

CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

Agenda Item: Consider renewal of 2025 Recreation Program Policy with additions.

Committee Review: Park Board

Meeting Date: January 27th, 2025

Requested by: Jodi Mieden- Recreation Director

Background: Reviewal of Recreation Program Policy for the 2025 year. Fees for Rec programs and sanction groups to remain the same. All of these will adjust in 2026. Addition of Sanctioned Recreation Sports Club verbiage. (For new groups like Sunrise Basketball)

RECREATION PROGRAM POLICY

Official City Recreation Programs:

- All recreation programs must be managed by the City of Richland Center's Parks and Recreation Superintendent.
- The City will hire or privately contract with individuals to coach recreation programs.
- Criminal background checks are required for all coaches.
- Fees charged for all recreation programs must be made payable to the City of Richland Center. All fees must be received prior to the program start date.
- The City will advertise programming.

Officially Sanctioned Recreation Programs:

To be officially sanctioned by the City of Richland Center and authorized use of City grounds or facilities, or to be included in the City's Facility Use Agreement with the Richland School District, the following criteria must be met:

- The organization must provide their own coaches.
- Prior to the program starting, the organization must complete criminal background checks on their administration, as well as coaches of minors. A copy of the background check shall be provided to the City. If requested, the City may agree to do a background check for an organization. A fee will be assessed for this service.
- The organization must collect all fees for their recreation programs.
- Organizations may conduct their own advertising and/or request the City do so on their behalf. A fee will be assessed to the organization if the City provides advertising services in the recreation guide.
- The organization must pay the City of Richland Center for use of City grounds and facilities according to the Fee Schedule set by the City.
- All fees must be paid prior to service or use commencing.

Officially Sanctioned Recreation Sports Club: Organized physical activity groups (non-team sport/open gyms)

To be officially sanctioned by the City of Richland Center and authorized use of City grounds or facilities, or to be included in the City's Facility Use Agreement with the Richland School District, the following criteria must be met:

- The organization must be open to the entire community, regardless of skill level or gender, be recreational in nature and play at their own risk.
- Prior to the program starting, the head of the organization must require all members to sign a waiver. A copy of the signed waivers shall be provided to the City.

- The head of the organization must work with the Parks & Recreation Department to schedule the desired facility. The organization may be required to be responsible for acquiring and maintaining a key fob/key for entry.
- Organizations may conduct their own advertising and/or request the City do so on their behalf. A fee will be assessed to the organization if the City provides advertising services in the recreation guide. No fee will be assessed for the use of the facilities.
- The City will annually review to assess and monitor the club activity. Adherence to safety policies and the effectiveness of facility use will be reviewed. Clubs that do not meet the criteria or have a satisfactory review may be refused sanctioning in the following year.

Unofficial/Unsanctioned Recreation Programs:

Any programs not managed or sanctioned by the City of Richland Center shall provide a minimum of \$1,000,000 insurance coverage naming the City of Richland Center as an additional insured.

Department Recommendation: Recommending that the Park Board renew the 2025 Recreation Program Policy.

Financial Impact: N/A **Funding Source:** N/A

Requested Action:

PARK BOARD: Motion to renew the 2025 Recreation Program Policy.