



174  
**City of Las Cruces**<sup>®</sup>  
 PEOPLE HELPING PEOPLE

**Council Action and Executive Summary**

Item # 12      Ordinance/Resolution# 15-106

For Meeting of \_\_\_\_\_  
 (Ordinance First Reading Date)

For Meeting of December 1, 2014  
 (Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL       LEGISLATIVE       ADMINISTRATIVE

**TITLE:** A RESOLUTION APPROVING THE DISTRIBUTION OF STIPENDS TO LOCAL YOUTH LEAGUES AND ORGANIZATIONS TO ASSIST WITH OPERATIONAL EXPENSES FOR THE 2014 SEASON, IN THE AMOUNT OF \$13,000.00.

**PURPOSE(S) OF ACTION:**

To approve stipends to local youth leagues/associations.

<b>COUNCIL DISTRICT: ALL</b>		
<b><u>Drafter/Staff Contact:</u></b> Mark Johnston	<b><u>Department/Section:</u></b> Parks and Recreation	<b><u>Phone:</u></b> 541-2550
<b><u>City Manager Signature:</u></b> 		

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

For many years, the City of Las Cruces has subsidized a portion of the operational expenses associated with the provision of programs by local youth leagues and organizations through the disbursement of stipends.

On a yearly basis leagues and organizations that request stipends must adhere to the guidelines set forth in the Stipend Policy. The stipend requests are brought forward to the Parks and Recreation Advisory Board (Board) for discussion and recommendation. At their regular meeting on October 16, 2014, the Board recommended the following stipend allocations:

Wild Chile BMX, Inc.	\$10,500.00
Las Cruces Running Club, Inc.	\$ 2,500.00

Upon receipt of these funds, it is additionally required that each organization receiving stipends provide a full accounting of fund expenditures as well as ensure that any assets purchased with said funds become jointly owned by the City and the organization. If an organization discontinues providing services, any assets purchased with the stipend will become the property of the City of Las Cruces.

(Continue on additional sheets as required)

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", excerpts from the draft meeting minutes from the Parks and Recreation Advisory Board meeting held October 16, 2014.
3. Attachment "A", Stipend Policy and Criteria.

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
	<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)	
<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.		
<b>Does this action create any revenue?</b>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY ____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

Funding for league/organization stipends is identified in the Parks and Recreation FY 14/15 budget.

**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
General Fund	10383010 722190	\$13,000.00	\$378,035.00	\$365,035.00	Vector control, landscape maintenance, and other contracted services, etc.

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will approve the distribution of \$13,000 in stipends for the 2014 season to the organizations noted herein.

(Continue on additional sheets as required)

2. Vote "No"; this will result in no distribution of stipends.
3. Vote to "Amend"; this could include approving stipends in different amounts than those shown above.
4. Vote to "Table"; and provide staff with further direction.

**REFERENCE INFORMATION:**

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

N/A

(Continue on additional sheets as required)

**RESOLUTION NO. 15-106**

**A RESOLUTION APPROVING THE DISTRIBUTION OF STIPENDS TO LOCAL YOUTH LEAGUES AND ORGANIZATIONS TO ASSIST WITH OPERATIONAL EXPENSES FOR THE 2014 SEASON, IN THE AMOUNT OF \$13,000.00.**

The City Council is informed that:

**WHEREAS**, for many years the City of Las Cruces has subsidized a portion of the operational expenses associated with the provision of programs by local youth leagues and organizations through the disbursement of stipends in accordance with Stipend Policy and Criteria; and

**WHEREAS**, two local youth leagues/organizations requested funding; and

**WHEREAS**, the Parks and Recreation Advisory Board sent forward a recommendation for Council action at the regular meeting of October 16, 2014; and

**WHEREAS**, funding for the allocation of the approved stipend amount of \$13,000.00 is identified in the current FY14/15 budget.

**NOW, THEREFORE**, be it resolved by the governing body of the City of Las Cruces:

**(I)**

**THAT** youth league stipends in the amount of \$13,000.00 are hereby approved, as cited in Exhibit "A", excerpts from the draft meeting minutes from the Parks and Recreation Advisory Board meeting held on October 16, 2014, attached hereto.

**(II)**

**THAT** City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

**DONE AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

VOTE:

Mayor Miyagishima: \_\_\_\_\_

Councillor Silva: \_\_\_\_\_

Councillor Smith: \_\_\_\_\_

Councillor Pedroza: \_\_\_\_\_

Councillor Small: \_\_\_\_\_

Councillor Sorg: \_\_\_\_\_

Councillor Levatino: \_\_\_\_\_

APPROVED AS TO FORM:

*W. G. Smith*  
\_\_\_\_\_  
Deputy City Attorney

"DRAFT"

**PARKS AND RECREATION ADVISORY BOARD MEETING  
October 16, 2014**

1 The Parks and Recreation Advisory Board Meeting was held on October 16, 2014, at  
2 City Hall, Room 2007-B (2<sup>nd</sup> Floor), 700 N, Main Street, Las Cruces, NM.

3  
4 **PARKS & RECREATION ADVISORY BOARD MEMBERS PRESENT:**

5 Mr. Ron Camunez, Board Chair

6 Ms. Elizabeth Brown

7 Mr. Mark O'Neill

8 Mrs. Fran Witt

9 Ms. Dawn Rue

10  
11 **PARKS & RECREATION ADVISORY BOARD MEMBERS ABSENT:**

12 Mr. Eli Guzman, Board Vice-Chair

13  
14 **OTHERS PRESENT:**

15 Mr. Mark Johnston, Director Parks & Recreation

16 Ms. Hazel Nevarez, PRAB Recording Secretary

17 Mr. Franco Granillo,

18 Ms. Sonya Delgado, Recreation Administrator

19 Ms. Amber Parker, Youth Services Administrator

20 Mr. Rudy Trevino,

21 Silvia Veronica Montoya, Las Cruces Running Club

22 Randy Castellano, Las Cruces Running Club

23 Brian Jordan, Wild Chile BMX

24 Brent McCann, Las Cruces Youth Baseball Association (LCYBA)

25 Steve Delgado, LCYBA

26 Victoria Delgado, LCYBA

27  
28 The meeting was called to order at 6:10 p.m. by Chairman Camunez and he  
29 recognized the meeting as having a legal quorum.

30  
31 **Introductions**

32  
33 Board Members introduced themselves and stated the district they represent.

34  
35 **Conflict of Interest**

36  
37 There was no conflict of interest by Board members or City of Las Cruces staff to any  
38 items on the agenda.

39  
40 **Approval of Minutes**

1 Ms. Witt recommended correcting spelling of Eddy Binns to Eddie Binns on last page  
 2 of minutes. Ms. Brown moved to approve minutes as amended, seconded by Ms. Rue.  
 3 The motion carried unanimously.

4  
 5 **Old Business**

6  
 7 Mr. O'Neill wanted to know the status of having a youth on the Board as mentioned in a  
 8 previous meeting. Mr. Camunez advised this is something that must be presented to  
 9 City Council for resolution since the Board is appointed by Council members. Mr.  
 10 Johnston said he would like to run this by Assistant City Manager for his thoughts and  
 11 either move forward with this or bring back to Board at the next Board meeting.

12  
 13 **New Business**

- 14  
 15 A. Las Cruces Youth Baseball Association (Informational) – Year End  
 16 Recap/Thoughts for 2015 Season – Steve Delgado, President and Brent  
 17 McCann, Vice-President

18  
 19 Steve Delgado introduced himself as President of LCYBA, Brent McCann as Vice  
 20 President and Victoria Delgado as treasure.

21  
 22 Mr. Delgado advised he was present to give Board a Year-End recap of the LCYBA  
 23 league:

- 24  
 25 • Teams are continuously growing, from 1,793 registrants in 2012 to 1,945  
 26 registrants in 2013 to 2,028 registrants in 2014.  
 27 • With so many registrants in the league, there have been families in need of  
 28 financial assistance and the league has become financially stable to support a  
 29 scholarship program for their participants. For 2014, there were fifteen (15)  
 30 applicants of which the league was able to provide \$860.50 in scholarships.  
 31 • To help the teams, a rummage sale of slightly used equipment was held where  
 32 players and teams were able to acquire slightly used equipment at a discount  
 33 price.  
 34 • A player placement day was held where players not on a team and their  
 35 parents could meet coaches who still needed players and placements could be  
 36 made.  
 37 • For this year's season, opening ceremonies were held at NMSU and players  
 38 from NMSU escorted kids out on fields.  
 39 • This year, LCYBA affiliated with a sanction called American Amateur Baseball  
 40 Conference (AABC). Coaches voted on this sanction because it is a  
 41 progression type sanction, if team wins a certain division, they move on to next  
 42 level with no fee. There were four regional events held by AABC and Las  
 43 Cruces was represented in every division.  
 44 • The league provides teams with travel stipends and has also covered team  
 45 insurance, gate fees, travel funds for regional World Series and season awards.  
 46 AABC also provides teams with travel stipends.

- 1 • Closing ceremonies were held at the Chihuahua Stadium. The Kids were able
- 2 to parade on the Chihuahua field with their team banner.
- 3 • The League also contributes to charitable donations through fundraising.
- 4 • League has put dirt back onto Paz Park and field signage.
- 5 • For 2015, goal is to reach 130 teams.

6  
7 B. League Stipend Request (Action):

8  
9 Stipend requests for 2015 were received from Wild Chile BMX and the Las Cruces  
10 Running Club. Board members were provided copies of the stipend request letters  
11 reporting how last year's stipend was spent and what this next year's stipend request  
12 will be spent on. A breakdown report showing \$23,500 available for stipend requests  
13 and how much is being requested by Wild Chile BMX (\$10,500) and the Las Cruces  
14 Running Club (\$5,000) was also provided.

15  
16 Wild Chile BMX, Las Cruces – Brian Jordan

17  
18 Mr. Brian Jordan, Wild Chile BMX Track Operator presented to Board request for 2015  
19 stipend. Mr. Jordan reported to the Board a synopsis of how last year's stipend was  
20 spent and what current stipend request will be spent on. Mr. Jordan reported that they  
21 are covered by insurance under a national organization called USABMX as well as  
22 through the City since they are on City land. Mr. Jordan also reported they don't have  
23 formal background checks but coaches are under the auspices of Safe Ride Program  
24 through USA Cycling, a training course as well as other activities that a coach must go  
25 through in order to be certified to keep a standard level of playing field, proper  
26 conduct, right skills and behaviors.

27  
28 Mr. Camunez had concern on there being no formal background checks. Mr. Johnston  
29 reported that Parks & Recreation staff would work with the organization to insure that  
30 anyone that will be supervising children will have background checks.

31  
32 Mr. O'Neill expressed his concern is that no one should be allowed to take someone  
33 else's children home. Mr. Jordan reported parents needed to be present because of  
34 inherent fall potential. Mr. O'Neill also asked if a waiver is on file with medial  
35 information, emergency contacts. Mr. Jordan reported this is gathered as part of  
36 national membership with USABMX.

37  
38 Mr. Camunez also asked if the organization has people who can detect signs of a  
39 concussion. Mr. Jordan reported that he will bring to attention of organization that they  
40 strengthen concussion monitoring program. Mr. Johnston advised he will see if he can  
41 get Heads Up Concussion in Youth Sports program back again and invite all different  
42 organizations.

43  
44 Ms. Brown asked if there are any differences in potential injuries of asphalt vs dirt. Mr.  
45 Jordan reported asphalt is a little safer because of grip that bikes get on asphalt,  
46 likelihood of falling is less because there is more traction.

1  
2 Ms. Brown also understood that as track was improved, the better the opportunity to  
3 attract other races and national events and where organization stood on this process?  
4 Mr. Jordan reported facility of the track are not at the level to pursue a national event  
5 and don't have amount of money needed in their budget to put into facility for a national  
6 event. Ms. Brown asked about regional and Mr. Jordan reported they already have  
7 state race where they have Texas and Albuquerque participate, The Rio Grande Shoot  
8 Out.

9  
10 Ms. Witt asked if organization had a business plan to get solvent. Mr. Jordan reported  
11 organization can stay solvent, but without stipend they won't be able to improve  
12 facilities.

13  
14 Mr. Camunez asked if they do any fundraising to maintain track. Mr. Jordan reported  
15 this isn't something they have explored. Mr. Camunez advised this would give the kids  
16 a vested interest and helps build leadership. Mr. Johnston reported the BMX different  
17 in that they are not a team but independent riders.

18  
19 Mr. O'Neill asked if this organization is in compliance with requirements of stipend  
20 request to approve stipend. Mr. Johnston replied that Board can approve request,  
21 stipends will not be released until all issues are fulfilled. Mr. Camunez reported still  
22 missing are insurance, written appeals, refund policy or process, and background  
23 checks. Mr. Camunez didn't feel that issue of background checks has been resolved.  
24 Mr. Johnston advised that if Board wishes to approve stipend amount and instruct staff  
25 that all issues are taken care of before release of stipend, that will be Parks &  
26 Recreation's direction and Mr. Johnston will work with organization to outline who  
27 needs to have background checks.

28  
29 Mr. O'Neill had a concern about asphalt berms and potential head injuries. Mr. Jordan  
30 reported it is safer.

31  
32 Mr. O'Neill also had a concern on amount being requested and asked if organization  
33 could get by with less. Mr. Jordan reported they will get by with what they receive.

34  
35 Ms. Brown expressed that this organization has done some form of fundraising by  
36 getting bulldozer donated to them, dirt donated to them. They have minimized the cost  
37 to get maximum value to improve city property.

38  
39 Mr. Camunez asked Mr. Johnston what he thought about making stipend half of the  
40 amount. Mr. Johnston replied that is Board's decision to make. Mr. Johnston did say  
41 that BMX is maintained in totality by an organization and not the City; it is the city track  
42 that is receiving benefit of total operation and maintenance.

43  
44 Ms. Rue asked if children are helping to maintain track on non-race days. Mr. Jordan  
45 reported the children do help.

46

1 Mr. O'Neill asked if the organization has parent meetings. Mr. Jordan reported they do  
2 have parent meetings.

3  
4 Ms. Rue moved to approve full amount of \$10,500 to Wild Chile BMX as presented to  
5 the Board seconded by Ms. Witt. The motion carried unanimously.

6  
7  
8 Las Cruces Running Club – Randy Castellano, Sylvia Montoya

9  
10 Randy Castellano presented to Board request for 2015 stipend. Mr. Castellano  
11 reported to the Board a synopsis of how last year's stipend was spent and what current  
12 stipend request will be spent on. Mr. Castellano did report they do have background  
13 checks and insurance.

14  
15 Ms. Rue asked if there is a club fee and if there is a charge to run in the race. How  
16 does organization produce income? Ms. Sylvia Montoya reported youth are not  
17 charged for races; the youth program is not making any money. The organization did  
18 fund raise and get sponsorships.

19  
20 Ms. Rue asked how many youth are serviced. Ms. Montoya reported 20.

21  
22 With this year's request being doubled, Mr. O'Neill asked how many new events have  
23 been added. Ms. Montoya reported that they partnered with Frenger to offer swimming  
24 on Friday's and added afternoon workouts for the youth.

25  
26 Mr. O'Neill asked how many full scholarships were given out last year. Ms. Montoya  
27 reported they gave shoes to youth; Mr. Castellano reported there are no scholarships  
28 for the adults.

29  
30 Mr. O'Neill asked if part of stipend was going to pay for someone in the organization.  
31 Mr. Johnston reported stipend goes to organization. If organization is contracts with a  
32 professional to provides services, that's on them.

33  
34 Mr. O'Neill asked if the Las Cruces Running Club has grown enough and added  
35 enough programs to warrant double the stipend they are requesting. Mr. Castellano  
36 reported yes.

37  
38 Ms. Witt asked if they are operating in the black. Mr. Castellano reported they are.

39  
40 Ms. Witt asked exactly what has been added to warrant additional money they asked  
41 for. Mr. Castellano reported hand-held timer that reports results of race, and spending  
42 additional money to expand program, and expansion for youth running program by  
43 adding more assistants, shoes and watches and expanding fees for coach's services,  
44 compensation and reimbursement.

1 Ms. Witt asked how much is brought in in fees. Mrs. Castellano reported it depends if  
2 timing is done by the running club or if bring company from outside to do chip timing.  
3 Mr. Castellano reported from March to March, balance forward was \$3,795 last year.  
4 Mr. Castellano reported the organization is non-profit; they are not here to make money  
5 but to promote money for the community.

6  
7 Mr. Camunez asked for clarification if money is generated per event and not by a one-  
8 time membership for a season. Mr. Castellano confirmed but there is an annual  
9 membership fee of \$20.00 - \$25.00.

10  
11 Mr. Camunez asked if organization has a special needs program? Mr. Castellano  
12 reported their bylaws and rules permit anyone to run.

13  
14 Mr. O'Neill asked what current balance is. Mr. Castellano reported that balance is  
15 more than the year before but don't know the balance off hand.

16  
17 Ms. Brown expressed a nominal fee might make program mean something to  
18 participants. Ms. Montoya reported that their youth volunteer in the programs as  
19 course monitors, talking to staff, registering participants.

20  
21 Ms. Brown was concerned that possibly children younger than high school age are  
22 being taught long distance running skills that could be a very stressful overtraining  
23 situation for young growing children situation. Ms. Montoya reported she is working  
24 with youth 13 and over. Ms. Montoya did say they get calls for a younger age group.

25  
26 Mr. Camunez asked if the organization planned to expand. Ms. Montoya reported they  
27 would need to get another coach for a younger age group.

28  
29 Ms. Brown asked if this was the second or third year the organization has asked for a  
30 stipend. Mr. Castellano reported this is third year; 2<sup>nd</sup> year for stipend to be toward  
31 youth program.

32  
33 Ms. Witt asked with three years in a row asking for stipend, and each year's request is  
34 double from prior year, at what point will organization be making enough to make own  
35 way or be self-sufficient? No definitive response was received to this question.

36  
37 Mr. Camunez asked what it costs to put on a race. Mr. Montoya reported some  
38 examples of costs and income.

39  
40 Ms. Witt asked how many adult members are in running club. Mr. Castellano reported  
41 approximately 58.

42  
43 Ms. Witt requested for next year that stipend request packages be received ahead of  
44 time.

45

1 Mr. O'Neill moved to award \$3,500 stipend to the Las Cruces Running Club seconded  
2 by Ms. Rue. Ms. Rue and Mr. O'Neill voted yes, Ms. Witt, Ms. Brown and Mr.  
3 Camunez voted no. The motion did not carry.

4  
5 Ms. Brown moved to award \$2,500 stipend to the Las Cruces Running Club seconded  
6 by Ms. Witt, Mr. O'Neill and Ms. Brown voted yes, Ms. Rue and Mr. Camunez voted no.  
7 Motion carried 3 to 2.

8

9 **Public Comment**

10

11 No public comment.

12

13 **Member Comments**

14

15 Ms. Rue heard rumors that Los Vaqueros were coming back and playing at Apodaca  
16 Park. Mr. Johnston confirmed.

17

18 **Adjournment**

19

20 Meeting adjourned at 8:35 p.m.

21

22

23

24

25 \_\_\_\_\_  
Hazel Nevarez, Recording Secretary

\_\_\_\_\_   
Ron Camunez, Chair P&R Board

26

27

28

**CITY OF LAS CRUCES PARKS AND RECREATION SECTION POLICY****SUBJECT: LEAGUES AND ORGANIZATIONS CRITERIA AND GUIDELINES FOR  
THE DISTRIBUTION OF CITY FUNDS/STIPENDS****PURPOSE:**

Provide partial funding (stipends) to local City of Las Cruces and Dona Ana County recreational (non-select) youth leagues and organizations to assist with the operational costs of the league or association. The youth leagues and organizations must provide proof of financial need and community benefit to youth. Well established, financially sound youth leagues or organizations will not qualify. Adult leagues or organizations, select leagues or organizations, tournament teams and non-local residents will not qualify.

**OBJECTIVE:**

To provide guidelines and criteria for the distribution of City funding/stipend(s) to local recreational youth leagues or associations. The funding is intended to be used to lower the cost of participation for local youth participants.

**PROCEDURE:**

Local youth leagues and organizations may request monetary assistance for the operation of (non-select) recreational youth programs through the Parks and Recreation Section. All requests must directly benefit local youth participants (18 years old and younger), be made in writing, and received no later than July 1, of each calendar year. The funding request(s) will be based on the City's Fiscal Year (July 1 – June 30). Requesting leagues and organizations will be invited to speak before the Parks and Recreation Advisory Board at their August or September meeting. The Board will develop funding recommendation(s) based on the criteria and forward a recommendation for City Council action at the October or November meeting. City Council has final approval of the amount of funding and will determine which leagues and organizations receive funding.

**Leagues and Organizations Responsibilities:**

In order to qualify for City funding, leagues and organizations must meet the following:

**Requesting Leagues or Associations will:**

- a. Provide program administration with emphasis on local recreational youth participation.
- b. Provide a detailed financial statement on an annual basis, within 30 days after conclusion of league activities and/or special event(s), tournaments or fund raising activities that utilize public space/facilities. The financial statement(s) will detail all funds received and expended for all league operations to include local, state, regional, or national tournaments for the previous year's program. The City of Las Cruces may also require an audit of the organization's expenses and of revenues in cases where the City of Las Cruces provides funding, direct support of or use of City facilities.
- c. Provide proof of insurance listing the City of Las Cruces as additionally insured, on an annual basis, or 30 days prior to the start of league play or special event. If for any reason the insurance expires prior to the conclusion of the calendar year, the league will provide proof of up-to-date information. League/tournament play or activities will not be authorized without proof of insurance listing the City of Las Cruces as additionally insured.
- d. Provide proof of 501c3 (or equivalent) non-profit corporation status with the State of New Mexico Public Regulation Commission on an annual basis, stating the league is in good standing. If for any reason, status expires prior to conclusion of the calendar year, the organization will provide proof of up-to-date information or return all City provided funding.
- e. Provide a prior-year copy of Form 990 or equivalent Tax Exempt Report, filed with the Internal Revenue Service, within 30 days of taxable year end date.
- f. Provide the City of Las Cruces with a letter of request for operating expenses stating the amount of the funding request; and outline how the funds will be utilized.
- g. Provide to the City the number of participants, teams, games, tournament games, coaches, volunteers, and any paid positions with the funding request.
- h. Procure and maintain a Policy of Worker's Compensation Insurance of its employees, and a policy of general liability insurance, with limits of coverage as specified in the New Mexico Tort Claims Act with the City named as an additional

- insured on such liability policy. The League will not undertake any activities until the City is provided proof of such insurance.
- i. Not discriminate against any person regarding access to, or participation in any program, or any facility used in connection therewith, on the basis of race, color, sex, national origin, age or disability.
  - j. Ensure that all programs, services, and activities are accessible to and usable by persons with disabilities in accordance with the Americans with Disabilities Act. Including but not limited to, equal opportunity to participate and benefit, equally effective communication for persons with speech, hearing and other impairments, integrated seating, and the provision of reasonable modifications and/or accommodations adhering to the City of Las Cruces Communication Policy. If portable toilets are going to be provided, accessible units must also be provided at each bank of standard units.
  - k. Provide an established written appeals procedure for players, parents, coaches, managers, and board members.
  - l. Provide a written established corrective action policy to be followed by league officials dealing with the consumption of alcohol by coaches, managers, or participants prior to, during, or after practices or games and corrective action taken by league officials on reports of mistreatment of players.
  - m. Provide a written, established refund policy.
  - n. Have designated officials attend financial training provided by the City of Las Cruces Finance Department.
  - o. Conduct a minimum of one Public Meeting open to the public on an annual basis. The meeting shall include the election of the board of directors for the league and shall be held prior to the start of the season(s). Additionally, the meeting shall be held to discuss and formally approve any changes in rules or regulations and/or formal action to be considered by the league. The league shall notify the City of the meeting place, date and time; and shall also advertise the same a minimum of one week in advance through a newspaper of general circulation. The minutes of this meeting shall be recorded, transcribed, and forwarded to the City Parks and Recreation Section along with a copy of the public notice. Failure to conform to this section may be grounds to deny any award of City funds to the league.

- p. Provide program registration at a non-City facility(s) and provide location information, contact name, and number, to the Parks and Recreation Section Administrative Office at least two weeks prior to registration date.
- q. Provide all league schedules, including tournament schedules to the Parks and Recreation Section Administrative Office a minimum of two weeks prior to start of season.

**FUNDING REQUESTS WILL BE PRIORITIZED BASED ON THE FOLLOWING CRITERIA:**

- a. All funds will be utilized for local youth 18 and under.
- b. New or start-up leagues vs. well established leagues.
- c. Leagues and organizations have developed a plan to lower the cost of participation.
- d. Leagues and organizations do not have paid positions; on the Board or running operations.
- e. Number of youth benefiting from the stipend/funding.
- f. Stipend request equates to what percentage of league resources?
- g. League willing to run a tournament with profit going to City of Las Cruces.
- h. League utilizes other fund raising efforts to reduce costs to participate.

The Parks and Recreation Advisory Board will recommend funding levels to the City Council for final action.

**FUND DISBURSEMENT:**

Local youth leagues and organizations that meet the criteria and receive City Council approval for funding may submit requests for payment to the Parks and Recreation Section Administrative Office.

**PAL BOXING**

PAL Boxing will not be covered by this Policy; funding options will be considered through a different process and Resolution. PAL Boxing will be administered through the Las Cruces Police Department.