



VILLAGE OF KEY BISCAINE

Office of the Village Manager

MEMORANDUM

Village Council

Franklin H. Caplan, *Mayor*
Michael E. Kelly, *Vice Mayor*
Michael W. Davey
Enrique Garcia
Robert Gusman
Mayra P. Lindsay
James S. Taintor

DATE: August 31, 2011
TO: Honorable Mayor and Members of the Village Council
FROM: Genaro "Chip" Iglesias, Village Manager
RE: Athletic Policies and Procedures

Village Manager

Genaro "Chip" Iglesias

In a cooperative effort to improve the athletic programs provided in the community, the Village has conducted meetings with stakeholders, the Key Biscayne Athletic Club (KBAC) and the Youth Athletics Advisory Board (YAAB). The goal of these meetings has been to establish policies and procedures that better define the way in which these programs are to be administrated and the roles of the different parties involved in their management. As per the directives below, draft and execute a memorandum of Understanding between the Village and KBAC that acknowledges this partnership.

Disciplinary Committee

A disciplinary committee to consist of three members shall be formed. The KBAC, YAAB and Village shall each appoint a member to this committee. The first task of this committee will be to establish the methods by which established rules of conduct for participants in youth sports will be communicated and enforced. The committee will provide the YAAB with the recommended methodology, including rules of procedure for addressing complaints. Based on these recommendations, the disciplinary committee, YAAB and the Village will establish the scope and procedures by which this committee will operate. Once the rules are in place, , the committee will oversee violations of players, coaches, sport directors, volunteers, parents, and staff and anyone else involved in youth sports. The rulings of the disciplinary committee are to be adhered to by all involved and may be appealed to the YAAB if so desired.

National Alliance of Youth Sports (NAYS) Coach Training

The Village hereby authorizes the KBAC to implement a mandatory coaching certification program, funded by the Village, to insure that all coaches, paid and unpaid, complete this training. This will be a condition to coaching at any level.

Financial Aid Committee

The Village hereby authorizes the KBAC to form a Financial Aid Committee for the purpose of reviewing and awarding financial aid. The Village will reserve the discretion

to provide aid in cases of hardship when it is deemed appropriate. The Village and KBAC will maintain financial aid applications and records in confidence, for the protection of privacy of all applicants. Children who do not reside in the Village may receive financial aid for intramural programs when pre-determined aid amounts have not been exhausted by residents and the sports program enrollment has not been exceeded. KBAC requirements of scholarship grantees will have to be approved by the Village and the YAAB prior to implementation. Hardship exceptions will be documented by the Village, again subject to confidentiality protections.

Standardized Athletics Policies and Procedures

The Parks and Recreation Department is to implement the Standardized Athletics Policies and Procedures (SAAP); subject to the qualifications specified in this memorandum as relates to discipline, financial aid and NAYS certification. These policies are to be communicated to all program participants, vendors, staff, volunteers, and parents prior to their enrollment. If substantive issues result in the implementation of these policies, the Village may take the required steps to address the issue. The Village will communicate all SAAP issues with the YAAB so the SAAP may be modified to resolve the issue. The SAAP shall be amended in accordance with statements included in the Disciplinary Committee, NAYS Training and Financial Aid portion of this memo. YAAB, KBAC and the Village will continue to refine SAAP on an ongoing basis, as experience warrants or as may be directed by the Village Council.