



City of Claremont  
Human Services Department

**Sports Group Residency Verification Agreement**

I, \_\_\_\_\_, certify that I am the officially elected president or commissioner of \_\_\_\_\_. I also certify that following registration figures have been verified and are correct for the \_\_\_\_\_ season.

(Name of Sports Group)

Total Registered Participants: \_\_\_\_\_

Total Claremont Registered Participants: \_\_\_\_\_

Total Non-Claremont Registered Participants: \_\_\_\_\_

Percentage of Claremont Residents: \_\_\_\_\_

The Sports Organization I represent understands that the City of Claremont may require an audit (verification) of the Organization's registration in order to assure that the City's residency requirement for use of City Sports facilities is met. If an audit is required, my Sports Organization agrees to provide to the City of Claremont such copies of registered participants and addresses if requested. My Sports Organization also understands that there will be specific penalties if it is found that the Sports Organization fails to meet the residency requirements.

Organization: \_\_\_\_\_

Organization mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach current list of Broad of Directors or Officers of the Organization listing the following items:**

Name	Position	Address	Phone #
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# STATEMENT OF POLICIES AND PROCEDURES

## CLAREMONT SPORTS COMMITTEE

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### A Standing Committee of the CLAREMONT HUMAN SERVICES COMMISSION

#### **A. MISSION STATEMENT**

1. *The City of Claremont Sports Committee shall be the forum that coordinates all sports groups' needs and resources.*
2. *The Committee shall make an effort to identify future needs, anticipate maintenance and facility needs to City staff, Claremont Unified School District, Human Services Commission and City Council.*
3. *The Committee shall oversee fair and equitable consideration to all sports groups in the community.*

#### **B. PURPOSE**

The Claremont Sports Committee shall:

1. Advise, recommend, assist and encourage activities and programs to be undertaken for the youth and adult sports programs of Claremont.
2. Keep informed about, and familiar with, programs that encourage youth in sports and report to the human services commission and, when appropriate, to the city council.
3. Advise the human services commission on the progress made by local sports programs and recommend ways in which the city can help encourage sports programs within Claremont.
4. Compile data on sports programs of the community, keeping alert to their growth and changing interests as a basis for recommending and evaluating their needs.
5. Identify sources of possible technical advisement for sports programs.
6. Assist staff with assigning facilities for sports league use.

#### **C. MEMBERSHIP**

The Claremont Sports Committee shall:

1. Consist of the president or commissioner of each sports organization herein defined or their representatives. Both the leader and the representative of each organization shall be listed on the committee roster and must have decision-making abilities. The Human Services Commission may appoint two (2) members to fill two (2) members-at-large positions.
2. Assign each organization one (1) vote on the committee. While only one representative of an organization shall be entitled to vote, more than one representative of an organization may attend the meetings. Members-at-large positions shall not be entitled to vote.
3. Encourage the Claremont Unified School district to have a staff person participate on the committee to act as liaison between the committee and the school district. Liaison position is a non-voting position.
4. Include one member of the Human Services Commission and one staff representative from each of the Human Services and Community Services departments to serve as liaisons to the Committee. Liaison positions are non-voting positions.
5. Consist of representatives from all Claremont sports organizations, which require facility use. City staff may represent City programs.
6. Encourage members to attend committee meetings.

## **D. OFFICERS**

The Claremont Sports Committee shall:

1. *Set a specific month to nominate and elect a chairperson, vice chairperson and secretary from its membership. Chairperson may not serve for more than two (2) years consecutive.*
2. *Select other officers as the need arises.*
3. *Recommend the vice chairperson becomes chairperson for the next term.*

## **E. MEETINGS**

The Claremont Sports Committee shall:

1. Meet at least monthly, on a stated date, at stated time, set in advance by the committee and publicized to the membership at least five (5) days prior to the meeting. The meeting will be conducted on the third Tuesday of each month. *The meeting may be canceled by the Board due to lack of agenda items or as warranted.*
2. Work from an agenda prepared in advance by the officers.
3. *The Secretary is to prepare the minutes of the meetings. Minutes should be mailed with the agenda prior to the next meeting.*
4. Adhere to the requirements of the State of California Brown Act.

## **F. EXECUTIVE BOARD**

The Claremont Sports Committee shall:

1. Have an executive board consisting of the elected officers and the liaison person from the Human Services Commission.
2. Empower the executive board to administer the work of the committee.

## **G. STANDING RULES**

The Claremont Sports Committee shall:

1. Encourage sports programs that are enjoyable for all.
2. Assist and/or advise other community agencies with sports program information.
3. Submit all recommendations to the Human Services Commission. Items thus submitted shall, in turn, be forwarded to the City Council with the recommendations made by the Human Services Commission regarding such items.
4. Require the annual attendance by a recognized organization representative of at least one-half (1/2) of all monthly meetings to be considered a voting member. Voting members shall be given priority in facility assignments.
5. Declare a quorum is reached when at least one-half (1/2) of all voting members PLUS ONE are present to officially conduct business of the Sports Committee.
6. *All Sports Committee organizations are required to adhere to a code of ethics; their own organization's approved code of ethics or comply with the code of ethics of this Sports Committee.*

## H. RESIDENCY RULE

The Claremont Sports Committee shall develop the procedures for administering the City's residency rule requirements. The residency rule requires that 51% of the registered participants in sports groups using City facilities be made up of Claremont residents.

1. Sports groups using Claremont sports facilities shall be grouped into two classifications:
  - A. Groups, which meet the City's residency requirement.
  - B. Groups, which do not meet the City's residency requirement.
2. Groups, which are non-resident and rent City or School District fields/facilities, shall make specific arrangements with either the City or the School District. Scheduling of field/facility use by these groups is the last priority field/facility assignment.
3. Non-residents participating in Claremont based organizations, which do not meet the residency requirement, shall pay a 20% surcharge on their league registration or organizational participation fee. This surcharge shall be forwarded to the City for use in facility maintenance. If the organization does not have a registration or participation fee, the City may impose a specific surcharge fee. It is recommended that this be collected as a percentage rather than a flat amount for a one-year trial period.

Non-resident sports groups using School District fields are charged field/facility use fees set by the School District.

Approved sanctioned tournaments conducted by sports groups, which are members of the Claremont Sports Committee, are exempt from non-resident fee surcharges.

4. Non-resident teams playing in neutral games (two out-of-town teams playing each other at a Claremont facility) shall be charged a flat rate, to be paid to the City for facility maintenance. This rate is currently \$20 per game (\$10 per team).
5. Enforcement and verification of residency requirement shall be handled in the following manner:
  - A. Sports organizations which are Claremont based and use Claremont sports facilities shall annually submit to the Human Services Department, via the Sports Committee, the rules which they use to determine residency (City only, City and Claremont Unified School District, etc.)
  - B. On an annual basis, the president or commissioner of each Claremont based sports organization shall submit to the Human Services Department, via the Sports Committee, a signed agreement certifying the total registration (resident and non-resident) of the sports organization, the total Claremont resident registration, and the percentage of Claremont residency of its registration. The signed certification agreement shall include the understanding that the City may require a verification (audit) of registration, at its discretion, to ensure that the membership of the organization meets the City's residency requirements. (Exhibit A is a copy of the certification agreement. Exhibit B is a list of penalties for groups found not meeting the residency requirement.)

This annual residency verification shall be submitted to the Human Services Department 30 days following the last date of registration in the peak season for participation in the organization's program. This shall be done on an annual basis using the calendar year (January - December).

- C. Sports organizations requesting a verification of another sports organization's registration shall bear the City's cost of conducting the verification as a deposit prior to the audit. This cost shall be refunded if the verification finds that the audited group does not meet the City's residency requirements. Organizations found not in compliance with the residency requirements will pay the verification costs and possible penalties, which are outlined in Exhibit B.

## **I. MAINTENANCE RESERVE FUND**

Fees collected from surcharges, penalties, and non-Claremont based groups shall be deposited in a maintenance reserve fund to be used for sports facility upkeep and improvement.

***City of Claremont  
Human Services Department***

***Penalties for Sport Groups Not Meeting the Residency Requirement***

If a sports organization which has been assigned sports facility use as a Claremont based organization and has met the City's residency requirement, is found to be in non-compliance, the following penalties shall be imposed:

1. The sports organization shall be charged the City's cost of the verification audit.
2. The sports organization shall be considered as a Claremont based group not meeting the City's residency requirements and shall pay to the City the 20% surcharge for each non-resident participant to be used for sports facility maintenance.
3. The Director of Human Services, upon recommendation from the Sports Committee, may suspend the sports organization from use of City sports facilities for a period of up to one year. This may be appealed to the Human Services Commission for final determination.
4. All penalty fees due must be paid within 60 days of the date, which the City notifies the sports organization that it is in non-compliance with the residency rules.

\_\_\_\_\_  
Sports Organization Representative Signature

\_\_\_\_\_  
Date