



Introduction:

In response to identified concerns and a commitment to enhance the quality of service provided to the residents of Cooper City, this action plan has been meticulously crafted. Focused on addressing noncompliance requirements in resolution No. 12-7-5 and its amendments, the plan reflects a proactive approach. By outlining a strategic roadmap that emphasizes collaboration, communication, and adherence to city regulations, this action plan aims to rectify immediate issues and establish a foundation for sustained improvement in the realm of organized sports within our community.

1. Establish a system that allows proper tracking for requirements of the resolution that governs Youth Sports and reporting protocol.
2. Establish an annual audit of the listed requirements in the current resolution.
3. Develop a corrective action plan for Cooper City Optimist Club when in violation of resolution.
4. Create a waiver request form.
5. Task Cooper City Optimist Club Board and Parks and Recreation Advisory Board to do an annual review of the resolution requested changes must be submitted to both boards.

Contact Person:

Contact Email:

Contact Phone:

1. Proof of Incorporation:

Submitted

Verified

Approved

2. Liability and Accident Insurance

Submitted

Verified

Approved

3. Contact Information for Responsible Individuals

Submitted

Verified

Approved

4. League-Approved Rosters

Submitted

Verified

Approved

5. Criminal Background Checks:

- Manager/Head Coaches
- Official/Assistant Coaches
- Board Members
- Commissioners/Assistant Commissioners
- Submitted
- Verified
- Approved

6. Annual Financial Statement:

- Submitted
- Verified
- Approved

7. Travel Tournaments/Playoffs/Events Approval:

- Submitted for Approval
- Approval Granted
- Additional Fees Imposed

Additional Notes:

- Follow-up Required
- Pending Documentation
- Outstanding Actions

Compliance Tracking Tool for Cooper City Optimist



Compliance Status Report: A summary report indicating the status of each item and whether it is in compliance, pending verification, or requires further action.

Upcoming Events Report: A schedule of travel tournaments, playoffs, or events requiring prior approval, including details on the percentage of non-resident teams involved.

Corrective Action Plan for Cooper City Optimist Club Violations



Step 1: Identification of Violation

Procedure:

- Clearly identify and document the specific violation(s) of the resolution by the Cooper City Optimist Club.
- Notify the Optimist Club in writing, specifying the nature of the violation and the resolution clause(s) in question.

Step 2: Cooperative Discussion

Procedure:

- Schedule a meeting between city representatives and the Cooper City Optimist Club leadership.
- Open a dialogue to discuss the identified violations, allowing the Optimist Club to present its perspective.

Step 3: Corrective Action Proposal

Procedure:

- Require the Optimist Club to submit a detailed corrective action plan outlining how they intend to address and rectify the identified violations.
- The plan should include specific steps, timelines, responsible parties, and preventive measures to avoid future violations.

Step 4: Review and Approval

Procedure:

- Review the submitted corrective action plan for completeness, feasibility, and effectiveness.
- Collaboratively refine the plan if necessary, ensuring it aligns with resolution requirements.
- Obtain formal approval from the City Commission for the proposed corrective actions.

Corrective Action Plan for Cooper City Optimist Club Violations



Step 5: Implementation of Corrective Actions

Procedure:

- Monitor the implementation of the corrective actions outlined in the approved plan.
- Provide any necessary support or guidance to the Optimist Club during the implementation process.
- Verify that all specified corrective measures are being carried out according to the agreed-upon timelines.

Step 6: Ongoing Compliance Monitoring

Procedure:

- Implement a system for ongoing monitoring to ensure sustained compliance.
- Regularly review and assess the Optimist Club's adherence to the resolution's requirements.
- Conduct periodic checks to verify that the corrective actions are continuously effective.

Step 7: Reporting and Communication

Procedure:

- Regularly communicate updates on the Optimist Club's compliance status to the City Commission and relevant stakeholders.
- Provide transparent reporting on the progress of corrective actions and any additional measures taken.

Step 8: Escalation for Persistent Non-Compliance

Procedure:

- If persistent non-compliance is observed, escalate consequences according to the established enforcement steps outlined in the resolution.
- Consider additional measures, such as probationary periods, partial curtailment of privileges, or suspension, as deemed necessary.

Corrective Action Plan for Cooper City Optimist Club Violations



Step 1: Initial Warning and Documentation

Action: Issue a written warning to the Optimist Club detailing the specific non-compliance issues and the required corrective actions.

Purpose: Provide an initial opportunity for correction while formally documenting the non-compliance.

Step 2: Probationary Period

Action: Place the Optimist Club on probation, indicating that continued non-compliance may result in further consequences.

Purpose: Give the organization a defined period to rectify issues, with increased scrutiny during this time.

Step 3: Partial Curtailment of Privileges

Action: Temporarily curtail specific privileges, such as limiting access to certain sports facilities or reducing program offerings.

Purpose: Escalate consequences to emphasize the severity of the non-compliance while still allowing for corrective measures.

Step 4: Full Curtailment of Privileges

Action: Curtail all privileges to utilize sports facilities for a specified period.

Purpose: Signal a serious response to ongoing non-compliance, with the intent of motivating the organization to address issues promptly.

Step 5: Suspension of Facility Use

Action: Suspend the Optimist Club's ability to use sports facilities for a defined duration.

Purpose: Impose a more significant consequence to underscore the importance of adhering to guidelines, with the expectation of full compliance upon reinstatement.

Step 6: Revocation of Facility Privileges

Action: Permanently revoke the Optimist Club's privilege to utilize sports facilities.

Purpose: As the most severe consequence, it communicates a decisive response to persistent non-compliance and emphasizes the need for substantial organizational changes.

Each step in this plan represents an increasingly severe consequence, providing the Optimist Club with opportunities to correct behavior before facing more significant penalties. The ultimate goal is to ensure compliance with guidelines while maintaining a fair and escalating system of consequences.

Cooper City Optimist Club Waiver Request Form



Name of Organization: Cooper City Optimist Club

Contact Person:

Contact Email:

Contact Phone:

Reason for Waiver Request: Please provide a detailed explanation for the waiver request. Include information on the specific noncompliance issue, steps taken to address the concern, and any mitigating circumstances.

Action Plan: Outline the steps that the Cooper City Optimist Club intends to take to rectify the noncompliance issue. Include timelines, responsible parties, and any additional measures to ensure ongoing compliance.

Verification of Corrective Actions: Detail how the organization plans to verify that the corrective actions have been successfully implemented. This may include documentation, reports, or any other evidence of compliance.

Preventive Measures: Describe any preventive measures that will be implemented to avoid future noncompliance issues of a similar nature.

Cooper City Optimist Club Waiver Request Form



Acknowledgment of Consequences: By submitting this waiver request, the Cooper City Optimist Club acknowledges an understanding of the consequences associated with noncompliance. The organization commits to taking prompt and effective corrective actions to align with the city's resolutions governing organized sports.

I, the undersigned, on behalf of the Cooper City Optimist Club, hereby submit this waiver request with the understanding of the responsibilities and commitments outlined above.

City Approval: To be completed by the City Commission or relevant authority after reviewing the waiver request.

Approval Disapproved

Comments/Conditions (if any):

City Official's Signature:

Objective:

The objective of this process is to ensure regular reviews of the resolution governing the Cooper City Optimist Club's activities on an annual basis. Changes or amendments to the resolution can be proposed and discussed through a collaborative effort involving both the Optimist Club Board and the Parks and Recreation Advisory Board.

1. Annual Review Schedule:

- Establish an annual schedule for the joint review of the resolution, with reviews occurring once a year.
- The review period will be set to [specify month], ensuring consistency and timely assessments.

2. Cooperative Review Meetings:

- Hold joint meetings between the Cooper City Optimist Club Board and the Parks and Recreation Advisory Board during the designated review month.
- Encourage open discussions regarding the effectiveness and relevance of the current resolution.

3. Proposal Submission:

- Any proposed changes or amendments to the resolution should be submitted in writing by the Cooper City Optimist Club Board.
- The submission should include a clear rationale for each proposed change and its anticipated impact.

4. Evaluation Criteria:

- Establish criteria for evaluating proposed changes, considering factors such as community impact, organizational feasibility, and alignment with the city's goals.
- Encourage input from both boards, ensuring a comprehensive assessment.

5. Public Input:

- Allow for public input during the review process, providing an opportunity for community members to express their opinions and suggestions.
- Gather feedback through public meetings, surveys, or other inclusive methods.

6. Cooperative Decision-Making:

- Collaboratively make decisions on proposed changes through consensus-building discussions.
- Strive for a cooperative and inclusive decision-making process that involves both boards.

7. Documenting Changes:

- Clearly document any approved changes or amendments to the resolution.
- Ensure that the final document reflects the collaborative efforts of both the Cooper City Optimist Club Board and the Parks and Recreation Advisory Board.

8. Communication of Changes:

- Communicate approved changes to all relevant stakeholders, including the Cooper City Optimist Club, city officials, and the community.
- Ensure transparency in the decision-making process and the reasons behind the approved modifications.

9. Implementation:

- Implement the approved changes in a timely manner, with necessary adjustments to organizational practices and activities.

10. Ongoing Monitoring:

- Continuously monitor the impact of the resolution changes on Optimist Club activities and community engagement.
- Make adjustments as needed during subsequent annual reviews.

This procedure ensures a systematic and collaborative approach to reviewing and amending the resolution, promoting ongoing cooperation between the Cooper City Optimist Club and the Parks and Recreation Advisory Board on an annual basis.