

Comments to the Sanctioning “Checklist”

Brenda DeGruttola, Stamford Bombers

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1. A constitution and by-laws including provisions for an annual election of officers, and a list of names and addresses and contact info of a board of directors or governing body. Elections must be held at a previously advertised general meeting for all members and must take nominations from the floor. Duly elected officers and a full board must be in place before each season begins to obtain a permit. Election results are to be submitted to the Recreation Superintendent and or designee. **Agree, Bylaws included.**
2. A Board of Directors will be mandatory. Which will permit nominations to the board from the floor at an annual meeting. **Agree, Bylaws included.**
3. A complaint processing policy with detailed procedures including the way in which formal complaints will be handled and a commitment that responses are to be promptly made in writing to the Parks & Recreation Commission. Responses must copy the Superintendent of Recreation. **Included**
4. A coach selection procedure (for youth sports only). Background checks are recommended. **Agreed, summary included. Background checks are mandatory via AAU.**
5. Provide its own liability and or accident insurance with the City of Stamford named as an additional insured subject to a minimum limit of liability of a million dollars combined single limit per occurrence for bodily injury and property damage. (See field permit application for full provisions, certificates required). **Agreed and will include City of Stamford when applicable.**
6. Disclose annually any and all current national charters and affiliations. **Affiliated with Amateur Athletic Union (AAU), membership confirmation & handbook included.**
7. Submit annually to the Parks & Recreation Commission a complete participant roster list with names, ages, addresses and phone numbers. **Fall 2023 roster included, Spring 2024 TBD. We have previously received access to city fields due to our status as a 501(c)(3) and rosters from the fall and summer of 2023 have previously been submitted to Parks & Rec.**
8. Follow all local, charter and national governing body rules regarding rules of play, age and residency requirements. **Agreed.**
9. Any significant additions (such as new affiliations, charters, divisions or teams, assimilation of existing programs/leagues) to an existing sanctioned program are considered new programs and must be approved by the Parks & Recreation Commission. **Agreed.**
10. All users will be required to fill out a City/Recreation Field Use Permit Application and include a master schedule of all games and practices preferably at our annual winter meeting, but no later than one month before your first game. **Agreed.**
11. With the exception of tournament play, all all-star/travel teams participating in regional leagues must provide a full league schedule and must play at least 50% of their games away. **Agreed.**
12. To be considered a Stamford youth team 100% of the team roster must be Stamford residents. For adult teams 75% must be Stamford residents. Roster sizes must be a reasonable number and related appropriate to the sport. **Agreed.**
13. Sanctioned programs do not have permission to partner with any for profit commercial camp or clinic on park property. (See Field Policy Manual for further clarification and rules). No sanctioned team or program has the right/authority to sublet their assigned fields. **Agreed.**

14. Sanctioned programs should make every effort whenever possible to provide scholarships or fee waivers to disadvantaged youth who qualify for free or reduced lunch in the Stamford school system. **Agreed and offered.**
15. Sanctioned programs should provide opportunities for recreation level play with an expectation of participation/playing time, skill development and enjoyment as the primary program format for any children's program under the age of 13. **Agreed.**
16. Sanctioned programs should provide for a formal participant evaluation including the program content, knowledge and temperament of coaches, and overall enjoyment of the program. **Agreed & Post Season Survey included.**
17. Once sanctioned programs receive their field assignments the expectation is that those assignments will be used for the originally submitted game or practice. Should any change arise for any reason the sanctioned organization must contact the Recreation office as soon as possible or no later than the following morning with notification of the change. The City will be auditing fields with spot checks throughout the season. **Agreed.**
18. Advertising signs and banners at City fields may be displayed on or after April 1st and must be taken down no later than October 31st of each year. Per the Parks & Recreation Committee of the Board of Representatives any signs not removed by this date will be removed by the City's Parks Dept and or painted over. All signs should comply with Parks & Recreation Committee of the Board of Representatives policy and specs. **Agreed, will need specs from City to confirm compliance.**