questions

Upon release of this RFP, all Consultant communications concerning the RFP should be directed to Matthew Parker, Park Services Manager via the contact information listed below. Unauthorized contact regarding this RFP with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Mr. Parker.

Name: Matthew Parker, Park Services Manager
Address: Pleasant Valley Recreation & Park District
1605 E. Burnley Street, Camarillo, CA 93010
Email: mparker@pvrpd.org

Submittal Instructions

Proposals must be received no later than 2:00 p.m. PDT on Friday, October 6, 2023.

Proposals must hand delivered or be mailed to:

Pleasant Valley Recreation & Park District

Attn: Matthew Parker
1605 E. Burnley Street
Camarillo, CA 93010

The proposals must be in a sealed envelope or box and clearly labeled with the Consultant's name, address, and "Senior Center-Auditorium ADA RFP"

**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: September 6, 2023

**SUBJECT: APPROVAL OF “PIGGYBACK” PURCHASE OF FORD
MAVERICK HYBRID VEHICLE FOR THE PARK
SERVICES MANAGER**

BACKGROUND

Currently, the Park Services Manager receives a car allowance of \$400 per month to cover transportation expenses when conducting District-related activities. However, after careful consideration and analysis, staff is recommending transitioning to provide a District-owned vehicle that would result in cost savings.

ANALYSIS

The existing car allowance system has served its purpose, but recent developments have highlighted its limitations. Currently, all other parks employees are using District vehicles for business use, which means the liability, maintenance costs, and compliance with safety standards all fall within the District’s purview. The District has provided the Park Services Manager with a car allowance, due to the inability to afford the upfront capital for the purchase of a dedicated vehicle, as the District has replaced older vehicles within its fleet. However, due to increased fiscal efficiencies and cost-savings, the District is able to afford a purchase this year.

The reason for purchasing a dedicated vehicle is cost savings. While there is a bigger upfront cost, the purchasing of the vehicle will result in savings over time. With proper maintenance, the District can expect the vehicle to last at least 8 years. At a budgeted cost of \$35,000, this comes out to roughly \$365 a month. This purchase will also add a hybrid vehicle to the District Fleet. Adding another fleet vehicle enables the District to respond quickly to last-minute business needs, emergency situations, and transportation requirements of the District should they arise.

The District plans to “piggyback” onto the contract the State of California Department of General Services (DGS) has for the purchasing of fleet vehicles. DGS contract 1-22-23-20 A-K Section 2.B states, “Local governmental agencies shall have the same rights and privileges as the State under the terms of this contract.” The purchase will be made with Downtown Ford Sacramento.

FISCAL IMPACT

The cost of the Park Services Manager vehicle was part of the FY 2023-2024 Budget at \$35,000. The quote from Downtown Ford Sacramento is \$29,221.23. There will be additional work, such as decals, needed to get the vehicle fleet ready, but the additional costs will not exceed the budgeted amount of \$35,000. In comparison to 8 years (96 months) of a car allowance at \$400 a month or a total of \$38,400, the District will save \$3,400.

RECOMMENDATION

It is recommended the Board approve the “piggyback” purchase from Downtown Ford Sacramento for a new 2023 Ford Maverick Hybrid vehicle for the Park Services Manager.

ATTACHMENTS

- 1) 2023 Ford Maverick Quote (1 page)
- 2) Department of General Service Contract 1-22-23-20 A-K (23 pages)

525 N16TH STREET, SACRAMENTO, CA 95811
PHONE: 916-299-3529

QUOTE

Customer

Name PLEASANT VALLEY REC AND PARK DIST
 Address 1605 E. BURNLEY ST
 City CAMARILLO State CA Zip 93010
 Phone ATTN: ANA CERROS

DATE 8/4/2023
 SALES REP KAYLA
 PHONE 916-717-0362
 FOB CAMARILLO

Qty	Description	Unit Price	TOTAL
1	2023 FORD MAVERICK CREW CAB FWD HYBID STATE OF CALIFORNIA CONTRACT 1-22-23-20F CLIN 2 EXTERIOR COLOR: WHITE	\$23,945.00	\$23,945.00
OPTIONS			
PRICING BELOW SUBJECT TO CHANGE			
1	CO-PILOT 360	\$650.00	\$650.00
1	DUAL ADJ MIRRORS W/ BLIS (REQ FOR CO-PILOT)	\$250.00	\$250.00
1	FULL SIZE SPARE TIRE (INC WITH CO PILOT)	\$0.00	\$0.00
1	TONNEAU COVER - HARD TRI FOLD	\$1,180.00	\$1,180.00
1	TAILGATE LOCK	\$40.00	\$40.00
1	BED MAT	\$160.00	\$160.00
1	DOC FEE	\$85.00	\$85.00
SALES TAX CALCULATED AT 7.25% BASED ON REGISTRATION ADDRESS			

Payment Details

Cash
 Check
 Credit Card

Name _____
 CC # _____
 Expires _____

SubTotal	\$26,310.00
DELIVERY	\$995.00
SALES TAX	\$1,907.48
CA Tire Tax	\$8.75
TOTAL	\$29,221.23

Office Use Only

\$500 DISCOUNT WITH PAYMENT IN 20 DAYS

SIGNATURE

DATE



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
STATEWIDE CONTRACT
USER INSTRUCTIONS
MANDATORY

Supplement 8

(Incorporates Supplements 1 – 8)

ISSUE AND EFFECTIVE DATE: ***08/04/2023***

CONTRACT NUMBER: 1-22-23-20 A through K

DESCRIPTION: Fleet Vehicles – Trucks

CONTRACTOR(S): Lithia Nissan of Fresno (1-22-23-20A)

Ocean Honda (1-22-23-20B)

Freeway Toyota (1-22-23-20C)

Winner Chevrolet (1-22-23-20D)

Elk Grove Auto (1-22-23-20E)

Downtown Ford Sales (1-22-23-20F)

Watsonville Fleet Group (1-22-23-20G)

CA Car Group (1-22-23-20H)

Riverview International (1-22-23-20I)

Sacramento Truck Center

(1-22-23-20J)

Bonander Truck & Trailer (1-22-23-20K)

CONTRACT TERM: 05/01/2022 through 04/30/2025

STATE CONTRACT ADMINISTRATOR: **Contracts 1-22-23-20A-G, I, & J**

Eugene Shemereko

279-946-8028

Eugene.Shemereko@dgs.ca.gov

Contracts 1-22-23-20H & K

***Frank Martin**

279-946-8035

Frank.Martin@dgs.ca.gov

The contract user instructions, products, and pricing are included herein. All purchase documents issued under this contract incorporate the contract terms and applicable California General Provisions:

[Non-IT General Provisions \(rev 11/19/2021\)](https://www.dgs.ca.gov/-/media/199A6A32E4DE4BECAFF4EFA7194350CD.ashx) (<https://www.dgs.ca.gov/-/media/199A6A32E4DE4BECAFF4EFA7194350CD.ashx>)

Cal eProcure link: www.caleprocure.ca.gov

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Contract User Instructions, ****Supplement 8****

All changes to most recent Supplement are in ***bold red italic***. Additions are enclosed in asterisks; deletions are enclosed in brackets.

SUMMARY OF CHANGES

Supplement Number	Description/Articles	Supplement Date
<i>*8*</i>	<ul style="list-style-type: none"> ➤ <i>* Attachment A – Contract Pricing – Supplement 7 has been replaced with Attachment A – Contract Pricing – Supplement 8</i> ➤ <i>Updated State Contract Administrator information.*</i> 	<i>*08/04/2023*</i>
7	<ul style="list-style-type: none"> ➤ Attachment A – Contract Pricing – Supplement 6 has been replaced with Attachment A – Contract Pricing – Supplement 7 ➤ Downtown Ford’s email address has been updated 	07/28/2023
6	<ul style="list-style-type: none"> ➤ Attachment A – Contract Pricing – Supplement 5 has been replaced with Attachment A – Contract Pricing – Supplement 6 	01/23/2023
5	<ul style="list-style-type: none"> ➤ Attachment A – Contract Pricing – Supplement 4 has been replaced with Attachment A – Contract Pricing – Supplement 5 	12/06/2022
4	<ul style="list-style-type: none"> ➤ Attachment A – Contract Pricing – Supplement 3 has been replaced with Attachment A – Contract Pricing – Supplement 4 	11/04/2022
3	<ul style="list-style-type: none"> ➤ Attachment A – Contract Pricing – Supplement 2 has been replaced with Attachment A – Contract Pricing – Supplement 3 ➤ Contact Information for Downtown Ford has been updated 	09/19/2022
2	<ul style="list-style-type: none"> ➤ Attachment A – Contract Pricing – Supplement 1 has been replaced with Attachment A – Contract Pricing – Supplement 2* 	08/16/2022

Contract (Mandatory) 1-22-23-20 A-K
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1	<ul style="list-style-type: none">➤ Attachment A – Contract Pricing has been replaced with Attachment A – Contract Pricing – Supplement 1➤ Attachment D – Vehicle Specifications has been added➤ Article 25 – Payments, language has been modified	05/26/2022
N/A	Original Contract Posted	05/01/2022

All other terms and conditions remain the same.

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1. SCOPE

The State's contracts provide Fleet Vehicles - Trucks at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-22-23-20 A - K. The contractors shall supply the entire portfolio of products as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of Fleet Vehicles - Trucks to the State.

The contract term is for three (3) years with an option to extend the contract for two (2) additional one (1) year periods or portion thereof. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the contractor and the State. If a mutual agreement cannot be met the contract may be terminated at the end of the current contract term.

2. CONTRACT USAGE/RULES

A. State Departments

- The use of this contract is mandatory for State of California departments. State Departments may purchase any vehicle that is awarded to each line item. This contract does not include ranking.
- State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2 and SCM-F as applicable.
- Prior to placing orders against this contract, State departments must have been granted non-IT purchasing authority by the Department of General Services, Procurement Division (DGS-PD) for the use of this statewide contract. State departments that have not been granted purchasing authority by DGS-PD for the use of the State's statewide contracts may contact DGS-PD's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.
- Departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

B. Local Governmental Agencies

- Local governmental agency use of this contract is optional.
- Local government agencies are defined as "any city, county, city and county, district or other governmental body or corporation", per Public Contract Code Chapter 2, Section 10298 (b), empowered to expend public funds for the acquisition of products; this includes the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges. While the State makes this contract available to local governmental agencies, each local

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governmental agency should determine whether this contract is consistent with its procurement policies and regulations.

- Local governmental agencies shall have the same rights and privileges as the State under the terms of this contract. Any agencies desiring to participate shall be required to adhere to the same responsibilities as do State agencies and have no authority to amend, modify or change any condition of the contract.
 - A DGS issued billing code is not required for local governmental agencies to place orders against this contract.
- C. Unless otherwise specified within this document, the term “ordering agencies” will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and/or usage instructions exclusive to State departments or local governmental agencies shall be identified within each article.

3. DGS ADMINISTRATIVE FEES

A. State Departments

The DGS will bill each State department an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the [Price Book & Directory of Services](https://www.dgs.ca.gov/OFS/Price-Book) (<https://www.dgs.ca.gov/OFS/Price-Book>) (go to Price Book Download and click on Purchasing under Procurement Division).

B. Local Governmental Agencies

For all local government agency transactions issued against the contract, the Contractor is required to remit the DGS-PD an Incentive Fee of an amount equal to 1.25% of the total purchase order amount excluding taxes and freight. This Incentive Fee shall not be included in the agency’s purchase price, nor invoiced or charged to the purchasing entity. All prices quoted to local governmental agency customers shall reflect State contract pricing, including any and all applicable discounts, and shall include no other add-on fees.

4. SB/DVBE OFF-RAMP PROVISION

There is no SB/DVBE off ramp associated with this contract.

5. PROBLEM RESOLUTION/SUPPLIER PERFORMANCE

Ordering agencies and/or Contractor shall inform the State Contract Administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc. The ordering agency should include all relevant information and/or documentation (e.g., purchase documents).

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6. CONTRACT ITEMS

Contract vehicles and pricing are listed on Attachment A, Contract Pricing. All prices listed shall be fixed as the maximum cost for the contract period unless a price increase is granted.

Each line item description on Attachment A, Contract Pricing, provides a description of the minimum requirements that each vehicle in that line item has met or exceeded.

A Maintenance Plan is offered on all light duty vehicles less than 8500 lbs Gross Vehicle Weight Rating (GVWR). Maintenance Plan pricing is listed on Attachment A, Contract Pricing. The purchase of the Maintenance Plan is optional. See Article 29, Maintenance Plan for more detailed information.

Price Increases

Price increases may be requested with each model year change and will be posted on a quarterly basis.

Quarterly Increases shall be processed on the following calendar days:

- July 1st
- October 1st
- January 1st
- April 1st

Contractors are requested to price protect the contracted price for the duration between the price increase request and the time the increase is processed. If the Contractor is unable to honor the price protection, the Contractor's vehicle(s) will be unavailable for ordering until the price increases have been evaluated and approved.

Multiple Award

Some line items may have multiple vehicles awarded with different make and models available. State Departments may choose any vehicle identified in the subject line item. There is no vehicle ranking associated with this contract.

Sales Tax

The sales tax rate applied should be based on the rate of the "Bill To" address listed on the Purchase Order.

Options

All factory options shall be available and priced at Contractor cost plus up to 10% for an addition or Contractor cost minus up to 10% for a deletion in accordance with the manufacturer's current model year price list. Types of equipment changes which might be made include, but are not limited, to the following:

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- Add trailer tow package
- Add Bluetooth
- Add parking sensors
- Delete pick up box (bed)

In no case shall options be included or deleted in such a manner as to cause the vehicle to conflict with any other line item on any other vehicle contract.

The Contractor shall provide ordering agencies a copy of the current model year factory price sheet with requested options, within ten calendar days of request.

Third-party upfitting (e.g utility body) may be requested by ordering agencies, however, this service is non-mandatory. When applicable, third-party upfits shall be subject to the same pricing provisions as factory options.

Note: Vehicles with added or deleted options MUST continue to meet the appropriate minimum specification.

Tire Fee

Purchase orders MUST include the State mandated \$1.75 per tire fee.

Document Processing Charge

In accordance with the California Vehicle Code Section 4456.5, a Contractor may charge the ordering agency a document processing charge for the preparation and processing of documents, disclosures, titling, registration, and information security obligations imposed by state and federal law. The document processing charge shall not exceed \$85 per vehicle purchased.

A Contractor may charge the ordering agency an electronic filing fee, which does not exceed the actual amount the Contractor is charged by a first-line service provider. The electronic filing fee shall not exceed \$30 per vehicle purchased.

7. SPECIFICATIONS

All products must conform to the attached State of California Bid Specification Number 2310-4181 dated 08/16/2021 (Attachment B).

Vehicle color shall be a solar reflective color (white, silver metallic, or gold metallic) per SAM Section 3620.1 (exceptions are listed in the same manual section).

8. CUSTOMER SERVICE

The Contractor shall provide office and personnel resources for responding to inquiries, including telephone and email coverage weekdays during the hours of 8:00 a.m. - 5:00 p.m., PT.

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The customer service unit shall be staffed with individuals that:

- Are trained in the requirements of this contract
- Have the authority to take administrative action to correct problems that may occur

The Contractor's customer service unit shall respond to all customer inquiries within two (2) business days of initial contact.

Dealer	Contract #	Contact	Phone	Email
Lithia Nissan of Fresno	1-22-23-20A	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Ocean Honda	1-22-23-20B	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Freeway Toyota	1-22-23-20C	Pat Ireland	(559) 707-5735	patireland1962@yahoo.com
Winner Chevrolet	1-22-23-20D	Jerry Powers	(916) 426-5752	jpowers@lasherauto.com
Elk Grove Auto	1-22-23-20E	Jerry Powers	(916) 426-5752	jpowers@lasherauto.com
Downtown Ford Sales	1-22-23-20F	Sandra Scott	(916) 442-9631	sandrascott@pricesimms.onmicrosoft.com
Watsonville Fleet Group	1-22-23-20G	Yesenia Covarrubias	(626) 457-5590	yesenia@watsonvillefleetgroup.com
CA Car Group	1-22-23-20H	Richard M. Slad	(925) 560-4465	RichardMS@cacargroup.com
Riverview International Trucks	1-22-23-20H	Jason Farrell	(916) 371-3110	jasonf@riverview-trucks.com
Sacramento Truck Center	1-22-23-20H	Dean Needham	(916) 286-2013	dneedham@sacramentotruck.com
Bonander Truck & Trailer	1-22-23-20H	Steve Mannion	(916) 747-6151	Cme4GMC@hotmail.com

Note: Ordering agencies are encouraged to have one point of contact for inquiries, quotes, and orders whenever possible. Multiple calls and emails from various requestors for the same information can slow customer service response times.

9. PRODUCT SUBSTITUTIONS

Under no circumstance is the Contractor permitted to make substitutions with non-contract/unauthorized vehicles without approval of the DGS Contract Administrator (CA).

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10. PURCHASE EXECUTION

A. State Departments

1) Std. 65 Purchase Documents

State departments not transacting in FI\$CAL must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available at the Office of State Publishing web site:

<https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx> (select Standard Forms).

All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

- Agency Order Number (Purchase Order Number)
- Ordering Agency Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (Contract Number)
- Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Line Item number
- Quantity
- Unit of Measure
- Commodity Code Number
- Product Description
- Unit Price
- Extension Price
- Office of Fleet and Asset Management (OFAM) Approval Stamp (State departments only)

2) FI\$CAL Purchase Documents

State departments transacting in FI\$CAL will follow the FI\$CAL procurement and contracting procedures.

3) Blanket Orders

The use of blanket orders against this statewide contract is not allowed.

B. Local Governmental Agencies

Local governmental agencies may use their own purchase document for purchase execution. The purchase documents must include the same data elements as listed above (Exception: Purchasing Authority Number is used by State departments only).

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Contract User Instructions, ***Supplement 8***

11. MINIMUM ORDER

The minimum order shall be one (1) vehicle.

12. ORDERING PROCEDURE

A. Ordering Methods:

Ordering agencies are to submit appropriate purchase documents directly to the contractor(s) via one of the following ordering methods:

- U.S. Mail
- Facsimile
- Email

The contractor’s Order Placement Information is as follows:

ORDER PLACEMENT INFORMATION			
Contract # 1-22-23-20A	U.S. Mail: Lithia Nissan of Fresno 5590 N Blackstone Ave Fresno, CA 93710 Attn: Pat Ireland	Facsimile: (559) 961-4601	Email: patireland1962@yahoo.com
Contract # 1-22-23-20B	U.S. Mail: Ocean Honda 3801 Soquel Dr Soquel, CA 95073 Attn: Pat Ireland	Facsimile: (559) 961-4601	Email: patireland1962@yahoo.com
Contract # 1-22-23-20C	U.S. Mail: Freeway Toyota 1835 Glendale Avenue Hanford, CA 93230 Attn: Pat Ireland	Facsimile: (559) 961-4601	Email: patireland1962@yahoo.com
Contract # 1-22-23-20D	U.S. Mail: Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Jerry Powers	Facsimile: (916) 421-0149	Email: jpowers@lasherauto.com

Contract (Mandatory) 1-22-23-20 A-K
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ORDER PLACEMENT INFORMATION			
Contract # 1-22-23-20E	U.S. Mail: Elk Grove Auto Group 8575 Laguna Grove Drive Elk Grove, CA 95757 Attn: Jerry Powers	Facsimile: (916) 421-0149	Email: jpowers@lasherauto.com
Contract # 1-22-23-20F	U.S. Mail: Downtown Ford Sales 525 N 16 th St Sacramento, CA 95811 Attn: Sandra Scott	Facsimile: (916) 491-3138	Email: sandrascott@pricesimms.onmicrosoft.com
Contract # 1-22-23-20G	U.S. Mail: Watsonville Fleet Group 1601 W. Main Street Alhambra, CA 91801 Attn: Yesenia Covarrubias	Facsimile: (626) 457-5593	Email: yesenia@watsonvillefleetgroup.com
Contract # 1-22-23-20H	U.S. Mail: CA Car Group 4200 John Monego Ct Dublin, CA 94568 Attn: Richard M. Slade	Facsimile: N/A	Email: RichardMS@cacargroup.com
Contract # 1-22-23-20I	U.S. Mail: Riverview International Trucks 2445 Evergreen Avenue West Sacramento, CA 95691 Attn: Jason Farrell	Facsimile: (916) 372-8541	Email: jasonf@riverview-trucks.com
Contract # 1-22-23-20J	U.S. Mail: Sacramento Truck Center 100 Opportunity Street Sacramento, CA 95838 Attn: Dean Needham	Facsimile: (916) 286-2085	Email: dneedham@sacramentotruck.com
Contract # 1-22-23-20K	U.S. Mail: Bonander Truck & Trailer 4520 N Golden State Blvd. Turlock, CA 95382 Attn: Steve Mannion	Facsimile: (209) 634-4965	Email: Cme4GMC@hotmail.com

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When using any of the ordering methods specified above, all State departments must conform to proper State procedures.

13. ORDER ACCEPTANCE

The Contractor shall accept orders from any State department or local governmental agency. The Contractor shall not accept purchase documents for this contract that:

- Are incomplete;
- Are submitted without OFAM approval stamp
- Contain non-contract items; or
- Contain non-contract terms and conditions.

The Contractor must not refuse to accept orders from any State department or local governmental agency for any other reason without written authorization from the CA.

14. ORDER ACKNOWLEDGMENT

The Contractor will provide the ordering agencies with an order receipt acknowledgment via e-mail/facsimile within ten (10) calendar days after receipt of an order. The acknowledgement will include:

- Ordering Agency Name
- Agency Order Number (Purchase Order Number)
- Description of Goods
- Vehicle Model Year
- Total Cost
- Date order is placed with manufacturer
- Anticipated Delivery Date
- Delayed Production Notification (if applicable)
- Discontinued Vehicle Notification (if applicable)

Contractor shall notify the ordering agency of any delays in production or delays in orders being accepted by the manufacturer for any period of time. Contractor shall provide estimated production start date and delivery date.

15. DELAYED PRODUCTION REMEDY

Upon receipt of order acknowledgment identifying a delay in production or orders not being accepted by the manufacturer, the ordering agencies shall have the following options:

- Request back order; or
- Cancel the item from the order with no penalty

16. DISCONTINUED VEHICLE REMEDY

Upon receipt of order acknowledgment identifying discontinued items, the ordering agencies shall have the following options:

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- Amend purchase document to reflect DGS approved replacement vehicle; or
- Cancel the item from the order

Under no circumstance is the Contractor permitted to make substitutions with non-contract/unauthorized vehicles without approval of the DGS CA.

17. DELIVERY PROCEDURES

Pre-Delivery Checklist

Prior to delivery, each vehicle shall be completely inspected, serviced, and detailed by the delivering Contractor and/or the manufacturer's pre-delivery service center. A copy of the pre-delivery checklist shall be completed for each vehicle, signed by a representative of the organization performing the inspection/service, and delivered with the vehicle.

Delivery:

Delivery shall be within one hundred and fifty (150) days after receipt of order unless there is a delay in production/order acceptance from the manufacturer when changing from one model year to the next. Contractor shall notify the ordering agency of such delay per Article 14, Order Acknowledgement.

Orders requiring customized work by a 3rd party supplier may exceed the delivery period requirement. Contractor shall notify ordering agency of extended delivery period per Article 14, Order Acknowledgement.

Caravan or drive-away method of delivery from the factory to a Contractor is not acceptable unless agreed upon by the ordering agency.

Drop ship deliveries shall not be made without prior State inspection. All vehicles shall be delivered with no less than five (5) gallons of fuel in the tank.

Unless pre-arranged between the Contractor and the ordering agency, vehicles delivered with more than 50 miles on the odometer may be charged fifty (50) cents per mile in excess of 50 miles. This charge may be reflected on the invoice as a deduction from the order price. Vehicles with more than five hundred (500) miles on the odometer may not be accepted.

**Cab and Chassis trucks may require driving from an out-of-state factory and may exceed the five hundred (500) mile or less expectation. The Contractor shall notify the ordering Department at the time of purchase order execution.

When feasible, Contractor is requested to make deliveries in metropolitan areas during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM PST.

Documents

The following documents shall be delivered to the receiving agency with the vehicle:

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- Completed and signed pre-delivery service checklist, including the order number and Vehicle Identification Number (VIN)
- “Line Set Tickets” or “Window (Monroney) Sticker” showing all options installed
- One (1) copy of the warranty, including applicable certificates, cards, etc.
- One (1) copy of the owner’s manual.

18. INSPECTION AND ACCEPTANCE

Vehicles ordered for State use will be inspected by a State inspector at the Contractor’s place of business or as otherwise agreed to by the Contractor and ordering agency.

Inspection will commence within five (5) working days of notification that a vehicle is ready for inspection. Inspection will include:

- Specification Compliance
- Workmanship
- Appearance
- Proper Operation of all Equipment and Systems
- Presence of all Applicable Documents

In the event deficiencies are detected, the vehicle will be rejected and the Contractor will be required to make the necessary repairs, adjustments or replacements. Payment and/or the commencement of a discount period (if applicable) will not begin until the defects are corrected and the vehicle is re-inspected and accepted.

Completion of inspection or acceptance by the State inspector shall in no way release the Contractor from satisfying the requirements of the contract, specifications, and warranty. Deviations from the specified requirements that are detected by the inspection shall be corrected by the Contractor in an expeditious manner at no expense to the ordering agency.

Inspection by local agencies will be at the Contractor’s place of business or as otherwise agreed to by the Contractor and local agency.

19. EMERGENCY/EXPEDITED ORDERS

Not Applicable.

20. FREE ON BOARD (F.O.B.) DESTINATION

Contractors shall deliver vehicles to State or local agencies located in Sacramento County at no additional cost for delivery. If the Purchase Order indicates delivery outside Sacramento County, the Contractor and agency may negotiate delivery costs. If delivery is subject to an additional delivery charge, it shall be shown as a separate item on the purchase order and invoice.

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State departments requesting delivery outside of Sacramento County must contact the Transportation Management Unit for freight rate comparisons to confirm appropriate pricing if the Contractor is delivering the vehicle.

Responsibility and liability for loss or damage for all orders shall remain with the Contractor until final inspection and acceptance, when all responsibility shall pass to the ordering agency, except the responsibility for latent defects, fraud, and the warranty obligations.

21. SHIPPED ORDERS

All shipments shall be in accordance with the General Provisions, Article 12 entitled "Packing and Shipment".

22. CONTRACT ADMINISTRATION

The State and the Contractors have assigned Contract Administrators as the single points of contact for problem resolution and related contract issues.

State Contact Information	DGS/PD Contract Administrator (Contracts 1-22-23-20A-G, I, & J)	DGS/PD Contract Administrator (Contracts 1-22-23-20H, & K)
Contact Name:	Eugene Shemereko	*Frank Martin*
Telephone:	(279) 946-8028	*(279) 946-8035*
Facsimile:	NA	NA
Email:	Eugene.Shemereko@dgs.ca.gov	*Frank.Martin@dgs.ca.gov*
Address:	DGS/Procurement Division Attn: Eugene Shemereko 707 Third Street, 2 nd Floor, MS 201 West Sacramento, CA 95605	DGS/Procurement Division Attn: *Frank Martin* 707 Third Street, 2 nd Floor, MS 201 West Sacramento, CA 95605

Dealer Contact Information	Lithia Nissan of Fresno Contract # 1-22-23-20A	Ocean Honda Contract # 1-22-23-20B
Contact Name:	Pat Ireland	Pat Ireland
Telephone:	(559) 707-5735	(559) 707-5735
Facsimile:	(559) 961-4601	(559) 961-4601
Email:	patireland1962@yahoo.com	patireland1962@yahoo.com
Address:	Lithia Nissan of Fresno 5590 N Blackstone Ave Fresno, CA 93710	Ocean Honda 3801 Soquel Dr Soquel, CA 95073

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Dealer Contact Information	Freeway Toyota of Hanford Contract # 1-18-23-20C	Winner Chevrolet Contract # 1-18-23-20D
Contact Name:	Pat Ireland	Jerry Powers
Telephone:	(559) 707-5735	(916) 426-5752
Facsimile:	(559) 961-4601	(916) 421-0149
Email:	patireland1962@yahoo.com	jpowers@lasherauto.com
Address:	Freeway Toyota 1835 Glendale Avenue Hanford, CA 93230	Winner Chevrolet 8575 Laguna Grove Drive Elk Grove, CA 95757

Dealer Contact Information	Elk Grove Auto Group Contract # 1-22-23-20E	Downtown Ford Sales Contract # 1-22-23-20F
Contact Name:	Jerry Powers	Sandra Scott
Telephone:	(916) 426-5752	(916) 442-9631
Facsimile:	(916) 421-0149	(916) 491-3138
Email:	jpowers@lasherauto.com	sandrascott@pricesimms.onmicrosoft.com
Address:	Elk Grove Auto Group 8575 Laguna Grove Dr Elk Grove, CA 95757	Downtown Ford Sales 525 N 16 th St Sacramento, CA 95811

Dealer Contact Information	Watsonville Fleet Group Contract # 1-22-23-20G	CA Car Group Contract # 1-22-23-20H
Contact Name:	Yesenia Covarrubias	Richard M. Slade
Telephone:	(626) 457-5590	(925) 560-4465
Facsimile:	(626) 457-5593	N/A
Email:	yesenia@watsonvillefleetgroup.com	RichardMS@cacargroup.com
Address:	Watsonville Fleet Group 1601 W. Main Street Alhambra, CA 91801	CA Car Group 4200 John Monego Ct Dublin, CA 94568

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Dealer Contact Information	Riverview International Trucks Contract # 1-22-23-20I	Sacramento Truck Center Contract # 1-22-23-20J
Contact Name:	Jason Farrell	Dean Needham
Telephone:	(916) 371-3110	(916) 286-2013
Facsimile:	(916) 372-8541	(916) 286-2085
Email:	jasonf@riverview-trucks.com	dneedham@sacramentotruck.com
Address:	Riverview International Trucks 2445 Evergreen Avenue West Sacramento, CA 95691	Sacramento Truck Center 100 Opportunity Street Sacramento, CA 95838

Dealer Contact Information	Bonander Truck & Trailer Contract # 1-22-23-20K
Contact Name:	Steve Mannion
Telephone:	(916) 747-6151
Facsimile:	(209) 634-4965
Email:	Cme4GMC@hotmail.com
Address:	Bonander Truck & Trailer 4520 N Golden State Blvd. Turlock, CA 95382

23. RESTOCKING FEES

The Contractor may impose a restocking fee to the ordering agency on orders cancelled after the order has been placed with the manufacturer: The Contractor shall notify the ordering agency of the order placement per Article 14, Order Acknowledgment.

Re-stocking fees can be no greater than ten percent (10%) of the value of the vehicle being restocked.

24. INVOICING

Ordering agencies may require separate invoicing, as specified by each ordering organization. Invoices will contain the following information:

- Contractor’s name, address and telephone number
- Leveraged Procurement Number (Contract Number)

Contract (Mandatory) 1-22-23-20 A-K
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- Agency Order Number (Purchase Order Number)
- Item and commodity code number
- Quantity purchased
- Contract price and extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

25. PAYMENT

A. Terms

Payment terms for contracts 1-22-23-20 A – G and K include a \$500 per vehicle discount for payment made within twenty (20) days. Contract 1-22-23-20I includes a \$200 per vehicle discount for payment made within twenty (20) days. Contracts 1-22-23-20 H & J offer no discount. The cash discount time is defined by the State as beginning only after the vehicle has been inspected, delivered, and accepted by the receiving agency, or from the date a correct invoice is received in the office specified on the Purchase Order, whichever is later.

Payment is deemed to be made, for the purpose of earning the discount, one (1) working day after the date on the State warrant or check. Typically, acceptance will be accomplished within twenty (20) business hours after a vehicle is delivered.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

B. CAL-Card Use

Use of the CAL-Card for payment of invoices is not allowed under this statewide contract.

C. Payee Data Record

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments may contact the Contractor for copies of the Payee Data Record.

D. State Financial Marketplace

The State reserves the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS

Contract (Mandatory) 1-22-23-20 A-K
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\$Mart and/or Lease \$Mart). If payment is via the financial marketplace, the Contractor will invoice the State and the State will approve the invoice and the selected Lender/Lessor for all product listed on the State's procurement document will pay the Contractor on behalf of the State.

26. CALIFORNIA SELLER'S PERMIT

The California seller permit number for the Contractor is listed below. State departments can verify that permits are currently valid at the following website: www.cdtfa.ca.gov. State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3 and SCM-F.

Contractor Name	Seller Permit #
Lithia Nissan of Fresno	97163762
Ocean Honda	101-652579
Freeway Toyota of Hanford	102-659756
Winner Chevrolet	100-208309
Elk Grove Auto	100-197237
Downtown Ford	28600344
Watsonville Fleet Group	245364864 101-135239
CA Car Group	100-214737
Riverview International	101-079519
Sacramento Truck Center	97724353
Bonander Truck & Trailer	28-093997

27. WARRANTY

The manufacturer's standard new vehicle warranty shall apply to all vehicles purchased from these contracts. All warranties shall be factory authorized. The warranty shall be honored by all franchised dealers of the vehicle within the State of California. The Warranty term for the vehicles offered under these contracts shall meet the following (as applicable):

- Bumper to bumper warranty shall cover not less than 3 years/36,000 miles, no charge for parts and labor.
- Power train warranty for light duty vehicles weighing 8500 lbs. GVWR or less shall cover not less than 5 years/100,000 miles, no charge for parts and labor.
- Power train warranty for vehicles over 8500 lbs. GVWR shall cover not less than 5 years/60,000 miles, no charge for parts and labor.

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The State's established preventative maintenance procedures and practices shall be acceptable to the manufacturer/contractor in lieu of the manufacturer's prescribed procedures which may form a part of the warranty.

All emission-related components shall be warranted in compliance with California Air Resources Board and Federal requirements. Contractor cannot offer independent insurance or statements indicating self insurance. If an additional extended warranty is purchased, a warranty certificate, warranty card, or a statement indicating the extended warranty has been recorded with the manufacturer shall be furnished with each vehicle delivered.

Normal wear items such as tires, belts, hoses, headlamps, light bulbs, brake linings, brake discs/drums, etc. are excluded from warranty coverage. All other items not subject to normal wear or gross operator neglect and abuse, such as window, seat, or wiper motors, chassis electrical switches (door, trunk lid), paint, hinges, locks, etc., shall be covered.

The State reserves the right to use re-refined lubrication oils, where available, in lieu of virgin equivalent oils. The re-refined oils used by the State will meet all API and SAE standards and specifications as set forth by the vehicle manufacturer. The use of said oils shall in no way void or degrade the original manufacturer's standard warranty.

The State reserves the right to use recycled content antifreeze/coolant, where available, in lieu of virgin equivalent antifreeze/coolant when servicing its vehicles. The recycled content antifreeze/coolant used by the State will meet all ATSM standards and specifications as set forth by the vehicle manufacturer.

28. REPAIR PARTS

The manufacture of the awarded vehicle(s) should maintain an adequate stock of all regular and special parts to meet the continuing service and repair parts needs of the State without undue delay.

A special system shall be set up for expediting the procurement of back-order items needed to repair an inoperative vehicle including a system to air freight parts at factory expense when parts are not in stock in California parts depots. Parts must be available within three (3) working days after telephone notification.

Vehicles with new technology emerging into the industry (e.g., fuel cell vehicles) may require more than (3) working days for the availability of certain parts. Contractor must notify the State Contract Administrator and ordering agency when this occurs and provide the estimated date of availability.

29. MAINTENANCE PLAN

A maintenance plan is available for light duty vehicles under 8500 lbs. GVWR. The purchase of a maintenance plan is optional. The maintenance plan covers all regularly

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Contract User Instructions, ***Supplement 8***

scheduled service for a minimum of five (5) years/75,000 miles. The maintenance shall include at a minimum all manufacturer recommended services such as, but not limited to:

- Oil changes;
- Filter changes;
- Fluid changes;
- Lubrications;
- Tire rotations;
- Equipment and safety inspections

The Maintenance Plan is not required to cover wear items such as brake pads/shoes, wiper blades, etc.

Purchase of the Maintenance Plan is non-mandatory for State departments.

The Maintenance Plan is not applicable to vehicles over 8,500 lbs. GVWR.

30. RECYCLED CONTENT

State departments are required to report purchases in many product categories. The Postconsumer-Content Certification Form (CIWMB 74) for the Contractor(s) is attached (Attachment C).

31. SB/DVBE PARTICIPATION

There is no Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) participation for this contract.

32. STATE AND LOCAL GOVERNMENT EMPLOYEE PRICING

In the interest of expanding the California marketplace for Zero Emission Vehicles (ZEV), some Contractors have offered a discount to any interested State of California or local government employee when purchasing a ZEV for personal use. A list of participating Dealers and vehicles can be found at: <https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-of-California-Green-Fleet-Employee-Pricing-Program>

33. ATTACHMENTS

- Attachment A – Contract Pricing ***Supplement 8***
- Attachment B – Specification 2310-4181, revised 08/16/2021
- Attachment C – Postconsumer Content Certification Workbook
- Attachment D – Vehicle Specifications

**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: September 6, 2023

**SUBJECT: 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**

BACKGROUND

On October 5, 2022, the Board of Directors approved the Special Event Policy to help staff differentiate between a Rental and a Special Event. A Special Event is defined as a public or private event with more than 300 people and/or has four (4) or more Event Context elements, requires an external entity application or permit, and/or requires an event manager or site representative services. Any event containing an element that requires Board approval is automatically designated as a Special Event and must be submitted a minimum of 90 days in advance of the proposed event date.

The Camarillo Quilters are hosting a quilt show and boutique sale. The event is expected to have about 350 guests, who will be paying an admission fee at the door. This event was held on District property in years prior as a rental, but due to the amount of people and that the group is charging an admission fee, it is now classified as a Special Event.

ANALYSIS

The event is scheduled for Saturday, April 20, 2024, from 10:00 a.m. – 4:00 p.m. with the reservation starting at 9:00 a.m. and clean up from 4:00 p.m. to 7:00 p.m. The organization will need Friday, April 19th to set up in the Community Center Auditorium from 9:00 a.m. to 5:00 p.m.

Per the application, the Event Context Elements that designated this as a Special Event are:

- The applicant is charging an admission fee.
- The event will have over 300 people.
- The event is more than 6 hours in length.

They have also requested to hang a banner on the gate outside of the auditorium.

This event is an indoor Special Event; therefore, a parks maintenance staff person will be at the event to oversee the facility and satisfaction of the attendees while maintaining the integrity of the facilities during the course of the event.

FISCAL IMPACT

The District will be renting the Auditorium, charging the non-refundable Administrative Fee, the Special Event Fee, and a Cleaning Deposit. All fees are on the District’s approved Master Fee Schedule. The event would produce a total of \$2,861.00 in revenue for the District.

Administrative Fees:

Application Fee	\$25.00
Special Event Permit	\$100.00
Refundable Cleaning Deposit	<u>\$300.00</u>
	\$425.00

Facility Rental: \$152/hr. x 18 hours \$2,736.00

Total Rental Cost: \$3,161.00

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal and Strategy:

- 1.1.B: Develop sustainable funding sources for the implementation of the Strategic Plan, deferred maintenance, priority projects, and on-going operations.
- 1.3.E: Regularly evaluate whether the District is capturing adequate revenue through facilities and program usage, seeking new and enhanced revenue-generating facilities, special events, and programs.

RECOMMENDATION

It is recommended the Board consider and approve the Special Event application by the Camarillo Quilters for April 19 & 20, 2024 in the Community Center Auditorium.

ATTACHMENT

- 1) Application (6 pages)

Pleasant Valley Recreation & Park District

PERMIT APPLICATION

FACILITY RENTAL vs. SPECIAL EVENT DETERMINATION

A **RENTAL** is a private event with less than 300 people that has three or fewer Event Context elements.

A **SPECIAL EVENT** is a public or private event with more than 300 people and/or has **four (4) or more** Event Context elements, requires an external entity application or permit, and/or requires an event manager or site representative services. Exceptions of external events that do not require Board approval include private parties including events such as Weddings, Quinceanera's, corporate parties, large birthday parties, baby showers. Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed event.

For additional clarification on Special Events versus Facility Rentals, please reference the PVRPD Special Event Policy.

Special Event Qualification Checklist

Attendance Level

- 1-300 300+ (automatic special event designation) 500+: Board approval required

Event Type

- Private
- Ticketed/ Charged admission- Board approval required *yes*
 - Guest Admission requires a reservation or preregistration
- Public (automatic special event designation) *open to guests and public that purchase ticket.*

Event Context

- Parking lot usage for something other than parking (automatic special event designation)
- May require City of Camarillo Special Event Application
- Location
- More than one (1) facility space rental (ex. CC: Grounds 1 and front parking lot)
 - Use of facility space for something other than intended use
 - Use of sports field for anything other than playing sports- Board approval required
 - Potential Facility/Turf Damage due to attendance level or type of activity - Board approval required
- More than three (3) Vendors (Caterer, band, DJ, bounce house, photo booth, food truck, etc.)
- Access to electricity required
- Amplified sound (specific locations only)
- Alcohol present
- If alcohol is being **sold**, an ABC license is required
- Security guards required
- Event length
- 6 hours+ (special event designation considered)
 - Multi-day - Board approval required
- External entity permit(s) required (automatic special event designation)
- Ex. City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans
- Event Manager/ Site Representative Services required (automatic special event designation)
- All new & repeating events for first 2 years if no issues or no major changes
 - Any year for a repeating event where a major change is implemented if after probationary period. If during probationary period, probationary period shall be extended by one year if no issues.

Pleasant Valley Recreation & Park District

PERMIT APPLICATION

SUBMISSION TIMELINES

The below Submission Timelines are at the discretion of the District and subject to change. Completed applications received within the appropriate time frames will be processed as soon as possible. Submittal of the required items listed below does not constitute approval of use; however, every effort will be made to accommodate the customer request.

All fees for rentals and special events will be assigned based on the most current Board Approved Fee Schedule.

Facility Rental Timeline

Required items to be submitted for a Facility Rental Request:

1. A completed District Permit Application along with a signed waiver page.
2. All Fees including refundable security deposit and 50% of fees per the general use policy
3. A copy of insurance naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy (if applicable).

Indoor Facility Rentals require a 30-day minimum notice. No reservations will be made after this point.

The balance is due at least 30 days before your event date, along with all required signatures, vendor info, insurance info, and table/chair layout. For applications submitted less than 30 days in advance of event, total fees and all appropriate paperwork are due at the time of application and can only be paid with cash or credit card.

A reservationist will review your application and contact you if any additional information is needed.

Special Event Timeline

Required items to be submitted with the Special Event request:

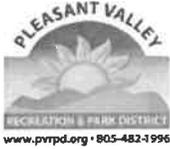
4. A completed District Permit Application along with a signed waiver page.
5. Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own.
6. Application fee, special event fee, refundable security deposit, and 50% of fees per the general use policy (per event request, an event series qualifies as one request)
7. A copy of insurance naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy.
8. Scheduled application review meeting with District Staff (phone or in-person).
9. Scheduled site walkthrough with District staff.
10. A copy of the customer's IRS Letter of Determination for Non-Profit Status (if applicable).

The District recognizes that city, county, and other external entity permitting may be required for certain events.

Special Event applications submitted outside of the 30-day minimum advance notice period will be evaluated on a case-by-case basis for feasibility of accommodation at the discretion of the Special Event Manager.

Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed event.

Special Event Permits paid but cancelled by the customer at least sixty (60) days prior to the permitted use will be refunded in full minus the non-refundable application and processing fees. 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 only be refunded the refundable cleaning deposit.



Pleasant Valley Recreation & Park District PERMIT APPLICATION

Applicant Information

Organization Name: <i>Camarillo Quilters Association</i>	Non-Profit: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name: <i>Jonal Beck for CQA Board - PVRPD Facilities Contact</i>	
Address: [REDACTED]	
City: <i>Camarillo</i>	State: <i>Ca</i> Zip: <i>93012</i>
Email: [REDACTED]	Phone: [REDACTED]
Alternate Contact: <i>Cheryl Collart</i>	Alt. Phone: [REDACTED]

Reservation/Event Information

(Please refer to Facility Rental Brochure and Fee Schedule for rates and minimum hour requirements.)

Name or Title of Event: <i>Quilt Show</i>	Est. Attendance:
Requested Facility/Park Location(s): <i>Auditorium, Camarillo Community Center</i>	
Field/Zone/Court: <i>Large Auditorium</i>	Sports Lights Needed? <input type="checkbox"/> Yes <i>NA</i> <input checked="" type="checkbox"/> No
Date(s) of Event: <i>April 20, 2024</i>	Event Time: <i>10 am - 4 pm</i>
Setup date: <i>April 19, 2024</i> Time setup starts: <i>9am - 5pm</i>	Cleanup date: <i>4/20/24</i> Time cleanup ends: <i>7pm</i>
Event Purpose and Description, Additional Dates, Notes: <i>One day quilt show and boutique sale open to CQA members, guests and public. Friday set up day; Saturday event and clean-up. Admission charge for all attendees. Cam. Com. Ctr. has been site of monthly CQA meetings and similar prior events. Additional details will be provided closer to the event.</i>	

ADDITIONAL QUESTIONS

Is this reservation/event: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Business Use (select all that apply) <i>Guild Event</i>	
Event requires advanced registration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Event is Charging Admission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Electricity Required (indoor only)	<input type="checkbox"/> Amplified Sound (limited locations)
<input checked="" type="checkbox"/> Tables/Chairs Required (indoor only)	<input checked="" type="checkbox"/> Microphone, Screen, or Podium (indoor only)
<input type="checkbox"/> Alcohol Present (security may be required)	<input type="checkbox"/> Alcohol Sold (ABC license required)
Will event have vendors (DJ, Band, Food, Craft, etc.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Only quilt members/possible crafters</i>	
How many? <i>5+/-</i>	Describe: <i>Possible local services, artists, crafters</i>
Will items or services be sold at event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Describe: <i>Fabric, notions, books, quilts</i>
Will food be present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Type of food: <input type="checkbox"/> Self Provided <input type="checkbox"/> Catered <input type="checkbox"/> Food Truck/Vendor (limited locations)	
Will event include entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe:
Will a banner be posted at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Describe: <i>Banners to zip tie to fence</i>
Is this a run/walk event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Will event use City streets/sidewalks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will streets need to be closed or partially closed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide map of street closures.	
Other Event Elements (Bounce House Inflatables, Rides, etc.): <i>NA</i>	

Agreement & Release

As an Applicant, I acknowledge that the above information is true and correct. I understand that the application fee is non-refundable. I understand that applications submitted within sixty (60) days of proposed event are subject to a late fee. I understand that a submitted application does not guarantee reservation. Contracted reservations are subject to facility availability. Special Events may be subject to additional City and County permits and fees. Additionally, a fully priced quote is not available until after a complete application has been received.

I hereby agree to abide by the rules and regulations of Pleasant Valley Recreation and Park District, and of the State of California. I further understand that this Reservation for Use of Facility is not complete and binding until all fees are paid in full and all information requested is submitted.

I agree and understand that vehicles at any time are not allowed on District turf. Doing so may result in loss of deposit and or the addition of maintenance/repair fees as assessed by District staff. Initial: JB

Name: Jonal Beck

Signature: Jonal Beck

Date: 4-21-23

Application Submission

Email: csr@pvrpd.org, 805-482-1996

Mail to: Pleasant Valley Recreation & Park District, 1605 E. Burnley St., Camarillo, CA 93010

For Office Use Only

SPECIAL EVENT

FACILITY RENTAL

Date Received: 4/24/23 mail Quote Created: Yes No

Contract Number: Deposit Collected: Yes No

Processed By: Final Balance Collected: Yes No

Proof of Non-Profit Status

Site Map or Event Layout provided for area(s) of use Certificate of Insurance and Endorsement Form

List of Vendors Alcohol Liability Insurance (if alcohol present)

Vendors selling items or services must have Camarillo Business License and provide COI + Endorsement

External Entity Permit Required: Yes No

City of Camarillo

Date Submitted: _____ Date Approved: _____

County of Ventura

Date Submitted: _____ Date Approved: _____

Ventura County Fire Department

Date Submitted: _____ Date Approved: _____

Other: _____

Date Submitted: _____ Date Approved: _____

AGREEMENT, WAIVER, RELEASE FORM - RENTER

USE OF FACILITY

A. GENERAL PROVISIONS

- a. I, The RENTER, understands: Reservation applications must be submitted at least 30 days prior to the requested reservation date. A reservation deposit, consisting of 50% of the total permit fees, is required with the submission of the rental application in order to secure any picnic shelter, indoor facility or sports facility. The remaining balance is due no later than 30 days prior to the reservation date. A reservation application submitted less than 30 days prior to the event date may be allowed, pending District approval. Cancellations made 30 days or more prior to the reservation date will receive a partial refund. Cancellations made less than 30 days in advance of the reservation date will only receive a refund of the refundable cleaning deposit. REFUNDS WILL NOT BE GRANTED FOR ANY WEATHER CONDITIONS. The district reserves the right to deny approval of any permit request at any time.

B. INFORMED CONSENT AND RELEASE

- a. I, the RENTER, in consideration of my request (and, if granted, permission) to rent and/or use Pleasant Valley Recreation and Park District (DISTRICT) facilities, buildings and parks (the Premises) assume full responsibility for and waive and release all claims, liabilities, costs and expenses against the DISTRICT and its directors, officers, agents, and employees for injury, illness or death to any person, or damage to or loss or destruction of property that may result from my use or occupancy of the Premises to the fullest extent permitted by and consistent with California law, including without limitation Civil Code sections 846, et seq. and Civil Code section 1668. The terms of this release act as an express assumption of risk and release on behalf of myself, my family members, and anyone else acting on my behalf or with my permission. I represent that to the best of my knowledge I have no medical, physical or mental health condition which would affect or interfere with my use of the Premises.

C. INDEMNIFICATION

- a. ON BEHALF OF MYSELF AND ANY ORGANIZATION WHICH I REPRESENT, I, THE RENTER, AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE DISTRICT and its directors, officers, agents and employees, past and present, from any claims, liabilities, costs and expenses (including reasonable attorneys' fees and costs) for injury, illness, or death of any person, or damage to or loss or destruction of property, resulting from the use or occupancy of the Premises by myself or my agents, employees, representatives, organization members, or invitees, unless solely caused by the gross negligence or willful misconduct of DISTRICT, its officers, employees, or agents.
- b. I, the RENTER, further represent and warrant that if I am signing this on behalf of an organization, that I have the full authority to bind the organization to the terms of this agreement.

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

- a. I, the RENTER, shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
- b. I, the RENTER, agree to abide by all applicable local, federal, and state accessibility standards and regulations
- c. I, the RENTER, further agree that I am 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.
- d. I, the RENTER, accept full responsibility for any breakage or damage to the Premises and for the conduct of those attending as invitees and furthermore know and understand all DISTRICT rules and regulations that apply to the intended use and occupancy of the Premises.

- e. I, the RENTER, understand that the DISTRICT reserves the right to immediately revoke RENTER's right to use of the facility under this agreement should the RENTER fail to comply with any provision of this section.

E. INSURANCE REQUIREMENTS

a. THIS SECTION SHALL APPLY ONLY TO RESERVATIONS WHICH REQUIRE INSURANCE COVERAGE

b. I, the RENTER, agree to abide by the following:

- i. General liability insurance: the 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
- ii. Such insurance shall name PLEASANT VALLEY RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The 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.
- iii. 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.
- iv. 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 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 RENTER. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the DISTRICT.

F. FORCE MAJEURE

- a. I, the RENTER, understand that due to Force Majeure Events that, 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 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.

I have carefully read this disclaimer agreement and understand its terms, including the release and express assumption of the risk of harm recited above. I understand that the use of the Premises may involve the risk of harm to persons and/or property and I agree to assume all risks associated with my use and occupancy of the Premises.

Agreed & Accepted Jonal Beck [signature]

Date 4-21-23

**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: September 6, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF A SPECIAL
EVENT BY CELEBRATION OF SOBER SISTERS
FUNDRAISER DINNER IN THE AUDITORIUM ON
MARCH 9, 2024**

BACKGROUND

On October 5, 2022, the Board of Directors approved the Special Event Policy to help staff differentiate between a Rental and a Special Event. A Special Event is defined as a public or private event with more than 300 people and/or has four (4) or more Event Context elements, requires an external entity application or permit, and/or requires an event manager or site representative services. Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of the proposed event.

The Celebration of Sober Sisters is hosting a dinner as part of their celebration and as a fundraiser for the Ventura County Alcoholics Anonymous organization. The event is expected to have about 250 guests, who will purchase a catered dinner. This event was held on District property in years prior as a rental, but due to the amount of people and that the group is charging money, it is now classified as a Special Event.

ANALYSIS

The event is scheduled for Saturday, March 9, 2024, and will be located at the Community Center Auditorium from 5:00 p.m. to 10:00 p.m. with setup starting at 3:30 p.m. Per the Application, the Event Context Element(s) that designated this as a Special Event is:

- The applicant will be charging an admission fee, which automatically requires Board approval.

The event is requesting speakers and a microphone for guest speakers.

This event is an indoor Special Event; therefore, a parks maintenance staff person will be at the event to oversee the facility and satisfaction of the attendees while maintaining the integrity of the facilities during the course of the event.

FISCAL IMPACT

The District will be renting the Auditorium, charging the Administrative Fee, the Special Event Fee, and a Cleaning Deposit. All fees are on the District's approved Master Fee Schedule. The event would produce a total of \$1,113.00 in revenue for the District.

Administrative Fees:	
Non-refundable Application Fee	\$25.00
Special Event Permit	\$100.00
Refundable Cleaning Deposit	<u>\$300.00</u>
	\$425.00

Facility Rental: \$152/hr x 6.5 hours \$988.00

Total Rental Cost: \$1,413.00

STRATEGIC PLAN COMPLIANCE

Meets 2021 Strategic Plan Goal and Strategy:

- 1.1.B: Develop sustainable funding sources for the implementation of the Strategic Plan, deferred maintenance, priority projects, and on-going operations.
- 1.3.E: Regularly evaluate whether the District is capturing adequate revenue through facilities and program usage, seeking new and enhanced revenue-generating facilities, special events, and programs.

RECOMMENDATION

It is recommended the Board consider and approve the Special Event application by the Celebration of Sober Sisters for the Celebration of Sober Sisters Fundraiser Dinner at the Community Center Auditorium on March 9, 2024.

ATTACHMENT

- 1) Application (6 pages)

Pleasant Valley Recreation & Park District

PERMIT APPLICATION

FACILITY RENTAL vs. SPECIAL EVENT DETERMINATION

A **RENTAL** is a private event with less than 300 people that has three or fewer Event Context elements.

A **SPECIAL EVENT** is a public or private event with more than 300 people and/or has **four (4) or more** Event Context elements, requires an external entity application or permit, and/or requires an event manager or site representative services. Exceptions of external events that do not require Board approval include private parties including events such as Weddings, Quinceanera's, corporate parties, large birthday parties, baby showers. Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed event.

For additional clarification on Special Events versus Facility Rentals, please reference the PVRPD Special Event Policy.

Special Event Qualification Checklist

Attendance Level

- 1-300 300+ (automatic special event designation) 500+: Board approval required

Event Type

- Private
- Ticketed/ Charged admission- Board approval required
 - Guest Admission requires a reservation or preregistration
- Public (automatic special event designation)

Event Context

- Parking lot usage for something other than parking (automatic special event designation)
- May require City of Camarillo Special Event Application
- Location
- More than one (1) facility space rental (ex. CC: Grounds 1 and front parking lot)
 - Use of facility space for something other than intended use
 - Use of sports field for anything other than playing sports- Board approval required
 - Potential Facility/Turf Damage due to attendance level or type of activity - Board approval required
- More than three (3) Vendors (Caterer, band, DJ, bounce house, photo booth, food truck, etc.)
- Access to electricity required
- Amplified sound (specific locations only)
- Alcohol present
- If alcohol is being sold, an ABC license is required
- Security guards required
- Event length
- 6 hours+ (special event designation considered)
 - Multi-day - Board approval required
- External entity permit(s) required (automatic special event designation)
- Ex. City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans
- Event Manager/ Site Representative Services required (automatic special event designation)
- All new & repeating events for first 2 years if no issues or no major changes
 - Any year for a repeating event where a major change is implemented if after probationary period. If during probationary period, probationary period shall be extended by one year if no issues.

Pleasant Valley Recreation & Park District

PERMIT APPLICATION

SUBMISSION TIMELINES

The below Submission Timelines are at the discretion of the District and subject to change. Completed applications received within the appropriate time frames will be processed as soon as possible. ~~Submission of the required items listed below does not constitute approval of use; however, every effort will be made to accommodate the customer request.~~

All fees for rentals and special events will be assigned based on the most current Board Approved Fee Schedule.

Facility Rental Timeline

Required items to be submitted for a Facility Rental Request:

1. A completed District Permit Application along with a signed waiver page.
2. All Fees including refundable security deposit and 50% of fees per the general use policy
3. A copy of insurance naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy (if applicable).

Indoor Facility Rentals require a 30-day minimum notice. No reservations will be made after this point.

The balance is due at least 30 days before your event date, along with all required signatures, vendor info, insurance info, and table/chair layout. For applications submitted less than 30 days in advance of event, total fees and all appropriate paperwork are due at the time of application and can only be paid with cash or credit card.

A reservationist will review your application and contact you if any additional information is needed.

Special Event Timeline

Required items to be submitted with the Special Event request:

4. A completed District Permit Application along with a signed waiver page.
5. Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own.
6. Application fee, special event fee, refundable security deposit, and 50% of fees per the general use policy (per event request, an event series qualifies as one request)
7. A copy of insurance naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy.
8. Scheduled application review meeting with District Staff (phone or in-person).
9. Scheduled site walkthrough with District staff.
10. A copy of the customer's IRS Letter of Determination for Non-Profit Status (if applicable).

The District recognizes that city, county, and other external entity permitting may be required for certain events.

Special Event applications submitted outside of the 30-day minimum advance notice period will be evaluated on a case-by-case basis for feasibility of accommodation at the discretion of the Special Event Manager.

Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed event.

Special Event Permits paid but cancelled by the customer at least sixty (60) days prior to the permitted use will be refunded in full minus the non-refundable application and processing fees. 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 only be refunded the refundable cleaning deposit.



Pleasant Valley Recreation & Park District PERMIT APPLICATION

Applicant Information

Organization Name:	Celebration of Sober Sisters	Non-Profit:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Name:	Laurie Jackson			
Address:	[REDACTED]			
City:	Camarillo	State:	CA	Zip: 93012
Email:	[REDACTED]	Phone:	[REDACTED]	
Alternate Contact:	Shelley Toomey	Alt. Pho:	[REDACTED]	

Reservation/Event Information

(Please refer to Facility Rental Brochure and Fee Schedule for rates and minimum hour requirements.)

Name or Title of Event:	Celebration of Sober Sisters	Est. Attendance:	250 only
Requested Facility/Park Location(s):	Auditorium / Freedom Center (Dec date)		
Field/Zone/Court:	(march)	Sports Lights Needed?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Date(s) of Event:	March 29 th or March 23	Event Time:	5-9 pm
Setup date:	same day	Time setup starts:	2:00
		Cleanup date:	
		Time cleanup ends:	10 pm

attached already

Event Purpose and Description, Additional Dates, Notes:

Celebrating Sober Sisters in Ventura County

ADDITIONAL QUESTIONS

Is this reservation/event: Public Personal Business Use (select all that apply)

Event requires advanced registration <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Event is Charging Admission <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> Electricity Required (indoor only)	<input type="checkbox"/> Amplified Sound (limited locations)
<input checked="" type="checkbox"/> Tables/Chairs Required (indoor only)	<input checked="" type="checkbox"/> Microphone, Screen, or Podium (indoor only)
<input type="checkbox"/> Alcohol Present (security may be required)	<input type="checkbox"/> Alcohol Sold (ABC license required)

Will event have vendors (DJ, Band, Food, Craft, etc.) Yes No

How many? one Describe: caterer

Will items or services be sold at event? Yes No Describe:

Will food be present? Yes No

Type of food: Self Provided Catered Food Truck/Vendor (limited locations)

Will event include entertainment? Yes No Describe: speakers

Will a banner be posted at the event? Yes No Describe:

Is this a run/walk event? Yes No Will event use City streets/sidewalks? Yes No

Will streets need to be closed or partially closed? Yes No If yes, provide map of street closures.

Other Event Elements (Bounce House Inflatables, Rides, etc.):

Agreement & Release

As an Applicant, I acknowledge that the above information is true and correct. I understand that the application fee is non-refundable. I understand that applications submitted within sixty (60) days of proposed event are subject to a late fee. I understand that a submitted application does not guarantee reservation. Contracted reservations are subject to facility availability. Special Events may be subject to additional City and County permits and fees. Additionally, a fully priced quote is not available until after a complete application has been received.

I hereby agree to abide by the rules and regulations of Pleasant Valley Recreation and Park District, and of the State of California. I further understand that this Reservation for Use of Facility is not complete and binding until all fees are paid in full and all information requested is submitted.

I agree and understand that vehicles at any time are not allowed on District turf. Doing so may result in loss of deposit and or the addition of maintenance/repair fees as assessed by District staff. Initial: JJ

Name: Laurie Jackson

Signature: Laurie Jackson

Date: 6/8/23

Application Submission

Email: _____, 805-482-1996

Mail to: Pleasant Valley Recreation & Park District, 1605 E. Burnley St., Camarillo, CA 93010

For Office Use Only

SPECIAL EVENT

FACILITY RENTAL

Date Received: _____ Quote Created: Yes No

Contract Number: _____ Deposit Collected: Yes No

Processed By: _____ Final Balance Collected: Yes No

Proof of Non-Profit Status

Site Map or Event Layout provided for area(s) of use Certificate of Insurance and Endorsement Form

List of Vendors Alcohol Liability Insurance (if alcohol present)

Vendors selling items or services must have Camarillo Business License and provide COI + Endorsement

External Entity Permit Required: Yes No

City of Camarillo Date Submitted: _____ Date Approved: _____

County of Ventura Date Submitted: _____ Date Approved: _____

Ventura County Fire Department Date Submitted: _____ Date Approved: _____

Other: _____ Date Submitted: _____ Date Approved: _____

AGREEMENT, WAIVER, RELEASE FORM - RENTER

USE OF FACILITY

A. GENERAL PROVISIONS

- a. I, The RENTER, understands: Reservation applications must be submitted at least 30 days prior to the requested reservation date. A reservation deposit, consisting of 50% of the total permit fees, is required with the submission of the rental application in order to secure any picnic shelter, indoor facility or sports facility. The remaining balance is due no later than 30 days prior to the reservation date. A reservation application submitted less than 30 days prior to the event date may be allowed, pending District approval. Cancellations made 30 days or more prior to the reservation date will receive a partial refund. Cancellations made less than 30 days in advance of the reservation date will only receive a refund of the refundable cleaning deposit. REFUNDS WILL NOT BE GRANTED FOR ANY WEATHER CONDITIONS. The district reserves the right to deny approval of any permit request at any time.

B. INFORMED CONSENT AND RELEASE

- a. I, the RENTER, in consideration of my request (and, if granted, permission) to rent and/or use Pleasant Valley Recreation and Park District (DISTRICT) facilities, buildings and parks (the Premises) assume full responsibility for and waive and release all claims, liabilities, costs and expenses against the DISTRICT and its directors, officers, agents, and employees for injury, illness or death to any person, or damage to or loss or destruction of property that may result from my use or occupancy of the Premises to the fullest extent permitted by and consistent with California law, including without limitation Civil Code sections 846, et seq. and Civil Code section 1668. The terms of this release act as an express assumption of risk and release on behalf of myself, my family members, and anyone else acting on my behalf or with my permission. I represent that to the best of my knowledge I have no medical, physical or mental health condition which would affect or interfere with my use of the Premises.

C. INDEMNIFICATION

- a. ON BEHALF OF MYSELF AND ANY ORGANIZATION WHICH I REPRESENT, I, THE RENTER, AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE DISTRICT and its directors, officers, agents and employees, past and present, from any claims, liabilities, costs and expenses (including reasonable attorneys' fees and costs) for injury, illness, or death of any person, or damage to or loss or destruction of property, resulting from the use or occupancy of the Premises by myself or my agents, employees, representatives, organization members, or invitees, unless solely caused by the gross negligence or willful misconduct of DISTRICT, its officers, employees, or agents.
- b. I, the RENTER, further represent and warrant that if I am signing this on behalf of an organization, that I have the full authority to bind the organization to the terms of this agreement.

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

- a. I, the RENTER, shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
- b. I, the RENTER, agree to abide by all applicable local, federal, and state accessibility standards and regulations
- c. I, the RENTER, further agree that I am 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.
- d. I, the RENTER, accept full responsibility for any breakage or damage to the Premises and for the conduct of those attending as invitees and furthermore know and understand all DISTRICT rules and regulations that apply to the intended use and occupancy of the Premises.

- e. I, the RENTER, understand that the DISTRICT reserves the right to immediately revoke RENTER's right to use of the facility under this agreement should the RENTER fail to comply with any provision of this section.

E. INSURANCE REQUIREMENTS

a. THIS SECTION SHALL APPLY ONLY TO RESERVATIONS WHICH REQUIRE INSURANCE COVERAGE

~~b. I, the RENTER, agree to abide by the following:~~

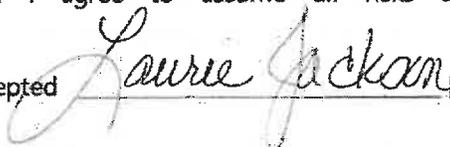
- i. **General liability insurance:** the RENTER shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$2,000,000 per occurrence, \$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
- ii. Such insurance shall name PLEASANT VALLEY RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The 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.
- iii. 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.
- iv. 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 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 DISTRICT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the DISTRICT.

F. FORCE MAJEURE

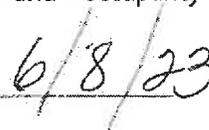
- a. I, the RENTER, understand that due to Force Majeure Events that, notwithstanding anything to the contrary contained in this agreement, the DISTRICT shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations 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 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.

I have carefully read this disclaimer agreement and understand its terms, including the release and express assumption of the risk of harm recited above. I understand that the use of the Premises may involve the risk of harm to persons and/or property and I agree to assume all risks associated with my use and occupancy of the Premises.

Agreed & Accepted

 [signature]

Date



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

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Katlyn Simber-Clickener, CPRP, Recreation Services Manager

DATE: September 6, 2023

SUBJECT: CONSIDERATION AND APPROVAL TO AUTHORIZE THE GENERAL MANAGER TO SIGN TO ACCEPT THE CITY OF CAMARILLO THREE YEAR COMMUNITY FUNDING AGREEMENT FOR THE CAMARILLO CHRISTMAS PARADE

BACKGROUND

The Camarillo Christmas Parade and Santa's Village (Event) is a joint event sponsored by the Pleasant Valley Recreation and Park District (District) and the City of Camarillo (City). The District plans, coordinates, and manages the event, and the City of Camarillo provides financial and in-kind support. The Camarillo Christmas Parade has been a significant community event since 1962 that brings together community members, families, and friends. The parade has served as a platform for various community groups, schools, and organizations to come together and participate.

The 2023 Event is structured similar to how it was prior to the COVID-19 pandemic and expected to draw a large crowd. The Event will include a parade through city streets and will include Santa's Village at the Community Center which will provide, food, crafts, music, and information booths.

In prior years, the City required a Special Event Application from the District to manage this event because it was partially held on the City's public right-of-way and requires a temporary closure of public streets. As this event requires funding from the City and temporary road closures, the City and the District are choosing to enter into a three-year Agreement to confirm all required provisions and conditions are met.

ANALYSIS

The District has applied for the Community Services Grant from the City of Camarillo for several years. This year the District and the City are entering into a three (3) year Community Funding Agreement to include both a monetary and in-kind commitment. In-kind support includes City provided services such as: City personnel costs, Sheriff's Department special

event overtime, street sweeping, street closure materials and equipment, and other equipment rental costs. The Community Funding Agreement just confirms that the City of Camarillo is a key partner in funding the event. For Fiscal Years 2023/24, 2024/25, 2025/26, the City will provide annual funding to the District. The funding will help offset costs from the District for the event and continue to provide a community program. If any of the money allocated for that specific year is not spent on the event, the District will return the remaining unspent funds to the City of Camarillo.

FISCAL IMPACT

The proposed agreement has the following breakdown of expected expenses showing the total amounts to be provided by the City per this agreement. The City will also provide in-kind funding to include staffing for City Staff, Sheriffs, and other City services.

	Y1	Y2	Y3
	<i>2023-2024</i>	<i>2024-2025</i>	<i>2025-2026</i>
Services and Supplies			
Total	\$ 25,595.00	\$ 22,562.80	\$ 23,465.31
Marketing Supplies & Services			
Total	\$ 7,000.00	\$ 7,280.00	\$ 7,571.20
TOTAL	\$ 32,595.00	\$ 29,842.80	\$ 31,036.51

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goals:

- 4.4.B. Develop, maintain, and enhance relationships with other government agencies serving our community such as but not limited to the County of Ventura, national and state parks, Pleasant Valley School District, Santa Monica Mountains Conservancy, City of Camarillo, California State Channel Islands, and Camarillo Health Care District.

RECOMMENDATION

It is recommended the Board consider and approve the General Manager to sign to accept the City of Camarillo Community Event Funding Agreement for the 2023, 2024, and 2025 Camarillo Christmas Parade.

ATTACHMENT

- 1) Community Event Funding Agreement (47 pages)

**COMMUNITY EVENT FUNDING
AGREEMENT**

This Community Event Funding Agreement (“Agreement”) is between the City of Camarillo (“City”) and Pleasant Valley Recreation & Park District (“District”). The City and District shall be referred to herein collectively as “Parties”. The Parties agree as follows:

BACKGROUND

- A. On June 28, 2023, the Camarillo City Council adopted its Fiscal Year 2023/24 Budget which includes an allocation for Cultural Arts Services, including the 2023 Camarillo Christmas Parade.
- B. The Parties wish to enter into a multi-year Agreement for a period of three (3) years, with the option to extend the agreement for two (2) additional one-year terms, for the coordination and management of the Camarillo Christmas Parade.

TERMS

The Parties wish to enter into this Agreement according to the terms and conditions specified in this Agreement including those set forth on Exhibit B, attached hereto and incorporated herein.

A. EVENT DETAILS.

- 1. The Parties agree that the Camarillo Christmas Parade and Santa’s Village shall be held in Camarillo, CA in 2023, 2024, and 2025, subject to the Traffic Control Plan and Parade Route, and within the property shown in the Site Plan (Exhibit A).
- 2. The event will be held on the second Saturday of December, unless another date is coordinated and agreed to between the Parties each year.
- 3. The Parties agree that the name of the event shall be “Camarillo Christmas Parade & Santa’s Village” presented by the Pleasant Valley Recreation and Park District sponsored by the City of Camarillo.
- 4. The Parties agree that the District will be solely responsible for the planning, coordination, and administration of the “Santa’s Village” component of the event to be held at the Camarillo Community Center.

B. RESPONSIBILITIES OF THE DISTRICT.

- 1. Event Management. District agrees to provide staffing and oversight for the following items:
 - a) Book and manage all parade entries including performers/bands, to include contract negotiations, site tours and logistics, technical items, performance riders, local and regional permits, and settlement.
 - b) Book and manage all vendors for the parade and Santa’s Village, to include local and regional permits, site logistics, and settlement.
 - c) Manage all event staffing, to include District staff, volunteers, vendors, contractors, and coordinate with City staff and Sheriff’s Department.

2. Operations. District agrees to provide staffing and oversight for the following items:
 - a) Event setup and breakdown, to include but not limited to, signage, cones, chalking of grounds, power requirements, and rentals.
 - b) Post-event cleaning of the parade route and City Hall parking lot.
 - c) Provide and manage porta-potties for guest use along parade route.
 - d) Coordinate and provide solid waste and recycling services along parade route.
 - e) All event signage shall be removed at the conclusion of the event.
3. Marketing and Advertising. District agrees to provide marketing materials to the City for promotion of the event and dissemination.
4. Budget Tracking and Reporting. District agrees to track all expenses and provide a detailed report on all expenditures in accordance with Section D of this Agreement.

C. RESPONSIBILITIES OF THE CITY.

1. Operations. City agrees to provide staffing and operational support for the following items:
 - a) City personnel and Sheriff's Department special event overtime.
 - b) Staff support for street closures. Barricade/traffic cone rental 48 hours prior to event, City staff will post "no parking" signs according to the approved traffic control plan (prepared by the District, Camarillo Police Department, and the City) and will place and after the event remove all barricades and cones in all applicable areas.
 - c) Street sweeping.
 - d) All operational items shall be coordinated by the City's project manager in conjunction with the District's Event Manager.
 - e) Use of the City Hall parking lot located at 601 Carmen Drive, Camarillo, to park and load horse trailers for the duration of the event.

D. FUNDING

1. Amount of funding. For Fiscal Years 2023/24, 2024/25, and 2025/26, the City will provide annual funding to the District up to, but not to exceed, the following amounts for the Camarillo Christmas Parade, in accordance with subsection 2 below, no earlier than 120 days prior to the event. District agrees to provide City with at least two weeks' notice for processing of the funding distribution.

- a) \$32,595 including a 10% contingency for unforeseen expenditures for a total amount of \$35,854.50, and approximately \$15,000 in direct services staff support, as needed, for a total funding amount not-to-exceed \$50,854.50 for the 2023 Camarillo Christmas Parade.

- b) \$29,874 including a 10% contingency for unforeseen expenditures for a total amount of \$32,861.40, and approximately \$15,000 in direct services and staff support, as needed, for a total funding amount not-to-exceed \$47,861.40 for the 2024 Camarillo Christmas Parade.
 - c) \$31,036.51 including a 10% contingency for unforeseen expenditures for a total amount of \$34,140.16, and approximately \$15,000 in direct services and staff support, as needed, for a total funding amount not-to-exceed \$49,140.16 for the 2025 Camarillo Christmas Parade.
2. Use of funding. District warrants that the annual funding granted by and received through this Agreement will only be used for producing the Camarillo Christmas Parade and Santa's Village in accordance with the Program Budget (Exhibit D). Annually, within 90 days following the Camarillo Christmas Parade and Santa's Village event, District will provide City an expense report with copies of receipts or cancelled checks attached and remittance of unused funds. The approximate annual \$15,000 (fifteen thousand dollars) in direct services and event staff support provided by City is an estimate of costs based on prior events actual expenses and anticipated costs (Exhibit C). The City will reimburse the District for any expenses incurred by the District in preparation for the Camarillo Christmas Parade & Santa's village in any year that the event is canceled due to force majeure circumstances.

District shall indemnify, defend and hold harmless City and its directors, officers, employees and agents from and against any and all liability, loss, damage, claims, demands, expenses, costs (including without limitation reasonable attorney's and expert's fees and costs in connection with litigation) of any kind or nature (including without limitation personal injury, death, or property damage), arising out of the failure of District, its officers, employees, or agents to comply with any of its obligations of this Agreement, except where caused by the sole or active gross negligence or willful misconduct of City.

- E. INSURANCE. District agrees to obtain and maintain in full force and effect during the term of this Agreement the insurance coverages listed in Exhibit E (Insurance), which is made a part of this Agreement. All insurance policies are subject to approval by City as to form and content. These requirements are subject to amendment or waiver as approved in writing by the City Manager or City Attorney.
- F. EFFECTIVE DATE. This Agreement is effective as of the date that it is fully executed by all parties after approval by the Camarillo City Council and the District's Governing Board ("Effective Date").
- G. TERMINATION. The City may terminate this Agreement, with or without cause, at least 90 days before event date by giving written notice of termination to the District. In the event such notice is given, the District will be responsible for all fees associated with the event. The District may terminate this Agreement at any time upon 90 days prior written notice of termination to the City. Should the District terminate this Agreement early, the District will be responsible for all fees associated with the event for the upcoming season.
- H. NOTICES. All notices shall be mailed by U.S. Mail and by email to the below listed addresses, or to such other addresses as may be designated by written notice. These addresses may be used for delivery of service of process.

CITY: City of Camarillo

Attn: Greg Ramirez, City Manager
601 Carmen Drive, Camarillo, CA 93010
gramirez@cityofcamarillo.org

ORGANIZATION: Pleasant Valley Recreation & Park District
Attn: Mary Otten, General
Manager 1605 E. Burnley
Street
Camarillo, CA 93011
motten@pvrrpd.org

- I. AUTHORITY TO EXECUTE. The person or persons executing this Agreement on behalf of each party warrants and represents that the person or persons have the authority to execute this Agreement on behalf of their party (whether the party is a corporation, partnership, or business entity) and warrants and represents that they have the authority to bind all parties to the performance of its obligations hereunder.
- J. NO PARTNERSHIP OR JOINT VENTURE. This Agreement does not constitute and will not be construed as constituting a partnership or joint venture between the Parties.
- K. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- L. SEVERABILITY. In case any part, term, portion or provision of this Agreement is determined to be illegal, invalid or unenforceable, the remaining parts, terms, portions and provisions shall remain valid, enforceable, and in full force and effect.
- M. AMENDMENT. This Agreement may only be amended by written instrument, executed by all parties.
- N. CALIFORNIA LAW. This Agreement will be construed and interpreted pursuant to the laws of the State of California. Venue for any litigation concerning this Agreement shall be in the Superior Court for the County of Ventura, California.
- O. RECITALS AND EXHIBITS. The foregoing recitals and exhibits are incorporated herein by reference into this Agreement.
- P. COMPLIANCE WITH ALL LAWS. Each Party warrants that it will comply with all federal, state, and local laws in the performance of this Agreement.
- Q. INTEGRATION. This Agreement reflects the entirety of the terms and understandings between the parties and shall supersede all prior or contemporaneous oral or written understandings, statements, representations or promises between the parties concerning the matters contained herein. This Agreement has been negotiated in good faith and each party warrants and represents that in executing this Agreement, they are not relying upon any representation, promise, inducement or statement made in negotiation that has not been included in the terms of this Agreement.

(Signatures continue on next page)

IN WITNESS WHEREOF, the Parties have executed this Agreement as set forth below.

“District”: Pleasant Valley Recreation and Park District

Date: _____

By: _____

Mary Otten
General Manager

ATTEST:

Date:

Board Secretary

City”: City of Camarillo

Date: _____

By: _____

Greg Ramirez
City Manager

ATTEST:

Kristy Buxkemper
City Clerk

Approved as to form.

Rachel Richman
City Attorney

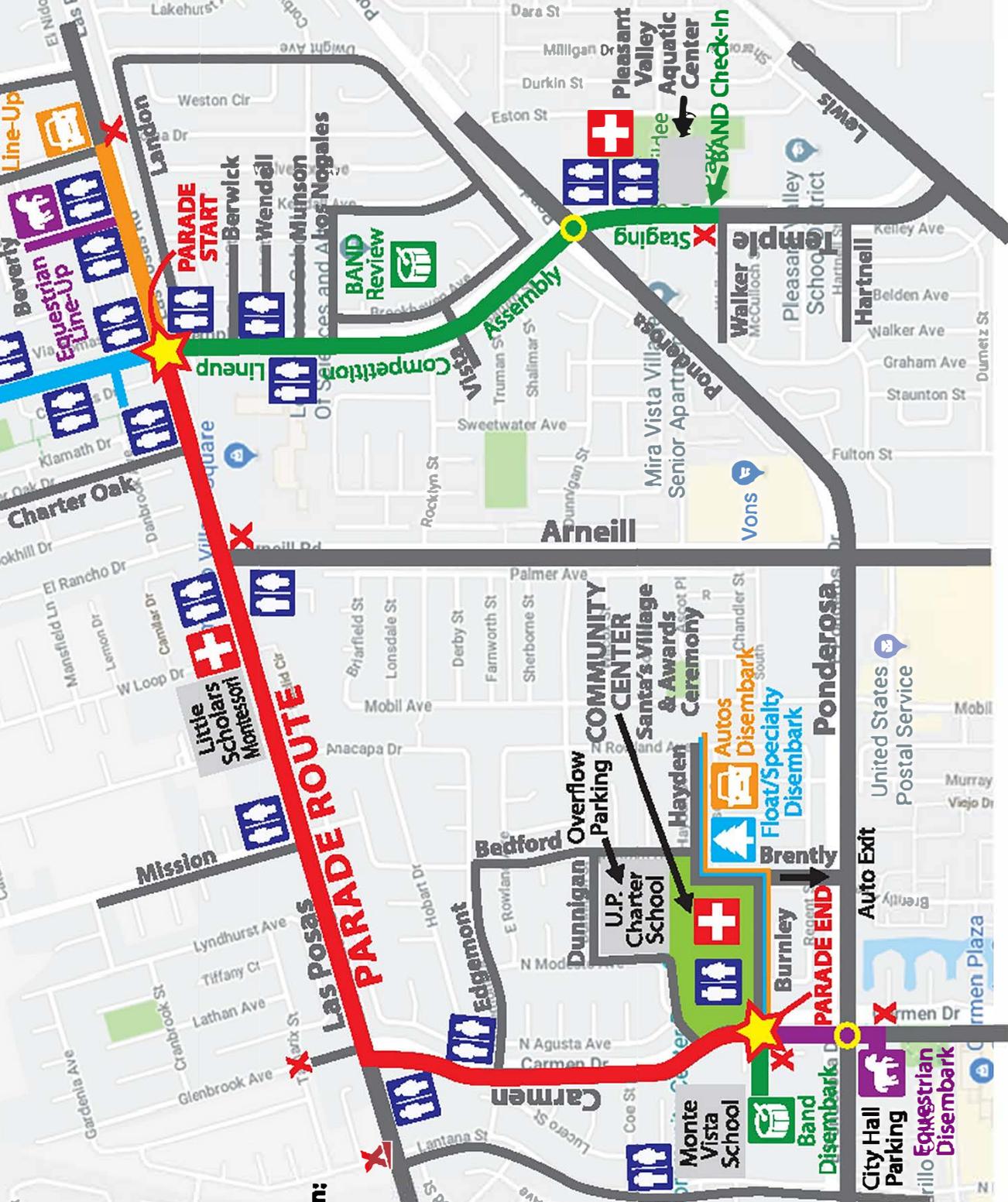
¹ If a corporation, two officers must sign.

² If a corporation, two officers must sign.

Christmas Parade Route Map

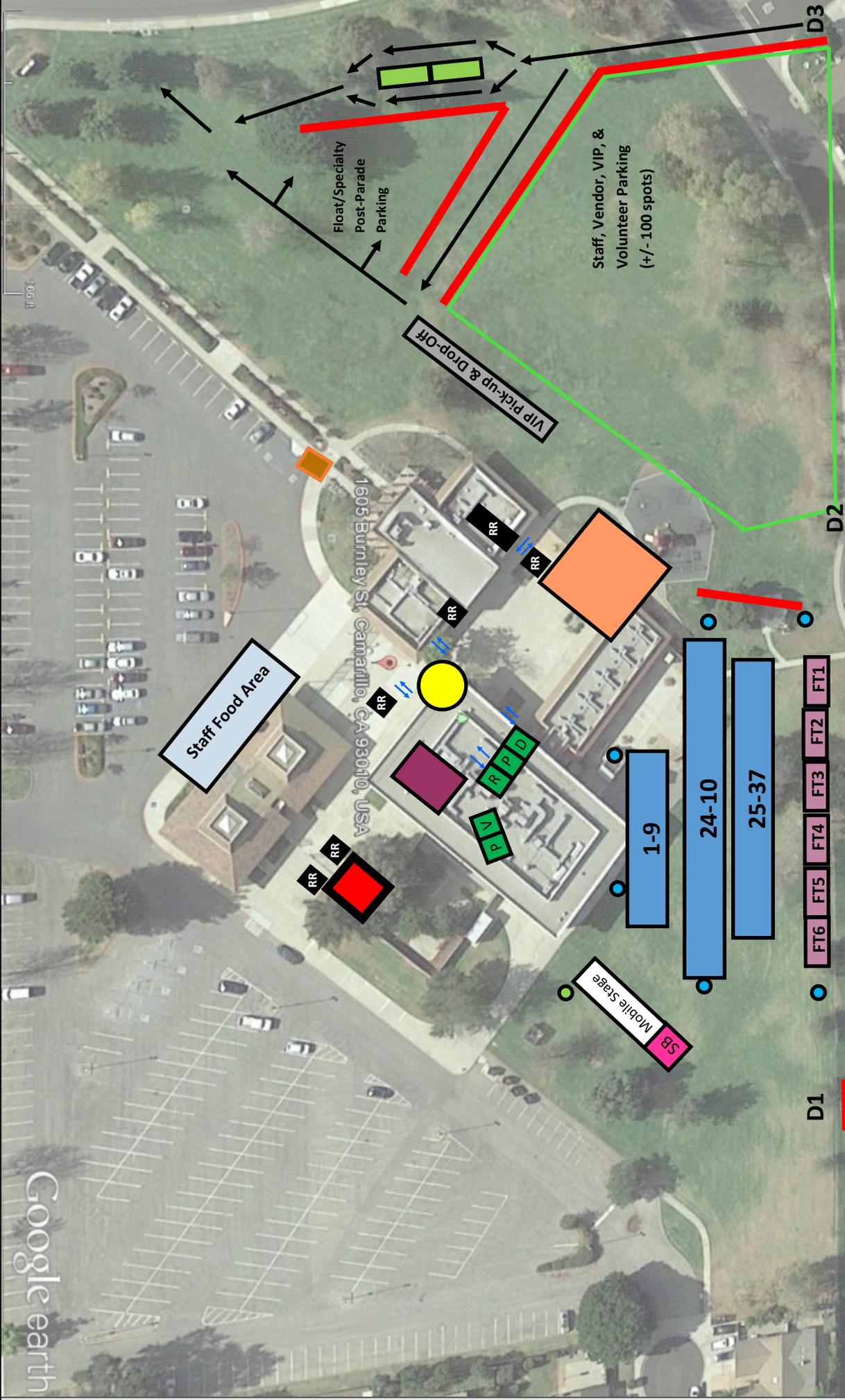
EXHIBIT A

-  **AUTO Check-in:**
Las Posas Rd. at Loma Dr.
-  **BAND Check-in:**
Parking lot of Pleasant Valley Aquatic Center
-  **EQUESTRIAN Check-in:**
Beverly Dr. at Merced Dr.
-  **FLOAT/SPECIALTY Check-in:**
Temple Ave. at Aloha St.
-  Restroom
-  First Aid
-  Intermittent Traffic Control
-  Road Closure



2023 Santa's Village Layout

EXHIBIT A



	= Craft/Info Booth		= Inflatable		= Restrooms		= Trash Cans		= Pedestrian entry		= Santa Meet & Greet
	= Food Trucks		= VIP Room		= Dumpsters		= Power Source		= Car/Driver Flow		= Food waste dumpster
	= PVRPD Booth		= VIP PU/DO		= Staff Food Area		= Barricade		= Balloon		= Staff/Vendor Parking
			= Volunteer Food		= Sound Booth						

EXHIBIT A

Pleasant Valley Recreation & Park District

BOARD OF DIRECTORS

ELAINE MAGNER
MARK MALLOY
BEV DRANSFELDT
JORDAN ROBERTS
ROBERT KELLEY

GENERAL MANAGER

MARY OTTEN



1605 E. Burnley Street, Camarillo, CA 93010
Phone: (805) 482-1996 Fax: (805) 482-3468 www.pvrpd.org

Inclement Weather Plan

Entry Type	At Staging Area	If on Parade Route
Bands	Buses drop off participants. Buses will be directed to Monte Vista Middle School after their band has stepped off. If rain begins prior to a bands step off, participants return to Aquatic Center or Boys/Girls Club.	Buses directed to Monte Vista Middle School for pick-up. Participants continue to Monte Vista Middle School to meet buses.
Autos	Exit staging east on Las Posas to Ponderosa or Lewis Road	Exit at Las Posas to Carmen proceed west
Equestrian	Truck and horse trailers will park on Beverly.	Complete route to disembark area with police escort as available.
Floats	Park on Temple in staging area temporarily until notified by parade officials to proceed along parade route to Community Center.	Exit at Carmen and Las Posas or continue to disembarking area.
Specialty & Balloons	Stay in staging area until picked up by responsible party, then follow procedures outlined for floats above.	Vehicle exit at Las Posas and Carmen and proceed west.

SPECIAL NOTE: Anyone wishing to deviate from this plan **MUST** clear his or her alternative plan with a parade Unit Director (i.e. Bands, Floats, Vehicles, Equestrian and Specialty)

EXHIBIT A 2023 Christmas Parade Complete Schedule - Updated 08/22/23

Time	Task	Location	Personnel
5:00 AM	Barricades Dropped off	Zone 1 & Zone 2	Miguel Heredia
5:30 AM	Event Manager arrives at Community Center	Community Center	Briana Ramos
6:00 AM	Sheriff Briefing-Zone 1	Camarillo PD Community Room	Sgt. Daniel Gonzales
6:30 AM	Santa's Village vendors begin to arrive	Community Center	Katlyn Simber-Clickener
6:30 AM	ITC-Burnley Staff put barricade across Regent	Community Center	Mary Otten
7:00 AM	Filming Crew arrives at Las Posas and Arneill	Las Posas and Arneill	John Fletcher
7:30 AM	Roads Closed	Zone 1-Parade Prep Area	Sheriff's Personnel
	Sheriff Briefing-Zone 2	Camarillo PD Community Room	Sgt. Daniel Gonzales
	Band Competition set up begins	Temple Avenue Baptist Church	Nic Castro
	Float & Specialty Report Times Begins	Temple and Aloha	Macy Trueblood
	End of Santa's Village vendor check-in	Community Center	Katlyn Simber-Clickener
	VIP Room Opens	Community Center- Senior Center	Justin Kiraly
8:00 AM	Equestrian Check-In opens	Beverly and Merced	Lanny Binney
	Roads Closed	Zone 2- Parade Route	Sheriff's Personnel
	Band Check-In Begins	Temple Avenue Baptist Church	Nic Castro
	Auto Check-In begins	Temple and Loma	Lanny Binney
8:30 AM	Float & Specialty Judging begins	Temple and Aloha	Macy Trueblood
	VIP Drivers pick up cars	Enterprise Rent-A-Car	VIP Drivers
8:45 AM	Float & Specialty Check-In ends	Temple and Aloha	Macy Trueblood
	Driveway 3 closes until 1:00 PM	Community Center	Katlyn Simber-Clickener
	Band Check-in Ends	Temple Avenue Baptist Church	Nic Castro
	VIP shuttling to Auto Check-in	Community Center	VIP Drivers
9:00 AM	Equestrian Check-In ends	Beverly and Merced	Lanny Binney
	Auto Check-In ends	Temple and Loma	Lanny Binney
	Band Check-in Ends	Temple Avenue Baptist Church	Nic Castro
	Santa's Village begins	Burnley and Brently	Katlyn Simber-Clickener
	Parade Announcers arrive at Filming	Las Posas and Arneill	John Fletcher
9:05 AM	Band Review Begins	Temple Avenue Baptist Church	Nic Castro
9:50 AM	Band Review Times end	Temple Avenue Baptist Church	Nic Castro
10:00 AM	Christmas Parade start	Temple and Las Posas	Matt Parker
	Filming begins	Las Posas and Arneill	John Fletcher
11:30-12:00 PM	Roads Open	Zone 1-Parade Prep Area	Sheriff's Personnel
12:00 PM	Barricades picked up	Zone 1-Parade Prep Area	Miguel Heredia
1:00 PM	Driveway 3 opens for exit onto Brently	Burnley and Brently	Katlyn Simber-Clickener
1:00-1:30 PM	Roads Open	Zone 2- Parade Route	Sheriff's Personnel
1:30 PM	Barricades picked up	Zone 2- Parade Route	Miguel Heredia
2:00 PM	Santa's Village ends	Community Center	Katlyn Simber-Clickener

EXHIBIT A

December 9, 2023

2023 Camarillo Christmas Parade Street Closing Schedule

Closure Starts Closure Ends
7:00 a.m. to 1:00 p.m.

Band Review & Staging Area

Temple Ave./Ponderosa Rd. to Las Posas Rd.

Only band buses allowed through at Temple & Ponderosa

7:00 a.m. to 1:00 p.m.

Parade Staging/Start Area

Las Posas Rd./Arneill Rd. to Loma Dr.

7:00 a.m. to 12:30 p.m.

Float & Specialty Staging Area

Temple Ave. from Las Posas Rd. through the end of Amber Dr. into the
Cul de Sac

Temple Ave. and Aloha St. past Corte Caballos

Corte Olmo, Corte Tela, Paseo Yolo, Calaveras Dr., & W. Via Corza

Equestrian Staging Area

Beverly Dr. from Las Posas Rd. to Merced Dr.

7:00 a.m. to 2:00 p.m.

Las Posas Rd.: Arneill Rd. to Lantana St.

7:00 a.m. to 1:00 p.m.

Carmen Dr.: Tamarix St. to City Hall Parking Lot

Ponderosa Rd. at Carmen Drive Intermittent Traffic Control (ITC)

7:00 a.m. to 2:00 p.m.

Burnley St.: Carmen Dr. to Brently St.

8:00 a.m. to 3:00 p.m.

Community Center: Parking Lot (**Vendor and Staff parking Only**)

7:00 a.m. to 1:30p.m.

Ponderosa Rd. at Temple Ave. ITC for band vehicles only

- Please read the above schedule, review the enclosed map and make the appropriate parking arrangements.
- Streets may open up earlier than posted as parade passes.
- Parking is not allowed on: Temple Avenue from Las Posas Rd. to above Amber Drive; Burnley St. – Carmen to Brently St. and all other streets listed above.
- Do NOT attempt to drive your vehicle on Temple Ave. if your vehicle is not part of a parade entry

EXHIBIT A



Pleasant Valley Recreation & Park District

1605 E. Burnley Street, Camarillo, CA 93010
Phone: (805) 482-1996 Fax: (805) 482-3468 www.pvrpd.org

BOARD OF DIRECTORS

ELAINE MAGNER
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ROBERT KELLEY

GENERAL MANAGER

MARY OTTEN

2023 Camarillo Christmas Parade Back Route Staging Directions

The following are directions to the parade staging areas. These directions may be used to navigate emergency vehicles for non-parade emergencies between the hours of 6:00 am – 2:00 pm, on December 10.

In the event of an emergency on the parade route during the parade, **EMERGENCY VEHICLES ONLY** may utilize the emergency lanes: SB lanes on Temple Ave. between Ponderosa Dr. and Las Posas Rd., NB lane on Temple Ave. between Las Posas Rd. and Amber Dr., EB lanes on Las Posas Rd. between Loma Dr. and Lantana St., NB lanes on Carmen Dr. between Ponderosa Dr. and Tamarix St.

Directions to Staging Area for Float/Specialty from Temple Ave./Ponderosa Dr. (Non-Semi Trucks):

- Take Ponderosa Dr. east and turn left on Las Posas Rd. Make a right on Loma Dr. Make a left on Aloha St. Check-in is at the corner of Temple Ave. & Aloha.
- Only the parade vehicle is allowed to drive on Temple Ave.

Directions to Staging Area for Float/Specialty from Temple Ave./Ponderosa Dr. (Semi-Trucks and Over-Sized Vehicles from Temple Ave. at Lewis Rd.):

- Take Lewis Road north east to Durkin St. Turn left on Durkin St and follow north. Turn left on Stiles Ave. Turn right on Eston St. Turn right on Ponderosa Dr. Turn left on Shepherd Dr. Turn left on Dwight Ave. Turn right on Loma Dr. Turn right on Las Posas Rd. Turn Left on E. Loop. Follow E. Loop and turn left at Amber Dr.
- Stop at the corner of Amber Dr. and Temple Ave. Send one person to check-in at the corner of Temple Ave. and Aloha St. After check-in, a representative will walk you to your vehicle staging location.

Directions to Staging Area for Auto and Equestrian Units from Temple Ave./Ponderosa Rd.

- Auto: Take Ponderosa Dr. east and turn left on Las Posas Rd. Check-in will be on the corner of Las Posas Rd. & Loma for Auto Units.
- Equestrian Units, turn right on Loma Dr. and follow Loma Dr. and turn left at Merced Dr.
- Equestrian Units will check in at the corner of Merced Dr. and Beverly Dr. Once checked in, units will be directed to their staging numbers on Beverly Dr.

EXHIBIT A

Directions to Band Staging from Pleasant Valley Aquatic Center (1030 Temple Ave.):

1. Proceed North on Temple Ave toward Ponderosa Drive.
2. Turn right onto Ponderosa Drive and stay in the left lane.
3. Make the first available left turn onto Shepherd Drive and then make an immediate left onto Dwight Ave
4. Make the third right onto Kendall Ave and proceed straight (you should see the school on your left-hand side)

To get to Wendell St: (Pacifica HS, Redwood MS)

Take the second available left turn after the school onto Wendell St. and proceed to the intersection with Temple Ave. Then **STOP** and **PARK** near the Temple Ave. intersection.

To get to Berwick St: (Rio Mesa HS, Santa Ana HS, Oxnard HS)

Take the second available left turn after the school onto Wendell St., then make an immediate right turn onto Munson St. Make the next left onto Berwick St. and proceed to the intersection with Temple Ave. Then **STOP** and **PARK** near the Temple Ave intersection.

To get to Landen St: (Camarillo HS, PVSD, MATES)

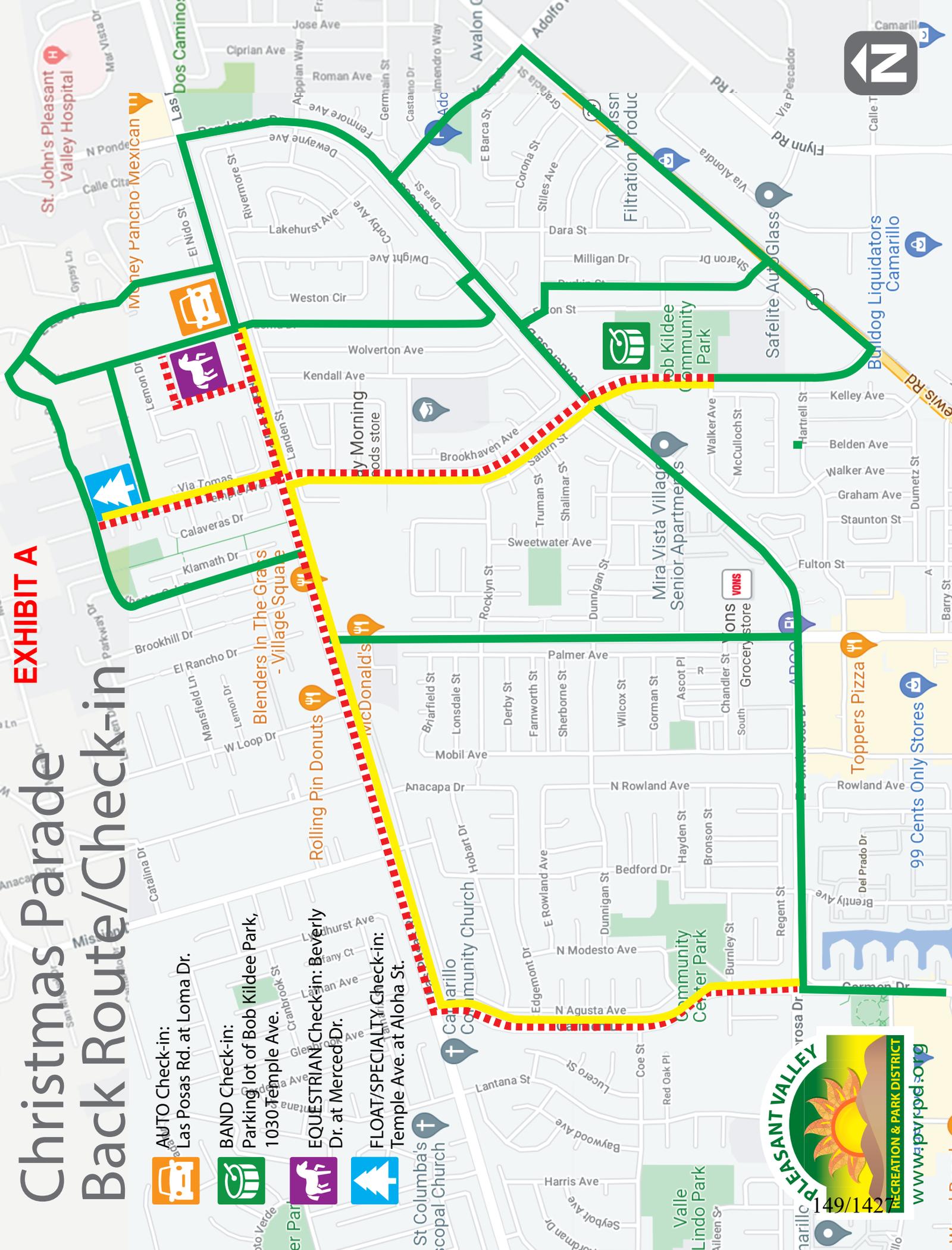
Take the second available left turn after the school onto Wendell St., then make an immediate right turn onto Munson St. Make the third left turn at the end of the road onto Landen St. and proceed to the intersection with Temple Ave. Then **STOP** and **PARK** near the Temple Ave intersection.

******PARENTS SHOULD NOT ATTEMPT TO DRIVE THEIR VEHICLES ON TEMPLE AVE AT ANY TIME. ONLY BUSES AND EQUIPMENT SUPPORT VEHICLES ARE ALLOWED TO PASS THROUGH THE INTERSECTION AT PONDEROSA AND TEMPLE******

Christmas Parade Back Route/Check-in

EXHIBIT A

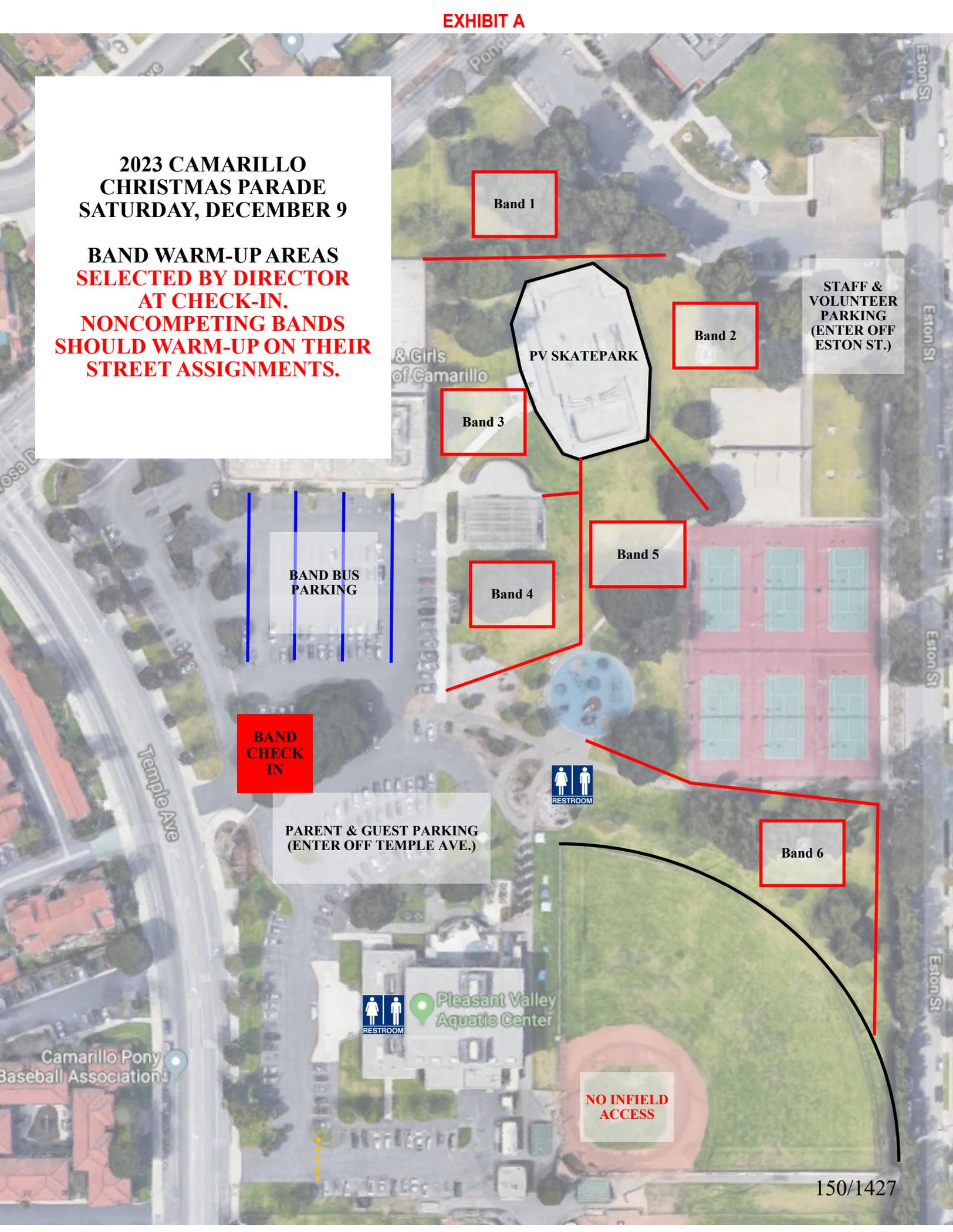
-  **AUTO Check-in:**
Las Posas Rd. at Loma Dr.
-  **BAND Check-in:**
Parking lot of Bob Kildee Park,
1030 Temple Ave.
-  **EQUESTRIAN Check-in:** Beverly
Dr. at Merced Dr.
-  **FLOAT/SPECIALTY Check-in:**
Temple Ave. at Aloha St.




PLEASANT VALLEY
RECREATION & PARK DISTRICT
www.pvprpd.org

**2023 CAMARILLO
CHRISTMAS PARADE
SATURDAY, DECEMBER 9**

**BAND WARM-UP AREAS
SELECTED BY DIRECTOR
AT CHECK-IN.
NONCOMPETING BANDS
SHOULD WARM-UP ON THEIR
STREET ASSIGNMENTS.**



Band 1

Band 2

Band 3

Band 5

Band 4

BAND BUS
PARKING

BAND
CHECK
IN

PARENT & GUEST PARKING
(ENTER OFF TEMPLE AVE.)

STAFF &
VOLUNTEER
PARKING
(ENTER OFF
ESTON ST.)

Band 6



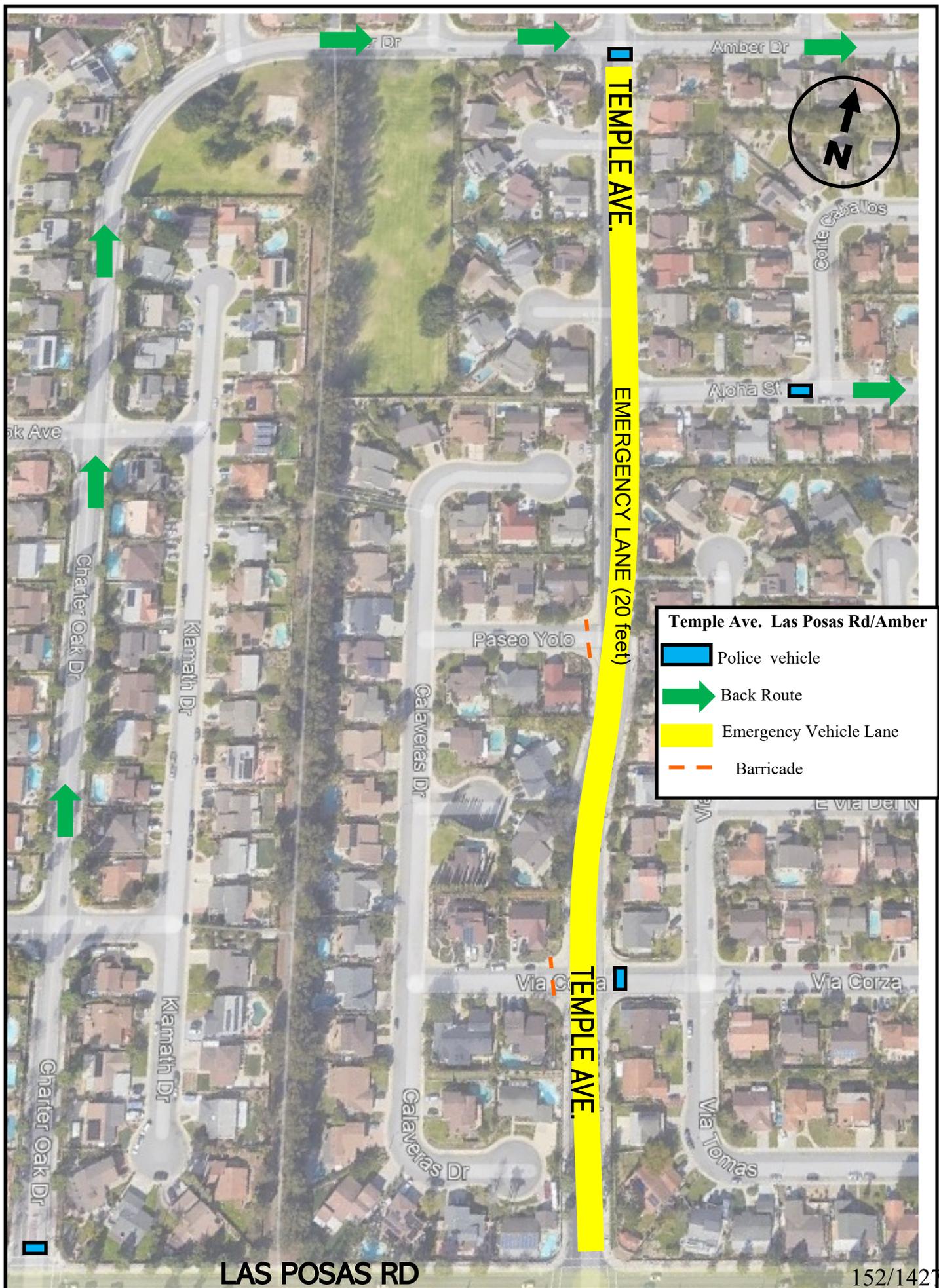
Pleasant Valley
Aquatic Center

NO INFIELD
ACCESS

Camarillo Pony
Baseball Association



EXHIBIT A



Temple Ave. Las Posas Rd/Amber

-  Police vehicle
-  Back Route
-  Emergency Vehicle Lane
-  Barricade

EXHIBIT A



EXHIBIT A



EXHIBIT A

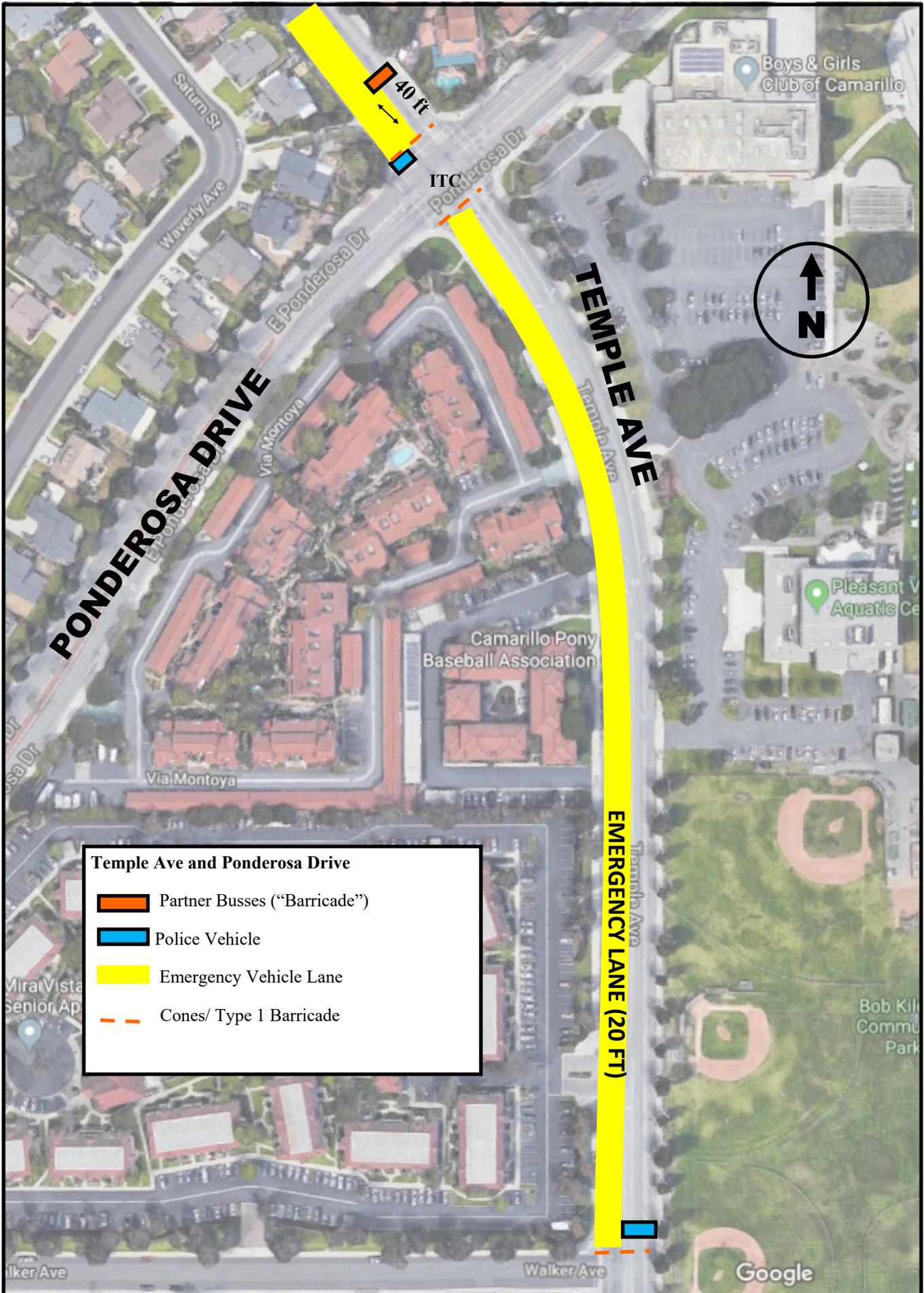


EXHIBIT A



EXHIBIT A



EXHIBIT A

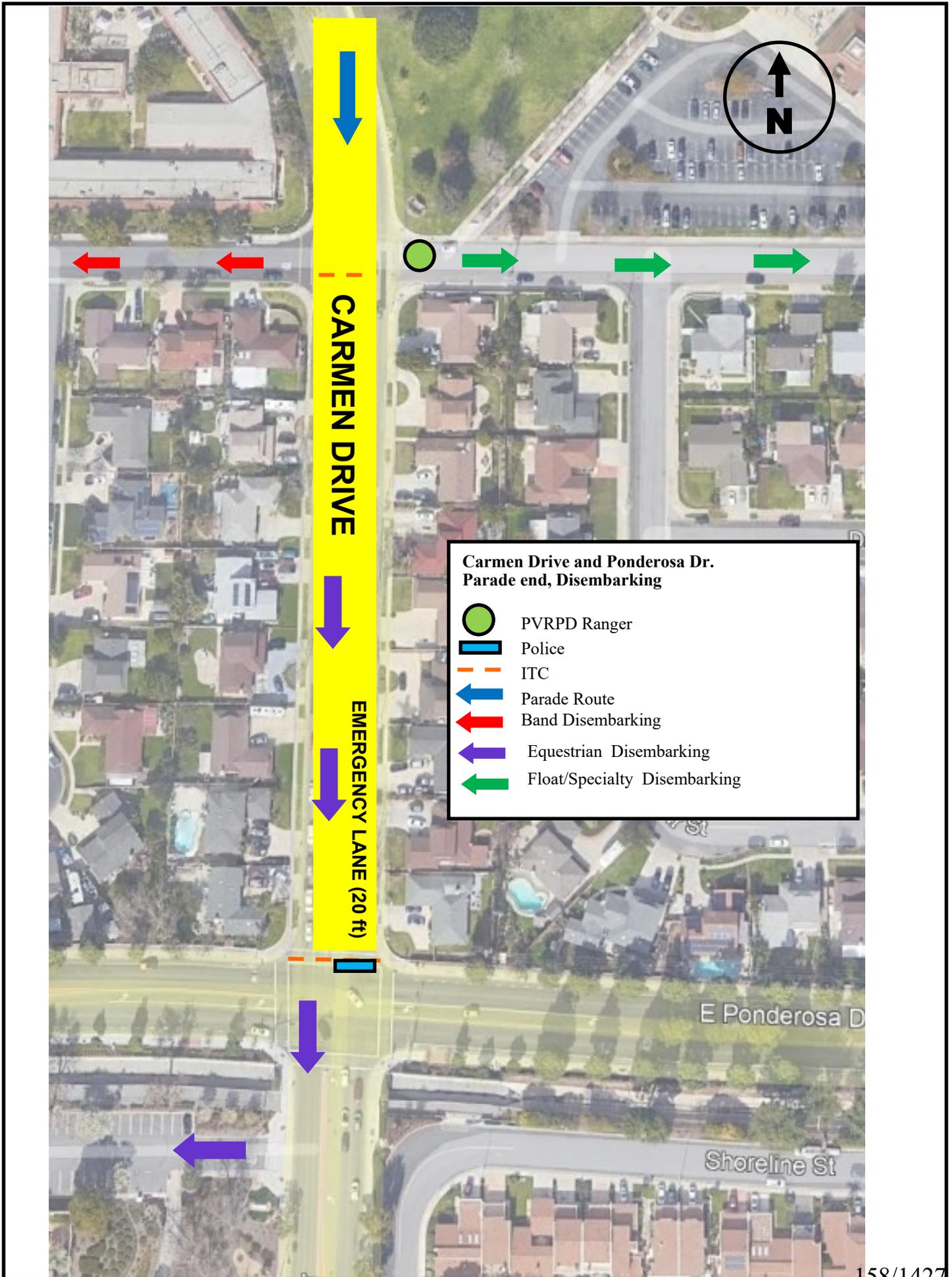


EXHIBIT A

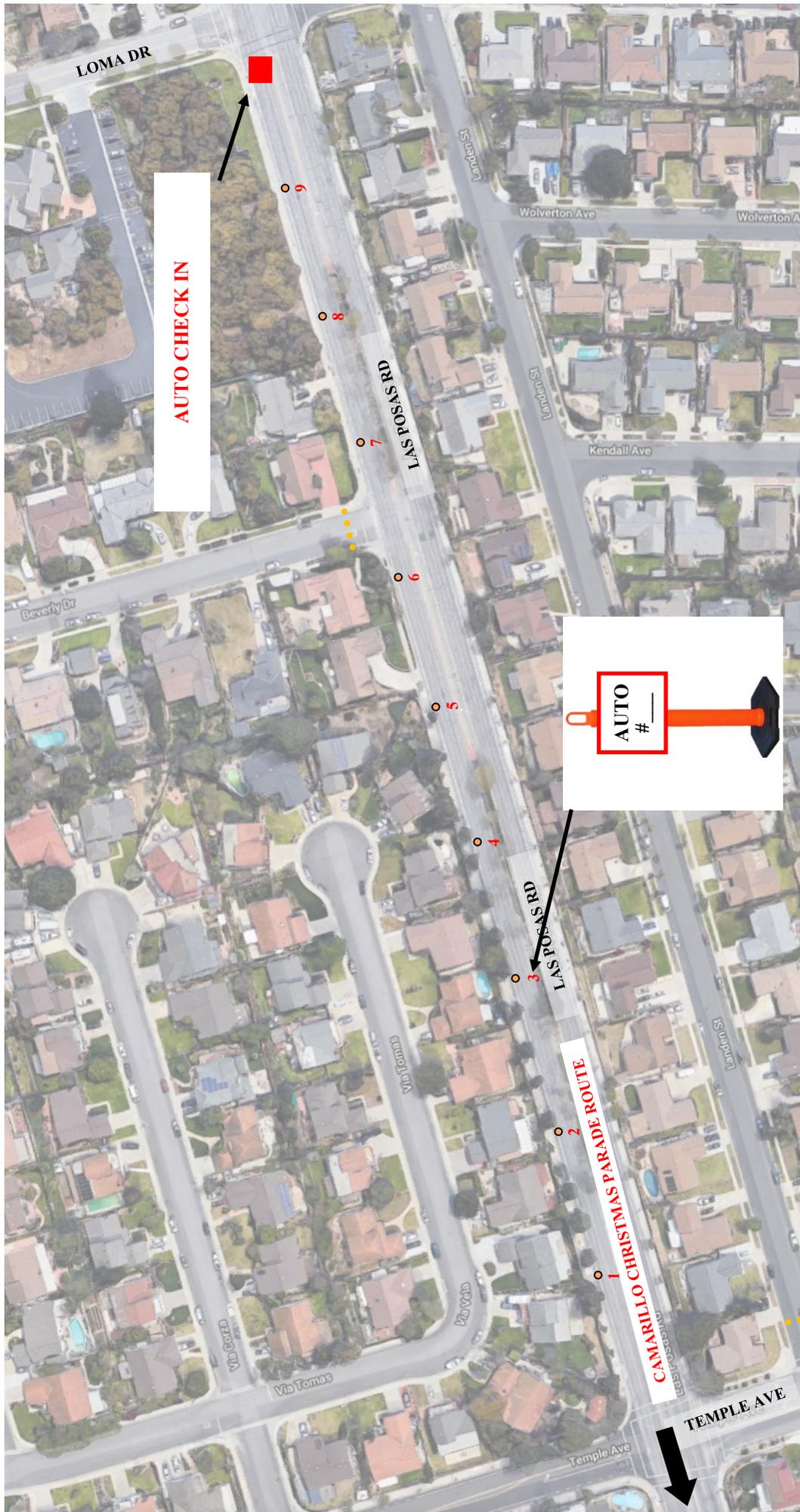


EXHIBIT A

2023 CAMARILLO
CHRISTMAS PARADE
SATURDAY, DECEMBER 9

BAND WARM-UP AREAS
**PLEASE WARM-UP IN YOUR
ASSIGNED AREAS.**



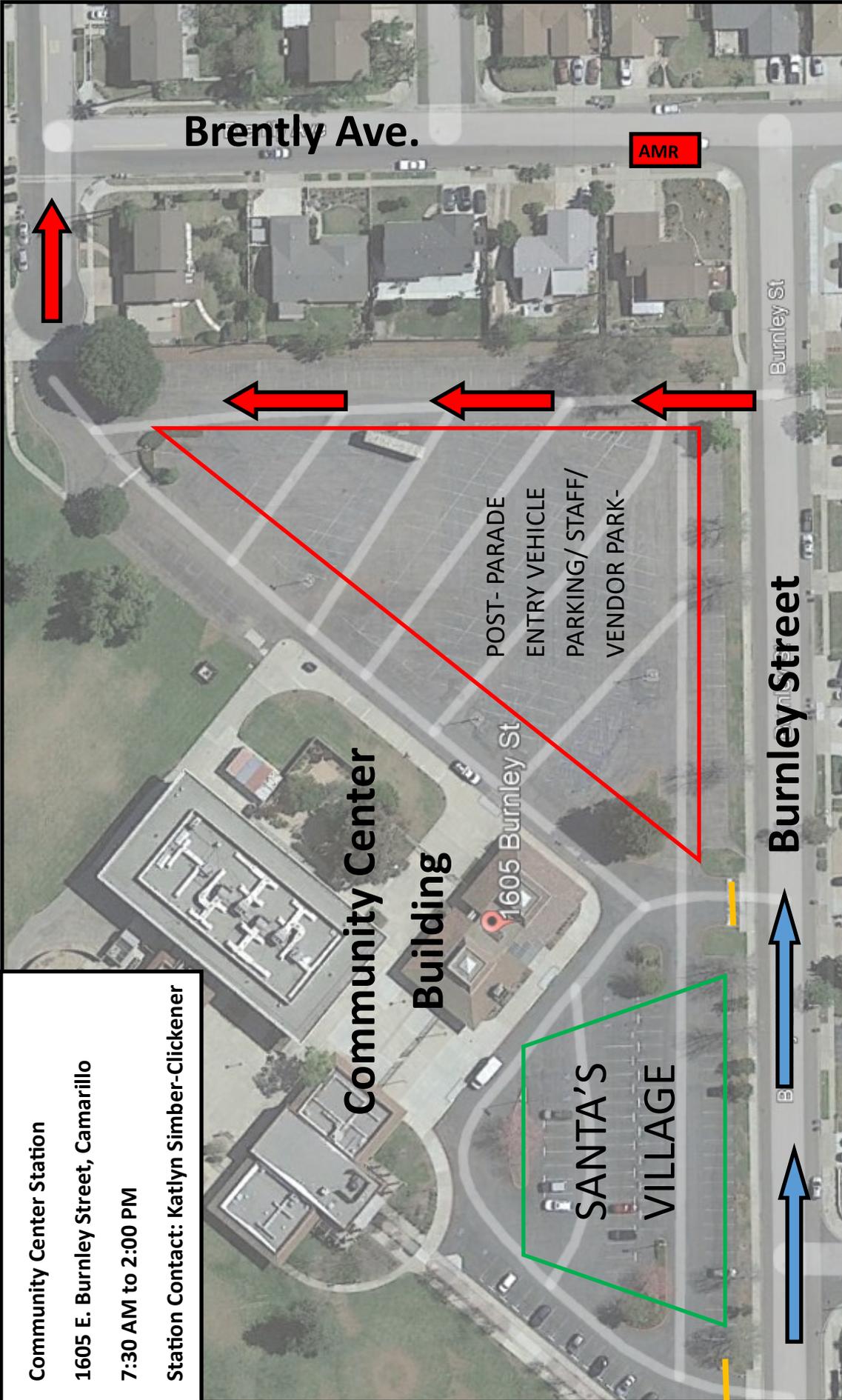
- = Road Closure
- = Competition
- = Restroom
- = Staff Parking
- = Staging Area
- = Parade Route

STAFF & VOLUNTEER
PARKING
(ENTER OFF
ESTON ST.)

Los Primeros
School

EXHIBIT A

Community Center Station
 1605 E. Burnley Street, Camarillo
 7:30 AM to 2:00 PM
 Station Contact: Katlyn Simber-Clickener



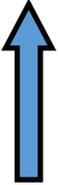
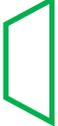
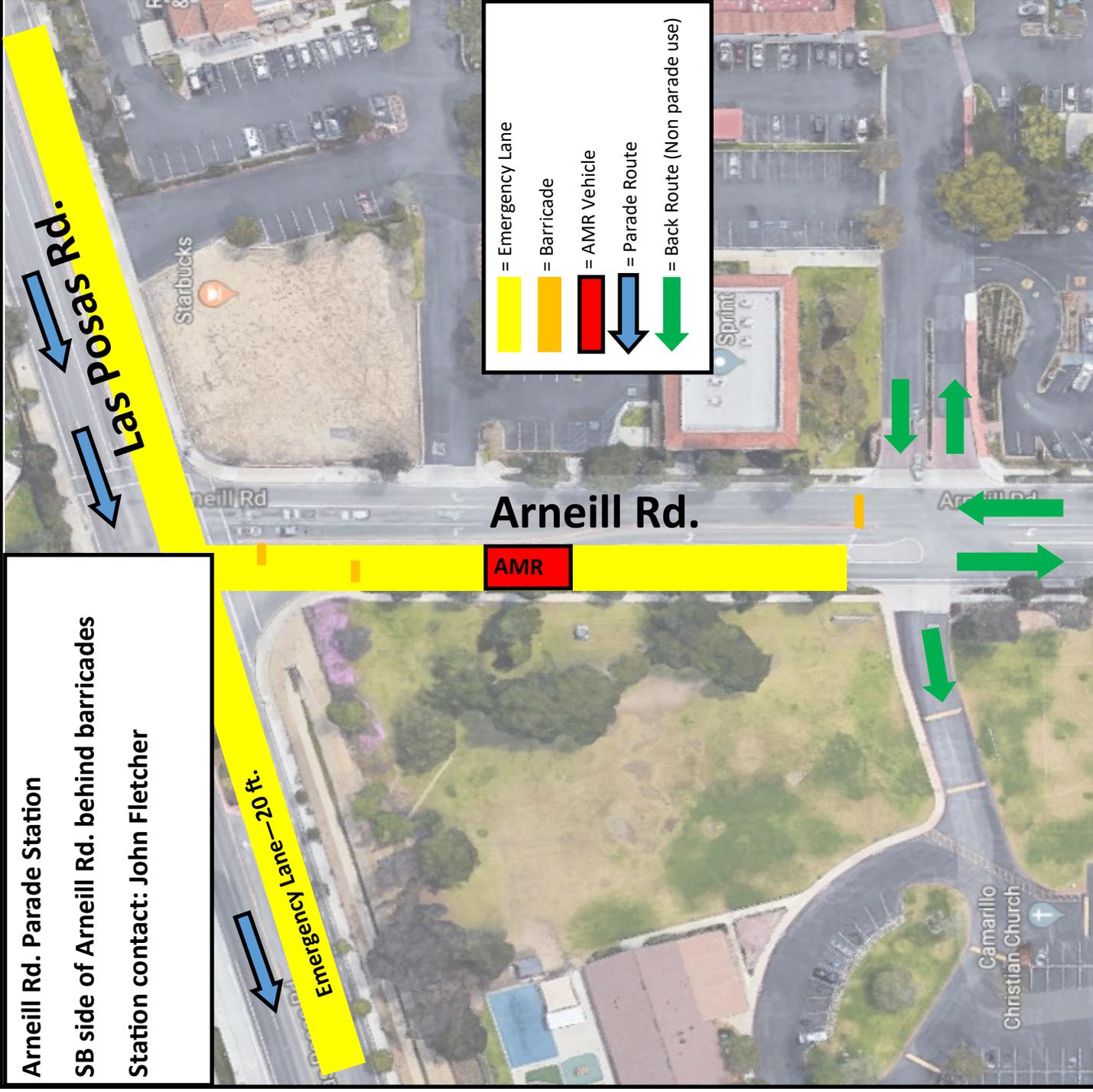
-  = Parade Route
-  = Parade Exit Route
-  = Barricade
-  = Santa's Village
-  = Parade entry/ Staff/ Vendor Parking
-  = AMR Vehicle

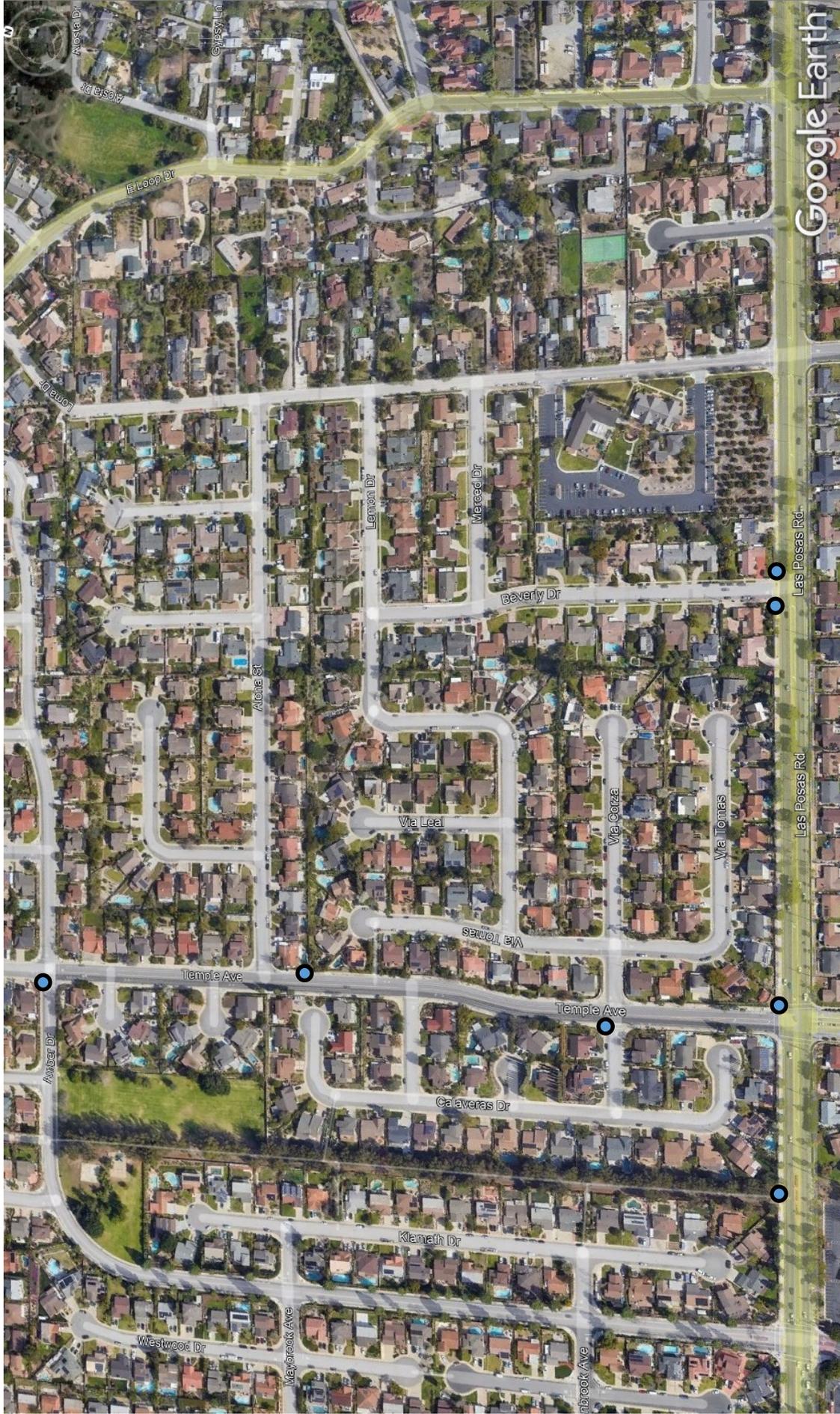
EXHIBIT A



Arneill Rd. Parade Station
SB side of Arneill Rd. behind barricades
Station contact: John Fletcher

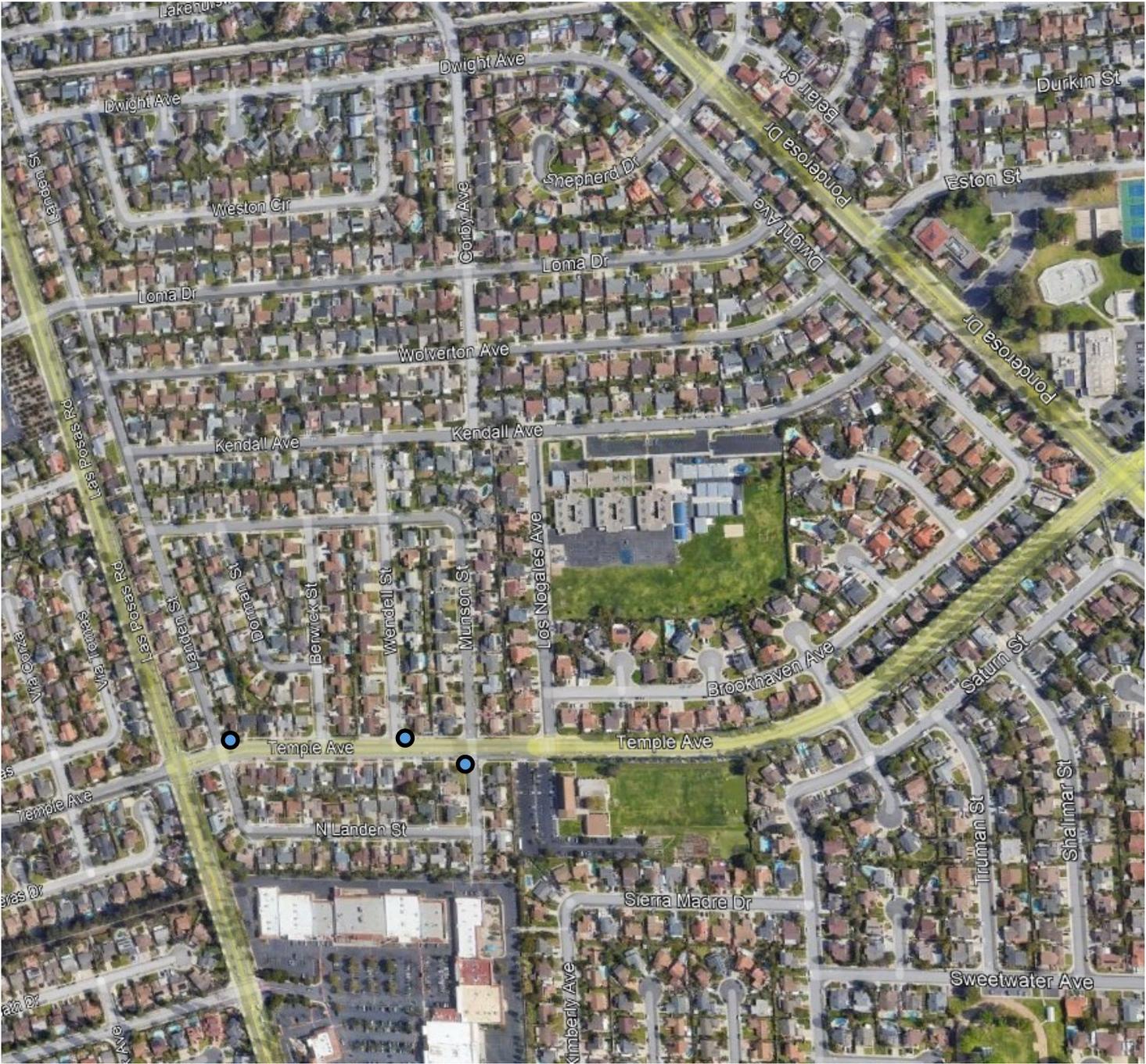
EXHIBIT A

Las Posas Rd. and N. Temple Ave.



● = Portable Restroom

EXHIBIT A



Las Posas Rd and
S. Temple Ave.

● = Portable Restroom

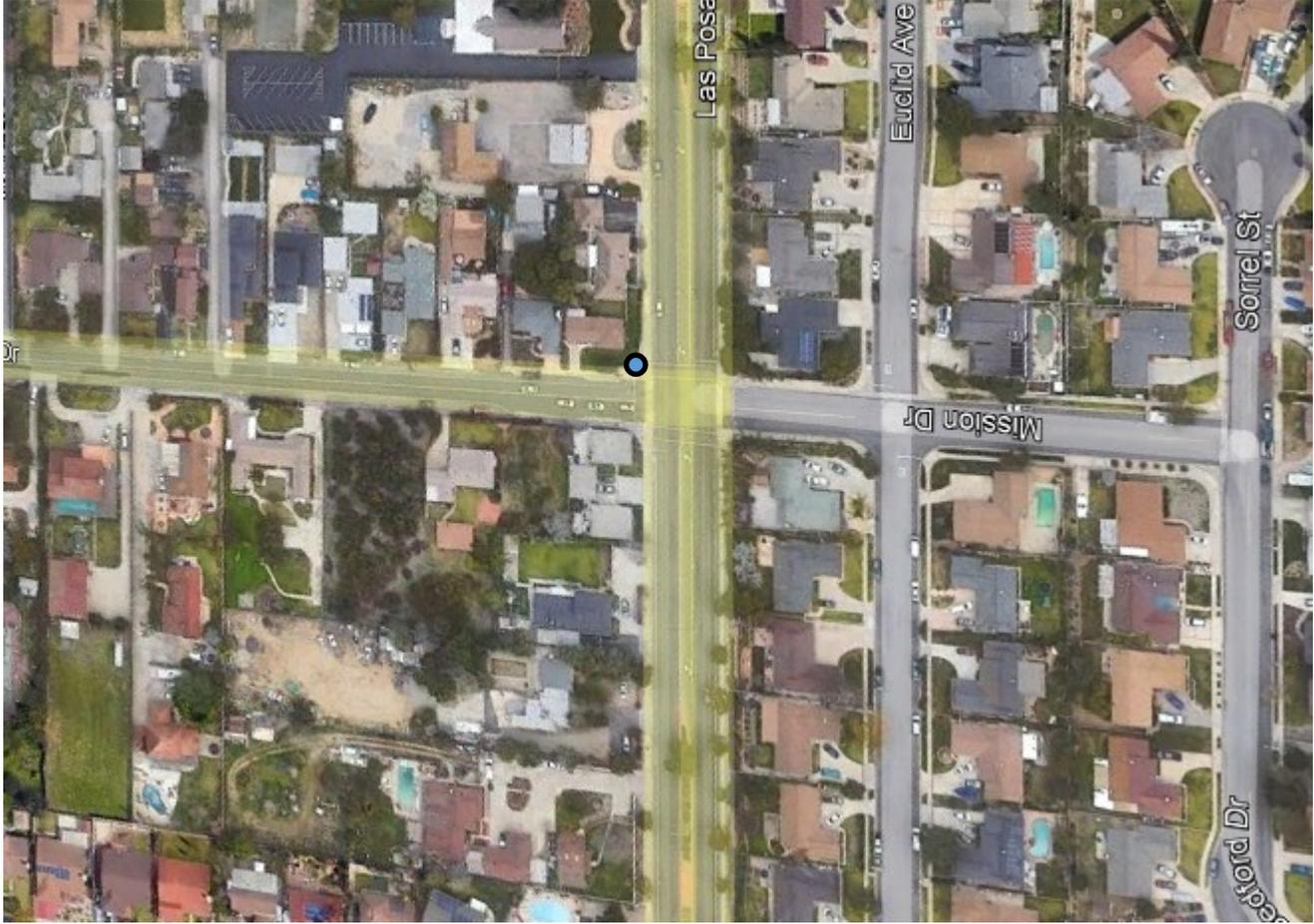
EXHIBIT A

Las Posas Rd. and
Arneill Rd.



EXHIBIT A

Las Posas Rd. and
Mission Dr.



● = Portable Restroom

EXHIBIT A

Las Posas Rd. and

Carmen Dr.



● = Portable Restroom

CONDITIONS OF AGREEMENT

1. The City of Camarillo (“City”) is entering into Community Event Funding Agreement CC 2023-XX (“Agreement”) with the Pleasant Valley Recreation and Park District (PVRPD) to host the Annual Camarillo Christmas Parade & Santa’s Village community event, on Saturday, December 9, 2023, Saturday, December 14, 2024, and Saturday, December 13, 2025, from 10 a.m. until 1 p.m., in accordance with the Traffic Control Plan and Parade Route (Exhibit A), Conditions of Agreement included herein (Exhibit B), Direct Services and Staff Support (Exhibit C), Program Budget (Exhibit D) and Insurance requirements (Exhibit E) set forth in the Agreement.
2. In the event that it rains, requiring a cancellation, the Organization will be permitted to postpone the event for up to 30 days, upon written notice to the City, specifying the proposed date at least five (5) days before the event.
3. Organization is responsible for obtaining all necessary permits from all other applicable agencies and jurisdictions, including the Ventura County Fire Department, Ventura County Environmental Health, and Ventura County Animal Services.
4. Should City determine it is necessary to take legal action to enforce any of the provisions of these permit conditions, and such legal action is taken, the Organization will be required to pay any and all costs of such legal action, including reasonable attorney’s fees, incurred by City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless City should otherwise agree to waive or reduce such fees and costs, or the Organization is the prevailing party in such legal action.
5. Organization is responsible for notifying all participants that compliance with all federal, state, and local laws and ordinances, is required.
6. Alcoholic beverages are not permitted during this event.
7. Gambling is not permitted at this event.

NON-SMOKING REQUIREMENT

8. Smoking is not permitted at any public event (including those held on private property) in the City of Camarillo. This applies to all areas within an event’s permitted site, including parking lots, streets and sidewalks, beginning 60 minutes prior to the event’s start to 60 minutes after its conclusion.
 - a. The Organization must include information about the law in their publicity to ensure maximum compliance with the law. At a minimum, the words, “**SMOKE-FREE EVENT**” must be included in legible, capitalized, bold face type on news releases, flyers, posters, websites and brochures. (Note: 8-point to 12-point type is sufficient for printed materials ranging from 3½” x 8½” to 8½” x 11”—proportionally larger type is required for oversize documents and posters.) A PDF version of the sign is available at www.cityofcamarillo.org and may also be printed in color on 11” x 17” paper.
 - b. The City of Camarillo Community Development Department will provide (free of charge) a sufficient number of two-color, 12” x 18” signs printed with the “No Smoking” symbol and the words, “**THIS IS A SMOKE-FREE EVENT**” for all major access points to each event. These signs must remain posted and visible throughout the duration of the event and should be placed on a mounting substantial enough to withstand wind, rain and crowds.

NOISE / LIVE MUSIC

9. **NOISE:** The provisions of the Noise Ordinance must be complied with. If amplifiers or similar equipment will be used, the maximum sound level permitted at any residential property must not exceed 55 dB(A) from 7 a.m. to 9 p.m. and 45 dB(A) from 9 p.m. to 7 a.m. If concern is raised regarding the sound level of music, it may be required that the sound be modified so as not to be a nuisance to the surrounding residential areas. If a complaint is received for any music or loud noise, the music must be turned down or the loud noise quieted at the request of any Camarillo Police Officer. If a second complaint is received, the music or loud noise is to be shut off, or violators may be asked to leave the event.
 - a. All speakers must be directed away from the surrounding neighborhoods to help reduce any noise impact.
 - b. The provisions of the Noise Ordinance must be complied with. Please remind participants to be mindful of any noise generated as they are within residential neighborhoods.
10. **LIVE MUSIC:** The Organization is responsible for the payment of any and all music licensing fees, fines, or penalties that may be assessed upon their musical acts.

SIGNAGE

11. No bandit signs, human signs, balloons, flags, buntings, or pennant flags are permitted. All barriers, signs and/or markings placed must be located in such a manner so as to not constitute a sight distance restriction for the motoring public or pedestrians and must be removed at the conclusion of the event. No off-site signage is allowed. No signs are permitted other than those authorized by the Sign Ordinance and Special Events Ordinance.
 - a. Displays, props, equipment, or signage must not be erected in such a manner to block the visibility of the motoring public from entering or exiting the area. Any signs, props, or displays erected must be removed at the conclusion of the event.
 - b. An on-site banner for the special event during the day of the event may contain a maximum of 36 square feet in area and may be no taller than three feet in height.
 - When mounted on post of a fence, the top of the banner may not exceed eight feet in height. If mounted on a building, the banner may not exceed the roofline of the building.
 - The on-site banner must be removed at the conclusion of the event.
12. No signage may be placed within the public right-of-way, including on any light poles and utility poles. No off-site signage is permitted is allowed, unless as specifically approved by the Department of Community Development.
13. All signs, barriers, and/or markings placed on or along the route must be removed at the conclusion of the event.

TRAFFIC/PARKING

14. The public sidewalk must be accessible for pedestrian circulation.
15. The public event must be accessible to persons with disabilities.
16. Participant and event staff parking is to be monitored so that vehicles are not blocking any streets or any entrances/exits and in proper parking areas. A 36-inch minimum aisle pathway(s) must be maintained throughout the event to allow for proper ingress and egress of attendees and staff, and to allow for emergency personnel to easily reach anyone requiring help.

17. Event coordinators must make sure traffic flow does not back up onto drive aisle or streets. If this occurs, event coordinators must stop the event to correct the problem. Event coordinators and/or participants are not to enter roadway for any traffic control. At the request of any Camarillo Police Officer the event must be shut down if needed for the safe passage of driver/passengers driving on the roadway and the public involved or attending the event.
18. All vehicles associated with the event must be parked in proper parking areas and must not block access to any of the surrounding uses per the approved parade route and Traffic Control Plan.
19. Event staff must not stand on streets directing traffic. All traffic control must be done on private property only after the vehicles pull into property.
20. During each event, the Police Department reserves the right of final approval on all decisions concerning traffic flow and public safety. The Organization may be required to make modifications at the request of the Police Department representatives in order to ensure a safe activity. The Traffic Sergeant of the Camarillo Police Department (or their designee) is the contact person to assist the event representatives in areas of mutual concern.
21. The ends of the parking area used for the event must be properly barricaded to prevent vehicular traffic driving through the area. At no time may tables or displays with merchandise be used as barricades or be located in such a way to block emergency vehicle access.
22. All participants must be made verbally aware that they are required to follow all appropriate California Vehicle Code sections and City ordinances regulating pedestrian and motorcycle use of all city/county/state roads. Furthermore, a written reminder of this information must be posted in a location for all participants to see.

TRASH & RECYCLING

23. The Organization is required to ensure that proper containment, cleanup, and removal of any spills are implemented during the entire event. Please see the enclosed attachment for the minimum requirements.
 - a. The entire event area and all parking lots must be completely cleaned at the conclusion of the event, which includes removal of all trash and debris. Containers for trash must be provided around the event area and monitored on a continuous basis to ensure they are emptied and returned in a timely manner. If City trash receptacles are used during the event, must also empty those containers.
 - b. Containers must be provided for recycling with the containers clearly marked for that purpose. Please contact EJ Harrison at 805.647.7786 for further information.
24. As a result of the City Council's adoption of Ordinance 1181, effective on January 1, 2022, food providers, vendors, and event promoters are prohibited from selling or providing prepared food or beverages in any expanded polystyrene (i.e. Styrofoam) food or beverage container, or separately providing such containers. The Organization acknowledges and agrees to enforce and comply with Ordinance 1181.
25. A Large Event-Recycling & Disposal Plan must be submitted to info@sws-inc.com at least 14 days before the start of any event, including the set up day(s) for the event. Any large venue or event must plan for the removal, disposal, and diversion of, and reporting of all recyclables, organics (including food waste) and solid waste. It is required that 50% of all materials be diverted from landfills. Each event is required to account for all materials removed from the site and submit a post-event Recycling & Disposal Report along with

hauling receipts from each landfill, facility, or vendor. Report is due by email to info@sws-inc.com 10 days after the event occurs.

INSURANCE

26. Organization must comply with the insurance requirements included in Exhibit E.

BUSINESS LICENSE

27. Immediately upon receipt of this approval of this Agreement, the Organization, including a charitable or non-profit organization, is required to contact the Camarillo Business Tax Division at 805.388.5330 and provide the name, address, and phone number of all event/party vendors. Vendors include but are not limited to the following: independent contractors, sales and/or beauty consultants, photographers, suppliers, entertainers, caterers, etc. that may conduct seminars, provide services, sell a product, solicit for business with business cards, flyers, and/or supply or lease equipment, tents, tables, equipment, etc. Moreover, the Organization must provide any other information which the Business Tax Division may require.
- a. **VENDORS** must have a valid City of Camarillo Business Tax Certificate (license) for operation of their business during the event. Vendors must keep the business tax certificate, or proof of certificate (receipt), within their possession at the event. In the event not all vendors have submitted applications ten (10) business days prior to the event, the Organization will be liable to the City of Camarillo for a “*special event business tax certificate*.”
 - b. **ORGANIZATION** must apply for a special event business tax certificate for the event. Organization must keep the business tax certificate, or proof of certificate (receipt), within their possession at the event. When the business tax certificate is issued to the Organization, individual *vendors* will be conclusively presumed to be *exempt* from the requirement of obtaining a separate business tax certificate *for the event*.
 - c. **EXEMPTION:** If the Organization is a charitable or non-profit organization and the Organization merely sponsoring an event receives only a percentage of the receipts, or receives a specified amount or fee, then each vendor conducting business at the event must obtain a business tax certificate. The Organization may submit an application that exempts vendors from the requirement of obtaining separate business tax certificates. The burden of proof will be upon the organization or person claiming an exemption.

ENCROACHMENT PERMIT

28. No objects, such as signs, trailers, generators, etc., are permitted in the public right-of-way without a Public Works Department Encroachment Permit (contact Public Works at 805.388.5350 for fee and insurance requirements). Organization must submit a site plan to the Department of Public Works clearly showing where all structures located in the public right-of-way will be placed, the size of each item, and how they will be positioned, i.e. on a Type 1 barricade, etc.

SPILL CLEANUP

29. Dry cleanup methods must be used for all areas to be cleaned; however, if necessary to use water to wash down area, a high-pressure system must be used and the wastewater must be vacuumed up and disposed of properly (not to the storm drain system). All adjacent storm drain inlets must be protected during any wash down events to prevent any discharge to them.

30. Ensure adequate spill cleanup materials are kept in accessible locations and clearly identified. Spill materials can include sandbags, absorbent such as kitty litter, broom and dust pan, gloves and eye protection.

- Clean up leaks and spills immediately.
- Protect/block any adjacent storm drain inlets to prevent spilled material from entry.
- Use a rag for small spills on paved surfaces, a damp mop for general cleanup, and absorbent material for larger spills. If the spilled material is hazardous, then the used cleanup materials are also hazardous and must be sent to either a certified laundry (rags) or disposed of as hazardous waste.
- Never hose down or bury dry material spills. Clean up as much of the material as possible and dispose of properly.

Minor Spills

- Minor spills typically involve small quantities of oil, hydraulic fluid, gasoline, paint, etc. which can be controlled by the first responder at the discovery of the spill.
- Use absorbent materials on small spills rather than hosing down or burying the spill.
- Absorbent materials should be promptly removed and disposed of properly.
- Follow the practice below for a minor spill:
 - Contain the spread of the spill.
 - Recover spilled materials.
 - Clean the contaminated area and properly dispose of contaminated materials.

Semi-Significant Spills

Semi-significant spills still can be controlled by the first responder along with the aid of other personnel such as laborers and the foreman, etc. This response may require the cessation of all other activities.

Spills should be cleaned up immediately:

- Contain spread of the spill.
- Notify the supervisor immediately.
- If the spill occurs on paved or impermeable surfaces, clean up using "dry" methods (absorbent materials, cat litter and/or rags). Contain the spill by encircling with absorbent materials and do not let the spill spread widely.
- If the spill occurs in dirt areas, immediately contain the spill by constructing an earthen dike. Dig up and properly dispose of contaminated soil.
- If the spill occurs during rain, cover the spill with tarps or other material to prevent contaminating runoff.

Significant/Hazardous Spills

For significant or hazardous spills that cannot be controlled by personnel in the immediate vicinity, the following steps should be taken:

- Notify the local emergency response by dialing 911. In addition to 911, Organization must notify the proper City officials (805.388.5338). It is the Organization's responsibility to have all emergency phone numbers at the site.
- The services of a spills contractor or a Hazardous Material team should be obtained immediately. Event personnel should not attempt to clean up until the appropriate and qualified personnel have arrived at the job site.

31. The Organization must obtain a building permit from the City of Camarillo Department of Building and Safety for all event stage areas 30 inches or more above grade.

SECURITY/POLICE CONDITIONS

32. Event staff and any required security personnel must be easily recognizable through use of identifiable clothing and/or badges.
33. Proper safety precautions are to be made for all the entertainment and any equipment to prevent injury. Any equipment and/or instruments must have proper lighting and be roped off/barricaded and the cords covered or contained to prevent any tripping hazard. Equipment and/or instruments must not be stored or kept in the parking lot.
34. The event coordinator or assistant coordinator must remain available during the entire event to ensure that all conditions attached to the application are complied with. In the event there is a call for service during the event (fire, ambulance, or law enforcement), the Organization or a representative will meet the responding unit(s) and direct them to the scene as needed. The person in charge will be expected to abide with the decisions of the responding public safety units and assist in implementing those decisions (i.e., clearing a specific area, additional traffic control, or closing the event).
35. If the event has any kind of activity which causes any kind of safety issue, the event must cease until the activity ceases. If it is determined that police officers are required for crowd control or other purposes, officers may work the detail on overtime at the prevailing overtime rate and the Organization may be responsible for those costs.
36. A security plan must be submitted to the Department of Community Development for review at least two weeks prior to the event indicating the type and level of security proposed for the event to provide information and assistance to the public in addition to providing a basic level of control. Please contact the Traffic Sergeant with the Camarillo Police Department at 805.388.5132 with any questions regarding the requirements of the security plan.
37. The Organization will be liable to the City of Camarillo for expenses incurred for extraordinary service to this event.

GENERAL SAFETY CONDITIONS

38. Any children's activities are to be supervised by an adult at all times.
39. Access to a telephone must be maintained so as to report any emergencies in an expedient manner.
40. The area designated for this event is to be properly secured to allow for the safety of the event participants and spectators.
41. Electrical equipment and installations must comply with the current California Electrical Code.
42. If a portable temporary generator is used:
 - It must be isolated from the public by physical guards, fence, or enclosure;
 - All portable temporary generators must be self-grounded to the frame of the generator;
 - If the portable temporary generator is rated for 5,000 watts or more, a licensed electrician must verify the integrity of the bonding connection and post documentation on the generator, or have documentation available, prior to the start time of the Special Event. If the portable temporary generator is rated for less than 5,000 watts, the generator must meet manufacturer's standards and safety requirements;
 - All electrical equipment for the event must be plug-connected through the receptacles mounted on the temporary portable generator.

ROAD CLOSURES

43. On the day of the parade, no roads will be closed prior to 6 a.m. and all roadways will be opened to normal, unrestricted traffic by 2 p.m. Parade committee officials will remain on duty until all participants are gone. Semi-trailer “reviewing stands” will be positioned in the roadway on the morning of the event and removed immediately after the parade. Stands installed off the roadway may be pre-positioned days prior to the event and removed later, as long as they are not a public nuisance or traffic hazard. The parade “clean-up personnel” shall be of sufficient number to allow the clean-up procedure to keep up with the end of the parade.
44. In order to close the roadway identified above, the Department of Public Works, at the direction of the Police Department, will require pre-positioning of hard barricades, Class I or II barricades, traffic cones, and traffic advisory signs.
45. Road and street closures and their associated barricades will be controlled by the assigned law enforcement personnel. Only emergency, city and marked “Parade Official” vehicles will be allowed inside the barricaded areas prior to the parade. Only parade entries and emergency vehicles will be allowed on the parade route during the actual parade.
46. All roadways will be cleared and opened as soon as practical and safe. Buses, horse trailers, float and parade support vehicles and personal cars will not be left on Temple or Las Posas during or after the parade unless legally parked.
47. The activities are to occur as shown on the enclosed exhibit/site plan with appropriate barricades to exclude vehicular traffic in that area.
48. All road barriers except for hard barricades located in specific locations as requested by the Police Department must be movable by one person without special knowledge or extraordinary effort so that in case of emergency, access can easily be obtained by responding personnel.
49. Participants should be advised that “No Parking” and Tow-Away” zones will remain in effect and will be strictly enforced during the parade. There is to be no street parking along the parade route. The parade committee should make contact with the owners/managers of the large parking areas at either end of the parade route and make arrangements for off-street parking of participant and spectator vehicles. Also, the committee should notify those residents of Temple, Las Posas, Landen, and other streets closed due to the parade of the dates and times of the road closures so they can make alternate plans.
50. An emergency service vehicle lane will be open at all times on all closed roads. All intersections will be kept clear to allow cross traffic prior to, and immediately after, the parade and to allow for emergency vehicle access through the intersection.
51. All barriers, signs and/or markings placed shall not be located in such a manner as to constitute a sight distance restriction for the motoring public or pedestrians and shall be removed at the conclusion of the event. No signs are permitted other than those authorized by the Sign Ordinance.

52. That the Department of Public Works, in accordance with Section 11.20.090(g) of the Municipal Code, authorize the Police Department to temporarily close or establish and post temporary "Tow-Away/No Parking" zones between 6 a.m. and 2 p.m. on the day of the parade. The following streets are included:

Street	Limits
Carmen Drive	Ponderosa Dr to Las Posas (road closure)
Las Posas Road	Lantana to Loma (road closure)
Glenbrook Avenue	Las Posas to Tamarix (road closure)
Temple Avenue	Walker to Amber (road closure, no parking)
Leonard Avenue	McCulloch to Walker (road closure)
Walker Street	Leonard St. To Temple (road closure)
Landen Street (east)	Munson to Temple (road closure)
Landen Street (west)	Temple for 100 feet west
Vista Street	Saturn Av to Brookhaven St (road closure)
Beverly Drive	Las Posas to Merced (road closure)
Via Corza	Temple Av to Calaveras Dr (road closure, no parking)
Aloha Street	Temple Av east to City limit (road closure, no parking)
Amber Drive	100 feet east and west of Temple (no parking)
Corte Olmo	Cul-de-sac (road closure, no parking)
Corte Tela	Cul-de-sac (road closure, no parking)
Paseo Yolo	Temple Av to Calaveras Dr (road closure, no parking)
Calaveras Drive	Paseo Yolo to Via Corza (road closure)
Modesto Avenue	Carmen Dr. to Augusta Av (road closure, no parking)
Burnley Street	Carmen Dr. to Brently Av. (road closure, no parking)
Brently Avenue	Burnley St. for 50 feet south (no parking)
Hayden Street	Brently Av. To end of street westerly (no parking)
Merced Drive	Beverly Dr. to Loma Dr. (road closure, no parking)
Loma Drive	Merced Dr. to Las Posas Rd. (road closure, no parking)
Corte Caballos	From Aloha Street (road closure)

PARADE / EVENT CONDITIONS

53. Vendors may sell their merchandise during the parade with the following conditions:
 - They may not be in the street prior to the complete closure of the street by law enforcement personnel.
 - They may sell from the street prior to the parade reaching their location at which time they must leave the street.
 - Once the parade has concluded, they may not re-enter the roadway due to street sweepers operating in the street and the need to re-open the roadway as soon as possible.
54. All participants must be advised in writing early on, and again just prior to the parade, that nothing will be thrown, launched, or given away from any entry during the parade. Nothing should be done to entice spectators, particularly children, into the street or pathway of parade entries.
55. Clearly identified restroom facilities must be located on site, with a sufficient number for handicapped individuals. The number of the temporary restrooms and location must be adequate for the anticipated number of spectators and participants but may not be delivered more than 48 hours prior to the scheduled event and must be removed no later than 48 hours following the event unless authorized by the City Manager, or designee.

EXHIBIT C

Direct Services and Staff Support (Provided by City)

City will provide the following direct services and staff support at its expense:

Estimated Cost
(based on FY 23-24 Budget)

Direct Services and Staff Support

1.	Special Event Overtime	\$ 10,000.00
2.	Street Sweeping	\$ 1,000.00
3.	Barricade Traffic Cone Rental	<u>\$ 4,000.00</u>
Total Estimated Direct Services and Staff Support		\$15,000.00

EXHIBIT D

	2023	2024	2025	2026	2027
	Y1	Y2	Y3	Y4	Y5
Staffing Expense					
Full time- planning, prep, & operations					
Part-time					
Staffing Total					
Services and Supplies					
Fire Permit	\$ 325.00	\$ 338.00	\$ 351.52	\$ 365.58	\$ 380.20
Medical Services	\$ 1,000.00	\$ 1,040.00	\$ 1,081.60	\$ 1,124.86	\$ 1,169.86
Overnight Security Services	\$ 400.00	\$ 416.00	\$ 432.64	\$ 449.95	\$ 467.94
Transportation Rental	\$ 1,630.00	\$ 1,695.20	\$ 1,763.01	\$ 1,833.53	\$ 1,906.87
Balloon Rental	\$ 1,500.00	\$ 1,560.00	\$ 1,622.40	\$ 1,687.30	\$ 1,754.79
Portable Restrooms	\$ 4,000.00	\$ 4,160.00	\$ 4,326.40	\$ 4,499.46	\$ 4,679.43
40 yd Roll Offs + Food Dumpster	\$ 600.00	\$ 624.00	\$ 648.96	\$ 674.92	\$ 701.92
Traffic Control Items	\$ 5,800.00	\$ 2,943.20	\$ 3,028.48	\$ 6,374.59	\$ 3,275.60
Event Supplies	\$ 2,540.00	\$ 1,705.60	\$ 1,773.82	\$ 2,744.78	\$ 1,918.57
Entertainment	\$ 2,000.00	\$ 2,080.00	\$ 2,163.20	\$ 2,249.73	\$ 2,339.72
VIP/Staff/Volunteer Meals	\$ 1,800.00	\$ 1,872.00	\$ 1,946.88	\$ 2,024.76	\$ 2,105.75
Band Award & Judges	\$ 4,000.00	\$ 4,160.00	\$ 4,326.40	\$ 4,499.46	\$ 4,679.43
Total	\$ 25,595.00	\$ 22,594.00	\$ 23,465.31	\$ 28,528.90	\$ 25,380.08
Marketing Supplies &					
Marketing Supplies	\$ 2,500.00	\$ 2,600.00	\$ 2,704.00	\$ 2,812.16	\$ 2,924.65
Promotional Marketeing	\$ 4,500.00	\$ 4,680.00	\$ 4,867.20	\$ 5,061.89	\$ 5,264.36
Total	\$ 7,000.00	\$ 7,280.00	\$ 7,571.20	\$ 7,874.05	\$ 8,189.01
TOTAL	\$ 32,595.00	\$ 29,874.00	\$ 31,036.51	\$ 36,402.95	\$ 33,569.09

INSURANCE

1. **Required Insurance.** Before commencing any services, Consultant must procure and maintain in full force and effect during the term of this Agreement the following types of insurance with at least the minimum coverage listed and subject to the applicable additional requirements set forth below:

<u>Type of Insurance</u>	<u>Limits (combined single)</u>
Commercial General Liability	\$2,000,000 / \$4,000,000 Aggregate
Business Automobile Liability	\$2,000,000
Workers' Compensation	Statutory Requirements

2. **Insurance Rating.** All insurance required to be maintained by Consultant must be issued by companies licensed by or admitted to conduct insurance business in the State of California by the California Department of Insurance and must have a rating of A- or better and Financial Size Category Class VII or better by the latest edition of A.M. Best's Key Rating Guide, unless otherwise approved by City's legal counsel.
3. **Commercial General Liability Insurance.** The commercial general liability insurance must meet or exceed the requirements of Insurance Services Office (ISO) form CG 00 01, and must be provided on a per occurrence basis for bodily injury, personal injury, and property damage. The policy must include liability that a) arises out of the ownership, maintenance, or use of real property; b) arises out of operations away from the business premises by employees or agents of the insured; c) includes contractual liability that has not been amended; d) arises out of the products manufactured, distributed, or sold; and e) arises out of operations that have been completed away from the premises. The insurance must be on an "occurrence" not a "claims made" basis. Defense costs must be paid in addition to limits. There must be no cross-liability exclusion for claims or suits by one insured against another. **The insurance must include a waiver of subrogation applicable to the insurance or self-insurance, a primary and non-contributory endorsement, and an additional insured endorsement, all in favor of the City, its officers, employees and agents, and volunteers.** Any endorsement restricting standard ISO "insured contract" language will not be accepted.
4. **Business Automobile Insurance.** The business automobile insurance coverage must be at least as broad as ISO Business Auto Coverage form CA 00 01, covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount stated above per combined single limit for each accident. **The insurance must include a waiver of subrogation applicable to the insurance or self-insurance, a primary and non-contributory endorsement, and an additional insured endorsement, all in favor of the City, its officers, employees, agents, and volunteers.**
5. **Workers' Compensation.** If Consultant has any employees, Consultant must maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability Insurance (with limits of at least \$1,000,000). **The insurance must include a waiver of subrogation endorsement in favor of City, its officers, employees, agents, and volunteers.**
6. **Umbrella or Excess Liability Insurance.** If an excess or umbrella liability policy is used to meet minimum limit requirements, the insurance must provide coverage at least as broad

as specified for the underlying coverages. Any such coverage provided under an umbrella or excess liability policy must include a “drop-down provision” requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason. Coverage must be provided on a “pay-on-behalf” basis, with defense costs payable in addition to policy limits. There may be no cross-liability exclusion precluding coverage for claims or suits by one insured against another. If Consultant obtains and maintains an excess liability policy, such policy must be excess over commercial general liability, automobile liability, and employer’s liability policies. Such policy or policies must include working that the excess liability policy follows the terms and conditions of the underlying policies. Coverage must be applicable to all insureds under the primary policies. **The insurance must include a waiver of subrogation applicable to the insurance or self-insurance, a primary and non-contributory endorsement, and an additional insured endorsement, all in favor of the City, its officers, employees and agents, and volunteers..** The scope of coverage provided is subject to approval of City following receipt of the required proof of insurance.

7. **Deductibles and Self-Insured Retention.** Any deductibles or self-insured retentions applicable to the insurance policies required under this Agreement must be declared to and approved by City. In no event may any required insurance policy have a deductible, self-insured retention or other similar policy provision in excess of \$50,000 without prior written approval by City in its sole discretion. At the option of City, either the insurer will reduce or eliminate such deductibles or self-insured retentions with respect to the City’s additional insureds or Consultant will procure a bond guaranteeing payment of any losses, damages, expenses, costs or settlements up to the amount of such deductibles or self-insured retentions.
8. **Certificates of Insurance and Endorsements; Notice of Termination or Changes to Policies.** Prior to commencing any services under this Agreement, Consultant must file with the City certificates of insurance and endorsements evidencing the existence of all insurance required by this Agreement, along with such other evidence of insurance or certified copies of policies as may reasonably be required by City. These certificates of insurance and endorsements must be in a form approved by the City’s legal counsel. Consultant must maintain current certificates and endorsements on file with City during the term of this Agreement reflecting the existence of all required insurance. Each of the certificates must expressly provide that no material change in the policy, or termination or cancellation of the required coverage, will be effective except upon 30 days’ prior written notice to City (except for nonpayment for which a 10-day notice is required). The delivery to City of any certificates of insurance or endorsements that do not comply with the requirements of this Agreement will not waive the City’s right to require compliance. In the event that Consultant’s policies are materially changed, Consultant must provide the City with at least 30 days’ prior written notice of the applicable changes. City reserves the right to require complete, certified copies of all required insurance policies at any time.
9. **Failure to Maintain Required Insurance.** If Consultant, for any reason, fails to have in place at all times during the term of this Agreement all of the required insurance coverage, the City may, but is not obligated to, obtain such coverage at Consultant’s expense and deduct the cost from the sums due Consultant. Alternatively, City may terminate the Agreement.
10. **Effect of Coverage.** The existence of the required insurance coverage under this Agreement will not be deemed to satisfy or limit Consultant’s indemnity obligations under this Agreement. Consultant acknowledges that the insurance coverage and policy limits set

forth in this Agreement constitute the minimum coverage and policy limits required. Should any coverage carried by the Consultant or any subcontractor of any tier have limits of liability that exceed the limits or have broader coverage than required in this Agreement, those higher limits and that broader coverage are deemed to apply for the benefit of any person or organization included as an additional insured and those limits and broader coverage will become the required minimum limits and insurance coverage in all sections of this Agreement. Any insurance proceeds available to City in excess of the limits and coverages required by this Agreement, and which is applicable to a given loss, must be made available to City to compensate it for such losses.

- 11. Required Insurance for Subconsultants/Subcontractors.** Consultant agrees to ensure that any subconsultants/subcontractors providing services under this Agreement provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to review and monitor all such coverage and assumes responsibility for ensuring that such coverage is provided in conformity with the requirements of this Agreement.
- 12. Right to Revise Insurance Specifications.** City reserves the right to change the amounts and types of insurance required by giving Consultant at least 90 days advance written notice of such change. If such change results in substantial additional cost to Consultant, the parties may renegotiate Consultant's compensation.
- 13. Timely Notice of Claims.** Consultant must give City prompt notice of claims made of lawsuits initiated that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability insurance policies.

**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: September 6, 2023

**SUBJECT: CONSIDERATION AND 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 June 2015 to address and define 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 the Ordinance annually and update if necessary, according to the current needs of the organization. Staff has met with the Policy Committee to review the document. 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:

- Addition of various definitions for clarity.
- Clarification on Section 106 – Administrative Penalty Procedures to clarify citation hearing procedures.
- Clarified 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.
- Permit appeals can no longer be filed with the Board.
- Added language to Section 115 – Solicitation and Unlawful Advertising.
- Removed application for conducting business information from the Ordinance, allows for making changes to the application without amending the Ordinance.
- Inclusion of prohibiting Unmanned Aircraft Systems in Section 211.
- Clarification of Section 212 – Overnight Camping.
- Inclusion of Section 224 – Prohibition on Use of Tobacco or Marijuana Related Products.
- Inclusion of prohibiting the disposing of human or animal remains on District property.
- Removed Section on Unlawful Advertising – was redundant with Section 115.
- Included Section 234 – Bicycles - outlining regulations on bicycles.

- Dog park hours are only listed in General Use; allows for adjusting as necessary without amending the Ordinance.
- Added language to Section 235 – Dog Park Rules and Regulations clarifying that users of Dog Parks are legally responsible for their dogs and any injuries or damage caused by the dogs.
- 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.
- Clarification in Section 405 – Rental Periods of rental period depends on the facility.
- Added Section 414 – Permitted Vendors and Section 415 – Non-Permitted Vendors.
- Clean up in Section 503 – Basic Rate detailing what is and is not included in the basic rental rate.
- Addition in Section 504 – Classification of Facility Uses and Fee Charges under Class 3 for Resident Organizations that host fundraising events.
- Section 506 – Refundable Deposits and Cancellation Refunds now directs to the General Use Policy.

FISCAL IMPACT

District staff does not anticipate a fiscal impact associated with approval of the revised Ordinance.

RECOMMENDATION

It is recommended the Board approve the reading of the complete Ordinance No. 8 titled – *Ordinance No. 8, Governing the Use of Parks, Recreation Areas, and Facilities* and to waive further reading; and to approve the introduction and first reading of the District’s amended 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

~~Board 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~~ 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 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.

~~l.o.~~ _____ **“Contract Operator”** shall mean an approved 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. shall mean 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 a~~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.

~~r.3.3) A “class 3 electric bicycle” is a~~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 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.

~~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).

~~t.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 corporation~~ public 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.

ii.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 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~~4~~6 – Violation of Permit
- 20~~4~~5 – Firearms and Weapons
- 20~~6~~5 - Hunting
- 20~~6~~7 - Vandalism
- 21~~4~~5 - Nudity
- 22~~2~~1 – Alcoholic Beverages, Intoxicated Persons, Dangerous Drugs
- 23~~2~~3 – 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~~ 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 ~~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 thea 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 mustshallshall apply to the District for a permit to do so, on an application form providedprepared 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, pProof 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 pProof 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 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, tucks, 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 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 may removal~~ 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 (48) 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? What shall 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 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-~~ mobile 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~~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 ~~vehicles 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 ~~vehicles 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.

~~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 devices and any other smoking devices is 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 (inclusive 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 bicycles 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.~~
- c. ~~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 IIIARTICLE 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 ~~440-106~~ 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 VIARTICLE 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 an 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 entity 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 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/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- 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: Lanny Binney, Recreation Supervisor

DATE: September 6, 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”) which 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. The documents have been updated to include a term of three years from 2023 to 2026.

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 boiler plate 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.

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 – September 14, 2026 (three-years instead of two)
 - 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 acknowledgement of viewing this agreement and District policies.
 - c. Six-month termination clause.
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:
 - a. Minimum requirements for sports are now \$2 million per occurrence and \$4 million aggregate.
 - b. Worker's Compensation liability with at least \$1 million per accident.
 - c. Sexual Abuse and Molestation Coverage (SAM) – with a minimum of \$1 million per occurrence
4. Safety & Security:
 - a. Concession vendors must have a Turf Tarp per the Turf Policy.
 - 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

FISCAL IMPACT

Community Service Organization fees have moved from a lump sum base to an hourly rate per the approved Fee Study in November of 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 September 14, 2026.

ATTACHMENTS

- 1) Agreement between District and the CSO's (Proposed - Redline) (56 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 ~~V~~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 ~~r~~ 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

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

1. **Liability Insurance**: 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.

- i. 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).
- ii. 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.
- iii. 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)

ii.iv. 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

ii.v. Separate Endorsement Page will need to list:

1. Policy Number
2. Wording that states, “This endorsement changes the policy”
3. Wording that states, “This endorsement modifies insurance provided under the following: Commercial General Liability Coverage Part: SCHEDULE
4. Wording that states, "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees are listed as Additional Insured."

2. **Indemnification/Hold Harmless:** 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.

~~i. 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).~~

~~ii. 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.~~

~~iii. 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. **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.

4. **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

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, ~~umpiresumpires~~, 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, ~~participantsparticipants~~, 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
- K.L. Penal Code Sections 11165.7 and 11166

(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 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.

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

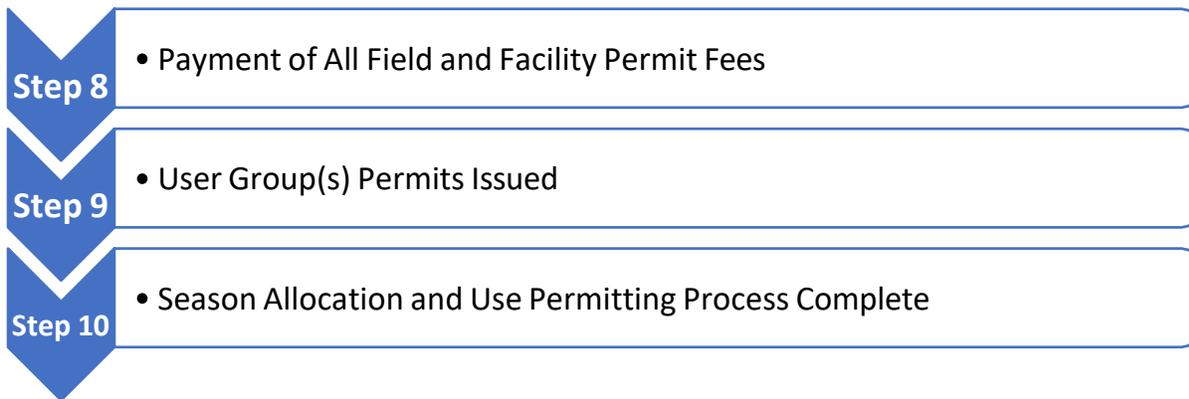
- Secondary Review of Allocated Fields and Facilities with User Group(s)

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.

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 ~~\$21,000,000~~ per occurrence, \$42,000,000 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.

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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).
- L.** 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.

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

1. **Liability Insurance:** 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.
 - i. 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).
 - ii. 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.
 - iii. 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)

iv. 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

v. Separate Endorsement Page will need to list:

1. Policy Number
2. Wording that states, “This endorsement changes the policy”
3. Wording that states, “This endorsement modifies insurance provided under the following: Commercial General Liability Coverage Part: SCHEDULE
4. Wording that states, "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees are listed as Additional Insured."

2. **Indemnification/Hold Harmless:** The CSO agrees to indemnify, defend and hold harmless the District and District 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.
3. **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.
4. **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

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

(Signatures Continue on last page after Attachments)

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**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 ProcessingTime/ 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 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)
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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

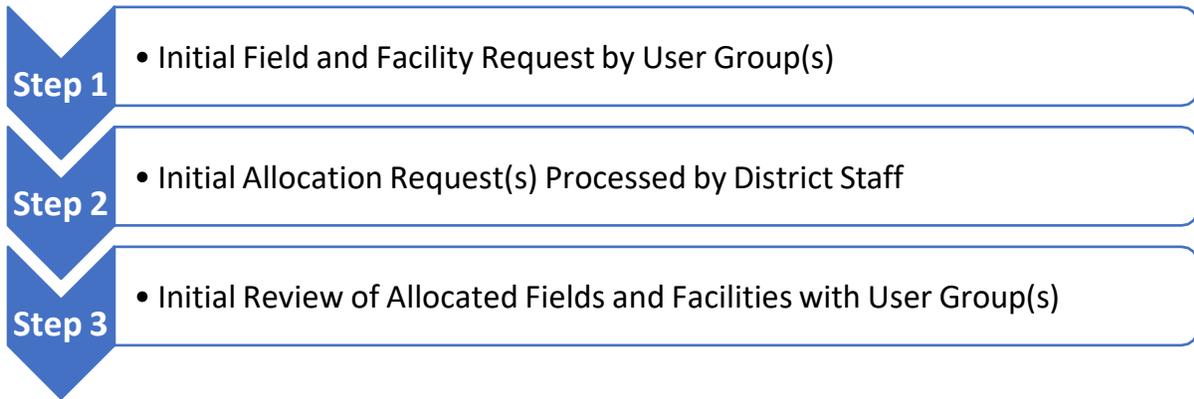
The District recognizes there may be conflicts for space and time that arise from this process.

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

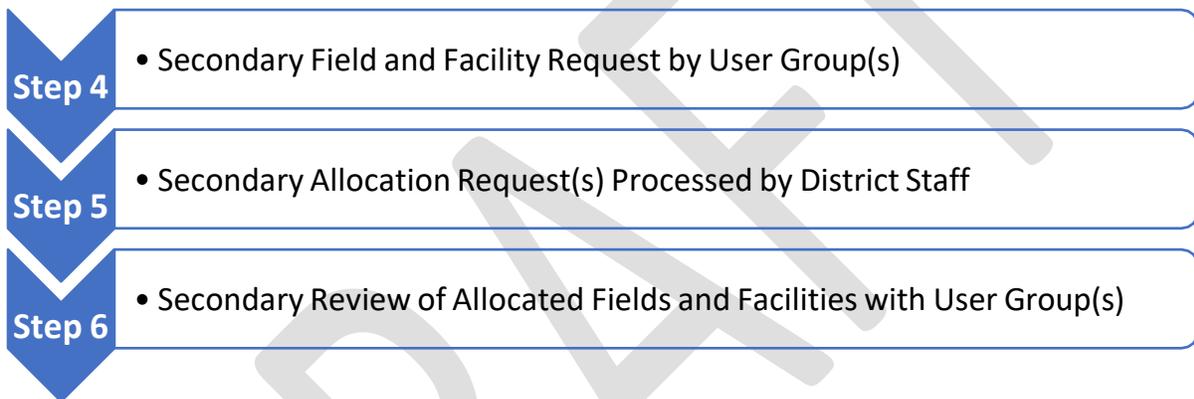
1. User Groups self-mediate to determine a fair and amicable solution
2. History of facility use between conflicting user groups
 - a. Primary season/ primary facility for sport in question
 - b. Order of priority:
 - i. league practice or game
 - ii. tournament use
 - iii. camps/clinics
 - iv. showcase 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.

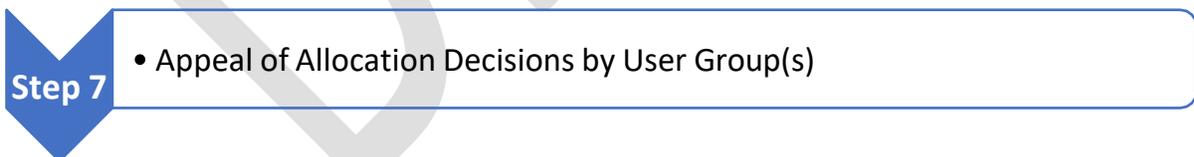
Any initial FFAU request by a user group that is turned in after the deadline date will be subject to a \$25 per business day late fee. Example, if the due date is December 30 and the District receives it on January 4, we wouldn't count the holiday or weekend days, but business days would be charged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



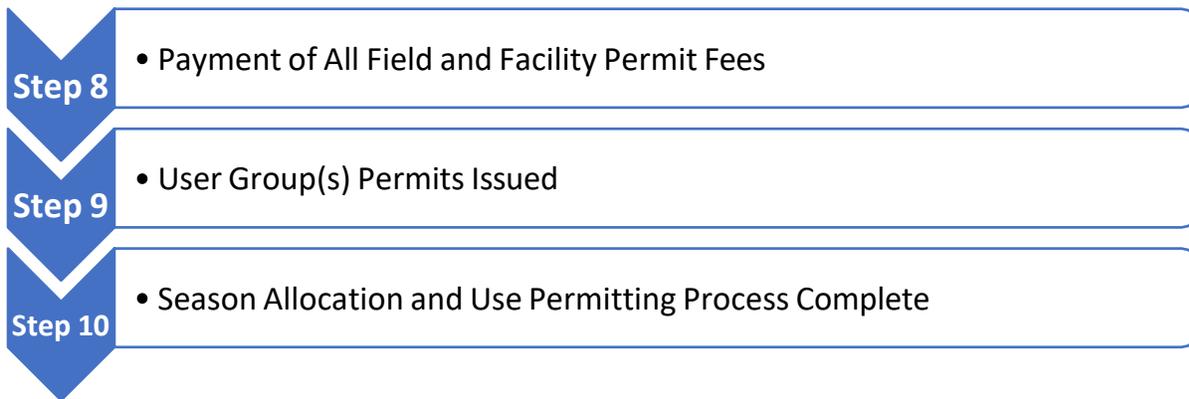
After the initial request(s) have been processed, allocated, and reviewed between the District and the User Group (Steps 1-3), any User Group may submit additional field and facility requests. All applications received after the initial allocation request deadlines will be processed as part of the secondary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

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? _____ Day: 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.

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 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

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.
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)

Table with 3 columns: Question ID, Question Text, Yes, No. Rows 22-38. Includes questions about grants, compensation, tax-exempt bonds, excess benefit transactions, and contributions.

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 []

Table with 3 columns: Question ID, Question Text, Yes, No. Rows 1a, 1b, 1c. Includes questions about Form 1096, Forms W-2G, and backup withholding rules.

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 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.	

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 - 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.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include total number at end of year, aggregate values, and questions about donor property and grant fund usage.

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include purpose of easements, number of easements, and monitoring details.

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 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include questions about reporting art and historical treasures.

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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), and 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
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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 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.

Exempt Organization Business Income Tax Return
(and proxy tax under section 6033(e))

For calendar year 2020 or other tax year beginning **JUL 1, 2020**, and ending **JUN 30, 2021**.

2020

▶ 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).

Open to Public Inspection for 501(c)(3) Organizations Only

Department of the Treasury
Internal Revenue Service

<p>A <input type="checkbox"/> Check box if address changed.</p> <p>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</p>	<p>Print or Type</p>	<p>Name of organization (<input type="checkbox"/> Check box if name changed and see instructions.) AMERICAN YOUTH SOCCER ORGANIZATION</p> <p>Number, street, and room or suite no. If a P.O. box, see instructions. 19750 S VERMONT AVE NO 200</p> <p>City or town, state or province, country, and ZIP or foreign postal code TORRANCE, CA 90502</p> <p>C Book value of all assets at end of year ▶ 64,461,233.</p>	<p>D Employer identification number 95-6205398</p> <p>E Group exemption number (see instructions)</p> <p>F <input type="checkbox"/> Check box if an amended return.</p>
<p>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</p>		<p>H Check if filing only to ▶ <input type="checkbox"/> Claim credit from Form 8941 <input type="checkbox"/> Claim a refund shown on Form 2439</p>	
<p>I Check if a 501(c)(3) organization filing a consolidated return with a 501(c)(2) titleholding corporation ▶ <input type="checkbox"/></p>		<p>J Enter the number of attached Schedules A (Form 990-T) ▶ 1</p>	
<p>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. ▶</p>		<p>L The books are in care of ▶ MATTHEW WINEGAR Telephone number ▶ (424) 221-7910</p>	

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.

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	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
NAZANIN BENYAMINI	NAZANIN BENYAMINI	05/16/22		P00666808
Firm's name	Firm's EIN		Phone no.	
SINGERLEWAK LLP	95-2302617		(310) 477-3924	
Firm's address				
10960 WILSHIRE BOULEVARD, 7TH FLOOR LOS ANGELES, CA 90024-3783				

**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 Yes/No 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.

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, 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)

		Exempt Controlled Organizations			
1. Name of controlled organization	2. Employer identification number	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.

Caution: Forms printed from within Adobe Acrobat may not meet IRS or state taxing agency specifications. When using Acrobat, select the "Actual Size" in the Adobe "Print" dialog.

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

Additional information. See instructions. FEIN 95-6205398

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

Form with sections A through O containing various checkboxes and text for reporting organizational status and changes.

Part I Complete Part I unless not required to file this form. See General Information B and C.

Table with 16 rows and 3 columns for Receipts and Revenues, Expenses, and Filing Fee. Includes line items for gross sales, costs, and total income.

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 NATIONAL EXECU Title Date Telephone

Paid Preparer's Use Only Preparer's signature NAZANIN BENYAMINI Date 05/16/22 Check if self-employed P00666808

Firm's name SINGERLEWAK LLP Firm's FEIN 95-2302617

Address 10960 WILSHIRE BOULEVARD, 7TH FLOOR Telephone (310) 477-3924

May the FTB discuss this return with the preparer shown above? See instructions [X] 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	
	Expenses and Disbursements	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	7 Income recorded on books this year not included in this return	•
2 Federal income tax	•		8 Deductions in this return not charged against book income this year	•
3 Excess of capital losses over capital gains	•		9 Total. Add line 7 and line 8	
4 Income not recorded on books this year	•		10 Net income per return.	
5 Expenses recorded on books this year not deducted in this return	•		Subtract line 9 from line 6	
6 Total. Add line 1 through line 5		2,581,445		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 _____ _____ **NATIONAL EXECUTIVE DIRECTOR**

Signature of officer Date Title

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 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
Must Sign 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 Paid preparer's signature	Date	Check if self-employed <input type="checkbox"/>	Paid preparer's PTIN
Must Sign 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
	NAZANIN BENYAMINI	05/16/22		P00666808
	Firm's name (or yours, if self-employed) and address			• Firm's FEIN
SINGERLEWAK LLP 10960 WILSHIRE BOULEVARD, 7TH FLOOR LOS ANGELES, CA 90024-3783				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

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

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

Exempt Controlled Organizations					
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)
1					
2					
3					
Nonexempt Controlled Organizations					
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)	
1					
2					
3					
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

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

1 Name of periodical	2 Gross advertising income	3 Direct advertising costs	4 Advertising income or excess advertising costs	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-.
DIGITAL MEDIA	105,000	284,398	-179,398			

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
---	---	-----------------------	---

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

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

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.
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

Table with 3 columns: Question ID, Yes, No. Rows include questions 1 through 21 regarding organizational requirements, such as political activities, lobbying, and financial reporting.

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 columns. 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.		
	1a 12		
b	Enter the number of voting members included on line 1a, above, who are independent		
	1b 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)		(B)
		Beginning of year		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.	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.

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?		
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 - <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 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).

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?

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

032051 12-01-20

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

	Yes	No
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"/> Travel for companions <input type="checkbox"/> Tax indemnification and gross-up payments <input type="checkbox"/> Discretionary spending account <input type="checkbox"/> Housing allowance or residence for personal use <input type="checkbox"/> Payments for business use of personal residence <input type="checkbox"/> Health or social club dues or initiation fees <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	1b	
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?	2	X
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 type="checkbox"/> Independent compensation consultant <input checked="" type="checkbox"/> Form 990 of other organizations <input checked="" type="checkbox"/> Written employment contract <input checked="" type="checkbox"/> Compensation survey or study <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?	4a	X
b Participate in or receive payment from a supplemental nonqualified retirement plan?	4b	X
c Participate in or receive payment from an equity-based compensation arrangement?	4c	X
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?	5a	X
b Any related organization?	5b	X
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?	6a	X
b Any related organization?	6b	X
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	7	X
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	8	X
9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	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
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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 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		
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.		
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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

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

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 receive 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 5, 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.

Additional Addendum Items

<u>Article</u>	<u>Paragraph</u>	<u>Change</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Section</u>	<u>Area</u>	<u>Region</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date Signed by RC	Regional Commissioner Name	Regional Commissioner Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved by:		
Date Signed by AD	Area Director Name	Area Director Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date Signed by SD	Section Director Name	Section Director Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

Received by:		
Date Sent to National Office	National Office	Received By/Team/Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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.

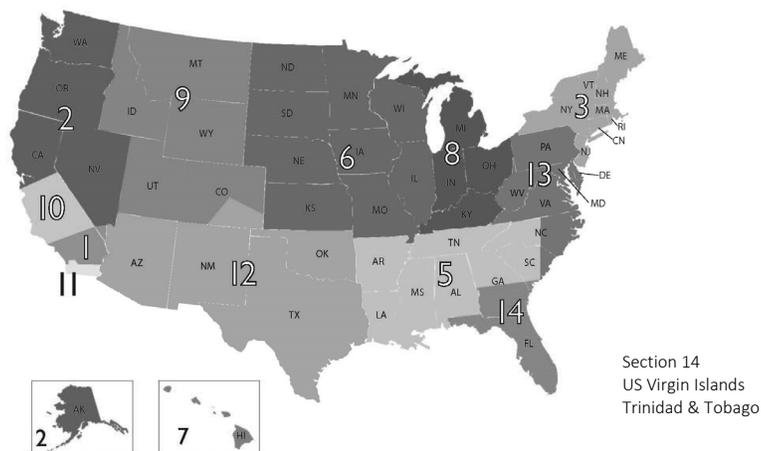
The members of the National Board of Directors, Special Directors, Section Directors, Area Directors and Regional Commissioners (of chartered Regions) are known as executive members and are the voting members of AYSO.

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.

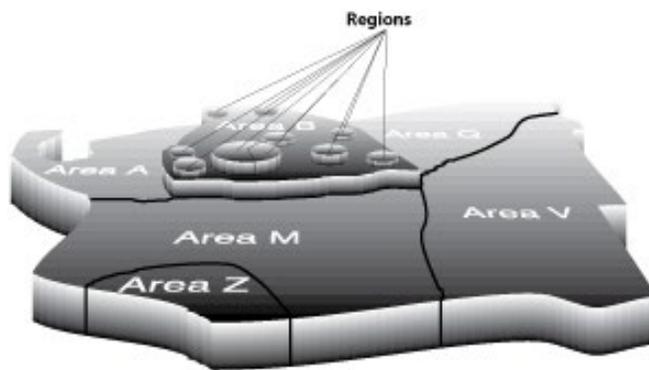
Sections, Areas and Regions

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.

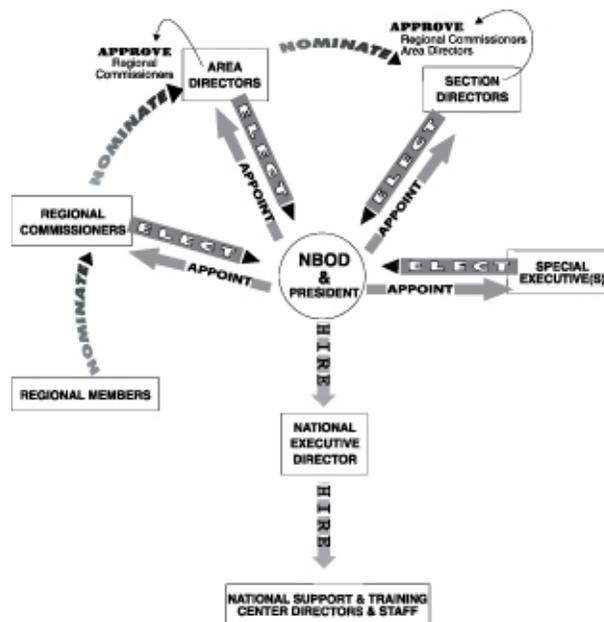
Figure 6-2: Section, Area, Region Structure



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.

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.

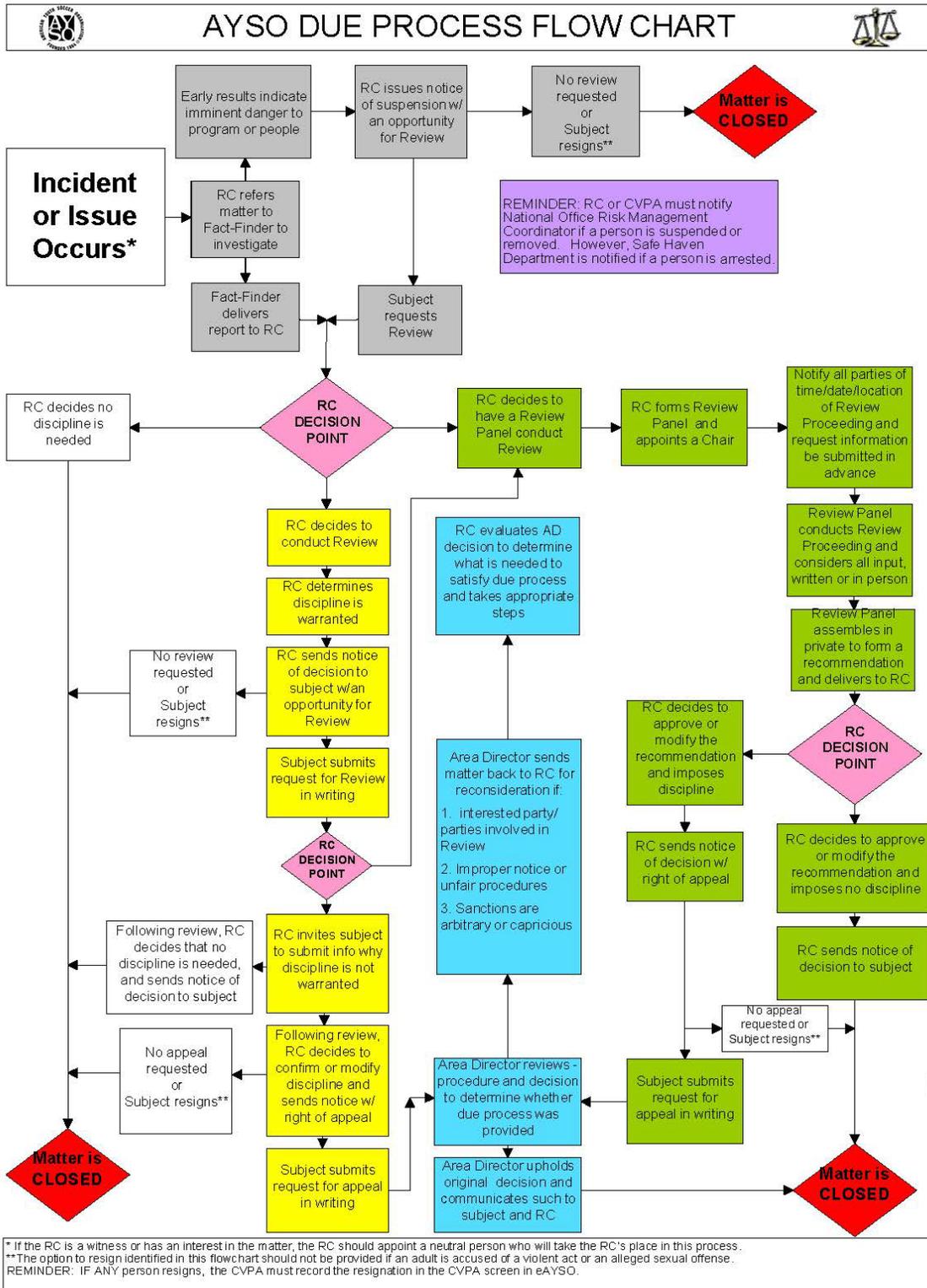
How the Appeal is Determined

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 <u>3 - 4</u> 1 - 3 <u>2 - 4</u> 4 - 1 <u>2 - 3</u>	2 - 1 4 - 3 3 - 1 4 - 2 1 - 4 3 - 2	Repeat Round 1	Repeat Round 2	Repeat Round 1
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 <u>3 - 4 5</u> 1 - 3 <u>5 - 4 2</u> 2 - 3 <u>1 - 5 4</u> 2 - 4 <u>3 - 5 1</u> 1 - 4 <u>2 - 5 3</u>	2 - 1 <u>4 - 3 5</u> 3 - 1 <u>4 - 5 2</u> 3 - 2 <u>5 - 1 4</u> 4 - 2 <u>5 - 3 1</u> 4 - 1 <u>5 - 2 3</u>	Repeat Round 1	Repeat Round 2
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	
<u>5-6</u>	<u>E-D</u>	<u>A</u>	3-C		<u>6-5</u>	<u>D-E</u>	<u>A</u>
4-1	A-G		4-D		1-4	G-A	
2-5	B-E		5-E		5-2	E-B	
<u>6-3</u>	<u>C-D</u>	<u>F</u>	<u>6-F</u>	<u>G</u>	<u>3-6</u>	<u>D-C</u>	<u>F</u>
1-3	F-A		B-1		3-1	A-F	
2-6	E-G		C-2		6-2	G-E	
<u>4-5</u>	<u>C-B</u>	<u>D</u>	D-3		<u>5-4</u>	<u>B-C</u>	<u>D</u>
5-1	A-E		E-4		1-5	E-A	
3-2	D-F		F-5		2-3	F-D	
<u>6-4</u>	<u>G-C</u>	<u>B</u>	<u>G-6</u>	<u>A</u>	<u>4-6</u>	<u>C-G</u>	<u>B</u>
1-6	D-A		1-C		6-1	A-D	
3-5	C-E		2-D		5-3	E-C	
<u>2-4</u>	<u>B-F</u>	<u>G</u>	3-E		<u>4-2</u>	<u>F-B</u>	<u>G</u>
	A-C		4-F		C-A		
	D-B		5-G		B-D		
	<u>F-G</u>	<u>E</u>	<u>6-A</u>	<u>B</u>	<u>G-F</u>		<u>E</u>
	B-A		D-1		A-B		
	G-D		E-2		D-G		
	<u>E-F</u>	<u>C</u>	F-3		<u>F-E</u>		<u>C</u>
			G-4				
			A-5				
			<u>B-6</u>	<u>C</u>			
			1-E				
			2-F				
			3-G				
			4-A				
			5-B				
			<u>6-C</u>	<u>D</u>			
			F-1				
			G-2				
			A-3				
			B-4				
			C-5				
			<u>D-6</u>	<u>E</u>			
			1-G				
			2-A				
			3-B				
			4-C				
			5-D				
			<u>6-E</u>	<u>E</u>			
*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>
			»			
				<u>14</u>		<u>14</u>
7	6			14		14
* 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.

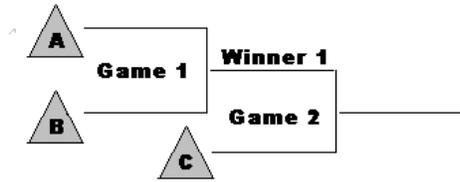
In AYSO, maximum participation by teams for as long as possible should be equally important to determining a "champion." Consider consolation brackets and open play for "eliminated" teams.

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

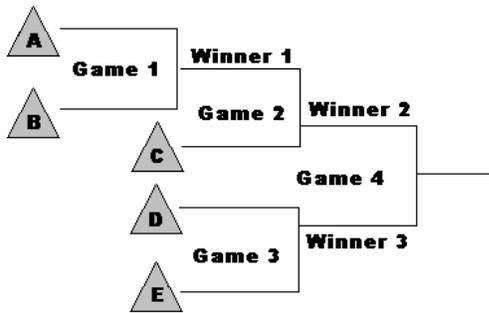
Three Teams



Four Teams



Five Teams



Six Teams



Seven Teams



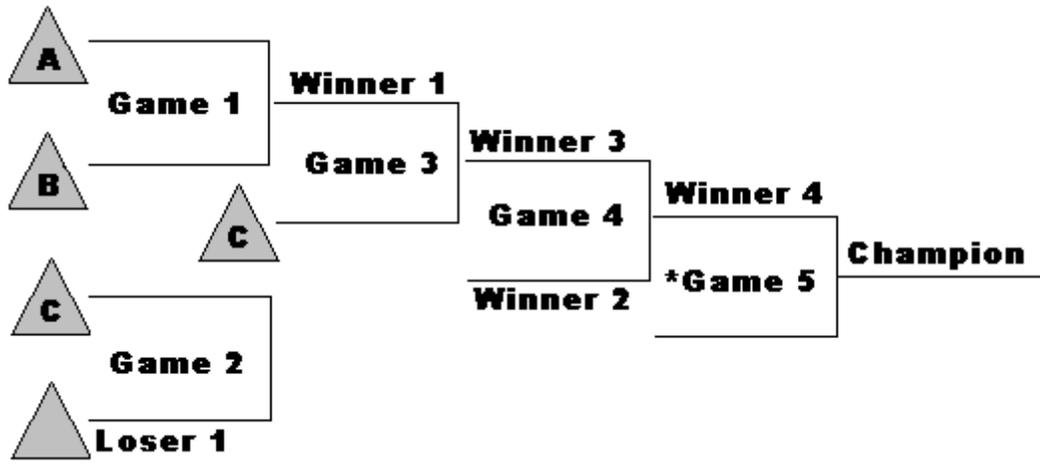
Eight Teams



Double Elimination Playoff Ladders

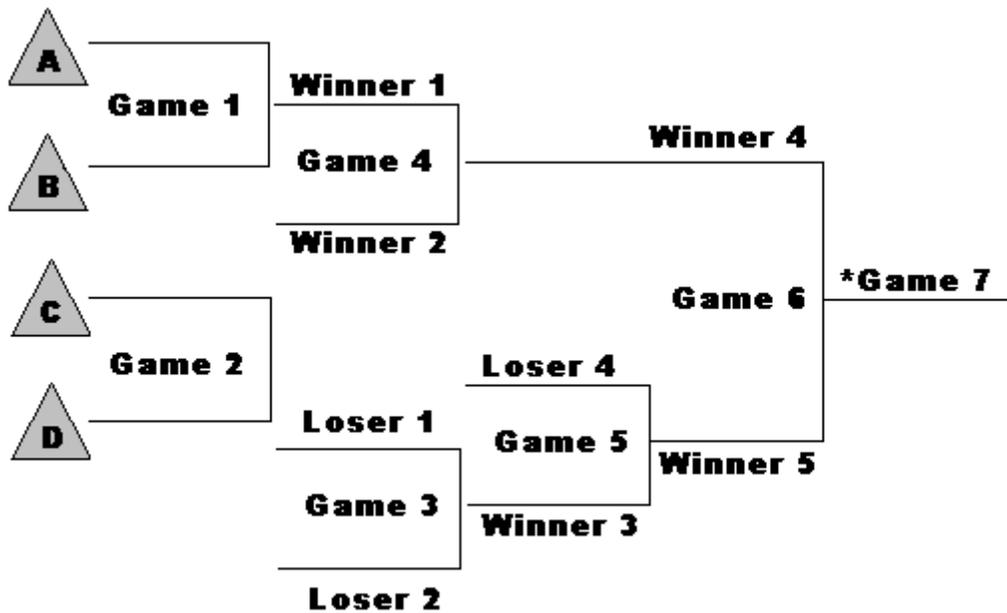
Three Teams

*Match 5 is only necessary if Team C wins Match 3



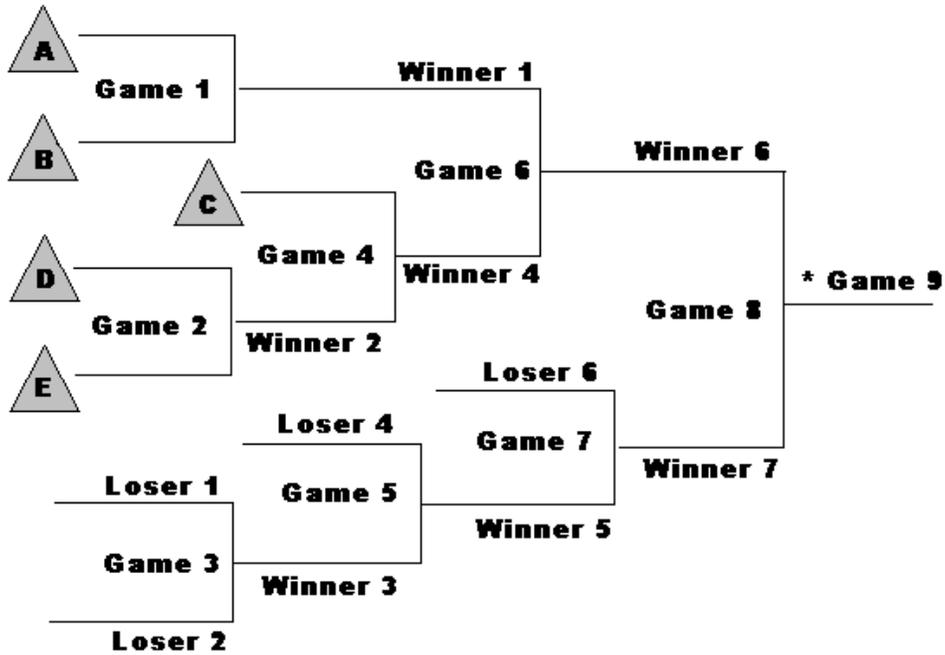
Four Teams

*Match 7 is only necessary if the winner of Match 5 defeats



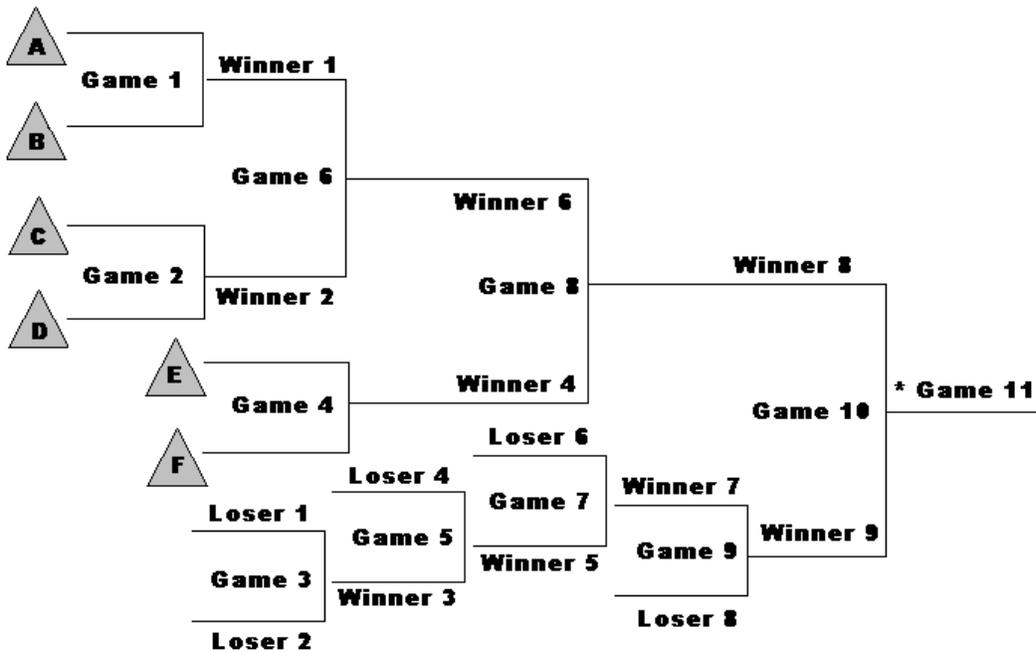
Five Teams

*Match 9 is only necessary if the winner of Match 7 defeats the winner of Match 6



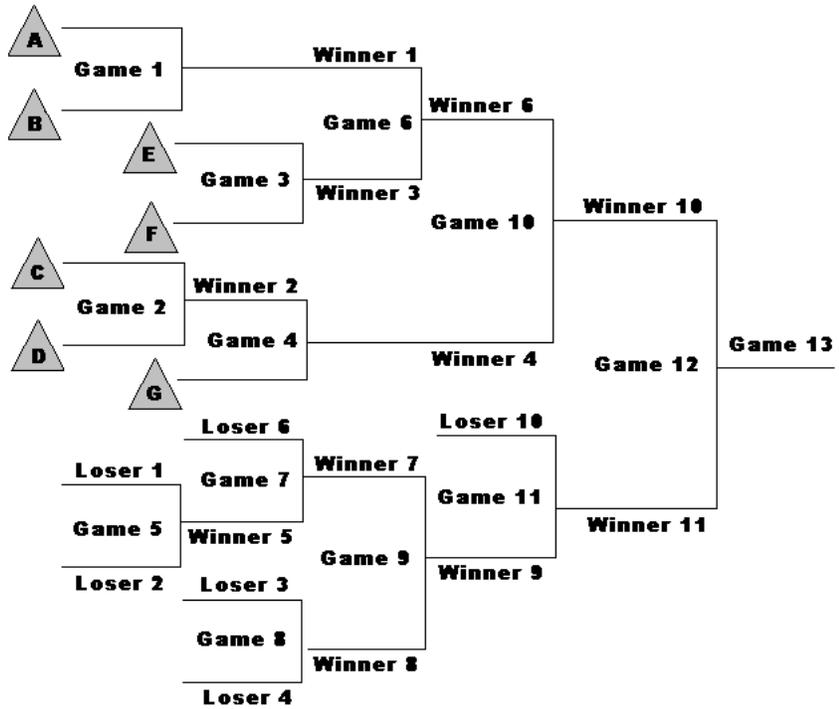
Six Teams

*Match 11 is only necessary if the winner of Match 9 defeats the winner of Match 8



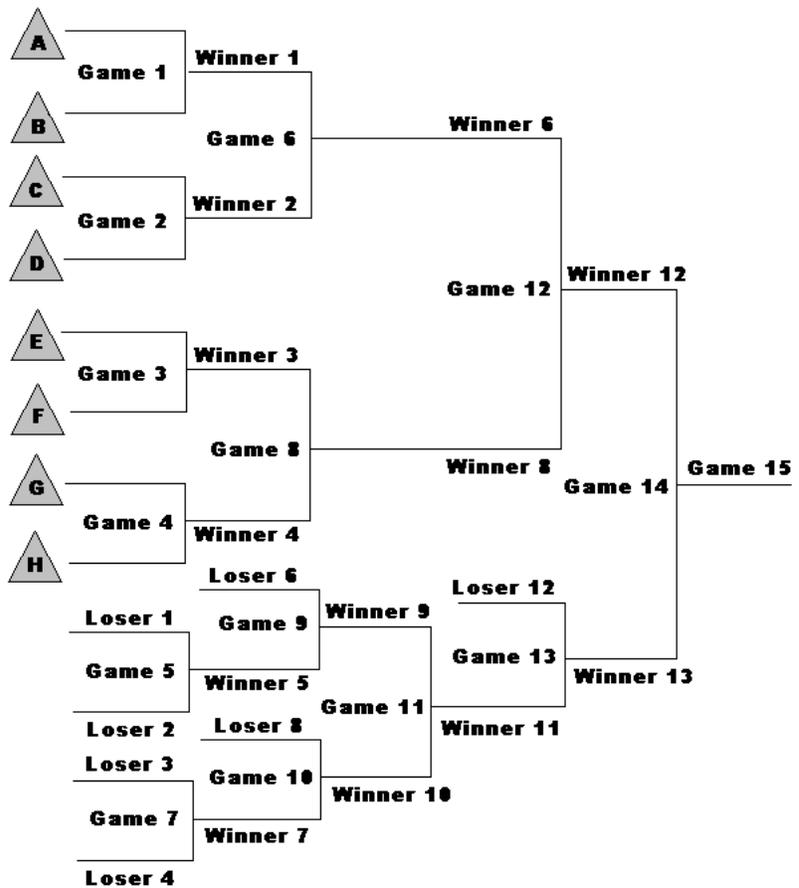
Seven Teams

*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.

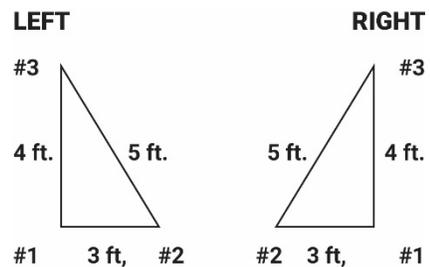
Equipment needed:

- 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

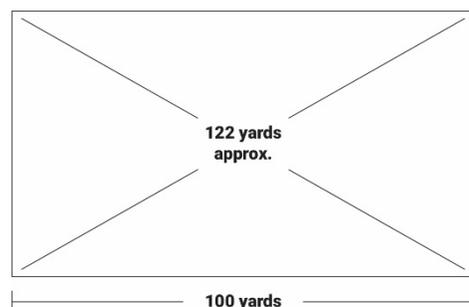
Set the initial peg at one corner of the field to be built. Set the second peg three feet inward of the first peg along the intended goal line. Set the third peg four feet from the first peg along the intended touch line while measuring five feet from the third to the second peg to acquire a right angle.



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.

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.

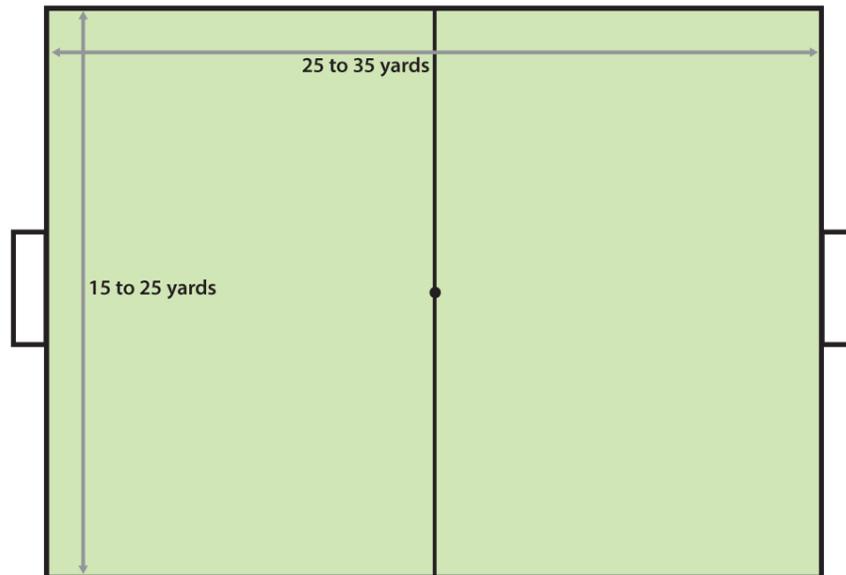
- They learn a great deal more when the ratio of teacher (coach) to student (player) is reduced.
- With small numbers and the simple nature of the match, the best teacher is the match itself.
- With fewer players on the field, each player gets more touches of the ball and has greater opportunity to change 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

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. P.M. Evenings or _____

Collect calls accepted? Yes / No

Catalog: Date Published _____ Next Revision _____
Prices as of _____ Prices good until _____

Materials: Available Cotton Nylon Poly/Cotton Other

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 _____
 Replacements:

Colors	Team	Goalkeeper
Body		
Trim		
Stripes		
Number		
AYSO Logo		

Date: _____ Date: _____
 Date: _____ Date: _____

Size Distribution:

Shorts

Manufacturer: _____
 Supplier: _____
 Material: _____
 Style #: _____
 Style Desc: _____
 Year Purchased: _____
 # Ordered: Jerseys _____ GK _____
 Replacements:

Colors	Team	Goalkeeper
Body		
Trim		

Date: _____ Date: _____
 Date: _____ Date: _____

Size Distribution:

Socks

Manufacturer: _____
 Supplier: _____
 Material: _____
 Style #: _____
 Style Desc: _____
 Year Purchased: _____
 # Ordered: Jerseys _____ GK _____
 Replacements:

Colors	Team	Goalkeeper
Body		
Stripes		
Cuff		

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

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
Aggravated Battery w/ Firearm
Armed Robbery
Arson
Assault
Attempted Murder
Battery
Blackmail
Cruelty to Animals
Domestic Battery
Extortion
Hate Crime
Home Invasion
Hit and Run Causing Injury/Death
Kidnapping
Murder

Possession of Explosives
Preventing a 911 Call
Terrorism
Reckless Homicide
Robbery
Second Degree Murder
Stalking
Solicitation for Murder
Tampering w/ Food or Drugs
Threatening Public Officials
Treason
Unlawful Restraint
Vehicular Car Jacking
Vehicular Endangerment
Violation of Order of Protection

Less Serious Crimes Against a Person

Criminal Threats of Death/Bodily Harm
Disturbing the Peace- fighting
Harassment
Harassment of Jurors or Witnesses
Involuntary Manslaughter

Intimidation
Simple Assault
Restraining Order
Vehicular Manslaughter While Intoxicated

Sex Offenses

Bigamy
Child Pornography
Criminal Sexual Abuse
Criminal Sexual Assault
Criminal Transmission of HIV
Distribution/Sale of Pornography to a Minor
Indecent Exposure
Indecent Solicitation of a Child
Keeping a Place of Prostitution
Lewd and Lascivious Behavior

Obscene Phone Calls
Obscenity
Pandering
Pimping
Prostitution
Public Indecency
Sex with a Minor
Sexual Exploitation of a Child
Solicitation of a Sexual Act

Theft-related Crimes

Bad Checks
Bid Rigging
Bid Rotating & Kickbacks
Bribery
Burglary
Computer Hacking/Trespass
Embezzlement
Fencing of Stolen goods
Forgery
Grand Theft
Identity Theft
Industrial Espionage

Interference with Public Contracts
Looting
Money Laundering
Misuse of Credit Card
Petty Theft
Possession of Burglary Tools
Receiving Stolen Property
Tax Evasion
Theft of Intellectual Property
Ticket Scalping
Welfare Fraud

Fraud

Deceptive Sales
Fraudulent Advertisement
Fraudulent Use of Access Card
Insurance Fraud

Mail and Wire Fraud
Odometer Fraud
Public Aid Fraud
Retail Fraud

Serious Substance Abuse Crimes

Abuse of Prescription Medicines
Criminal Drug Conspiracy
Distribution of Alcohol to Minors
Illegal Transportation of Controlled Substances

Possession of Marijuana, more than one ounce
Possession of Illegal Substances
Sale or Manufacture of Illegal Substances

Miscellaneous Substance Abuse Crimes

Possession of Drug Paraphernalia
Possession of Marijuana (less than 1 oz.)

Sale of Alcohol to a Minor

Miscellaneous Crimes

Aggravated Discharge of a Firearm
Concealing or Aiding a Fugitive
Criminal Damage to Property
Criminal Trespass
Discrimination in Sale of Real Estate
Environmental Crimes
Gunrunning
Hit and Run with Damage
Identity Switching
Illegal Gambling
Impersonating a Law Enforcement Officer
Unlawful Sale of Firearms

Interference with Judicial Proceeding
Obstructing Justice
Legislative Misconduct
Resisting Arrest
Perjury
Tampering with Public Records
Unlawful Possession of Weapons
Unlawful Use of Body Armor
Unlawful Use, Sale, or Discharge of a Metal Piercing
Bullet
Vandalism

Traffic/Conduct Crimes

Disorderly Conduct
Disturbing the Peace
Driving Under the Influence
Drunk in Public
Driving without a License/Insurance

Operating Under the Influence
Reckless Conduct
Reckless Driving
Repeated Traffic Offenses
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

- 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/

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>

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.hsdccfs.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

<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/19U Play

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.

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. 79 Daily Dr. # 303 Camarillo CA 93010</u>		
Treasurer	<u>Erika McPeters 79 Daily Dr. # 303 Camarillo CA 930101</u>		
Secretary	<u>Tamara Brandlen 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:

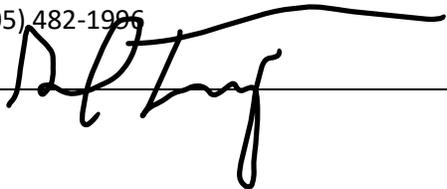
Please complete and return the Annual Update, By-Laws and IRS Form 990 by August 4, 2023 to:

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 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 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.

	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

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** 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.**

	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.

Revenue		(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))
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.

Revenue		(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)				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: _____

**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

Employer identification number

CAMARILLO COUGARS

52-2457121

Multiple horizontal lines for providing supplemental information.

Name of the organization CAMARILLO COUGARS	Employer identification number 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 Sep 01, 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 GIRLS SOFTBALL ASSOCIATIO Number and street (or P.O. box if mail is not delivered to street address) Room/suite <u>5235 MISSION OAKS BLVD NO 575</u> City or town State ZIP code <u>CAMARILLO CA 93012</u> 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	1	
	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 <u>THROUGH SOFTBALL GAMES TO INSTILL THE YOUTH OF THIS COMMUNITY WITH GOOD SPORTSMANSHIP, HONESTY AND LOYALTY GOOD AND ETHICAL ADULTS</u> (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			

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 checkboxes. 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.	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
Name NONE 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 ZIP		
Name City Str ZIP		
Name City Str ZIP		
Name City Str 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	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		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: Form 990 or 990-EZ, Form 990-PF
Section: 501(c)(3), 4947(a)(1), 527, 501(c)(3) exempt 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...
For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor...
For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor...

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

▶ **Do not send to the IRS. Keep for your records.**

▶ **Go to www.irs.gov/Form8879TE for the latest information.**

2021

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	168,424
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
Bantam	Ages 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:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization
VENTURA COUNTY YOUTH TRACK CONFERENCE
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
205 VIRGINIA DRIVE 100
 City or town, state or province, country, and ZIP or foreign postal code
VENTURA, CA 93003

D Employer identification number
77-0273966

E Telephone number

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: **WWW.VDTYC.ORG**

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 \$ **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 <input checked="" type="checkbox"/>	
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

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

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.

Program Service	28a	29a	30a	31a	32
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"/>					0
29					
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>					
30					
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>					
31 Other program services (describe in Schedule O)					
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>					
32 Total program service expenses (add lines 28a through 31a).					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 PAPAVALIOU 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 numbers (33-45b), descriptions, and Yes/No columns. Includes questions about IRS reporting, organizational changes, business income, political expenditures, and charitable trusts.

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				
	Signature of officer				Date
Paid Preparer Use Only	ALEXANDROS PAPAVALIIOU, TREASURER				
	Type or print name and title				
	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	KEVIN JESTER CPA		Firm's EIN	
	Firm's address	43 South Skyline Drive Thousand Oaks CA 91362		Phone no. 805-496-9990	

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>		
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? <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>		
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)? <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?		
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>		
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 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>		
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	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 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, <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		

**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
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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

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. VENTURA COUNTY YOUTH TRACK CONFERENCE	Taxpayer identification number (TIN) 77-0273966
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. 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 PAPAVALIOU, 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 **VENTURA COUNTY YOUTH TRACK CONFERENCE** EIN or SSN **77-0273966**

Name and title of officer or person subject to tax **ALEXANDROS PAPAVALIIOU, 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.

Table with 3 columns: Line number, Description, and Amount. Includes rows for Form 990, Form 990-EZ, Form 1120-POL, Form 990-PF, Form 8868, Form 990-T, Form 4720, Form 5227, Form 5330, and Form 8038-CP.

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.

PIN: check one box only

I authorize KEVIN JESTER CPA to enter my PIN 77265 as my signature. ERO firm name: KEVIN JESTER CPA. 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	<input checked="" type="checkbox"/>	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	•	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				

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.

<p>VENTURA COUNTY YOUTH TRACK CONFERENCE Name of Organization</p> <hr/> <p>List all DBAs and names the organization uses or has used 205 VIRGINIA DRIVE APT 100 Address (Number and Street)</p> <hr/> <p>VENTURA, CA 93003 City or Town, State, and ZIP Code</p> <hr/> <p>Telephone Number _____ E-mail Address _____</p>	<p>Check if: <input checked="" type="checkbox"/> Change of address <input type="checkbox"/> Amended report</p> <hr/> <p>State Charity Registration Number <u>CT-104073</u></p> <hr/> <p>Corporation or Organization No. <u>1678544</u></p> <hr/> <p>Federal Employer ID No. <u>77-0273966</u></p>
--	---

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
Printed Name
TREASURER
Title
06-06-2023
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 	<u>06-06-2023</u>	 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.

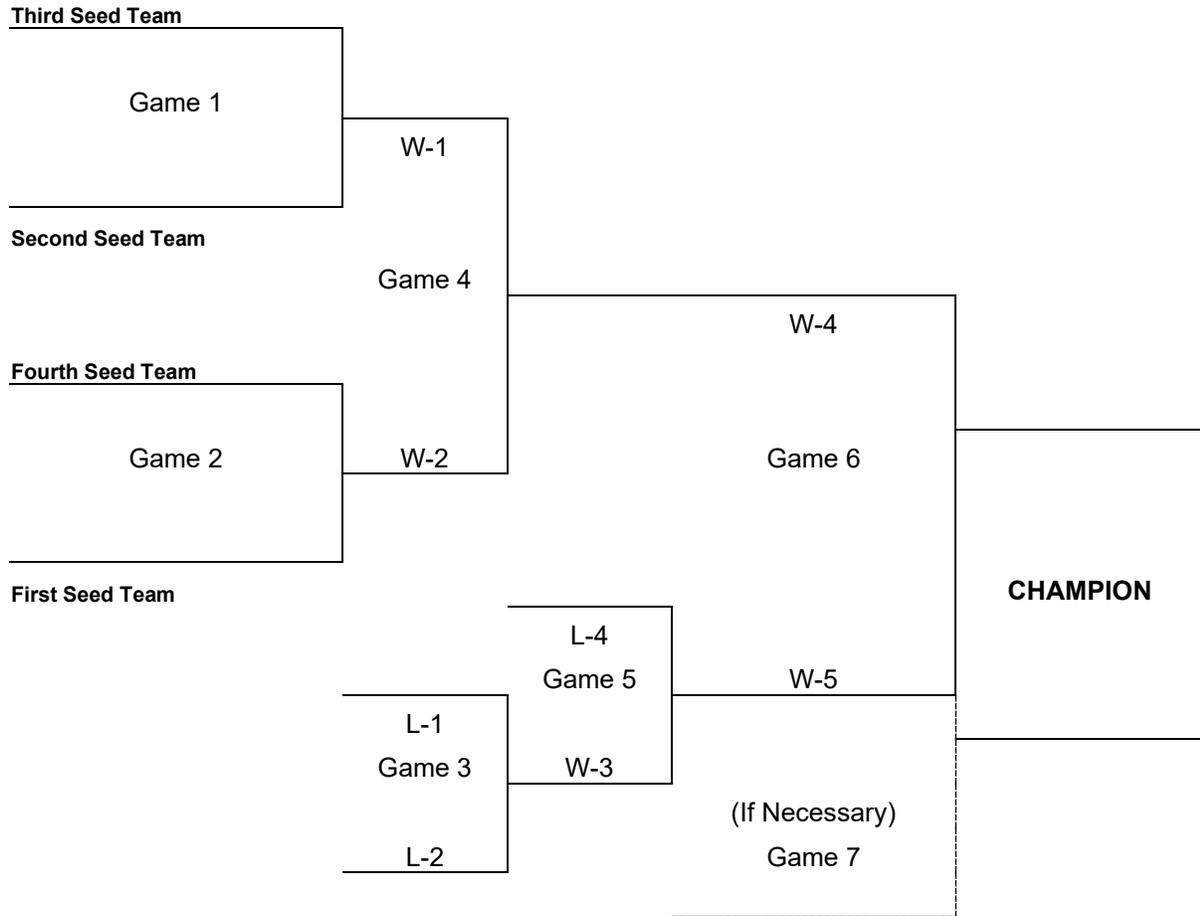
If it is determined that a coach is purposefully delaying a game, he / she will be subject to disciplinary action.

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:

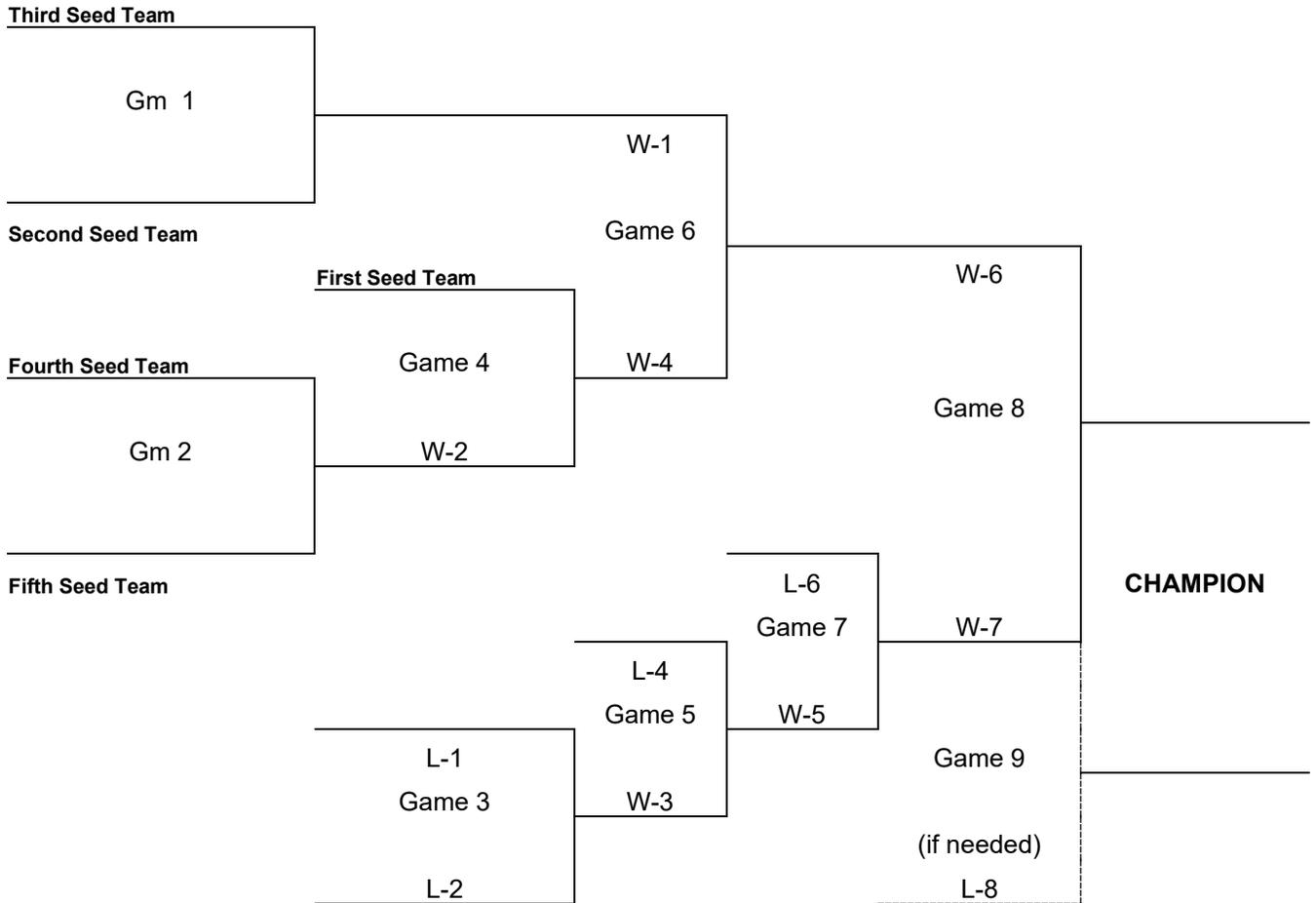
FOUR TEAM BRACKET
Double Elimination Tournament



1/27/02 9:27

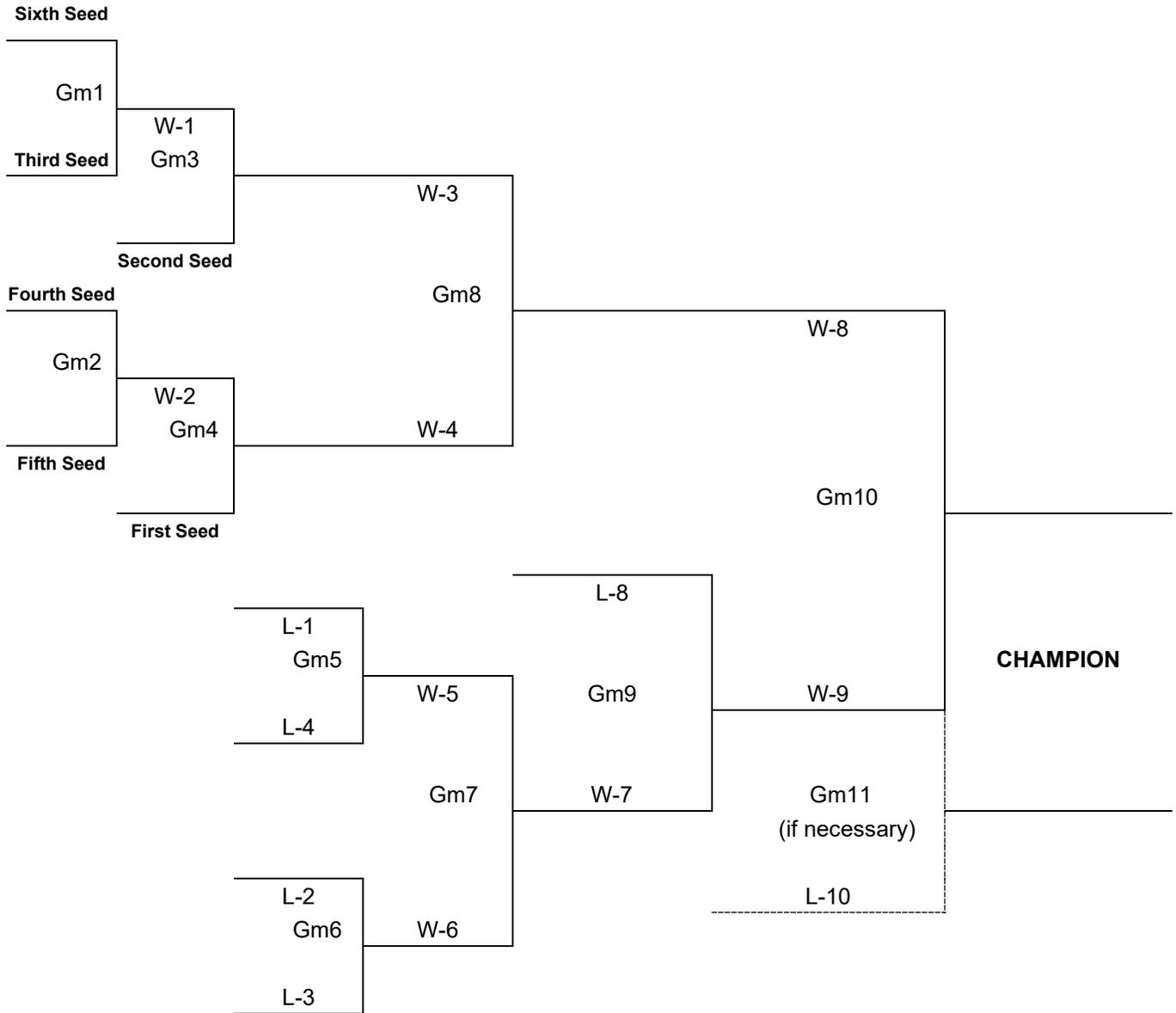
FIVE TEAM LEAGUE

Double Elimination Tournament



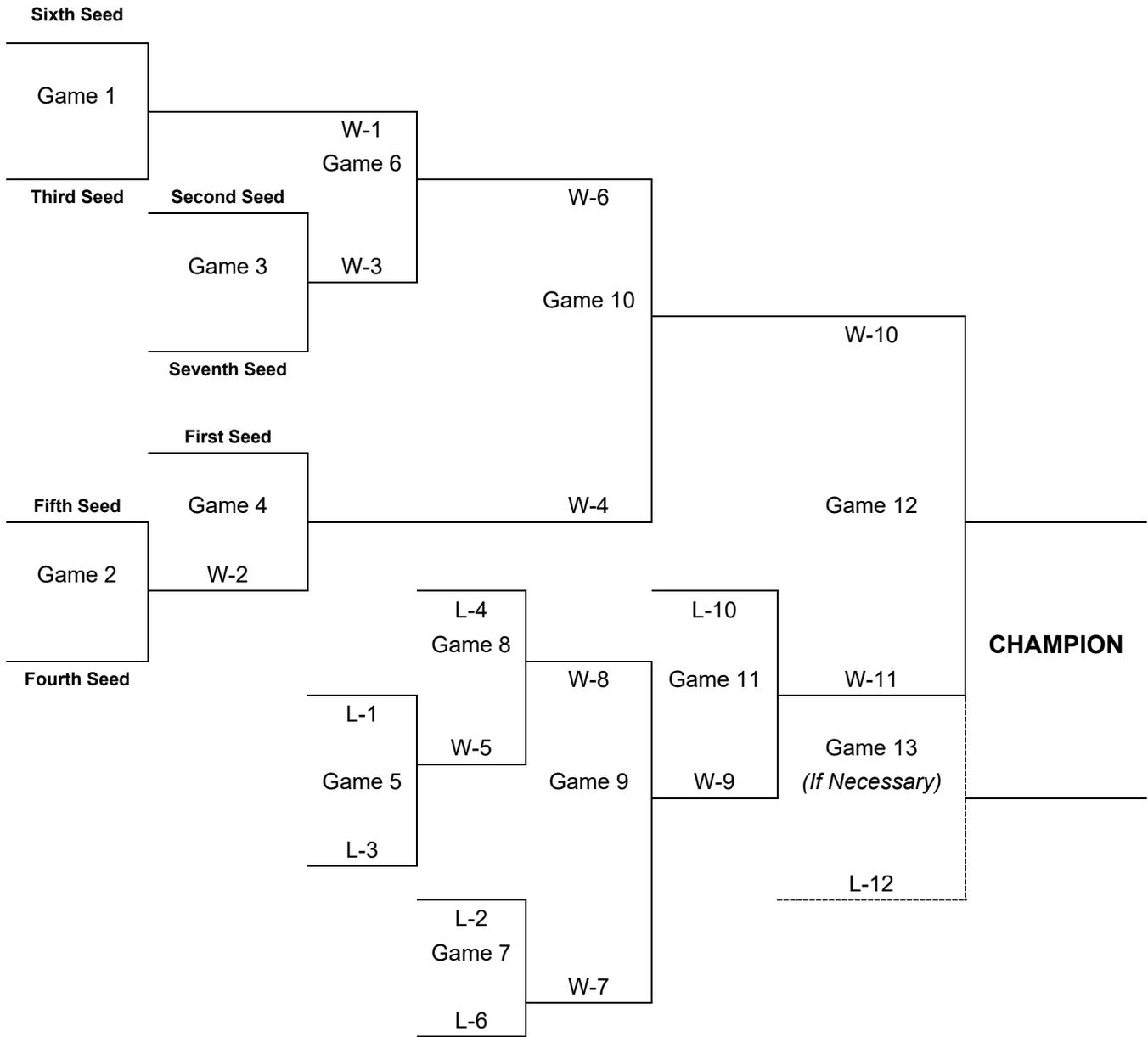
SIX TEAM LEAGUE

Double Elimination Tournament

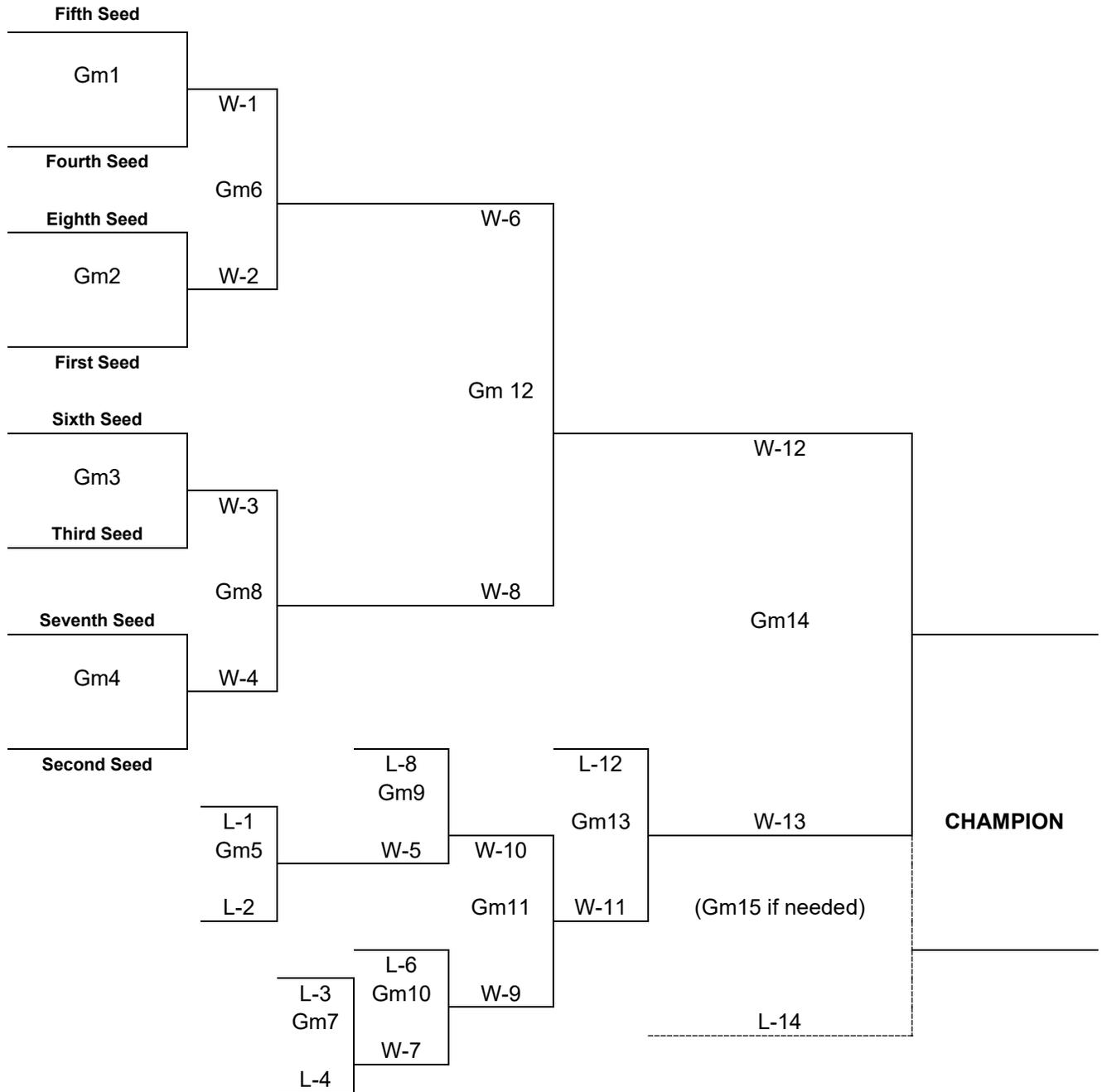


SEVEN TEAM LEAGUE

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>	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.</i> See instructions		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? 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 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		179,068.				
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
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 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.		
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 _____		

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.)

Multiple horizontal lines for supplemental information.

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.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include total number at end of year, aggregate value of contributions, grants, and end of year, and two yes/no questions about donor property and grant fund usage.

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include purpose of easements, a table for held at end of tax year (2a-2d), and questions about monitoring, expenses, and reporting.

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 3 columns: Question, (a) Donor advised funds, (b) Funds and other accounts. Rows include questions about reporting art and historical treasures.

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 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				
	2 Cash prizes				
Direct Expenses	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
Revenue	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 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: SE 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

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/Form990EZ for instructions and the latest information.

**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 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?
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).

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		Phone no. 949-690-5145	
Firm's address ▶ 3 Calle De Arena	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

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			

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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.

2021

▶ Attach to Form 990 or Form 990-EZ.

**Open to Public
Inspection**

▶ Go to www.irs.gov/Form990 for the latest information.

Department of the Treasury
Internal Revenue Service

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**

Additional information. See instructions. FEIN **95-3675813**

Street address (suite or room) **355 N LANTANA STREET SPC 602** PMB no.

City **CAMARILLO** State **CA** Zip code **93010**

Foreign country name Foreign province/state/county Foreign postal code

A First return. Yes No

B Amended return. Yes No

C IRC Section 4947(a)(1) trust. Yes No

D Final information return? Dissolved Surrendered (Withdrawn) Merged/Reorganized

Enter date: (mm/dd/yyyy) _____

E Check accounting method:
 1 Cash 2 Accrual 3 Other

F Federal return filed? 1 990T 2 990-PF 3 Sch H (990) 4 Other 990 series

G Is this a group filing? See instructions. Yes No

H Is this organization in a group exemption? If "Yes," what is the parent's name? Yes No

I Did the organization have any changes to its guidelines not reported to the FTB? See instructions. Yes No

J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. Yes No

K Is the organization exempt under R&TC Section 23701g? If "Yes," enter the gross receipts from nonmember sources. Yes No \$ _____

L Is the organization a limited liability company? Yes No

M Did the organization file Form 100 or Form 109 to report taxable income? Yes No

N Is the organization under audit by the IRS or has the IRS audited in a prior year? Yes No

O Is federal Form 1023/1024 pending? Yes No Date filed with IRS _____

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	38.
	2	Gross dues and assessments from members and affiliates.	2	
	3	Gross contributions, gifts, grants, and similar amounts received.	3	
	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	38.
	5	Cost of goods sold.	5	
	6	Cost or other basis, and sales expenses of assets sold.	6	
	7	Total costs. Add line 5 and line 6.	7	
	8	Total gross income. Subtract line 7 from line 4.	8	38.
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18.	9	3,071.
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8.	10	-3,033.
Filing Fee	11	Total payments.	11	
	12	Use tax. See General Information K.	12	
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11.	13	
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12.	14	
	15	Penalties and interest. See General Information J.	15	
	16	Balance due. Add line 12 and line 15. Then subtract line 11 from the result.	16	0.

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 **TREASURER** Title Date Telephone **818 383-3977**

Paid Preparer's Use Only Preparer's signature **ADAM MOORE** Date Check if self-employed PTIN **P02050389**

Firm's name (or yours, if self-employed) and address **ADAM MOORE CPA** Firm's FEIN **47-1443736**
3 CALLE DE ARENA Telephone **949-690-5145**
RANCHO SANTA MARGARITA, CA 92688

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.

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>

CLIENT COPY

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>

**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		
Management and general	<u>1,236,712</u>	
Fundraising	<u>124,641</u>	
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	<u>1,526,893</u>
Less:	
Unrealized gains	<u> </u>
Donated services	<u> </u>
Recoveries	<u> </u>
Other	<u> </u>
Plus:	
Investment expenses	<u> </u>
Other	<u> </u>
Total revenue per return	<u>1,526,893</u>

Reconciliation of Expenses

Total expenses per financial statements	<u>1,361,353</u>
Less:	
Donated services	<u> </u>
Prior year adjustments	<u> </u>
Losses	<u> </u>
Other	<u> </u>
Plus:	
Investment expenses	<u> </u>
Other	<u> </u>
Total expenses per return	<u>1,361,353</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>260,396</u>	<u>425,936</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

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 <p align="center">KATHLEEN KELLEY</p> Type or print name and title <p align="center">PRESIDENT</p>		Date _____	
	Print/Type preparer's name D. ELLSWORTH/J. REAFS		Preparer's signature D. ELLSWORTH/J. REAFS	
Paid Preparer Use Only	Date 03/07/23		Check <input type="checkbox"/> if self-employed	PTIN 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.

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... 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? 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? 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? 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 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 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? a The organization's CEO, Executive Director, or top management official b 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? 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
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 CAMARILLO CA 93012 805-443-8339

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; 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 (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 Yes No

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)				44,037
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.NATIONALSOCCERRANKING.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		27.5 yrs.	MM	S/L	
			39 yrs.	MM	S/L	
				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)				

9692DE700 CAMARILLO YOUTH SOCCER CLUB
 77-0154817
 FYE: 4/30/2022

Federal Statements

Form 990. Part IX. Line 11g - Other Fees for Service (Non-employee)

Description	Total Expenses	Program Service	Management & General	Fund Raising
OTHER FEES	\$ 960,288	\$ 905,688	\$ 54,600	\$
TOTAL	\$ 960,288	\$ 905,688	\$ 54,600	\$ 0

9692DE700 CAMARILLO YOUTH SOCCER CLUB

77-0154817

Federal Statements

FYE: 4/30/2022

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 style="text-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 style="text-align:center;">77-0154817</p>
	E Telephone number <p style="text-align:center;">805-443-8339</p>		G Gross receipts\$ 1,585,254
	F Name and address of principal officer: <p style="text-align:center;">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			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: <p style="text-align:center;">SEE SCHEDULE O.</p>			
	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	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) b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0			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 style="text-align:center;">KATHLEEN KELLEY</p> Type or print name and title		Date <p style="text-align:center;">PRESIDENT</p>	
	Print/Type preparer's name D. ELLSWORTH/J. REAFS		Preparer's signature D. ELLSWORTH/J. REAFS	
Paid Preparer Use Only	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.

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... 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? 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? 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? 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 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 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? a The organization's CEO, Executive Director, or top management official b 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? 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
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						

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	(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: 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: Revenue, Assets. 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)				44,037
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	7261 LOS COYOTES PLACE CA 93012	REGISTRAR	35.00	41,667
ROBERT DRESCHER	CAMARILLO	7261 LOS COYOTES PLACE CA 93012	VICE PRESIDENT	20.00	12,000
KATHLEEN KELLEY	CAMARILLO	7261 LOS COYOTES PLACE CA 93012	PRESIDENT	20.00	
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>

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

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.

OMB No. 1545-0047

2021

Open to
Public
Inspection

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) Room/suite
PO Box 992

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 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) 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) 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

		Revenue		Expenses		Net Assets	
1	Contributions, gifts, grants, and similar amounts received	1	13,292	10	Grants and similar amounts paid (list in Schedule O)	10	
2	Program service revenue including government fees and contracts	2	116,708	11	Benefits paid to or for members	11	
3	Membership dues and assessments	3		12	Salaries, other compensation, and employee benefits	12	53,230
4	Investment income	4	39	13	Professional fees and other payments to independent contractors	13	
5a	Gross amount from sale of assets other than inventory	5a		14	Occupancy, rent, utilities, and maintenance	14	30,554
b	Less: cost or other basis and sales expenses	5b		15	Printing, publications, postage, and shipping	15	214
c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c		16	Other expenses (describe in Schedule O)	16	36,431
6	Gaming and fundraising events			17	Total expenses. Add lines 10 through 16 ▶	17	120,429
a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a		18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	9,614
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		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	32,221
c	Less: direct expenses from gaming and fundraising events	6c		20	Other changes in net assets or fund balances (explain in Schedule O)	20	
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d		21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	41,835
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	4				
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	130,043				

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		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)?		
	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.?		
	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		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		No
c	Did the organization receive any payments for indoor tanning services during the year?		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		
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		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)		

	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>		
	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: Matthew Parker, Park Services Manager

DATE: September 6, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF BID
PROPOSAL AWARD FOR LANDSCAPE
MAINTENANCE SERVICES AT PLEASANT VALLEY
FIELDS SPORTS COMPLEX**

SUMMARY

Pleasant Valley Recreation and Park District Staff is seeking authorization from the Board of Directors to award a contract for Landscape Maintenance Services at Pleasant Valley Fields Sports Complex. It is Staff's goal to ensure the sports turf and park grounds at Pleasant Valley Fields are maintained to the standard that the community is accustomed to, year-round. At present, the District lacks the necessary staffing to cater to the landscape maintenance requirements of this facility and all other 27 parks within the District's purview.

BACKGROUND

Pleasant Valley Fields (PV Fields) was developed in 2009 and was opened to the public in January 2010. PV Fields is the District's premier sports facility as a 55-acre complex consisting of 34 acres of playable, hybrid-Bermuda sports fields and amenities such as three (3) restrooms, a reservable meeting room, a snack bar, a playground, walking paths, picnic tables, park benches, an office and storage for equipment. Since its opening, PV Fields landscape maintenance has been performed by an Independent Contractor. In 2014 the agreement with the then current contractor, Brightview Landscape Services, Inc. (Brightview) was extended and amended to include custodial maintenance services.

On March 1, 2021, the District entered into its fifth agreement with Brightview for landscaping and custodial maintenance services at PV Fields for a term of three (3) years. Brightview was responsible for performing all landscape and custodial maintenance services (7) days a week for the duration of the agreement. Due to restricted availability and inflating costs of materials for maintaining landscaping services, Brightview exercised their right to terminate the agreement prior to its expiration. To maintain the current level of service and prevent any interruption to the use of park facilities and fields, Staff assumed landscape and custodial maintenance services on April 1, 2023.

In order to address the immediate needs of continued landscaping and custodial maintenance of park facilities and amenities at PV Fields, Staff met with the Liaison Board Committee on April 6, 2023. Based on recommendations from Staff along with the guidance from the Liaison Committee, Staff decided to seek out independent contractors for landscaping and custodial maintenance services through separate Requests for Proposals.

The District anticipates that by entering into an agreement with a landscape maintenance contractor, the needs of the facility will be better met through expertise and a direct focus on horticulture and landscape maintenance services. The contractual support requested consists of a year-round, Monday-through-Friday service providing highly skilled maintenance and management of the irrigation systems, sports turf, trees, shrubs, ground covers, hardscapes, and parking lots. The contractor will be responsible for ensuring facility grounds meet District standards through regular inspection and monthly status reports.

ANALYSIS

Staff presented the Board of Directors with a recommendation to issue a public Request for Proposal solicitation for Landscape Maintenance Services at the District Board Meeting held on July 5, 2023. In addition, Staff requested guidance from the Board of Directors on the Agreement terms for the Contract to be awarded as a result of the RFP bids. The Board of Directors instructed Staff to seek an agreement with a five (5) year initial term with the option of two (2) one (1) year extension terms if mutually agreed upon. The RFP was published in the Ventura County Star on July 13, 2023.

A mandatory pre-bid job walk was held on Tuesday, July 25, 2023, and was attended by the following six (6) service providers: Pristine Landscape Inc., Green Coast Landscapes Inc., Four Seasons Landscape, Venco Western Inc., Enhanced Landscape and ShowScapes. Each provider was shown the entire park and the amenities that are included in the scope of work. Staff allowed providers to submit additional questions by August 11, 2023.

Bid proposals were due to the District by 2:00 p.m. on Monday, August 21, 2023. Bid proposals from the eligible providers were received as follows:

Service Provider	Bid Total
ShowScapes	\$1,338,992.00
Four Seasons Landscape	\$1,428,588.00
Venco Western Inc.	\$1,855,000.00
Enhanced Landscape Inc.	\$2,342,376.00

The lowest three Service Providers were interviewed on August 29, 2023, to review their qualifications and ability to meet District’s level of service and standards for custodial services at PV Fields. The following summarizes each bidder’s qualifications.

	ShowScapes	Four Seasons Landscape	Venco Western, Inc.
Similar Contracts	<ul style="list-style-type: none"> • City of Carpinteria (all parks, baseball, & soccer fields /Trails /Bluffs & Downtown) \$222,000K • Magu Naval Base Housing - Parks/Fields \$311,800K • Port Hueneme Naval Base Housing/ Parks/Fields \$313,80 • Catalina Heights Navy Housing /Playgrounds-Park \$135,600K 	<ul style="list-style-type: none"> • Forest Lawn Cemeteries \$3M • Arcadia Unified School District \$400k • Riverside National Cemetery \$600k • State of CA. Dept. of State Hospitals \$89,700K • City of Santa Barbara \$129,613 	<ul style="list-style-type: none"> • City of Moorpark Parks \$420k • City of Stanton Parks \$275k • City of Santa Clarita \$475k • City of Calabasas \$385K • City of Thousand Oaks \$1.085M

Certifications	Certified Arborist, Qualified Applicator	Qualified Applicator	Qualified Applicator
Years in Business	30 + Years	36 Years	56 years
Equipment List	<ul style="list-style-type: none"> • Mean Green 52'electric mower. • Vanquisher ZTR 2020 • Husqvarna- electric small equip. • Polaris Side-by-side dump Cart/ sprayer/drag/equipment carrier. • John Deere 7700 Percision Cut reel mower. • Advant tractor, mini loader/sprayer 	<ul style="list-style-type: none"> • 2x – John Deere 6700 A precision cut reel mowers • Toro 30-inch stand on Aerator • Stihl small equipment- edgers, weed whips, hedge trimmers, backpack blowers, pole pruner. • Available- shippers, aerial boom trucks, stump grinders, bobcat tractor, and dingo tractor 	<ul style="list-style-type: none"> • 2021 Kubota tractor • 2022 Jacobson 72-inch reel mower • 2022 62" X mark rotary mower • 2021 72"X mark rotary mower • 2019 Ride on boom sprayer • Towable core aerator • 2021 towable detacher • Walk behind aerator
Staffing Capabilities	97	100	140

Based on the results of the interviews conducted and overall bidder qualifications, Staff is recommending the Board of Directors accept the qualified Bid from ShowScapes and enter into an initial five (5) year agreement effective October 1, 2023. The 5-year cost breakdown is below:

	Year 1	Year 2	Year 3	Year 4	Year 5
Landscaping Contract	\$ 256,479.96	\$ 261,272.00	\$ 267,760.00	\$ 273,682.00	\$ 279,798.00
Top Dressing	\$ 70,000.00	\$ 71,750.00	\$ 73,543.75	\$ 75,382.34	\$ 77,266.90
Fertilizer	\$ 36,900.00	\$ 37,822.50	\$ 38,768.06	\$ 39,737.26	\$ 40,730.70
Custodial Contract	<u>\$ 130,000.00</u>	<u>\$ 133,900.00</u>	<u>\$ 137,917.00</u>	<u>\$ 142,054.51</u>	<u>\$ 146,316.15</u>
Total Cash Flow	<u>\$ 493,379.96</u>	<u>\$ 504,744.50</u>	<u>\$ 517,988.81</u>	<u>\$ 530,856.11</u>	<u>\$ 544,111.75</u>

If the Board rejects all bids and instructs Staff to shift one (1) full time year-round Lead Worker, one (1) full-time year-round Grounds II, and one (1) full time year-round Grounds I to PV Fields, the total costs associated for year one staffing will be \$292,295.86. Projected costs for the preceding four (4) years will begin at \$305,514.50 in year two and increase to a final cost of \$350,391.59. Landscaping Supplies would begin at \$160,395.82 for year one. Projected costs for the preceding four (4) years will begin at \$158,918.76 in year two and increase to a final cost of \$172,946.80. Capital Costs would be \$22,000 in year one and \$64,500 in year 2. In either scenario, the District will purchase the top dressing and fertilizer.

	Year 1	Year 2	Year 3	Year 4	Year 5
Landscaping Personnel	\$ 292,285.47	\$ 305,514.50	\$ 319,987.53	\$ 334,835.77	\$ 350,391.59
Landscaping Supplies	\$ 160,395.82	\$ 158,918.76	\$ 165,407.28	\$ 169,277.03	\$ 172,946.80
Top Dressing	\$ 70,000.00	\$ 71,750.00	\$ 73,543.75	\$ 75,382.34	\$ 77,266.90
Fertilizer	\$ 36,900.00	\$ 37,822.50	\$ 38,768.06	\$ 39,737.26	\$ 40,730.70
Capital Costs	\$ 22,000.00	\$ 64,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Custodial Contract	\$ 130,000.00	\$ 133,900.00	\$ 137,917.00	\$ 142,054.51	\$ 146,316.15
Total Cash Flow	<u>\$ 711,581.29</u>	<u>\$ 772,405.76</u>	<u>\$ 735,623.62</u>	<u>\$ 761,286.91</u>	<u>\$ 787,652.14</u>

ALTERNATIVES

If the Board does not intend on proceeding with any of the proposed bidders, the following options may be considered:

- Reject all qualified bids, instruct Staff to publish a secondary Request for Proposals to return with new bidding services providers.
- The Board may decline all bids and instruct Staff to shift one (1) full-time year-round Lead Worker, one (1) full-time year-round Grounds II, and one (1) full-time year-round Grounds I to PV Fields. The District would at best be able to backfill only two of these positions to cover hours within the other 27 parks.

FISCAL IMPACT

If the Board approves the bid award and enters into a contract agreement with ShowScapes, the initial five (5) year term will be \$21,373.33 to be paid monthly. If upon mutual agreement, the District and ShowScapes decide to extend the initial term, the first extension term is \$22,806.83 and the second is \$23,316.50. The overall cost of all five (5) contract years will be a total of \$1,338,991.96.

The District budgeted \$500,000 for the annual cost of maintaining PV Fields for FY24. Entering into an agreement with ShowScapes and all other costs associated with PV Fields would be \$6,620.04 below the budgeted amount this year.

If the Board declines all bids and instructs Staff to republish a Request for Proposal solicitation, there will be no fiscal impact at this time; however, there will continue to be a loss of dedicated hours in the other parks. Staff will return to the Board with an alternate qualified bid.

If the Board of Directors rejects all bids and instructs Staff to shift one (1) full-time year-round Lead Worker, one (1) full-time year-round Grounds II, and one (1) full-time year-round Grounds I to PV Fields, the total costs associated for year one staffing will be \$292,295.86. Projected costs for the preceding four (4) years will begin at \$305,514.50 in year two and increase to a final cost of \$350,391.59. Landscaping Supplies would begin at \$160,395.82 for year one. Projected costs for the preceding four (4) years will begin at \$158,918.76 in year two and increase to a final cost of \$172,946.80. The District budgeted \$500,000 for the annual cost of maintaining PV Fields for FY24. Shifting staff and all other costs associated with PV Fields would be \$211,581.29 over budget. Fund 20 was budgeted with \$13,003 over expenditures, so a total of \$198,578.29 would need to be allocated from the General Fund.

In either scenario, the District will purchase the top dressing and fertilizer, at an estimated five (5) year cost of \$561,901.52.

RECOMMENDATION

It is recommended that the Board 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 Sports Complex.

ATTACHMENTS

- 1) PVF – RFP (69 pages)
- 2) PVRPD In House Analysis (3 pages)
- 3) Showscapes RFP Response (38 pages)

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
REQUEST FOR PROPOSALS FOR
LANDSCAPE MAINTENANCE SERVICES AT
PLEASANT VALLEY FIELDS SPORTS COMPLEX
SPECIFICATION NO. 24-01**



RFP RELEASE DATE:

JULY 6, 2023

PROPOSALS DUE:

August 21, 2023, by 2:00 PM

DELIVER PROPOSALS TO:

Pleasant Valley Recreation & Park District
Attn: Matthew Parker, Park Services Manager
1605 E. Burnley Street, Camarillo, CA 93010
Phone: (805) 482-1996

**PLEASANT VALLEY RECREATION & PARK DISTRICT
NOTICE INVITING PROPOSALS FOR LANDSCAPE MAINTENANCE SERVICES
AT PLEASANT VALLEY FIELDS SPORTS COMPLEX**

1.1 ANNOUNCEMENT

The Pleasant Valley Recreation and Park District (District) is soliciting proposals from qualified firms to provide all labor, services, materials, equipment, and to perform work for weekly landscape maintenance and janitorial services for Pleasant Valley Fields Sports Complex per the attached Proposal Terms and Conditions and Specifications.

1.2 PROCEDURES INVITING PROPOSALS

Submitted proposals shall comply with the procedures set forth in the GENERAL REQUIREMENTS of these documents.

The RFP documents may be obtained from the District's Administrative office located at 1605 E. Burnley St, Camarillo, California, (805) 482-1996, for a copy fee of \$.25 per page or on the District website for free at: www.pvrpd.org.

INSTRUCTIONS TO BIDDERS:

1. **SEALED** bids, addressed to District Pleasant Valley Recreation and Park District –1605 E. Burnley St. Camarillo California 93010, Attention: Matthew Parker, Park Services Manager must be received at the above address no later than August 21, 2023 at 2:00 PM for furnishing all labor, materials, supplies, equipment, licensing, supervision and performing all work necessary for park maintenance at the specifications and standards in these bid documents.
 - Bids shall be submitted in sealed envelopes using the Proposal form furnished with this bid document.
 - Sealed envelopes shall be clearly marked on the outside as follows: **2023-2028 PV Fields Park Maintenance Bid** with the name of the submitting Vendor in the upper left-hand corner of the envelope.
2. Addendum. All questions must be emailed only and must be received by August 11, 2023, at 5:00 PM. Only answers issued by Addenda will be binding. All addenda will be published / posted on the District Pleasant Valley Recreation and Parks website <https://www.pvrpd.org/>. Addenda to the specifications shall be considered part of the contract documents. Bidder shall acknowledge receipt of addenda on the Bid Proposal Form. Oral and other interpretations or clarifications will be without legal effect.
3. The District also reserves the right to waive all informalities and defects in the bids and the bidding process not involving price, time of submittal or changes in the work and to negotiate contract terms with the successful bidder. Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be

resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the bid, the District reserves the right to consider the most advantageous bid thereof or to reject the bid.

4. The Contractor's bid shall include the sum total of the base bids, individual bid forms and unit prices as outlined in the Bid Tabulation Form.
5. All companies bidding on this project must include the information outlined in the **ITEMS TO BE INCLUDED IN BID SUBMITTAL CHECKLIST** such as performance bond, labor and material bond, statement of qualifications, list of subcontractors, list of equipment, references, list of proposed equipment, licenses, financial statements and other items requested in this bid document.
6. Any resulting contract is subject to Award of Bid and approval by the District Pleasant Valley Recreation and Park District Board of Directors. Contingent on Board approval, the contract period is five years **[INSERT DATE], 2023 through [INSERT DATE], 2028**. It is expected that Bidders will be notified of bid results within 20 days of bid receipt. Bid price must be valid for ninety (90) days.
7. Any alterations, additions, or deletions, to either the instructions to bidders, or the proposal form shall constitute the bid(s) as unacceptable.
8. Contractor is required to provide the District a performance bond in the full amount of the contract prior to the commencement of work, with premiums fully paid in advance by the contractor. The bonds will be on forms and drawn on sureties acceptable to the District and are included in the total project cost(s).
9. All bids shall be accompanied by a cashier's check, or certified check drawn upon a National or State bank, in the amount of 2% of the total bid amount of the contract, payable to the District, or a bid bond in the same amount, from a reliable surety company, as a guarantee that the bidder will enter into a contract.

1.3 SUBMISSION OF PROPOSALS

Requirements for the RFP are enclosed. To be considered in the selection process:

- Interested parties shall submit one (1) original and four (4) copies of their proposal no later than **August 21, 2023, 2:00 PM**.
- No late proposals will be accepted.
- The original proposal shall be submitted in loose leaf format (unbound and unstapled). The five (5) copies of the proposal may be stapled. Proposals shall be submitted in a **SEALED** envelope to:

**Pleasant Valley Recreation and Park District
Attn: Matt Parker, Park Services Manager
1605 E. Burnley St. Camarillo CA 93010**

Bids received after the above date and time will not be considered.

FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.

1.4 FORM AND STYLE OF PROPOSALS

Proposals must be prepared on the forms provided with the PROPOSAL DOCUMENTS herein and must comply with the GENERAL REQUIREMENTS described herein. Proposers shall not change the wording of the forms except as required by any Addendum issued by the District.

1.5 TERM OF A CONTRACT FOR SERVICES

The term of the contract will be for a five (5) year period from [INSERT DATE] 2023 through [INSERT DATE] 2028 with the option to renew for up to a maximum of two (2) additional one (1)-year periods for a combined maximum of seven (7) 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.

1.6 CONTRACTOR'S LICENSE

At the time of "Award of Contract", the Contractor must have a valid California State Contractor's License with a classification of "C-27" in accordance with Provisions of Chapter 9, Division 111, Sections 7000 through 7145 of the Business and Professions Code of the State of California.

1.7 AFFIRMATIVE ACTION

The District hereby notifies all Proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of sex, race, color, or national origin in consideration for an award.

1.8 PRELIMINARY AWARD OF CONTRACT SCHEDULE

The following dates reflect the anticipated schedule for proposal solicitation, selection of Consultant and award of contract.

- Solicit Proposals for Services July 6, 2023
- Mandatory Job Walk Thursday July 25, 2023, 10:00 AM
200 Westpark Ave, Camarillo, CA
- Questions in by August 11, 2023
- Proposals Due August 21, 2023, 2:00 PM
- Interviews (if needed) August 29 – 30, 2023
- District Board Meeting September 6, 2023
- Contract Commences No Later Than October 1, 2023

1.9 RIGHT TO REJECT PROPOSAL(S)

The District reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals or in the proposal process should it deem this necessary for the public good. The District also reserves the right to reject the proposal of any Proposer that has been delinquent or unfaithful in any former contract with the District. No Proposer may withdraw its proposal for a period of sixty (60) days after the date from the opening thereof. If the District cancels or revises this RFP all firms invited to participate in the process shall be notified in writing.

This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of the Proposal pursuant to this RFP, or to procure or contract for work.

All proposals submitted in response to this RFP become the property of the District and will ultimately become public records available for public review. The District reserves the right to request additional information or clarification during the evaluation process.

1.10 WAGES

Contractor shall ensure that all maintenance and other services provided pursuant to this Agreement are provided in accordance with all applicable laws and regulations relating to the payment of prevailing wages and in accordance with State of California Department of Industrial Relations General Prevailing Wage Determination for Landscape Maintenance [Craft: Landscape Irrigation, Maintenance, and Operations (IOC, 18A, 18C)] for Ventura County. Refer to <https://www.dir.ca.gov/oprl/dprevagedetermination.htm> for detailed information. A copy of the current, General Prevailing Wage Determination for Landscape Maintenance is available at the Camarillo Parks office. Contractor further understands and agrees as follows:

- A. That the statutory provisions for penalties for failure to pay prevailing wages will be enforced (Labor Code §1775.) and the statutory provisions for penalties for failure to comply with state's wage and hour laws will be enforced. (Labor Code §1813.)
- B. That Contractor must comply with the statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection. (Labor Code §1776.)
- C. Contractor will comply with the statutory requirements relating to the employment of apprentices. (Labor Code §1777.5.)
- D. Eight hours' labor constitutes a legal day's work as described in Labor Code §1810.
- E. Contractor must secure the payment of workers' compensation to its employees as provided in Labor Code §1860 and §3700. In addition, the Contractor must sign and file a statutorily prescribed statement acknowledging its obligation to secure the

payment of workers' compensation to its employees before beginning work. (Labor Code §1861.)

- F. Contractor acknowledges and agrees that should any third party, including but not limited to the Director of the Department of Industrial Relations, determine that Contractor has failed to pay the general prevailing wage rates of per diem wages and/or overtime and holiday wages required for any of the work provided hereunder, Contractor shall indemnify, defend, and hold the District harmless from any such determinations, or actions (whether legal, equitable or administrative in nature) or other proceedings, and shall assume all obligations and liabilities for the payment of such wages and for compliance with the provisions of prevailing wage law.

1.11 MANDATORY JOB WALK

There will be a mandatory job walk with the Park Services Manager and/or Designee on **July 25, 2023**, at **Pleasant Valley Fields Sports Complex** located at 200 Westpark Court, Camarillo, California 93012. All contractors shall meet promptly at **10:00 AM** at the parking lot located at the western end of the park.

Proposers must participate in the walk-through inspection and familiarize themselves with any conditions that may affect performance and proposal prices. Any proposal received from a contractor that did not attend this walk-through meeting will be considered non-responsive and rejected.

1.12 SPECIAL REQUIREMENTS FOR WORK ON SCHOOL PREMISES

None. This project does not involve work on school premises.

1.13 CONTRACTOR'S EXAMINATION OF SITE

Each contractor shall carefully examine each site of the proposed work and the contract documents herein. It will be assumed that the contractor has investigated and is satisfied as to the conditions to be encountered; as to the character, quality, and quantity of the materials to be furnished; and as to the requirements of the contract and specifications.

1.14 EXECUTION OF CONTRACT; SUFFICIENCY OF INSURER AND SURETIES

The contractor to whom award is made shall execute a written contract with the District on the form agreement provided below and shall provide proof of all insurance and bonds as herein provided within fifteen (15) days from the date of written notice of the award.

All insurers and sureties must be rated A or better according to the most recent A.M. Best Co. Rating Guide. The selected contractor shall deliver, concurrently with execution of the agreement and delivery of said payment bond and performance bond, to the District the following documents:

- (a) A copy of the "Certificate of Authority" of the Insurer or Surety issued by the Insurance Commissioner, which authorizes the Insurer or Surety to transact surety insurance in the State of California;

or

- (b) A certificate from the Clerk of the County of Ventura that the "Certificate of Authority" of the Insurer or Surety has not been surrendered, revoked, canceled, annulled, or suspended or, in the event the "Certificate of Authority" of the Insurer or Surety has been suspended, that renewed authority has been granted.

Failure of contractor to deliver these documents by the time of execution of the agreement shall require the District to refrain from entering the agreement, as contractor will be deemed to have failed to ensure the sufficiency of the Insurer or Surety to the satisfaction of the District, as required by the provisions of the *Bond and Undertaking Law, Code of Civil Procedure 995.660*. Upon receipt of any bonds, the District shall contact the bond company to verify the bond's validity.

1.15 EMERGENCY INFORMATION

The names and telephone numbers of the contractor and its representatives shall be filed with the Department of Parks prior to beginning work to ensure contractor availability and response as required for emergency landscape repairs or remediation.

1.16 OTHER PERMITS, FEES, AND LICENSES

The Contractor shall, prior to the start of work, **possess a valid City of Camarillo business license, A D.I.R number, State of California C-27 landscape Contractor's license and a pesticide applicators/operators' certificate** for the duration of the contract.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
LANDSCAPE MAINTENANCE SERVICES at PLEASANT VALLEY FIELDS**

GENERAL REQUIREMENTS

Each proposer is instructed to carefully examine all of the Proposal Documents which will form a part of the agreement; namely, the Request for Proposals, including these General Requirements, the Contract Services Agreement and all revisions or addenda setting forth any modifications or interpretations of any of said documents.

1. Each proposer is required to become familiar with the Scope of Services, Technical Provisions and General Requirements of the services to be performed pursuant to the Contract Services Agreement. The District will assume that each proposer has investigated and is satisfied as to the conditions to be encountered, the character, quality and quantities of work to be performed, all work sites, and the materials and equipment to be furnished.
2. The undersigned fully understands the Scope of Services attached to the Contract Services Agreement and has checked carefully all words and figures inserted in his/her Proposal Documents and he/she further understands that the District will in no way be responsible for any errors or omissions in the preparation of the proposal.
3. Proposals shall be made on the forms (Proposal Documents) provided by the District. Each proposal shall be signed by an authorized representative of the proposer and shall guarantee compliance with all contract documents or, in the alternative, list any exceptions taken to the contract documents.
4. Complete proposals must be submitted to the District's Office located at 1605 E Burnley Street, Camarillo, California 93010 on or before the date and time specified in the Request for Proposals.
5. The fee proposal shall be submitted in a separate, sealed envelope.
6. Proposals shall include a list of cities, counties, or other public agencies for which the proposer has provided landscape maintenance services during the past **five (5) years**. Said list shall include the current name and telephone number of the proposer's contact person.

***NOTE:** A proposer must have a current (within past two (2) years) landscape maintenance service contract with a municipality or special park district of equivalent size and equivalent landscape services *INCLUDING* specialized sports turf maintenance, and/or golf course maintenance to be deemed a qualified company.

7. Proposals shall include a list of ALL equipment that will be used for landscape maintenance used exclusively at Pleasant Valley Fields.

***NOTE: ALL TURF MOWERS, AND CORE ARERTORS ARE TO REMAIN AT PLEASANT VALLEY FIELDS.** The District will provide an area for staging

equipment and vehicles used to perform all services required under the Agreement.

8. Proposals will be evaluated based on:
 - a. Qualifications of the Proposer
 - b. References
 - c. Proposed Fee - The District need not select the lowest cost proposal but may choose according to what is in the best interest of the District. Awards shall be made to the lowest responsive and responsible proposer whose proposal is determined to be the most advantageous to the District.
 - d. Completeness of the proposal and compliance with the required format.
 - e. Understanding of general park procedures and requirements as per the Public Contract Code, and any additional procedures explained during the Mandatory Job Walk.
 - f. Experience in landscape services for similar sized projects.
 - g. Experience and qualifications of the proposer, its work force members and stability of the firm.
9. Upon receipt of the submittals, the District may select the most qualified proposer in a "one-step" process or may conduct interview(s) with some of the proposers. The proposed fee shall be submitted under separate, sealed cover. The District may/will negotiate a final scope and fee with the most qualified contractor as determined by District staff in its sole discretion.
10. Upon completion of the evaluation and selection process, the District's Park Services Manager or designee will make a recommendation to the District Board of Directors regarding the award of the contract.
11. The District is not obligated to award a contract and reserves the right to reject all proposals.
12. Following the award of the contract, a Landscape Maintenance Services Agreement, substantially in the form attached hereto, shall be executed by and between the selected contractor and the District. Each proposer must review the attached Agreement carefully as it contains many details and requirements not set forth in these General Requirements or elsewhere.
13. The undersigned shall execute the Landscape Maintenance Services Agreement and furnish the certificates of insurance after notice of acceptance of the proposal by the District and prior to commencing services.
14. The contract shall commence **[INSERT DATE]** 2023 through **[INSERT DATE]** 2028 with annual renewal options as described above.
15. The District desires a fair, equitable, competitive, and timely contract award. Therefore, from the time the District issues the Request for Proposals and until the District Board

receives District Staff's recommendation for contract award, all contact with the District shall be through:

Matthew Parker

Park Services Manager

Pleasant Valley Recreation and Park District

1605 E. Burnley St. Camarillo, CA 93010

Telephone: (805) 482-1996 ext. 301

mparker@pvrpd.org

During this period of restricted contact any attempt by a proposing contractor, its representative or agent to contact, lobby or make a representation to a member of the District Board, or any other official, employee, or agent of the District, other than the designated District contact, will be grounds for disqualification. It is the responsibility of each proposer to make its own estimates prior to submitting its proposal and to base its proposal cost on its own estimates or assessments. Each proposer shall carefully examine the facilities of the proposed maintenance work. The submission of a proposal shall be prima facie evidence that the proposer has investigated and is satisfied that it understands the conditions to be encountered.

All proposals shall include the following executed documents, signed by people authorized to bind the proposer, to be submitted with each written proposal:

1. General Requirements (signed)
2. Already have a D.I.R (Department of Industrial Relations) number
3. Proposal and Proposer's Certification(s)
4. List of Qualifications (References' List)
5. List of Equipment / Equipment Plan
6. Statement of Transition Plan
7. Staff Allocation / Organizational Chart
8. Faithful Performance Bond (see Bonding Requirements in Notice of Invitation of Proposals)
9. Labor and Material Bond
10. Financial Information
11. List of Subcontractors
12. Schedule of Holidays off

We have read and understand the General Requirements of the Pleasant Valley Recreation and Park District's Request for Proposal for Landscape Maintenance Services.

(Signatures on next page)

SIGNATURE: Electronic Signatures Acceptable

DATE: Click or tap here

NAME (PRINT): ENTER FIRST AND LAST NAME

TITLE: Click or tap here to enter text.

COMPANY: Click or tap here to enter text.

COMPANY ADDRESS: Click or tap here to enter text.

DIR #: Click or tap here to enter text.

CONTACT PERSON: Click or tap here to enter text.

PHONE NUMBER: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

(CHECKLIST ON NEXT PAGE)

PROPOSER'S CHECKLIST

These items are to be turned in with your sealed bid or proposal.

General Requirements - <i>Signed</i>	
D.I.R. (Department of Industrial Relations) Number	
Proposal & Bid Tabulation Forms (Exhibit B)	
List of Qualifications Form (Exhibit C)	
List of Equipment Form (Exhibit D)	
Statement of Transition Plan (Exhibit E)	
Faithful Performance Bond (Exhibit F)	
Labor & Material Bond (Exhibit G)	
Financial Information (Exhibit I)	
List of Subcontractors – <i>if needed</i> (Exhibit J)	
Schedule of Holidays Off (format of your preference is acceptable)	

Please ensure any additional pages are attached to the appropriate exhibit form and/or sufficiently labeled with the appropriate subject of the page(s).

EXHIBIT "A"

SCOPE OF WORK AND TECHNICAL PROVISIONS FOR PROPOSAL FOR LANDSCAPE MAINTENANCE SERVICES

The Landscape Maintenance Services contract will include services based on the outlined maintenance standards and specifications for a term of sixty (60) months beginning on **[INSERT DATE]** 2023 through **[INSERT DATE]** 2028.

The undersigned hereby submits this Proposal for Landscape Maintenance Services and stipulates thereto as follows:

1.1 FAMILIARITY WITH AGREEMENT REQUIREMENTS

The undersigned declares that he/she has carefully examined the location of the proposed services and Scope of Services, that he/she has examined the General Requirements and [Sample] Contract Services Agreement of the Pleasant Valley Recreation and Park District and all related documents.

1.2 BASIC CONTRACT

The undersigned hereby proposes to furnish all labor, equipment, tools, and materials to do all work necessary to complete the landscape maintenance services in accordance with the Landscape Maintenance Agreement as shown in the Contract Services Agreement. The following are monthly amounts and are to be paid to the proposer in equal monthly payments.

SCOPE OF WORK

2.1 Contractor shall provide at his own cost and risk All labor, equipment, materials, supplies, tools, and transportation including but not limited to:

- Hauling
- Dumping
- Irrigation Parts
- Insecticides
- Chemicals
- Mulch
- Seed
- Chalk
- Wood Chips
- Decomposed Granite
- Irrigation Controller Batteries
- Herbicides

- And all other labor, equipment, materials, supplies, tools, and transportation needed to perform park, landscape, and associated facilities maintenance work as directed/described herein these contract documents.

2.2 Contractor shall perform all work necessary to complete the contract in a manner acceptable to the District. The areas to be maintained shall include but are not limited to the areas listed below:

- **Turf Management:** routine mowing, trimming, fertilization, watering, weed abatement.
- **Hardscape Management:** routine sweeping, litter and trash removal, and pressure washing, catch basins, storm drains, swale, driveway/aprons, parking lot and sidewalk.
- **Shrub/Pruning & Groundcover areas:** routine weeding, cultivation, fertilization, weed abatement, and pruning.
- **Tree Care:** lifting limbs, remove broken branches.
- **Irrigation – Operation, Programming and Maintenance;** includes parts and labor for daily irrigation and repairs.
- **Ball-diamond Maintenance:** Schedule of games will be provided by District each month. There could be games up to six (6) days per week.
 - Drag infields for games as needed.
 - Rake around bases, plates and mounds for games as needed.
 - Line infields for softball/kickball with chalk for games as needed.
 - Line (3) three outfield foul lines once per week. With approved striping paint

2.3 MATERIALS, EQUIPMENT AND SUPPLIES TO BE PROVIDED BY CONTRACTOR

Contractor, at its own cost and expense, shall furnish all necessary manpower, equipment, supplies, materials of good quality and in the amounts necessary to fulfill this contract, and to accomplish an acceptable and professional level of maintenance. The District shall have the right to specify the type, quality, and manufacturer of supplies and materials used in maintenance of the park's facilities.

These supplies and materials shall include, but are not limited to:

- (a) All necessary mulch, water surfactants humectants, fuel, herbicides, fungicides, wood chips / mulch, chemicals, amendments, tree stakes, fasteners, rodent control devices, et cetera.
- (b) All parts necessary for the repair and proper maintenance of all irrigation systems.

TECHNICAL PROVISIONS—PARKS MAINTENANCE SPECIFICATIONS

The desire and intent of the District is to maintain the landscaping and grounds maintenance for parks and facilities to achieve world-class conditions with little to no frustration on the part of the District or its residents.

The selected contractor will provide **MONTHLY REPORTS** documenting how the execution of the standards are being maintained at this level. To achieve this objective, the District submits these qualifying factors, inspection procedures, responsibilities/liabilities, and industry performance standards.

3.1 GENERAL STANDARDS AND PROCEDURES

- A. Contract payment will be **MONTHLY**, based on a detailed invoice provided to the District from the selected Contractor and submission of the required Monthly Report. The billing of services is on a per unit or per month price which are submitted as a total monthly price. Some services such as wasp/hornet treatment are not detailed and are included in the overall/total cost of the agreement.
- B. Work be conducted between 6:30 a.m. and 4:00 p.m., Monday through Friday.
- C. Additions to the Contract, i.e. amenities are based on unit prices as agreed upon in the bid (refer to Supplemental Unit Price Form), the District will request a proposal for additional services and will add it to the contract, at their discretion.
- D. **Any measurements contained herein should only be used as an estimate.** Contractor is responsible for accurate measurement of the park, turf areas, landscape beds, volume of mulch etc. All potential bidders should examine areas included in this bid to ensure accurate measurements and price quotes.
- E. Contractor must ensure adherence to all Federal, State, and Local laws and regulations.
- F. Contractor will be required to provide proper and verifiable insurance in the amounts identified in the bid packet.
- G. Proper and verifiable licenses to include, but are not limited to:
 - i. State of California Licensed Pesticide Applicator
 - ii. State of California Licensed Arborist
 - iii. Reclaimed Water Training
 - iv. Licenses shall be provided with the contract and not later than 10 days after an employee change has been made.

Copies of the certifications should be included in the bid submittal as supplemental information.

3.2 PARKS AND FACILITIES MAINTENANCE SCHEDULE

- A. Unless otherwise specified, Contractor shall provide a schedule for recurring (daily, weekly, monthly) grounds maintenance (mowing, pruning, irrigation inspections etc.). This schedule will be utilized to conduct random site checks to ensure adherence to specifications and expectations.
- B. For non-recurring (quarterly, bi-annually, annually, irregular schedule, as needed) grounds maintenance (fence cleaning, sign cleaning, etc.), Contractor shall submit a monthly work schedule that outlines work for the upcoming month no later than one-week prior the start of the month.
- C. Any variations to the schedule may arise due to the following issues:
 - i. Inclement weather conditions.
 - ii. Emergencies as designated by the District.
 - iii. Maintenance activities/noise may cause disruption.
- D. If a variation to the schedule prevents work to be carried out, Contractor will

be required to notify the District. The Contactor will be required to resume work as soon as possible in accordance with the annual schedule and contract specifications.

- E. Contractor will be provided various schedules maintained by the District as pavilion and sport fields' reservation schedules and program and special event schedules in order to schedule maintenance accordingly.

3.3 PARKS AND FACILITIES INSPECTIONS AND REPORTS

The Contractor is to provide inspections and reports as indicated below. Inspections and reports are to be done by a competent and seasoned professional.

Inspection procedures:

- A. Daily reports (email and/or phone) are provided to the District when the Contractor becomes aware of acts of vandalism, safety issues, irrigation issues, etc. The primary point of contact for daily reports is the Parks Maintenance Manager or designee.
- B. Weekly site inspections (52 times a year). The Contractor shall perform weekly site inspections. Reports shall include verification of services performed, conditions of the park (i.e., turf appearance and health) and issues of concern. The Contactor and the District shall mutually agree as to the format of these weekly inspection reports.
- C. Monthly Report (12 times per year). The Contactor shall provide a monthly inspection for the site, which shall include the verification of services performed (time and date), and issues of concern (i.e., irrigation issues, basis insects, turf damage, weeds, fungus, disease, vandalism, rodents, safety hazards and Acts of God). Contactor and District shall mutually agree as to the format of these monthly inspection reports. **The monthly invoice shall not be processed without the Monthly Report.**
- D. Additional reports are required to be made by the Contractor as conditions warrant.
- E. The contractor must be able to respond and communicate via electronic mail daily.

3.4 CONTRACTOR RESPONSIBILITIES/LIABILITIES:

- A. Contractor must ensure the public's safety when performing services.
- B. Contractor shall adhere to image standards - meaning each employee on site will be in a uniform (shirt, pants, and cap) and vehicles will be clean and marked with company name.
- C. Contractor shall behave and operate in an environmentally and professionally sound way so as to not create damage or cause exposure by virtue of negligence or omission.
- D. Contractor shall ensure that equipment is properly maintained in accordance with the manufacturer's specifications and are maintained as

to not endanger the operator or any person in the vicinity of operations.

- E. Contractor is responsible for repairing damage to the irrigation system caused by Contractor i.e. irrigation boxes being damaged or destroyed by mower blades.
- F. Contractor is responsible for damage to persons and property caused during the performance of contracted work.
- G. Emergency Services: Contractor shall provide the District with the names and telephone numbers of at least two (2) contacts who can be called by District representatives when emergency maintenance conditions occur. Such work shall be performed for additional compensation unless the emergency maintenance condition is created as a result of the Contractor's negligence. Emergency work will be compensated at the hourly rate established by this Agreement for extra work. The District shall call for such assistance only in the event of a genuine and substantial emergency. Upon notification by the District of emergency conditions, the Contractor shall arrive to the site and report status within one (1) hour and Contractor shall charge a maximum of one (1) hour personnel response time for any response to an emergency call requiring a representative of Contractor to travel to the District.
- H. All maintenance operations shall be performed by the approved contractor or sub-contractor. A list of sub-contractors shall be submitted with the bid.
- I. No live tree removal (including understory and shrubs in the existing landscape or the surrounding "natural" area) shall take place without the permission (written or oral) of the District.
- J. Contractors must include a detailed **EQUIPMENT LIST** necessary to complete the work outlined in these specifications and submit with the bid and annual schedule.
- K. Contractor must include an organizational chart that identifies numbers of staff dedicated to this contract and their intended responsibilities.
- L. The Contractor will be held responsible for any damages to grass, trees, plants, shrubs, fences, walls, brick, pavers, glass, all weather turf, etc. that is caused by the Contractors errors, their failure to comply with the requirements of these specifications or equipment failure and will be assessed a fee. Tree and shrub values will be based on District's assessment and/or appraisal in accordance with Council of Tree and Landscape Appraisers or other mutually agreeable source.
- M. Contractor is responsible for employing an in-house pesticide applicator or person dedicated to this service for the specific purpose of spraying properties and sites within this contract. Contractor is responsible for applying all chemicals in a safe manner consistent with the label directions and federal and state laws and regulations. Application rates and frequencies are determined by the manufacturer's recommendations. Chemical mixing and application shall be supervised by a Licensed Pesticide Applicator. Records must be maintained according to applicable licensing regulatory body. *These records shall be provided to the District in the monthly reports.*
- N. Contractor is responsible for public notification when pesticides are to be applied 72 hours in advance. Notification as is to include when, what,

where, and how much. Verification of completion is to be noted.

- O. A Pollution Prevention Plan shall be developed within the first sixty (60) days of execution of this Agreement to maintain compliance with industry best management practices for pollution prevention.
- P. If through inspection and verification, in the District's opinion, work as defined by the specifications has been carried out to an insufficient standard, the work shall be carried out again by the Contractor without creating a backlog to other maintenance schedule and at the expense of the contractor.
- Q. In the event the contractor fails to accomplish any task under this scope of work, the District will provide reasonable notice to take corrective action. If the Contractor does not perform the service, the District may, at its option, cause the non-performed tasks to be accomplished through another source and deduct the cost of such from the amount normally due to the contractor for that monthly period based on the Unit Prices.
- R. Performance Bonds- Due no later than **[INSERT DATE] 2023**, for the next contract year (**5** bonds total).

3.5 TURF MANAGEMENT

- A. The District utilizes a detailed, proactive approach to turf management. Including but not limited to: soil amendment, fertilization, fertigation, pre- and post-emergent herbicides, dethatching, aerating, proper mowing practices, etc.
- B. All Turf: these areas shall be inspected daily (5 days per week) for holes, wet spots, uneven surfaces, defective sprinklers and other hazards, and any required corrective action taken immediately.
- C. A soil test will be conducted twice a year around mid-April and mid-October of each contract year.
 - i. The results of the soil test will determine the development of the turf management program and the Turf Action Schedule.
 - ii. Soil should be tested for, but not limited to, soil PH, NO3-N, Micronutrients, and Texture.
- D. Contractor shall provide a detailed comprehensive, environmentally sensitive **TURF ACTION SCHEDULE** using a synthetic and/or organic approach which outlines the application of fertilizer, insecticide, herbicide and disease control programs that maintains turf in a healthy, vigorous, growing condition with no weeds, disease or insect issues to create a dense crop of turf based on the intended use of the park.
 - i. The Turf Action Schedule shall be reviewed and mutually agreed to by the District prior to implementation.
 - ii. The Turf Action Schedule shall be due to the District no later than one month after the sample was taken of each contract year.
 - iii. Plan shall outline the chemical type, analysis, timeline for application, and intended application rates.
 - iv. All chemicals must be applied by or supervised by a licensed

applicator in accordance with label directions.

- E. There are minimum standards and depending on use, weather, soil conditions additional fertilization may be warranted and shall be included in the base cost of the bid.
- F. Proper and necessary horticultural practices shall be used to achieve clean, green, and safe turf given the high visibility of the turf and landscape at these facilities.

A string trimmer must be used in areas around buildings, fences, valve boxes, signs, rocks, light posts, etc. on a schedule that maintains a neat and professional appearance.

- G. An edger shall be used in all areas where grass and concrete meet. Such edging should be done with a power edger with a rigid blade or straight line trimmers with a proper guide to facilitate neat, straight, and professional edged appearance; freehand line trimming will not meet this requirement. All turf is to be debris, litter, and hole free. Holes are defined as a depression where a community member may trip and are bare of grass.
- H. Sports Turf (Bermuda) shall be mowed approximately 40480 times at a height of (5/8) inches per year (typically twice a week during growing season and one time a week during winter months) At Districts discretion. Mowing must be completed with District approved reel mowers. **These mowers must be used exclusively at Pleasant Valley Fields and adequately cleaned, sterilized, and inspected by the Park Services Manager or designee prior to initial use, to prevent undesirable weed species intrusion(s).**The contractor is responsible for picking up litter on the turf as they mow.
- I. Non-Sports Turf areas shall be cut to maintain a consistent year-round height of 2-3" for Tall Fescue. This mower shall be used only at Pleasant Valley Fields.
- J. Alternating mow patterns is a Requirement to reduce "tracking."
- K. The contractor is responsible to ensure a complete thorough removal of all debris and at the completion of all mowing occurrences to include clumping or piles of grass.
- L. Core aeration shall occur a minimum of three (3) times per year at a depth of 6" and then mat drag all cores throughout. Knife aeration shall be done eight (8) times a year.

i. Core aeration shall occur in the months below

1. Cycle 1- April
2. Cycle 2- June
3. Cycle 3- November

- M. Aerators used must be exclusive to Pleasant Valley Fields and adequately cleaned, sterilized, and inspected by the Park Services Manager or designee prior to initial use, to prevent undesirable weed specie intrusion(s).
- N. Cores left behind from aerating must be broken up the same day.
- O. Top Dressing shall be applied once per year with a mixture of 80% screened sand and 20% organic matter applied at a 1/4 inch deep.

- i. Cycle 1- November
 - ii. Top Dressing materials will be provided by the District.
 - iii. Contractor is responsible for the application and required equipment.

- P. Renovation: post-soccer season top dressing shall occur one (1) time per year on a schedule approved in advance by the Parks Services Manager. Topdressing material and rates shall be per agronomic recommendations consistent with soils analysis. Additionally, Turf renovation shall be performed on a spot basis as needed to eliminate excessive thatching or to rehabilitate worn areas.

- Q. Thatch Removal: The Contractor shall be responsible for the removal and disposal of thatch build-up in the sod layer one (1) time per year. The Park Services Manager shall be notified with a written schedule one month prior to the date of thatch removal commencement. Thatch removal shall be performed with a power-driven thatching/verti-cutting knives. All grass clippings associated with this process shall be removed from the site and disposed of at the Contractor's expense. . All equipment used for thatch removal purposes must be used exclusively at Pleasant Valley Fields or adequately cleaned, sterilized, and inspected by the Park Services Manager or designee prior to use, to prevent undesirable weed species intrusion(s).

3.6 HARDSCAPE MANAGEMENT

(routine sweeping, litter and trash removal, and pressure washing)

- A. Cracks in Hardscape areas – apply herbicide as needed to control weeds in hardscaped areas, i.e., interior pathways of parks, parking lots, snack bar courtyard.
- B. Decomposed Granite- apply Herbicide to ensure a weed free decomposed granite area (paths, trails, etc.).
- C. Blowing- Removal of debris by blowing from parking lots, internal park pathways, play structures, and other hardscapes (parking areas and walkways) and softscape areas (i.e. decomposed granite) is to be done twice monthly.
- D. Unless identified otherwise below will occur fifty-two times (52) per year weekly.
- E. Playgrounds Safety Fall Surfacing- Maintain a level, debris free and safe play areas by way of raking, removing litter, spot treating weeds/grasses under swing sets, play equipment and general play area 104 times per year-two times per week (Monday, Friday).

3.7 INSECTICIDE SPECIFICATIONS

- A. The insecticide program shall maintain turf free of insects which includes, but not limited to, mole crickets, army worms, sod web worms, fire ants, cutter ants, grubs, chinch bugs and other invasive damaging insects year-

round.

- B. The Turf Action Schedule should figure in Preventative applications as well as reactive applications. Insecticides will be figured into the base bid.
- C. Wasp/Hornet Control– shall occur as needed on and around the exterior of park buildings and restrooms to control wasp/hornets. Raid Wasp and Hornet Spray or an approved equal shall be used. Wasp control is an included cost and is not detailed out in the Individual Park Pricing Forms.

3.8 HERBICIDE SPECIFICATIONS

- A. The herbicide program maintains a goal of weed free turf which includes, but not limited to, Poa Annua, Horseweed, Kikuyu grass, or other invasive crop damaging weeds.
- B. All sports turf must contain less than 3% invasive weeds year-round.
- C. Herbicides must be applied at maximum rates unless advised by the District.
- D. All applications must follow recommended re-entry periods. The re-entry restriction or time interval is 24 hours from time of application for all herbicides.
- E. A Pre- Emergent herbicide shall be applied a minimum of two (2) times per year applied at the District's recommendation.
- F. Post-emergency applications should be proactive based on weekly inspection findings, preferably contractor would have an in-house applicator rather than subcontracting this service.
- G. Herbicide cost should be figured into the base bid.
- H. All chemicals must be applied by or supervised by a licensed applicator in accordance with label directions.
- I. Spray reports to be submitted to District representative and county after each application.

3.9 DISEASE CONTROL SPECIFICATIONS

- A. The disease control program shall maintain turf that is free of diseases which includes, but is not limited to, Pythium fungus, root fungus and other turf damaging diseases. Preventative applications as well as reactive applications should be included in the base bid.

3.10 PARK PROCEDURES

- A. Proper and necessary horticultural practices shall be used to achieve clean, green, and safe turf given the high visibility of the turf and landscape at these facilities.
- B. All turf is to be debris, and hole free. Holes are defined as a depression where a community member may trip or are bare of grass.
- C. A string trimmer must be used in areas around buildings, fences, valve boxes, signs, rocks, light posts, etc. on a schedule that maintains a neat

and professional appearance.

- D. An edger shall be used in all areas where grass and concrete meet to maintain a neat and professional appearance.
- E. Any clumping or piles of grass is to be raked, mulched, or removed in order to keep a clean, green, and safe appearance. The contractor is responsible for ensuring a complete thorough removal of all debris and litter at the completion of all mowing occurrences.

3.11 PRUNING

- A. Pruning of non-native, indigenous species shall create a uniformly dense plant. Selectively thin and tip back annually. Prune to enhance natural branching effect of plants. Do not change shape of shrubs by pruning.
- B. Only experienced personnel with proper abilities shall do pruning. Relative sizes and shapes of the respective shrubs shall be appropriate for the type and location and consistent throughout the park.
- C. Contractor shall prune regularly, as required. Remove dead wood and aesthetically balance the planting following basic horticultural practices. All suckers and undesired growth shall be removed immediately. Tree and shrub branches should be pruned a minimum of 3' from all structures, buildings, light poles, AC units, fences, walkways, etc.
- D. Tree and shrub branches should be pruned and maintained a minimum of 3' from all structures, buildings, light poles, fences, AC units, walkways, etc.
- E. Broken or hanging limbs less than 10' feet from the ground or will impede pedestrian/vehicle passage shall be removed immediately.
- F. Pruning of formal shrub planting is minimal and shall be completed as needed to result in a smooth, manicured appearance, at no additional cost.
- G. Low branches and sucker sprouts are to be removed as necessary throughout the year.
- H. Small or young trees are to be pruned (trained) during the fall and winter season.
- I. "Natural" areas are to remain in their natural native conditions with the exception of visibility and safety related pruning. Included in natural areas are those areas where selective trimming has been done to enhance view corridors and safety. Trimming of woody vegetation in parking lot, picnic areas, and play areas shall be conducted on an as needed basis to ensure limbs/foliage are at least eight feet high and two feet off of each side of the respective amenities.
- J. Tree stakes will be maintained to achieve their intended purpose. Stakes shall be removed one year after the installation of a tree or shrubs, even if the tree/shrub was installed by another contractor.
- K. All debris from pruning shall be removed from the site and disposed of at the contractor's cost.
- L. Contractor can keep a roll-off on-site for green waste at contractor's expense.

3.12 MULCHING

- A. Non-colored Native Hardwood Mulch, at least double ground and aged, shall be applied at rate of 3" depth at all landscaped beds and other areas as required. Natural areas are not to be mulched.
- B. Mulch shall be installed 4 inches to 6 inches away from on root flare or root collar of tree. "Volcano" mulch rings are not acceptable.

3.13 LANDSCAPED BEDS

- A. All landscape beds shall remain free of litter, debris, and weeds. **Weeds sprayed with herbicide must be manually removed after brown out.** All Landscape beds at the facility shall be hand weeded on a monthly basis (12 times per year)
- B. "Natural" areas are to remain in their natural native conditions with the exception the removal of dead wood.
- C. Trimming/Deadheading of formal bed plantings and ground covers shall be performed on an as needed basis at Pleasant Valley Fields facilities to achieve a smooth, manicured appearance within established boundaries. Any necessary restructuring shall be reviewed and mutually approved by the District and the contractor. Only experienced personnel with proper abilities shall do trimming/deadheading. Relative sizes and shapes of the respective shrubs shall be appropriate for the type and location and consistent throughout the property. Excess vertical growth of ground cover shall be pruned back in order to maintain a neat ground cover bed. Excess horizontal growth shall be pruned at a minimum of 14" from building foundations.
- D. Shrubs of color (flowers, foliage, fruit) are to be pruned for maximum beauty at Pleasant Valley Fields. This means to prune color after color fades.

3.14 BALLFIELD PREPARATION

- A. Schedule of games will be provided by District each month. There could be games up to six (6) days per week. Contractor to invoice the District each month based on the provided schedule.
- B. Drag infields with approved tractor.
- C. Hand rake and compact around bases, pitching rubber, and home plates.
- D. Line outfield foul lines with District approved white striping paint.
- E. Line infields with chalk to district provided layouts.

3.15 IRRIGATION

- A. A licensed irrigator(s) shall provide inspections of the irrigation systems.
- B. Sprinkler heads, spray patterns, and controllers shall be inspected on a weekly basis during the irrigation season. Adjustments to heads shall be made at no additional cost to the District. Weekly inspections reports shall be submitted with the monthly invoice.
- C. Breaks, leaks, and malfunctions of unknown and uncontrollable sources will be repaired by the contractor. Missing or damaged valve box lid replacements

- are to be replaced by the contractor as a high priority due to safety issues.
- D. Cost for material, supplies and equipment for repairs will be the responsibility of the contractor. A verification of cost of materials (wholesale price) shall be provided for any and all materials, supplies and equipment.
 - E. Vandalism or accidental damage not caused by the Contractor shall be reported immediately to the District. Upon approval of the District, Contractor shall provide the labor and materials necessary to repair the damage at an additional expense to the District.
 - F. All irrigation sprinkler head repairs will be made using original system specified Rainbird and Hunter products (or an approved equal).
 - G. Emergency calls regarding broken or malfunctioning sprinkler heads, lines or controllers shall be answered immediately by the Contractor if a condition exists in which water is running freely or in which the District requests immediate attention for safety reasons.
 - H. Contractor shall notify the District of system malfunction via email or phone call within 24 hours of the problem.
 - I. Contractor shall assist the District with as needed system shutdowns due to random events, natural disasters, or related events. This service is included in overall contract price.
 - J. Contractor will be responsible for the programming, maintenance, and repairs on the specific irrigation zones and programs per applicable facility and park. Irrigation controllers will be shared with the Sports field Mowing Contractor. Ownership of Repairs to the Controller will be at the discretion of the District.

3.17 EMERGENCY CONTACT

- A. The Contractor shall respond to emergency or complaint calls regarding conditions in landscaped areas, fallen trees or branches, or shrubs or trees that obstruct the driveways and/or pathways, and shall correct the problem or place warning signs and advise the District of the need for major work to be performed at no extra charge. The Contractor will also provide assistance and support in time of large (i.e., earthquakes, floods, fires, etc. natural disasters to help with removal and clean-up at additional charges based on the unit prices.

3.18 ADDITIONAL SERVICES:

In the case additional services are needed, in addition to the contract and at the discretion of the District, services will be charged based on The Supplemental Unit Cost Form.

- A. Tractor with Operator- Contractor shall provide a tractor (45 to 85 horsepower) with shovel/forks or other attachments that has Turf Tires mounted on it for a per hour basis.
- B. Top Dressing- Contractor shall provide a per 1,000 square foot cost of top dressing application, including rentals.

- C. Stump Grinding- Contractor will provide a price to grind a stump (all sizes) to 5" below grade.
- D. Tree Removal- Contractor will provide a price for the removal and legal disposal of trees 6 inch-15-inch diameter at breast height (DBH), 16 inch-22-inch DBH and 23-inch DBH via mechanical or non-mechanical means. Trees shall be removed to a height of 3" above grade.
- E. Irrigation Labor- The provision of an individual to make irrigation repairs on a per hour basis.
- F. 1-person and 2-person Crew Rate- The provision of a 2 or 3-person crew to complete park tasks on a per hour basis which is inclusive of truck and equipment- basic hand tools.
- G. Power Washing- Contractor shall use a high pressure, hot water, no greater than 1,500 pounds per square inch pressure stream to ensure a surface is clean, free of mold, mildew, grim, etc. Contractor may need to apply a biodegradable cleaner or degreaser and/or algaecide to ensure this desired effect.
- H. Core Aeration- Core aeration to a depth of 6" and then mat drag all cores throughout areas that have been aerated.
- I. Mulch- Contractor will provide a per yard price with installation to install non-colored hardwood mulch at rate of 3" depth where specified.
- J. Hybrid Bermuda GN-1 Sod- Contractor will provide a price per 500 square feet of sod installed. Installation includes costs related to site preparation (removal of old sod) and fertilizer.
- K. Sod Cut Cost per square foot.
- L. Installation Cost per square foot.
- M. Pruning Vegetation and Trees-as identified in the Pruning section on a per hour basis which is inclusive of tools needed to conduct the task.
- N. Reel Mowing- use of at least a 72-inch reel mower and operator, with sharp blades and maintained bed reels on a per square foot per occurrence basis.
- O. Rotary Mowing- use of at least a 48-inch walk and operator behind rotary mower with sharp blades on a per square foot per occurrence basis.
- P. Edging/Line Trimming- use of a string trimmer and operator to where grass and concrete meet to maintain a neat and professional appearance on a linear foot basis per year basis.
- Q. Decomposed Granite Maintenance- Adding decomposed granite areas per the identical standards and specifications on a per square foot per year basis.
- R. Stock Vegetation- Contractor will provide a unit price installed and site preparation or the following vegetation. Price identified in the Unit Price Form is for the 2021 contract year. Prices for each subsequent contract year are due to the District no later New price each contract year due on February 15 of prevision contract year and must be approved by the District.

SPECIAL REQUIREMENTS

4.1 DEFICIENCIES:

Notices and penalties for non-performance are set forth as follows:

- A. Deficiency Notice: The Contractor is required to correct deficiencies within five (5) working days after notification by District.
- B. Withholding of Payment: Provided work under the Deficiency Notice has not been completed, payment for addressing the subject deficiency shall be withheld until the deficiency is corrected, without right to retroactive payments. Such costs shall be determined by the District based on a percentage of the item cost per month for the area in question, using the cost for the area as provided by the Contractor on the proposal form.
- C. District's Right to Correct Deficiency: Five (5) working days after issuing a Deficiency Notice to Contractor, District shall re-inspect the noted deficiency to verify whether the deficiency has been corrected to the satisfaction of the District. District may, at its option without further notice to Contractor, correct the noted deficiency and deduct costs incurred by District from Contractor's next contract payment. The cost of re-inspection shall also be deducted from Contractor's next payment.
- D. Description of Deficiencies:
 - a. **Performance deficiency**: Examples include failure to comply with conditions, specifications, reports, schedules and/or directives from Authorized Representatives; failure to adequately remove trash/debris/weeds in a timely manner, apply chemicals, prune, etc. Deduction may be based upon costs provided by the Contractor on the Bid Worksheets submitted at the time of bid or as deemed appropriate by the District's Representative.
 - b. **Failure to comply with minimum District-defined manpower requirements**: Deduction of \$100 per employee per workday.
 - c. **Failure to provide adequate equipment in compliance with District specifications and/or as requested by the District's Representative**: May result in a deduction of up to \$250 per instance per workday.
 - d. **Failure to protect public health and/or correct safety concerns**: These include, but are not limited to, policing District property for hazards, responding to emergencies, providing adequate traffic control measures (per M.U.T.C.D. Guidelines). May result in a deduction of up to \$250 per occurrence.
 - e. **Failure to comply with water restrictions imposed by the Water Authority**: May result in a deduction of up to \$250 per occurrence. Additionally, Contractor shall be responsible for any imposed penalties.
 - f. Major irrigation deficiencies shall be repaired within 12 hours and are subject to a deduction up to \$250 per occurrence.

The Contractor's representative shall contact the District on a weekly basis for notification of any special maintenance item(s) requiring correction..

4.2 FACILITY OUT OF USE

In the event any park area or District facility is not usable for any reason, including acts of nature or vandalism, the Contract Officer may declare, for the purpose of maintenance, that an emergency condition exists and that the facility is out of use. In such an event, contract services may be suspended on twenty-four (24) hour notice.

Contractor shall not be compensated for any park area or District facility that is out of use during that period of time that Contractor does not provide any maintenance services. If a portion of any park area or District facility is partially declared out of use, District and Contractor shall negotiate in good faith the cost of providing a modified or reduced maintenance service.

End of Park Maintenance Specifications

SUBMISSION OF BID

Sealed Bids must be submitted *by August 21, 2023, at 2:00 PM*

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

Bids received after the above date and time will not be considered.

Note: Fax or emailed bids will not be accepted

EXHIBIT "B"

BID TABULATION & PROPOSAL

The monthly and annual compensation for the initial five years of the contract term and the optional term extensions will be the rates set forth below, which shall not be increased.

Contractor shall furnish all labor, equipment, tools, and materials to do all work necessary or incidental to complete the work in accordance with the Agreement at the following price:

Park Landscape Maintenance 5 days x 52 weeks (excluding observed holidays)	Term Year	Cost of Services Per Month
	<i>Year One</i>	\$
	<i>Year Two</i>	\$
	<i>Year Three</i>	\$
	<i>Year Four</i>	\$
	<i>Year Five</i>	\$

Year One Total \$ _____
 Year Two Total \$ _____
 Year Three Total \$ _____
 Year Four Total \$ _____
 Year Five Total \$ _____

Contract Total \$ _____

_____ **dollars and** _____ **cents**
(written amount)

In the event of an extension of the term of this Agreement, the maximum contract amount shall be increased by an amount equal to the pricing for the previous year multiplied by a fraction, the denominator of which shall be the Consumer Price Index (as hereinafter defined) figure published for June, 2004, and the numerator of which shall be the Consumer Price Index figure for June of the adjustment year (provided that such fraction shall not in any event be less than 1). As used herein, the term "Consumer Price Index" shall mean the United States Department of Labor's Bureau of Labor Statistics' Consumer Price Index, All Urban Consumers, All-Items, for Los Angeles-Long Beach-Anaheim area.

SUPPLEMENTAL UNIT PRICES

Drag, Water and Line softball fields months of Feb-Nov average 26+ - times per month	\$ _____/per day
1 Man Crew Rate	\$ _____/hour
2 Man Crew Rate	\$ _____/hour
Tractor with Turf Tires and Operator	\$ _____/hour
Tractor Mowing	\$ _____/acre
Topdressing	\$ _____/per 1,000 sq. feet (1/4" thick)
Stump Removal	\$ _____/stump (all sizes)
Tree Removal	\$ _____/tree (6 inch-15-inch DBH)
Tree Removal	\$ _____/tree (16 inch-22-inch DBH)
Tree Removal	\$ _____/tree (23-inch DBH)
Fertilization Turf areas	\$ _____/1000 sq ft
Fertilization Shrub areas	\$ _____/1000 sq ft
Ground Cover (planter beds)	\$ _____/1000 sq ft
Herbicide pocket Gophers /Ground Squirrels	\$ _____/ sq ft
Thatch Removal	\$ _____/ per acre
Turf Renovation (site prep, seeding and top dressing)	\$ _____/per acre
Broadcast Weed Control	\$ _____/per acre
Core Aeration pto driven /drag the cores	\$ _____/sq ft
Solid Tine Aeration using ½ tine	\$ _____/sq ft
Reel Mowing	\$ _____/sq ft
Rotary Mowing	\$ _____/sq ft
Turf Edging and Trimming	\$ _____/linear ft
Irrigation Repair	\$ _____/hour
Irrigation- Furnish and Install 1" brass valve	\$ _____
Irrigation Valve 1 ½ Brass	\$ _____
100' of Trench 18" deep	\$ _____
Hybrid Bermuda Sod (GN-1)	\$ _____/per 500 sq. feet
Fescue Sod	\$ _____/per 500 sq. feet
Pressure Washing	\$ _____/sq ft
Pruning Vegetation and Trees	\$ _____/hour
1 Gallon Plant	\$ _____/each
5 Gallon Plant	\$ _____/each
15 Gallon Plant	\$ _____/each
Flat of Ground Cover	\$ _____/each
Flat of Groundcover (Annuals)	\$ _____/each
Flat of 4" Potted Annuals	\$ _____/each
15 Gallon Tree – Standard Trunk	\$ _____/each
15 Gallon Tree – Multi Trunk	\$ _____/each
24 Gallon Standard Trunk	\$ _____/each

Supervisor day to day operations	\$ _____ /hour
Maintenance Worker	\$ _____ /hour
Irrigation Specialist	\$ _____ /hour
Pesticide Operator	\$ _____ /hour
General Labor	\$ _____ /hour
Equipment Operator (mower, Tractor, Dump Truck etc.)	\$ _____ /hour

BID PROPOSAL

Contractor shall provide all labor, materials, equipment, licensing, and supervision necessary for park maintenance at the standards, specifications and frequencies based in these bid documents. The contract term will be for a total of 60 months starting **[INSERT DATE]**, 2023 and extending until **[INSERT DATE]**, 2028, unless terminated for cause or extended per the terms of the contract. Bidders must complete all forms included in these bidding documents.

SUBMITTED TO:

Pleasant Valley Recreation and Park District
 Attention: Matthew Parker Park Services Manager
 1605 E. Burnley St., Camarillo, California 93010

SUBMITTED BY:

 (Legal Name of Company, Corporation or Joint Venture)

 (Business Address and Telephone Number)

The undersigned, as bidder, declares that he has carefully examined the bid package in its entirety including addendums and exhibits, and has carefully examined the locations, conditions and classes of materials of the proposed work, and agrees that he will provide all necessary labor, machinery, licenses, tools, materials, supplies, apparatus, services, and other means of work, and will do all the work and furnish all the materials called for in the Contract Documents in the manner prescribed herein and according to the accompanying bid schedule, which becomes part of this Bid.

Bidder binds himself, on acceptance of his bid, to execute a contract according to the prescribed forms, for performing the said work within the time stated, for the following sum. Please only fill out for the specific projects your firm is bidding:

	Monthly Cost	Yearly Cost (12 Months)
Park Maintenance (Y1)	\$ _____	\$ _____

Park Maintenance (Y2) \$ _____ \$ _____

Park Maintenance (Y3) \$ _____ \$ _____

Park Maintenance (Y4) \$ _____ \$ _____

Park Maintenance (Y5) \$ _____ \$ _____

Contract Cost (60 Months)

\$ _____

In the event of a conflict between unit price and item total, unit price will govern.

It is understood and agreed that, if awarded the contract(s), the proposed work shall be started **[INSERT DATE]**, 2023.

The undersigned certifies that the bid amounts contained in the Bid Proposal have been carefully checked and are submitted as correct and final, and these amounts will remain firm for **90 days** following submittal.

Acknowledge Receipt of Addenda below with the date received and initials in the blank provided:

Addendum No. 1 _____

Addendum No. 2 _____

Addendum No. 3 _____

Addendum No. 4 _____

Addendum No. 5 _____

Addendum No. 6 _____

By: _____ (Witness)

Seal (If Bidder is a Corporation)

Signed

By: _____

Title: _____

Date: _____

By: _____

Secretary of Corporation

City, State, and Zip Code

Telephone Number

EXHIBIT "C"

LIST OF BIDDER'S QUALIFICATIONS

DATE SUBMITTED _____

All questions must be answered, and the data given must be clear and comprehensive. ***This statement must be notarized.*** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information that is pertinent.

1. Name of Bidder _____

2. Permanent main office address _____

3. If a corporation, where incorporated _____

4. How many years have you been engaged in the park and landscape maintenance business? Under what firm or trade names and how long under each?

5. Are you licensed as a contractor in the State of California? Yes__No____If "Yes", please provide contractor numbers?

6. Please provide the current number of employees, in this branch that are classified as full time, part time, seasonal that work for the bidder and identify the number that have the primary function of administrative and production(field) work.

7. Describe the current type of work performed by your firm?

8. Please attach a detailed inventory of current maintenance equipment owned and/or equipment needed to be acquired in the event of award of contract.

9. Has your firm ever failed to complete any work awarded to

you or exited a contract early?
Yes,___No___If "Yes", where, and why

10. Has your firm ever defaulted or been terminated on a contract?
Yes___No___If "Yes", where, and why

11. List 5 projects of similar size and scope that your firm is currently under contract or has been previously under contract involving landscape, park, sports field, or golf-maintenance.

Firm Name Information	Contract Value	Contact
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

12. Are any lawsuits pending against you or your firm currently?
Yes___No___If "Yes", PROVIDE DETAILS.

13. Have any charges been filed against you or your firm or the bidding entity with the California Center of Contract Compliance, the Equal Opportunity Commission, the State of California Civil Rights Commission, or any other similarly constituted entity

charged by any state or local government with the enforcement of anti-discrimination legislation or regulations?

Yes ___ No ___ If "Yes", PROVIDE DETAILS.

14. Provide bank reference _____

15. What are the limits of your firm's public liability? DETAIL.

16. What is your firm's bond limitations? _____

17. Please provide a detailed financial statement for your firm with the bid submittal.

18. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the District in verification of the recitals composing this Statement of Bidder's Qualifications.

DATED AT _____, this ___ day of _____ 2020.

(Name of Bidder)

By: _____
(Signature)

Title: _____

STATE _____ OF

COUNTY OF _____

Sworn/Subscribed to before me personally appeared _____ on this _____ day of _____ 20____.

LIST OF EQUIPMENT

**THIS PAGE TO BE COMPLETED BY PROPOSER AND SUBMITTED TO DISTRICT
AS PART OF PROPOSER'S QUOTATION.
ALL TURF MOWERS, CORE AERATOR, TURF CARTS ARE TO REMAIN AT
PLEASANT VALLEY FIELDS.**

PROPOSER'S NAME

COMPANY NAME

BUSINESS ADDRESS

BUSINESS TELEPHONE NUMBER

BUSINESS E-MAIL ADDRESS

List equipment owned by the quoting firm or subcontractors that is available for use on this contract. Provide type, make, and model year and must have Turf Tires for the Fields. Use additional sheets if necessary.

SIGNATURE OF CONTRACTOR

DATE

NAME

TITLE

STATE CONTRACTOR'S LICENSE #

EXHIBIT "G"
LABOR AND MATERIAL BOND
(PAYMENT BOND)

WHEREAS, the PLEASANT VALLEY RECREATION AND PARK DISTRICT, ("District"), has awarded to _____, as Contractor ("Principal"), a Contract for the work entitled and described as follows:

LANDSCAPE MAINTENANCE SERVICES

WHEREAS, said Contractor is required to furnish a bond in conjunction with said Contract, to secure the payment of claims of laborers, mechanics, materialmen, and other persons as provided by law;

NOW, THEREFORE, we the undersigned Principal and Surety, are held and firmly bound unto the District in the sum of _____ (\$_____), this amount being not less than one hundred percent (100%) of the total contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the District in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Principal, its heirs, executors, administrators, successors, assigns, or subcontractor fail to pay: (1) for any work, materials, services, provisions, provender, or other supplies, or for the use of implements of machinery, used in, upon, for, or about the performance of the work to be done, or for any work or labor thereon of any kind; (2) for work performed by any of the persons named in Civil Code Section 9100; (3) for any amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract; and/or (4) for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Principal and/or its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, then the Surety herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 9100 so as to give a right of action to such persons or their assigns in any suit brought upon the bond. Moreover, if the District or any entity or person entitled to file stop payment notices is required to engage the services of an attorney in connection with the enforcement of this bond, each shall be liable for the reasonable attorney's fees incurred, with or without suit, in addition to the above sum.

Said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20____.

_____ **PRINCIPAL**

_____ **SURETY**

ADDRESS OF SURETY

CITY STATE ZIP

TELEPHONE

BY: _____
(PRINCIPAL SEAL)

BY: _____
(PRINCIPAL SEAL)

EXHIBIT "H"

PARK CONDITIONS SAFETY MAINTENANCE CHECKLIST

PARK NAME: _____

M	T	W	TH	F

INSPECTOR: _____ DATE: _____

Item to be Checked Provide a brief description of any necessary repairs on back of page.	OK	Date Deficiency Noted	Date Corrected
Turf Conditions			
1. Dry or hot spots / Wet spots			
2. Holes filled in / Gophers / Trash cleaned			
3. Weed Control /Fungus			
4. Irrigation checks / leaks / valves / heads / quick couplers			
Walkways / Parking Lot / Snack Bar Areas			
1. Even walking surface, clear of debris			
2. Raised concrete or asphalt			
3. Clean / free of graffiti			
Tree Condition			
1. Low hanging branches / dead limbs			
Softball Fields			
1. Holes / lips on fields /			
2. Turf Edges			
3. Infield			
Swale Area			
1. Gopher / Squirrel Control			
2. Weed control			
3. Litter / Debris			
Fencing			

Good Condition, no openings, sharp edges, top/bottom not protruding			
Contractor / Landscape: note items not taken care of			
OTHER CONCERNS: (List them on a back sheet of this paper)			
No Concerns			
Problem Fixed			
Potential Concerns			
Broken/Degraded			
Work Order Generated			
Requires Immediate Attention			

Exhibit "I"

FINANCIAL INFORMATION:

PROPOSER

- 1) Name of Proposer _____

- 2) All DBA's Associated with Proposer _____

- 3) Address of
Proposer _____

- 4) Proposer intends to operate the business with which this proposal is concerned as a
Sole Proprietorship ; Partnership ; Corporation ; Joint Venture ; or _____
_____ Explain:

Signature

SOLE PROPRIETORSHIP STATEMENT

If a Sole Proprietorship, furnish the following:

1. Name in full _____

2. Address _____
3. Birth date _____ Place of Birth _____
4. Social Security No. _____
5. State Driver's License No: _____

Partnership Statement

If a Partnership, answer the following:

1. Date of organization _____
2. General Partnership
 Limited Partnership
3. Statement of Partnership recorded: Yes No

Date	Book	Page	County
------	------	------	--------

4. Certificate of limited Partnership recorded: Yes No

Date	Book	Page	County
------	------	------	--------

5. Has the partnership done business in Ventura County?

Yes No Explain: _____

6. Name, address, and partnership share of each general partner:

Name of Partner	Address	Share

7. Furnish the birth date, place of birth, Social Security No. and state driver's license number of each person shown above.

8. Attach a complete copy of Partnership Agreement.

9. Is the partnership now involved, or has it been involved, in any business enterprise whatsoever?

If so, give full details:

CORPORATION STATEMENT

If a corporation, answer the following:

1. When incorporated? _____

2. Where incorporated? _____

3. Is the corporation authorized to do business in California?

Yes No If so, as of what date? _____

4. The corporation is held: Publicly Privately

5. If privately held, provide the following:

Name of Partner	Address	% of Stock Owned

6. If publicly held, how and where is the stock traded:

7. List the following:

	Authorized	Issued	Outstanding
Number of voting shares			
Number of non-voting shares			
Number of shareholders			

	Par	Book	Market
Value of share of Common Stock	\$	\$	\$

8. Furnish the name, title, address, and the number of voting and non-voting shares of stock held by each officer, director, and any person holding more than 10% of the outstanding stock.

9. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown under Item No. 5 above.

10. Is the corporation now involved, or has it ever been involved, in any business enterprise whatsoever? If so, attach full details.

JOINT VENTURE STATEMENT

If a Joint Venture, answer the following:

1. Date of organization _____

2. Joint Venture Agreement or Statement recorded? Yes No

Date	Book	Page	County
------	------	------	--------

3. Has the Joint Venturer done business in Ventura County?
 Yes No When? _____

4. Name and address of each Joint Venturer:

Name	Address

--	--

5. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown under Item No. 4 above.

6. Attach a complete copy of the Joint Venture Agreement.

7. Is the Joint Venturer now involved, or has it ever been involved, in any business enterprise whatsoever?

If so, give full details:

FINANCIAL DATA

FINANCIAL STATEMENT

Attach a complete report, prepared in accordance with acceptable accounting practice, reflecting your current financial condition. The report must include a balance sheet and income statement. Be prepared to substantiate all information shown.

SURETY INFORMATION

Has any surety or bonding company ever been required to perform upon your default?

Yes No

If yes, attach a statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default and performance.

BANKRUPTCY INFORMATION

Have you ever been declared bankrupt? Yes No

If yes, state date, court jurisdiction, amount of liabilities, and amount of assets.

PENDING LITIGATION

Provide detailed information regarding present or threatened litigation, liens, or claims involving any participant in the proposal. If there are none, state that there is no existing or threatened litigation, lien, or claims against any participant in the proposal.

EXHIBIT "J"

LISTING OF SUBCONTRACTORS (Required with Bid Submittal)

Subcontractor 1- Business Name:

Contact Name & Number:

Area of Specialty:

of Yrs. Contracted With:

Subcontractor 2-Business Name:

Contact Name & Number:

Area of Specialty:

of Yrs. Contracted With:

Subcontractor 3-Business Name:

Contact Name & Number:

Area of Specialty:

of Yrs. Contracted With:

Exhibit "K"

SAMPLE

PLEASANT VALLEY RECREATION AND PARK

DISTRICT CONTRACT SERVICES

AGREEMENT FOR

LANDSCAPE MAINTENANCE SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this ___ day of _____ 20___, by and between the Pleasant Valley Recreation and Park District, a municipal corporation ("District"), and _____ ("Contractor"). The term Contractor includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONTRACTOR

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Contractor shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Contractor warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional, and satisfactory manner.

1.2 Contractor's Proposal. The Scope of Services shall include the Contractor's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the District and any Federal, State, or local governmental agency having jurisdiction.

1.4 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.

1.5 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 Additional Services. District shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to five percent (5%) of the Contract Sum or \$25,000, whichever is less, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively must be approved by the District Board. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be costlier or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation, therefore.

1.7 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.

1.8 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.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Bid Tabulation and Proposal" attached hereto as Exhibit "B" and incorporated herein by this reference, but not exceeding the maximum contract amount of _____ dollars (\$_____) ("Contract Sum") for contract years 1- through 5, except as provided in Section 1.6. In the

event of an extension of the term of this Agreement pursuant to Section 3.4, the maximum contract amount shall be increased by an amount equal to the pricing for the previous year multiplied by a fraction, the denominator of which shall be the Consumer Price Index (as hereinafter defined) figure published for June, 2004, and the numerator of which shall be the Consumer Price Index figure for June of the adjustment year (provided that such fraction shall not in any event be less than 1). As used herein, the term "Consumer Price Index" shall mean the United States Department of Labor's Bureau of Labor Statistics' Consumer Price Index, All Urban Consumers, All-Items, for Los Angeles-Long Beach-Anaheim area.

The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Bid Tabulation and Proposal. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Bid Tabulation and Proposal. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the District.

Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Contractor wishes to receive payment, no later than the first (1st) working day of such month, Contractor shall submit to the District, in a form approved by the District's Administrative Services Manager, an invoice for services rendered prior to the date of the invoice. . Except as provided in Section 7.2, District shall pay Contractor for all expenses stated thereon which are approved by District pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form.

2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the District Board of Directors for the purposes of this Agreement. The availability of funding is affected by matters outside the District's control, including other governmental entities. Accordingly, the District has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as *Exhibit "D"*, if any, and incorporated herein by this reference. When requested by the Contractor, extensions to the period (s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall 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 Contract Officer in writing of the causes of the delay. The Contract Officer 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 Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall 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.

3.4 Term. The term of this Agreement ("Term") shall be five (5) years from **[INSERT DATE]** 2023 through **[INSERT DATE]** 2028. Upon mutual written agreement by both parties, the Term of this Agreement may be extended for two (2) additional one (1) year terms ("Renewal Term") on the same terms and conditions contained herein no less than 120 days prior to expiration of initial term or the then current renewal term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion.

4.0 COORDINATION OF WORK

4.1 Representative of Contractor. is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability, and reputation of the representative was a substantial inducement for District to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced, nor may his responsibilities be substantially reduced by Contractor without the express written approval of District.

4.2 Contract Officer. The District's General Manager is hereby designated as the representative of the District authorized to act on its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions which must be made by District to the Contract Officer. The District may designate another Contract Officer by providing written notice to Contractor.

4.3 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. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of District. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty-five percent (25%) of the present ownership and/or control of Contractor taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of District.

4.4 Independent Contractor. Neither the District nor any of its employees shall have any control over the manner or means by which Contractor, its agents, or employees, 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 shall not at any time or in any manner represent that it or any of its agents or employees are agents or 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 ventures or a member of any joint enterprise with Contractor.

5.0 INSURANCE AND INDEMNIFICATION

5.1 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:

(a) 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.

(b) 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.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$2,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. A policy of N/A

insurance in an amount not less than \$ N/A per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the District.

All the above policies of insurance shall be primary insurance. The general liability policy shall name the District, its officers, employees, and agents ("District Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the District and the District's Parties and their respective insurers. All said policies of insurance shall provide that said insurance may not be cancelled without providing ten (10) days prior written notice by registered mail to the District. 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 4.1 to the Contract Officer. No work or services under this Agreement shall commence until Contractor has provided District with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by District.

Contractor agrees that the provisions of this Section 4.1 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.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better unless such requirements are waived by the Risk Manager of the District due to unique circumstances.

In the event that the Contractor is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 4.1.

5.2 Indemnification.

a) Indemnity for Professional Liability. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless District and the District's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers, agents, employees of subcontractors (or any entity or individual for which Contractor shall bear legal liability) in the performance of professional services under this Agreement.

b) Indemnity for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend and hold harmless District and District's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert

witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subcontractors of Contractor.

6.0 RECORDS AND REPORTS

6.1 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Contractor shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of District, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the District shall have access to such records in the event any audit is required.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents, and other materials prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of District and shall be delivered to District upon request of the Contract Officer or upon the termination of this Agreement and

Contractor shall have no claim for further employment or additional compensation as a result of the exercise by District of its full rights of ownership of such documents and materials. Contractor may retain copies of such documents for its own use and Contractor shall have an unrestricted right to use the concepts embodied therein. Any use of such completed documents by District for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at the District's sole risk and without liability to Contractor and the District shall indemnify the Contractor for all damages resulting therefrom. All subcontractors shall provide for assignment to District of any documents or materials prepared by them, and in the event, Contractor fails to secure such assignment, Contractor shall indemnify District for all damages resulting therefrom.

7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Contractor hereby authorizes District to deduct from any

amount payable to Contractor (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate District for any losses, costs, liabilities, or damages suffered by District, and (ii) all amounts for which District may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, District may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of District to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect District as elsewhere provided herein.

7.3 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time without cause, upon 120 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 Contract Officer. 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 Contract Officer thereafter in accordance with the Bid Tabulation and Proposal and District shall be entitled to reimbursement for any compensation paid in excess of the services rendered. Nothing herein contained shall be deemed a limitation upon the right of Contract Officer to terminate this Agreement at any time upon 30 days' written notice after default by Contractor and the failure of such party to cure such default after notice and opportunity to cure as provided in Exhibit "A."

7.5 Completion of Work After Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, District may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the District shall use reasonable efforts to mitigate such damages), and District may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the District as previously stated.

7.6 Attorney's 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.

8.0 DISTRICT OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of District Officers and Employees. No officer or employee of the District shall be personally liable to the Contractor, or any successor in interest, in the event of any default

or breach by the District or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest: District. No officer or employee of the District shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership, or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest: Contractor. 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 including, without limitation, District's Conflict of Interest Code which is on file in the District Clerk's office. Accordingly, should the District Manager determine that Contractor will be performing a specialized or general service for the District and there is substantial likelihood that the Contractor's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Contractor and its officers, agents, or employees, as applicable, shall be subject to the District's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Contractor covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the District, to the District Manager and to the attention of the Contract Officer, Pleasant Valley Recreation and Park District, 1605 E. Burnley Street, Camarillo, California 93010, and in the case of the Contractor, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 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.

9.3 Integration: Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.

9.4 Severability. Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 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.

10. SIGNATURES IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

DISTRICT:

PLEASANT VALLEY RECREATION & PARK DISTRICT, a municipal corporation

By: _____
Board Chair, Elaine Magner

Date: _____

ATTEST:

District Clerk

Date: _____

APPROVED AS TO FORM:

Aleshire & Wynder, LLP

Tiffany J. Israel, General Counsel

CONTRACTOR:

Click or tap here to enter text.
a [California corporation]

By: _____

By:

Name: Click or tap here to enter text.

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Title: Click or tap here to enter text.

Address: Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

Landscape Services For Pleasant Valley Fields Sports Complex

August 15, 2023

ADDENDUM NO. 1

This Addendum form is a part of the Contract Documents for the above-identified project and modifies the original Specifications and Contract Documents, as noted on the following pages. Portions of the Contract, not specifically mentioned in this Addendum, remain in force. All trades affected shall be fully advised of these changes, deletions, and additions.

The proposal due date is 2:00pm on August 21, 2023.



Matthew Parker
Park Services Manager
Pleasant Valley Recreation and Park District

PROPOSER'S CERTIFICATE

I acknowledge receipt of all nine (9) pages of this Addendum No. 1 and accept the aforementioned.

Proposer's Signature

Date

**THIS DOCUMENT TO BE SIGNED
AND SUBMITTED WITH PROPOSAL**

Landscape Services For Pleasant Valley Fields Sports Complex

August 15, 2023

ADDENDUM NO. 1

The following additions and/or corrections shall become a part of the Contract Documents and Specifications for the above named project. When submitting a proposal for the project, this Addendum shall be acknowledged, and ***a signed copy of the Addendum shall be included in the proposal package.***

Changes or clarifications are noted are BOLD and UNDERLINED

I. GENERAL

The proposer is directed to make the following corrections, deletions, and/or additions to the contract documents and contract drawings heretofore dispensed to him for the above project, and to note proposer's receipt of this addendum by number on the attached ***Addenda Acknowledgement Form:***

II. MODIFICATIONS TO PREVIOUS ADDENDA N/A

III. PROPOSAL AND CONTRACT REQUIREMENT REVISIONS

1. Exhibit "A" Section 3.4 (page 16)
CONTRACTOR RESPONSIBILITIES/LIABILITIES: Revision to Paragraph R. - (See Attached)
 - a. **Performance Bonds and Labor & Materials Bonds- Due no later than 90 days prior to each annual anniversary of the contract (October 1st) for the next contract year (5 bonds total).**
2. Exhibit "F" FAITHFUL PERFORMANCE BOND (Page 37) – Addition of language making bond term annual. (See Attached)
 - a. **This bond is effective to . For future renewal periods a new bond may be provided, if a new bond is not provided the surety is not liable for claims on this bond arising out of or relating to events occurring outside the effective period of this bond.**
3. Exhibit "G" LABOR AND MATERIAL BOND (Page 38-39) – Addition of language releasing the surety from liabilities for fees in an aggregated amount totaling more than the penal sum of the Payment Bond and also language making bond term annual. (See Attached)
 - a. **This bond shall inure to the benefit of any of the persons named in Civil Code Section 9100 so as to give a right of action to such persons or their assigns in any suit brought upon the bond. Moreover, if the District or any entity or person entitled to file stop payment notices is required to engage the services of an attorney in connection with a lawsuit concerning the enforcement of this**

bond, Contractor / Principal and surety shall pay the District or any entity or person reasonable attorney's fees incurred, but in no event shall the surety be liable in the aggregate for more than the penal sum of this Payment Bond

b. **This bond is effective _____ to _____. For future renewal periods a new bond may be provided, if a new bond is not provided the surety is not liable for claims on this bond arising out of or relating to events occurring outside the effective period of this bond.**

4. **Exhibit "K" PLEASANT VALLEY RECREATION AND PARK DISTRICT CONTRACT SERVICES AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES - Addition of Sub Section 5.3, to Section 5.0- INSURANCE AND INDENIFICATION**

a. **Section 5.3 Bonds Required - (Page 54 of the RFP) – (See Attached)**

IV. RFI

1. We are the bonding company for some contractors that are interested in providing a bid bond for the above project. I understand this project is a 5 year term with options for annual renewals. In order for us to consider the bid bond and possible performance & payment bonds, we need to make sure we can add the following verbiage to the performance & payment bond forms making them annual:

"This bond is effective _____ to _____. For future renewal periods a new bond may be provided, if a new bond is not provided the surety is not liable for claims on this bond arising out of or relating to events occurring outside the effective period of this bond. "

Could you please let me know if this is acceptable?

a. **Yes, the verbiage for the Performance and Payment Bond forms have been revised, making them annual for this RFP / Contract. See section III. line 2.a. and 3.b. above.**

When submitting a proposal for the project, this Addendum shall be acknowledged and a signed copy of the Addendum shall be included in the proposal package

The following replaces Section 3.4 of Exhibit "A" (page 13) of the Landscape Maintenance Services RFP Specification No. 24-01

3.4 CONTRACTOR RESPONSIBILITIES/LIABILITIES:

- A. Contractor must ensure the public's safety when performing services.
- B. Contractor shall adhere to image standards - meaning each employee on site will be in a uniform (shirt, pants, and cap) and vehicles will be clean and marked with company name.
- C. Contractor shall behave and operate in an environmentally and professionally sound way so as to not create damage or cause exposure by virtue of negligence or omission.
- D. Contractor shall ensure that equipment is properly maintained in accordance with the manufacturer's specifications and are maintained as to not endanger the operator or any person in the vicinity of operations.
- E. Contractor is responsible for repairing damage to the irrigation system caused by Contractor i.e. irrigation boxes being damaged or destroyed by mower blades.
- F. Contractor is responsible for damage to persons and property caused during the performance of contracted work.
- G. Emergency Services: Contractor shall provide the District with the names and telephone numbers of at least two (2) contacts who can be called by District representatives when emergency maintenance conditions occur. Such work shall be performed for additional compensation unless the emergency maintenance condition is created as a result of the Contractor's negligence. Emergency work will be compensated at the hourly rate established by this Agreement for extra work. The District shall call for such assistance only in the event of a genuine and substantial emergency. Upon notification by the District of emergency conditions, the Contractor shall arrive to the site and report status within one (1) hour and Contractor shall charge a maximum of one (1) hour personnel response time for any response to an emergency call requiring a representative of Contractor to travel to the District.
- H. All maintenance operations shall be performed by the approved contractor or sub-contractor. A list of sub-contractors shall be submitted with the bid.
- I. No live tree removal (including understory and shrubs in the existing landscape or the surrounding "natural" area) shall take place without the permission (written or oral) of the District.
- J. Contractors must include a detailed **EQUIPMENT LIST** necessary to complete the work outlined in these specifications and submit with the bid and annual schedule.
- K. Contractor must include an organizational chart that identifies numbers of staff dedicated to this contract and their intended responsibilities.
- L. The Contractor will be held responsible for any damages to grass, trees, plants, shrubs, fences, walls, brick, pavers, glass, all weather turf, etc. that is caused by the Contractors errors, their failure to comply with the requirements of these specifications or equipment failure and will be assessed a fee. Tree and shrub values will be based on District's

assessment and/or appraisal in accordance with Council of Tree and Landscape Appraisers or other mutually agreeable source.

- M. Contractor is responsible for employing an in-house pesticide applicator or person dedicated to this service for the specific purpose of spraying properties and sites within this contract. Contractor is responsible for applying all chemicals in a safe manner consistent with the label directions and federal and state laws and regulations. Application rates and frequencies are determined by the manufacturer's recommendations. Chemical mixing and application shall be supervised by a Licensed Pesticide Applicator. Records must be maintained according to applicable licensing regulatory body. *These records shall be provided to the District in the monthly reports.*
- N. Contractor is responsible for public notification when pesticides are to be applied 72 hours in advance. Notification as is to include when, what, where, and how much. Verification of completion is to be noted.
- O. A Pollution Prevention Plan shall be developed within the first sixty (60) days of execution of this Agreement to maintain compliance with industry best management practices for pollution prevention.
- P. If through inspection and verification, in the District's opinion, work as defined by the specifications has been carried out to an insufficient standard, the work shall be carried out again by the Contractor without creating a backlog to other maintenance schedule and at the expense of the contractor.
- Q. In the event the contractor fails to accomplish any task under this scope of work, the District will provide reasonable notice to take corrective action. If the Contractor does not perform the service, the District may, at its option, cause the non-performed tasks to be accomplished through another source and deduct the cost of such from the amount normally due to the contractor for that monthly period based on the Unit Prices.
- R. **Performance Bonds and Labor & Materials Bonds- Due no later than 90 days prior to each annual anniversary of the contract for the next contract year (5 bonds total).**

EXHIBIT "G"

**LABOR AND MATERIAL BOND
(PAYMENT BOND)**

WHEREAS, the PLEASANT VALLEY RECREATION AND PARK DISTRICT, ("District"), has awarded to _____, as Contractor ("Principal"), a Contract for the work entitled and described as follows:

LANDSCAPE MAINTENANCE SERVICES

WHEREAS, said Contractor is required to furnish a bond in conjunction with said Contract, to secure the payment of claims of laborers, mechanics, materialmen, and other persons as provided by law;

NOW, THEREFORE, we the undersigned Principal and Surety, are held and firmly bound unto the District in the sum of _____ (\$_____), this amount being not less than one hundred percent (100%) of the total contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the District in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Principal, its heirs, executors, administrators, successors, assigns, or subcontractor fail to pay: (1) for any work, materials, services, provisions, provender, or other supplies, or for the use of implements of machinery, used in, upon, for, or about the performance of the work to be done, or for any work or labor thereon of any kind; (2) for work performed by any of the persons named in Civil Code Section 9100; (3) for any amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract; and/or (4) for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Principal and/or its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, then the Surety herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 9100 so as to give a right of action to such persons or their assigns in any suit brought upon the bond. Moreover, if the District or any entity or person entitled to file stop payment notices is required to engage the services of an attorney in connection with a lawsuit concerning the enforcement of this bond, Contractor / Principal and surety shall pay the District or any entity or person reasonable attorney's fees incurred, but in no event shall the surety be liable in the aggregate for more than the penal sum of this Payment Bond.

Said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder.

This bond is effective ____ to _____. For future renewal periods a new bond may be provided, if a new bond is not provided the surety is not liable for claims on this bond arising out of or relating to events occurring outside the effective period of this bond.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20_____.

_____ **PRINCIPAL**

_____ **SURETY**

ADDRESS OF SURETY

CITY STATE ZIP

TELEPHONE

BY: _____
(PRINCIPAL SEAL)

BY: _____
(PRINCIPAL SEAL)

5.3 Bonds Required.

The required bonds in the amounts required shall be furnished by the Contractor to the District, on the forms set forth in Exhibit "F", "Faithful Performance Bond" and Exhibit "G", "Labor & Material Bond", attached hereto, and approved by the District to the commencement and throughout the duration of the work.

The Contractor shall secure with a responsible corporate surety or corporate sureties, satisfactory bonds conditioned upon faithful performance by the Contractor, of all requirements under the contract and upon the payment of claims of material supplier and laborers thereunder. The Faithful Performance Bond shall be in the sum of not less than **one hundred percent (100%)** of the estimated aggregate amount of the payments to be made under the contract computed on the basis of the ANNUAL prices stated in the bid. The Payment Bond (Labor and Material Bond) shall be in the sum of not less than **one hundred percent (100%)** of the estimated aggregate amount of the ANNUAL payments to be made under the contract computed on the basis of the prices stated in the bid.

The payment bond shall contain the original notarized signature of an authorized officer of the surety and affixed thereto shall be a certified and current copy of his power of attorney. The payment bond shall be unconditional and remain in force during the entire term of the contract agreement and shall be null and void only if the Contractor completely and faithfully pays all subcontractors and suppliers that have been approved in writing to perform in whole or part the services required herein.

SUFFICIENCY OF INSURER OR SURETY FOR PAYMENT BOND AND PERFORMANCE BOND: All insurers are to be rated "A" or better according to the most recent Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the District due to unique circumstances. All sureties shall be admitted to surety insurers authorized to do business in the State of California by the Insurance Commissioner. Should the District object to the sufficiency of the insurer or surety the Contractor shall immediately deliver to the District the following documents:

(a) A copy of the "Certificate of Authority" of the Insurer or Surety issued by the Insurance Commissioner, which authorizes the Insurer or Surety to transact surety insurance in the State of California; or

(b) A certificate from the Clerk of the County of Ventura that the "Certificate of Authority" of the Insurer or Surety has not been surrendered, revoked, canceled, annulled, or suspended or, in the event the "Certificate of Authority" of the Insurer or Surety has been suspended, that renewed authority has been granted.

(c) Annual Bond renewals are due no later than 90 days prior to each annual anniversary of the contract's start date, for the next contract year.

Failure of Contractor to timely deliver these documents shall require the District to refrain from entering the agreement, as Contractor will be deemed to have failed to ensure the sufficiency of the Insurer or Surety to the satisfaction of the District, as required by the provisions of the Bond and Undertaking Law, Code of Civil Procedure 995.660. Upon receipt of any bonds, District shall contact the bond company to verify the bond's validity.

ANALYSIS OF IN-HOUSE PARK MAINTENANCE AT PLEASANT VALLEY FIELDS

Staff prepared an analysis of estimated costs to the District if the District were to perform the park maintenance at Pleasant Valley Fields with District staff.

Table 1. Staffing Costs for In-House Maintenance:

	Hours Per Year	Cost Per Hour	Benefits & Fringe Costs	Total Cost
NEW ALLOCATION:				
Crew Lead	1 (2080)	\$ 33.99	\$ 40,820.46	\$111,519.66
Grounds II	1 (2080)	\$ 29.39	\$ 34,283.70	\$95,414.90
Grounds I	1 (2080)	\$ 25.57	\$ 32,175.70	\$85,361.30
Total	3		Total:	\$ 292,295.86
Hours	6240			

Operational costs include staffing costs (i.e. uniforms, training, and safety supplies), turf maintenance costs (i.e. fertilizer, top dressing, irrigation, dumping fees, etc.), equipment maintenance, fuel and pest control. The total of operational costs is estimated at **\$160,396**.

Table 2a. Operational Costs for In-House Maintenance:

Op Costs:	Item	Units	Unit Cost	Total Yearly Cost
	Uniforms	3	\$512.50	\$1,537.50
	Striping Paint	30	\$30.75	\$922.50
	Pest Control	12	\$615.00	\$7,380.000
	Turf Debris Removal Cost	12	\$2,050.00	\$24,600.000
	Irrigation	1	\$25,625.00	\$25,625.000
	Tractor/Mower Maint	6	\$1,537.50	\$9,225.000
	Truck Maintenance	1	\$2,050.00	\$2,050.000
	Trail Maint	4	\$102.50	\$410.000
	Eq Maint	25	\$153.75	\$3,843.750
	Fuel- Trucks	1	\$1,953.32	\$1,953.32
	Fuel- Tractor/Mowers/Gators/Equip	12	\$787.50	\$9,450.00
	Blade Sharpening	4	\$2,050.00	\$8,200.00
	Small Equipment	1	\$5,800	\$5,800

	Hand Tools	1.5	\$512.50	\$768.75
	Herbicide	12	\$3,843.75	\$46,125.000
	Rentals	2	\$6,252.50	\$12,505.000
			Total Cost:	\$160,395.82

Whether the District provides maintenance in house or contracts out, the district will be purchasing the liquid fertilizer and the annual soil amendments. This was decided so Staff can have more control over the quality and quantity used. Those costs are provided below:

Table 2b. Operational Costs for Either Option:

Op Costs:	Item	Units	Unit Cost	Total Yearly Cost
	Top Dressing	1400	\$50.00	\$70,000.00
	Fertilizer-Liquid	12	\$3,075.00	\$36,900.000
			Total Cost:	\$106,900

Capital costs are separated into three categories: trucks/tractor/mowers, turf maintenance equipment, and non-truck/tractor/mower equipment. This categorization reflect the life cycles and thus replacement of the equipment. Trucks/tractors/mowers has an average life cycle of 10 years, turf maintenance equipment is an average of seven (7) years and non-truck/tractor/mower equipment has varying years from two (2) to six (6) years. These are general time frames that are standard in the industry, but may differ in the field based on maintenance, usage and storage.

The District currently has the necessary capital items needed to maintain PV Fields in house. If the District were to service PV Fields in house, there would be necessary capital repairs, maintenance, and replacements. However, Staff expects equipment to last at least 5 years before replacement is necessary, with the exception of the Compact Tractor and Utility Gator, which would be replaced in year 2. The following table is provided to show the current cost to replace certain capital equipment.

Table 3. Capital Replacement Costs for In-House Maintenance:

Capital Item	#	Unit Cost	Total Cost	Replacement Year
Trucks	1	\$ 30,200	\$ 30,200	10 yr
Tractor/Compact	1	\$ 24,000	\$ 24,000	10 yr
Gators-Standard	1	\$ 9,000	\$ 9,000	10 yr
Gators-Utility	1	\$ 20,000	\$ 20,000	10 yr
Turf Vacuum	1	\$ 50,000	\$ 50,000	10 yr
100" Toro Reelmaster	1	\$ 75,000	\$ 75,000	10 yr
72" 3100 Reelmaster	1	\$ 40,000	\$ 40,000	10 yr
Sand Pro 5040	1	\$ 30,000	\$ 30,000	10 yr

36" Pro Walkbehind	1	\$ 10,000	\$ 10,000	10 yr
Aerator (Core)	1	\$ 25,000	\$ 25,000	7 yr
Aerator (Solid Tine)	1	\$ 25,000	\$ 25,000	7 yr
Verticutter	1	\$ 20,000	\$ 20,000	7 yr
Spray rig	1	\$ 15,000	\$ 15,000	7 yr
Billy Goat Blower	1	\$ 2,000	\$ 2,000	2 yr – 6 yr
Pole Saws	2	\$ 1,000	\$ 2,000	2 yr – 6 yr
Power Washer	1	\$ 2,500	\$ 2,500	2 yr – 6 yr
Chainsaw	2	\$ 1,500	\$ 3,000	2 yr – 6 yr
Total Capital Equipment Replacement Costs			\$367,700	

In the first year, Staff will need to provide necessary maintenance on the 100' Toro Reelmaster, which is expected to cost \$22,000.

The totality of all staffing, operational, and capital costs for the first year is a combined total of **\$581,591.68**. This is an increased cost of \$218,211.72 over the quote from ShowScapes, which would cost \$363,379.96, including the soil amendments and liquid fertilizer in both.

Table 4. Total Costs for Year 1/Start-up of In-House Maintenance

Staff	\$ 292,295.86
Op	\$ 160,395.82
Soil Amendments and Liquid Fertilizer	\$ 106,900.00
Total Op	\$ 559,591.68
Capital-Maintenance	\$ 22,000
Total Capital	\$ 22,000
Total In House Cost- Year 1	\$ 581,591.68

EXHIBIT "B"

BID TABULATION & PROPOSAL

The monthly and annual compensation for the initial five years of the contract term and the optional term extensions will be the rates set forth below, which shall not be increased.

Contractor shall furnish all labor, equipment, tools, and materials to do all work necessary or incidental to complete the work in accordance with the Agreement at the following price:

Park Landscape Maintenance 5 days x 52 weeks (excluding observed holidays)	Term Year	Cost of Services Per Month
	<i>Year One</i>	\$ 256,480.00
	<i>Year Two</i>	\$ 261,272.00
	<i>Year Three</i>	\$ 267,760.00
	<i>Year Four</i>	\$ 273,682.00
	<i>Year Five</i>	\$ 279,798.00

Year One Total	\$	<u>256,480.00</u>
Year Two Total	\$	<u>261,272.00</u>
Year Three Total	\$	<u>267,760.00</u>
Year Four Total	\$	<u>273,682.00</u>
Year Five Total	\$	<u>279,798.00</u>

Contract Total \$ 1,338,992.00

ONE MILLION, THREE HUNDRED AND THIRTY EIGHT
THOUSAND, NINE HUNDRED AND NINETY TWO DOLLARS 0 cents

(written amount)

In the event of an extension of the term of this Agreement, the maximum contract amount shall be increased by an amount equal to the pricing for the previous year multiplied by a fraction, the denominator of which shall be the Consumer Price Index (as hereinafter defined) figure published for June, 2004, and the numerator of which shall be the Consumer Price Index figure for June of the adjustment year (provided that such fraction shall not in any event be less than 1). As used herein, the term "Consumer Price Index" shall mean the United States Department of Labor's Bureau of Labor Statistics' Consumer Price Index, All Urban Consumers, All-Items, for Los Angeles-Long Beach-Anaheim area.

Supervisor day to day operations	\$ 75.00	/hour
Maintenance Worker	\$ 40.00	/hour
Irrigation Specialist	\$ 75.00	/hour
Pesticide Operator	\$ 75.00	/hour
General Labor	\$ 40.00	/hour
Equipment Operator (mower, Tractor, Dump Truck etc.)	\$ 65.00	/hour

BID PROPOSAL

Contractor shall provide all labor, materials, equipment, licensing, and supervision necessary for park maintenance at the standards, specifications and frequencies based in these bid documents. The contract term will be for a total of 60 months starting [INSERT DATE], 2023 and extending until [INSERT DATE], 2028, unless terminated for cause or extended per the terms of the contract. Bidders must complete all forms included in these bidding documents.

SUBMITTED TO:

Pleasant Valley Recreation and Park District
 Attention: Matthew Parker Park Services Manager
 1605 E. Burnley St., Camarillo, California 93010

SUBMITTED BY:

SHOWSCAPES INC, DBA TREESCAPES
 (Legal Name of Company, Corporation or Joint Venture)

1200 PASEO CAMARILLO SUITE 255

CAMARILLO, CA 93010 805-484-5849
 (Business Address and Telephone Number)

The undersigned, as bidder, declares that he has carefully examined the bid package in its entirety including addendums and exhibits, and has carefully examined the locations, conditions and classes of materials of the proposed work, and agrees that he will provide all necessary labor, machinery, licenses, tools, materials, supplies, apparatus, services, and other means of work, and will do all the work and furnish all the materials called for in the Contract Documents in the manner prescribed herein and according to the accompanying bid schedule, which becomes part of this Bid.

Bidder binds himself, on acceptance of his bid, to execute a contract according to the prescribed forms, for performing the said work within the time stated, for the following sum. Please only fill out for the specific projects your firm is bidding:

	Monthly Cost	Yearly Cost (12 Months)
Park Maintenance (Y1)	\$ 21,373.33	\$ 256,480.00

EXHIBIT "C"

LIST OF BIDDER'S QUALIFICATIONS

DATE SUBMITTED 8-21-23

All questions must be answered, and the data given must be clear and comprehensive. ***This statement must be notarized.*** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information that is pertinent.

1. Name of Bidder SHOWSCAPES

2. Permanent main office address 1200 PASEO CAMARILLO #255, CAMARILLO CA 93010

3. If a corporation, where incorporated VENTURA COUNTY

4. How many years have you been engaged in the park and landscape maintenance business? Under what firm or trade names and how long under each?

SAME TRADE NAME FOR OVER 30 YEARS

5. Are you licensed as a contractor in the State of California? Yes No If "Yes", please provide contractor numbers?

C27 CA LIC# 797240

6. Please provide the current number of employees, in this branch that are classified as full time, part time, seasonal that work for the bidder and identify the number that have the primary function of administrative and production(field) work.

TOTAL EMPLOYEES: 97

7. Describe the current type of work performed by your firm?

LANDSCAPE MAINTENANCE, PEST CONTROL, PLANT HEALTH CARE, TREE TRIMMING/REMOVALS

8. Please attach a detailed inventory of current maintenance equipment owned and/or equipment needed to be acquired in the event of award of contract.

9. Has your firm ever failed to complete any work awarded to

charged by any state or local government with the enforcement of anti-discrimination legislation or regulations?

Yes ___ No X If "Yes", PROVIDE DETAILS.

14. Provide bank reference MECHANICS BANK : CAROLE DRULIAS (805) 389-6981

15. What are the limits of your firm's public liability? DETAIL.

SEE ATTACHED CERT PROVIDING DETAILS OF INSURANCE

16. What is your firm's bond limitations? 750,000 single 1,000,000 aggregate

17. Please provide a detailed financial statement for your firm with the bid submittal.

18. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the District in verification of the recitals composing this Statement of Bidder's Qualifications.

DATED AT Camarillo, this ___ day of August 2023.

JERRY MONAHAN - SHOWSCAPES

(Name of Bidder)

By: Jerry Monahan

(Signature)

Title: PRESIDENT

PRESIDENT

STATE OF

California

COUNTY OF Ventura

Sworn/Subscribed to before me personally appeared _____ on this 21 day of August 2023.

EXHIBIT "E"
STATEMENT OF TRANSITION PLAN

THIS PAGE TO BE COMPLETED BY PROPOSER AND SUBMITTED TO DISTRICT AS PART OF PROPOSER'S QUOTATION.

JERRY MONAHAN	SHOWSCAPES
PROPOSER'S NAME	COMPANY NAME
1200 PASEO CAMARILLO SUITE 255 CAMARILLO, CA 93010	
BUSINESS ADDRESS	
805-484-5849	
BUSINESS TELEPHONE NUMBER	
Kimberly@showscapes.net	
BUSINESS EMAIL ADDRESS	

Proposer shall describe in full their plan for the transition from the existing force and how they intend to operate that transition in a smooth, workmanlike manner. Attach more pages, as necessary.

PLEASE SEE SEPARATE ATTACHMENT FOR OUR TRANSITION PLAN

	8-21-23
SIGNATURE OF CONTRACTOR	DATE
JERRY MONAHAN	
NAME	
PRESIDENT	
TITLE	
CA LIC# 797240	
STATE CONTRACTOR'S LICENSE #	

2. Address _____
3. Birth date _____ Place of Birth _____
4. Social Security No. _____
5. State Driver's License No: _____

Partnership Statement

If a Partnership, answer the following:

1. Date of organization _____ N/A _____
2. General Partnership
 Limited Partnership
3. Statement of Partnership recorded: Yes No

Date	Book	Page	County
------	------	------	--------

4. Certificate of limited Partnership recorded: Yes No

Date	Book	Page	County
------	------	------	--------

5. Has the partnership done business in Ventura County?

Yes No Explain: _____

2. Where incorporated? VENTURA COUNTY, CA

3. Is the corporation authorized to do business in California?
Yes No If so, as of what date? _____

4. The corporation is held: Publicly Privately

5. If privately held, provide the following:

Name of Partner	Address	% of Stock Owned
JERRY MONAHAN	6741 BRADLEY RD SOMIS CA 93066	51%
KIMBERLY MONAHAN	6741 BRADLEY RD SOMIS CA 93066	49%

6. If publicly held, how and where is the stock traded:

7. List the following:

	Authorized	Issued	Outstanding
Number of voting shares			
Number of non-voting shares			
Number of shareholders			

--	--

5. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown under Item No. 4 above.

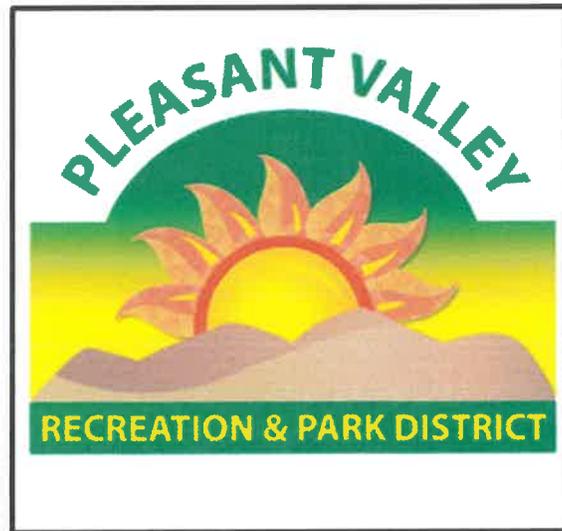
6. Attach a complete copy of the Joint Venture Agreement.

7. Is the Joint Venturer now involved, or has it ever been involved, in any business enterprise whatsoever?

If so, give full details:

EXHIBIT "J"
LISTING OF SUBCONTRACTORS (Required with Bid Submittal)

N/A	
Subcontractor 1- Business Name: _____	Contact Name & Number: _____
Area of Specialty: _____	# of Yrs. Contracted With: _____
Subcontractor 2-Business Name: _____	Contact Name & Number: _____
Area of Specialty: _____	# of Yrs. Contracted With: _____
Subcontractor 3-Business Name: _____	Contact Name & Number: _____
Area of Specialty: _____	# of Yrs. Contracted With: _____



**PROPOSED LANDCARE PLAN
FOR
PLEASANT VALLEY FIELDS SPORTS COMPLEX**



LANDCARE MANAGEMENT



WATER MANAGEMENT



LANDSCAPE ENHANCEMENT



August 21, 2023

Pleasant Valley Recreation & Park District
1605 E Burnley St.
Camarillo, Ca 93010

RE: PLEASANT VALLEY FIELDS SPORTS COMPLEX ~ ENVIRONMENT FRIENDLY LANDCARE PLAN

Showscapes is pleased to provide an Environment Friendly Landcare Plan for PV Fields. We are an American Green Zone Alliance Certified Service Pro, and we are proposing a hybrid zero emissions eco-friendly plan that will utilize both gas and electric until we transition into our 100% battery powered equipment: all mowers, handheld equipment, backpack blowers, electrostatic backpack sprayers for sanitizing playground equipment and managers electric/hybrid vehicles.

An on-site inspection (ground level survey) was completed at your request. The purpose was to evaluate the current landscape conditions and provide information on how Showscapes can improve the health of your urban landscape while enhancing the aesthetic beauty and its long-term preservation. With the condition of the current landscape and lack of maintenance, we would bring in additional manpower to perform a clean-up of the planter beds, walking paths, removal dead plant material, remove all weeds, and mulch bare planter bed soil. Additionally, we would perform vertical clearance of all trees and provide daily Supervision for the first month of service to oversee the clean-up.

Zero Emissions Landcare Plan: Our Landcare specialists have determined what type of Landcare Management Plan is best to improve the health and appearance of your landscape. Our analysis and conclusions for this proposal have been prepared according to commonly accepted horticulture and arboricultural practices.

Your contract will include our priority one management team... Kimberly Monahan will be your Senior Account Manager, Jissel Jimenez will be your Account Manager, Jose' Guiza will be your Crew Supervisor, Jerry Monahan will be your Operations Manager and Certified Arborist, Pedro Hernandez will be your Irrigation tech and Luz Martinez will be your Plant Health Care Technician. Our managers will have boots on the ground if anyone has questions or concerns. I have no doubt you will be extremely pleased with our Management Team that we have handpicked to help manage your account.

Thank you for the time and opportunity to submit a proposal for the Landcare Management at the PV Fields Soccer Complex. Should you have any questions or wish to discuss the contents of this bid in further detail, please feel welcome to contact our office. Thank you.

Respectfully,

Jerry Monahan
CEO | Operations Manager
Certified Arborist WE-2213A | CSL #797240 ~ QAL #101984

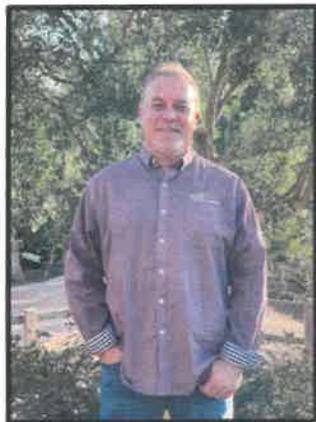


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- II. Showscapes Introduction**
- III. Here's What We Do**
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- IX: Performance Guarantee**
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I. MEET YOUR LANDCARE MANAGEMENT TEAM



Jerry Monahan
CEO & Landcare Specialist
Certified Arborist WE-2213A
CSL #797240 ~ QAL #101984



Kimberly Monahan
COO | Senior Account Manager



Alma Robles
Admin. Account Manager/HR



Jissel Jimenez
Admin. Account Manager



Brittney du Preez-Monahan
Tree Division Admin.



Juan Marquez
Plant Health Care Tech



Javier Gutierrez
Area Supervisor



LANDCARE MANAGEMENT TEAM - Our team is committed to your complete satisfaction. We have the knowledge and experience to handle all your Landcare needs.



Javier Gutierrez
Area Supervisor



Jose Guiza
Crew Supervisor



Victor Guzman
Certified Irrigation Tech



Adolfo Brieseno
Crew Supervisor



Pedro Hernandez
Certified Irrigation Tech



Alberto Rosete
Certified Irrigation Tech



II. SHOWSCAPES INTRODUCTION

Showscapes has been in business for over 40 years, and we specialize in sustainable Landcare practices, water management and landscape enhancements. We are very proud of our Eco-friendly Landcare Program which is a greener way to care for and enhance our urban landscapes by providing you with an environment friendly approach.

The following items are a big part of our Environment friendly program:

1. *Zero emissions Battery powered equipment*
2. *Managers drive electric and hybrid vehicles*
3. *Nontoxic gopher and ground squirrel control with compressed CO₂ gas*
4. *Grass recycling with state-of-the-art battery powered mulching mowers*
5. *Green waste recycling*
6. *Organic/bridge fertilizer programs*
7. *Water management*
8. *Mulching to increase soil fertility, reduce water usage and weed management*
9. *Integrated Pest Management*

Efficient and Environment Friendly:

- Our goal and *commitment is to provide you with a Landcare team that is efficient and environment friendly.*
- We are committed to consistently exceeding our customer's expectations.

Communication:

- We understand the importance of communication with our clients; and as Owners and managers we will be available for walk-thrus and inspections at your convenience. Our Landcare team can be reached by cell phone or email 24/7.

Professionalism & Safety:

- All our trucks and trailers are designed for efficiency and are equipped with state-of-the-art battery powered equipment.
- We have knowledgeable and uniformed crews with bi-lingual crew leaders.
- All our trucks and trailers are clearly identified with eco-friendly colors and Showscapes placards. All equipment and work areas are coned off and safety beacons are used for increased safety.



Proposer qualifications:

FIRM LOCATION

SHOWSCAPES | TREESCAPES

1200 Paseo Camarillo, Suite 255

Camarillo, Ca 93010 | 805-484-5849

Work-yards: 560 Aviation, Camarillo, CA 93010 & 365 Willis Ave, Camarillo CA 93010

FIRM TECHNICAL EXPERTISE | FIRM CONTRACTOR LICENSE | BACKGROUND

40+ years of experience. Contractor's License #797240 (C27). Jerry Monahan, Certified Arborist WE-2213A, QAL #101984. State Pest Control License #32752. DIR Registration #1000041376. Luz Martinez, Certified Arborist WE 10665A. Certified Irrigation Techs; Pedro Hernandez, Victor Guzman & Alberto Rosete.

FIRM EXPERIENCE WORKING WITH COMMUNITIES

Showscapes | Treescapes has experience with government, municipalities, school districts, commercial & industrial properties, Homeowner Associations, shopping plazas and golf courses.

FIRM SECURITY

We have knowledgeable and uniformed crews with bi-lingual crew leaders. All our trucks and trailers are clearly identified with eco-friendly colors and Showscapes placards. All our trucks and trailers are designed for efficiency and are equipped with state-of-the-art battery powered equipment and are locked and secure. All equipment and work areas are coned off and safety beacons are used for increased safety.



III. HERE'S WHAT WE DO

Eco Friendly Landscape Maintenance: We provide an environment friendly approach to urban Landcare. In addition to meeting the Green Factor criteria (zero emissions, reduced carbon footprint, green waste recycling & Integrated Pest Management) our landscape plans are developed and designed to:

- *Provide an eco-friendly, enjoyable outdoor environment and an aesthetic amenity for the community.*
- *Protect the health of residents, as well as the environment, by minimizing the use of pesticides. Disease, pest and weed problems that arise are managed through "Integrated Pest Management" (IPM)*

IPM Definition: is an approach to pest control that uses regular monitoring to determine if and when treatments are needed and employs physical, mechanical, cultural, and biological tactics to keep pest numbers low enough to prevent intolerable damage or annoyance. We use the least-toxic chemical controls as a last resort."

Landscape Enhancements: We provide on-going landscape enhancements to improve the quality and value of your property. Proposals can be submitted for the Boards consideration.

Our landscape enhancements include: Colorscares around monument areas, landscaped pots along streets, around club house and pool areas, turf & bed renovation, mulching of beds and tree wells, erosion control and irrigation upgrades.

Water Management: Water conservation is not only a responsibility but is now a mandate in California. Showscapes is committed to providing our clients with every opportunity available to meet their water responsibilities through the water management services we provide.

Using our advanced water management techniques and state of the art equipment we will budget and manage your water usage and provide water reductions for you throughout the year.



IV. LANDCARE EFFICIENCY PLAN

Our Landcare efficiency plan has been tailored to PV Field's specific needs for quality control:

TURF AREAS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	BID APPROVAL
Mulch/Mow (2xWeekly)				◆	◆	◆	◆	◆	◆	◆			
Mulch/Mow (Weekly)	◆	◆	◆								◆	◆	
Edge & Trim (Weekly)		◆	◆	◆	◆	◆	◆	◆	◆	◆			
Edge & Trim (Bi-Weekly)	◆										◆	◆	
Blow Off Hardscape	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	
Fertilize			◆		◆		◆			◆			
IPM Gopher Abatement CO2	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Aeration/Dethatching/Reseed ¹				◆							◆		
SHRUBS & GROUND COVER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	BID APPROVAL
Prune & Detail (Weekly)			◆	◆	◆	◆	◆	◆	◆	◆	◆		
Prune & Detail (Bi-Weekly)	◆	◆										◆	
Weeding	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	
Mulching	◆			◆			◆			◆			
Integrated Pest Management			◆			◆			◆			◆	
Fertilize	◆			◆				◆				◆	
Debris Clean Up	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	
TREES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	BID APPROVAL
Prune up to 12' vertical clearance over ingress/egress	◆			◆			◆			◆			
Tree Well Detail	◆			◆			◆			◆			
Tree Well Mulching	◆			◆			◆			◆			
Arborist Inspection	◆				◆				◆				
Tree Stake Adjustment	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	
IRRIGATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	BID APPROVAL
Check & Adjust Where Necessary	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	
Spring Start Up			◆										
System Upgrades ¹													◆
QUALITY CONTROL INSP.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	BID APPROVAL
On-Site Inspection	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	

System Upgrades¹
Performed at additional costs.



V. STAFF AND EQUIPMENT PLAN

Management Team

- 🔗 Senior Account Manager, Operations Manager, Account Manager, Area Supervisor, Irrigation Tech, Plant Health Care Tech, Certified Arborist

Equipment

- 🔗 Eco Friendly Utility Van
- 🔗 Eco Friendly Solar Powered Equipment Trailer
- 🔗 Battery Powered Zero Turn Mower
- 🔗 Battery Powered Handheld Equipment
- 🔗 Battery Powered Backpack Blower
- 🔗 Battery Powered Electrostatic Backpack Sprayer

VI. IRRIGATION MANAGEMENT

Water Management All Areas

- 🔗 Monitor the moisture levels around all ornamental plants including, but not limited to trees, lawn, shrubs, perennials, groundcovers, and annuals. Report problems (including hot spots or saturated areas) to Showscapes irrigation manager during normal maintenance visits.
- 🔗 Crew can conduct minor irrigation repairs, broken or misdirected heads as needed

Spring start-up

- 🔗 Open the main valve(s), inspect, and adjust necessary sprinkler heads, re-program and check battery backup in controller, and troubleshoot the system where necessary.
- 🔗 Test sensors (rain, soil moisture, weather) and zone coverage while running.
- 🔗 Set ET-based, seasonal, or weather-based manual or automatic programs. Post Spring, Summer, Fall and Winter schedules (runtimes x days/zone) and monitor throughout season.

Checks and repairs

- 🔗 The Crew leader onsite monitors irrigation system on a rotation monthly and can make minor repairs. A Certified irrigation technician meets with the crew onsite once a month to oversee the irrigation system. A Certified technician will be necessary for any subsurface irrigation concerns.
- 🔗 Crew will report leaks for a tech to inspect for valve function, lateral breaks, damaged heads, coverage, or anything else that would indicate any malfunction of the irrigation system.
- 🔗 The crew will adjust irrigation heads for proper coverage.
- 🔗 Adjust automatic controller to establish frequency and length of given watering cycles for seasonal requirements and water restrictions.



- ⌘ Over spray of water from irrigation systems onto streets, sidewalks and or stairs, will be adjusted to minimize runoff.
- ⌘ Use multiple-start times and shorter run times to prevent runoff. Drip systems will be left on for sufficient time to allow for saturation of the root zone. Shorter runs with drip irrigation do not provide sufficient water penetration for healthy root development.
- ⌘ Annually submit recommendations for changes to system that will improve water efficiency while meeting the plants' needs.

VII. Rodent Control: Gophers & Ground Squirrels – (OPTIONAL)

(Nontoxic Treatments) We use an eco-friendly plan that will utilize both CO and CO₂ equipment, which is completely safe around people and pets. We use a nontoxic gas that is injected directly into the gopher's tunnel system... no rodenticides or poison baits that can cause secondary poisoning to non-targets, such as people, pets, or wildlife Subsurface inoculations of (Compressed CO₂ gas) to achieve an acceptable level of gopher control.

- ⌘ Subsurface inoculations of (Compressed CO₂ gas) to achieve an acceptable level of gopher control. Zero rodenticides.

VIII. Shrubs, Bed, Slopes Detail & Mulching

- ⌘ Prune shrubs to allow them to grow in their natural form, we will prune shrubs to develop into the natural shapes expected of the plant variety. We will not shear shrubs into topiary (shapes) unless its species specific to shearing. Plant species separation and detail
- ⌘ Detail beds and blow parking areas
- ⌘ Remove dead or declining shrubs. Provide any enhancement proposals should the Board be interested in landscape enhancements. Options: Entry enhancements
- ⌘ Complementary repurposed mulch from our tree division – as needed
- ⌘ Provide enhancement proposals for review

Trees / Shrubs

- ⌘ Prune in accordance with accepted ANSI A300 standards for proper pruning. All pruning will be supervised by one of our Certified Arborist.
- ⌘ Recycle all tree trimmings off-site.
- ⌘ Any tree found to be dead or missing shall be replaced with plant material of identical species at the expense of the PVPD. Replacement trees shall be approved for additional cost by the owner's authorized representative prior to planting.



Trees / Shrubs – continued

- ✂ Remove tree stakes from trees after the first growing season. Check tree ties to adjust and loosen as needed. Recycle used stakes.
- ✂ All sucker growth from trunk and base of trees shall be removed monthly
- ✂ Certified Arborist to assess trees for an annual pruning – estimate will be supplied separate from landscape contract – (OPTIONAL)
- ✂ A vertical clearance of 12' above all parking spaces, walkways and a vertical clearance of 12' above streets. (Up to 12' feet vertical height, cuts no greater than 2" in diameter)

Showscapes Property



Example: *Detailed tree rings observed at a Showscapes property.* Mulch insulates the soil helping to provide a buffer from heat and cold temperatures. It retains water helping to keep the roots moist and helps keep weeds out to help prevent root competition. Lastly, mulch prevents soil compaction & reduces lawn mower damage.

Landscape enhancement options: *Mulching and planting sustainable, low maintenance perennial plants can instantly improve visual impact at a minimal cost to the customer. Being consistent with plant material throughout your landscape will greatly improve the beauty of your property.*



IX. PERFORMANCE GUARANTEE

Our goal is to not only enhance the health and beauty of your landscape, but to provide you with a team that is committed to consistently exceeding your expectations.

- ☒ If for any reason you are not completely satisfied with our services in the first ninety days, you may cancel our service contract with a thirty-day written notice. Showscapes is committed to your complete satisfaction.
- ☒ We based our proposal on labor hours necessary to provide you with a job that exceeds your expectations. Should we determine additional man hours are necessary to achieve this goal, we will provide additional labor at no cost.

We pride ourselves with providing you with the best land care team in the green industry and we guarantee 100% satisfaction.



X. STAFFING PLAN

PLEASANT VALLEY SPORTS COMPLEX STAFFING PLAN - PROPOSED LANDCARE MANAGEMENT TEAM

For regular routine maintenance of PV Fields, Showscapes proposes 1 crew consisting of 2 team members, 5 full days per week (Mon-Friday). A dedicated Supervisor will be assigned to oversee all daily tasks. Should we determine additional man hours are necessary to achieve acceptable goals... we will provide additional labor at no cost (Performance Guarantee).

Also include our priority one management team... Kimberly Monahan will be your Senior Account Manager, Alma Robles will be your Account Manager, Jose' Guiza will be your Crew Supervisor, Jerry Monahan will be your Operations Manager & Certified Arborist and Luz Martinez will be your Plant Health Care Technician. Our managers will have boots on the ground if anyone has questions or concerns.

Thank you for providing Showscapes the opportunity to submit an Eco-Friendly Landcare Management Plan for the PV Fields Sports Complex. Our goal and commitment are to provide you with a Landcare team that is efficient, safe, and knowledgeable & environment friendly. Should you have any questions or wish to discuss further, please feel welcome to give us a call.

Respectfully,

Jerry Monahan
CEO | Operations Manager
Certified Arborist WE-2213A
Independent Consulting Arborist | CSL #797240 ~ QAL #101984
1200 Paseo Camarillo Suite 255
Camarillo, Ca 93010
805-484-5849



CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET
SACRAMENTO, CALIFORNIA 95814

ISSUED: January 01, 2022
EXPIRES: December 31, 2023

**Pest Control Business - Main
LICENSE**

LICENSE NO. 32752

Invalid if insurance and/or qualified person(s) lapse before expiration date.

Mailing Address

SHOWSCAPES/TREESCAPES
1200 PASEO CAMARILLO STE 255
CAMARILLO, CA 93010



Business Location

SHOWSCAPES/TREESCAPES
1200 PASEO CAMARILLO STE 225
CAMARILLO, CA 93010

POST THIS LICENSE PROMINENTLY IN PUBLIC VIEW
THIS LICENSE IS NOT TRANSFERABLE - ANY CHANGE IN OWNERSHIP REQUIRES A NEW LICENSE

1. Please make sure the information on your license is correct.
2. Notify us immediately of any changes to your business (e.g., name, address, insurance carrier or qualified person).
3. If you lose your license, then you may request a new one for a \$20 fee.
4. Please refer to the license number located in the middle of the page when contacting us.
5. For more information, please contact us at (916) 445-4038 or at <licenseemail@cdpr.ca.gov>. Or you may write to

**Department of Pesticide Regulation
Licensing and Certification Program
P.O. Box 4015
Sacramento, California 95812-4015**



DEPARTMENT OF PESTICIDE REGULATION
LICENSING/CERTIFICATION PROGRAM



QAL

QUALIFIED APPLICATOR LICENSE

LICENSE #: 101984

EXPIRES: 12/31/2023

Categories: B

Issued: 1/1/2022

JERRY D MONAHAN

365 WILLIS AVE
CAMARILLO, CA 93010



This License must be shown to any representative of the Director or Commissioner upon request.

This person is qualified to apply or supervise the application of pesticides pursuant to Division 6, Chapter 8 of the Food and Agricultural Code in the categories indicated on the face of this card.

This License does not authorize any person to engage for hire in the business of pest control. A DPR Pest Control Business License is required, in addition to this Qualified Applicator License to engage in the business of pest control for hire.

SIGNATURE

License Categories

- | | |
|---|-------------------------------|
| A. Residential, Industrial, and Institutional | I. Animal Health |
| B. Landscape Maintenance | J. Demonstration and Research |
| C. Right of Way | K. Health Related |
| D. Plant Agriculture | L. Wood Preservation |
| E. Forest | M. Antifouling-Tributyltin |
| F. Aquatic | N. Sewer Line Root Control |
| G. Regulatory | O. Field Fumigation |
| H. Seed Treatment | P. Microbial Pest Control |



CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE



License Number **797240**

Entity: CORP

Business Name
SHOWSCAPES INC DBA
TREESCAPES

Classification: C27

Expiration Date: 07/31/2023

www.cslb.ca.gov



The International Society of Arboriculture

Hereby Announces That

Jerry Monahan

Has Earned the Credential

ISA Certified Arborist®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan

Caitlyn Pollihan
CEO & Executive Director

31 December 1998

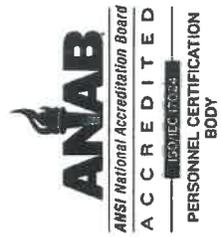
31 December 2025

WE-2213A

Issue Date

Expiration Date

Certification Number



#0847
ISA Certified Arborist





Showsapes Urban Landcare Management is now an AGZA Service Pro Certified Company. Showsapes will conduct all routine grounds maintenance with low noise, low-impact equipment and sustainable practices. Operations will eliminate tons of airborne pollutants every year and permanently lower operating noise in the communities they serve by 40-70%. The health and environmental benefits will be enjoyed by their workforce, management, and clients.

Dan Mabe
CEO & President



March 2021



APPLICATION FOR PUBLIC WORKS CONTRACTOR REGISTRATION

Registration Information

Type: Public Works

Period: 06/22/2023 06/30/2024

Contractor Information

Contractor Name: Showscapes Inc dba Treescapes

Trade Name: Treescapes

License Type Number: PW-LR-1001065622

Contractor Physical Address

Physical Business Country: United States of America

Physical Business City/ Province:
Camarillo

Physical Business Address: 1200 Paseo Camarillo Suite 255

Physical Business State: CA

Physical Business Postal Code:
93010

Contractor Mailing Address

Mailing Country: United States of America

Mailing City /Province: Camarillo

Mailing Address: 1200 Paseo Camarillo Suite 255

Mailing State: CA

Mailing Postal Code: 93010

Contact Info

Daytime Phone:

Daytime Phone Ext.:

Mobile Phone:

Business Email: kimberly@showscapes.net

Applicant's Email: kimberly@showscapes.net

Workers' Compensation

Professional Employer Organization (PEO)

Do you lease employees through Professional Employer Organization? No

Workers' Compensation Overview

Carrier: Tranverse Insurance CO NAIC
Policyholder Name: Showscapes Inc dba Treescapes
Policy Number: FORWC0000003440

Inception Date: 07/01/2022

Expiration Date: July 1, 2023

Certification

- Yes I certify that I do not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award
- Yes I certify that the contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.
- Yes I certify that one of the following is true: (1) I am licensed by the Contractors State License Board (CSLB) in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code; or (2) my business or trade is not subject to licensing by the CSLB.

I understand refunds are not authorized

I, Kimberly Monahan, the undersigned, am , Showscapes Inc dba Treescapes with the authority to act for and on behalf of the above named contractor. I certify under penalty of perjury that all of the above information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the certification being canceled.

I certify this on: 11:02 AM

Legal Entity Information

Legal Entity Type: Corporation

Name: Showscapes Inc dba Treescapes

Showscapes Inc
Profit and Loss
January - December 2022

	Total
Income	
Total Income	\$ 6,745,075.44
Cost of Goods Sold	
5000 Cost Of Goods Sold	
Total 5100 Direct Labor	\$ 3,946,052.24
Total 5200 Auto - Direct	\$ 535,780.96
Total 5300 Materials	\$ 440,114.04
Total 5400 Other Direct Exp	\$ 277,340.20
Total Cost of Goods Sold	\$ 5,199,287.44
Gross Profit	\$ 1,545,788.00
Expenses	
6000 Selling and Advertising	
Total 6000 Selling and Advertising	\$ 946.84
7000 General and Admin Expenses	
Total 7100 General and Admin Wages	\$ 727,727.30
7300 General and Admin - Other	
7305 Office Rent	81,894.00
7310 Office Supplies	38,607.96
7315 Building Repair	350.00
7320 Office Maintenance	4,993.45
7325 Office Equipment Lease	13,811.19
7340 Office Printing	2,109.31
7345 Office Computer Expense	13,508.83
7346 Office Postage	967.84
7350 Training	79.99
7355 Professional fees Accounting	29,165.00
7360 Payroll Preparation Fees	70,527.77
7365 Professional Fees Legal	1,985.89
7370 Professional Fees Consultant	292.22
7375 Dues & Subscriptions	1,806.49
7380 Donations	600.00
7385 Travel	5,196.81
7390 Entertainment	1,727.02
7395 Meals	28,414.66
7400 Utilities	5,366.76
7410 Rubbish Removal	69,735.78
7420 Telephone Expense	49,283.26
7430 Bank Service Charge	2,280.26
7432 Credit Card Charges	20,208.66
7440 Interest Loan	33,567.84
7445 Amortization Expense	2,087.00
7450 Depreciation Expense	303,942.00
7455 Miscellaneous Expenses	63.83
Total 7300 General and Admin - Other	\$ 782,573.82
Total 7000 General and Admin Expenses	\$ 1,510,301.12
Total Expenses	\$ 1,511,247.96
Net Operating Income	\$ 34,540.04
Other Income	
Total Other Income	-\$ 154,322.57
Other Expenses	
Total Other Expenses	\$ 6,236.42
Net Other Income	-\$ 160,558.99
Net Income	-\$ 126,018.95

FOR MANAGEMENT USE ONLY

Showscapes Inc
Balance Sheet
As of December 31, 2022

	Total
ASSETS	
Total Bank Accounts	\$ 118,577.97
Total Accounts Receivable	\$ 586,542.81
Other Current Assets	
Total Other Current Assets	\$ 401,003.87
Total Current Assets	\$ 1,106,124.65
Fixed Assets	
Total Fixed Assets	\$ 302,816.01
Other Assets	
Intangibles	
Total Other Assets	-\$ 0.33
TOTAL ASSETS	\$ 1,408,940.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Total Credit Cards	\$ 66,476.25
Other Current Liabilities	
Total Other Current Liabilities	\$ 175,546.48
Total Current Liabilities	\$ 242,022.73
Long-Term Liabilities	
Total Long-Term Liabilities	\$ 659,993.42
Total Liabilities	\$ 902,016.15
Equity	
Total Equity	\$ 506,924.18
TOTAL LIABILITIES AND EQUITY	\$ 1,408,940.33

FOR MANAGEMENT USE ONLY

Showscapes Inc
Profit and Loss
January - June, 2023

	Total
Income	
4000 Revenues	
Total Income	\$ 3,450,072.29
Cost of Goods Sold	
5000 Cost Of Goods Sold	
Total 5100 Direct Labor	\$ 2,157,639.11
Total 5200 Auto - Direct	\$ 253,264.18
Total 5300 Materials	\$ 254,774.44
Total 5400 Other Direct Exp	\$ 124,637.80
Total Cost of Goods Sold	\$ 2,790,315.53
Gross Profit	\$ 659,756.76
Expenses	
6000 Selling and Advertising	
Total 6000 Selling and Advertising	\$ 7,571.51
7000 General and Admin Expenses	
Total 7100 General and Admin Wages	\$ 391,478.84
7300 General and Admin - Other	
7305 Office Rent	34,647.00
7310 Office Supplies	29,984.32
7315 Building Repair	315.13
7320 Office Maintenance	1,297.60
7325 Office Equipment Lease	4,476.00
7340 Office Printing	53.94
7345 Office Computer Expense	9,166.22
7346 Office Postage	310.00
7348 Hiring Expenses	29.00
7350 Training	432.00
7355 Professional fees Accounting	16,870.00
7360 Payroll Preparation Fees	15,029.38
7365 Professional Fees Legal	534.91
7370 Professional Fees Consultant	105.00
7375 Dues & Subscriptions	566.31
7380 Donations	2,049.13
7385 Travel	6,926.21
7390 Entertainment	564.73
7395 Meals	25,328.45
7400 Utilities	2,570.01
7410 Rubbish Removal	41,568.99
7416 Expense Reimbursement	7,430.00
7420 Telephone Expense	12,563.16
7430 Bank Service Charge	3,977.46
7432 Credit Card Charges	11,026.35
7440 Interest Loan	29,339.30
Total 7300 General and Admin - Other	\$ 267,160.60
Total 7000 General and Admin Expenses	\$ 648,639.44
Total Expenses	\$ 656,210.95
Net Operating Income	\$ 3,545.81
Other Income	
Total Other Income	-\$ 22,002.00
Other Expenses	
Total Other Expenses	\$ 929.00
Net Other Income	-\$ 22,931.00
Net Income	-\$ 19,385.19

FOR MANAGEMENT USE ONLY

Showscapes Inc
Balance Sheet
As of June 30, 2023

	Total
ASSETS	
Current Assets	
Total Bank Accounts	\$ 28,098.96
Total Accounts Receivable	\$ 527,275.08
Other Current Assets	
Total Other Current Assets	\$ 254,531.35
Total Current Assets	\$ 809,905.39
Fixed Assets	
Total Fixed Assets	\$ 399,344.77
Other Assets	
Total Other Assets	-\$ 0.33
TOTAL ASSETS	\$ 1,209,249.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Total Credit Cards	\$ 53,007.94
Total Other Current Liabilities	\$ 130,284.49
Total Current Liabilities	\$ 183,292.43
Long-Term Liabilities	
Total Liabilities	\$ 780,273.95
Equity	
Total Equity	\$ 428,975.88
TOTAL LIABILITIES AND EQUITY	\$ 1,209,249.83

FOR MANAGEMENT USE ONLY

Landscape Services For Pleasant Valley Fields Sports Complex

August 15, 2023

ADDENDUM NO. 1

This Addendum form is a part of the Contract Documents for the above-identified project and modifies the original Specifications and Contract Documents, as noted on the following pages. Portions of the Contract, not specifically mentioned in this Addendum, remain in force. All trades affected shall be fully advised of these changes, deletions, and additions.

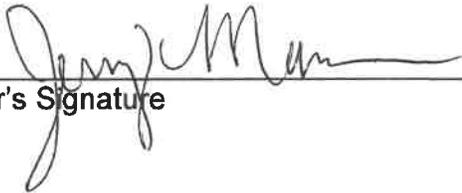
The proposal due date is 2:00pm on August 21, 2023.



Matthew Parker
Park Services Manager
Pleasant Valley Recreation and Park District

PROPOSER'S CERTIFICATE

I acknowledge receipt of all nine (9) pages of this Addendum No. 1 and accept the aforementioned.



Proposer's Signature

8/18/23

Date

**THIS DOCUMENT TO BE SIGNED
AND SUBMITTED WITH PROPOSAL**

bond, Contractor / Principal and surety shall pay the District or any entity or person reasonable attorney's fees incurred, but in no event shall the surety be liable in the aggregate for more than the penal sum of this Payment Bond

b. **This bond is effective _____ to _____. For future renewal periods a new bond may be provided, if a new bond is not provided the surety is not liable for claims on this bond arising out of or relating to events occurring outside the effective period of this bond.**

4. Exhibit "K" PLEASANT VALLEY RECREATION AND PARK DISTRICT CONTRACT SERVICES AGREEMENT FOR LANDSCAPE MAINTENANCE SERVICES - Addition of Sub Section 5.3, to Section 5.0- INSURANCE AND INDENIFICATION

a. **Section 5.3 Bonds Required - (Page 54 of the RFP) – (See Attached)**

IV. RFI

1. We are the bonding company for some contractors that are interested in providing a bid bond for the above project. I understand this project is a 5 year term with options for annual renewals. In order for us to consider the bid bond and possible performance & payment bonds, we need to make sure we can add the following verbiage to the performance & payment bond forms making them annual:

"This bond is effective _____ to _____. For future renewal periods a new bond may be provided, if a new bond is not provided the surety is not liable for claims on this bond arising out of or relating to events occurring outside the effective period of this bond. "

Could you please let me know if this is acceptable?

a. **Yes, the verbiage for the Performance and Payment Bond forms have been revised, making them annual for this RFP / Contract. See section III. line 2.a. and 3.b. above.**

When submitting a proposal for the project, this Addendum shall be acknowledged and a signed copy of the Addendum shall be included in the proposal package

5.3 Bonds Required.

The required bonds in the amounts required shall be furnished by the Contractor to the District, on the forms set forth in Exhibit "F", "Faithful Performance Bond" and Exhibit "G", "Labor & Material Bond", attached hereto, and approved by the District to the commencement and throughout the duration of the work.

The Contractor shall secure with a responsible corporate surety or corporate sureties, satisfactory bonds conditioned upon faithful performance by the Contractor, of all requirements under the contract and upon the payment of claims of material supplier and laborers thereunder. The Faithful Performance Bond shall be in the sum of not less than **one hundred percent (100%)** of the estimated aggregate amount of the payments to be made under the contract computed on the basis of the ANNUAL prices stated in the bid. The Payment Bond (Labor and Material Bond) shall be in the sum of not less than **one hundred percent (100%)** of the estimated aggregate amount of the ANNUAL payments to be made under the contract computed on the basis of the prices stated in the bid.

The payment bond shall contain the original notarized signature of an authorized officer of the surety and affixed thereto shall be a certified and current copy of his power of attorney. The payment bond shall be unconditional and remain in force during the entire term of the contract agreement and shall be null and void only if the Contractor completely and faithfully pays all subcontractors and suppliers that have been approved in writing to perform in whole or part the services required herein.

SUFFICIENCY OF INSURER OR SURETY FOR PAYMENT BOND AND PERFORMANCE BOND: All insurers are to be rated "A" or better according to the most recent Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the District due to unique circumstances. All sureties shall be admitted to surety insurers authorized to do business in the State of California by the Insurance Commissioner. Should the District object to the sufficiency of the insurer or surety the Contractor shall immediately deliver to the District the following documents:

(a) A copy of the "Certificate of Authority" of the Insurer or Surety issued by the Insurance Commissioner, which authorizes the Insurer or Surety to transact surety insurance in the State of California; or

(b) A certificate from the Clerk of the County of Ventura that the "Certificate of Authority" of the Insurer or Surety has not been surrendered, revoked, canceled, annulled, or suspended or, in the event the "Certificate of Authority" of the Insurer or Surety has been suspended, that renewed authority has been granted.

(c) Annual Bond renewals are due no later than 90 days prior to each annual anniversary of the contract's start date, for the next contract year.

Failure of Contractor to timely deliver these documents shall require the District to refrain from entering the agreement, as Contractor will be deemed to have failed to ensure the sufficiency of the Insurer or Surety to the satisfaction of the District, as required by the provisions of the Bond and Undertaking Law, Code of Civil Procedure 995.660. Upon receipt of any bonds, District shall contact the bond company to verify the bond's validity.

**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: September 6, 2023

**SUBJECT: CONSIDERATION AND APPROVAL OF BID
PROPOSAL AWARD FOR CUSTODIAL
MAINTENANCE SERVICES AT PLEASANT VALLEY
FIELDS SPORTS COMPLEX**

SUMMARY

Pleasant Valley Recreation and Park District Staff are seeking authorization from the Board of Directors to award a contract for custodial maintenance services of park restrooms and amenities at Pleasant Valley Fields. The staff's goal is to ensure the facilities at Pleasant Valley Fields are maintained to remain at the standard the community is accustomed to, year-round. The District is not currently staffed to support the custodial needs of this facility.

BACKGROUND

Opened in 2010, Pleasant Valley Fields is the District's premier sports facility. It is a 55-acre complex which includes 34 acres of playable sports fields and amenities such as three (3) restrooms, two (2) reservable meeting rooms, a snack bar, a playground, picnic tables, and park benches. Since its opening, Pleasant Valley Fields' custodial landscape maintenance has been performed by an independent contractor. In 2014 the agreement with the then current contractor, Brightview Landscape Services, was extended and amended to include custodial maintenance services.

On March 1, 2021, the District entered into its fifth agreement with Brightview Landscape Services, Inc. (Brightview) for landscaping and custodial maintenance services at Pleasant Valley Fields for a term of three (3) years. Brightview was responsible for performing all landscape and custodial maintenance services (7) days a week for the duration of the agreement. Due to restricted availability and inflating costs of materials for maintaining landscaping services, Brightview exercised their right to terminate the agreement prior to its expiration. To prevent any interruption to the use of park facilities and fields, Staff assumed landscape and custodial maintenance services on April 1, 2023.

In order to address the immediate needs of continued landscaping and custodial maintenance of park facilities and amenities at Pleasant Valley Fields, Staff met with the Liaison Board Committee on April 6, 2023. Based on recommendations from Staff along with the guidance from the Liaison Committee, it was decided to seek out independent contractors for landscaping and custodial maintenance services through separate Requests for Proposals.

ANALYSIS

Staff presented the Board of Directors with a recommendation to issue a public Request for Proposal solicitation for custodial services at the District Board Meeting held on July 5, 2023. In addition, Staff requested guidance from the Board of Directors on the Agreement terms for the Contract to be awarded as a result of the RFP bids. The Board of Directors instructed Staff to seek an agreement with a three (3) year initial term with the option of two (2) one (1) year extension terms if mutually agreed upon. The RFP was published in the Ventura County Star on July 13th, 2023.

A mandatory pre-bid job walk was held on Tuesday, July 25th, 2023, and was attended by the following three (3) service providers: US Metro Group, Inc., Executive Facilities Services, Inc. (EFS, Inc.), and Liberty Building Maintenance & Services. Each provider was shown the entire park and the amenities that are included in the scope of work. Staff allowed providers to submit additional questions by August 11th, 2023.

Bid proposals were due to the District by 2:00PM on Monday August 21st, 2023; EFS, Inc. was the only bid proposal received. EFS, Inc. was interviewed on August 25, 2023, during which time, Staff and EFS, Inc. came to a mutual understanding that an agreement structured with an hourly billable rate resulting in monthly invoices that only reflect actual hours of work performed would be more appropriate than a flat monthly rate. Based on this structure, using the hours provided in the RFP, EFS, Inc. provided a quote of the following hourly rates, which has been used to estimate an annual cost of services. To account for future increases in labor costs, hourly rates will be increased by a three percent (3%) escalator year over year.

Date Range	Hourly Rate
M-F <i>*includes fixed costs</i>	\$ 59.04
Sa-Su	\$ 35.66
Supplies Cost	\$ 10,000
Estimated Annual Cost	\$130,000.00

The following summarizes EFS, Inc.'s overall qualifications.

	Executive Facilities Services, Inc.
Similar Contracts	Conejo Recreation & Park District, San Bernadino Co. Supt. Of Schools, City of Thousand Oaks, City of Agoura Hills, City of Oxnard, City of Costa Mesa
Years in Business	42 years
Staffing Capabilities	100 staff in Ventura County

EFS, Inc., founded in 1981, has a labor force entirely made up of W-2 status employees. EFS, Inc. has staffing capabilities that will ensure the District has access to sufficient staffing to perform the scope of work based on the agreement specifications. EFS, Inc. will assign permanent staff to this site, but has a large network of on-call employees who will supplement, and support staff coverage needs in the case of emergencies and large volume events. In addition to this, EFS, Inc. will dedicate supervisory and management staff to ensure that all services are performed based on the agreement specifications. EFS, Inc. provides its clients with direct access to the dedicated supervisory and management staff for effective communication and a strong partnership.

Based on the results of the interview conducted and overall bidder qualifications, Staff is recommending the Board of Directors accept the qualified Bid from EFS, Inc. and enter into an initial three (3) year agreement effective October 1, 2023.

Entering into an agreement with EFS, Inc. will give the District the ability to staff as necessary on weekends, utilizing EFS's pool of 100 employees. This is something the District is currently unable to achieve, as finding part-time employees to work only occasional shifts is incredibly difficult at this time.

ALTERNATIVES

If the Board of Directors does not intend on proceeding with any of the proposed bidders, the following options may be considered:

- Reject all qualified bids, instruct Staff to publish a secondary Request for Proposals to return with new bidding services providers.
- Consider continuing with the status quo and handling the project in-house.

FISCAL IMPACT

If the Board of Directors approves the award and enters into an agreement with Executive Facilities Services, Inc., the initial three (3) year term will not exceed \$401,817.00. If upon mutual agreement, the District and EFS, Inc. decide to extend the initial term, the first extension term will not exceed \$142,055.00 and the second will not exceed \$146,316.00. The overall cost of all five (5) agreement years will not exceed \$690,188.00. However, the District would only be billed for actual hours used, so the actual cost will most likely be lower.

If the Board of Directors declines all bids and instructs Staff to republish a Request for Proposal solicitation, there will be no fiscal impact at this time. Staff will return to the Board of Directors with an alternate qualified bid.

If the Board of Directors declines all bids and instructs Staff to continue custodial services in house, the District will need to hire a new Grounds I and part-time position to backfill the shift in staffing locations. However, it's worth noting that the District has faced challenges in hiring, managing to hire only one part-time grounds staff member in the past two years. This would cost \$105,353.13 in year one. The District would also be required to purchase janitorial supplies, which would be \$10,000 in year one. The 5-year cost to staff in house would be \$631,318.65.

RECOMMENDATION

It is recommended that the Board approve and authorize the General Manager to enter into an initial three (3) year agreement with Executive Facilities Services, Inc. for custodial maintenance services at Pleasant Valley Fields Sports Complex.

ATTACHMENTS

- 1) PVF Custodial RFP (23 pages)
- 2) EFS RFP Original Response (61 pages)
- 3) PVF Custodial – Agreement (47 pages)

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
REQUEST FOR PROPOSALS FOR
CUSTODIAL SERVICES FOR PLEASANT VALLEY FIELDS SPORTS COMPLEX**

SPECIFICATION NO. 24-02



RFP RELEASE DATE:

July 6, 2023

PROPOSALS DUE:

August 21, 2023, by 2:00 PM

DELIVER PROPOSALS TO:

Pleasant Valley Recreation & Park District
Attn: Matthew Parker, Park Services Manager
1605 E. Burnley Street, Camarillo, CA 93010
Phone: (805) 482-1996

**PLEASANT VALLEY RECREATION & PARK DISTRICT
NOTICE INVITING PROPOSALS FOR CUSTODIAL MAINTENANCE SERVICES
AT PLEASANT VALLEY FIELDS**

1.1 ANNOUNCEMENT

The Pleasant Valley Recreation and Park District (District) is soliciting proposals from qualified firms to provide all labor, services, materials, equipment, and to perform work for daily custodial services for Pleasant Valley Fields Sports Complex per the attached Proposal Terms and Conditions and Specifications.

1.2 PROCEDURES INVITING PROPOSALS

Submitted proposals shall comply with the procedures set forth in the GENERAL REQUIREMENTS of these documents.

The RFP documents may be obtained from the District's Administrative office located at 1605 E. Burnley St, Camarillo, California, (805) 482-1996, for a copy fee of \$.25 per page or on the District website for free at: www.pvrpd.org.

INSTRUCTIONS TO BIDDERS:

1. **SEALED** bids, addressed to District Pleasant Valley Recreation and Park District –1605 E. Burnley St. Camarillo California 93010, Attention: Matthew Parker, Park Services Manager must be received at the above address no later than August 21, 2023 2:00 PM for furnishing all labor, materials, supplies, equipment, licensing, supervision and performing all work necessary for park maintenance at the specifications and standards in these bid documents.
 - Bids shall be submitted in sealed envelopes using the Proposal form furnished with this bid document.
 - Sealed envelopes shall be clearly marked on the outside as follows: **2023-2026 PV Fields Custodial Services Bid** with the name of the submitting Vendor in the upper left-hand corner of the envelope.
2. Addendum. All questions must be emailed only and must be received by August 11, 2023 at 5:00 PM. Only answers issued by Addenda will be binding. All addenda will be published / posted on the District Pleasant Valley Recreation and Parks website <https://www.pvrpd.org/>.
3. Addenda to the specifications shall be considered part of the contract documents. Bidder shall acknowledge receipt of addenda on the Bid Proposal Form. Oral and other interpretations or clarifications will be without legal effect.
4. The District also reserves the right to waive all informalities and defects in the bids and the bidding process not involving price, time of submittal or changes in the work and to negotiate contract terms with the successful bidder. Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in

favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the bid, the District reserves the right to consider the most advantageous bid thereof or to reject the bid.

5. The Contractor's bid shall include the sum total of the base bids, individual bid forms and unit prices as outlined in the Bid Tabulation Form.
6. All companies bidding on this project must include the information outlined in the **ITEMS TO BE INCLUDED IN BID SUBMITTAL CHECKLIST** such as performance bond, labor and material bond, statement of qualifications, list of subcontractors, list of equipment, references, list of proposed equipment, licenses, financial statements, and other items requested in this bid document.
7. Any resulting contract is subject to Award of Bid and approval by the District Pleasant Valley Recreation and Park District Board of Directors. Contingent on Board approval, the contract period is [**INSERT DATE**], 2023 through [**INSERT DATE**], 2026. It is expected that Bidders will be notified of bid results within 20 days of bid receipt. Bid price must be valid for ninety (90) days.
8. Any alterations, additions, or deletions, to either the instructions to bidders, or the proposal form shall constitute the bid(s) as unacceptable.
9. Contractor is required to provide the District a performance bond in the full amount of the contract prior to the commencement of work, with premiums fully paid in advance by the contractor. The bonds will be on forms and drawn on sureties acceptable to the District and are included in the total project cost(s).
10. All bids shall be accompanied by a cashier's check, or certified check drawn upon a National or State bank, in the amount of 2% of the total bid amount of the contract, payable to the District, or a bid bond in the same amount, from a reliable surety company, as a guarantee that the bidder will enter into a contract.

1.3 SUBMISSION OF PROPOSALS

Requirements for the RFP are enclosed. To be considered in the selection process:

- Interested parties shall submit one (1) original and four (4) copies of their proposal no later than **August 21, 2023, 2:00 PM**.
- No late proposals will be accepted.
- The original proposal shall be submitted in loose leaf format (unbound and unstapled). The five (5) copies of the proposal may be stapled. Proposals shall be submitted in a **SEALED** envelope to:

**Pleasant Valley Recreation and Park District
Attn: Matt Parker, Park Services Manager
1605 E. Burnley St. Camarillo CA 93010**

Bids received after the above date and time will not be considered.

FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.

1.4 FORM AND STYLE OF PROPOSALS

Proposals must be prepared on the forms provided with the PROPOSAL DOCUMENTS herein and must be in compliance with the GENERAL REQUIREMENTS described herein. Proposers shall not change the wording of the forms except as required by any Addendum issued by the District.

1.5 TERM OF A CONTRACT FOR SERVICES

The term of the contract will be for a three (3) year period with the option to renew for up to a maximum of two (2) 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.

1.6 CONTRACTOR'S LICENSE

(N/A)

1.7 AFFIRMATIVE ACTION

The District hereby notifies all Proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of sex, race, color, or national origin in consideration for an award.

1.8 PRELIMINARY AWARD OF CONTRACT SCHEDULE

The following dates reflect the anticipated schedule for proposal solicitation, selection of Consultant and award of contract.

- Solicit Proposals for Services July 6, 2023
- Mandatory Job Walk July 25, 2023, 9:00 AM
200 Westpark Ave, Camarillo, CA
- Questions in by August 11, 2023
- Proposals Due August 21, 2023, 2:00 PM
- Interviews (if needed) August 29 – 30, 2023
- District Board Meeting September 6, 2023
- Contract Commences No Later Than October 1, 2023

1.9 RIGHT TO REJECT PROPOSAL(S)

The District reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals or in the proposal process should it deem this necessary for the public good. The District also reserves the right to reject the proposal of any

Proposer that has been delinquent or unfaithful in any former contract with the District. No Proposer may withdraw its proposal for a period of sixty (60) days after the date from the opening thereof. If the District cancels or revises this RFP all firms invited to participate in the process shall be notified in writing.

This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of the Proposal pursuant to this RFP, or to procure or contract for work.

All proposals submitted in response to this RFP become the property of the District and will ultimately become public records available for public review. The District reserves the right to request additional information or clarification during the evaluation process.

1.10 WAGES

Contractor shall ensure that all maintenance and other services provided pursuant to this Agreement are provided in accordance with all applicable laws and regulations relation to the payment of prevailing wages and in accordance with State of California Department of Industrial Relations General Prevailing Wage Determination. Contractor further understands and agrees as follows:

- A. That the statutory provisions for penalties for failure to pay prevailing wages will be enforced (Labor Code §1775.) and the statutory provisions for penalties for failure to comply with state's wage and hour laws will be enforced. (Labor Code §1813.)
- B. That Contractor must comply with the statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection. (Labor Code §1776.)
- C. Contractor will comply with the statutory requirements relating to the employment of apprentices. (Labor Code §1777.5.)
- D. Eight hours' labor constitutes a legal day's work as described in Labor Code §1810.
- E. Contractor must secure the payment of workers' compensation to its employees as provided in Labor Code §1860 and §3700. In addition, the Contractor must sign and file a statutorily prescribed statement acknowledging its obligation to secure the payment of workers' compensation to its employees before beginning work. (Labor Code §1861.)
- F. Contractor acknowledges and agrees that should any third party, including but not limited to the Director of the Department of Industrial Relations, determine that Contractor has failed to pay the general prevailing wage rates of per diem wages and/or overtime and holiday wages required for any of the work provided hereunder, Contractor shall indemnify, defend, and hold the District harmless from any such determinations, or actions (whether legal, equitable or administrative in nature) or other proceedings, and shall assume all obligations and liabilities for the payment of such wages and for compliance with the provisions of prevailing wage law.

1.11 MANDATORY JOB WALK

There will be a mandatory job walk with the Park Services Manager and/or Designee on **July 25, 2023**, at **Pleasant Valley Fields Sports Complex** located at 200 Westpark Court, Camarillo, California 93012. All contractors shall meet promptly at **9:00 AM** at the parking lot located at the western end of the park.

Proposers must participate in the walk-through inspection and familiarize themselves with any conditions that may affect performance and proposal prices. Any proposal received from a contractor that did not attend this walk-through meeting will be considered non-responsive and rejected.

1.12 SPECIAL REQUIREMENTS FOR WORK ON SCHOOL PREMISES

None. This project does not involve work on school premises.

1.13 CONTRACTOR'S EXAMINATION OF SITE

Each contractor shall carefully examine each site of the proposed work and the contract documents herein. It will be assumed that the contractor has investigated and is satisfied as to the conditions to be encountered; as to the character, quality, and quantity of the materials to be furnished; and as to the requirements of the contract and specifications.

1.14 EXECUTION OF CONTRACT; SUFFICIENCY OF INSURER AND SURETIES

The contractor to whom award is made shall execute a written contract with the District on the form agreement provided below and shall provide proof of all insurance and bonds as herein provided within fifteen (15) days from the date of written notice of the award.

All insurers and sureties must be rated A or better according to the most recent A.M. Best Co. Rating Guide. The selected contractor shall deliver, concurrently with execution of the agreement and delivery of said payment bond and performance bond, to the District the following documents:

- (a) A copy of the "Certificate of Authority" of the Insurer or Surety issued by the Insurance Commissioner, which authorizes the Insurer or Surety to transact surety insurance in the State of California;
- or**
- (b) A certificate from the Clerk of the County of Ventura that the "Certificate of Authority" of the Insurer or Surety has not been surrendered, revoked, canceled, annulled, or suspended or, in the event the "Certificate of Authority" of the Insurer or Surety has been suspended, that renewed authority has been granted.

Failure of contractor to deliver these documents by the time of execution of the agreement shall require the District to refrain from entering the agreement, as contractor will be deemed to have failed to ensure the sufficiency of the Insurer or Surety to the satisfaction of the District, as required by the provisions of the *Bond and Undertaking Law, Code of Civil Procedure 995.660*. Upon receipt of any bonds, the District shall contact the bond company to verify the bond's validity.

1.15 EMERGENCY INFORMATION

The names and telephone numbers of the contractor and its representatives shall be filed with the Department of Parks prior to beginning work to ensure contractor availability and response as required for emergency repairs or remediation.

1.16 OTHER PERMITS, FEES, AND LICENSES

The Contractor shall, prior to the start of work, **possess a valid City of Camarillo business license and a D.I.R. number** for the duration of the contract.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
CUSTODIAL MAINTENANCE SERVICES at PLEASANT VALLEY FIELDS**

GENERAL REQUIREMENTS

Each proposer is instructed to carefully examine all of the Proposal Documents which will form a part of the agreement; namely, the Request for Proposals, including these General Requirements, the Contract Services Agreement and all revisions or addenda setting forth any modifications or interpretations of any of said documents.

1. Each proposer is required to become familiar with the Scope of Services, Technical Provisions and General Requirements of the services to be performed pursuant to the Contract Services Agreement. The District will assume that each proposer has investigated and is satisfied as to the conditions to be encountered, the character, quality, and quantities of work to be performed, all work sites, and the materials and equipment to be furnished.
2. The undersigned fully understands the Scope of Services attached to the Contract Services Agreement and has carefully checked all words and figures inserted in his/her Proposal Documents and he/she further understands that the District will in no way be responsible for any errors or omissions in the preparation of the proposal.
3. Proposals shall be made on the forms (Proposal Documents) provided by the District. Each proposal shall be signed by an authorized representative of the proposer and shall guarantee compliance with all contract documents or, in the alternative, list any exceptions taken to the contract documents.
4. Complete proposals must be submitted to the District's Office located at 1605 E Burnley Street, Camarillo, California 93010 on or before the date and time specified in the Request for Proposals.
5. The fee proposal shall be submitted in a separate, sealed envelope.
6. Proposals shall include a list of cities, counties, or other public agencies for which the proposer has provided custodial maintenance services during the past **five (5) years**. Said list shall include the current name and telephone number of the proposer's contact person.

***NOTE:** A proposer must have a current (within past two (2) years) custodial maintenance service contract with a municipality or special park district of equivalent size and equivalent custodial services to be deemed a qualified company.

7. Proposals shall include a list of ALL equipment that will be used for custodial maintenance used exclusively at Pleasant Valley Fields.

***NOTE:** The District will provide an area for staging equipment and vehicles used to perform all services required under the Agreement.

8. Proposals will be evaluated based on:
 - a. Qualifications of the Proposer
 - b. References
 - c. Proposed Fee - The District need not select the lowest cost proposal but may choose according to what is in the best interest of the District. Awards shall be made to the lowest responsive and responsible proposer whose proposal is determined to be the most advantageous to the District.
 - d. Completeness of the proposal and compliance with the required format.
 - e. Understanding of general park procedures and requirements as per the Public Contract Code, and any additional procedures explained during the Mandatory Job Walk.
 - f. Experience in custodial services for similar sized projects.
 - g. Experience and qualifications of the proposer, its work force members and stability of the firm.
9. Upon receipt of the submittals, the District may select the most qualified proposer in a "one- step" process or may conduct interview(s) with some of the proposers. The proposed fee shall be submitted under separate, sealed cover. The District may/will negotiate a final scope and fee with the most qualified contractor as determined by District staff in its sole discretion.
10. Upon completion of the evaluation and selection process, the District's Park Services Manager or designee will make a recommendation to the District Board of Directors regarding the award of the contract.
11. The District is not obligated to award a contract and reserves the right to reject all proposals.
12. Following the award of the contract, a Custodial Maintenance Services Agreement, substantially in the form attached hereto, shall be executed by and between the selected contractor and the District. Each proposer must review the attached Agreement carefully as it contains many details and requirements not set forth in these General Requirements or elsewhere.
13. The undersigned shall execute the Custodial Maintenance Services Agreement and furnish the certificates of insurance after notice of acceptance of the proposal by the District and prior to commencing services.
14. The contract shall commence [**INSERT DATE**], 2023 through [**INSERT DATE**], 2026 with annual renewal options as described above.
15. The District desires a fair, equitable, competitive, and timely contract award. Therefore, from the time the District issues the Request for Proposals and until the District Board receives District Staff's recommendation for contract award, all contact with the District shall be through:

Matthew Parker

Park Services Manager

Pleasant Valley Recreation and Park District

1605 E. Burnley St. Camarillo, CA 93010 Telephone: (805) 482-1996 ext. 301
mparker@pvrpd.org

During this period of restricted contact any attempt by a proposing contractor, its representative or agent to contact, lobby or make a representation to a member of the District Board, or any other official, employee, or agent of the District, other than the designated District contact, will be grounds for disqualification. It is the responsibility of each proposer to make its own estimates prior to submitting its proposal and to base its proposal cost on its own estimates or assessments. Each proposer shall carefully examine the facilities of the proposed maintenance work. The submission of a proposal shall be prima facie evidence that the proposer has investigated and is satisfied that it understands the conditions to be encountered.

All proposals shall include the following executed documents, signed by people authorized to bind the proposer, to be submitted with each written proposal:

1. General Requirements (signed)
2. Already have a D.I.R (Department of Industrial Relations) number
3. Proposal and Proposer's Certification(s)
4. List of Qualifications (References' List)
5. List of Equipment / Equipment Plan
6. Statement of Transition Plan
7. Staff Allocation/ Organizational Chart
8. (~~N/A~~) Faithful Performance Bond
9. (~~N/A~~) Labor and Material Bond
10. Financial Information
11. List of Subcontractors
12. Schedule of Holidays off

We have read and understand the General Requirements of the Pleasant Valley Recreation and Park District's Request for Proposal for Custodial Maintenance Services.

SIGNATURE: [Electronic Signatures Acceptable](#)

DATE: [Click or tap here](#)

NAME (PRINT): [ENTER FIRST AND LAST NAME](#)

TITLE: [Click or tap here to enter text.](#)

COMPANY: [Click or tap here to enter text.](#)

COMPANY ADDRESS: [Click or tap here to enter text.](#)

DIR #: [Click or tap here to enter text.](#)

CONTACT PERSON: Click or tap here to enter text.

PHONE NUMBER: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

(CHECKLIST ON NEXT PAGE)

PROPOSER'S CHECKLIST

These items are to be turned in with your sealed bid or proposal.

General Requirements - <i>Signed</i>	
D.I.R. (Department of Industrial Relations) Number	
Proposal & Bid Tabulation Forms	
List of Bidder's Qualifications	
Statement of Transition Plan (Exhibit E)	
Faithful Performance Bond (Exhibit F) - (N/A)	
Labor & Material Bond (Exhibit G) - (N/A)	
Financial Information (Exhibit I)	
List of Subcontractors – <i>if needed</i> (Exhibit J)	
Schedule of Holidays Off (format of your preference is acceptable)	

Please ensure any additional pages are attached to the appropriate exhibit form and/or sufficiently labeled with the appropriate subject of the page(s).

SUBMISSION OF BID

Sealed Bids should be submitted *by August 21, 2023, at 2:00 PM*

Pleasant Valley Recreation and Park District

Attn.: Matt Parker, Park Services Manager

1605 E. Burnley St. Camarillo CA 93010

Bids received after the above date and time will not be considered.

Note: Fax or emailed bids will not be accepted

BID TABULATION & PROPOSAL FORMS

The monthly and annual compensation for the initial three years of the contract term and the optional term extensions will be the rates set forth below, which shall not be increased.

Contractor shall furnish all labor, equipment, tools, and materials to do all work necessary or incidental to complete the work in accordance with the Agreement at the following price:

BID TABULATION FORM

	Term Year	Cost of Services Per Month
Park Restrooms and Amenities Custodial Maintenance 7 days x 52 weeks (excluding observed holidays)	<i>Year One</i>	
	<i>Year Two</i>	
	<i>Year Three</i>	
	<i>Year Four</i>	
	<i>Year Five</i>	

SUPPLEMENTAL UNIT PRICE FORM

a.	Unscheduled Extra Work – Restroom monitor, cleaning, and trash removal. Park Amenities cleaning, litter pickup and trash removal	\$ _____/hour for 1 staff
b.	Power wash restroom floor surfaces	\$ _____/hour for 1 staff
c.	Power wash park benches and tables	\$ _____/hour for 1 staff
d.	Power wash park concrete surfaces	\$ _____/hour for 1 staff
e.	Power wash trash receptacles	\$ _____/hour for 1 staff

Company Name

Witness Name

Signed

Signature

Date: _____

City, State, Zip
Code

BID PROPOSAL

Contractor shall provide all labor, materials, equipment, licensing, and supervision necessary for park maintenance at the standards, specifications and frequencies based in these bid documents. The contract term will be for a total of 36 months starting MM DD, 2023 and extending until MM DD, 2026, unless terminated for cause or extended per the terms of the contract. Bidders must complete all forms included in these bidding documents.

SUBMITTED TO:

Pleasant Valley Recreation and Park District
 Attention: Matthew Parker Park Services Manager
 1605 E. Burnley St., Camarillo, California 93010

SUBMITTED BY:

 (Legal Name of Company, Corporation or Joint Venture)

 (Business Address and Telephone Number)

The undersigned, as bidder, declares that he has carefully examined the bid package in its entirety including addendums and exhibits, and has carefully examined the locations, conditions and classes of materials of the proposed work, and agrees that he will provide all necessary labor, machinery, licenses, tools, materials, supplies, apparatus, services, and other means of work, and will do all the work and furnish all the materials called for in the Contract Documents in the manner prescribed herein and according to the accompanying bid schedule, which becomes part of this Bid.

Bidder binds himself, on acceptance of his bid, to execute a contract according to the prescribed forms, for performing the said work within the time stated, for the following sum. Please only fill out for the specific projects your firm is bidding:

	Monthly Cost	Yearly Cost (12 Months)
Park Maintenance (Y1)	\$ _____	\$ _____
Park Maintenance (Y2)	\$ _____	\$ _____
Park Maintenance (Y3)	\$ _____	\$ _____
Park Maintenance (Y4)	\$ _____	\$ _____
Park Maintenance (Y5)	\$ _____	\$ _____
Contract Cost (60 Months)		
	\$ _____	

In the event of a conflict between unit price and item total, unit price will govern.

It is understood and agreed that, if awarded the contract(s), the proposed work shall be started MM DD, 2023.

The undersigned certifies that the bid amounts contained in the Bid Proposal have been carefully checked and are submitted as correct and final, and these amounts will remain firm for **90 days** following submittal.

Acknowledge Receipt of Addenda below with the date received and initials in the blank provided:

Addendum No. 1 _____
Addendum No. 2 _____
Addendum No. 3 _____
Addendum No. 4 _____
Addendum No. 5 _____
Addendum No. 6 _____

By: _____ (Witness)

Seal (If Bidder is a Corporation)

Signed

By: _____

Title: _____

Date: _____

By: _____

Secretary of Corporation

City, State, and Zip Code

Telephone Number

LIST OF BIDDER'S QUALIFICATIONS

DATE SUBMITTED _____

All questions must be answered, and the data given must be clear and comprehensive. ***This statement must be notarized.*** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information that is pertinent.

1. Name of Bidder _____

2. Permanent main office address _____

3. If a corporation, where incorporated _____

4. How many years have you been engaged in the park and custodial maintenance business? Under what firm or trade names and how long under each?

5. Are you licensed as a contractor in the State of California? Yes__No____If "Yes", please provide contractor numbers?

6. Please provide the current number of employees, in this branch that are classified as full time, part time, seasonal that work for the bidder and identify the number that have the primary function of administrative and production(field) work.

7. Describe the current type of work performed by your firm?

8. Please attach a detailed inventory of current maintenance equipment owned and/or equipment needed to be acquired in the event of award of contract.

9. Has your firm ever failed to complete any work awarded to you or exited a contract early?

Yes,____No____If "Yes", where, and why

10. Has your firm ever defaulted or been terminated on a contract?
Yes ___ No ___ If "Yes", where, and why

11. List 5 projects of similar size and scope that your firm is currently under contract or has been previously under contract involving custodial, park, sports field, or golf-maintenance.

Firm Name Information	Contract Value	Contact
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

12. Are any lawsuits pending against you or your firm currently?

Yes ___ No ___ If "Yes", PROVIDE DETAILS.

13. Have any charges been filed against you or your firm or the bidding entity with the California Center of Contract Compliance, the Equal Opportunity Commission, the State of California Civil Rights Commission, or any other similarly constituted entity charged by any state or local government with the enforcement of anti-

discrimination legislation or regulations?

Yes ___ No ___ If "Yes", PROVIDE DETAILS.

14. Provide bank reference _____

15. What are the limits of your firm's public liability? DETAIL.

16. What is your firm's bond limitations? _____

17. Please provide a detailed financial statement for your firm with the bid submittal.

18. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the District in verification of the recitals composing this Statement of Bidder's Qualifications.

DATED AT _____, this ___ day of _____ 2020.

(Name of Bidder)

By: _____
(Signature)

Title: _____

STATE OF _____

COUNTY OF _____

Sworn/Subscribed to before me personally appeared _____ on this _____ day
of _____ 20 ____ .

Custodial Services For Pleasant Valley Fields Sports Complex

August 15, 2023

ADDENDUM NO. 1

This Addendum form is a part of the Contract Documents for the above-identified project and modifies the original Specifications and Contract Documents, as noted on the following pages. Portions of the Contract, not specifically mentioned in this Addendum, remain in force. All trades affected shall be fully advised of these changes, deletions, and additions.

The proposal due date is 2:00pm on August 21, 2023.

Matthew Parker
Park Services Manager
Pleasant Valley Recreation and Park District

PROPOSER'S CERTIFICATE

I acknowledge receipt of all three (3) pages of this Addendum No. 1 and accept the aforementioned.

Proposer's Signature

Date

**THIS DOCUMENT TO BE SIGNED
AND SUBMITTED WITH PROPOSAL**

Custodial Services For Pleasant Valley Fields Sports Complex

August 15, 2023

ADDENDUM NO. 1

The following additions and/or corrections shall become a part of the Contract Documents and Specifications for the above named project. When submitting a proposal for the project, this Addendum shall be acknowledged, and **a signed copy of the Addendum shall be included in the proposal package.**

Changes or clarifications are noted are BOLD and UNDERLINED

I. GENERAL

The proposer is directed to make the following corrections, deletions, and/or additions to the contract documents and contract drawings heretofore dispensed to him for the above project, and to note proposer's receipt of this addendum by number on the attached **Addenda Acknowledgement Form:**

II. MODIFICATIONS TO PREVIOUS ADDENDA N/A

III. PROPOSAL AND CONTRACT REQUIREMENT REVISIONS

1. Pg7 – License requirements
2. Bonding Reference - Pg 5 paragraph 1.14 &Pg 12- check list, page 26 section 5.3- Bond Requirements

IV. RFI

1. Is the Performance bond and the Labor and Materials bond required?
 - a. **No, the District has removed the bonding requirements for this RFP / Contract. See section III. line 2 above.**
2. Is this a prevailing wage contract (1.10)? If so, what classification? Is this, in reality a 'minimum wage' mandate?
 - a. **Rules defined by 8 CCR § 16000, in part, as: "janitorial or custodial services of a routine, recurring or usual nature are excluded," therefor prevailing wages and / or DIR registration requirements do not apply to this contract.**
3. Is a landscape C-27 a requirement for the Janitorial contract?
 - a. **No, a C-27 Contractor's license is not required for this contract.**
4. Do you have a census of restrooms and tables/fixtures that are included in the custodial RFP?
 - a. **No, refer to page 6 of the RFP paragraph 1.13 CONTRACTOR'S EXAMINATION OF SITE.**
5. Can you provide public information regarding the value of any current contract that this referenced RFP replaces?
 - a. **No, the services requested within this RFP were lumped into the previous Landscape Maintenance Contract for the site and was not itemized, therefore we don't have a valuation for the services identified the scope of this RFP.**
6. Can you verify that any current janitors at the location are non-union; not covered in a CBA? The California Displaced Janitor Act will apply.
 - a. **N/A - The Janitorial / Custodial services are currently being provided by District employees and are exempt from the California Displaced Janitor Act.**

7. Do you have an estimated circumference or area being serviced—location of lighting poles, or scaled drawing and do you have a census of the waste containers included in the service: Number and sizes?
 - a. **No, refer to page 6 of the RFP paragraph 1.13 CONTRACTOR'S EXAMINATION OF SITE.**
8. Can you describe the available transport that will be available: Is there a bed or a trailer; gas or electric, cab or shaded; is there fuel storage or fueling available, if needed?
 - a. **It is the contractor's responsibility to provide themselves with an utility cart equipped with turf tires. Refer to page 35 of the RFP packet paragraph 1.5 and 1.6 for specific details.**
9. What is the current monthly billing for the janitorial services being provided currently?
PVRPD is not currently under contract for custodial maintenance services, there are no monthly billed services.
10. Will the Pleasant Valley Recreation and Park District require bidders to submit evidence of good standing in the form of an official certificate of good standing issued by the California Secretary of State?
PVRPD will not require certifications not listed in the RFP or Agreement documents.
11. Will the Pleasant Valley Recreation and Park District enter into a Contractor Agreement with a service provider that is utilizing Independent Contractors and knowingly be in violation of AB5?
PVRPD will not knowingly enter into an agreement with any contractor who does not directly employ its workforce, subcontracting of assigned duties is prohibited. Refer to RFP Section 1.10 "Wages", Agreement Section 4.3 "Prohibition Against Subcontracting or Assignment", and Exhibit "B" section 3. "Contractors Employees."
12. Will the Pleasant Valley Recreation and Park District be adhering to Labor Code section 2776 regarding business-to-business contracting for janitorial services?
Refer to Agreement Section 4.4 "Independent Contractors."
13. Question: Will the Pleasant Valley Recreation and Park District consider payroll tax and workers compensation insurance audit, to ensure that all prospective service providers are adhering to AB5?
Refer to Agreement Exhibit "B" Special Requirements Section 12 "Laws to be Observed" "Contractor shall keep itself and its employees and agents fully informed of and ensure that all work and services are provided in compliance with, all Federal and State laws, and all municipal ordinances and regulations of the District which in any way affect the conduct of the work, and all such orders and decrees of bodies or tribunals having any jurisdictions or authority over the same."
14. Can the Pleasant Valley Recreation and Park District provide the current provider existing agreement and or for the fiscal year 2022/2023 agreement.
PVRPD is not currently under contract for custodial maintenance services.
15. Will the Pleasant Valley Recreation and Park District provide the winning service provider the opportunity to provide new rates annually based upon the California minimum wage requirement?
No. Contractor should consider estimated increases of minimum wages in their bid tabulation.

16. Can the Pleasant Valley Recreation and Park District confirm which consumable products will be provided by the district, Toilet paper, hand soap, as referenced on page 32 on the RFP?
Refer to Agreement Exhibit "A" Scope of Work Section 1.1 "Contractor agrees to provide at their own cost and risk all labor, equipment, materials, supplies, tools, and transportation necessary for the satisfactory performance required for cleaning of restroom areas, waste receptacles, benches, tables, bollards, and water fountains..."
"...Contractor agrees to install toilet paper and hand soap provided at the cost of the Contract Officer."
17. Does prevailing wage apply to the services outlined in the RFP? If so, please provide the prevailing wage designation for the?
Incomplete question – RFP Section 1.10 "Wages" ensures Contractor's adherence to any applicable laws and regulations whether current or future. Contractor is responsible for ensuring compliance with regard to any qualifying classification of employee. Prevailing wages do not apply at this time.
18. Is it the expectation of the service provider to clean after large tournaments ending at 9:00PM?
Contractor is expected provide services to allow park restrooms to be open daily to the public according to the provided schedule. Refer to schedule in Agreement Exhibit "A" Scope of Work Section 1.2.
19. Can the Pleasant Valley Recreation and Park District clarify whether trash/litter removal is meant for all the field areas, the trash receptacles, and the park lots?
Yes, all trash receptacles are included in this contract. Refer to Agreement Exhibit "D" Section 2.7 Trash/Litter Removal; "Trash/Litter removal includes, but is not limited to, the removal of all visible trash from park areas and emptying park trash cans."
20. Will the Pleasant Valley Recreation and Park District consider an additional cost proposal based on an hourly rate for the large tournament events?
Contractor's bid tabulation totals should reflect the cost of adequate staffing for all services required, which includes a number of events where greater park occupancy is expected and hours of use are extended. The schedule of these events will be provided no less than seven (7) days prior. See Agreement Exhibit "A" 1.2.
21. Can the Pleasant Valley Recreation and Park District provide the previous years calendar of large tournaments?
See Agreement Exhibit "A" Scope of Work 1.2 for the regular tournaments held each year; January; third and fourth weekends. March; second and third weekends, May; first and third weekends, July; third and fourth weekends, September; Labor Day weekend. District agrees to provide Contractor with complete schedule of games, tournaments, or special events no less than seven (7) days in advance. Prior calendar year had a tournament added in June.

When submitting a proposal for the project, this Addendum shall be acknowledged, and a signed copy of the Addendum shall be included in the proposal package

Pleasant Valley Recreation and Parks District

Request for Proposal for Custodial Services for Pleasant Valley Field Sports Complex



RFP: 24-02

August 21, 2023

Executive Facilities Services, Inc.
Central Coast – Inland Empire – Ventura County

Corporate Headquarters
1227 Flynn Road, Suite 307
Camarillo, CA 93012
844-780-2626 | Fax 951-346-3922
www.execservices.biz





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PROPOSER'S CHECKLIST

These items are to be turned in with your sealed bid or proposal.

General Requirements - <i>Signed</i>	
D.I.R. (Department of Industrial Relations) Number	
Proposal & Bid Tabulation Forms	
List of Bidder's Qualifications	
Statement of Transition Plan (Exhibit E)	
Faithful Performance Bond (Exhibit F)	
Labor & Material Bond (Exhibit G)	
Financial Information (Exhibit I)	
List of Subcontractors – <i>if needed</i> (Exhibit J)	
Schedule of Holidays Off (format of your preference is acceptable)	

Please ensure any additional pages are attached to the appropriate exhibit form and/or sufficiently labeled with the appropriate subject of the page(s).

August 21, 2023

Mr. Matt Parker
Park Services Manager
Pleasant Valley Recreation and Parks District
1605 E. Burnley St.
Camarillo, CA 93010



Dear Matt,

Thank you for allowing Executive Facilities Services, Inc. (EFS, Inc.) the opportunity to present to you and your team for consideration our Cost and Service Proposal in response to RFP No. # 24-02 for Custodial Services for Pleasant Valley Fields Sports Complex.

I have owned and operated EFS, Inc. since 2004 and we have successfully developed a proven track record of meeting and or exceeding our clients' expectations.

Our Service Proposal addresses each of the specified items identified in the Request for Proposal identified on pages 8 through 10 of the RFP/. EFS, Inc.'s Service Proposal clearly defines our experience, qualifications, evidence of responsibility, client references, key personnel, work plan, communication plan, quality control process, and additional services performed for our client's facilities throughout Southern and Central California.

Having been working in the service industry for over 38 years, I have learned that what matters to our clients is quality service that exceeds expectations and is provided at a cost-effective price.

Simply, Price and Service.

I have learned from strategically growing EFS, Inc. for the last 19 years that we may not be the lowest cost service provider submitting a cost proposal to the Pleasant Valley Recreation and Parks District and we fully understand the potential reasons behind this.

We know that our W-2 employees are our most valuable asset and in response to our current labor market, EFS, Inc. knows that to attract, train and retain quality employees, our janitorial base hourly wage will begin at \$16.50 per hour, and will increase our base wage based on experience and performance.

Our Camarillo location alone provides quality nightly janitorial and day porter services, carpet cleaning, window and upholstery cleaning, hard floor services, and disinfecting services for approximately 130 client sites.

We currently employ over approximately 100 employees at our Camarillo facility. The density of our client sites also allows us the opportunity to potentially increase our employees' nightly labor hours and provide a higher standard of living for our employees.

With a strategically located and staffed facility located in Camarillo, EFS, Inc. is positioned for quick responses to ongoing, last minute and emergency situations. EFS, Inc.'s Camarillo location is equipped with all the necessary equipment to complete and exceed the expectations of the Pleasant Valley Recreation and Park District.

Our three operating locations located within Southern and Central California currently service approximately four-million-square feet of cleanable space per night.

At all EFS, Inc. operating locations, we consistently maintain the correct number of staff members, front line employees and a casual labor force to meet our client's ever-changing needs.



EFS, Inc.

Most importantly, our ongoing front-line employee training and monitoring provides us the ability to efficiently meet and or exceed your facility needs.

EFS, Inc. has a long history of providing custodial services for public parks that operate seven days a week. EFS, Inc. has partnered with Conejo Recreation and Park District, and the City of Costa Mesa, to provide their multiple sites with a variety of services that are required for public parks.

Regarding the pricing for the Pleasant Valley Recreation and Parks Services, this has been very difficult and has weighed on my mind a great deal. Yours is a unique opportunity and one that I certainly do not want to shy away from.

The challenge lies in identifying the correct number of labor hours that are required to complete all the required services taking into consideration the events that will be taking place and the number of individuals that will be on site.

Not knowing this precise information leaves me only one option. That is to submit a monthly cost that is extremely conservative, and I wanted you to be aware of this. Also in this case, we could be invoicing you for services not performed and this could happen for a variety of reasons including weather, event cancellation, etc.

In 2022, in we had a similar situation with a current client. Both the client and I were unable to determine the correct number of nightly labor hours for janitorial services. We did agree on the hourly billing rate and also agreed to perform a one-month time study of the nightly labor hours. What we learned from our time study was that the hours fluctuated based upon the number of their employees that worked at their facilities each day.

Since June of 2022, we have been invoicing this client only for hours worked each month at the agreed upon hourly rate.

I would like to suggest this option to you for consideration in addition to the monthly cost that we have submitted on the Bid Tabulation form.

Based upon my experience, this option allows us both to achieve our ultimate goals. The Pleasant Valley Recreation and Park District would be contracted with a quality service provider at a cost-effective price. EFS, Inc. would be providing cost effective and quality services for a valued new client and also performing services in financial responsible manner.

Jim Ferraro
Executive Facilities Services, Inc.
Office: (844) 780-2626
Cell: (909) 815-0144
Fax: (951) 346-3922
Email: jferraro@execservices.biz

RJ Storm-Larsen
Executive Facilities Services, Inc.
Office: (844) 780-2626
Cell: (805) 705-4195
Fax: (951) 346-3922
Email: rjstorm-larsen@exeservices.biz

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
CUSTODIAL MAINTENANCE SERVICES at PLEASANT VALLEY FIELDS**

GENERAL REQUIREMENTS

Each proposer is instructed to carefully examine all of the Proposal Documents which will form a part of the agreement; namely, the Request for Proposals, including these General Requirements, the Contract Services Agreement and all revisions or addenda setting forth any modifications or interpretations of any of said documents.

1. Each proposer is required to become familiar with the Scope of Services, Technical Provisions and General Requirements of the services to be performed pursuant to the Contract Services Agreement. The District will assume that each proposer has investigated and is satisfied as to the conditions to be encountered, the character, quality, and quantities of work to be performed, all work sites, and the materials and equipment to be furnished.
2. The undersigned fully understands the Scope of Services attached to the Contract Services Agreement and has carefully checked all words and figures inserted in his/her Proposal Documents and he/she further understands that the District will in no way be responsible for any errors or omissions in the preparation of the proposal.
3. Proposals shall be made on the forms (Proposal Documents) provided by the District. Each proposal shall be signed by an authorized representative of the proposer and shall guarantee compliance with all contract documents or, in the alternative, list any exceptions taken to the contract documents.
4. Complete proposals must be submitted to the District's Office located at 1605 E Burnley Street, Camarillo, California 93010 on or before the date and time specified in the Request for Proposals.
5. The fee proposal shall be submitted in a separate, sealed envelope.
6. Proposals shall include a list of cities, counties, or other public agencies for which the proposer has provided custodial maintenance services during the past **five (5) years**. Said list shall include the current name and telephone number of the proposer's contact person.

***NOTE:** A proposer must have a current (within past two (2) years) custodial maintenance service contract with a municipality or special park district of equivalent size and equivalent custodial services to be deemed a qualified company.

7. Proposals shall include a list of ALL equipment that will be used for custodial maintenance used exclusively at Pleasant Valley Fields.

***NOTE:** The District will provide an area for staging equipment and vehicles used to perform all services required under the Agreement.

8. Proposals will be evaluated based on:
 - a. Qualifications of the Proposer
 - b. References
 - c. Proposed Fee - The District need not select the lowest cost proposal but may choose according to what is in the best interest of the District. Awards shall be made to the lowest responsive and responsible proposer whose proposal is determined to be the most advantageous to the District.
 - d. Completeness of the proposal and compliance with the required format.
 - e. Understanding of general park procedures and requirements as per the Public Contract Code, and any additional procedures explained during the Mandatory Job Walk.
 - f. Experience in custodial services for similar sized projects.
 - g. Experience and qualifications of the proposer, its work force members and stability of the firm.
9. Upon receipt of the submittals, the District may select the most qualified proposer in a "one- step" process or may conduct interview(s) with some of the proposers. The proposed fee shall be submitted under separate, sealed cover. The District may/will negotiate a final scope and fee with the most qualified contractor as determined by District staff in its sole discretion.
10. Upon completion of the evaluation and selection process, the District's Park Services Manager or designee will make a recommendation to the District Board of Directors regarding the award of the contract.
11. The District is not obligated to award a contract and reserves the right to reject all proposals.
12. Following the award of the contract, a Custodial Maintenance Services Agreement, substantially in the form attached hereto, shall be executed by and between the selected contractor and the District. Each proposer must review the attached Agreement carefully as it contains many details and requirements not set forth in these General Requirements or elsewhere.
13. The undersigned shall execute the Custodial Maintenance Services Agreement and furnish the certificates of insurance after notice of acceptance of the proposal by the District and prior to commencing services.
14. The contract shall commence [INSERT DATE], 2023 through [INSERT DATE], 2026 with annual renewal options as described above.
15. The District desires a fair, equitable, competitive, and timely contract award. Therefore, from the time the District issues the Request for Proposals and until the District Board receives District Staff's recommendation for contract award, all contact with the District shall be through:

Matthew Parker

Park Services Manager

Pleasant Valley Recreation and Park District

1605 E. Burnley St. Camarillo, CA 93010 Telephone: (805) 482-1996 ext. 301

mparker@pvrrpd.org

During this period of restricted contact any attempt by a proposing contractor, its representative or agent to contact, lobby or make a representation to a member of the District Board, or any other official, employee, or agent of the District, other than the designated District contact, will be grounds for disqualification. It is the responsibility of each proposer to make its own estimates prior to submitting its proposal and to base its proposal cost on its own estimates or assessments. Each proposer shall carefully examine the facilities of the proposed maintenance work. The submission of a proposal shall be prima facie evidence that the proposer has investigated and is satisfied that it understands the conditions to be encountered.

All proposals shall include the following executed documents, signed by people authorized to bind the proposer, to be submitted with each written proposal:

1. General Requirements (signed)
2. Already have a D.I.R (Department of Industrial Relations) number
3. Proposal and Proposer's Certification(s)
4. List of Qualifications (References' List)
5. List of Equipment / Equipment Plan
6. Statement of Transition Plan
7. Staff Allocation/ Organizational Chart
8. Faithful Performance Bond (see Bonding Requirements in Notice of Invitation of Proposals)
9. Labor and Material Bond
10. Financial Information
11. List of Subcontractors
12. Schedule of Holidays off

We have read and understand the General Requirements of the Pleasant Valley Recreation and Park District's Request for Proposal for Custodial Maintenance Services.

SIGNATURE: 

DATE: 08/18/2023

NAME (PRINT): Jim Ferraro

TITLE: Company Owner

COMPANY: Executive Facilities Services, Inc.

COMPANY ADDRESS: 1227 Flynn Rd. Ste 307.

Camarillo, CA 93012

DIR #: JS-LR-000014832

CONTACT PERSON: RJ Storm-Larsen

PHONE NUMBER: 805-705-4195

EMAIL: rjstorm-larsen@execservices.biz

(CHECKLIST ON NEXT PAGE)

SUBMISSION OF BID

Sealed Bids should be submitted by August 21, 2023, at 2:00 PM

Pleasant Valley Recreation and Park District
Attn.: Matt Parker, Park Services Manager
1605 E. Burnley St. Camarillo CA 93010

Bids received after the above date and time will not be considered.

Note: Fax or emailed bids will not be accepted

BID TABULATION & PROPOSAL FORMS

The monthly and annual compensation for the initial three years of the contract term and the optional term extensions will be the rates set forth below, which shall not be increased.

Contractor shall furnish all labor, equipment, tools, and materials to do all work necessary or incidental to complete the work in accordance with the Agreement at the following price:

BID TABULATION FORM

	Term Year	Cost of Services Per Month
Park Restrooms and Amenities Custodial Maintenance 7 days x 52 weeks (excluding observed holidays)	<i>Year One</i>	\$ 13,649.09
	<i>Year Two</i>	\$ 14,442.17
	<i>Year Three</i>	\$ 14,664.25
	<i>Year Four</i>	\$ 15,180.01
	<i>Year Five</i>	\$ 15,874.25

SUPPLEMENTAL UNIT PRICE FORM

a.	Unscheduled Extra Work – Restroom monitor, cleaning, and trash removal. Park Amenities cleaning, litter pickup and trash removal	\$ <u>33.45</u> /hour for 1 staff
b.	Power wash restroom floor surfaces	\$ <u>125.00</u> /hour for 1 staff
c.	Power wash park benches and tables	\$ <u>125.00</u> /hour for 1 staff
d.	Power wash park concrete surfaces	\$ <u>125.00</u> /hour for 1 staff
e.	Power wash trash receptacles	\$ <u>125.00</u> /hour for 1 staff

Executive Facilities Services, Inc.
Company Name

RJ Storm-Larsen
Witness Name

Jim Ferraro
Signed

James Ferraro
Signature

Date: 8/18/2023

Camarillo, CA 93012
City, State, Zip
Code

BID PROPOSAL

Contractor shall provide all labor, materials, equipment, licensing, and supervision necessary for park maintenance at the standards, specifications and frequencies based in these bid documents. The contract term will be for a total of 36 months starting **MM DD, 2023 and extending until MM DD, 2026**, unless terminated for cause or extended per the terms of the contract. Bidders must complete all forms included in these bidding documents.

SUBMITTED TO:

Pleasant Valley Recreation and Park District
 Attention: Matthew Parker Park Services Manager
 1605 E. Burnley St., Camarillo, California 93010

SUBMITTED BY:

Executive Facilities Services, Inc.
 (Legal Name of Company, Corporation or Joint Venture)

1227 Flynn Rd. Suite 307 Camarillo, CA 93012

844-780-2626
 (Business Address and Telephone Number)

The undersigned, as bidder, declares that he has carefully examined the bid package in its entirety including addendums and exhibits, and has carefully examined the locations, conditions and classes of materials of the proposed work, and agrees that he will provide all necessary labor, machinery, licenses, tools, materials, supplies, apparatus, services, and other means of work, and will do all the work and furnish all the materials called for in the Contract Documents in the manner prescribed herein and according to the accompanying bid schedule, which becomes part of this Bid.

Bidder binds himself, on acceptance of his bid, to execute a contract according to the prescribed forms, for performing the said work within the time stated, for the following sum. Please only fill out for the specific projects your firm is bidding:

	Monthly Cost	Yearly Cost (12 Months)
Park Maintenance (Y1)	\$ <u>13,649.09</u>	\$ <u>163,789.08</u>
Park Maintenance (Y2)	\$ <u>14,442.17</u>	\$ <u>173,306.04</u>
Park Maintenance (Y3)	\$ <u>14,664.25</u>	\$ <u>175,971.00</u>
Park Maintenance (Y4)	\$ <u>15,180.01</u>	\$ <u>182,160.12</u>
Park Maintenance (Y5)	\$ <u>15,874.25</u>	\$ <u>190,491.00</u>
	Contract Cost (60 Months)	
	\$ <u>885,717.24</u>	

In the event of a conflict between unit price and item total, unit price will govern.

It is understood and agreed that, if awarded the contract(s), the proposed work shall be started MM DD, 2023.

The undersigned certifies that the bid amounts contained in the Bid Proposal have been carefully checked and are submitted as correct and final, and these amounts will remain firm for **90 days** following submittal.

Acknowledge Receipt of Addenda below with the date received and initials in the blank provided:

Addendum No. 1 08/16/2023
Addendum No. 2 _____
Addendum No. 3 _____
Addendum No. 4 _____
Addendum No. 5 _____
Addendum No. 6 _____

By: RJ Storm-Larsen (Witness)

Seal (If Bidder is a Corporation)

Signed James Ferraro

By: Jim Ferraro

Title: Company Owner

Date: 08/18/2023

By: Christian Ferraro

Secretary of Corporation

Camarillo, CA 93012

City, State, and Zip Code

844-780-266

Telephone Number

LIST OF BIDDER'S QUALIFICATIONS

DATE SUBMITTED 08/21/2023

All questions must be answered, and the data given must be clear and comprehensive. ***This statement must be notarized.*** If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information that is pertinent.

1. Name of Bidder EXECUTIVE FACIILTIES SERVICES, INC

2. Permanent main office address 1227 FLYNN RD SUITE 307, CAMARILLO, CA 93012

3. If a corporation, where incorporated CALIFORNIA

4. How many years have you been engaged in the park and custodial maintenance business? Under what firm or trade names and how long under each?
10 years of park experience doing business as Executive Facilities Services, Inc.

5. Are you licensed as a contractor in the State of California? Yes__No If "Yes", please provide contractor numbers?

6. Please provide the current number of employees, in this branch that are classified as full time, part time, seasonal that work for the bidder and identify the number that have the primary function of administrative and production(field) work.
Full Time - 35
Part Time - 65

7. Describe the current type of work performed by your firm?
EFS, Inc. performed janitorial, dayporter, powerwashing, carpet cleaning, hard floor services, and window cleaning services for 50 of its clients in the Ventura County.

8. Please attach a detailed inventory of current maintenance equipment owned and/or equipment needed to be acquired in the event of award of contract.
Please see page XXXXXX

9. Has your firm ever failed to complete any work awarded to you or exited a contract early?
Yes, ___ No If "Yes", where, and why

10. Has your firm ever defaulted or been terminated on a contract?
Yes ___ No X If "Yes", where, and why

11. List 5 projects of similar size and scope that your firm is currently under contract or has been previously under contract involving custodial, park, sports field, or golf-maintenance.

Firm Name Information	Contract Value	Contact
1. <u>City of Thousand Oaks</u>	<u>\$404,093.00</u>	<u>Elizabeth Perez 805-449-2225</u>
2. <u>Conejo Recreation and Park District</u>	<u>\$286,204.00</u>	<u>Tom Hare 805-381-1230</u>
3. <u>PennyMac</u>	<u>\$907,012.57</u>	<u>Kristen Santangelo (805) 222-0884</u>
4. <u>City of Costa Mesa</u>	<u>\$580,551</u>	<u>Daniel Jojola (714) 925-5289</u>
5. <u>San Bernardino County Superintendent of Schools</u>	<u>\$1,253,686.00</u>	<u>Ralph Alba, 909-382-3560</u>

12. Are any lawsuits pending against you or your firm currently?

Yes X No ___ If "Yes", PROVIDE DETAILS.

EFS, Inc. has one wage an hour litigation that is ongoing.

13. Have any charges been filed against you or your firm or the bidding entity with the California Center of Contract Compliance, the Equal Opportunity Commission, the State of California Civil Rights Commission, or any other similarly constituted entity charged by any state or local government with the enforcement of anti-

discrimination legislation or regulations?

Yes ___ No X If "Yes", PROVIDE DETAILS.

14. Provide bank reference Bank of America, Margarita Patron (951) 379-3299

15. What are the limits of your firm's public liability? DETAIL.

EFS, Inc. currently carries no public liability.

16. What is your firm's bond limitations? When necessary EFS, Inc. can acquire any necessary bonds.

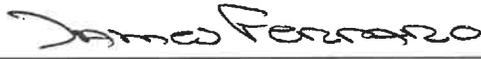
17. Please provide a detailed financial statement for your firm with the bid submittal.

18. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the District in verification of the recitals composing this Statement of Bidder's Qualifications.

DATED AT 2023, this 18 day of August 2020.

Executive Facilities Services, Inc.

(Name of Bidder)

By: 
(Signature)

Title: Company Owner

STATE OF CA

COUNTY OF Ventura

Sworn/Subscribed to before me personally appeared _____ on this _____ day of _____ 20 ____ .

Custodial Services For Pleasant Valley Fields Sports Complex

August 15, 2023

ADDENDUM NO. 1

This Addendum form is a part of the Contract Documents for the above-identified project and modifies the original Specifications and Contract Documents, as noted on the following pages. Portions of the Contract, not specifically mentioned in this Addendum, remain in force. All trades affected shall be fully advised of these changes, deletions, and additions.

The proposal due date is 2:00pm on August 21, 2023.

Matthew Parker
Park Services Manager
Pleasant Valley Recreation and Park District

PROPOSER'S CERTIFICATE

I acknowledge receipt of all three (3) pages of this Addendum No. 1 and accept the aforementioned.

James Ferraro

Proposer's Signature

08/18/2023

Date

**THIS DOCUMENT TO BE SIGNED
AND SUBMITTED WITH PROPOSAL**

Custodial Services For Pleasant Valley Fields Sports Complex

August 15, 2023

ADDENDUM NO. 1

The following additions and/or corrections shall become a part of the Contract Documents and Specifications for the above named project. When submitting a proposal for the project, this Addendum shall be acknowledged, and ***a signed copy of the Addendum shall be included in the proposal package.***

Changes or clarifications are noted are BOLD and UNDERLINED

I. GENERAL

The proposer is directed to make the following corrections, deletions, and/or additions to the contract documents and contract drawings heretofore dispensed to him for the above project, and to note proposer's receipt of this addendum by number on the attached ***Addenda Acknowledgement Form:***

II. MODIFICATIONS TO PREVIOUS ADDENDA N/A

III. PROPOSAL AND CONTRACT REQUIREMENT REVISIONS

1. Pg7 – License requirements
2. Bonding Reference - Pg 5 paragraph 1.14 &Pg 12- check list, page 26 section 5.3- Bond Requirements

IV. RFI

1. Is the Performance bond and the Labor and Materials bond required?
 - a. **No, the District has removed the bonding requirements for this RFP / Contract. See section III. line 2 above.**
2. Is this a prevailing wage contract (1.10)? If so, what classification? Is this, in reality a 'minimum wage' mandate?
 - a. **Rules defined by 8 CCR § 16000, in part, as: "janitorial or custodial services of a routine, recurring or usual nature are excluded." therefor prevailing wages and / or DIR registration requirements do not apply to this contract.**
3. Is a landscape C-27 a requirement for the Janitorial contract?
 - a. **No, a C-27 Contractor's license is not required for this contract.**
4. Do you have a census of restrooms and tables/fixtures that are included in the custodial RFP?
 - a. **No, refer to page 6 of the RFP paragraph 1.13 CONTRACTOR'S EXAMINATION OF SITE.**
5. Can you provide public information regarding the value of any current contract that this referenced RFP replaces?
 - a. **No, the services requested within this RFP were lumped into the previous Landscape Maintenance Contract for the site and was not itemized, therefore we don't have a valuation for the services identified the scope of this RFP.**
6. Can you verify that any current janitors at the location are non-union; not covered in a CBA? The California Displaced Janitor Act will apply.
 - a. **N/A - The Janitorial / Custodial services are currently being provided by District employees and are exempt from the California Displaced Janitor Act.**

7. Do you have an estimated circumference or area being serviced—location of lighting poles, or scaled drawing and do you have a census of the waste containers included in the service: Number and sizes?
 - a. **No, refer to page 6 of the RFP paragraph 1.13 CONTRACTOR'S EXAMINATION OF SITE.**

8. Can you describe the available transport that will be available: Is there a bed or a trailer; gas or electric, cab or shaded; is there fuel storage or fueling available, if needed?
 - a. **It is the contractor's responsibility to provide themselves with an utility cart equipped with turf tires. Refer to page 35 of the RFP packet paragraph 1.5 and 1.6 for specific details.**

9. What is the current monthly billing for the janitorial services being provided currently?

PVRPD is not currently under contract for custodial maintenance services, there are no monthly billed services.

10. Will the Pleasant Valley Recreation and Park District require bidders to submit evidence of good standing in the form of an official certificate of good standing issued by the California Secretary of State?

PVRPD will not require certifications not listed in the RFP or Agreement documents.

11. Will the Pleasant Valley Recreation and Park District enter into a Contractor Agreement with a service provider that is utilizing Independent Contractors and knowingly be in violation of AB5?

PVRPD will not knowingly enter into an agreement with any contractor who does not directly employ its workforce, subcontracting of assigned duties is prohibited. Refer to RFP Section 1.10 "Wages", Agreement Section 4.3 "Prohibition Against Subcontracting or Assignment", and Exhibit "B" section 3. "Contractors Employees."

12. Will the Pleasant Valley Recreation and Park District be adhering to Labor Code section 2776 regarding business-to-business contracting for janitorial services?

Refer to Agreement Section 4.4 "Independent Contractors."

13. Question: Will the Pleasant Valley Recreation and Park District consider payroll tax and workers compensation insurance audit, to ensure that all prospective service providers are adhering to AB5?

Refer to Agreement Exhibit "B" Special Requirements Section 12 "Laws to be Observed" "Contractor shall keep itself and its employees and agents fully informed of and ensure that all work and services are provided in compliance with, all Federal and State laws, and all municipal ordinances and regulations of the District which in any way affect the conduct of the work, and all such orders and decrees of bodies or tribunals having any jurisdictions or authority over the same."

14. Can the Pleasant Valley Recreation and Park District provide the current provider existing agreement and or for the fiscal year 2022/2023 agreement.

PVRPD is not currently under contract for custodial maintenance services.

15. Will the Pleasant Valley Recreation and Park District provide the winning service provider the opportunity to provide new rates annually based upon the California minimum wage requirement?

No. Contractor should consider estimated increases of minimum wages in their bid tabulation.

16. Can the Pleasant Valley Recreation and Park District confirm which consumable products will be provided by the district, Toilet paper, hand soap, as referenced on page 32 on the RFP?
Refer to Agreement Exhibit "A" Scope of Work Section 1.1 "Contractor agrees to provide at their own cost and risk all labor, equipment, materials, supplies, tools, and transportation necessary for the satisfactory performance required for cleaning of restroom areas, waste receptacles, benches, tables, bollards, and water fountains..."
"...Contractor agrees to install toilet paper and hand soap provided at the cost of the Contract Officer."
17. Does prevailing wage apply to the services outlined in the RFP? If so, please provide the prevailing wage designation for the?
Incomplete question – RFP Section 1.10 "Wages" ensures Contractor's adherence to any applicable laws and regulations whether current or future. Contractor is responsible for ensuring compliance with regard to any qualifying classification of employee. Prevailing wages do not apply at this time.
18. Is it the expectation of the service provider to clean after large tournaments ending at 9:00PM?
Contractor is expected provide services to allow park restrooms to be open daily to the public according to the provided schedule. Refer to schedule in Agreement Exhibit "A" Scope of Work Section 1.2.
19. Can the Pleasant Valley Recreation and Park District clarify whether trash/litter removal is meant for all the field areas, the trash receptacles, and the park lots?
Yes, all trash receptacles are included in this contract. Refer to Agreement Exhibit "D" Section 2.7 Trash/Litter Removal; "Trash/Litter removal includes, but is not limited to, the removal of all visible trash from park areas and emptying park trash cans."
20. Will the Pleasant Valley Recreation and Park District consider an additional cost proposal based on an hourly rate for the large tournament events?
Contractor's bid tabulation totals should reflect the cost of adequate staffing for all services required, which includes a number of events where greater park occupancy is expected and hours of use are extended. The schedule of these events will be provided no less than seven (7) days prior. See Agreement Exhibit "A" 1.2.
21. Can the Pleasant Valley Recreation and Park District provide the previous years calendar of large tournaments?
See Agreement Exhibit "A" Scope of Work 1.2 for the regular tournaments held each year; January; third and fourth weekends. March; second and third weekends, May; first and third weekends, July; third and fourth weekends, September; Labor Day weekend. District agrees to provide Contractor with complete schedule of games, tournaments, or special events no less than seven (7) days in advance. Prior calendar year had a tournament added in June.

When submitting a proposal for the project, this Addendum shall be acknowledged, and a signed copy of the Addendum shall be included in the proposal package

PROPOSERS QUALIFICATION

COMPANY PROFILE

A history of excellence

The experience and history of Executive Facilities Services, Inc. (EFS, Inc.), founded in 1981, is a testament to our ability to serve clients in a variety of business and building types throughout Southern and Central California. Jim Ferraro purchased the company, with nine clients covering 29 locations, from George Horokia in August 2004. EFS, Inc. has grown to serve more than 125 clients with 350 sites over the ensuing years. EFS, Inc. has a long history of providing janitorial, day porter, and disinfecting services for commercial clients, government, municipalities, and public agencies.

Initial actions taken by Jim Ferraro to enhance the infrastructure and strengthen the company's capacity serve a greater number of clients while maintaining excellence, included:

- Established Executive Facilities Services, Inc. as a California corporation on August 4, 2004.
- Created an Employee Handbook (revised annually) as well as a Safety Manual and ongoing employee safety training program.
- Developed employee recruitment, training and performance evaluation programs to ensure continuity and quality.
- Established a long-term relationship with Waxie Sanitary Supply that enables consistency and quality of inventory.
- Upgraded all commercial cleaning equipment.
- Developed an annual business and financial planning model to ensure future viability.
- Developed a daily cash flow analysis model.
- Developed a financial stability and capacity to support controlled growth year over year

A path of strategic and sound growth

Over the years, EFS, Inc. has grown significantly through acquisitions and by adding new clients. The following is a list of acquisitions that have taken place in the last five years and a few of the resulting impacts upon our operations:

- Acquired Excellent Building Maintenance (January 2014), White Glove Professional Cleaning Services (October 2015), Best Janitorial Services (August 2017) and HMC Solutions (January 2021)
- Operates from three facilities and one satellite location to increase convenience and response times.
- Utilizes a computerized inventory system for all locations, maintaining an ample inventory at all times.
- Hired and trained six full-time Operations Managers, seven full-time Night Supervisors and numerous site-specific lead employees to ensure continuity and excellence of service.
- Established four floor care teams and two window cleaning teams.

COMPANY PROFILE

The EFS, Inc. advantage

Some of the many advantages that EFS, Inc. brings to the the Pleasant Valley Recreation and Parks District are:

- A proven ability to respond to emergency situations including COVID-19 disinfecting/deep cleans at client facilities. Certified to perform COVID-19 disinfecting services.
- Utilizes ONLY W-2 employees to perform services, does NOT use independent contractors and is NOT a franchised organization.
- In compliance with Assembly Bill 5 and registered with the Department of Industrial Relations.
- EFS, Inc. has earned a solid reputation and currently services 350 sites within Southern and Central California.
- Experience spans a range from commercial clients with a single location to school districts with multiple sites and everything in between.
- Warehouse and office facilities in Riverside, Camarillo, and Salinas California.
- Clients have 24/7 access to company owner
- Maintains a large on-call labor force and all of our supervisors are English speakers.
- Web based communication methods enable swift response times and employees working on site.
- Financially strong organization that maintains a two-week inventory of supplies in addition to client onsite inventories
- EFS, Inc. does not have litigation for any past or present projects undertaken.

Building a solid reputation through experience

Executive Facilities Services, Inc. is proud of our reputation as an organization known for providing excellent janitorial services. We have built long standing relationships with clients through professionalism, excellent communication, and exceptional customer service. Here are highlights of some of the clients and services we have been fortunate to serve over the years.

- 2004 to present: Provide janitorial and additional facility services to San Bernardino County Superintendent of Schools for their 34 locations totaling more than 495,000 square feet of space.
- Spring 2005 to present: Provide nightly janitorial services for all 13 Provident Bank locations. Perform carpet and window cleaning, maintenance of hard floor surfaces and replenishment of all paper products and restroom materials.
- September 2010: Provided emergency janitorial services for San Bernardino County Superintendent of Schools, Desert Mountain Region. Services provided at 20 locations within days of the request to the client's complete satisfaction.
- January 2014: Acquired Excellent Building Maintenance and assumed responsibility for the servicing of 10 Conejo Recreation & Park District locations. Currently provide janitorial services for numerous outdoor restrooms and community centers in the City of Thousand Oaks. Responsible for restocking consumables, sanitizing restroom fixtures, wiping down mirrors, removing trash, and replacing liners. Performed additional services including emergency water extraction, hot water extraction carpet cleaning, maintenance of hard floor surfaces, window cleaning, and power washing.

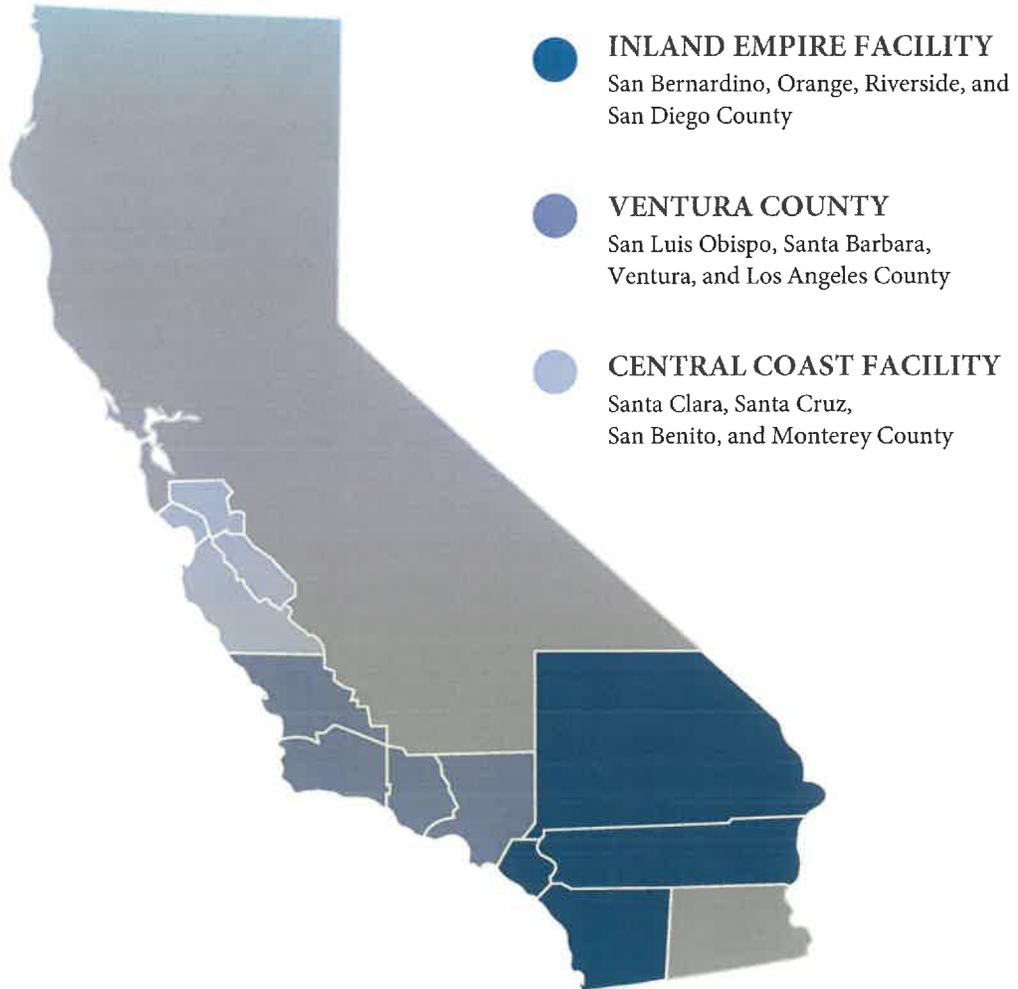
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 - September 2010: Provided emergency janitorial services for San Bernardino County Superintendent of Schools, Desert Mountain Region. Services provided at 20 locations within days of the request to the client's complete satisfaction.
 - 2014 to present: Initially serviced 10 Dignity Health Medical Foundation clinic locations in Ventura and Los Angeles counties, performing a combination of nightly janitorial, annual scheduled services, hard floor services, hot water extraction carpet cleaning, window washing, construction clean-up, and disinfecting services. Beginning September 2018, successfully responded by providing janitorial and carpet/floor services for 26 sites throughout Santa Cruz County. Continue to perform scheduled and emergency tasks to ensure that facilities adhere to the highest levels of clean-liness for patients, staff, and physicians. Complete a nightly cleaning checklist available to the site manager on a weekly basis.
- June 2016 to present: Contacted by Library System Services, managing agent of Riverside County Library System, to provide janitorial and carpet cleaning/hard floor services at 23 sites throughout Riverside County. Effective July 1, 2016 the EFS, Inc. management team developed a work plan and initiated provision of janitorial and additional services that continue to this day.
- May 2020 to present: The City of Thousand Oaks awarded EFS, Inc. the janitorial and additional services contract for all City buildings. EFS, Inc. seamlessly transitioned daily services from previous provider as well as respond to emergency calls from the City of Thousand Oaks for disinfecting services as needed.
- June 2020: Mission Springs Water District awarded EFS, Inc. the contract to provide specialized, highly-detailed janitorial services required for water treatment plants and municipalities. The partnership expanded to include janitorial and disinfecting services, enabling staff and visitors to return safely and confidently to their offices, labs, and water treatment buildings.
- June 2021 to present: Western Municipal Water District awarded EFS, Inc. the contract to service all 6 locations totaling 78,650 square feet across Riverside County. EFS, Inc. was chosen for its detailed response plan to the scope of work provided withing the request for proposal. At each location, EFS, Inc. provides nightly janitorial and disinfecting services, manages inventory across all sites, and performs additional services including carpet cleaning, hard floor services, window washing, and power washing of various buildings.

Experience (continued)

- August 2021 to present: City of Agoura Hills awarded EFS, Inc. the contract to service the City's buildings, and its historical adobe structure. For all of the City's locations, EFS, Inc. provides janitorial services and consumables to ensure that its residents and staff are able to enjoy the historical buildings across the City.
- December 2021 to present: The City of Costa Mesa awarded EFS, Inc. the contract to provide services for 11 locations totaling 208,689 square feet and 13 parks across the City. EFS, Inc. was chosen over the incumbent janitorial provider due to its detailed response, and work plan strategy to operate and manage all of the aspects of the scope of work that was provided in the request for proposal. At each location EFS, Inc. provides nightly janitorial services, along with carpet cleaning, hard floor services, and window cleaning services.
- April 2022 to Present: The City of Oxnard awarded EFS, Inc. the contract for its water treatment facilities, and its administration sites after a long interview process. EFS, Inc. provides nightly janitorial, disinfecting services, manages inventory across all sites, and performs additional services including carpet cleaning, hard floor services, window washing, and power washing of various buildings.
- April 2023 to Present: The Palmdale Water District awarded EFS, Inc. the contract for their janitorial and additional services across all of their sites. EFS, Inc. was selected from several other qualified vendors for its proven track record in performing janitorial services for water districts across California.
- EFS, Inc. has performed hand disinfecting services multiple times since March 2020 for San Bernardino County Superintendent of Schools (SBCSS) and many other clients. We initially utilized hand touch disinfecting guidelines detailed in the Additional Documents section of this proposal. Our company invested in Protexus Electrostatic Sprayers to disinfect the building from top to bottom to ensure the health and safety of students, teachers, parents, and staff at all SBCSS buildings. EFS, Inc. was instrumental in developing a disinfection schedule for both schools and administration buildings as planned reopening approached to ensure that the organization adhered to all CDC and State of California guidelines.
- Garnering expertise in COVID-19 cleaning protocols, EFS, Inc. continues to honor requests for specialized deep cleaning and disinfecting services. Management and employees respond immediately to contract and non-contract clients for these services at public parks and their restrooms, city facilities, public and private schools, financial institutions, commercial properties, and public agencies.

COMPANY PROFILE

Service Area



UNDERSTANDING OF THE SCOPE OF WORK

PROJECT SCHEDULE/WORK PLAN

for Night Janitorial and Additional Services

In order to fully develop our approach to servicing the Pleasant Valley Recreation and Parks District, EFS, Inc. will develop a Project Schedule/Work Plan. We have found this tool to be the most successful for ensuring excellent service for new and existing clients. The Project Schedule/Work Plan is adhered to by all members of our team. This Project Schedule/Work Plan was developed and has been tested by Jim Ferraro, Company Owner, who is actively involved in all aspects of the business. We view our Project Schedule/Work Plan as a "living document" that continues to evolve based upon our clients' site-specific requirements.

All of our Operations Managers, Supervisors, site-specific lead employees, on-site employees, and support staff play a role in our Project Schedule/Work Plan. If EFS, Inc. is awarded the contract to provide janitorial services at all of the Pleasant Valley Recreation and Parks District, a detailed Project Schedule/Work Plan for each location will be developed. EFS, Inc.'s Project Schedule/Work Plan will strictly adhere to the Scope of Work that has been provided in the notice inviting bids for janitorial services for all the Pleasant Valley Recreation and Parks District.

The Project Schedule/Work Plan will also include the site-specific needs and/or requirements that are identified during our initial site visits with a representative from the Pleasant Valley Recreation and Parks District in order to understand all needs. We have learned from experience that this additional information is vital to a successful startup of services and for a seamless start-up for our clients.

It all begins with an initial meeting with the appropriate the Pleasant Valley Recreation and Parks District representatives and the EFS, Inc. management team to thoroughly review and discuss all aspects of the Scope of Work. If EFS, Inc. is awarded the contract, we will work closely with the Pleasant Valley Recreation and Parks District staff to ensure that each location has been thoroughly cleaned and disinfected nightly.

Our Project Schedule/Work Plan will enable EFS, Inc. to create a detailed plan for performing the janitorial services that are required as per the notice inviting bids and Scope of Work that has been provided by the Pleasant Valley Recreation and Parks District.

EFS, Inc. has reviewed the Scope of Work listed pages 32 through 35 the notice inviting bids in order to make a detailed schedule for each building. Through our 19 years of experience, this process allows us to monitor, schedule, and perform regular additional services effectively and with little interruption to our clients. Performing additional services at each location on a weekly, monthly, quarterly, and semi-annual schedule will provide the Pleasant Valley Recreation and Parks District with janitorial services that exceed their staff and tenants expectations.

EFS, Inc. clearly understands the importance of providing thorough janitorial services for these locations and maintains the same attention to detail day in and day out to ensure that the Pleasant Valley Recreation and Parks District staff and tenants can be confident that the areas they are visiting have been cleaned properly.

Martin Borboa and Carlos Quiroz, the Operations team, along with RJ Storm-Larsen, will serve as the main point of contact for the Pleasant Valley Recreation and Parks District and its staff. Martin Borboa will be supported by Jim Ferraro, our management team members, and our administrative staff throughout the life of the contract.

Martin Borboa possesses excellent communication skills, and he has learned that ongoing communication is one of the keys to success in the service industry.

PROJECT SCHEDULE/WORK PLAN (cont.)

Our administrative staff will play a vital role in the ongoing daily communication with the representatives of the Pleasant Valley Recreation and Parks District and/or site-specific personnel.

Martin Borboa and Carlos Quiroz our Operations team, will be responsible for the training of all new and existing EFS, Inc. employees that will be assigned to the Pleasant Valley Recreation and Parks District locations listed in this Notice Inviting Bids. Martin Borboa and Carlos Quiroz has extensive experience in the managing and training of our supervisors, our lead employees, and our front-line employees.

Jim will be leading the development of the Project Schedule/Work Plan required for each site in the Pleasant Valley Recreation and Parks District. Jim has extensive experience in the development of Project Schedule/Work Plan that are based upon the client's Scope of Work. The integration of individual site needs that are identified during the initial site visit are then incorporated into the Project Schedule/Work Plan.

"Playbooks" are developed for each client site that we provide janitorial, services for that has multiple locations. These books contain laminated pages consisting of the Scope of Work, Work Plans, floor plans, property maps (if needed), emergency contact numbers, local authority phone numbers, and any additional information we identify as necessary during our initial site visits. We use our "Playbook" daily, performing functions such as employee training, site inspections by our supervisors, ongoing monitoring of quality control, site visits with our clients, and performance of janitorial services.

If EFS, Inc. is awarded this contract, the following Project Schedule/Work Plan would be included in our "Playbook" for each site. Planning for a short window start-up period will require detailed planning and implementation according to the Project Schedule/Work Plan. We realize that all parties will need to be flexible enough to respond to the challenges that may arise.

A detailed Project Schedule/Work Plan is developed for each Executive Facilities Services, Inc. client and location. It is a "living document" that continues to evolve based on client's site-specific requirements.

- EFS, Inc. company owner leads the development of the Project Schedule/Work Plan required for each client and each site.
- It clearly defines hours and work to be performed to ensure that the provision of EFS, Inc. services are most convenient for the client's operations.
- It reflects the Scope of Work provided in the Notice Inviting Bids. It will also include the site-specific needs and/or requirements identified during initial site visits. This information is vital to a successful and seamless startup of services.
- EFS, Inc. has included the scope of work as acknowledgment of all service items that are requested by the Pleasant Valley Recreation and Parks District.
- A "Playbook" is developed for each client site. It includes laminated pages consisting of the scope of work and work plans, floor plans, property maps (if needed), emergency contact numbers, and any additional necessary information identified during our initial site visits.
- A proposed Project Schedule/Work Plan is included with this proposal and will be refined and implemented if EFS, Inc. is awarded this contract.

SAMPLE WORK PLAN

The Pleasant Valley Recreation and Parks District

WORK PLAN / INITIAL SITE VISITS

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Initial site visits: develop building visitation schedule for all Pleasant Valley Recreation and Parks District locations	M. Borboa / C. Quiroz		
2	TBD	Complete all site visits	M. Borboa / C. Quiroz		
3	TBD	Identify site specific additional needs requirements if needed	M. Borboa / C. Quiroz		
4	TBD	Identify point of contact at each site	M. Borboa / C. Quiroz		
5	TBD	Identify important dates for each site special events, etc.	M. Borboa / C. Quiroz		
6	TBD	Review scope of work with facility representative if needed	M. Borboa / C. Quiroz		
7	TBD	Add agreed upon additional services requirements	J. Ferraro / Pleasant Valley Recreation and Parks District		

The Pleasant Valley Recreation and Parks District

WORK PLAN / SPECIFIC FACILITY INFORMATION

		ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Identify location of janitorial and storage closets	M. Borboa / C. Quiroz		
2	TBD	Request alarm codes for facility, if needed	M. Borboa / C. Quiroz		
3	TBD	Identify all entry and exit points for each location	M. Borboa / C. Quiroz		
5	TBD	Discuss locked door and safety protocol with facility staff	M. Borboa / C. Quiroz		
6	TBD	Develop equipment needs list for each facility	M. Borboa / C. Quiroz		
7	TBD	Develop emergency contact list	M. Borboa / C. Quiroz		
8	TBD	Determine if additional specialty cleaning products are required for each site	M. Borboa / C. Quiroz		
9	TBD	Develop keys / key fob inventory for each location	M. Borboa / C. Quiroz		

The Pleasant Valley Recreation and Parks District

WORK PLAN / EMPLOYEE AND LABOR

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Identify existing EFS, Inc. employees to transfer to the Pleasant Valley Recreation and Parks District	M. Borboa / C. Quiroz		
2	TBD	Recruit and train additional employees to fill open positions	M. Borboa / C. Quiroz		
3	TBD	New hire packages completed and new employee ID numbers issued	M. Borboa / C. Quiroz		
4	TBD	ID badges made for all employees working at the Pleasant Valley Recreation and Parks District	M. Borboa / C. Quiroz		
5	TBD	Train employees on facility safety procedures	M. Borboa / C. Quiroz / R. Storm-Larsen		
6	TBD	Train employees on facility security procedures	M. Borboa / C. Quiroz / Storm-Larsen		
7	TBD	Review scope of work for each site with site specific employees	M. Borboa / C. Quiroz / R. Storm-Larsen / D. Soto		

The Pleasant Valley Recreation and Parks District

WORK PLAN / EQUIPMENT FOR EACH LOCATION

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Secure cleaning equipment / materials based upon list developed during initial site visit	J. Ferraro / M. Borboa		
2	TBD	Secure special equipment	M. Borboa / R. Storm-Larsen		
3	TBD	MSDS binders placed in all janitorial closets	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
4	TBD	Deliver all janitorial materials to each facility	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
5	TBD	Store back-up janitorial and dayporter materials in Camarillo facility	M. Borboa / R. Storm		

TRANSITION PLAN

Ensuring a smooth and seamless transition to a new service provider requires coordination and clear communication. Executive Facilities Services, Inc.'s Transition Plan begins well before the initiation of services. Once an award of contract occurs, EFS, Inc. will have already created a detailed list of items, meetings, and follow-up job-walks required to ensure a smooth transition on the first night of service.

Utilizing our Transition Plan strategy, we will identify key staff members at each client location to gather additional site information to enable EFS, Inc. to perform beyond the Pleasant Valley Recreation and Parks District expectations. Our highly experienced management team reviews all information and develops a "start-up kit" listing equipment and chemicals for each location and site. EFS, Inc. supervisors use this information to provide day and night janitorial employees with thorough training and the right equipment.

The first week can be stressful for all parties during a transition to a new service provider. EFS, Inc. will provide additional supervision from all levels of the organization to ensure that the transition goes smoothly. Our Sample Project Schedule/Work Plan contains each itemized step that will be used during the Transition Plan.

Below please find some of the key elements of our Transition Plan:

1. Review meetings of Scope of Work with all Key Personnel
2. Conduct facility inspections with Operation Manager and Key Personnel
3. Identify and secure replacement equipment (when necessary)
4. Train location specific employees on various entry times, locations, and security protocols
5. Provide continuous training for employees on safety protocols so knowledge matches state mandated requirements
6. Review meetings with site specific staff of the Scope of Work
7. Conduct facility inspections with site specific staff and/or site Supervisor
8. Review floor plans with employees to identify areas of service

The Pleasant Valley Recreation and Parks District

Transition Plan

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Develop building visitation for all Pleasant Valley Recreation and Parks District locations	J. Ferraro / M. Borboa		
2	TBD	Complete all site visits	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
3	TBD	Identify site specific additional needs and requirements if needed	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
4	TBD	Identify point of contact at each site	M. Borboa / C. Quiroz		
5	TBD	Identify important dates for each site special events, etc.	M. Borboa / C. Quiroz		
6	TBD	Finalize the service agreement between EFS, Inc. and the Pleasant Valley Recreation and Parks District	J. Ferraro / Pleasant Valley Recreation and Parks District		
7	TBD	Add agreed to additional services requirements to scope of work	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
8	TBD	Deliver equipment kits to each site	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		Start of service

MAPPED SITE OF PLAYFIELD AND EFS, INC. HQ



PROJECT STAFFING AND EQUIPMENT

As a service driven organization, our primary strengths are leadership, communication, training, and experience. Striving to be both productive and innovative takes a team effort by the organization's leaders. EFS, Inc. is fortunate to have an experienced owner who has continued to develop a strong management team. Our goal will always be to reduce our clients' costs without sacrificing service or quality. Through our 19 years of experience in the janitorial, building maintenance, and disinfecting services, we have found proven ways to exceed our clients' expectations. Currently EFS, Inc. has over 140 full time employees and 55 part-time employees providing services throughout California.

We maintain ongoing training and monitoring of our employee performance at our clients' facilities to ensure that we maintain the level of service that our clients deserve. We offer friendly professional service, outstanding quality, and communication that is second to none. Each of our references will speak to our outstanding communication and willingness to resolve issues immediately if they do arise.

We pride ourselves on being a progressive company and taking a proactive role when it comes to our environment and employees. EFS, Inc. utilizes its 19 years of experience to determine the correct number of employees required to perform the services listed in the Scope of Work. It is standard business practice to over-staff new clients to ensure that services are being completed thoroughly.

We also strongly believe that our employees are our most valuable asset. Thus, all of our employees are offered health insurance, retirement benefits, and competitive wages to ensure that we maintain a quality work force and low employee turnover. These business practices demonstrate to our clients that valuing our employees leads to exceeding their expectations.

Our Operation Managers and Night Supervisors are trained in safety procedures that cover a wide variety of situations that may occur while on the job. Ongoing training is performed regularly, or as in the case of COVID-19, in response to emergencies.

EFS, Inc. prides itself on maintaining a current safety manual that reviews: blood borne pathogens, CAL/OSHA's Injury and Illness Prevention Program (IIPP), Cal/OSHA's Hazard Communication standard, Emergency Action Plan, personal protective equipment (PPE), chemical safety, and vehicle safety which allows our employees to excel in their roles.

One of the keys to success that EFS, Inc. has achieved is consistency in the following areas: safety, employee training, ongoing communication employee relations, and tools and methods of operation.

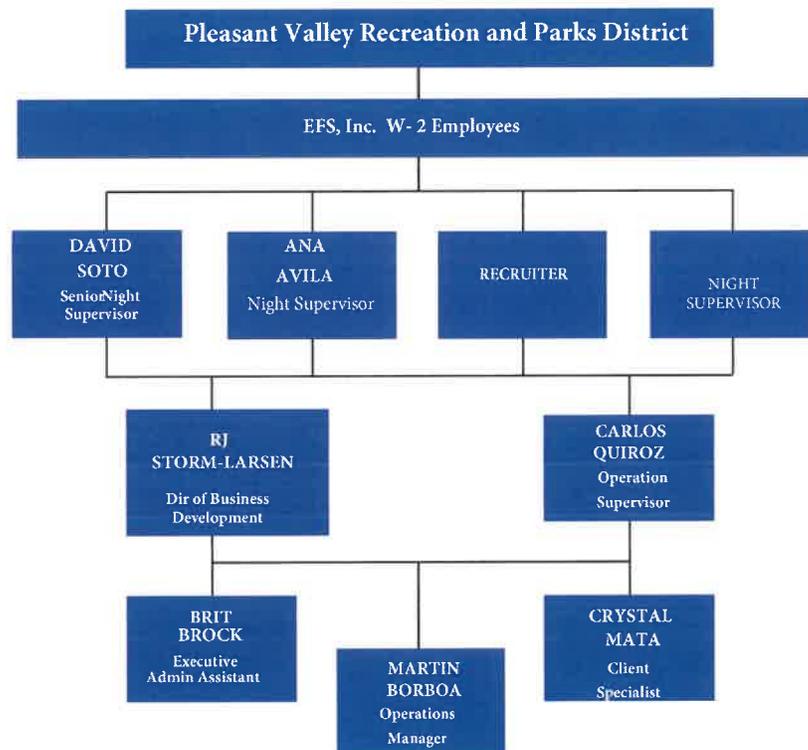
The level of consistency practiced by EFS, Inc. is what has assisted us in successfully growing over the last 19 years, and will enable us to continue to expand. Our management team believes in keeping things simple and not complicating daily service responsibilities. The management team recognizes that success in the janitorial, dayporter, and disinfecting industry is achieved through continuous employee training and having the same employees perform the same function each day and night. It is NOT the practice of EFS, Inc. to rotate employees in and out of client sites. We have learned that by assigning our employees to the same site, our employees gain additional building knowledge and develop a feeling of "ownership" in services that they provide.

EXPERIENCE, TRAINING AND DEDICATION

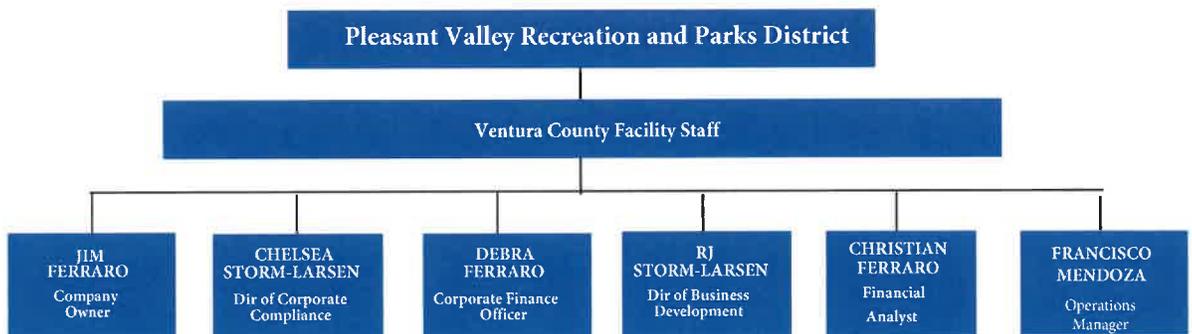
Management, staff and employees of Executive Facilities Services, Inc. are its greatest asset and the reason the company has earned a solid reputation for janitorial services that set the standard for the industry. They are the reason we are trusted to the job right with expertise and experience and a dedication to doing our very best for each client. We work to ensure that every customer service experience is an excellent one.

Organizational Charts

Ventura County Facility Staff



Corporate Staff



COMPANY BIOS

Corporate Support



JIM FERRARO

COMPANY OWNER

Since launching his career in 1984, Jim has held positions of increasing responsibility that equip him with the leadership, management and communication skills to adeptly run the corporation that he now owns. After graduating with a bachelor's degree in business administration from Bloomsburg University located in Pennsylvania, Jim went on to earn his master's in business administration from the University of Phoenix. He draws on his formal and continuing education and decades of corporate experience to lead EFS, Inc. to ever greater solidity and success.

His primary responsibilities include client and employee relations, safety and quality control, strategic planning, management training and onsite evaluations to ensure compliance with all COVID-19 protocols and practices.

Contact Information (24/7 accessibility)

Cell: (909) 815-0144

Office: (844) 780-2626

Email: jferraro@execservices.biz



DEBRA A. FERRARO

CORPORATE FINANCIAL OFFICER

Debra brings nearly 30 years of experience in financial information processing and reporting to her position as Corporate Financial Officer. She is responsible for all financial functions of EFS, Inc. Debra earned a bachelor of science degree in accounting from Bloomsburg University located in Pennsylvania in 1984 and has worked in both public and private sectors. She has a keen understanding of various business structures and accounting systems. She is passionate about and actively involved in a variety of local nonprofit service organizations. Debra joined EFS, Inc. in 2004.

Her primary responsibilities include client billing, accounts receivable and payable, preparation of financial statements, account analysis, payroll, corporate tax reporting, and human resources.

Contact Information

Phone: (844) 780-2626

Email: dferraro@execservices.biz

COMPANY BIOS



CHELSEA STORM-LARSEN

DIRECTOR OF CORPORATE COMPLIANCE

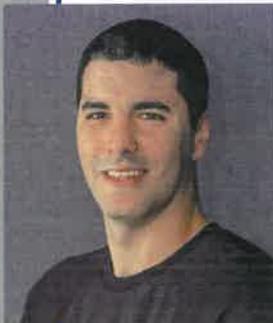
Prior to joining EFS, Inc. in January 2021, Chelsea Storm-Larsen was director of organizational engagement for corporate affairs with Sharecare, Inc. In that role, she managed more than 25 worksites to ensure that all team members understood and complied with the organization's policies and procedures. She graduated with Honors of Distinction from California State University, Monterey Bay with a bachelor's in collaborative health and human services and went on to earn her master's in public administration at California State University, Dominguez Hills.

Her primary responsibilities include corporate compliance, human resources, labor and client relations, and internal quality control.

Contact Information

Phone: (844) 780-2626

Email: cstorm-larsen@execservices.biz



CHRISTIAN FERRARO

SENIOR OPERATIONS MANAGER

Christian joined EFS, Inc. in 2010 and learned the business from the ground up. He worked with a variety of clients and projects garnering extensive experience in operations management, financial reporting and the nuances of the janitorial, disinfecting, and building maintenance industry. He transitioned to the position of controller where he currently oversees financial operations for the headquarters facility in Riverside. He is a graduate of California State University, Chico, holding a bachelor's in business finance.

His primary responsibilities include financial reporting, client relations, quality control, staff supervision and training, disinfecting training, and COVID-19 onsite evaluations.

Contact Information (24/7 accessibility)

Cell: (951) 776-7249

Office: (844) 780-2626

Email: cferraro@execservices.biz

COMPANY BIOS



RJ STORM-LARSEN

DIRECTOR OF BUSINESS DEVELOPMENT /
OPERATION MANAGER

RJ Storm-Larsen joined EFS, Inc. in January 2017 and worked alongside the company's janitorial, disinfecting, and floor service teams to develop a thorough working knowledge of operations. Today, he serves as director of business development. RJ graduated from California State University, Monterey Bay with a bachelor's in science and went on to earn a master's in business administration from the same university. He continues to take a hands-on approach to hone his skills and expand his knowledge of the industry via his ongoing involvement with staff and clients.

His primary responsibilities include client relations, customer service, business development, quality control, and support for operations managers.

Contact Information (24/7 accessibility)

Cell: (805) 705-4195

Office: (844) 780-2626

Email: rjstorm-larsen@execservices.biz

BRITTANEE BROCK

EXECUTIVE ADMINISTRATIVE ASSISTANT

Brittane joined EFS, Inc. in 2015 and serves as the primary point of contact for our clients. She facilitates client requests, work orders, responses and follow up to ensure continuity and consistency of service. Her additional responsibilities include tag job scheduling, payroll processing and COVID-19 pre-site evaluations.

Contact Information

Office: (844) 780-2626

Email: bbrock@execservices.biz

Ventura County Facility Staff

MARTIN BORBOA OPERATIONS MANAGER

MAIN POINT OF CONTACT

Martin joined EFS, Inc. in 2014 and devoted himself to gaining a keen understanding of janitorial, building maintenance, and disinfecting services by working with the company's cleaning crews and trained technicians. With each opportunity, he quickly adapted and grew to meet the requirements of operations within EFS, Inc.

His primary responsibilities include safety, supply inventory management, quality control, equipment maintenance, employee training, site inspections, disinfecting training and services, and COVID-19 onsite evaluations.

Contact Information (24/7 accessibility)

Cell: (951) 776-6382
Office: (844) 780-2626
Email: mborboa@execservices.biz

CARLOS QUIROZ DAY OPERATIONS SUPERVISOR

Carlos, who joined EFS, Inc. in 2014 has been in the janitorial industry for more than 25 years. He has worked throughout Southern California supervising both day porter and janitorial services. He serves as EFS, Inc. day supervisor in Ventura County and is responsible for oversight of operations and quality control departments for Ventura County clients. Carlos is a Certified Floor Care Specialist and assists in the supervision of our floor care teams and nightly cleaning crews.

DAVID SOTO SENIOR NIGHT SUPERVISOR

David, who joined EFS, Inc. in 2022 has been in the janitorial industry for more than 15 years. David has worked throughout Southern California supervising both day porter and janitorial services. David serves as EFS, Inc. night supervisor in Ventura County and is responsible for oversight of operations and quality control.

BRYANT CHICAS CARPET AND FLOOR SPECIALIST

Bryant joined EFS, Inc. in 2019 after working with Martinez and Associates Management for seven years. There, he managed multiple mobile home facilities in Southern California and was responsible for project development and management, rule enforcement, rent collection, site maintenance, janitorial management, and responding to facility emergencies. Bryant brings his ample experience to EFS, Inc. where his responsibilities continue to expand based upon his excellent performance.

Contact Information

Cell: (805) 523-3015
Office: (844) 780-2626
Email: bchicas@execservices.biz

EFS, INC. EQUIPMENT

EFS, Inc. understands that efficiently maintaining the cleanliness of public parks hinges on the meticulous utilization of the appropriate equipment. The synergy between purpose-designed tools and skilled personnel is paramount. EFS, Inc. believes that to succeed in the custodial industry its team members need to be properly equipped to effectively complete the daily services.

EFS, Inc. will be utilizing an electric utility vehicle to complete the services outlined in the scope of work. EFS, Inc. has experience putting these types of vehicles to work on various types of different facilities. This vehicle will be outfitted with turf tires adhering to the specifications of the RFP.



EFS, Inc.'s trained technicians utilize a variety of pressure washing systems to maintain concrete walkways, trash enclosures, public spaces, play structures, and restrooms. EFS, Inc. proven history will provide Pleasant Valley Recreation and Park District a clean, and enjoyable space for staff and its patrons.

TABLE OF EQUIPMENT

EQUIPMENT LIST
UTILITY CART
PRESSURE WASHING SYSTEM
MOP BUCKET
VACUUM
JANITORIAL CART
MOPS
BROOMS
SPRAY BOTTLES
CLEANING CLOTHES
COBWEBBER
CAUTION WET FLOOR SIGNS
HIGH VISIBILITY VESTS

TRAINING PROGRAMS

To ensure consistency, accountability and competency throughout the organization, Executive Facilities Services, Inc. puts a high priority on recruiting, vetting, hiring and training our most valuable asset--our employees. Investing time in hiring qualified and dependable employees and equipping them with the tools they need to provide each client with excellent service is a hallmark of EFS, Inc.

Recruitment, Hiring and Training New Employees

- Every person being considered for employment undergoes an in-person interview with a member of our management team. Each potential employee receives a new hire packet containing current tax, immigration, workers compensation labor code, and health benefits forms. Our human resources department uses the information to perform a thorough background check and to verify that each of our employees is a U.S. citizen.
- EFS, Inc. is ADA compliant and an Equal Opportunity Employer. We are committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. EFS, Inc. makes hiring decisions based solely on qualifications, merit, and business needs at the time.
- Once a potential employee is hired, they are monitored by one of our management staff while working alongside an experienced employee at a current client's job site.
- EFS, Inc. employees wear uniforms that are appropriate and identifies them as an employee of EFS, Inc. This includes full-length pants, a navy blue short-sleeve shirt with the EFS, Inc. logo on the left chest area, closed-toed shoes and all correct Personal Protective Equipment required while on property performing services for the Pleasant Valley Recreation and Parks District.
- Training will cover the specific services, processes and scope of work for the Pleasant Valley Recreation and Parks District
- This training method ensures that each employee understands the standards that EFS, Inc. expects, and the services outlined in the Scope of Work provided by the Pleasant Valley Recreation and Parks District.
- New employees will be monitored by the Operations Manager to ensure that if any additional re-training is necessary, it is performed immediately onsite. This method of employee training has proven to be successful over our 19 years of service and demonstrates to our clients that EFS, Inc's employees that perform janitorial can exceed their expectations.

TRAINING PROGRAMS

Ongoing Training is a Shared Responsibility

Training is an ongoing process at Executive Facilities Services, Inc. It's a strategy and value we utilize whether in response to a change in employment law, OSHA or other government agency criteria, identified opportunities where we can do things even better or a change in processes or policies at a client's business. It is also a way to invest in the future of EFS, Inc. employees, providing tools and supporting them so they can do and be their very best.

Training janitorial employees is a shared responsibility within the EFS, Inc. organization. The owners, managers, and supervisors work together to establish training goals, identify, communicate and facilitate training and ensure that the related goals are met.

Workplace safety is a top priority at EFS, Inc. Our supervisors perform nightly site inspections and use their observations and data to identify additional workplace safety training opportunities. Proper training can then be applied to ensure that employees are safely performing their required duties.

EFS, Inc. documents and reports trainings for all personnel performing work under this contract. Trainings include refreshers in Cal/OSHA's Injury and Illness Prevention Program (IIPP) standard, Cal/OSHA Hazard Communication standard, Emergency Action Plan standard, and Blood Borne Pathogen protocols. Additional on-the-job training is completed when a new product or procedure is to be implemented.

Training extends to on-call staffing

EFS, Inc. understands that emergencies, last-minute requests and special circumstances that require an infusion of additional staff can happen at any time. That is why EFS, Inc. maintains well-trained, regular and specialized on-call staff at all levels.

EFS, Inc. has a large labor pool of established employees that are able to perform a wide variety of janitorial, disinfecting, and building maintenance services should the need arise. EFS, Inc. will utilize these experienced and trained employees should back-up staffing be required.

Executive Facilities Services, Inc. has numerous resources to ensure that the services outlined in the Scope of Work are completed day and night.

SUPERVISORY EXPERIENCE

Executive Facilities Services, Inc. has a proven track record of client satisfaction due in large part to the selection, training, experience and dedication of our management team and supervisory staff.

A rigorous training program ensures a thorough understanding of the industry, the extensive range of services provided by EFS, Inc., company policies and procedures and OSHA protocols for workplace safety, Injury and Illness Prevention, Hazard Communication standards and Emergency Action Plans. If awarded the contract, we will provide the Pleasant Valley Recreation and Parks District with our IIPP within 30 days.

Supervisors routinely perform building inspections to review completed work as well as work in progress. Supervisors are authorized and equipped to respond to questions and requests and address any issues that require resolution.

All EFS, Inc. supervisors are equipped with a phone to provide clients with 24-hour access via call, email or text.

No more than nine employees are assigned to a single supervisor for the duration of the contract. All supervisors are fluent English in both verbal and written communications.

Highly-trained, vetted and professional supervisors support each employee to ensure their success in carrying out daily responsibilities and that they understand their value to the organization and our clients.



BUSINESS PERFORMANCE AND QUALITY CONTROL

Executive Facilities Services, Inc. has learned from experience that the most effective method in ensuring quality service to our clients is through routine site visits. All sites serviced by EFS, Inc. are visited by supervisors on a bi-weekly basis in addition to regular supplies delivery and inspections. Also, the Pleasant Valley Recreation and Parks District will be visited by Jim Ferraro, Company Owner, Martin Borboa, Operations Managers, Carlos Quiroz, Day Supervisor, David Soto, Night Supervisor. All operations managers and supervisors carry a smart phone so they can respond quickly to requests for required or emergency services.

During nightly visits to various sites, our staff members review and assess all aspects of the buildings included in the Scope of Work. If any issues are noticed by a staff member, the employee is made aware and the issues are addressed and resolved that evening. We believe that this is a foundational business practice between EFS, Inc. and its clients. It creates a fast-track line of communication between EFS, Inc. and our clients to ensure that they are receiving the highest of quality service.

- Monthly inspection reports summarize any reported issues and how they were resolved.
- Site visit schedules are developed weekly and unannounced, enabling EFS, Inc. to monitor and control the quality of service as well as interact with onsite employees on a regular basis.
- A copy of our Building Inspection form can be found on the page following this one. Each time a site is visited by an EFS, Inc. supervisor, whether it be a service issue, a supply delivery or a weekly site visit, the form is completed by the supervisor. Operations Managers review all Building Inspection forms daily/nightly to ensure that any issues are addressed and resolved.
- EFS, Inc. and its management team will ensure that each of the Pleasant Valley Recreation and Parks District' buildings remains secure during provision of services. The EFS, Inc. Operations Manager will train each employee on the proper door locking etiquette and alarm system protocols, and verify that all protocols are being followed.
- EFS, Inc. has the responsibility of categorizing and storing highly specialized keys, access cards, and key fobs for clients. As can be seen from our current client list provided with the proposal, EFS, Inc. works with several cities, municipalities, and private and public entities. We store all client keys in a locked key box at our location in Camarillo, CA. This facility has 24-hour surveillance and an alarm system.
- EFS, Inc. will not duplicate keys to any of the Pleasant Valley Recreation and Parks District locations without permission.

Janitorial Site Inspection Sheet

EFS, Inc.		BUILDING INSPECTION FORM		
Date:		Cleaner:		Supervisor:
Custodial Services				
(Place a check mark in the column after each entry to indicate the quality of work performance)				
AREAS AND OPERATIONS		RATING		
		ABOVE	AVERAGE	BELOW
FLOORS	HOFFING			
	WAXING			
	MAINT			
TOILETS	FLOORING	SCUFFING		
		SCRUBBING		
	INTERIOR	WAXES		
		WAXES		
		WAXES		
	SINKS	SCUFFING		
SCRUBBING				
URINALS	POUR LIME			
	SCRUBBING			
MISCELLANEOUS	SCUFFING			
	WAXING			
MISCELLANEOUS	DISINFECT			
	MISCELLANEOUS	DISINFECT		
DISINFECT				
MISCELLANEOUS		DISINFECT		
	DISINFECT			
	MISCELLANEOUS	DISINFECT		
DISINFECT				

REMARKS: (Use this area to note particular areas that need to be fixed)

KEY PRINCIPLES OF CUSTOMER SERVICE

Excellent customer service is at the heart of Executive Facilities Services, Inc. Our guiding customer service principles--Reliability, Assurance, Responsiveness and Empathy -- are known and practiced at every level of the organization.

Our history of providing high-quality customer service is evidenced by the many longstanding client relationships we maintain and is one of the key reasons new clients choose to work with EFS, Inc. EFS, Inc. provides a 24-hour customer service line that is always answered by a team member rather than an answering machine. EFS, Inc. is agile and responsive to any and all requests including those for COVID-related issues, and other emergencies and unexpected needs. all requests including those for COVID-related issues, and other emergencies and unexpected needs.

The EFS, Inc. administrative team will acknowledge all emails within two hours of receipt and provide a timeline for resolution expediently. Client requests, work orders, service challenges, or important information are quickly communicated to the respective operations manager who will provide updates on all requests.

EFS, Inc. has the proven capability to handle all requests related to the COVID-19 pandemic. Our references will demonstrate that as the pandemic continues to change the requirements for state and federal agencies, EFS, Inc. has continually met the challenge.

KEY PRINCIPLES OF CUSTOMER SERVICE

EFS, Inc. Client Service Principles



Reliability

- Client specifications are confirmed and adhered to Client communication, statements, reports, and responses are on time and accurate
- Consistent level of service and delivery importance placed on each and every client interaction



Responsiveness

- Client satisfaction is prioritized, monitored, measured, and managed
- Clients can reach a representative by phone or online 24 hours a day to get answers to questions
- Service quality issues are addressed and resolved quickly
- Clients will receive continuing updates on service challenges until the issue is fully resolved



Assurance

- Staff is familiar with procedures and technology and answers questions with accuracy
- Clients can access executive management directly at any time
- Client requirements are met in an atmosphere of calmness, capability, and enthusiasm
- Staff is well trained to respond to exceptional requests, and can think outside the box to provide answers and solutions

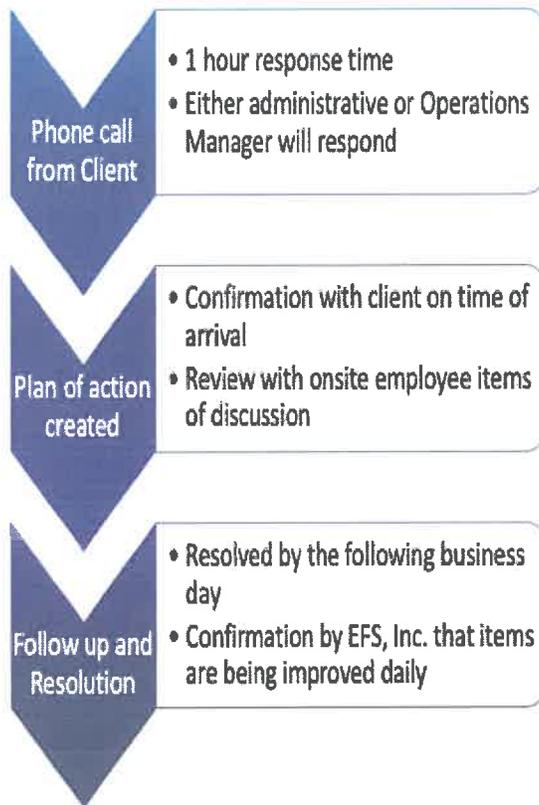


Empathy

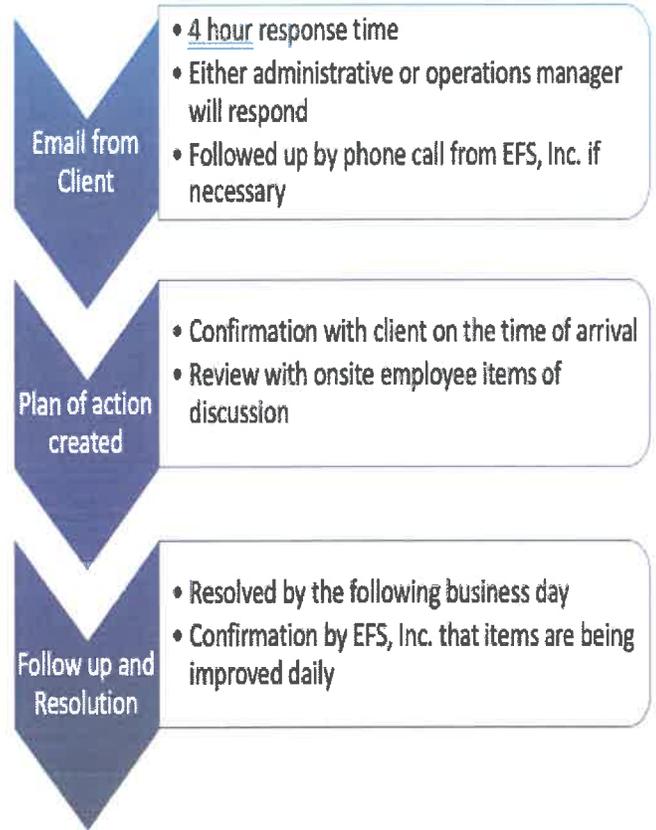
- Staff are well trained to listen to customers empathetically and professionally
- Staff can analyze and solve customer service issues
- Client issues are resolved fairly and quickly by staff advocating at higher levels

EXECUTIVE FACILITIES SERVICES, INC. RESPONSE RECORD ALL CLIENTS

Phone Call Response Record



Email Response Record

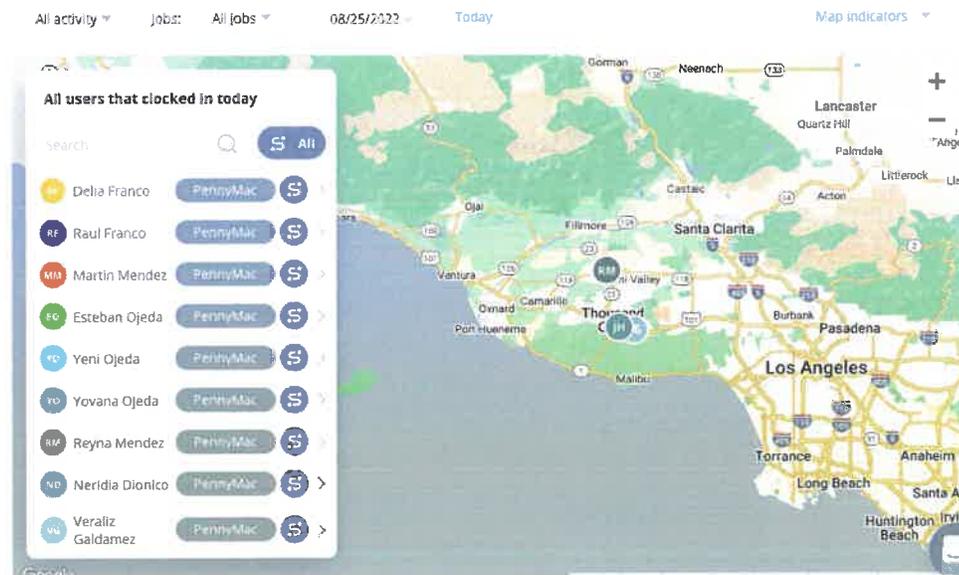


TECHNOLOGY INNOVATIONS

CONNECTTEAM

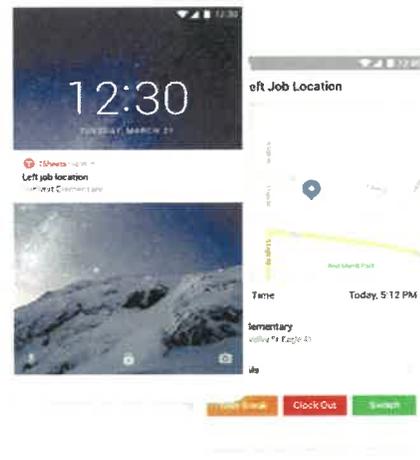
EFS, Inc. utilizes a web-based, mobile time tracking and scheduling app called Connecteam. Connecteam is able to track employees' hours during their shifts and allows the management team to monitor and verify that employees are arriving at the job site and spending the correct amount of time at their designated janitorial site.

Connecteam employs a robust reporting engine to manipulate data however customers require. A key feature EFS, Inc. has seen great value in Connecteam is the "Who's Working" widget, which shows you which individuals are on the clock, which groups are working, and a map of where people are signed in at a designated region such as the Pleasant Valley Recreation and Parks District as pictured below.



We also created geo-fenced locations in the Connecteam app that each employee is responsible for. These geo-fences are set up with alerts that provide current and up to date reports to Supervisors and Operations Managers notifying when employees arrive for work. This allows EFS, Inc. to verify that employees are arriving on time and provides our clients with the peace of mind that their service provider is monitoring all service activities day and night.

EFS, Inc. has used these business practices to outperform our clients' expectations for over 19 years and will apply these same foundational principles to the delivery of janitorial services for the Pleasant Valley Recreation and Parks District.



REFERENCES



Reference: City of Thousand Oaks

Contact Elizabeth Perez, Facilities Manager
Phone Number: (805) 449-2225
Email: edperez@toaks.org
Project Cost: \$ 695,583

EFS, Inc. Staff Involved: Jim Ferraro, Christian Ferraro, RJ Storm-Larsen, Martin Borboa, Carlos Quiroz, David Soto

Executive Facilities Services, Inc. started services for the City of Thousand Oaks in July of 2020, and currently we service 11 of the City's buildings that are located throughout the City of Thousand Oaks.

EFS, Inc. currently provides janitorial services to administrative, maintenance, and community centers throughout the City of Thousand Oaks. At each of the locations, EFS, Inc. is responsible for sweeping and mopping, vacuuming carpeted areas, horizontal surface disinfecting wipe downs, spot glass cleaning, restocking consumables, sanitizing all restroom fixtures, wiping down mirrors, removing trash, and replacing liners.

EFS, Inc. has performed additional services such as: emergency water extraction, hot water extraction carpet cleaning, hard floor services, window cleaning, emergency disinfecting services, and power washing.

Service Date:
Awarded contract in May of 2020



CLIENT REFERENCES



Reference: Conejo Recreation & Park District

Contact: Mr. Tom Hare, Administrator

Phone Number: (805) 381-1230

Email: thare@crpd.org

Project Cost: \$279,045.00

EFS, Inc Staff Involved: Jim Ferraro, Martin Borboa, Carlos Quiroz, RJ Storm-Larsen, David Soto, Bryant Chicas

Executive Facilities Services, Inc. acquired Excellent Building Maintenance in January 2014 and at that time assumed responsibility for the servicing of 10 Conejo Recreation & Park District locations.

EFS, Inc. currently provides janitorial services to numerous locations of outdoor restrooms and community centers throughout the City of Thousand Oaks. At each of the locations within the Conejo Recreation & Park District EFS, Inc. is responsible for restocking consumables, sanitizing all restroom fixtures, wiping down mirrors, removing trash, and replacing liners.

EFS, Inc. has performed additional services such as: emergency water extraction, hot water extraction carpet cleaning, hard floor services, window cleaning, and power washing.

Service Date:

Awarded contract in January 2014

- Were underbid during the RFP process in 2016 and ceased services in June of 2016
- Were contacted to resume services effective November 2016





Reference: PENNYMAC

Contact: Ms. Kristen Santangelo

Phone Number: (805) 222-0884

Email: kristen.santangelo@pennymac.com

Project Cost: \$ 907,012.57

EFS, Inc. Staff Involved: Jim Ferraro, Martin Borboa, RJ Storm-Larsen, Christian Ferraro, Carlos Quiroz, David Soto

Executive Facilities Services, Inc. was awarded the contract for multiple PENNYMAC in the spring of 2022.

EFS, Inc. currently provides janitorial services to numerous locations including: Moorpark, Westlake Village, and Agoura Hills. At each of these PENNYMAC locations, EFS, Inc. is responsible for dayporter, nightly janitorial services, disinfecting services, carpet cleaning services, hard floor services, and window cleaning services.

EFS, Inc. partnered with PENNYMAC to develop daily dayporter cleaning routes that improved the day to day service that was received across each of the PENNYMAC locations. This proven process was translated to the night janitorial services where EFS Inc., again, consistently exceeds the expectations of PENNYMAC and provided additional cost savings.

Service Date:

Awarded contract in May 2022





Reference: City of Costa Mesa

Contact: Daniel Jojola

Phone Number: (714) 925-5289

Email: daniel.jojola@costamesaca.gov

Project Cost: \$ 580,510

EFS, Inc. Staff Involved: Jim Ferraro, Christian Ferraro, RJ Storm-Larsen, Francisco Mendoza, Vicki Rivera, Melanie Lopez, Crystal Mata, Brittane Brock

The employees of Executive Facilities Services, Inc. have been providing janitorial and disinfecting services for the City of Costa Mesa since 2021.

Executive Facilities Services, Inc. was selected out of 8 other regional service providers and the incumbent for its responsiveness, customer service plan, and work plan that outlined actions that would be taken once the contract commenced.

EFS, Inc. provides night janitorial, disinfecting, and additional services for the all of the City of Costa Mesa's facilities. EFS, Inc. has partnered with the city to gain a better understand of what services are needed by each facility in an effort to exceed expectations. In addition to janitorial and disinfecting services EFS, Inc. provides window cleaning, carpet cleaning, and hard floor services on a scheduled timeline in coordination with the City.

Service Date:

Awarded contract in June 2021





Reference: San Bernardino County Superintendent of Schools

Contact: Ralph Alba, Program Manager

Phone Number: (909) 382-3560

Email: Ralph.Alba@sbcss.net

Project Cost: \$696,998.00

EFS, Inc. Staff Involved: Jim Ferraro, Christian Ferraro, Francisco Mendoza, RJ Storm-Larsen, Vicki Rivera, Melanie Lopez, Crystal Mata, Brittanee Brock

The employees of Executive Facilities Services, Inc. have been providing janitorial services for San Bernardino County Superintendent of Schools (SBCSS) since 2004 and currently provide janitorial and disinfecting services at 34 locations.

Ralph Alba, from the San Bernardino County Superintendent of Schools, immediately contacted EFS, Inc. in March 2020 to help plan disinfecting services for their various school sites and administrative buildings. Working quickly and adhering to the CDC guidelines for disinfecting, EFS, Inc. was able to begin the process of disinfecting services for each of the 34 school sites by hand immediately upon request. EFS, Inc. has performed hand disinfecting services multiple times since March 2020.

EFS, Inc. initially utilized hand touch disinfecting guidelines that are supplied in the Additional Documents section. EFS, Inc. then invested in Electrostatic Sprayers to disinfect all high touch points in order to ensure that the students, teachers, parents, and staff members at all the SBCSS buildings are safe. Additionally, EFS, Inc. assisted in developing a disinfection schedule for both schools and administrative buildings as they planned to reopen to ensure that the organization was adhering to the guidelines provided by the CDC and the State of California.

Service Date:

Awarded first contract in September of 2004



The Pleasant Valley Recreation and Parks District

SAMPLE OF SIMILAR CLIENTS

CLIENT NAME	CONTRACT START	CONTRACT END	# OF LOCATIONS	SQ FOOTAGE	ANNUAL COSTS
Riverside County Library System	1998	10/2009	22	226,300	\$258,000
Riverside County Library System	2016	Under contract	26	326,208	\$715,645
Provident Bank	2005	Under contract	14	885,203	\$205,640
San Bernardino County Superintendent of Schools	2010	Under contract	34	495,937	\$1,253,686
City of Thousand Oaks	2020	Under contract	15	296,804	\$404,093
Conejo Recreation & Park District	2014	Under contract	10		\$286,204
Dignity Health Medical Foundation	2014	Under contract	41	136,308	\$610,060
City of Costa Mesa	2021	Under Contract	24	170,013	\$580,551
City of Agoura Hills	2021	Under Contract	2	21,098	\$28,065
PENNYMAC	2022	Under Contract	4	210,000	\$907,012

ADDITIONAL INFORMATION

Green Cleaning Program and Partner



&

EXECUTIVE FACILITIES SERVICES, INC.



PARTNERING TOGETHER

WAXIE GPS Green Partner Support is an ideal platform for customers who would like to implement a green cleaning program which combines low environmental impact cleaning products with good sound cleaning procedures, along with the training and consultative expertise needed in order to create a more effective and safe cleaning program.

WAXIE GPS identifies third-party certifications and guidelines whenever available to substantiate environmentally preferable product claims – such as EA Comprehensive Procurement Guidelines (CPG), EPA Safer Choice (formerly known as DfE), UL Environment/EcoLogo, Green Seal, CRI Seal of Approval, Forest Stewardship Council (FSC), Scientific Certification Systems (SCS), Clean Air Choices Cleaner Certification (CACC), USDA BioPreferred Program and others – and includes the demonstrated knowledge of the LEED Accredited Professionals and CIMS-GB ISSA Certification Experts employed by WAXIE.

WAXIE GPS is a collaboration and partnership between WAXIE and its respective customer and manufacturer partners – and it is a comprehensive approach which addresses everything you will need to implement an effective green cleaning program.



CHEMISTRY

Start with low environmental impact cleaning chemicals and dispensing systems, using products which are third-party certified to have a reduced impact on human health and the environment.



MECHANIZATION

Increase the effectiveness of your cleaning chemical system by combining them with microfiber cleaning tools, and utilize offer low environmental impact cleaning equipment to clean your building's floor and vertical surfaces.



DIVERSION

Divert waste from the landfill by instituting a recycling program complete with the appropriate recycling containers to hold divertable items such as paper, plastic, glass, light bulbs, batteries and compostables.



ENTRYWAYS

Reduce the amount of dirt entering your building by deploying entryway matting systems, and develop the associated strategies to keep your entryways and exterior walkways clean.



CONSUMABLES

Promote source reduction through controlled dispensing systems for paper products and right-sizing your trash liners. Use products which contain recycled content, and third-party certified, or are derived from renewable resources.



CONSERVATION

Conserve energy and water in your building by installing LED lighting and utilizing no-touch restroom fixture which regulate and reduce indoor water consumption.



WELLNESS

Develop strategies to fight the spread of germs in your workplace and promote improved hand hygiene through increased hand washing and the use of hand sanitizers.



STEWARDSHIP

Identify stewardship and sustainability goals address by your WAXIE GPS® green cleaning program – and commit to continued improvement in your ongoing cleaning maintenance operations.



WAXIE Knows Clean

Since 1945, WAXIE has grown from one small store in San Diego, CA into America's largest independent family-owned sanitary maintenance supply distributor, and a cleaning industry leader – EXPERTS in the maintenance requirements of commercial, educational, institutional and industrial environments.

From the basics you use everyday – like cleaning chemicals, vacuums, sanitary paper products, trash liners and hand soaps – to more specialized items – like ride-on autoscrubbers and no-touch restroom accessories – WAXIE is your SINGLE SOURCE for all your facility maintenance supply needs. We are uniquely qualified to deliver a customized cleaning solution that perfectly suits your needs.

WAXIE Knows Green

WAXIE is committed to being an industry leader in promoting RESPONSIBLE business practices that support more sustainable communities. SUSTAINABILITY has emerged as a global theme of the 21st century – it is a concept which balances the interconnectedness of the environment, the economy and our quality of life.

With its own LEED certified facilities, and LEED Accredited Professionals and CIMS-GB ISSA Certification Experts on staff, WAXIE understands how green cleaning fits into the broader scope of your overall sustainability goals, and offers the cleaning product solutions, training on cleaning best practices, and advanced procurement platforms to support a more sustainable approach to achieving CLEAN GREEN BUILDING ENVIRONMENTS.

WAXIE Knows Service

"Serving the Customer is the Focus of Everything We Do" is more than just our motto – it is our mission! Whether it's a crisis situation that demands a last-minute delivery, an all-night training, a timely equipment repair, or a bilingual training session, we have proven the extent of our dedication to our customers time and again by going far ABOVE AND BEYOND what most people would expect of us, in order to see that our customers' needs are met.

And because the WAXIE organization has been PURPOSE-BUILT from the ground up to serve those who are responsible for delivering clean and healthy buildings, you can count on WAXIE to come through with the help you need, when you need it.

WAXIE Pledge to Sustainability

WAXIE Sanitary Supply is committed to being a leader to promote responsible business practices that support sustainable communities which are secure, economically prosperous, environmentally responsible and healthy places in which to live and work.

WAXIE shares the goal of establishing partnerships to advance education, communication, business best practices, policies, research, technologies and programs to support a more sustainable region for all generations.

WAXIE is committed to adopting more sustainable business practices for the company, and to partnering with its stakeholders to identify and implement the most effective facility maintenance solutions to protect and enhance the triple bottom line of human health, environmental stewardship, and economic prosperity.

WAXIE is a member of these organizations:





January 23, 2023

To whom it may concern,

WAXIE Sanitary Supply has had a long term partnership with Executive Facilities Services Inc. with both companies having like goals of helping customers keep buildings cleaner, safer and healthier. WAXIE provides multiple training classes on restroom care, Green Cleaning Practices, floor care, carpet care and COVID – 19 to our customers of which EFS Inc. participates in. Along with that, WAXIE prides itself on finding solutions for customers to meet all of their cleaning needs. Together with EFS Inc. we have been able to create cleaning protocols during the pandemic using electro-static sprayers, EPA N-List approved disinfectants and PPE, all while providing the other necessary products in a timely manner. I know if EFS Inc. is chosen for your facility, they will provide the same level of excellent service that other customers like yourself are receiving.

Sincerely,

Theresa Cummins
Regional Sales Manager
WAXIE – Ontario, CA
tcummins@waxie.com
Cell # 702-768-5696
www.waxie.com

Regional Inventory Center ■ 905 N. Wineville Avenue ■ Ontario, CA 91764-5595
(800) 443-3469 ■ (909)942-4100 ■ FAX (909) 942-3199 ■ www.waxie.com

BUSINESS ATTIRE

EFS, Inc. Uniform: apron, employee badge, and t-shirt



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS**

This Contract Services Agreement (“Agreement”) is made and entered into this 6th day of September, 2023, by and between the Pleasant Valley Recreation and Park District, a municipal corporation (“District”), and Executive Facilities Services, Inc. (“Contractor”). The term Contractor includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1. SERVICES OF CONTRACTOR

- 1.1 Scope of Services:** In compliance with all terms and conditions of this Agreement, Contractor shall provide the work and services specified in the “Scope of Services” attached hereto as Exhibit “A” and incorporated herein by this reference. Contractor warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional, and satisfactory manner.
- 1.2 Contractor’s Proposal:** The Scope of Services shall include the Contractor’s proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.
- 1.3 Compliance with Law:** All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the District and any Federal, State, or local governmental agency having jurisdiction. The Contractor 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 service, but not limited to, physical distancing, use of appropriate sanitation practices, etc.
- 1.4 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.
- 1.5 Familiarity with Work:** By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (s) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.
- 1.6 Additional Services:** District shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the scope of services or make changes by altering,

adding to, or deducting from said work. Contractor may have to respond to unscheduled or emergency work during or after regular business hours. This work shall be performed on a time and materials basis in accordance with the costs listed in *Exhibit "C."* No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to five percent (5%) of the Contract Sum or \$25,000, whichever is less, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively must be approved by the District Board. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be costlier or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation, therefore.

- 1.7 **Special Requirements:** Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached thereto as *"Exhibit B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *"Exhibit B"* and any other provisions of this Agreement, the provisions of *"Exhibit B"* shall govern.
- 1.8 **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.

2. COMPENSATION

- 2.1 **Contract Sum:** For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *"Exhibit C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of six hundred ninety thousand one hundred eighty eight dollars and no cents (\$690,188.00) ("Contract Sum", except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or, (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the District.

Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said

fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment: Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Contractor wishes to receive payment, no later than the first (1st) working day of such month, Contractor shall submit to the District, in a form approved by the District's Administrative Services Manager, an invoice for services rendered prior to the date of the invoice. The Parks Services Manager is then responsible for attaching verification of required monthly inspection report for any payment to be processed. Except as provided in Section 7.2, District shall pay Contractor for all expenses stated thereon which are approved by District pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form.

2.3 Availability of Funds: It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the District Board of Directors for the purposes of this Agreement. The availability of funding is affected by matters outside the District's control, including other governmental entities. Accordingly, the District has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3. PERFORMANCE SCHEDULE

3.1 Time of Essence: Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance: Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Scope of Work" and "Technical Provisions" attached hereto as "*Exhibit A*," and "*Exhibit D*" if any, and incorporated herein by this reference. When requested by the Contractor, extensions to the period(s) specified in the Scope of Work and Technical Provisions may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

3.3 Force Majeure: The time period(s) specified in the Scope of Work (*Exhibit "A"*) and Technical Provisions (*Exhibit "D"*) for performance of the services rendered pursuant to this Agreement shall 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 restricts, 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. The Contract Officer 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 judgement of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall 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.

- 3.4** **Term:** The term of this Agreement ("Term") shall be three (3) years commencing on October 1, 2023 and ending on September 30, 2026 Upon mutual written agreement by both parties, the Term of this Agreement may be extended for two (2) additional one (1) year terms ("Renewal Term") on the same terms and conditions contained herein no less than 120 days prior to expiration of initial term or the then current renewal term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion.

4. COORDINATION OF WORK

- 4.1** **Representative of Contractor:** Jim Ferraro, President, is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability, and reputation of the representative was a substantial inducement for District enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may his responsibilities be substantially reduced by Contractor without the express written approval of District.

- 4.2** **Contract Officer:** The District's General Manager or Designee is hereby designated as the representative of the District authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions which must be made by District to the Contract Officer. The District may designate another Contract Officer by providing written notice to Contractor.

- 4.3** **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. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of District. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty-five percent (25%) of the present ownership and/or control of Contractor taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of District.

- 4.4 **Independent Contractor:** Neither the District nor any of its employees shall have any control over the manner or means by which Contractor, its agents, or employees, 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 shall not at any time or in any manner represent that it or any of its agents or employees are agents or 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 venture or a member of any joint enterprise with Contractor.

5. INSURANCE AND INDEMNIFICATION

- 5.1 **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:

5.1.1 **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.

5.1.2 **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.

5.1.3 **Automotive Insurance:** A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$2,000,000 per accident, combined single limit. Said policy shall include coverage for owned, non-owned, leased and hired cars.

5.1.4 **Professional Liability or Error and Omissions Insurance:** A policy of \$N/A Insurance in an amount not less than \$ N/A per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the District. All the above policies of insurance shall be primary insurance. The general liability policy shall name the District, its officers, employees, and agents ("District Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the District and the District's Parties and their respective insurers. All said policies of insurance shall provide that said insurance may not be cancelled without providing ten (10) days prior written notice by registered mail to the District. 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 4.1 to the Contract Officer. No work or services under this Agreement shall commence until Contractor has provided District with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or Binders are approved by District. Contractor agrees that the provisions of this Section 4.1 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. The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or the Key Rating Guide, and only if they are of a financial category Class VII or better unless such requirements are waived by the Risk Manager of the District due to unique circumstances. In the event the Contractor is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 4.1.

5.2 Indemnification:

- 5.2.1 Indemnity for Professional Liability:** When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless District and the District's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers, agents, employees of subcontractors (or any entity or individual for which Contractor shall bear legal liability) in the performance of professional services under this Agreement.
- 5.2.2 Indemnity for Other than Professional Liability:** Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend and hold harmless District and District's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subcontractors of Contractor.

6. RECORDS AND REPORTS

- 6.1 **Reports:** Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.
- 6.2 **Records:** Contractor shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of District, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the District shall have access to such records in the event any audit is required.
- 6.3 **Ownership of Documents:** All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of District and shall be delivered to District upon request of the Contract Officer or upon the termination of this Agreement and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by District of its full rights of ownership of such documents and materials. Contractor may retain copies of such documents for its own use and Contractor shall have an unrestricted right to use the concepts embodied therein. Any use of such completed documents by District for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at the District's sole risk and without liability to Contractor and the District shall indemnify the Contractor for all damages resulting therefrom. All subcontractors shall provide for assignment to District of any documents or materials prepared by them, and in the event, Contractor fails to secure such assignment, Contractor shall indemnify District for all damages resulting therefrom.

7. ENFORCEMENT OF AGREEMENT

- 7.1 **California Law:** This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.
- 7.2 **Retention of Funds:** Contractor hereby authorizes District to deduct from any amount payable to Contractor (whether or not arising out of this Agreement), (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate District for any losses, costs, liabilities, or damages suffered by District, and (ii) all amounts for which District may be liable to third

parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, District may withhold for any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of District to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect District as elsewhere provided herein.

7.3 Waiver: No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be constructed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.4 Termination Prior to Expiration of Term: Either party may terminate this Agreement at any time without cause, upon 120 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 Contract Officer. 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 Contract Officer 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.

Nothing herein contained shall be deemed a limitation upon the right of Contract Officer to terminate this Agreement at any time upon 30 days' written notice after default by Contractor and the failure of such party to cure such default after notice and opportunity to cure as provided in Exhibit "B."

7.5 Completion of Work After Termination for Default of Contractor: If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, District may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the District shall use reasonable efforts to mitigate such damages), and District may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the District as previously stated.

7.6 Attorney 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.

8. DISTRICT OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

- 8.1 **Non-Liability of District Officers and Employees:** No officer or employee of the District shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the District or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.
- 8.2 **Conflict of Interest; District:** No officer or employee of the District shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership, or association in which he/she is interested, in violation of any State statute or regulation.
- 8.3 **Conflict of Interest; Contractor:** 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 including, without limitation, District's Conflict of Interest Code which is on file in the District Clerk's office. Accordingly, should the District Manager determine that Contractor will be performing a specialized or general service for the District and there is substantial likelihood that the Contractor's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Contractor and its officers, agents or employees, as applicable, shall be subject to the District's Conflict of Interest Code.
- 8.4 **Covenant Against Discrimination:** Contractor covenants that, by and for itself, its executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin, or ancestry.

9. MISCELLANEOUS PROVISIONS

- 9.1 **Notice:** Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the District, to the District Manager and to the attention of the Contract Officer, Pleasant Valley Recreation and Park District, 1605 E. Burnley Street, Camarillo, California 93010, and in the case of the Contractor, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

- 9.2 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.
- 9.3 Integration: Amendment:** It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements, and understandings, if any between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.
- 9.4 Severability:** Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.
- 9.5 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 next page)

10. SIGNATURES

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

DISTRICT:

PLEASANT VALLEY RECREATION & PARK DISTRICT, a municipal corporation

By: _____
Board Chair, Elaine Magner

Date: _____

ATTEST:

District Clerk

Date: _____

APPROVED AS TO FORM:

Aleshire & Wynder, LLP

Tiffany J. Israel, General Counsel

CONTRACTOR:

Executive Facilities Services, Inc.
a [California corporation]

By: _____
Name: Jim Ferraro
Title: President

Address: 1227 Flynn Road Suite 307
Camarillo, CA 93012
844-780-2626

**PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS**

**EXHIBIT "A"
SCOPE OF WORK**

The following sets forth the requirements for this Custodial Services Agreement for the Pleasant Valley Fields Sports Complex located at 200 Westpark Court, Camarillo, California, 93012.

Contractor agrees to perform all services listed herein to provide complete and proper maintenance for the premises listed below. Contractor shall also provide all necessary equipment to perform all services and all other necessary safety equipment to comply with California Occupational Safety and Health Administration (Cal/OSHA) and all other applicable requirements for these services. All equipment must be used in a safe manner.

The Custodial Services Agreement includes services based on the outlined maintenance standards and specifications.

1.1 Contractor agrees to provide at their own cost and risk all labor, equipment, materials, supplies, tools, and transportation necessary for the satisfactory performance required for cleaning of restroom areas, waste receptacles, benches, tables, bollards, and water fountains as follows:

- Westside Restrooms
- Central Restrooms
- Eastside Restrooms
- Park Amenities – Benches, tables, bollards, water fountains

Contractor agrees to supply and install toilet paper, hand soap and trash can liners. The cost of which shall be billed to the District.

1.2 Contractor agrees District park restrooms and amenities shall be serviced seven (7) days a week, excluding Thanksgiving Day, Christmas Day, and New Year's Day. Park restrooms shall be open to the public no later than 9:00 AM Monday through Friday. Park restrooms shall be open to the public no later than 7:00 AM and services may be required until 5:00 PM Saturday and Sunday. During tournaments or special events, services are required from 6:00 AM until 9:00 PM Saturday and Sunday. District agrees to provide Contractor with complete schedule of games, tournaments, or special events no less than seven (7) days in advance. During scheduled seasonal field closures, park restrooms shall be open to the public no later than 7:00 AM Saturday and Sunday. Contractor agrees to perform all work necessary to complete the contract in a manner acceptable to the District. This work shall include, but is not limited to, the following:

A. Park Restrooms

1. Pick-up and disposal of litter in and around restroom facility.
2. Empty trash receptacles and replace liner(s) including sanitary trash receptacles in toilet stalls.
3. Sweep and mop floors with cleaner/disinfectant.
4. Clean partitions, walls, doors, and ceiling with cleaner/disinfectant.
5. Clean sinks with a cleaner/disinfectant.

7. Clean toilets and urinals with a cleaner/disinfectant.
8. Replenish toilet paper and hand soap.
9. Wet mop/hose the entire floor surface using cleaner/disinfectant. Must dry floors with a dry mop before opening to the public.
10. Neutralize any offensive odors.
11. Remove spitballs, chewing gum, cobwebs, stickers, and other foreign materials from fixtures, partitions, walls, doors, ceilings, vents, etc.
12. Remove graffiti with a District approved graffiti remover. If graffiti cannot be removed with said cleaner, Contractor shall notify the Contract Officer within one (1) hour of discovery, but no earlier than 7:00 AM.
13. If there are any acts of vandalism or theft, Contractor shall notify the Contract Officer immediately upon discovery.
14. Contractor shall lock restroom during periods of inclement weather, as directed by the Contract Officer. Contractor shall open restrooms as weather conditions allow, per the direction of the Contract Officer.
15. Contractor shall report all water leaks immediately upon discovery and make every attempt possible to shut water off in such a way that will isolate the leaking fixture until repairs can be completed by District.
16. Contractor shall report all electrical problems, such as damaged building security lights, non-operable hand dryers, etc., to the Contract Officer immediately upon discovery.
17. If any restroom fixtures (i.e., toilets, sinks, urinals, etc.) are determined to be inoperable, including minor toilet clogs, Contractor shall make every reasonable attempt to resolve it. If Contractor cannot restore operation, Contractor shall cover said fixture with a black plastic trash can liner, tape liner edges shut, and notify the Contract Officer immediately.

B. Park Amenities

1. Remove spitballs, chewing gum, cobwebs, stickers, and other foreign materials from all park amenities.
2. Clean water fountains with a cleaner/disinfectant.
3. Clean benches and tables with a cleaner/disinfectant.
4. Pick up and dispose of litter in and around park grounds.
5. Empty trash receptacles and replace liner(s).
6. Remove graffiti with a District approved graffiti remover. If graffiti cannot be removed with said cleaner, Contractor shall notify the Contract Officer within one (1) hour of discovery, but no earlier than 7:00 AM.
7. If any park amenities (i.e., water fountains, trash receptacles, benches, tables, etc.) are determined to be inoperable, Contractor shall cover said fixture with a black plastic trash can liner, tape liner edges shut, and notify the Contract Officer immediately upon discovery.
8. Contractor shall report all water leaks immediately upon discovery and make every attempt possible to shut water off in such a way that will isolate the leaking fixture until repairs can be completed by District.
9. If there are any acts of vandalism or theft of any park amenities (i.e., water fountains, trash receptacles, benches, tables, etc.), Contractor shall notify the Contract Officer immediately upon discovery.

- C. All trash receptacles and trash enclosure doors shall be power washed one (1) time per month.

Contractor is advised of the following anticipated park regular soccer game occupancy and tournament schedule, subject to changes as needed, to ensure sufficient staffing to perform all work necessary:

Regular Spring Soccer Games – 2000 individuals between the hours of 9:00 AM and 5:00 PM on Saturday and 500 individuals between the hours of 10:00 AM and 4:00 PM on Sunday.

Regular Fall Soccer Games – 2000 individuals between the hours of 6:00 AM and 4:00 PM on Saturday and 1000 individuals between the hours of 9:00 AM and 4:00 PM on Sunday.

Regular Tournaments – January; third and fourth weekends. March; second and third weekends, May; first and third weekends, July; third and fourth weekends, September; Labor Day weekend.

Contractor is advised of the following anticipated seasonal field closures, subject to changes as needed, to ensure sufficient staffing to perform all work necessary. Contractor will be given schedule of field closures no less than seven (7) days prior to closure.

Spring – Second week of March through third week of April

Summer – Second week of June through third week of July

Fall/Winter – Fourth week of November through first week of January

1.3 EXTRA WORK

Extra work performed must be authorized by the Contract Officer and shall not be considered when calculating regular monthly services and shall be billed separately to the District. The invoice for extra work shall show the name of the project or special event. The invoice shall include any supplies used with their unit price and total cost, the amount of time required to do the job and the cost for labor based on Exhibit "C" – Supplemental Unit Cost Form. Although it is not anticipated, the District reserves the right to order any, all, or none of the work described. Extra work may be required outside of normal business hours or on an emergency basis as requested by the District.

1.4 MATERIALS, EQUIPMENT AND SUPPLIES TO BE PROVIDED BY CONTRACTOR

Contractor, at its own cost and expense, shall furnish all necessary manpower, equipment, supplies, materials of good quality and in the amounts necessary to fulfill this contract, and to accomplish an acceptable and professional level of service. The District shall have the right to specify the type, quality, and manufacturer of supplies and materials used in maintenance of the park's facilities.

These supplies and materials shall include, but are not limited to:

- Cleaning and sanitation liquids, solutions, compounds, or powders
- Graffiti remover

1.5 CONTRACTOR STAGING AREA

The District will provide an area for staging equipment and vehicles used to perform all services required under the Agreement. Storage closets will be provided at each restroom building. Storage for a utility cart and other equipment will be provided.

1.6 CONTRACTOR UTILITY CARTS AT DISTRICT PARKS

Contractor is permitted to drive District approved utility carts equipped with turf tires within park grounds as needed while performing services. In case of a weather event which compromises turf conditions, such as one quarter of an inch of rainfall or a major frost, Contractor shall seek District guidance prior to driving on park turf. Contractor must park all carts in designated parking areas only. If Contractor damages any turf or buildings, they are responsible for restoring it back to the original condition.

DRAFT

**PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS**

**EXHIBIT "B"
SPECIAL REQUIREMENTS**

1. LEVEL OF MAINTENANCE:

- A. All work shall be performed in accordance with the Service Level Standards in the Technical Provisions (Exhibit "D") at established frequencies to maintain the aesthetic appearance, and usefulness of park restrooms and park amenities to standards acceptable to the District. Frequencies are indicated for some of the tasks described in the Scope of Work (Exhibit "A") and Technical Provisions (Exhibit "D"). Some higher use areas may require greater frequencies than those indicated in the Service Level Standards in order to provide the minimum required standard service level.
- B. The District shall make routine inspections of all facility areas included in this Agreement and shall advise the Contractor of any deficiencies noted. The results of each inspection shall be recorded and retained for reference.
- C. The Contractor shall compensate the District for all time required for any re-inspection and related supervision as a result of noted deficiencies providing that compensation shall be charged at a rate including actual time, fringe benefits, and mileage costs incurred by the District. Said compensation to the District shall be deducted from Contractor's next payment.

2. DEFICIENCIES:

Notices and penalties for non-performance are set forth as follows:

- A. Deficiency Notice: The Contractor must correct deficiencies within five (5) working days after notification by District.
- B. Withholding of Payment: Provided work under the Deficiency Notice has not been completed within 5 days, payment for addressing the subject deficiency shall be withheld until the deficiency is corrected, without right to retroactive payments. Instead, upon such occurrence, the Contractor will be compensated as determined by the District based on a percentage of the item cost per month for the area in question, using the cost for the area as provided by the Contractor on the proposal form.
- C. District's Right to Correct Deficiency: Five (5) working days after issuing a Deficiency Notice to Contractor, District shall re-inspect the noted deficiency to verify whether the deficiency has been corrected to the satisfaction of the District. District may, at its option without further notice to Contractor, correct the noted deficiency and deduct costs incurred by District from Contractor's next contract payment. The cost of re-inspection shall also be deducted from Contractor's next payment.
- D. Description of Deficiencies:
 - a. **Performance deficiency:** Examples include failure to comply with

conditions, specifications, reports, schedules and/or directives from Authorized Representatives; Deduction may be based upon costs provided by the Contractor on the Bid Worksheets submitted at the time of bid or as deemed appropriate by the District's Representative.

- b. **Failure to provide adequate equipment in compliance with District specifications and/or as requested by the District's Representative:** May result in a deduction of up to \$250 per instance per workday.
- c. **Failure to protect public health and/or correct safety concerns:** These include, but are not limited to, policing District property for hazards, responding to emergencies, providing adequate traffic control measures (per M.U.T.C.D. Guidelines). May result in a deduction of up to \$250 per occurrence.
- d. **Failure to comply with water restrictions imposed by the Water Authority:** May result in a deduction of up to \$250 per occurrence. Additionally, Contractor shall be responsible for any imposed penalties.

The Contractor's representative shall contact the District on a weekly basis for notification of any special maintenance item(s) requiring correction.

3. CONTRACTOR'S EMPLOYEES

A. Work Force; Background Checks

The Contractor must employ sufficient, appropriately licensed, personnel to perform all work as described in Technical Provisions (Exhibit "D").

Contractor will provide its Personnel with all training necessary for the successful performance of the requested services. Training will include safety procedures; the proper use of all equipment and materials; and the proper procedures for the sorting and disposal of materials and waste.

The determination of adequacy in the number of Contractor's personnel will be made by the Parks Services Manager or designee and will be based upon performance or nonperformance in each case. Upon written notification from the District, the Contractor shall assign additional personnel within two workdays. Continued nonperformance may result in removing that item or facility area from the terms of this Agreement. Serious nonperformance will be considered Contractor default.

B. Contractor's Representative

The Contractor shall always have an on-site representative present when performing maintenance activities, an on-site representative who speaks fluent English, whose duty shall be to supervise and coordinate maintenance operations as they occur. This on-site representative must carry, during work hours, a cell phone for communication. The District shall be advised in writing of the number for this phone.

C. Reporting

Contractor or his representative shall meet with the Contract Officer or his representative on a weekly basis and at such other times as may be required by the District to review the performance of the contract and to discuss any problems or matters as determined by the District.

4. FACILITY OUT OF USE

In the event any park area or District facility is not usable for any reason, including acts of nature or vandalism, the Contract Officer may declare, for the purpose of maintenance, that an emergency condition exists, and that the facility is out of use. In such event, contract services for that area may be suspended on twenty-four (24) hours' notice. Contractor shall not be compensated for any park area or District facility that is out of use during any period of time that Contractor does not provide maintenance services. If a portion of any park area or District facility is partially declared out of use, District and Contractor shall negotiate in good faith the cost of providing a modified or reduced maintenance service.

5. DAMAGES

Upon authorization by the Contract Officer, the Contractor will be reimbursed for the repair or replacement of any District-owned property, whether real or personal, which is damaged or destroyed through vandalism or fire or which disappears by an unknown cause.

Where public safety is affected, Contractor shall make immediate equipment repairs or removals and shall report such repairs or removals within one (1) hour to the Contract Officer.

Any work performed by the Contractor, as described in this Section 5, shall be considered as extra work, and shall be paid for as "Extra Work" under these specifications.

6. CHEMICAL CONTROL

Contractor shall comply with all rules and regulations of the California Occupational Safety and Health Administration (Cal/OSHA), and all other state or local agencies which govern the use and application of chemicals required in the performance of the work to be provided pursuant to this Agreement. The term "chemicals" shall include but is not limited to; any solution, liquid, compound, or powder used for the purpose of cleaning, disinfecting, neutralizing odor, removing residues or gum, or removing paint on bathroom facilities and park amenities.

The Contractor shall submit a list of all chemicals proposed for use under this contract for approval by the Parks Services Manager.

7. SOUND CONTROL REQUIREMENTS

Contractor shall comply with all County and District sound control and noise level rules, regulations and ordinances which apply to any work performed pursuant to this Agreement and shall make every effort to control any undue noise resulting from its operations.

No maintenance functions that generate excess noise, which would cause annoyance to residents of the area, shall commence before 8:00 a.m. and after 7:00 p.m. or any other time as directed by the Parks Services Manager.

8. AIR POLLUTION

Contractor shall comply with all Ventura County air pollution rules, regulations, ordinances,

and statutes which apply to any work performed pursuant to this Agreement and shall not discharge smoke, dust, or any other air contaminants into the atmosphere in such quantity as will violate the regulations of any legally constituted authority. Material to be disposed of shall not be burned.

9. REMOVAL AND DIVERSION OF DEBRIS

Contractor shall promptly remove all debris accumulated because of maintenance operations and shall not allow any debris to remain on the public street or other public property after 4:00 p.m. on the day on which debris is generated. Debris is defined as cardboard boxes, plastic bottles, cans, empty containers, trash, and other articles discarded in park restrooms, amenities, and open space. Removal, diversion, and disposal of debris shall be performed at no additional cost to the District and shall be included as part of the Contractor's proposal price.

10. AUTHORITY OF THE PARK SERVICES MANAGER

The Park Services Manager or designee shall be the determining authority with respect to all issues regarding the quality or acceptability of work performed and as to the manner of performance and rate or progress of the work. Whenever Contractor's designated supervisor is not present for any part of the work where it may be desired that they give direction, orders within the scope of these specifications may be given by the Park Services Manager or designee, and Contractor shall instruct its staff to follow these orders as though they had been issued by Contractor.

11. SUSPENSION OF CONTRACT

If, at any time, in the opinion of the District, Contractor has failed to supply an adequate workforce, or equipment of proper quality, or has failed in any other respect to execute the work with the diligence and force specified and intended in and by the terms of this Agreement, notice thereof, in writing, shall be served upon Contractor. Should Contractor neglect or refuse to provide means for satisfactory compliance with this Agreement, as directed by the Park Services Manager or designee, within the time specified in such notice, the District Board of Directors may suspend or terminate this Agreement in the Board's discretion.

Upon receiving notice of such suspension, the Contractor's control shall terminate, and thereupon the District may hire such force and buy or rent such additional machinery, tools, appliances and equipment, and buy such additional materials and supplies at the Contractor's expense as may be necessary for the conduct of the work and for the completion thereof; or may employ the necessary workmen, substitute other parties to perform the work required under this Agreement; employ the necessary workmen, substitute other machinery or materials, and purchase the materials contracted for in such a manner, as the District Board may deem proper or the District Board may annul and cancel the Agreement and related work. Any excess cost arising there from over and above the contract price shall be charged against the Contractor and his sureties from liability for failure to fulfill this Agreement.

The Contractor and his sureties shall be credited with the amount of money so forfeited toward all excess cost over the operations of this Agreement and the completion of the work by the District as above provided.

12. LAWS TO BE OBSERVED

Contractor shall keep itself and its employees and agents fully informed of and ensure that all work and services are provided in compliance with, all Federal and State laws, and all municipal ordinances and regulations of the District which in any way affect the conduct of the work, and all such orders and decrees of bodies or tribunals having any jurisdictions or authority over the same.

Contractor shall comply with all applicable provisions of Federal law, State law, and the Camarillo Municipal Code including those relating to illicit discharges.

Contractor shall be aware that sections of the irrigation systems are supplied with recycled water. All labor shall be performed in accordance with the rules and regulations of the California Department of Public Health.

13. WAGES

Contractor shall ensure that all maintenance and other services provided pursuant to this Agreement are provided in accordance with all applicable laws and regulations relation to the payment of prevailing wages and in accordance with State of California Department of Industrial Relations General Prevailing Wage Determination. Contractor further understands and agrees as follows:

- A. That the statutory provisions for penalties for failure to pay prevailing wages will be enforced (Labor Code §1775) and the statutory provisions for penalties for failure to comply with state's wage and hour laws will be enforced. (Labor Code §1813.)
- B. That Contractor must comply with the statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection. (Labor Code §1776.)
- C. Contractor will comply with the statutory requirements relating to the employment of apprentices. (Labor Code §1777.5.)
- D. Eight hours' labor constitutes a legal day's work as described in Labor Code §1810.
- E. Contractor must secure the payment of workers' compensation to its employees as provided in Labor Code §1860 and 3700. In addition, the Contractor must sign and file a statutorily prescribed statement acknowledging its obligation to secure the payment of workers' compensation to its employees before beginning work (Labor Code §1861.)
- F. Contractor acknowledges and agrees that should any third party, including but not limited to the Director of the Department of Industrial Relations, determine that Contractor has failed to pay the general prevailing wage rates of per diem wages and/or overtime and holiday wages required for any of the work provided hereunder, Contractor shall indemnify, defend, and hold the District harmless from any such determinations, or actions (whether legal, equitable or administrative in nature) or other proceedings, and shall assume all obligations and liabilities for the payment of such wages and for compliance with the provisions of prevailing wage law.

**PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS**

**EXHIBIT "C"
SCHEDULE OF COMPENSATION**

The monthly and annual compensation for the initial three (3) years of the contract term and the two (2) one-year extension terms will be the rates set forth below and shall not be increased. Hourly rates for services as provided by Contractor will be increased by a three percent (3%) escalator at the beginning of each term year. This Agreement also includes compensation not to exceed five thousand dollars and no cents each year for Extra Work, if requested by the District in writing. Extra Work will be compensated at the rates listed below. Any amount exceeding this threshold, per year, will require a written contract amendment by the District Board of Directors.

Contractor shall furnish all labor, equipment, tools, and materials necessary to do all of the work necessary or incidental to complete the work in accordance with the Agreement at the following prices:

	Term Year	Annual Cost of Services Not To Exceed
Park Restrooms and Amenities Custodial Maintenance 7 days x 52 weeks (excluding observed holidays)	<i>10/1/2023-9/30/2024</i>	\$ 130,000.00
	<i>10/1/2024-9/30/2025</i>	\$ 133,900.00
	<i>10/1/2025-9/30/2026</i>	\$ 137,917.00
	<i>10/1/2026-9/30/2027</i>	\$ 142,055.00
	<i>10/1/2027-9/30/2028</i>	\$ 146,316.00

COMPANY NAME: Executive Facilities Services, Inc.

TOTAL (5) YEAR COMBINED NOT TO EXCEED CONTRACT COST IN WORDS:

SIX HUNDRED NINETY THOUSAND ONE HUNDRED EIGHTY EIGHT DOLLARS AND NO CENTS.

SUPPLEMENTAL UNIT PRICE FORM

a.	Unscheduled Extra Work – Restroom monitor, cleaning, and trash removal. Park Amenities cleaning, litter pickup and trash removal	\$ <u>35.66</u> /hour for 1 staff
b.	Power wash restroom floor surfaces	\$ <u>125</u> /hour for 1 staff
c.	Power wash park benches and tables	\$ <u>125</u> /hour for 1 staff
d.	Power wash park concrete surfaces	\$ <u>125</u> /hour for 1 staff
e.	Power wash trash receptacles	\$ <u>125</u> /hour for 1 staff
f.	Power wash trash enclosures	\$ <u>125</u> /hour for 1 staff

Executive Facilities Services, Inc.
Company Name

Signature

1227 Flynn Rd. Suite 307
[Company] Address

Camarillo
City

California
State

93012
Zip Code

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**Executive Facilities
Services, Inc.**

**Pleasant Valley Recreation and Parks District
Price Quote
8/28/2023**

Service Specifications:

- All services to be provided as per specifications in RFP: 24-02
- Monday through Friday service starting time at 8:00 AM (4 hour minimum per day)
- Saturday and Sunday service starting time at 7:00 AM (4 hour minimum per day, 33 weekends per year)
- Event Saturday and Sunday services (48h/weekend for 10 weeks of the year)
- Event Saturday and Sunday services (32-64h/weekend for 9 weeks of the year)

Monday through Friday (4 hour minimum per day)
Hourly Rate: \$59.04 per hour
** includes all fixed costs

Saturday and Sunday (4 hour minimum per day, 33 weekends per year)
Hourly Rate: \$35.66 per hour

Saturday and Sunday (48h/weekend for 10 weekends per year)
Hourly Rate: \$35.66 per hour

Events Saturday and Sunday (32-64h/weekend for 9 weekends per year)
Hourly Rate: \$ 35.66

Consumable Products Pricing: To be billed at month end only for case goods delivered

- Jumbo Roll Toilet Paper
 - \$45.36 Per case (12 rolls / case)
- Large Black Liners (120 liners / case)
 - \$35.00 Per case
- Hand Soap
 - \$32.68 Per Case (2 containers / case)
 - Existing Dispensers will be replaced with new soap dispenser

**PLEASANT VALLEY
RECREATION AND PARK DISTRICT
CONTRACT SERVICES AGREEMENT FOR
CUSTODIAL SERVICES AT PLEASANT VALLEY FIELDS**

**EXHIBIT "D"
TECHNICAL PROVISIONS & LEVELS OF SERVICE**

The following sets forth the requirements for this Custodial Services Agreement for the Pleasant Valley Fields Sports Complex located at 200 Westpark Court, Camarillo, California, 93012.

Contractor agrees to perform all services listed herein to provide complete and proper maintenance for the premises listed below. Contractor shall also provide all necessary equipment to perform all services and all other necessary safety equipment to comply with California Occupational Safety and Health Administration (Cal/OSHA) and all other applicable requirements for these services. All equipment must be used in a safe manner.

A. TECHNICAL PROVISIONS—PARKS MAINTENANCE SPECIFICATIONS

The desire and intent of the District is to maintain park restrooms and amenities to provide park occupants with clean, sanitary, and useful facilities with little to no frustration on the part of the District or its residents.

The Contractor will provide monthly reports, see Exhibit "H" for example, to document the execution of the standards being maintained. To achieve this objective, the District submits these qualifying factors, inspection procedures, responsibilities/liabilities, and industry performance standards.

2.1 GENERAL STANDARDS AND PROCEDURES

- A. Contract payment will be monthly, based on a detailed invoice provided to the District from the Contractor and submission of the required Monthly Report. The billing of services will be a per unit or per month price submitted as a total monthly invoice.
- B. Work shall be conducted seven (7) days a week, Monday through Sunday. On occasion the District may direct workflow or projects to be performed so as not to interfere with park and facility activities.
- C. Additions to the Contract, are based on unit prices as set forth in Contractor's bid (refer to Supplemental Unit Price Form) or the District will request a proposal for additional services and will add such services to the contract, at the District's discretion.
- D. Contractor must ensure adherence to all Federal, State, and Local laws and regulations.
- E. Contractor is required to provide a Certificate of Insurance and an Additional Insured Endorsement for the limits identified in the bid packet.
- F. Possess and present Licenses and Certifications which includes, but is not limited to:
 - i. Reclaimed Water TrainingLicenses/Certificates shall be provided with the contract and not later than 10 days after an employee change has been made. Copies of the certifications shall be provided to the District prior to commencement of the

Agreement. Should the licenses or certifications be renewed or revised, Contractor shall immediately notify and provide updated documentation to the District.

2.2 PARKS AND FACILITIES MAINTENANCE SCHEDULE

- A. Unless otherwise specified and agreed to by the District in writing, Contractor shall adhere to the schedule for recurring (daily, weekly, monthly) custodial maintenance as described below. This schedule will be utilized to conduct random site checks to ensure adherence to specifications and expectations.
- B. Any variations to the schedule may arise due to the following issues:
 - i. Inclement weather conditions.
 - ii. Emergencies as designated by the District.
- C. If a variation to the schedule prevents work to be carried out, Contractor is required to notify the District. The Contractor is required to resume work as soon as possible in accordance with the annual schedule and contract specifications.
- D. Contractor will be provided the various schedules maintained by the District such as pavilion and sport fields' reservations and program and special event schedules in order to schedule maintenance accordingly.

2.3 PARKS AND FACILITIES INSPECTIONS AND REPORTS

The Contractor agrees to provide inspections and reports as indicated below. Inspections and reports must be done by a competent and seasoned professional.

Inspection procedures:

- A. Daily reports (email and/or phone) are provided to the District when the Contractor becomes aware of acts of vandalism, safety issues, irrigation issues, etc. The primary point of contact for daily reports is the District's Parks Services Manager or designee.
- B. Weekly site inspections (52 times a year). The Contractor shall perform weekly site inspections. Reports shall include verification of services performed, conditions of the park restrooms and amenities, and any issues of concern. The Contractor and the District shall mutually agree as to the format of these weekly inspection reports.
- C. Monthly Report (12 times per year). The Contractor shall provide a monthly inspection for the site, which shall include the verification of services performed (time and date), and issues of concern (i.e., damage to fixtures, restroom stall partitions, signage or lighting repairs required). Contractor and District shall mutually agree as to the format of these monthly inspection reports. The monthly invoice shall not be processed without the Monthly Report.
- D. Additional reports are required to be made by the Contractor as conditions warrant.
- E. The contractor agrees to respond and communicate via electronic mail daily.

2.4 CONTRACTOR RESPONSIBILITIES/LIABILITIES:

- A. Contractor must ensure the public's safety when performing services.
- B. Contractor shall adhere to image standards. Each employee on site will be in uniform dress which includes a shirt, pants, and cap. Uniform shirts shall have the

employee's first name clearly displayed on the shirt. All shirts worn by Contractor's employees shall be of the same color, material, and style. Contractor vehicles will be clean and clearly marked with company name.

- C. The Contractor's employees shall, when working on medians or in other vehicle traffic areas, be required to wear orange safety vests over their uniforms.
- D. The Contractor's employees shall wear hard-soled shoes at all times while on duty at the District. Soft soled shoes such as athletic shoes and similar footwear shall not be permitted.
- E. Contractor's employees shall behave and operate in an environmentally and professionally sound way so as not to create damage or cause exposure by virtue of negligence or omission.
- F. Contractor shall ensure that equipment is properly maintained in accordance with the manufacturer's specifications and is maintained so as not to endanger the operator or any person in the vicinity of operations.
- G. Contractor is responsible for repairing damage to the irrigation system caused by Contractor i.e., irrigation boxes being damaged or destroyed by mower blades.
- H. Contractor is responsible for damage to persons and property caused during the performance of contracted work.
- I. All maintenance operations shall be performed by the approved contractor or sub-contractor. A list of sub-contractors shall be submitted with the Agreement.
- J. Contractor must provide the District with an organizational chart that identifies numbers of staff dedicated to this contract and their intended responsibilities prior to the commencement of work under this Agreement and must notify the District if Contractor intends to revise the chart.
- K. The Contractor will be held responsible for any damages to grass, block walls, concrete, glass, etc. that is caused by the Contractor's errors or its failure to comply with the requirements of these specifications and will be assessed a penalty based on District's assessment.
- L. Contractor is responsible for applying all chemicals in a safe manner consistent with the manufacturer's label directions and federal and state laws and regulations. Contractor shall comply with all of the California Occupational Safety and Health Administration (Cal/OSHA) Hazard Communication Standards for Safety Data Sheets. Restricted materials, if necessary, shall be used, and possessed only in accordance with a permit issued by the applicable licensing regulatory body. Records of use must be maintained according to the applicable licensing regulatory body. These records shall be provided to the District with all monthly reports.
- M. If through inspection and verification, in the District's opinion, work as defined by the specifications has been carried out to an insufficient standard, the work shall be carried out again by the Contractor without creating a backlog to other maintenance schedule and at the expense of the Contractor.
- N. In the event the contractor fails to accomplish any task under this scope of work, the District will provide reasonable notice to take corrective action. If the Contractor does not perform the service, the District may, at its option, cause the non-performed tasks to be accomplished through another source and deduct the cost of such from the amount normally due to the contractor for that monthly period based on the Unit Prices.

2.5 PARK AMENITIES

- A. Picnic Tables and Benches: All picnic tables and benches shall be inspected by Contractor seven (7) days a week (Monday through Sunday) for any unsafe/hazardous conditions. All corrective measures shall be noted in Contractor's weekly inspection report. All unsafe/hazardous conditions and/or damages are to be reported to the Park Services Manager immediately upon discovery.
- B. Drinking Fountains: All exterior drinking fountains shall be inspected seven (7) days a week. Inoperable drinking fountains shall be reported to the Park Services Manager immediately upon discovery.
- C. Trash Receptacles: All trash receptacles shall be inspected by Contractor seven (7) days a week for damage. All damages are to be reported to the Park Services Manager immediately upon discovery.

2.6 PARK RESTROOMS

Park restrooms shall be inspected by Contractor seven (7) days a week for any unsafe/hazardous conditions. All corrective measures shall be noted in Contractor's weekly inspection report. All unsafe/hazardous conditions and/or damages are to be reported to the Park Services Manager upon discovery.

2.7 TRASH/LITTER REMOVAL

- A. Contractor agrees to check all park and facility areas for trash/litter at a minimum of once per day, at least three hundred and sixty-five (365) times per year prior to 10:00 am. The exception to this is during Tournament and Special Event weekends when trash shall be checked and emptied on an as-needed basis due to the increased volume of trash from spectators and participants to ensure a sanitary and professional appearance to the public. District will communicate with Contractor when Tournaments and Special Events are scheduled a minimum of one (1) week or seven (7) days prior to said events.
- B. Contractor shall assure complete and thorough removal of all trash, debris, and litter. Trash/Litter removal includes, but is not limited to, the removal of all visible trash from park areas and emptying park trash cans. All trash containers shall be pressure washed/steam cleaned once per month.
- C. All day-to-day trash/litter shall be removed and placed in the provided dumpsters on site, which are serviced at the District's expense. Should Contractor need a roll off bin in connection with its provision of the services under this Agreement such roll off bin shall be at Contractor's cost.

2.8 EMERGENCY CONTACT

- A. Contractor shall provide the District with the names and telephone numbers of at least two (2) qualified on-call personnel who can be contacted by District representatives twenty-four (24) hours per day, seven (7) days per week, 365 days per year to act on behalf of the Contractor to respond to routine and after-hours emergencies. Upon notification by the District of emergency conditions, the Contractor shall arrive at the site and report status within one (1) hour.

2.9 ADDITIONAL SERVICES:

This work is to be completed in addition to the services provided under the contract at the discretion of the District, on an as needed basis, based on The Supplemental Unit Cost Form per "Exhibit C" Schedule of Compensation.

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TRANSITION PLAN

Ensuring a smooth and seamless transition to a new service provider requires coordination and clear communication. Executive Facilities Services, Inc.'s Transition Plan begins well before the initiation of services. Once an award of contract occurs, EFS, Inc. will have already created a detailed list of items, meetings, and follow-up job-walks required to ensure a smooth transition on the first night of service.

Utilizing our Transition Plan strategy, we will identify key staff members at each client location to gather additional site information to enable EFS, Inc. to perform beyond the Pleasant Valley Recreation and Parks District expectations. Our highly experienced management team reviews all information and develops a "start-up kit" listing equipment and chemicals for each location and site. EFS, Inc. supervisors use this information to provide day and night janitorial employees with thorough training and the right equipment.

The first week can be stressful for all parties during a transition to a new service provider. EFS, Inc. will provide additional supervision from all levels of the organization to ensure that the transition goes smoothly. Our Sample Project Schedule/ Work Plan contains each itemized step that will be used during the Transition Plan.

Below please find some of the key elements of our Transition Plan:

1. Review meetings of Scope of Work with all Key Personnel
2. Conduct facility inspections with Operation Manager and Key Personnel
3. Identify and secure replacement equipment (when necessary)
4. Train location specific employees on various entry times, locations, and security protocols
5. Provide continuous training for employees on safety protocols so knowledge matches state mandated requirements
6. Review meetings with site specific staff of the Scope of Work
7. Conduct facility inspections with site specific staff and/or site Supervisor
8. Review floor plans with employees to identify areas of service

The Pleasant Valley Recreation and Parks District

Transition Plan

STEP	DATE	ACTION	PERSON RESPONSIBLE	DUE DATE	STATUS
1	TBD	Develop building visitation for all Pleasant Valley Recreation and Parks District locations	J. Ferraro / M. Borboa		
2	TBD	Complete all site visits	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
3	TBD	Identify site specific additional needs and requirements if needed	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
4	TBD	Identify point of contact at each site	M. Borboa / C. Quiroz		
5	TBD	Identify important dates for each site special events, etc.	M. Borboa / C. Quiroz		
6	TBD	Finalize the service agreement between EFS, Inc. and the Pleasant Valley Recreation and Parks District	J. Ferraro / Pleasant Valley Recreation and Parks District		
7	TBD	Add agreed to additional services requirements to scope of work	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto		
8	TBD	Deliver equipment kits to each site	M. Borboa / R. Storm-Larsen / C. Quiroz / D. Soto	Start of service	

EXHIBIT "F"

FAITHFUL PERFORMANCE BOND

NOT APPLICABLE

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EXHIBIT "G"

**LABOR AND MATERIAL BOND
(PAYMENT BOND)**

NOT APPLICABLE

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EXHIBIT "H"
PARK CONDITIONS SAFETY MAINTENANCE CHECKLIST

Park Name: Pleasant Valley Fields

Inspector: _____ Date: _____

Park Restroom Facility or Amenity	OK	Deficiency Noted	Date Corrected
Restrooms (East)			
1. Plumbing fixtures clean in good condition, no leaks			
2. Clean and free of graffiti			
3. Floors even and clear of debris			
Restrooms (Central)			
1. Plumbing fixtures clean in good condition, no leaks			
2. Clean and free of graffiti			
3. Floors even and clear of debris			
Restrooms (West)			
1. Plumbing fixtures clean in good condition, no leaks			
2. Clean and free of graffiti			
3. Floors even and clear of debris			
Park Amenities			
1. Benches in good condition, no hazards			
2. Water fountain fixtures in good condition, no leaks			
Other Issues Notices			
1. No Concerns			
2. Problem Fixed			
3. Potential Concerns			
4. Broken / Degraded			
5. Work Order Generated			
6. Requires Immediate Attention			

PARK MAINTENANCE MONTHLY CHECKLIST

EXAMPLE

Park Name: Pleasant Valley Fields

Inspector: _____

Date: _____

Park Restroom Facilities – East		Deficiencies/Corrections
Plumbing fixtures clean in good condition, no leaks		
Fixtures clean and free of gum, stickers, or similar		
Walls clean and free of graffiti, gum, stickers, or similar		
Floors clean, even, and clear of debris		
Ceiling clean and free of cobwebs or “spit balls”		
Trash receptacles clean, have been power washed		

Park Restroom Facilities – Central		Deficiencies/Corrections
Plumbing fixtures clean in good condition, no leaks		
Fixtures clean and free of gum, stickers, or similar		
Walls clean and free of graffiti, gum, stickers, or similar		
Floors clean, even, and clear of debris		
Ceiling clean and free of cobwebs or “spit balls”		
Trash receptacles clean, have been power washed		

Park Restroom Facilities – West		Deficiencies/Corrections
Plumbing fixtures clean in good condition, no leaks		
Fixtures clean and free of gum, stickers, or similar		
Walls clean and free of graffiti, gum, stickers, or similar		
Floors clean, even, and clear of debris		
Ceiling clean and free of cobwebs or “spit balls”		
Trash receptacles clean, have been power washed		

Park Amenities		Deficiencies/Corrections
Water fountains clean, good condition, no leaks		
Water fountains free of graffiti, gum, stickers, or similar		
Benches clean, good condition, no damage		
Benches free of graffiti, gum, stickers, or similar		
Trash receptacles clean, have been power washed		
Trash receptacles free of graffiti, gum, stickers or similar		

Exhibit "I"

FINANCIAL INFORMATION:

PROPOSER

- 1) Name of Proposer Executive Facilities Services, Inc.
- 2) All DBA's Associated with Proposer Executive Services Excellent Building Maintenance
White Glove Professional Cleaning, Best Janitorial
- 3) Address of Proposer 1227 Flynn Rd. Suite 307, Camarillo, CA 93012

- 4) Proposer intends to operate the business with which this proposal is concerned as a
Sole Proprietorship ; Partnership ; Corporation ; Joint Venture ; or _____
_____ Explain:

James Ferraro

Signature

SOLE PROPRIETORSHIP STATEMENT

If a Sole Proprietorship, furnish the following:

- 1. Name in full _____
- 2. Address _____
- 3. Birth date _____ Place of Birth _____
- 4. Social Security No. _____
- 5. State Driver's License No: _____

PARTNERSHIP STATEMENT

If a Partnership, answer the following:

- 1. Date of organization _____
- 2. General Partnership
Limited Partnership
- 3. Statement of Partnership recorded: Yes No

Date	Book	Page	County
------	------	------	--------

- 4. Certificate of limited Partnership recorded: Yes No

Date	Book	Page	County
------	------	------	--------

- 5. Has the partnership done business in Ventura County?

Yes No Explain: _____

- 6. Name, address, and partnership share of each general partner:

Name of Partner	Address	Share

- 7. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown above.

- 8. Attach a complete copy of Partnership Agreement.

9. Is the partnership now involved, or has it been involved, in any business enterprise whatsoever?

If so, give full details:

CORPORATION STATEMENT

If a corporation, answer the following:

1. When incorporated? 2004
2. Where incorporated? California
3. Is the corporation authorized to do business in California?
 Yes No If so, as of what date? 8/1/2004
4. The corporation is held: Publicly Privately
5. If privately held, provide the following:

Name of Partner	Address	% of Stock Owned
James & Debra Ferraro	1227 Flynn Rd. Suite 307. Camarillo, CA 93012	51%
Christian Ferraro	6865 Weaver St Riverside, CA 92504	24.5%
Chelsea Storm-Larsen	1227 Flynn Rd. Suite 307 Camarillo, CA 93012	24.5%

6. If publicly held, how and where is the stock traded:

N/A

7. List the following:

	Authorized	Issued	Outstanding
Number of voting shares			
Number of non-voting shares			
Number of shareholders			

	Par	Book	Market
Value of share of Common Stock	\$	\$	\$

8. Furnish the name, title, address, and the number of voting and non-voting shares of stock held by each officer, director, and any person holding more than 10% of the outstanding stock.

9. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown under Item No. 5 above

Jim Ferraro, [REDACTED]
 Debra Ferraro, [REDACTED]
 Chelsea Storm-Larsen, [REDACTED]
 Christian Ferraro, [REDACTED]

10. Is the corporation now involved, or has it ever been involved, in any business enterprise whatsoever? If so, attach full details.

N/A

JOINT VENTURE STATEMENT

If a Joint Venture, answer the following:

1. Date of organization _____

2. Joint Venture Agreement or Statement recorded? Yes No

Date Book Page County

3. Has the Joint Venturer done business in Ventura County?

Yes No When? _____

4. Name and address of each Joint Venturer:

Name	Address

5. Furnish the birth date, place of birth, Social Security No. and state driver's license number for each person shown under Item No. 4 above.

6. Attach a complete copy of the Joint Venture Agreement.

7. Is the Joint Venturer now involved, or has it ever been involved, in any business enterprise whatsoever?

If so, give full details:

FINANCIAL DATA

Financial Statement

Attach a complete report, prepared in accordance with acceptable accounting practice, reflecting your current financial condition. The report must include a balance sheet and income statement. Be prepared to substantiate all information shown.

Surety Information

Has any surety or bonding company ever been required to perform upon your default?

Yes No

If yes, attach a statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default and performance.

Bankruptcy Information

Have you ever been declared bankrupt? Yes No

If yes, state date, court jurisdiction, amount of liabilities, and amount of assets.

Pending Litigation

Provide detailed information regarding present or threatened litigation, liens, or claims involving any participant in the proposal. If there are none, state that there is no existing or threatened litigation, lien, or claims against any participant in the proposal.

Executive Facilities Services, Inc. currently has a Wage and Hour claim that will be going into mediation in the fourth quarter of 2023.

EXHIBIT "J"

LISTING OF SUBCONTRACTORS (Required with Bid Submittal)

Executive Facilities Services, Inc. will not be utilizing subcontractors.

Subcontractor 1

Business Name: N/A

Area of Specialty:

_____ Contact Name &

Title: _____ Phone Number:

of Years Contracted With: _____

Subcontractor 2

Business Name: N/A

Area of Specialty:

_____ Contact Name &

Title: _____ Phone Number:

of Years Contracted With: _____

Subcontractor 3

Business Name: N/A

Area of Specialty:

_____ Contact Name &

Title: _____ Phone Number:

of Years Contracted With: _____

Executive Facilities Services, Inc.
Balance Sheet

As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
113 · HMC Solutions	110.46
112 · PPP Checking	50.74
111 · ebm-Payroll	100.63
101 · ebm-General Checking	1,008.18
110 · exec Payroll Account	2,257.48
100 · EXEC Checking Acct	-631,102.30
185 · Corporate Savings Acct	759,479.64
Total Checking/Savings	131,904.83
Accounts Receivable	
120 · Accounts Receivable	1,395,179.16
Total Accounts Receivable	1,395,179.16
Other Current Assets	
130 · Undeposited Funds	12,994.34
Total Other Current Assets	12,994.34
Total Current Assets	1,540,078.33
Fixed Assets	
145 · Automobile	471,591.24
150 · Furniture & Fixtures	10,483.98
155 · Machinery & Equipment	89,479.40
160 · Accum. Depreciation	-501,765.62
Total Fixed Assets	69,789.00
Other Assets	
174 · Goodwill HMC Solutions	300,000.00
173 · Goodwill Bewley	495,000.00
170 · Goodwill	352,361.52
175 · Accum. Amortization	-667,564.00
171 · Goodwill White Glove	395,802.00
172 · Goodwill Best	113,325.00
186 · Due from LLC	122,000.00
Total Other Assets	1,110,924.52
TOTAL ASSETS	2,720,791.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 · Accounts Payable	-1,445.00
Total Accounts Payable	-1,445.00

Executive Facilities Services, Inc.
Balance Sheet
As of December 31, 2022

	Dec 31, 22
Other Current Liabilities	
267 · State Inc Tax PassThru Payable	5,640.00
Total Other Current Liabilities	5,640.00
Total Current Liabilities	4,195.00
Long Term Liabilities	
289 · Vehicle Loan 2021 Nissan Rogue	22,302.20
286 · Vehicle Loan 2020 Nissan Rogue	15,015.49
287 · Veh Loan 2020 Nissan NV200 0061	13,684.88
288 · Veh Loan 2020 Nissan NV200 1102	14,960.44
295 · SBA Disaster Loan	138,116.94
265 · State Income Tax Payable	2,463.00
274 · Vehicle Loan 21 Niss MP1 190001	17,721.63
277 · Vehicle Loan 21 Niss MP2 890001	17,721.63
278 · Veh Loan Niss 2021 Vicki 290001	17,699.11
Total Long Term Liabilities	259,685.32
Total Liabilities	263,880.32
Equity	
310 · Owner's Draw	-89,600.00
315 · Common Stock	10,000.00
320 · Retained Earnings	2,259,001.48
Net Income	277,510.05
Total Equity	2,456,911.53
TOTAL LIABILITIES & EQUITY	2,720,791.85

Executive Facilities Services, Inc.
Profit & Loss

January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
400 · Income	327,368.78
401 · Additional Cleaning Services	209,474.71
402 · Bill Back	161,856.17
403 · Carpet Care	52,616.87
404 · Floor Services	9,175,824.35
406 · Janitorial Services	73,522.24
410 · Windows	
411 · Upholstery Cleaning	1,740.30
412 · Steam Cleaning	4,186.59
416 · Campus & Grounds	34,431.84
Total 400 · Income	10,041,021.85
Total Income	10,041,021.85
Cost of Goods Sold	
500 · Administration	671.00
510 · Advertising	
510-1 · Marketing	3,137.30
510 · Advertising - Other	14,950.95
Total 510 · Advertising	18,088.25
540 · Building Maintenance	948,473.09
560 · Materials & Supplies	1,335,853.73
590 · Promotional Products	
600 · Automobile Expense	4,338.01
600-1 · Fuel	51,605.57
600 · Automobile Expense - Other	41,954.09
Total 600 · Automobile Expense	93,559.66
Total COGS	2,400,983.74
Gross Profit	7,640,038.11
Expense	
915 · Promotion	
915-1 · Customer Gifts	6,513.47
915 · Promotion - Other	14,161.47
Total 915 · Promotion	20,674.94
1000 · Utilities	18,836.63
710 · Bad Debt	0.00
720 · Bank Service Charge	1,607.97
730 · Depreciation Expense	27,550.00
740 · Discount Expense	48,968.11
750 · Donations	2,905.00
760 · Dues	42,513.07

Executive Facilities Services, Inc.
Profit & Loss

January through December 2022

	Jan - Dec 22
775 · Equipment	
775-3 · Computer	5,674.87
775 · Equipment - Other	3,494.71
Total 775 · Equipment	9,169.58
780 · Facility Rent	217,682.60
790 · I. C. Welfare	44,174.62
800 · Insurance	
Officer Life	2,303.00
800-1 · Auto	14,738.30
800-2 · Bond	1,187.00
800-6 · Workers Compensation	25,049.19
800-8 · Medical	76,297.61
800 · Insurance - Other	57,101.07
Total 800 · Insurance	176,676.17
830 · Legal & Accounting	
830-1 · Accounting	26,520.52
830-2 · Legal Fees	245,564.83
Total 830 · Legal & Accounting	272,085.35
840 · Licenses and Permits	1,300.67
870 · Office Expense	5,133.85
875 · Office Supplies	6,567.95
880 · Payroll Expenses	5,586,005.52
890 · Postage and Delivery	6,888.11
900 · Printing and Reproduction	2,554.66
910 · Professional Fees	11,173.18
920 · Rent	
921 · Storage	1,731.11
Total 920 · Rent	1,731.11
940 · Security	1,518.56
960 · Taxes	
960-3 · Payroll	494,715.88
960-8 · Business	429.19
960-9 · Sales	16,576.43
960 · Taxes - Other	59,674.91
Total 960 · Taxes	571,396.41
970 · Telephone	20,850.69
980 · Training	30,130.60
990 · Travel & Entertainment	
990-3 · Travel	15,822.68
Total 990 · Travel & Entertainment	15,822.68

Executive Facilities Services, Inc.
Profit & Loss

January through December 2022

	Jan - Dec 22
989 · Board of Directors Meetings	32,077.75
Total Expense	7,175,995.78
Net Ordinary Income	464,042.33
Other Income/Expense	
Other Income	
737 · Gain/Loss Sale of Fixed Assets	12,298.87
Total Other Income	12,298.87
Other Expense	
664 · Penalties	23.00
700 · Amortization Expense	97,209.00
810 · Interest Expense	12,906.26
960-1 · Federal Income Tax	0.00
960-6 · State Income Tax	4,946.00
961.9 · State Income Tax Pass-Thru	10,000.00
962 · Deferred State Inc Tax PassThru	5,640.00
Total Other Expense	130,724.26
Net Other Income	-118,425.39
Net Income	345,616.94

**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: September 6, 2023

**SUBJECT: CONSIDERATION AND APPROVAL FOR A PURCHASE
ORDER AND DRAWDOWN 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**

SUMMARY

The sewer lift stations used for all three restroom buildings at Pleasant Valley Fields are the original lift stations and associated parts installed when the park opened in 2009. These stations and their associated parts have exceeded their expected life cycle of 7-10 years and are now failing, therefore, requiring immediate repair to continue operation.

BACKGROUND

The restrooms at Pleasant Valley Fields are outfitted with sewer lift stations, as the City sewer lines are positioned at an elevation higher than that of the restrooms. To ensure proper sewage movement, a downward flow is essential to raise the sewage to a level above the inlet of the sewer main. This arrangement creates a favorable outward flow, effectively preventing any sewage backup at the park's restroom facilities. Each of the three lift stations are equipped with multiple sensors, float switches, valves, and a primary and secondary lift pump for redundancy in case the primary pump fails. The lift stations are of original equipment since the park's development in 2009 and have had a regular annual rotation for service and status checks up until 2020. As a consequence of changes in operational and maintenance priorities brought about by the COVID-19 pandemic, the routine maintenance of the lift stations had inadvertently ceased and was only reinstated this August.

ANALYSIS

The lift stations and their associated components have exceeded their useful life service which is about 7-10 years, 3 years past their expected service life. The assessments provided by Flo-Services, Inc. indicated many of the lift station pumps and components are in immediate need of repair.

Proper and reliable lift station function is critical to prevent Sanitary System Overflows (SSOs), minimize pumping electrical costs, and reduce reactive maintenance thus saving labor resources. Due to these reasons, staff are requiring the repair work to be completed by Flo-Services, Inc.

Authorization of this work would allow for the immediate lift station pump and accessory repair, preventing permanent restroom closures.

Following a recent assessment and health inspection of the three sewer lift stations, several deficiencies were identified with each lift station. (See attachment 1 - Flo-Services, Inc. Full Report)

West Restroom lift station

- Pump #1 is bad and requires replacement.
- Pump #2 motor tested at high amp draw and tripped overload within one minute of operation. Due to the age of this unit, it is suggested to be replaced along with pump #1.
- The alarm light is broken and missing (needs to be replaced).
- There are issues with the conduits. The pump power cords are installed with intrinsically safe (IS) wires which are not per code. The IS float switch wires need to be in their own conduit, separate from the pump power cords. New conduits need to be added.
- Pump capacitors are starting to leak (both require replacement).
- The existing float switches are the old mercury style floats. The float switches need to be replaced with current up to code float switches.
- The gate and check valves need to be replaced and upgraded to 316 stainless steel due to corrosion from the wet well gases.

The West lift station is currently inoperable in its current state. Staff has managed to manually activate pump #2, temporarily allowing for periodic emptying of the lift station's containment vault. However, it's only a matter of time before pump #2 will experience a complete failure. Both pumps will need to be replaced along with other critical components listed above.

East Restroom lift station

- Pump #1 motor thermal sensor and winding test open. Pump #1 requires replacement. Pump #2 requires removal and inspection for deficiencies; however, due to the age it's recommended to replace pump #2.
- The discharge coupling requires replacement due to rust build-up.
- Pump capacitor kits are leaking fluid. Both require replacement.
- There are issues with the conduits. The pump power cords are installed with intrinsically safe wires which are not per code. The floats need to be in their own conduit, separate from the pump power cords. New conduits need to be added.
- The existing float switches are the old mercury style floats and need to be replaced with current up to code float switches.
- The gate and check valves need to be replaced and upgraded to 316 stainless steel due to corrosion from the wet well gases.
- The control panel enclosure needs to be replaced because of heavy rust build-up on the entire enclosure, due to years of irrigation overspray onto enclosure.

Central Restroom lift station

- Pump #1 seal is bad. Pump #1 requires field removal and evaluation.
- There are issues with the conduits. The pump power cords are installed with intrinsically safe wires which are not per code. The floats need to be in their own conduit, separate from the pump power cords. New conduits need to be added.

- Pump capacitors are starting to leak (both require replacement).
- The existing float switches are the old mercury style floats. The float switches need to be replaced with current up to code float switches.
- The gate and check valves need to be replaced and upgraded to 316 stainless steel due to corrosion from the wet well gases.

FISCAL IMPACT

The cost of the emergency pump repair is projected at \$133,562.24. A summary of parts, repairs and a listing of costs is included in Attachment 1. Staff are requesting a drawdown of funds from Capital Reserves to cover the costs of the emergency repair.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal:

- 3.1: Renovate and modernize existing parks and recreational facilities to ensure all parks provide an adequate range and supply of active leisure facilities to meet the growth and diversity in population, programming trends, and new design standards.

RECOMMENDATION

Staff recommends the approval of 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.

ATTACHMENTS

- 1) Flo-Services Report / Proposal (18 pages)

August 22, 2023
Proposal #23-054
Page 1 of 6

Pleasant Valley Parks and Recreation
1605 East Burnley Street
Camarillo, California 93010

Attention: Matt Parker
Phone 805-482-1996
Email:mparker@pvrpd.org

Brandon Lopez
Phone 805-████-████
Email:blopez@pvrpd.org

Reference: West Sewage Pump Station
Pleasant Valley Park Camarillo

Dear Gentlemen,

During our initial service call on August 17, 2023, we found the following deficiencies:

1. Pump #1 motor thermal sensor and winding test open. Pump #1 requires replacement.
2. Pump #2 motor tested at high amp draw and tripped overload within one minute of operation. Pump #2 requires removal and further evaluation. Due to the age of this pump, and the labor required to remove, disassemble, and evaluate this pump, it is more cost effective to replace Pump #2.
3. Both sets of single-phase motor starting capacitors in the control panel show signs of leakage/case rupture have exceeded their useful service life. Both sets of capacitors require replacement.
4. The float switches have exceeded their useful service life and require replacement due to their age.
5. The control panel contains intrinsic safety barriers for use with wet well mounted float switches. The float switch cables between the control panel and wet well are considered intrinsically safe field wiring and per code must be separated from non-intrinsically safe field wiring (pump power cables). There are two existing 2" conduits between the control panel and wet well. The two pump cables require routing together through one of the

existing conduits with the four float switch cables routed together through the other existing conduit to provide this separation.

6. The check valves and gate valves have corroded from immersion in sewage and exposure to wet well gases that travel through valve vault drain piping. The check valves and gate valves require replacement with 316 stainless steel valves.

Flo-Services is pleased to present our estimated proposal to provide a service call on a time and material basis to correct the issues listed above at the West Sewage Pump Station as follows:

Materials

Two(2) 3” submersible non-clog pumps with UL Listed explosion-proof motors 1.5 HP 230 volts 3 phase with tungsten-carbide outer mechanical seals and two-part coal tar epoxy coating	\$7,720.00 ea.	\$15,440.00
Two(2) Single phase inverters with 230 volt 8.5 amp 3 phase output (in lieu of capacitors)	\$ 306.00 ea.	\$ 612.00
Two(2) Submersible motor moisture detector relays	\$ 239.00 ea.	\$ 478.00
One(1) 316 stainless steel above ground junction box with pad-lockable entry handle, drip shield, terminal blocks, and mounting channels		\$ 3,398.00
One(1) Lot 2” Conduit hubs and EYS seal off fittings		\$ 565.00
One(1) Lot 2” PVC underground conduit and fittings		\$ 298.00
One(1) Lot THHN stranded copper electrical wire		\$ 118.00
One(1) Lot four float switches with 316 stainless steel mounting bracket and cable grips		\$ 447.00
One(1) Lot 3” 316 stainless steel swing check valves, ball valves, nipples, Schedule 80 PVC unions, and epoxy coated carbon steel bolted coupling		\$ 2,965.00

Labor

Estimated Field Labor & Travel – Portal to Portal – 3 Men 32 Hours Regular Time at \$480.00 Per Hour		\$15,360.00
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Estimated Field Labor & Travel – Portal to Portal – 3 men 8 Overtime Hours at \$720.00 Per Hour	\$ 5,760.00
Estimated Mileage – Portal to Portal (Service Truck) 111 Miles @ \$1.85 per mile x 4 trips	\$ 821.40
Estimated Mileage – Portal to Portal (Utility Truck) 111 Miles @ \$1.75 per mile x 4 trips	\$ 777.00
4 Days-Equipment/Tool Truck Fee @ \$480.00/day	\$ 1,920.00
Incoming Materials Freight to Flo-Services	\$ 850.00
Estimated sales tax 7.25%	\$ 1,763.27
Estimated Price	\$51,572.67
	Initial

Note: This is an estimated proposal, and you will be invoiced for actual time and material required. It will be the responsibility of Pleasant Valley Parks and Recreation to provide all digging, backfilling, shrub and grass removal and replacement so Flo-Services can modify the existing conduit and electrical.

THIS PROPOSAL EXPIRES IN 30 DAYS from the date of this proposal or bid opening date, if applicable.

The Sellers work and responsibility is expressly limited to providing materials and performing the services listed in this proposal. Design, application and direction for work and materials are to be provided by and responsibility of the Buyer. Flo- Services Total liability of the Seller for this purchase agreement including indemnity, liquidated damages, actual damages, special damages and consequential damages is limited to the coverage offered and paid by the Seller’s insurance policies.

Liquidated/Actual damages are further limited to what is assessed by the Owner, paid to Owner and assessed due to the sole cause of Seller’s delays.

CUSTOMER agrees to pay all charges due hereunder. Terms are Net 30 days from the date of customer’s receipt of invoice. Alterations to the equipment may require an increase in service rates.

FLO-SERVICES Contractor's license Number is: 988492

The expiration date of FLO-SERVICES Contractor's license is: 11/30/23

Bidder acknowledges that Section 7028.15 (e) of the Business and Professions Code provides as follows:

Proposal #23-054
Page 4 of 6

A license contractor shall not submit a bid to a public agency unless his or her contractor's license number appears clearly on the bid, the license expiration date is stated, and the bid contains a statement that the representations herein are made under penalty of perjury. Any bid not containing this information, or a bid containing the information, which is subsequently proven false, shall be considered non-responsive and shall be rejected by the public agency."

The undersigned declares, under penalty of perjury, that the representations made by the undersigned in the bid proposal are true and correct.

Thank you for your consideration to this proposal.

Very truly yours,

Eric Mirabelli

Eric Mirabelli
FLO-SERVICES, INC.

TERMS OF SALE

1. ACCEPTANCE. "SELLER" is Flo-Services, Inc. who may function as a SUB-CONTRACTOR, REPAIR AND SERVICE ORGANIZATION OR VENDOR. "BUYER" is the CUSTOMER who may function as a CONTRACTOR, OWNER, ETC. These terms govern the purchase and sale of equipment, contractor's services, etc., referred to in SELLER'S proposal or acknowledgement. SELLER rejects all additional or different terms in any of BUYER'S forms or documents unless specifically accepted by SELLER in writing.
2. PAYMENT. Terms are Net 30 days from date of shipment and invoice, subject to approval of credit. SELLER may proceed on a "when ready" basis and partial invoice for the equipment that has shipped and /or services rendered. Interest at one percent per month or at the legal maximum rate will be assessed for late payment.
3. RETENTIONS, unless herein authorized by SELLER, are not allowed.
4. BACK CHARGES The BUYER agrees to pay reasonable BACK CHARGES (based on actual cost-plus profit, overhead and taxes) for any special services, additional equipment, repairs etc. made necessary by the omissions, mistakes, accidents, negligence or miscalculations of the BUYER, ENGINEER or OWNER. Commensurate with the urgency, nature and scope of the back charge, SELLER shall give BUYER advance notice of the intended back charge, but such advance notice shall not be a prerequisite for BACK CHARGES against the BUYER. Any BACK CHARGES from the intended BUYER, not authorized in writing by SELLER, will not be recognized.
5. DELIVERY. SELLER shall not be liable for delays due to fire, flood, labor issues, war, civil disorders, delay in transportation, inability to obtain materials, accidents, acts of God or other causes beyond SELLER'S reasonable control.
6. RESPONSIBILITY. SELLER shall not be responsible for damage to equipment if misused, improperly stored, installed, or maintained. SELLER SHALL NOT BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE, COLLATERAL, LIQUIDATED OR OTHER INDIRECT DAMAGES. CONSEQUENTIAL DAMAGES FOR THE PURPOSES OF THIS AGREEMENT SHALL INCLUDE BUT NOT BE LIMITED TO, LOSS OF USE, INCOME, PROFIT, LOSS OF OR DAMAGE TO PROPERTY, ETC. These limitations apply whether the liability is based upon contract, tort, strict liability or any other theory.
7. WARRANTY. For benefit of the original user, SELLER warrants all new equipment sold to be free from defects in material and workmanship, and will replace or repair, F.O.B. at its factories or other location designated by it, any part or parts returned to it which SELLERS examination shall show to have failed under normal use and service by the original user within one year following initial shipment to the BUYER. This warranty does not cover damage by decomposition from chemical action or wear caused by abrasive materials nor does it cover damage resulting from misuse, alteration, accident or neglect, or from improper operation, maintenance, installation, modification or adjustment. Such repair or replacement shall be free for all items except for those items that are consumable and normally replaced during maintenance. THIS WARRANTY IS EXPRESSLY MADE BY SELLER AND ACCEPTED BY BUYER IN LIEU OF ALL OTHER WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS OR IMPLIED.
8. COMPLIANCE WITH LAWS. BUYER shall be solely responsible for securing any necessary permits and for compliance with all safety, health, sanitation and any other laws, ordinances and regulations in connection with the design, installation and operation of the equipment.
9. INDEMNIFICATION. It is understood that SELLER has relied upon data furnished by and on behalf of BUYER with respect to the safety aspects and application of the equipment and that it is BUYERS responsibility to assure that the equipment will, when installed and put in use, be in compliance with requirements fixed by law and otherwise legally adequate to safeguard against injuries or damage to persons or property. BUYER hereby agrees to defend, indemnify and hold harmless SELLER, its agents and employees against any and all losses, costs, damages, claims, liabilities or expenses, arising out of or resulting from any injury or damage to any person or property caused by the inadequacy of safety features, devices or characteristics in the equipment or in the installation, use or operation of the same, except claims for repair or replacement of defective parts are provided in Paragraph 7 hereof. Within the policy limitations of the SELLERS insurance policies, SELLER will indemnify, defend and hold BUYER harmless from any claim, cause of action or liability incurred by BUYER as a result of third-party claims for personal injury, death or damage to tangible property, to the extent caused by SELLERS sole negligence. SELLER shall have the sole authority to direct the defense of and settle any indemnified claim. SELLER's indemnification is conditioned on BUYER (a) promptly notifying SELLER of any claim, and (b) providing reasonable cooperation in the defense of any claim.
- 8.TITLE & LIEN RIGHTS. After delivery to Buyer, Seller will have all such rights, including security interests and liens, in the equipment as lawfully may be conferred upon Seller by contract under any applicable provision of law.
- 9.MISCELLANEOUS. Goods may not be returned without previous written permission and are subject to a restocking charge. The SELLER may cancel agreement only upon written notice and payment of reasonable cancellation charges, including anticipated profit. Attorney's fees and court costs necessary to enforce these terms of sale will be paid to the prevailing party. No part of the Agreement may be changed or cancelled except by a written document signed by SELLER and BUYER. No course of dealing or performance, usage of trade or failure to enforce any term shall be used to modify the Agreement. If any of these terms is unenforceable, such term shall be limited only to the extent necessary to make it enforceable and all other terms shall remain in full force and effect. BUYER may not assign or permit any other transfer of the Agreement without SELLERS prior written consent. The Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions.

Acceptance of this proposal with the terms referred to herein may be accomplished by executing this document or by providing a BUYERS purchase order/contract.

Accepted: SELLER
Flo-Service, Inc.

Accepted: BUYER

Submitted: FLO-SERVICES, INC

Eric Mirabelli

By: _____

By: _____

By: Eric Mirabelli

Date: _____

Date: _____

Date: 8-22-23

CONTRACTORS LICENSE NO. 988492

NOTICE TO PROPERTY OWNER

If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceeding, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor or (2) any other method or device that is appropriate under the circumstances, such as a contractor's payment bond.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTOR'S STATE LICENSE BOARD which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten years of the date of the alleged violation. Any questions concerning a contractor may be referred to:

Registrar Contractor's State License Board
P.O. Box 26000
Sacramento, California 95826

CONTRACTORS STATE LICENSE BOARD
STATE OF CALIFORNIA
DEPARTMENT OF
CONSUMER AFFAIRS
CONTRACTORS - LICENSE NO. 988492



FL -SERVICES, INC.



3010 FLOYD ST.*BURBANK, CA 91504-2599
TEL: (818) 847-2188*FAX: (818) 847-2256
www.flo-servicesinc.com * LIC#988492



August 25, 2023
Proposal #23-055
Page 1 of 6

Pleasant Valley Parks and Recreation
1605 East Burnley Street
Camarillo, California 93010

Attention: Matt Parker
Phone 805-482-1996
Email:mparker@pvrpd.org

Brandon Lopez
Phone 805-████-████
Email:blopez@pvrpd.org

Reference: East Sewage Pump Station
Pleasant Valley Park Camarillo

Dear Gentlemen,

During our initial service call on August 17, 2023, we found the following deficiencies:

1. Pump #2 motor tested at very high amp draw and tripped overload within fifteen seconds of operation. Pump #2 requires removal and further evaluation. Due to the age of this pump, high probability of impending winding failure, and the labor required to remove, disassemble, and evaluate this pump, it is more cost effective to replace Pump #2.
2. Both sets of single-phase motor starting capacitors in the control panel show signs of leakage/case rupture have exceeded their useful service life. Both sets of capacitors require replacement.
3. The float switches have exceeded their useful service life and require replacement due to their age.
4. The control panel contains intrinsic safety barriers for use with wet well mounted float switches. The float switch cables between the control panel and wet well are considered intrinsically safe field wiring and per code must be separated from non-intrinsically safe field wiring (pump power cables). There are two existing 2" conduits between the control panel and wet well. The two pump cables require routing together through one of the existing conduits with the four float switch cables routed together through the other existing conduit to provide this separation.

5. The check valves and gate valves have corroded from immersion in sewage and exposure to wet well gases that travel through valve vault drain piping. The check valves and gate valves require replacement with 316 stainless steel valves.
6. The control panel enclosure has rusted in several locations with heavy rust observed along the entire door hinge and the bottom exterior. The control panel will require replacement, separate proposal to follow.

Flo-Services is pleased to present our estimated proposal to provide a service call on a time and material basis to correct the issues listed above at the East Sewage Pump Station as follows:

Materials

One(1) 3" submersible non-clog pump with UL Listed explosion-proof motor 1.5 HP 230 volts 3 phase with tungsten-carbide outer mechanical seal and two-part coal tar epoxy coating	\$ 7,720.00
One(1) Single phase inverter with 230 volt 8.5 amp 3 phase output (in lieu of capacitors for new pump)	\$ 306.00
One(1) Submersible motor moisture detector relay	\$ 239.00
One(1) Set motor starting capacitors for use with existing Pump #1	\$ 48.00
One(1) 316 stainless steel above ground junction box with pad-lockable entry handle, drip shield, terminal blocks, and mounting channels	\$ 3,398.00
One(1) Lot 2" Conduit hubs and EYS seal off fittings	\$ 565.00
One(1) Lot 2" PVC underground conduit and fittings	\$ 298.00
One(1) Lot THHN stranded copper electrical wire	\$ 118.00
One(1) Lot four float switches with 316 stainless steel mounting bracket and cable grips	\$ 447.00
One(1) Lot 3" 316 stainless steel swing check valves, ball valves, nipples, Schedule 80 PVC unions, and epoxy coated carbon steel bolted coupling	\$ 2,965.00

Labor

Estimated Field Labor & Travel – Portal to Portal – 3 Men 32 Hours Regular Time at \$480.00 Per Hour	\$15,360.00
Estimated Field Labor & Travel – Portal to Portal – 3 men 8 Overtime Hours at \$720.00 Per Hour	\$ 5,760.00
Estimated Mileage – Portal to Portal (Service Truck) 111 Miles @ \$1.85 per mile x 4 trips	\$ 821.40
Estimated Mileage – Portal to Portal (Utility Truck) 111 Miles @ \$1.75 per mile x 4 trips	\$ 777.00
4 Days-Equipment/Tool Truck Fee @ \$480.00/day	\$ 1,920.00
Incoming Materials Freight to Flo-Services	\$ 650.00
Estimated sales tax 7.25%	\$ 1,167.54
Estimated Price	\$42,559.94
	<u>Initial</u>

Note: This is an estimated proposal, and you will be invoiced for actual time and material required. It will be the responsibility of Pleasant Valley Parks and Recreation to provide all digging, backfilling, shrub and grass removal and replacement so Flo-Services can modify the existing conduit and electrical.

THIS PROPOSAL EXPIRES IN 30 DAYS from the date of this proposal or bid opening date, if applicable.

The Sellers work and responsibility is expressly limited to providing materials and performing the services listed in this proposal. Design, application and direction for work and materials are to be provided by and responsibility of the Buyer. Flo- Services Total liability of the Seller for this purchase agreement including indemnity, liquidated damages, actual damages, special damages and consequential damages is limited to the coverage offered and paid by the Seller's insurance policies.

Liquidated/Actual damages are further limited to what is assessed by the Owner, paid to Owner and assessed due to the sole cause of Seller's delays.

CUSTOMER agrees to pay all charges due hereunder. Terms are Net 30 days from the date of customer's receipt of invoice. Alterations to the equipment may require an increase in service rates.

FLO-SERVICES Contractor's license Number is: 988492

Proposal #23-055

Page 4 of 6

The expiration date of FLO-SERVICES Contractor's license is: 11/30/23

Bidder acknowledges that Section 7028.15 (e) of the Business and Professions Code provides as follows:

A license contractor shall not submit a bid to a public agency unless his or her contractor's license number appears clearly on the bid, the license expiration date is stated, and the bid contains a statement that the representations herein are made under penalty of perjury. Any bid not containing this information, or a bid containing the information, which is subsequently proven false, shall be considered non-responsive and shall be rejected by the public agency."

The undersigned declares, under penalty of perjury, that the representations made by the undersigned in the bid proposal are true and correct.

Thank you for your consideration to this proposal.

Very truly yours,



Eric Mirabelli
FLO-SERVICES, INC.

TERMS OF SALE

1. ACCEPTANCE. "SELLER" is Flo-Services, Inc. who may function as a SUB-CONTRACTOR, REPAIR AND SERVICE ORGANIZATION OR VENDOR. "BUYER" is the CUSTOMER who may function as a CONTRACTOR, OWNER, ETC. These terms govern the purchase and sale of equipment, contractor's services, etc., referred to in SELLER'S proposal or acknowledgement. SELLER rejects all additional or different terms in any of BUYER'S forms or documents unless specifically accepted by SELLER in writing.
2. PAYMENT. Terms are Net 30 days from date of shipment and invoice, subject to approval of credit. SELLER may proceed on a "when ready" basis and partial invoice for the equipment that has shipped and /or services rendered. Interest at one percent per month or at the legal maximum rate will be assessed for late payment.
3. RETENTIONS, unless herein authorized by SELLER, are not allowed.
4. BACK CHARGES The BUYER agrees to pay reasonable BACK CHARGES (based on actual cost-plus profit, overhead and taxes) for any special services, additional equipment, repairs etc. made necessary by the omissions, mistakes, accidents, negligence or miscalculations of the BUYER, ENGINEER or OWNER. Commensurate with the urgency, nature and scope of the back charge, SELLER shall give BUYER advance notice of the intended back charge, but such advance notice shall not be a prerequisite for BACK CHARGES against the BUYER. Any BACK CHARGES from the intended BUYER, not authorized in writing by SELLER, will not be recognized.
5. DELIVERY. SELLER shall not be liable for delays due to fire, flood, labor issues, war, civil disorders, delay in transportation, inability to obtain materials, accidents, acts of God or other causes beyond SELLER'S reasonable control.
6. RESPONSIBILITY. SELLER shall not be responsible for damage to equipment if misused, improperly stored, installed, or maintained. SELLER SHALL NOT BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE, COLLATERAL, LIQUIDATED OR OTHER INDIRECT DAMAGES. CONSEQUENTIAL DAMAGES FOR THE PURPOSES OF THIS AGREEMENT SHALL INCLUDE BUT NOT BE LIMITED TO, LOSS OF USE, INCOME, PROFIT, LOSS OF OR DAMAGE TO PROPERTY, ETC. These limitations apply whether the liability is based upon contract, tort, strict liability or any other theory.
7. WARRANTY. For benefit of the original user, SELLER warrants all new equipment sold to be free from defects in material and workmanship, and will replace or repair, F.O.B. at its factories or other location designated by it, any part or parts returned to it which SELLER'S examination shall show to have failed under normal use and service by the original user within one year following initial shipment to the BUYER. This warranty does not cover damage by decomposition from chemical action or wear caused by abrasive materials nor does it cover damage resulting from misuse, alteration, accident or neglect, or from improper operation, maintenance, installation, modification or adjustment. Such repair or replacement shall be free for all items except for those items that are consumable and normally replaced during maintenance. THIS WARRANTY IS EXPRESSLY MADE BY SELLER AND ACCEPTED BY BUYER IN LIEU OF ALL OTHER WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS OR IMPLIED.
8. COMPLIANCE WITH LAWS. BUYER shall be solely responsible for securing any necessary permits and for compliance with all safety, health, sanitation and any other laws, ordinances and regulations in connection with the design, installation and operation of the equipment.
9. INDEMNIFICATION. It is understood that SELLER has relied upon data furnished by and on behalf of BUYER with respect to the safety aspects and application of the equipment and that it is BUYER'S responsibility to assure that the equipment will, when installed and put in use, be in compliance with requirements fixed by law and otherwise legally adequate to safeguard against injuries or damage to persons or property. BUYER hereby agrees to defend, indemnify and hold harmless SELLER, its agents and employees against any and all losses, costs, damages, claims, liabilities or expenses, arising out of or resulting from any injury or damage to any person or property caused by the inadequacy of safety features, devices or characteristics in the equipment or in the installation, use or operation of the same, except claims for repair or replacement of defective parts are provided in Paragraph 7 hereof. Within the policy limitations of the SELLER'S insurance policies, SELLER will indemnify, defend and hold BUYER harmless from any claim, cause of action or liability incurred by BUYER as a result of third-party claims for personal injury, death or damage to tangible property, to the extent caused by SELLER'S sole negligence. SELLER shall have the sole authority to direct the defense of and settle any indemnified claim. SELLER'S indemnification is conditioned on BUYER (a) promptly notifying SELLER of any claim, and (b) providing reasonable cooperation in the defense of any claim.
8. TITLE & LIEN RIGHTS. After delivery to Buyer, Seller will have all such rights, including security interests and liens, in the equipment as lawfully may be conferred upon Seller by contract under any applicable provision of law.
9. MISCELLANEOUS. Goods may not be returned without previous written permission and are subject to a restocking charge. The SELLER may cancel agreement only upon written notice and payment of reasonable cancellation charges, including anticipated profit. Attorney's fees and court costs necessary to enforce these terms of sale will be paid to the prevailing party. No part of the Agreement may be changed or cancelled except by a written document signed by SELLER and BUYER. No course of dealing or performance, usage of trade or failure to enforce any term shall be used to modify the Agreement. If any of these terms is unenforceable, such term shall be limited only to the extent necessary to make it enforceable and all other terms shall remain in full force and effect. BUYER may not assign or permit any other transfer of the Agreement without SELLER'S prior written consent. The Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions.

Acceptance of this proposal with the terms referred to herein may be accomplished by executing this document or by providing a BUYER'S purchase order/contract.

Accepted: SELLER
Flo-Service, Inc.

Accepted: BUYER

Submitted: FLO-SERVICES, INC

By: _____

By: _____

By: Eric Mirabelli

Date: _____

Date: _____

Date: 8-28-23

CONTRACTORS LICENSE NO. 988492

NOTICE TO PROPERTY OWNER

If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceeding, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor or (2) any other method or device that is appropriate under the circumstances, such as a contractor's payment bond.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTOR'S STATE LICENSE BOARD which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten years of the date of the alleged violation. Any questions concerning a contractor may be referred to:

Registrar Contractor's State License Board
P.O. Box 26000
Sacramento, California 95826

CONTRACTORS STATE LICENSE BOARD
STATE OF CALIFORNIA
DEPARTMENT OF
CONSUMER AFFAIRS
CONTRACTORS - LICENSE NO. 988492



FL  **-SERVICES, INC.**



3010 FLOYD ST.*BURBANK, CA 91504-2599
TEL: (818) 847-2188*FAX: (818) 847-2256
www.fio-servicesinc.com *LIC#988492



August 25, 2023
Proposal #23-056
Page 1 of 6

Pleasant Valley Parks and Recreation
1605 East Burnley Street
Camarillo, California 9301

Attention: Matt Parker
Phone 805-42-1996
Email:mparker@pvrpd.org

Brandon Lopez
Phone 805-████-████
Email:blopez@pvrpd.org

Reference: Central Sewage Pump Station
Pleasant Valley Park Camarillo

Dear Gentlemen,

During our initial service call on August 17, 2023, we found the following deficiencies:

1. Pump #1 moisture detector probe wire had previously been disconnected from the moisture sensing circuit in the control panel. Pump #1 had previously indicated a moisture alarm condition and requires further evaluation. Flo-Services will removed pump #1 and field evaluate. After evaluation, we will submit an additional proposal for any repairs required on this unit.
2. Both sets of single-phase motor starting capacitors in the control panel show signs of leakage/case rupture have exceeded their useful service life. Both sets of capacitors require replacement.
3. The float switches have exceeded their useful service life and require replacement due to their age.
4. The control panel contains intrinsic safety barriers for use with wet well mounted float switches. The float switch cables between the control panel and wet well are considered intrinsically safe field wiring and per code must be separated from non-intrinsically safe field wiring (pump power cables). There are two existing 2" conduits between the control panel and wet well. The two pump cables require routing together through one of the

existing conduits with the four float switch cables routed together through the other existing conduit to provide this separation.

5. The check valves and gate valves have corroded from immersion in sewage and exposure to wet well gases that travel through valve vault drain piping. The check valves and gate valves require replacement with 316 stainless steel valves.

Flo-Services is pleased to present our estimated proposal to provide a service call on a time and material basis to correct the issues listed above at the Central Sewage Pump Station as follows:

Materials

Two(2) Sets motor starting capacitors	\$ 48.00 ea.	\$ 96.00
One(1) 316 stainless steel above ground junction box with pad-lockable entry handle, drip shield, terminal blocks, and mounting channels		\$ 3,398.00
One(1) Lot 2" Conduit hubs and EYS seal off fittings		\$ 565.00
One(1) Lot 2" PVC underground conduit and fittings		\$ 298.00
One(1) Lot THHN stranded copper electrical wire		\$ 118.00
One(1) Lot four float switches with 316 stainless steel mounting bracket and cable grips		\$ 447.00
One(1) Lot 3" 316 stainless steel swing check valves, ball valves, nipples, Schedule 80 PVC unions, and epoxy coated carbon steel bolted coupling		\$ 2,965.00

Labor

Estimated Field Labor & Travel – Portal to Portal – 3 Men 24 Hours Regular Time at \$480.00 Per Hour	\$11,520.00
Estimated Field Labor & Travel – Portal to Portal – 3 men 6 Overtime Hours at \$720.00 Per Hour	\$ 4,320.00
Estimated Mileage – Portal to Portal (Service Truck) 111 Miles @ \$1.85 per mile x 3 trips	\$ 616.05
Estimated Mileage – Portal to Portal (Utility Truck)	

Proposal #23-056

Page 3 of 6

111 Miles @ \$1.75 per mile x 3 trips	\$	582.75
3 Days-Equipment/Tool Truck Fee @ \$480.00/day	\$	1,440.00
Incoming Materials Freight to Flo-Services	\$	350.00
Estimated sales tax 7.25%	\$	571.81
Estimated Price	\$27,287.61	Initial

Note: This is an estimated proposal, and you will be invoiced for actual time and material required. It will be the responsibility of Pleasant Valley Parks and Recreation to provide all digging, backfilling, shrub and grass removal and replacement so Flo-Services can modify the existing conduit and electrical.

THIS PROPOSAL EXPIRES IN 30 DAYS from the date of this proposal or bid opening date, if applicable.

The Sellers work and responsibility is expressly limited to providing materials and performing the services listed in this proposal. Design, application and direction for work and materials are to be provided by and responsibility of the Buyer. Flo- Services Total liability of the Seller for this purchase agreement including indemnity, liquidated damages, actual damages, special damages and consequential damages is limited to the coverage offered and paid by the Seller's insurance policies.

Liquidated/Actual damages are further limited to what is assessed by the Owner, paid to Owner and assessed due to the sole cause of Seller's delays.

CUSTOMER agrees to pay all charges due hereunder. Terms are Net 30 days from the date of customer's receipt of invoice. Alterations to the equipment may require an increase in service rates.

FLO-SERVICES Contractor's license Number is: 988492

The expiration date of FLO-SERVICES Contractor's license is: 11/30/23

Bidder acknowledges that Section 7028.15 (e) of the Business and Professions Code provides as follows:

A license contractor shall not submit a bid to a public agency unless his or her contractor's license number appears clearly on the bid, the license expiration date is stated, and the bid contains a statement that the representations herein are made under penalty of perjury. Any bid not containing this information, or a bid containing the information, which is subsequently proven false, shall be considered non-responsive and shall be rejected by the public agency."

Proposal #23-056
Page 4 of 6

The undersigned declares, under penalty of perjury, that the representations made by the undersigned in the bid proposal are true and correct.

Thank you for your consideration to this proposal.

Very truly yours,



Eric Mirabelli
FLO-SERVICES, INC.

TERMS OF SALE

1. ACCEPTANCE. "SELLER" is Flo-Services, Inc. who may function as a SUB-CONTRACTOR, REPAIR AND SERVICE ORGANIZATION OR VENDOR. "BUYER" is the CUSTOMER who may function as a CONTRACTOR, OWNER, ETC. These terms govern the purchase and sale of equipment, contractor's services, etc., referred to in SELLER'S proposal or acknowledgement. SELLER rejects all additional or different terms in any of BUYER'S forms or documents unless specifically accepted by SELLER in writing.
2. PAYMENT. Terms are Net 30 days from date of shipment and invoice, subject to approval of credit. SELLER may proceed on a "when ready" basis and partial invoice for the equipment that has shipped and /or services rendered. Interest at one percent per month or at the legal maximum rate will be assessed for late payment.
3. RETENTIONS, unless herein authorized by SELLER, are not allowed.
4. BACK CHARGES The BUYER agrees to pay reasonable BACK CHARGES (based on actual cost-plus profit, overhead and taxes) for any special services, additional equipment, repairs etc. made necessary by the omissions, mistakes, accidents, negligence or miscalculations of the BUYER, ENGINEER or OWNER. Commensurate with the urgency, nature and scope of the back charge, SELLER shall give BUYER advance notice of the intended back charge, but such advance notice shall not be a prerequisite for BACK CHARGES against the BUYER. Any BACK CHARGES from the intended BUYER, not authorized in writing by SELLER, will not be recognized.
5. DELIVERY. SELLER shall not be liable for delays due to fire, flood, labor issues, war, civil disorders, delay in transportation, inability to obtain materials, accidents, acts of God or other causes beyond SELLER'S reasonable control.
6. RESPONSIBILITY. SELLER shall not be responsible for damage to equipment if misused, improperly stored, installed, or maintained. SELLER SHALL NOT BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE, COLLATERAL, LIQUIDATED OR OTHER INDIRECT DAMAGES. CONSEQUENTIAL DAMAGES FOR THE PURPOSES OF THIS AGREEMENT SHALL INCLUDE BUT NOT BE LIMITED TO, LOSS OF USE, INCOME, PROFIT, LOSS OF OR DAMAGE TO PROPERTY, ETC. These limitations apply whether the liability is based upon contract, tort, strict liability or any other theory.
7. WARRANTY. For benefit of the original user, SELLER warrants all new equipment sold to be free from defects in material and workmanship, and will replace or repair, F.O.B. at its factories or other location designated by it, any part or parts returned to it which SELLERS examination shall show to have failed under normal use and service by the original user within one year following initial shipment to the BUYER. This warranty does not cover damage by decomposition from chemical action or wear caused by abrasive materials nor does it cover damage resulting from misuse, alteration, accident or neglect, or from improper operation, maintenance, installation, modification or adjustment. Such repair or replacement shall be free for all items except for those items that are consumable and normally replaced during maintenance. THIS WARRANTY IS EXPRESSLY MADE BY SELLER AND ACCEPTED BY BUYER IN LIEU OF ALL OTHER WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS OR IMPLIED.
8. COMPLIANCE WITH LAWS. BUYER shall be solely responsible for securing any necessary permits and for compliance with all safety, health, sanitation and any other laws, ordinances and regulations in connection with the design, installation and operation of the equipment.
9. INDEMNIFICATION. It is understood that SELLER has relied upon data furnished by and on behalf of BUYER with respect to the safety aspects and application of the equipment and that it is BUYERS responsibility to assure that the equipment will, when installed and put in use, be in compliance with requirements fixed by law and otherwise legally adequate to safeguard against injuries or damage to persons or property. BUYER hereby agrees to defend, indemnify and hold harmless SELLER, its agents and employees against any and all losses, costs, damages, claims, liabilities or expenses, arising out of or resulting from any injury or damage to any person or property caused by the inadequacy of safety features, devices or characteristics in the equipment or in the installation, use or operation of the same, except claims for repair or replacement of defective parts are provided in Paragraph 7 hereof. Within the policy limitations of the SELLERS insurance policies, SELLER will indemnify, defend and hold BUYER harmless from any claim, cause of action or liability incurred by BUYER as a result of third-party claims for personal injury, death or damage to tangible property, to the extent caused by SELLERS sole negligence. SELLER shall have the sole authority to direct the defense of and settle any indemnified claim. SELLER'S indemnification is conditioned on BUYER (a) promptly notifying SELLER of any claim, and (b) providing reasonable cooperation in the defense of any claim.
- 8.TITLE & LIEN RIGHTS. After delivery to Buyer, Seller will have all such rights, including security interests and liens, in the equipment as lawfully may be conferred upon Seller by contract under any applicable provision of law.
- 9.MISCELLANEOUS. Goods may not be returned without previous written permission and are subject to a restocking charge. The SELLER may cancel agreement only upon written notice and payment of reasonable cancellation charges, including anticipated profit. Attorney's fees and court costs necessary to enforce these terms of sale will be paid to the prevailing party. No part of the Agreement may be changed or cancelled except by a written document signed by SELLER and BUYER. No course of dealing or performance, usage of trade or failure to enforce any term shall be used to modify the Agreement. If any of these terms is unenforceable, such term shall be limited only to the extent necessary to make it enforceable and all other terms shall remain in full force and effect. BUYER may not assign or permit any other transfer of the Agreement without SELLERS prior written consent. The Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions.

Acceptance of this proposal with the terms referred to herein may be accomplished by executing this document or by providing a BUYERS purchase order/contract.

Accepted: SELLER
Flo-Service, Inc.

Accepted: BUYER

Submitted: FLO-SERVICES, INC

By: _____

By: _____

By: Eric Mirabelli

Date: _____

Date: _____

Date: 8-28-23

CONTRACTORS LICENSE NO. 988492

NOTICE TO PROPERTY OWNER

If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceeding, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor or (2) any other method or device that is appropriate under the circumstances, such as a contractor's payment bond.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTOR'S STATE LICENSE BOARD which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten years of the date of the alleged violation. Any questions concerning a contractor may be referred to:

Registrar Contractor's State License Board
P.O. Box 26000
Sacramento, California 95826

CONTRACTORS STATE LICENSE BOARD
STATE OF CALIFORNIA
DEPARTMENT OF
CONSUMER AFFAIRS
CONTRACTORS - LICENSE NO. 988492



FL -SERVICES, INC.



3010 FLOYD ST.*BURBANK, CA 91504-2599
TEL: (818) 847-2188*FAX: (818) 847-2256
www.flo-servicesinc.com *LIC#988492

10. 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, Liaison, Personnel, Policy
- E. Ad Hoc Committees – Miracle League, Pickleball
- F. Foundation for Pleasant Valley Recreation and Parks
- G. General Manager’s Report
- H. Board Members