

**RECREATION DEPARTMENT  
POLICIES AND PROCEDURES**

**POLICY NAME: Recreation Program Guidelines**

**Policy No.: RRD11-120**

**Effective Date: 6/2011**



**1. Purpose:**

- 1.1. The purpose of this policy and procedure is to provide guidelines for the development and implementation of Recreation programs and activities on the Rincon Reservation.

**2. Responsibility:**

- 2.1. The Recreation Manager is the owner of this procedure and is responsible for its maintenance and implementation. The Recreation Manager is also the process manager.

**3. Policy:**

- 3.1. The Recreation Department is responsible for the development and implementation of recreation activities and programs for the Tribal community. Those programs need to be consistent with the Mission Statements of both the Tribal Government and the Recreation Department.
- 3.2. In determining strategies, program ideas and activities for the Tribe, Recreation staff will conduct annual surveys to gather input from the membership. These surveys will be done either verbally or formally through a written set of questions and program choices. From these results, a comprehensive Recreation program can be developed. Recreation staff must take every opportunity to gain feedback from the Tribal community whenever possible.

**4. Program Guidelines:**

- 4.1. As the Recreation staff develops Tribal programs and activities, the following elements will be taken into consideration:
  - the current economic trends within the Tribal community and the economic market;
  - the ability to make the programs and activities adaptable to the time schedule of the community;
  - the ability to utilize existing facilities, when appropriate;
  - the overall safety of the conditions for programs and activities;
  - the age and gender of the participants;


- the ability to enhance and augment existing programs and activities in the community; and
  - whether the programs and activities are based upon the needs and interests of the community.
- 4.2. The Recreation staff will make every effort to ensure the types of programs and activities provided are reflective of the Rincon community, and are diverse in culture and spectrum. These programs and activities should provide passive (i.e., crafts, movies, story time, etc.), as well as active (i.e., sports, games, relays, etc.) forms of recreation; be seasonal in nature; be weather sensitive; and provide opportunities for life craft development and off-site exploration.

**5. Field Trips/Excursions**

- 5.1. In preparation of excursions/field trips, the Recreation staff will implement an effective plan with the following considerations:
- costs pertaining to transportation and entry fees;
  - the overall distance of travel, including any time limits and/or requirements;
  - sufficient staffing (one staff for every seven participants);
  - needs to ensure proper identification of participants (trip T-shirts, identification badges, name tags);
  - snack and food needs;
  - lost and found arrangements;
  - emergency contact and liability information required for the safety of the participants and staff.

**6. Sports Programs**

- 6.1. Organized sports leagues are operated and provided through Inter Tribal Sports (ITS) who run leagues for youth ages 5 – 18. The Rincon Band has an existing Memorandum of Understanding (MOU) with ITS for its participation and inclusion in ITS offered programs.

Approved:	 Director of Tribal Administration	Date: <u>7-25-11</u>
Effective Date:	<u>7-25-11</u>	Approved Date: <u>7-25-11</u>

# Memorandum of Understanding

between

**Inter Tribal Sports, Inc.**

and

Rincon Band of Luiseno Indians (Tribe Name)

May 4, 2010 (Date)

The purpose of this Memorandum of Understanding (MOU) is to establish and define a collaborative relationship between Rincon Band of Luiseno Indians and Inter Tribal Sports, Inc (ITS), a 501(c)(3) nonprofit organization. Both parties to this agreement share the broad goal of unifying Tribal communities through organized and enriching youth athletic programs. Under this MOU, Rincon Band of Luiseno Indians will be a member group of ITS.

1. **Board of Directors:** The ITS Board of Directors serves as the governing body of the organization. Each member group's interests are represented by up to two (2) appointed Board members with voting privileges. The Board of Directors will operate in accordance with the approved Bylaws and will have oversight and visibility of all matters of business, including finances, programming, rules and regulations, and growth strategies.
  - a. Appointment of Board representatives must be made in writing by Tribal Council or an authorized executive of the Tribe. Written notification and approval is also required for any changes in Board representation.
  - b. At least one (1) of the appointed Board members should be directly involved with the Tribe's youth sports program.
  - c. Appointed Board members will be available to regularly attend Board meetings and ITS-sponsored activities and events. Unsatisfactory attendance will result in dismissal from the Board in accordance with the Bylaws.
2. **Statement of Benefits:** Studies show that involvement in organized sports has profound positive impacts on youth. There is a direct correlation between participation in athletics and a reduction in juvenile delinquency, drug and alcohol use, obesity, and diabetes. Significant increases in academic performance, self-esteem, and mental and physical health are the norm for youth athletes. In addition to athletics programs, ITS is committed to providing participants resources in areas such as prevention, leadership, and wellness.

3. **ITS Shall:** Plan, schedule, and administer youth sports leagues, tournaments, and special events, establish rules, regulations, policies, and procedures for all programs it administers, and purchase and distribute equipment, supplies, and uniforms to member groups at the discretion of the Board.
4. **Member Group Shall:** Each party to this agreement continues to be responsible for its staff associated with the youth sports program, including background investigation, first aid training, coaching, and supervision of and disciplinary action against its participants. Member groups are responsible for travel costs associated with the programs provided by ITS. Support of these functions by ITS may be considered by the Board upon written request. Member groups are also responsible for maintaining current and accurate participant rosters, submitting all required documentation as requested by the Board, and sending the appropriate individuals to mandatory meetings, clinics, and trainings.
5. **Mission, Vision, and Values Statements:** All member groups are expected to uphold the mission, vision, and values of ITS. The mission is: *Unifying Tribal youth and communities through structured athletic programs.* The organization's vision is: *ITS envisions all Tribal communities involved in quality organized events and enriching programs, and is committed to ensuring all participants have necessary resources and facilities.* The fundamental values ITS strives to instill in participants are: *Native American Culture, Having Fun, Positive Attitudes, Leadership, Self-Improvement, Personal Growth, and Healthy Lifestyles.*
6. **Funding Expectations and Summary:** Financial support on an annual basis from member groups is essential to sustain ITS programs. Sponsors are reminded that participation in ITS will result in a significant reduction in their own youth program's budget expenditures. One goal of ITS is to ensure that there is no cost to participants or their families. Not only does this increase participation, but it ensures that underprivileged youth are not excluded from the programs. In addition to member group sponsorships, funding for programs is derived from federal grants and foundation grants. Member groups can be assured that all financial support directly benefits the Tribal communities that make up ITS. Member groups are also encouraged to support the organization by allocating existing grant funds, when appropriate and permissible, and contributing revenues from snack bar sales during ITS events. A quarterly summary highlighting progress, expenditures, and program results will be made available to sponsor member groups.
7. **Appropriation of Excess Funding:** Portions of funding in excess of operating expenses will be appropriated to various projects as determined by the Board. Such projects may include facility improvements or construction in member group communities, college scholarships, and other measures of financial supports as deemed appropriate by the Board. An application process will be required for consideration to receive these funds and the board will select the recipients.

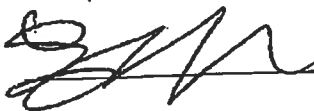
8. **Commitment to Economic Growth in Member Communities:** In addition to its commitment to the social growth and well-being of its member Tribal communities, ITS is also committed to providing economic growth within these same communities. As ITS expands, the Board is committed to reinvesting into the communities it serves by providing employment opportunities. From full-time administrative positions to part-time positions such as site supervisors, coaches, game officials, and snack bar attendants, ITS will always look to its member communities first when filling positions. Special consideration will always be given to qualified former ITS participants who are no longer eligible to participate due to their age. There are also always opportunities for volunteers to give back to ITS and their communities.
9. **Grant Funding Overview and Expectations:** ITS seeks out government and foundation grant funding sources that support its mission and vision. In most cases, grant requirements will require data collection, tracking, and progress reporting. Member groups will be asked to assist in this process through their support of all grant applications and funded projects by compiling and providing data and information as requested by the Board in order for ITS to remain compliant with grant-makers.
10. **Accountability of Member Groups:** Member groups are expected to adhere to and uphold all rules and regulations established by the Board and will be held accountable for any actions perceived by the Board as counterproductive. This includes rules of play, sportsmanship, participant and fan conduct, and player eligibility, including registration and age verification.
11. **Expectations for Host Sites:** All member groups are invited and encouraged to host games and events. Not only does it give their youth the honor and pride of being the "home team," but the visiting teams benefit from experiencing life at other Reservations. Host groups are expected to adhere to the following:
  - a. Ensure all playing surfaces and structures are in good repair and safe for all participants and spectators.
  - b. Provide supervision and security to ensure safety of all in attendance. Member groups are encouraged to have professional security on site, if available.
  - c. Provide an Emergency Medical Technician (EMT) on-site or on-call, if available. At a minimum, member group should notify emergency personnel of the time and location of the event.
  - d. Provide scorekeepers, janitorial, and other essential staff as needed.
12. **Accountability for Equipment and Uniforms:** In order to ensure all member groups have the necessary and equitable resources, ITS may issue uniforms and athletic equipment as needed. Member groups are expected to keep an accurate inventory of all items issued by ITS and maintain the equipment and inventory to ensure its use is maximized. Member groups will be billed for any equipment that is

lost or damaged due to neglect or improper use.

13. **Quarterly and Annual Reports:** ITS will provide quarterly reports updating all member groups on program participation and results, a financial summary of revenues and expenditures, as well as a report on program progression, goals and objectives, and an updated Board roster. Quarterly reports will be made available no later than April 30, July 31, and October 31. A comprehensive annual report will be made available no later than January 31 for the prior year.

Approved By:

Brian Van Wanseele (Print)

 (Sign)

5/5/10 (Date)

619 672 5214 (Phone)

Brian Van Wanseele  
ITS Board President

 (Print)

Bo Mazzetti (Sign)

May 4, 2010 (Date)

760-749-1051 (Phone)

Tribal Council Chairperson (or Other  
Authorized Tribal Council Member)

# Rincon Band of Luiseño Indians

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April 27, 2010

To Whom It May Concern:

The Rincon Band of Luiseno Indians Tribal Council wishes to appoint David Sapp and Michelle Nelson to serve on Inter Tribal Sports Board of Directors.

We understand that each participating tribe may appoint up to two board members and that the length of service on the Board is indefinite and that we may change or replace our representatives at any time by submitting written notification.

We also understand that it is important that our representatives faithfully attend the monthly board meetings and actively participate in the administration and governance of Inter Tribal Sports according to the Memorandum of Understanding we signed and the organization's bylaws.

Sincerely,

Bo Mazzetti  
Tribal Chairman