

**FIRCREST CITY COUNCIL  
STUDY SESSION AGENDA**

**TUESDAY, FEBRUARY 16, 2021  
6:00 P.M.**

**COUNCIL CHAMBERS  
FIRCREST CITY HALL, 115 RAMSDELL STREET**

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1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Agenda Modifications
5. [Rental Policy Discussion](#)
6. [Spring Programming Discussion](#)
7. Adjournment

**AGENDA ITEM: Rental Policy Discussion**

**DATE: February 16, 2021**

**FROM: Jeff Grover, Parks & Recreation Director**

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**BACKGROUND:** The new Edwards Aquatic Center has recently been completed and the adjacent Roy H. Murphy Community Center is now under construction. The community center is expected to be completed in December 2021. Once these facilities open to the public, there will be a variety of rental opportunities available for the public.

Attached is a draft of the new Facility Rental Policy that will establish policies for the use of Fircrest's two new public facilities by private individuals, companies, or nonprofit organizations. These policies will address topics such as (but not limited to):

- Rental rates, often including discounts for residents or nonprofits
- Scheduling, changes, and cancellation
- Deposits and payment
- Liability and insurance requirements
- Parking and noise
- Prohibited activities, such as religious, political, or commercial uses
- Food and drinks, including catering and alcohol use
- Pets and service animals
- Facility cleanup

We still need to finalize our Rec Desk rental agreement and work out how this policy will merge into Rec Desk and the other documents we will be requiring for facility rentals.

Attachment: [Facility Rental Policy](#)

FACILITY RENTAL POLICY  
Updated 2-9-21

CITY OF FIRCREST

Roy H. Murphy Community Center  
555 Contra Costa Ave

Edwards Family Aquatic Center  
545 Contra Costa Ave

Fircrest, WA 98466  
Phone: 253-327-1213  
Recreation Supervisor: [cwells@cityoffircrest.net](mailto:cwells@cityoffircrest.net)  
[www.cityoffircrest.net](http://www.cityoffircrest.net)

## **1. AVAILABILITY**

The Community Center Facilities are available for rental seven (7) days a week June through August 9:00 am to 9:00 pm Monday – Thursday and 9:00 am to 11:00 pm Friday - Sunday. The Community Center Facilities are available for rental six (6) days a week September through May 9:00 am to 9:00 pm Monday – Thursday and 9:00 am to 11:00 pm Friday - Saturday. For room rental availability please go to (insert Rec Desk link here). The Recreation Supervisor is available Monday thru Friday from 8:00 am to 5:00 pm.

## **2. MAKING A RESERVATION**

- A. All reservations require submission of a Facility Reservation Request. Requests must be submitted through Rec Desk, the departments online facility scheduler at (insert Rec Desk link here) or in person during Parks & Recreation Department office hours.
- B. Mailed, faxed, or emailed reservation forms are not accepted.
- C. The City of Fircrest will accept facility reservations no more than one year in advance.

## **3. FACILITY INFORMATION**

### **A. Rooms Available for Rental:**

- 1) Gym (Names Family Gymnasium)
- 2) Meeting Room
- 3) Commercial Kitchen
- 4) Gathering/Art Space
- 5) Exercise Room
- 6) Pool Party Room
- 7) Pool Kitchen
- 8) Pool
- 9) Fircrest Picnic Shelter (Ron Russo Pavilion)
- 10) Whittier Picnic Shelter

### **B. Capacity & Room Dimensions**

- 1) GYM: 220 people with the use of tables and chairs and 400 without the use of tables and chairs.  
Dimensions: (insert dimensions)
- 2) Meeting Room: 60 people with the use of tables and chairs and 120 without the use of tables and chairs.  
Dimensions: (insert dimensions)
- 3) Gathering / Art Space: 20 with the use of tables and chairs.
- 4) Exercise Room: 15 without the use of tables and chairs.
- 5) Entire Facility: 264 people with the use of tables and chairs and 568 without the use of tables and chairs.
- 6) Pool Party Room: 35 People with the use of tables and chairs.
- 7) Pool 350 People
- 8) Picnic Shelters: 35 People with picnic tables

### **C. Uses**

- 1) The Community Event Center can be rented for private and non-profit uses.
- 2) Facility rooms are rented by the hour, with a two-hour minimum or the entire facility can be rented by the day. The Commercial Kitchen can be rented in conjunction with the meeting room or can be rented by itself in four-hour blocks. The Pool Kitchen can be rented in conjunction with the Pool Party room or by itself in four-hour blocks.
- 3) While renting the gymnasium, the serving of food or drinks require rental of the commercial kitchen.
- 4) Food is not allowed in the Youth Activity Room or the Exercise Room.
- 5) The entire facility is handicap accessible with handicap accessible restrooms.
- 6) The public and more than one rental group may be in the building at the same time unless the entire facility is rented.
- 7) Rentals are for the facility buildings only. Use of the areas outside the facilities require additional authorization from the Parks & Recreation Department.

### **D. Gym Rental**

Included in the rental rate:

- 28, 72" Round Tables
- 8, 24" x 72" rectangular Tables
- 280 Chairs
- First floor lobby with men's and women's restrooms
- Access to audio system

### **E. Meeting Room**

Included in the rental rate:

- Access to outdoor plaza (tables and chairs must remain inside, inquire about outdoor furniture options)
- Access to commercial kitchen (must rent separately)
- 24, 24" x 60" Tables
- 48 Chairs
- Access to men's and women's restrooms

### **F. Commercial Kitchen**

Included in the rental rate:

- Access to men's and women's restrooms
- Refrigerator
- Freezer
- Microwave oven
- Stove/Oven
- Coffee Maker
- 3 Food service type sinks
- 1 Hand washing sinks

- 1 Kitchen cart
- Must provide own cooking, serving, and dining utensils

### **G. Gathering / Art Space**

Included in the rental rate:

- 60" x 144" Table with 12 chairs
- 2, 24" Tables with 6 chairs
- 4 Upholstered chairs
- 36" Square Coffee table
- 18" Square End table
- History display case
- 2, 18" Round upholstered ottomans
- Access to men's and women's restrooms

### **H. Entire Facility**

Included in the rental rate:

- Gym
- Meeting Room
- Gathering / Art Space
- Exercise Room
- Commercial Kitchen
- Lobby and restrooms
- Available Tables and Chairs

### **H. Pool Party Room**

- Tables
- Chairs
- Kitchen
- Pool Party Room is available for rent in conjunction with the Pool's open swim hours. Admission to the pool is purchased separately.

### **H. Pool Kitchen**

- Refrigerator
- Freezer
- Microwave oven
- Stove/Oven
- Coffee Maker
- 3 Food service type sinks
- 1 Hand washing sinks
- 1 Kitchen cart
- Must provide own cooking, serving, and dining utensils

### **I. Pool Rental**

- We offer lane rentals, and/or pool rentals

- The pool can be rented on Saturdays and Sundays from 9:45 –11:45

#### **4. APPLICATION PROCESS**

- a) Facility Rental Requests must be submitted at (insert Rec Desk link). You must first create an account with the City of Fircrest Parks & Recreation Department before requesting a rental. If you do not have access to the internet you may come into our office M-F, 8 am to 5 pm for assistance.
- b) Applicants must be 18 years of age or older.
- c) Applicant must provide Federal or State approved picture identification.
- d) All Facility Reservation Requests must be approved by an authorized City of Fircrest staff member. This may take up to 48 hours. (Facility scheduling, rental staff, and cleaning staff must be confirmed before approval)
- e) The Facility Reservation Request is not transferable.
- f) Rental fees, deposits, and required documents are due three (3) business days after Facility Reservation Request approval. Applications that do not comply with this deadline are subject to cancellation.
- g) The person who signs the facility use permit is responsible for assuring compliance of these policies and for payment of all fees, charges, and deposits concerning the rental.
- h) The person listed on the Facility Rental Request will be considered the person in charge for the rental of the facility. To reduce the possibility of confusion, all correspondence will be sent to the address for the applicant listed on the Facility Rental Request and all communication with the City of Fircrest will be through the person on the Facility Rental Request.
- i) The Applicant is asked to name an Authorized Back-up Person. The Back-up Person is only able to attend the walk-through for the Applicant and be present at the facility in the Applicant's absence. The Applicant is responsible for all other aspects of the facility rental.
- j) Either the Applicant or the Authorized Back-up Person MUST be present at all times during the use of the facility. If either of these persons are not present anytime during the event set up, clean up or event operation, the event is subject to immediate closure.

#### **A. Deposits**

1. A security/cleaning deposit is required for all rentals.
2. Security/Cleaning deposits are due at the time of application and are refundable. Deposit refunds are issued by check within 30 days of your rental date. Refund checks can be mailed to you or picked up at Fircrest City Hall.

#### **B. Refunds and Cancellations**

1. Please notify the City of Fircrest as soon as possible of any changes in facility use, especially a cancellation.
2. In the case of cancellations, hourly rental fees and deposits are refundable. However, the reservation fee is non-refundable.
3. Inclement weather may cause late opening, early closure and/or cancellation of class, activity, and rental. If facility is closed due to inclement weather, all rentals will be cancelled.
4. The City of Fircrest reserves the right to terminate any Community Center facility rental at any time with or without cause.
5. The City of Fircrest reserves the right to pre-empt any scheduled use for official City business.

6. The City of Fircrest reserves the right to make further stipulations for use prior to granting confirmation of rental.
7. Termination of facility use due to unruly behavior or participant's conduct that violates any local or state laws, facility rules or regulations, or any City codes, will cause all fees and deposits to be forfeit.

#### **C. Revoked or Denied Use:**

1. If there is any indication of rental under false pretext, or that the facility will be used for or to promote illegal activities.
2. For any activity prohibiting admission on the basis of race, religion, ethnic group, sex, or national origin.
3. For any activity by the same sponsor if the charges for a previous activity have not been paid.

#### **D. Attendance**

1. Please be as accurate as possible when you estimate attendance for your event. The number of people allowed into the facility will be limited to the number you indicated on your application. City Staff or the Fircrest Police Department may deny access to the facility if the number of people in attendance exceeds the original estimate and/or capacity limits.
2. One Chaperone will be required for every fifteen (15) youths under the age of 18. Chaperones must be at least 18 years of age. A list of Chaperones may be requested before the event.

#### **E. Pre-Rental Walk-through/Tour**

The day of your event, a walk-through inspection of the Community Event Center with a City of Fircrest staff member will be scheduled. You will be given instructions on setting up for your event and cleaning the facility after your event, along with other important rental information. The walk-through is required and must be attended by the Applicant or authorized Back Up Person.

#### **F. Post-Rental Walk-through/Tour**

(Process still TBD, this will be conducted by a Fircrest Parks & Recreation staff person in conjunction with the Applicant or Back Up Person)

#### **G. Insurance Certificate Requirement (to be reviewed/and/or provided by the City's insurance broker and City Attorney)**

1. In order to protect both the renter and the City of Fircrest, a certificate of insurance is required at events where there will be 35 or more people in attendance and/or whenever alcohol is being served or sold. A certificate of insurance can be secured from most homeowners insurance policies at no extra charge.
2. The insurance Certificate MUST have the following information:
  - a. Insurance policy should be for no less than \$500,000.00.
  - b. The City of Fircrest 115 Ramsdell Street, Fircrest Washington 98466 must be listed as an additional insured.
  - c. The policy must state that the event will be held at the Fircrest Community Center 555 Contra Costa Ave, Fircrest WA 98466 or Edwards Aquatic Center located at 545 Contra Costa Ave, Fircrest WA 98466.
  - d. Date of event must be listed on the certificate.
  - e. If you are unable to obtain an insurance certificate from your insurance provider you can get information or a quote by going on line to: <https://www.theeventhelper.com/#>.

## 5. FACILITY USE

### A. Rental Agreement Time

1. Facility rental time is for the days and times approved on the Facility Rental Request. Remember to include set-up and clean-up time in your rental agreement times.
2. Use of the facility outside the rental agreement days or times will cause the security deposit to be forfeit and/or additional fees to be assessed.

### B. Safety

1. Exits shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the exit hazardous. This means do not block doors with chairs, tables, decorations, etc., so they cannot be used as an exit in the event of a fire.
2. The building should **NOT AT ANY TIME** be left unlocked and/or unattended.
3. Under no circumstances may tables or chairs be removed from the interior of the building.
4. Climbing on chairs or any other piece of furniture is prohibited.
5. The City accepts no responsibility for the safety of foods prepared or stored on site.
6. The Community Center and Pool Party Room is located in a residential neighborhood. We ask renters to respect the neighborhood and to act accordingly.
7. We ask that you be respectful of private property and do not block or park in resident's driveways.
8. The sale and use of tools, equipment, or other items that could damage tables or floors in the building is prohibited (examples: heavy items, used or new items that contain grease or oil, caustic chemicals).
9. Weapons are prohibited inside and outside of the Community Center building and Pool Party Room, including but not limited to, knives, handguns, rifles, shotguns, pellet guns and bb guns, this includes the use and/or sale of such items.

### C. Security

1. All City and County ordinances and Washington State Laws govern the Community Center, Pool Party Room, building, park, rooms and occupants.
2. City Staff, City Police, County or State law enforcement officers shall have the right to attend any function for the purpose of inspections, complaint investigation, etc., and have the right to terminate use of these facilities during any function should the participant's conduct violate any local or state laws, regulations or codes (including noise) and/or they feel that the rental may become unruly. In such instances, all fees and deposits will be forfeited.

3. Applicant agrees to acknowledge rules and regulations by signing the appropriate form at the time of application.

#### **D. Decorations**

1. All decorations must be removed before leaving the building.
2. All decorations must be flame retarding and comply with Fire Marshal regulations.
3. Decorations MAY NOT BE ATTACHED to the walls, doors, door frames, windows, ceilings, light fixtures, tables, floors, columns or any other part of the facility.
4. The use of tape, 3M hooks, staples, tacks and/or nails is strictly prohibited inside and outside the Community Center building.
5. There are fixed hooks mounted in the Gym, Meeting Room and Pool Party Room for you to hang decorations on. All other decorations must be free standing on the floor or table. Balloons' may be tied onto tables and chairs. Please ask the Parks & Recreation staff for assistance locating these hooks.
6. The use of lighted candles is prohibited at all times.
7. The use of a Christmas trees for decoration is allowed, only artificial trees may be lighted.
8. Scattering or throwing of bird seed, rice, popcorn, confetti, glitter, small paper articles, silly string or any similar objects used for decoration or any other purpose are prohibited in the Community Center, Pool Party room, park areas and in the parking areas.

#### **E. Alcohol Use**

1. The Washington State Liquor and Cannabis Board (WSLCB) issues three licenses and permits for one-time-only events:
2. Special Occasion License: Allows a bona fide nonprofit organization to sell liquor at a specified date, time and place. Special Occasion License applications are available online. Examples include a fundraising dinner, gala event, auction, or wine tasting. <https://lcb.wa.gov/licensing/special-occasion-licenses>
3. Banquet Permit: Allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Banquet Permits are available online. Examples include weddings, company banquets, retirement parties, or club, organization or church events. <https://lcb.wa.gov/licensing/banquet-permits>
4. Raffle Permit: Allows a bona fide nonprofit organization to raffle liquor to its members at a specified date and place. Applications are available online or by calling (360) 664-1600. <https://lcb.wa.gov/licensing/raffle-permits>
5. Alcohol use is permitted inside the Community Center building only. Additional deposits and insurance may be required.
6. Consumption or the use of alcoholic beverages is prohibited outside the Community Center building or on any public premises adjacent to it. Alcohol will not be permitted in the Pool Party Room.
7. Special license or permit holders must follow state liquor and tobacco laws and regulations during their event. A WSLCB enforcement officer may visit a licensed event to check compliance with state liquor and tobacco laws and regulations. The license or permit must be prominently displayed at the event. Please remember:
  - No sales or service of alcohol to persons under 21 years of age and intoxicated persons

- Intoxicated persons and those under 21 may not drink or possess alcohol
- No disorderly conduct at the event
- No sales, service or consumption between 2 a.m. and 6 a.m.

#### **F. Tobacco Use**

Smoking and/or use of electronic smoking devices prohibited in the Community Center building, Edwards Family Aquatic Center and on any public premises adjacent to the building including but not limited to the area surrounding the facility, the parking lot, and public parks, in accordance with RCW 70.160, FMC 10.12.170 and FMC 10.12.180.

#### **G. Music**

1. All sound amplification must end at 10:00 pm. Music and any sound amplification must be kept at levels which do not disturb the reasonable peace and quiet of any citizen at all times.
2. Doors and windows must remain closed at all times when any sound amplification devices are being used, which includes but is not limited to, live music, PA systems, disc jockeys, radios, stereos, or any other sound amplifying devices.

#### **H. Electricity**

There are a limited number of electrical outlets in the Community Event Center and Pool Party Room buildings. Over-loading of circuits may cause the electricity to fail. If City of Fircrest staff is called out to address the issue, a call out fee of per each time a staff member is called out, will be deducted from your deposit amount.

### **7. EVENT SET UP**

1. Equipment, supplies, or other products belonging to private groups may not be stored in the facility or on the grounds prior to the applicant's function/event.
2. Equipment and furniture may not be removed from the building. Only those items located within the building will be available for you to use. Should you need additional equipment to conduct your event, you should arrange for such at your own expense. You may inquire about equipment and furniture rentals with the Recreation Staff as we have a list of available vendors that can provide this equipment.
3. The City of Fircrest does not set up or clean up equipment for events.

### **8. COMMERCIAL KITCHEN**

- A. Serving or providing of any type of food or drinks in the gym require rental of the commercial kitchen.
- B. There are a limited number of items for use with the Commercial Kitchen. These items are offered at no extra expense when renting the kitchen.
- C. Please Note: The gas to the stove in the Community Center has been turned off. If you need use of the stove or oven for your event, please notify a City staff member, before your rental date.
- D. Before leaving please make sure all the sinks, counters, cabinets, refrigerator, freezer, stove, and stainless steel table are wiped down and left clean.

## **9. CLOSING PROCEDURES**

- A. All persons must leave the premises and cleanup must be completed no later than the end of the rental agreement period or 11:00 pm, whichever comes first. If the building is not vacated by the agreed upon time, additional rental fees may be charged, and future usage of the facility may be denied. Time exceptions will be reviewed on an individual request basis.
- B. Equipment, supplies or other products belonging to private groups may not be stored in the facility or on the grounds after the applicant's function/event.  
All equipment supplies, foodstuffs, and decorations brought in by rentals must be removed by the renter before leaving the facility. If equipment or other items are left after a rental they will be removed and thrown away. Staff costs in extra clean-up will be deducted from the deposit.
- C. Before leaving the facility please make sure:
  - 1) The building is left as you found it.
  - 2) All windows and doors are closed and locked. (Unlocked doors will result in deposit forfeit)
  - 3) All lights are shut off, remember to check bathrooms.
  - 4) All tables and chairs are wiped down and put back on the racks.
  - 5) Garbage is bagged and put in the garbage can outside the Gymnasium near Electron Way. This is accessible from the gym or out the park side of the building and by taking a right on the sidewalk. New garbage bags should be placed in the garbage cans.
  - 6) All carpeting is vacuumed.
  - 7) Floors are swept.
  - 8) Check that you have not left any items behind.

## **10. LIABILITY/DAMAGES**

- A. The applicant agrees to assume all liability for losses, expenses, damages, demands or claims in connection with or arising out of, any injury or damage sustained or alleged to have been sustained, by any person, corporation, firm or company, or any damage or alleged damage to property in connection with the occupancy, maintenance, or use of all or any part of said premises by the applicant, agent, officers or employees of a business or organization or any individual leasing this facility.
- B. Applicant shall indemnify and hold harmless the City of Fircrest, including the City Council, officers, agents, employees and volunteers from any and all such losses, expenses, damages, demands, and claims; shall defend any suits or actions brought against any of them based on any such alleged injury or damage; and shall pay all damages, costs, and demands, including attorney fees, in connection therewith, or resulting therefrom.
- C. Applicant shall be responsible for any work (damage, cleanup, repair or otherwise) that must be completed to restore the premises to a rentable condition.
- D. Repairs, cleaning and each employee call out shall be charged at the prevailing city wage rate. These fees shall be deducted from the deposit and if any additional charges above the deposit are incurred, the applicant will be billed and will have fourteen (14) days to make the payment or legal action may be brought to secure the balance due.
- E. Failure to comply with all the rules, regulations and requirements for use or rental of the Fircrest Community Center will cause immediate termination of your event and forfeit of all deposit amounts paid.

Rentals	Max Capacity (Seated)	Hourly Resident	Hourly Non-Res. (+31%)
Names Gym (Event)	220	\$150	\$200
Names Gym (Athletic)	220	\$30/\$15 (half)	\$45/\$22 (half)
Meeting Room	60	\$80/\$40 (half)	\$105/\$52
Commercial Kitchen	4	\$35	\$45
Gathering/Art Space	20	\$35	\$45
Exercise Room	No Tables	\$30	\$40
Pool Party Room w/Kitchen	48	\$75 (Fri, Sat, Sun) \$60 (Mon-Thurs)	\$110 (Fri, Sat, Sun) \$88 (Mon-Thurs)
Pool Kitchen	4	\$35	\$45
Pool	1-25	\$75	\$110
<i>*(Add on Party Room and Kitchen \$15/Hour)</i>	26-50	\$112.50	\$165
	51+	\$150	\$220
Fircrest Ron Russo Pavilion	35	\$115 Per Day	\$140 Per Day
Whittier Picnic Shelter	35	\$115 Per Day	\$140 Per Day

Deposits	Resident	Non-Resident
Names Gym (Event)	\$250	\$500
Meeting Room	\$50	\$100
Commercial Kitchen	\$50	\$100
Gathering/Art Space	\$50	\$100
Exercise Room	\$50	\$100
Pool Party Room w/Kitchen	\$50	\$100
Pool Kitchen	\$50	\$100
Pool	n/a	n/a

**AGENDA ITEM: Spring Program Discussion**

**DATE: February 16, 2021**

**FROM: Jeff Grover, Parks & Recreation Director**

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**BACKGROUND:** The Fircrest Parks & Recreation Department has been operating under the City Council's guidance of no in-person programming for all activities, programs, and events since March of 2020. We would like to check in with the City Council and discuss the following items and how we can move forward within Washington State's Safe Start Guidelines.

- Fircrest Youth Baseball Program
- Fircrest Tot Lot

Attachment: [Safe Start Phase 2 Guidelines For Youth Baseball](#)  
[Youth Baseball Outline of Duties](#)

## Safe Start Phase 2 Guidelines For Youth Baseball

Source: School and Non-school Youth Team Sports Indoor and Outdoor and Adult Recreational Team Sports Indoor and Outdoor

<https://www.governor.wa.gov/sites/default/files/COVID19%20Sporting%20Activities%20Guidance.pdf>

Updated 2.9.21

### Phase 2 Guidelines For Providing Youth Baseball

- Phase 2 facilities or complexes with more than one field or area of play a maximum of **75 people allowed per field or area of play**, including spectators.
- Must **adopt a written procedure for employee safety and customer interaction** that is at least as strict as this procedure and that complies with the safety and health requirements below
- Moderate risk sports: **softball, baseball**, t-ball, soccer, futsal, volleyball, lacrosse, flag football, ultimate frisbee, ice hockey, cricket, crew, field hockey, school bowling competitions.
- **Facial coverings required for all coaches, volunteers and athletes** at all times. –
- **Outdoor training, practices and competitions allowed outdoors for low, moderate, and high risk sports.** Maximum 200 people allowed at competitions, including spectators. –
- For outdoor competitions; For facilities or complexes with more than one field or area of play a maximum of **75 people allowed per field or area of play, including spectators.**
- All spectators of different households are to **remain physically distant, 6 feet or more**, as much as possible.
- Athletes, coaches, umpires/referees, spectators and any other paid or volunteer staff should be required to **stay home if they feel unwell, show any signs of COVID-19, or are a close contact of a confirmed case.** All coaches and students should be **screened for signs/symptoms of COVID-19 prior to a workout.** Screening should consider symptoms listed by the CDC. Any person with symptoms of COVID-19 or who is a close contact of someone with confirmed COVID-19 should not be allowed to participate and should contact his or her primary care provider or other appropriate health-care professional. Those who are excluded from training or contests due to COVID-19 symptoms or because they are close contacts must follow DOH and local public health isolation and quarantine guidance before returning to training or contests. People with underlying health conditions should consult with their medical provider regarding participation in athletic activities.

#### Masks

- Masks required for all athletes/participants. Coaches, trainers, managers, spotters, and any other paid or
- volunteer staff must wear face coverings at all times

#### Physical Distance

- Physical distance of 6 feet must be maintained between staff, volunteers, and any spectators at all times with exceptions for training and medical personnel and volunteers performing their medical duties. Six feet of distance must be maintained among athletes when not engaged in sporting activities, huddles and team meetings must be physically distanced.

### **Hygiene**

- Provide handwashing or hand sanitizing stations at training and contest locations.

### **Cleaning**

- Clean high touch surfaces and disinfect shared equipment before and after each use. Ensure restrooms are cleaned and disinfected regularly. Current CDC guidance for cleaning and disinfection for COVID-19 states that disinfectants should be registered by the EPA for use against the COVID-19. Find the current list here: List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19). Disinfectants based on hydrogen peroxide or alcohol are safer than harsher chemicals. The University of Washington has a handout with options for safer cleaning and disinfecting products that work well against COVID-19.

### **Records and Contact Tracing**

- Keep a roster of every athlete, staff and volunteer present at each practice, training session, and contest to assist with contact tracing in the event of a possible exposure. Similarly keep a roster and seating chart for each travel group. Attendance rosters and seating charts must be kept on file for 28 days after the practice, contest, or trip.

### **Employees Employers**

- Must specifically ensure operations follow the main Labor & Industries COVID-19 requirements to protect workers. COVID-19 workplace and safety requirements can be found here.

### **Youth Baseball Timeline**

Need to Open Registration No Later Than March 8 to run a Spring 2021 Youth Baseball Season

(Youth baseball takes 15 weeks from registration to completion)

Registration Open	3 Weeks
Order Uniforms, build teams	4 Weeks
Practice (2xWeek)	2 Weeks
Games (Contests)	6 Weeks

# Washington State Governor recommended COVID-19 requirements for youth sports

*Below is a general outline of how we will achieve our goal of offering a SAFE and FUN youth baseball league for the community while following the recommended Phase 2 guidelines.*

## **Staff Duties**

- \*Adopt a written procedure for employee safety and customer interaction.
- \*Create registration form attachment with the guidelines parents, players and coaches must follow in order to participate. The form will need to be signed during registration.
- \*Find and train volunteer coaches on guidelines we must follow for the season.
- \* Hire and train umpires/site supervisors.
- \*Order sanitizing supplies for fields and players.

## **Volunteer Coaches Duties**

- \*Attendance is kept at all practices/games for players, coaches and spectators and kept on file for minimum of 28 days.
- \*Check temperature of all participants and coaches before practices and games.
- \*Enforcing all players and coaches wear masks during practices/games.
- \*Players and coaches keep a physical distance of 6 feet apart while in dugout, huddles, and team meetings besides for training and medical.
- \*Sanitizing bats between usage.
- \*Players are kept in groups of no more than 5.

## **Umpire Duties**

- \*Follow and enforce guidelines for maximum people allowed at a field or play area.
- \*Enforcing all players and coaches wear masks during practices/games.
- \*Clearing out and sanitizing the base areas, team benches and bleachers after each game before next teams can enter playing field.

# **Washington State Governor recommended COVID-19 requirements for youth sports**

## **Needs**

- \*Handwashing or hand sanitizing stations next to each ball field.
- \*Restrooms opened at Fircrest Park.
- \*Umpire/Site Supervisors for each ball field on game days.
- \* Benches or metal chairs for player to maintain 6' distance in dugout.
- \*Signage for spectators on social distancing expectation to post on fields.
- \*Infrared Thermometers for temperature checks.