

**CITY OF SARATOGA SPRINGS  
CITY COUNCIL WORK SESSION  
AGENDA**

Tuesday, November 10, 2015

Meeting held at the City of Saratoga Springs City Offices  
1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah 84045

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**Councilmembers may participate in this meeting electronically via video or telephonic conferencing**

**City Council Work Session**

**6:30 p.m.**

1. Recreation Department Update – Heston Williams
2. Agenda Review:
  - a. Discussion of City Council policy agenda items.
  - b. Discussion of future City Council policy and work session agenda items.
3. Adjourn to Policy Session.

# City Council Staff Report

Author: Heston Williams, Recreation Director  
Subject: Recreation Department  
Date: November 10, 2015  
Type of Item: Discussion



Summary: Introduction and future of Saratoga Springs Recreation

## 1. Introduction

- a. Heston Williams
- b. Bachelor of Science in Physical Education
- c. Masters in Athletic Administration
- d. Over 8 years of experience in the recreation field
- e. Scheduled to take Certified Parks & Recreation Professional (CPRP) exam in January

## 2. Vision for the Department

- a. Saratoga Springs is growing rapidly. The recreation department has not been growing with it. I would like the programs that we are currently running to be run as well as possible. I would also like to increase the amount of programming available. All programs new and old will be developed to ensure programs are recovering the costs they create. Currently the recreation department is running 4 programs with their different seasons. At this time there are no adult programs. I would like to add adult programming as well as expanding our youth options. Recreation is more than just sports as well. Recreation is getting people active outside their homes. This includes not only sports but all types of physical activity such as fitness classes as well as science, engineering, and art classes. Recreation needs to work with the Library as well as Civic Events to help with programs that already exist as well as make sure we are offering all programming that our public wants. According to surveys and focus groups the citizens of Saratoga Springs greatly desire more options for recreation such as baseball fields and other amenities. I will create and run programs with the facilities that we do have so as to help prepare for future opportunities. The motto for Saratoga Springs is "Life's Just Better Here". I believe that recreation opportunities are a very large part of making that a reality for our citizens.

## 3. Assessment of Current Programs

- a. Soccer
  - i. Largest program with over 1600 kids participating in 2015
  - ii. Cost analysis shows that this program covers costs and makes money
  - iii. Cost of the league is acceptable for the program at \$40. Lehi is \$5 lower at \$35 and Eagle Mountain is also at \$40.
  - iv. We can add a 7<sup>th</sup>-9<sup>th</sup> grade league if we combine with either Eagle Mountain or Lehi. Seasons would have to be adjusted to match up with

their leagues. Also the 5<sup>th</sup>/6<sup>th</sup> grade age group would benefit from combining with another city. Currently we run a coed league to have enough players. We could do a boy's and girl's league if we combine with another city. By combining with another city for these programs we will be able to offer programs to age groups we would normally not have enough participants to run. Also by combining we will be increasing the quality of these programs by giving our participants opportunities to play against other people instead of facing the same teams over and over again.

- v. There is enough grass space in the city to accommodate this program. I would like to spread it out to a couple different parks so as to not overload parks with too many games and people at once.

b. Youth Baseball

- i. 386 participants in 2015
- ii. Cost analysis shows that this program covers costs and makes money
- iii. Cost of the league is acceptable for the program at \$35. Lehi is \$34 and Eagle Mountain is \$30
- iv. This program can be improved by adding a machine pitch league. We would need fields with backstops to run machine pitch. (Refer to #5)

c. Flag Football

- i. 232 participants in 2015
- ii. Cost analysis shows that this program covers costs and makes money
- iii. The cost of the league is significantly lower than other cities at \$30. Lehi is at \$44 and Eagle Mountain is at \$110. Eagle Mountain uses NFL flag which accounts for the high price. There are more costs associated with flag football than soccer such as the belts worn by players. I recommend the cost of this league needs to go up to reflect that.

d. Jr. Jazz Basketball

- i. 934 participants in 2014-2015
- ii. Cost analysis shows that this program does not quite cover costs
- iii. The cost of the league is \$45. Lehi has a tiered fee of Kindergarten through 6<sup>th</sup> grade at \$40 and 7<sup>th</sup>-10<sup>th</sup> grade at \$63. Lehi does not offer a Jazz ticket with their program thus lowering their cost. Eagle Mountain is \$45 for all grades if they use last year's jersey. They are \$55 if they need a jersey. For the \$45 we charge we provide a jersey and a ticket.
- iv. We could consider not giving the ticket to everyone but offering it if they want to purchase it. That way we are not purchasing a ticket even for those who will not use it. Only those who want one and will use it will be purchasing a ticket.
- v. We can expand this program by offering a kindergarten league. It would be difficult to add more older age groups such as 9<sup>th</sup>-10<sup>th</sup> grades or 11<sup>th</sup>-12<sup>th</sup> grades as we do not have enough full size gyms to accommodate the extra games on Saturdays. We can look at options of combining with other cities as well as possibly playing weeknight games to increase these age groups. We do have the space in the elementary schools to accommodate the kindergarten league.

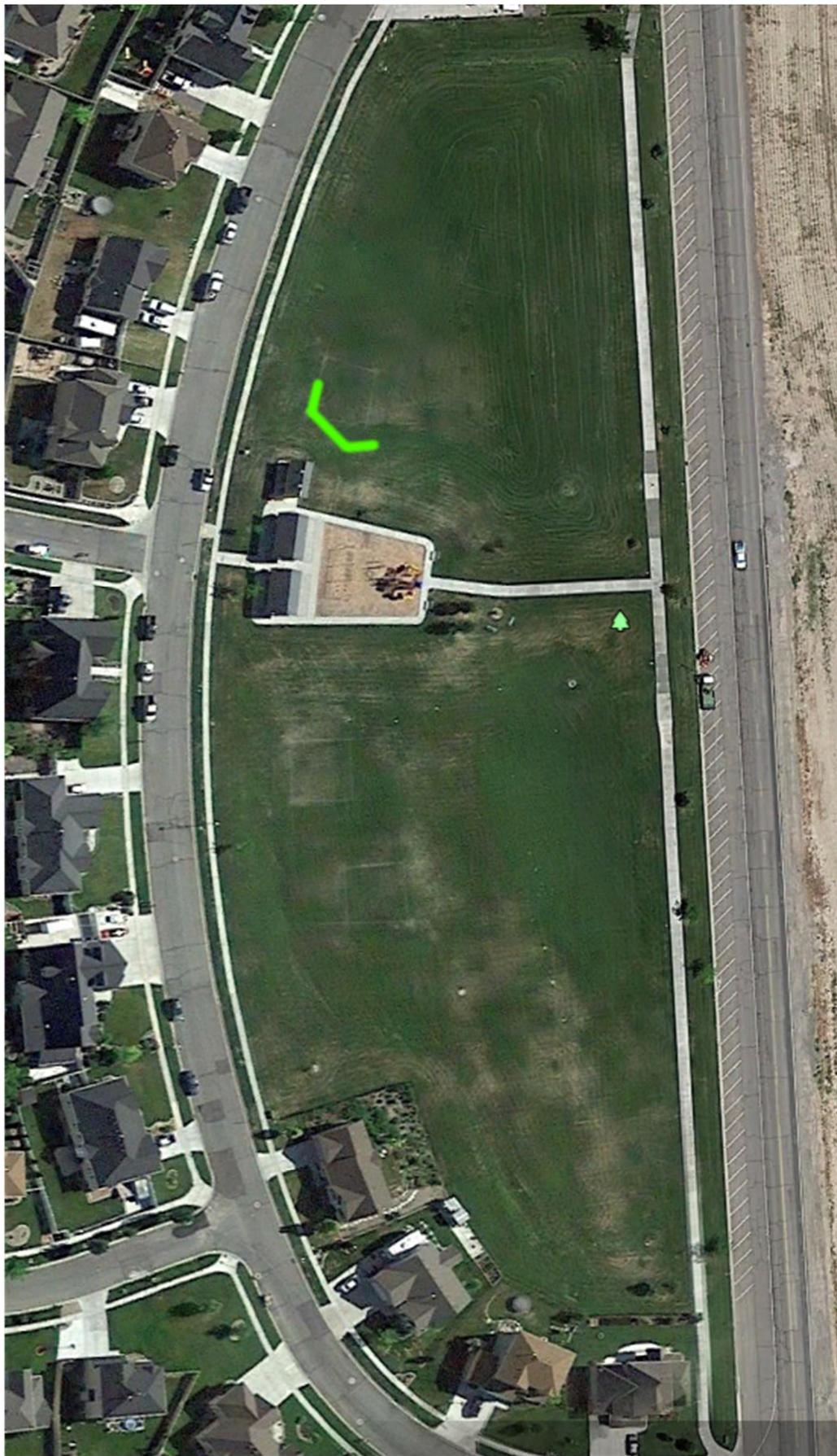
- vi. We can also improve this program by combining with other cities to offer our older kids better options. To do this we would need to adjust the program dates so that they are playing at the same time as other cities.
- 4. Overview of programming for 2016
  - a. New proposed programs (Refer to the table with 2016's proposed programs)
- 5. Backstop Possible Locations
  - a. We have acquired backstops to use in our parks
  - b. Harvest Hills Park, Sunrise Meadow Park, & Inlet Park (Refer to maps for locations)
  - c. These locations were selected for access to parking, bathrooms, play structures, and power for pitching machines.
- 6. Plans for performance measurement
  - a. It is important that we are always striving to improve our programs and staff. I will set up procedures to ensure that we are not getting stagnant and are constantly improving.
    - i. Programs
      - 1. Keep open line of communication with coaches
      - 2. Attend events to talk to parents
      - 3. Conduct a post season survey
      - 4. Conduct a post season meeting with staff
      - 5. Adjust when needed as issues arise
    - ii. Staff
      - 1. Conduct pre-season training
      - 2. Constantly evaluate staff during programs
      - 3. Train staff whenever a need is apparent
      - 4. Reward when warranted
- 7. Policies
  - a. Background
  - b. Head Injury
- 8. Fee Schedule
  - a. With new programs it will be important to create a fee schedule document that has all the program fees as well as our fee policy. This will ensure that all program fees have been evaluated and approved.
  - b. It is also important that we develop a fee policy of when fees are to be raised. Do we hold fees constant for as long as possible and then raise them by a larger margin to accommodate higher costs or do we raise the fees by a small margin each year so there is not a large rate hike every few years?

## 2016 Proposed Programs

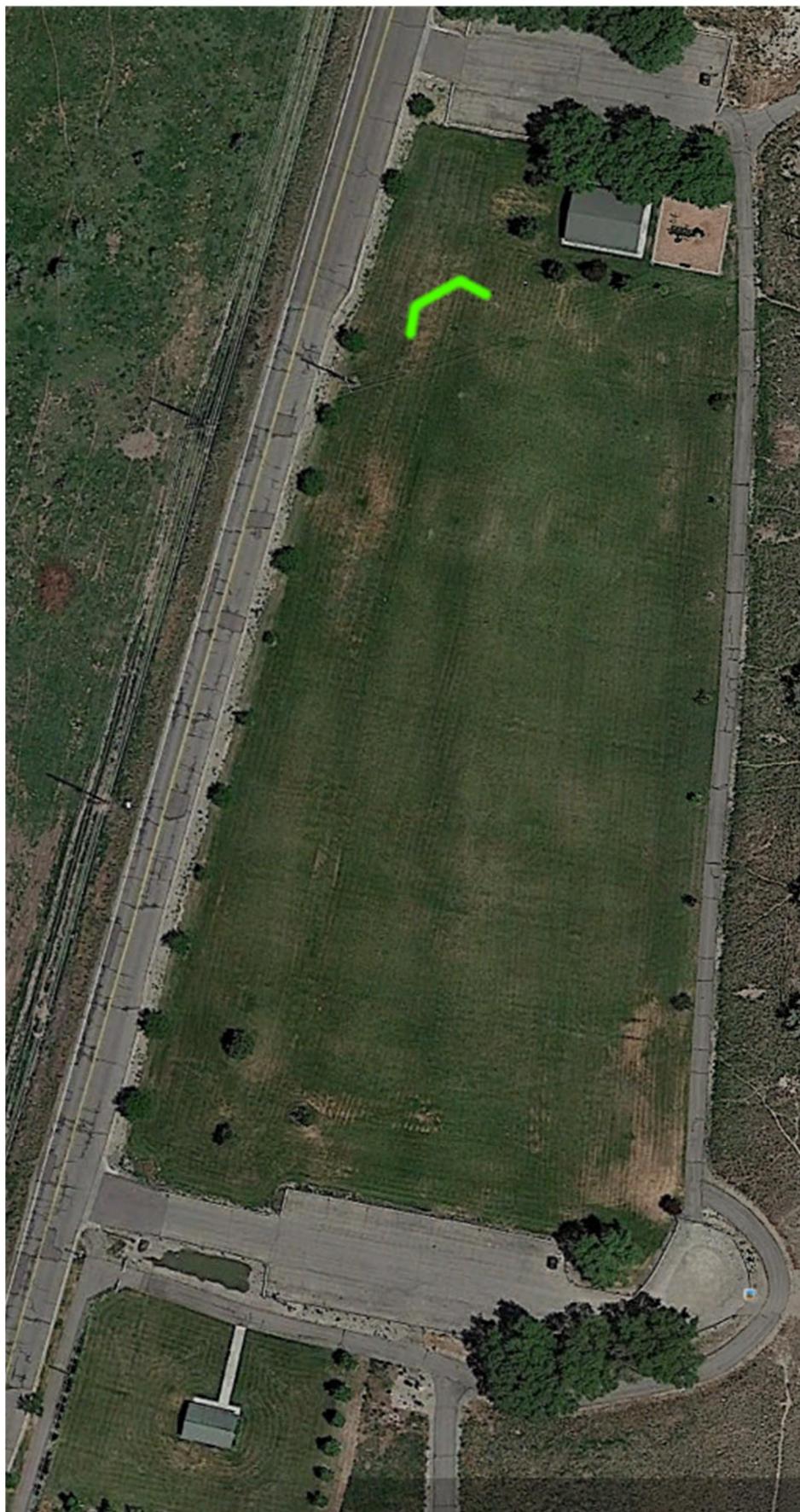
### New Program

Program	Current Fees	Suggested Fees	Registration Start	Registration End	Season Start	Season End
Men's Basketball	-	\$500.00	12/1/15	1/17/16	2/3/16	3/23/16
Youth Volleyball	-	\$50.00	1/2/16	2/28/16	3/15/16	4/14/16
Spring Soccer	\$35.00	-	1/2/16	3/6/16	4/16/16	5/21/16
Track & Field	-	\$50.00	2/6/16	4/10/16	4/18/16	6/18/16
Baseball (tball & coach pitch)	\$35.00	-	3/5/16	4/17/16	4/24/16	6/30/16
Baseball (machine pitch)	-	\$45.00	3/5/16	4/17/16	4/24/16	6/30/16
Urban Fishing	-	\$35.00	3/5/16	5/4/16	5/5/16	6/2/16
Tennis Lessons	-	\$55.00	4/2/16	Thursday before Session	5/23/16	8/11/16
Team Tennis League	-	\$85.00	4/2/16	5/22/16	June	July
Wrestling Camp	-	\$25.00			May or June	May or June
Golf Lessons (Talon's Cove)	-	\$35-\$80	4/2/16	5/22/16	June	June
Kid's Sports Camp	-	\$45.00	4/2/16	Thursday before Session	6/6/16	8/11/16
Splash Days 3on3	-	\$30.00	4/2/16	5/22/16	6/11/16	6/11/16
Splash Days Volleyball	-	\$30.00	4/2/16	5/22/16	6/11/16	6/11/16
Fall Soccer	\$35.00	-	6/4/16	7/10/16	8/20/16	9/15/16
Flag Football	\$30.00	\$40.00	6/26/16	7/31/16	9/17/16	10/8/16
Adult Coed Volleyball	-	\$325.00	6/26/16	7/24/16	8/3/16	9/15/16
Cross Country	-	\$35.00	7/2/16	8/28/16	9/5/16	10/22/16
Instructional Jr. Jazz (K-2 <sup>nd</sup> )	\$45.00	\$50.00	7/2/16	8/28/16	10/15/16	12/17/16
Jr. Jazz (3 <sup>rd</sup> and up)	\$45.00	\$60.00	10/1/16	11/6/16	1/7/17	2/25/17

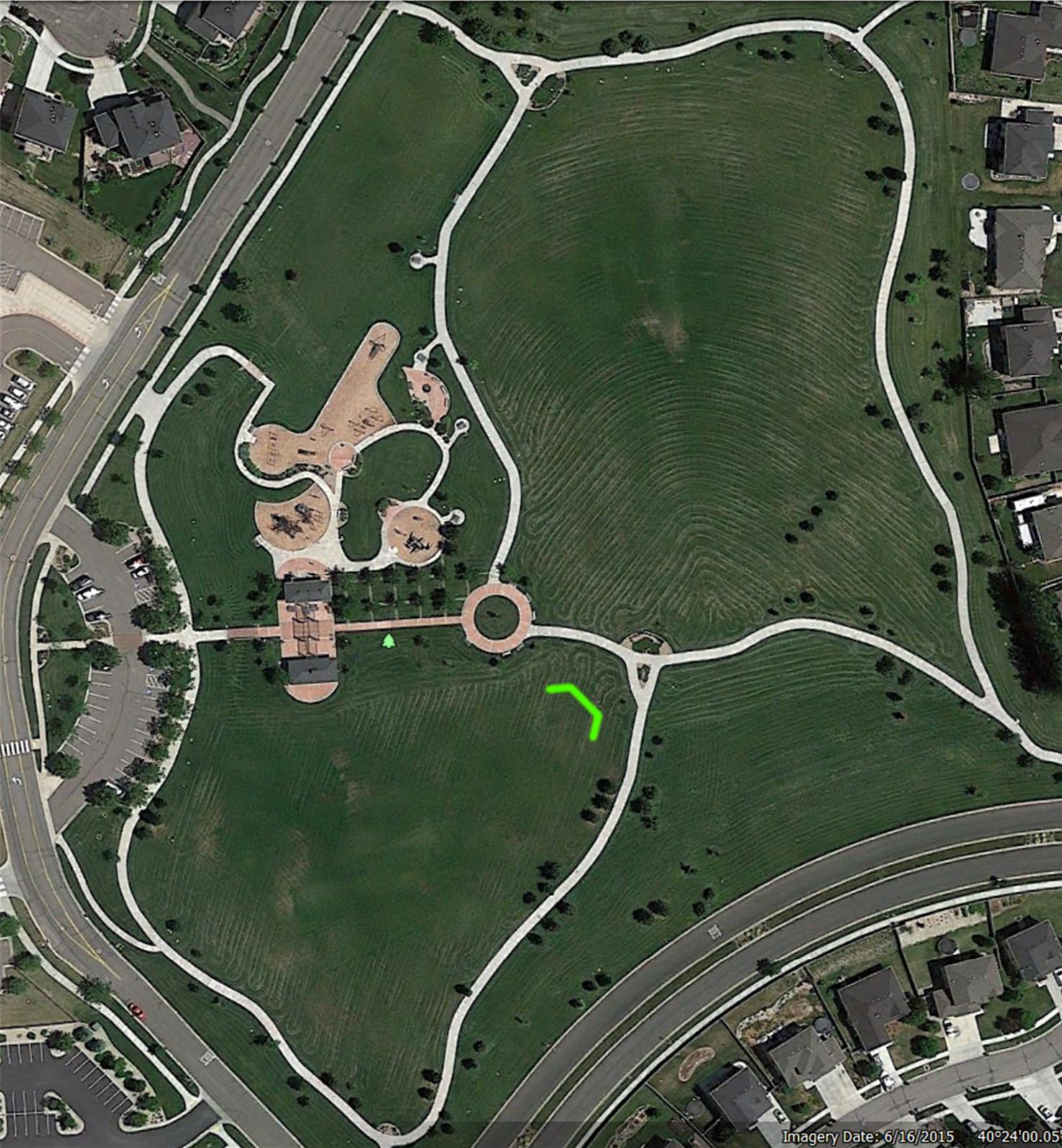
# Sunrise Meadows Backstop Proposed Location



# Inlet Park Backstop Proposed Location



# Harvest Hills Park Backstop Proposed Location



# City of Saratoga Springs Recreation Concussion Policy

1. Before the child under the age of 18 is allowed to participate in any City sports activity, the parent or guardian of the child must read the Concussion Policy and sign a statement that the parent or guardian has read, understands, and agrees to abide by this policy.
2. In compliance with Utah Code § 26-53-101 et seq., in any sports activity run by the City of Saratoga Springs Recreation every agent, coach, site supervisor, referee, or employee of the City of Saratoga Springs shall immediately remove a child under the age of 18 from participating in a sporting activity (game or practice) if a child is suspected of sustaining a concussion or a traumatic head injury.<sup>1</sup>
3. After removal, the child will be prohibited from participating in any sporting activity until the child is evaluated by a qualified health care provider who is trained in the evaluation and management of a concussion and provides the City with a written statement that:
  - a. The qualified health care provider has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion; and
  - b. The child is cleared to resume participation in the sport activity.
4. A child participant, or a parent legal guardian of a child participant, who suspects the child participant may have sustained a head injury or concussion at any time during a game, class, course or season of a sports activity, regardless of location said suspected head injury was sustained, must immediately make it known to a City staff member.
5. The City, in its discretion, reserves the right to temporarily or permanently disqualify participants from contact sports or sports with a higher likelihood of head injury who have previously sustained three or more concussions and/or experienced slow recovery.
6. City of Saratoga Springs Recreation Staff will NOT be expected to diagnose a concussion. Staff includes: Director, Coordinators, Site Supervisors, Officials and Scorekeepers. The Staff are being asked to use their best judgment in observing the signs, symptoms, and behaviors associated with concussions in compliance with CDC concussion standards. Staff will not be asked to give what could be perceived as a medical opinion. If a Staff member observes questionable signs, symptoms, or behavior, the Staff member will notify the coach and the player will be removed from the sporting event.
7. Per Utah Code § 26-53-301, this policy does not create a cause of action against the City or any of its employees.

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<sup>1</sup> Per UCA 26-53-101, a "Traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury:

- (a) transient confusion, disorientation, or impaired consciousness;
- (b) dysfunction of memory;
- (c) loss of consciousness; or
- (d) signs of other neurological or neuropsychological dysfunction, including:
  - (i) seizures;
  - (ii) irritability;
  - (iii) lethargy;
  - (iv) vomiting;
  - (v) headache;
  - (vi) dizziness; or
  - (vii) fatigue.

# City of Saratoga Springs Parks and Recreation

## VOLUNTEER POLICIES

The City Council and the Recreation Department (öDepartmentö) hereby adopt the following policy applicable to all head coaches, assistant coaches, league directors, instructors, and any individual who may be alone with youth. The purpose of this policy is to preserve the safety and well-being of youth participating in youth Sports Programs and other programs involving youth participation that are offered to the residents of the City of Saratoga Springs ("City") and others who utilize City owned, operated, and maintained facilities.

### **I. Background Checks**

#### ***A. Implementation***

Background checks are mandatory for all coaches, league directors, instructors, and any individual who may be alone with youth (hereinafter referred to as a "Volunteer" and collectively referred to as "Volunteers"), beginning [date of adoption]. All coaches, league directors, and instructors are covered by the Volunteer Policies regardless of whether they receive compensation as independent contractors and/or employees.

Initially, all Volunteers will be required to undergo a criminal background check prior to the beginning of the sport, season, or activity in which they intend to become involved. If a Volunteer is involved in more than one sport, season, or activity, the Volunteer will be required to complete a background check consent form once a year and a background check may be conducted at the discretion of the Department. Each year all new Volunteers will be required to have a background check conducted prior to the beginning of the sport, season, or activity in which they intend to become involved. Volunteers who continue to participate will be required to have a background check conducted every year. In addition, the Department reserves the right to conduct random background checks of Volunteers at any time prior to or during the sport, season, or activity in which the Volunteer is involved. Should an approved Volunteer subsequently have any criminal charges brought against him/her that are listed in the detailed disqualifications list (Section I.C.) during their term of service as a Volunteer, they are required to immediately disclose the nature of the charges to the Director of the Recreation Department (öDirectorö) and they may be disqualified until there is a resolution of the charges.

All Volunteers will be required to sign a written consent form allowing the Department to order an individual criminal background check. All signed consent forms must be turned in to the Director no later than the designated due date. Failure to provide a completed consent form by the deadline will automatically disqualify the Volunteer from participation.

## ***B. Background Screening Process and Handling of Information***

The Department will be responsible for selecting a reporting agency or method to conduct the background checks. The Director will administer the process of background checks. The Director is responsible for securing the results of the background checks in a safe and secure location and keeping them for the time period required by law, or five years, whichever is greater. The Director is also responsible for ensuring that the records are kept private and are not disseminated except for the purposes of assisting the City in making a decision as to whether the Volunteer is accepted.

If the background check includes any of the listed disqualifications, the Director will receive notification from the reporting agency advising that the background check revealed a disqualifying offense. Upon receiving notification, the Director will disqualify the individual in accordance with these Policies and, therefore, the individual will not be allowed to participate in the youth sports program or other programs involving youth. The individual, who has been disqualified, will receive written notification informing the individual of his/her disqualification and of the method for disputing the results of the background check and his/her right to appeal. Under no circumstances will a Volunteer be considered if the Volunteer has been found guilty, entered a plea of guilty or no contest, or has pending charges of a crime that was one against children, involved violence, or was a sexual offense.

Should the background check indicate that a Volunteer has criminal charges pending that fit the description of charges in the detailed disqualifications list (Section I.C.), the Volunteer will be disqualified until there is a resolution of the charges. Should an approved Volunteer subsequently have any criminal charges brought against him/her that are listed in the detailed disqualifications list (Section I.C.) during their term of service as a Volunteer, they are required to immediately disclose the nature of the charges to the Director and they will be disqualified until there is a resolution of the charges.

## ***C. Disqualification***

A Volunteer will be disqualified and prohibited from serving if the person has been found guilty or has pending charges of the crimes listed below. Guilty means the person was found guilty following a trial, entered a guilty plea, or entered a no contest plea, regardless of the adjudication or whether the record has been expunged. Pending means the person has been charged but a resolution of those charges has not been reached. This policy does not apply if criminal charges resulted in acquittal or dismissal.

1. All sexual offenses, regardless of the amount of time since the offense. Examples include, but are not limited to child molestation, rape, sexual assault, sexual battery, statutory rape, prostitution, solicitation, and indecent exposure.
2. All felonies that constitute offenses against the person, regardless of the amount of time since the offense. Examples include, but are limited to criminal homicide, murder, automobile homicide, child abuse homicide, manslaughter, homicide by assault, aggravated assault, mayhem, kidnapping, human trafficking, and robbery.
3. Any crimes *involving children*, regardless of the amount of time since the offense.

4. All felony offenses other than those against the person or sexual within the past ten years. Examples include, but are not limited to drug offenses, theft, embezzlement, fraud, arson, and burglary.
5. All misdemeanors that constitute offenses against the person within the past seven (7) years. Examples include, but are not limited to: simple assault, domestic violence, and hit and run.
6. All misdemeanor drug and alcohol offenses within the past five (5) years or multiple of such offenses in the past ten (10) years. Examples include, but are not limited to driving under the influence, simple drug possession, disorderly conduct, public intoxication, and possession of drug paraphernalia.
7. Any other offense within the past five (5) years that could be considered a potential danger to children or demonstrates a propensity for violence.

Nothing in this Policy shall be construed as a waiver or limitation of the discretion of the Department to disqualify a Volunteer when, in the sole opinion of the Department, such is in the best interests of the City, the public, or the program participants.

#### ***D. Correcting Errors and Appealing Disqualification***

The Volunteer is responsible for contacting the reporting agency and taking appropriate action to have the results of the background check report corrected if he or she believes information was reported in error. The City, its employees, and its sports providers are not responsible for errors or omissions that may be reported on background checks.

Any Volunteer applicant who is disqualified may appeal the disqualification to the Background Check Sub-Committee. The Background Check Sub-Committee has the sole authority to overturn the disqualification for good cause shown based upon demonstrable proof that, under the circumstances, the offense resulting in disqualification does not, at the time of the appeal, justify disqualification on the basis that the applicant would pose a risk of harm to children, the public, City property, or others. The decision of the Background Check Sub-Committee will be final. The Background Check Sub-Committee shall consider the appeal within thirty (30) days of receipt of the appeal, at which time the Volunteer applicant will have an opportunity to appear before the Background Check Sub-Committee along with the Volunteer's representative. Members of the public are not invited to attend. The Background Check Sub-Committee shall render its decision on the appeal within five (5) business days of hearing the appeal.

The Background Check Sub-Committee will consist of the Director of the Recreation Department or his/her designee, the City Attorney or his/her designee, the Assistant City Administrator or his/her designee, and Human Resource Specialist or his/her designee.

#### ***Appeal Process***

If a Volunteer would like to appeal a disqualification, the Volunteer must submit a Notice of Appeal and a copy of the decision that is being appealed (e.g., the notification letter). The Notice

of Appeal must be mailed by certified mail to the Director within 10 calendar days of receiving the background check notification letter. In order for the appeal to be accepted, it must include:

1. The full name and address of the appellant. (*The Volunteer appealing is the appellant*).
2. The name and address of the person, if any, making the request for an appeal on behalf of the appellant (e.g., lawyer or spokesperson).
3. The grounds for the appeal. (The appellant should provide a detailed explanation of the appellant's objections to the decision; describe additional facts or factual errors in the decision).
4. The particulars relevant to the appeal (The appellant should describe any background facts that relate to the appeal including how you are affected by the decision).
5. The signature of the appellant or the appellant's representative.

## II. Photo Identification

Photo identification serves the purpose of identifying Volunteers as qualified and authorized personnel. Accordingly, each Volunteer will be responsible for complying with the guidelines as set forth below, including obtaining photo identification and having the photo identification at all times of service. Failure to adhere to the guidelines addressing photo identification is grounds for removal from service. Photo identification can be any government issued identification such as a driver's license or government identification card.

## III. Training

All Volunteers must participate in any required training through the Department. The Director will advise Volunteers of any required training after the Volunteer has completed the mandatory background check. Failure to complete required training is grounds for removal from service.