



RE: Sports Facility Use Application Process

Dear Potential Users,

Thank you for your interest in Tualatin Hills Park & Recreation District's (THPRD) sports facilities. We're thrilled to offer our community high-quality fields, pools, and a boxing gym.

To support and meet the demand of groups requesting district-owned and operated facilities, we invite organizations and individuals to apply. Staff and the Affiliate Review Committee will evaluate applications and determine the appropriate placement within its classification priorities. A user's placement will determine the level of support provided by THPRD and hourly use fees.

Our classification system prioritizes groups serving in-district patrons, recreational-based programs, and those aligned with the district's mission. This process ensures publicly funded facilities and services benefit district residents and are not used for personal or corporate gain. Currently, THPRD has 41 affiliates, serving over 9,500 youth and adults through organized sports leagues and clubs.

Classification priorities:

1. THPRD Programs/Events
2. Affiliates
3. Partners/Associates
4. Renters
5. Commercial Renters

We look forward to working with you through the review of your application. If you have any questions, please contact [sports@thprd.org](mailto:sports@thprd.org).

Thank you,

Sports & Inclusion Department Manager  
Tualatin Hills Park & Recreation District

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## About THPRD

Formed in 1955, THPRD is the largest special park district in Oregon, spanning about 50 square miles and serving 270,000 residents in the greater Beaverton area.

THPRD aspires to bring people together, be a welcoming and inclusive park and recreation district, and live its values of advancing social and racial equity. THPRD is committed to providing community access to all classifications, including affiliates, partners/associates, and nonprofit and commercial renters.

## Sports Facilities and Capacity at THPRD

THPRD provides year-round recreational opportunities for people of all ages and abilities. Offerings include thousands of diverse classes, more than 95 park sites with active recreational amenities, 70 miles of trails, eight swim centers, six recreation centers, and 1,500 acres of natural areas.

In 2019, THPRD allocated 35,568 hours of field use and 38,380 hours of pool lane hours to the community. THPRD will only accept affiliates if it has the capacity to support additional users. To better understand our capacity, see Appendix A for field use and pool use.

## Timeline

See Appendix B to view the timeline.

## Definitions

- **Affiliates:** Community groups and entities engaged in three-year agreements with the district to provide services to the community.
  - **Recreational Affiliates:** Provide external recreational sports opportunities for the community. If they did not exist, the district would possibly provide to meet the community's needs.
    - **Recreational Affiliates Requirements**
      - 100% of players live in-district
      - Strives for 100% of board members to live in-district
      - Volunteer coaches (unpaid)
      - Limited practices two (2) per/week and one (1) game per/week
      - No roster cuts
      - Does not include tournaments, camps, or clinics

- Competitive Affiliates: Provide a service of sports progression at a higher level of competition that the district would not otherwise provide.
  - Competitive Affiliates Requirements
    - Minimum of 80% of players live in-district
    - Strives for 80% of board members to live in-district
    - Can have paid coaches and must follow fair labor practice laws
    - Can have year-round programs and two (2) or more practices/week
    - Does not include tournaments, camps, or clinics
- Affiliate Review Committee: Volunteers from the affiliated clubs and staff will review all applications to create an equitable process.
- Capacity: To be considered, the district must have sufficient pool, gym, and field time available to accommodate a new sport/club.
- Commercial: Exclusive use of space. The district reserves the right to refuse the use of for-profit enterprises by a business or individual.
- Community Use: Non-organized sports leagues/clubs open for public use and requiring field permits.
- District-Operated Facilities: Partner-owned buildings and fields the district helps to support. For example, agreements with the Beaverton School District and Portland Community College Rock Creek.
- District-Owned Facilities: District-owned and operated buildings and fields.
- Drop-In: Facility open to the public on a first-come, first-served basis.
- In-District Patrons: Residency within the district's service area, or for the purpose of affiliation, also including the Beaverton School District boundary.
- Out-of-District Patrons: Community members who live outside the district. The club is responsible to pay 25% of the annual out-of-district assessment fee based on the number of players who reside out-of-district.
- Partners/Associates: Community groups and entities engaged in an agreement with the district to provide a community benefit. The district would not provide the activity or benefit if they did not exist. Must be nonprofit and community-based, focused on serving in-district needs and patrons.
- Renters: Exclusive use of space. Must be for nonprofit use, or proceeds must be donated to a charitable foundation/organization. For-profit enterprises are not eligible.

- Scorecard: A tool used to evaluate affiliates' compliance with THPRD's partnership requirements. Affiliates who do not meet expectations may be put on probation and/or lose their affiliate status. Affiliates are evaluated after each allocation/allotment. See Appendix C for an example.
- Service Levels: An agreement between THPRD and an organization outlining the services provided by the district. Examples may include maintenance, access to facilities/equipment, staff, timeframes, etc.
- THPRD Programs/Events: THPRD sponsored and co-sponsored activities, events, and programs.
- Turn Back Time: Users can turn back field/pool/gym allocations not needed. Clubs must use the turn back form to officially turn back unused allocated field time. Returned time must be turned back two weeks prior and in two hours or more on a consistent basis will be accepted.

## Application Process

- Applicants seeking status as an affiliate or partner/associate must complete an application seven (7) months before the fields, pools, or boxing gym are needed.
- Applications must be mailed to [sports@thprd.org](mailto:sports@thprd.org) and in the subject line, include your organization's name and the amenity you're seeking.
- THPRD staff and the Affiliate Review Committee will review all requests for the most appropriate placement within its classification priorities.
  - THPRD Programs/Events
  - Affiliates
  - Partners/Associates
  - Renters
  - Commercial Renters
- Placement will determine the hourly use fees and level of support provided by THPRD.
- Applications must be approved before use as an affiliate or partner/associate. However, during processing, applicants may apply to use facilities as a renter. Fees paid as a renter will not be refunded or pro-rated, regardless of the outcome of the review process.
- Questions? Contact [sports@thprd.org](mailto:sports@thprd.org).

## Selection Process

- Applications require two months for a complete review, after all documentation is provided. Applicants may be notified if additional information is needed.
- Application questions 3 - 9 will be scored five points per question.
- If there are multiple applicants within the same sport and limited capacity, we will show preference towards the organization serving the most in-district patrons.
- Organizations that request affiliate or partner/associate status that do not meet the requirements may be granted use of district-owned and operated facilities under a Renter or Commercial classification. Use of district-owned and operated facilities under the Renter or Commercial classification are assigned on an availability basis only.
- THPRD will notify applicants of their assigned classification, fee schedule, and service level.

## Fees

THPRD charges fees to recover costs to operate, maintain, and administer the use of facilities. The hourly fee and level of support provided with each classification priority varies.

Fees are anticipated to increase 15% annually and are subject to change based on analysis.

\*Fees are for fiscal year 2024 and subject to change.

<b>Classifications</b>	<b>Field Fees starting January 2024</b> Complex/Outlying Field Rates
Affiliates	\$28.50 / \$24.75
Partners/Associates	\$48.00 / \$41.00
Renters	\$73.00 / \$62.00
Commercial Renters	\$146.00 / \$125.00

\*Anticipated fees starting July 2022 at the Aquatic Center and subject to change.

<b>Classifications</b>	<b>Pool Fees by Lane Hour + Lifeguard Lane Rate</b> Prime/Non-Prime-Time Rates
Affiliates	\$13.66 / \$11.41
Partners/Associates	\$14.45
Renters	\$19.66
Commercial Renters	\$34.90

## **Out-of-District Assessment Fees**

In-district patrons who live (or own property) within THPRD boundaries support THPRD services by paying property taxes. Organizations serving out-of-district players (a maximum of 20%) are responsible for out-of-district fees based on their percentage of out-of-district players for cost recovery. The club is responsible to pay 25% of the annual out-of-district assessment fee based on the number of players who reside out-of-district. The cost to the affiliate is added to their seasonal invoice.

See Appendix D for examples of how fees may look.

## **Frequently Asked Questions**

### **How will applications be reviewed?**

Upon receipt of all required documentation, THPRD and the Affiliate Review Committee will review requests using, but not limited to, the criteria in the application. Additional information may be requested for verification purposes or clarification.

The Affiliate Review Committee is comprised of volunteers from various affiliates. They review applications that are different from their sports category.

### **Is there additional information, other than the application criteria, considered when reviewing applications?**

THPRD must have the field, pool, and boxing gym space available to provide standard services levels. Additionally, the applicant program/sport/activity must be one that the park district either has sufficient facilities and staff to support or the ability to reasonably gain access to the necessary facilities and support.

THPRD keeps field and pool time open for community use and drop-ins, which will not be allocated to affiliated users.

### **Will organizations serving out-of-district patrons be considered for affiliation?**

The organization's primary focus must be on providing services to in-district patrons. If a recreational affiliate, 100% of players live in-district and (strive for) 100% of board members to live in-district. If they're a competitive affiliate, a minimum of 80% of players live in-district and (strive for) 80% of board members to live in-district. Users who do not meet this will be considered renters.

### **What policies and procedures must the organization have to be an affiliate?**

- Background checks on all coaches, board members, and volunteers (The State of Oregon at a minimum, nationally preferred)
- Board appointments or elections
- Code of conduct for players, coaches, and spectators
- Disciplinary process
- Equity practices and policies addressing diversity, equity, inclusion, and access
- Financial aid/scholarships
- Hiring process of coaches and staff
- Mandatory reporting

- Practices that promote a diverse and equitable culture for staff and volunteers
- Registration process and inclusion of English Language Learners
- Training and orientation program, including concussion training, first aid/CPR, and diversity, equity, inclusion, and access for coaches, staff, and volunteers
- Zero-tolerance for discriminatory language and/or actions

### **Can organizations have paid employees?**

The organization may employ individuals or companies to provide a service that the nonprofit cannot. The employee or company must be paid what is considered competitive industry wages/rates for like services and not significantly increase the participation fees or otherwise counter the nonprofit's mission. The performance of such a service will not constitute a commercial venture for either party. Organizations that pay coaches will be considered in the competitive affiliate classification.

### **Can the organization use a registration service?**

The organization may contract participant registration services if the nonprofit cannot perform the registration process promptly, collect fees effectively, or streamline the process for participants.

Contracted registration services should not significantly increase participation costs. They should be competitively priced and available in several forms (mail or electronically). When contracting registration services, all THPRD registration requirements should be met.

### **How often are rosters collected?**

THPRD registration numbers are collected and reported before the start of the season. Rosters must be sent to THPRD each quarter for in-district percentage verification. See Appendix E for the Roster Verification Template.

### **What happens if I miss a deadline or requirement?**

Violations of not turning in rosters or registration numbers, meeting roster requirements, or having past due invoices may result in withheld allocations, probation, and/or the loss of affiliate status.

### **What are the insurance requirements?**

Organizations must have liability insurance through the sport's governing body or private company. Applications must include certificate insurance with THPRD listed as additional insured. For field sports, the Beaverton School District (BSD) must also be named as additional insured when using allocated space at BSD. See Appendix F for an example of coverage requirements.

# Appendix A

## 2018 - 2019 Annual Field Use

	TURF Fields		Grass Fields		Lost Hrs.			Total			% Used vs Available Allocated
	Hrs Allocated	Hrs Used	Hrs Allocated	Hrs Used	Weather	Misc. (No use days)	Total	Hrs Allocated	Available Hrs	Hrs Used	
<b>Baseball/Softball</b>	217	180	16,627	12,257	363	187	550	16,844	16,295	12,437	73.84%
<b>Cricket</b>	308	191	0	0	0	0	0	308	308	191	62.01%
<b>Football</b>	1,250	1,045	1,363	1,096	120	27	147	2,613	2,466	2,141	81.94%
<b>Lacrosse</b>	1,194	1,112	179	179	0	0	0	1,373	1,373	1,291	94.03%
<b>Soccer</b>	7,076	5,892	14,626	9,347	2,030	563	2,592	21,702	19,110	15,239	70.22%
<b>Leagues Total</b>	10,044	8,420	32,795	22,879	2,512	777	3,289	42,839	39,551	31,299	79.14%
<b>Affiliate Events</b>	735	587	1,363	1,105	36	0	36	2,098	2,134	1,742	81.63%
<b>Renters</b>	1,528	1,314	1,662	1,476	42	0	42	3,190	3,148	2,528	80.30%
<b>AC Total</b>	2,263	1,901	3,024	2,581	78	0	78	5,287	5,281	4,269	80.84%
<b>Combined Total</b>	12,307	10,320	35,819	25,460	2,590	777	3,367	48,126	44,832	35,568	79.34%

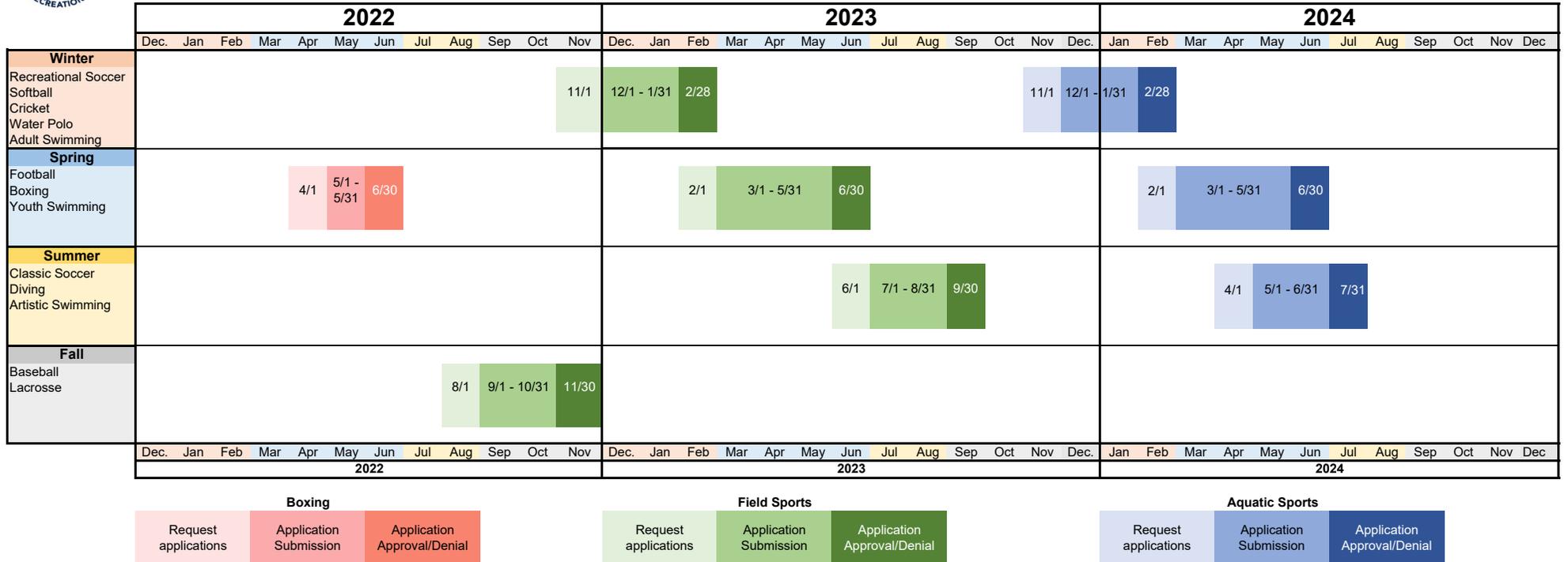
# Appendix A

## 2018-2019 Annual Pool Use

	Aquatic Center		Lost Lane Hours			Practice Totals		Lane Hrs Used	% Used vs Available Allocated
	Lane Hrs Allocated	Hrs Used	Give Back	Event Lane Hrs Lost	Total	Lane Hrs Allocated	Lane Hrs Used		
<b>Youth Swimming</b>	20,561	16,656	1,535	2,372	3,907	20,561	16,656	16,656	81.01%
<b>Water Polo</b>	7,788	5,171	1,379	1,238	2,617	7,788	5,171	5,171	66.40%
<b>Diving</b>	2,383	1,902	109	372	481	2,383	1,902	1,902	79.82%
<b>Artistic Swimming</b>	1,694	1,129	195	370	565	1,694	1,129	1,129	66.65%
<b>Adult Swimming</b>	4,184	4,159	0	173	173	4,184	4,184	4,159	99.40%
<b>Club Total</b>	36,610	29,017	3,218	4,525	7,743	36,610	29,042	29,017	79.26%
<b>Affiliated Events</b>	6,973	6,973	-	-	-	6,973	6,973	6,973	100.00%
<b>Renters</b>	2,390	2,390	-	-	-	2,390	2,390	2,390	100.00%
<b>AQ Total</b>	9,363	9,363	0	0	0	9,363	9,363	9,363	100.00%
<b>Combined Total</b>	45,973	38,380	3,218	4,525	7,743	45,973	38,405	38,380	83.48%

# Appendix B

## Reaffiliation Timeline



# Appendix C



## Affiliate Scorecard

THPRD evaluates affiliates at the end of their season using the scorecard below to demonstrate a positive relationship. Those who do not maintain 100% compliance will be put on probation and/or risk their affiliate status.

Criteria	Yes	No
1. Demonstrates respect for other affiliates and community patrons by returning allocated facility space within proper timeframes to allow another patron's use.		
2. Demonstrates respect for other affiliates and community patrons by fully utilizing approved facility space.		
3. Respects district staff through emails, phone, and personal interactions.		
4. Demonstrates respect through cleanliness and proper use of facility fixtures and equipment.		
5. <b>*Meets the required percentage of in-district participation.</b>		
6. Ensures THPRD is made aware, in advance, of significant organizational changes that may impact the district or facility usage requirements.		
7. <b>**Pays invoices on time.</b>		
8. Copies district staff on all documents asked to be forwarded to its members in its original format without edits.		
9. Demonstrates support of the district by participating in district community awareness events, clean-up events, hosting community sports clinics, and/or by providing speakers, coaches, or other experts.		
10. Provides representative to sit on the Affiliate Review Committee as a rotating member during the affiliation period.		
11. Represents THPRD's equity vision and expectations through demonstration of equitable eligibility practices as represented by their sport; without intentional exclusion of any potential member based upon race, gender, sexual identification, individuals experiencing disability, or other protected class.		
12. Implements policies, procedures, bylaws, and other governing documents to demonstrate cultural value for diversity, equity, inclusion, and access, and have a zero-tolerance policy in place for discriminatory language or actions.		
13. Provides player rosters with accurate information, seasonally.		
<b>Total Score</b>	<b>/13</b>	
<b>Staff Comments (use additional page, if needed):</b>		

## Affiliate Scorecard Rubric

	<b>Criteria</b>	<b>Yes - 1</b>	<b>No - 0</b>
1	Demonstrates respect for other affiliates and community patrons by returning allocated facility space within proper timeframes to allow another patron's use.	Returns allocated space within proper timeframes.	Does not return allocated space within proper timeframes.
2	Demonstrates respect for other affiliates and community patrons by fully utilizing approved facility space.	Utilizes approved facility space with respect for other affiliates based off spot checks by THPRD staff.	Does not utilize approved facility space.
3	Respects district staff through emails, phone, and personal interactions.	Communicates with THPRD respectfully through written, phone, and in-person correspondence.	Does not communicate respectfully with THPRD through written, phone, and in-person correspondence.
4	Demonstrates respect through cleanliness and proper use of facility fixtures and equipment.	Serves as good stewards of THPRD property and space.	Does not demonstrate respect and stewardship of THPRD property and space.
5	Meets the required percentage of in-district participation.	Meets the required in-district percentage of participation.	Does not meet the in-district percentage of participation and have a plan to reach the percentage by the reaffiliation period.
6	Ensures the district is made aware, in advance, of significant organizational changes that may impact the district or facility usage requirements.	Ensures THPRD is made aware of significant organizational changes that may impact THPRD or facility usage requirements.	Does not make THPRD aware of significant organizational changes that may impact THPRD or facility usage requirements.
7	Pays invoices on time.	Pays invoices within 30 days of receiving invoice.	Does not pay invoices within 30 days of receiving invoice.
8	Copies district staff on all documents the district asks to be forwarded to its members in its original format without edits.	Disseminates information given by THPRD to its members, in its entirety.	Does not disseminate information given by THPRD or alters information before dissemination to its members.
9	Demonstrates support of the district participating in district community awareness events, clean-up events, hosting community sports clinics, and/or by providing speakers, coaches, or other experts.	Meaningfully participated in three THPRD community awareness events.	Participated in less than three THPRD community awareness events.

	<b>Criteria</b>	<b>Yes - 1</b>	<b>No - 0</b>
10	Provides representative to sit on the Affiliate Review Committee as a rotating member during affiliate period.	Has had a member serve on the Affiliate Review Committee.	Has not had a member serve on the Affiliate Review Committee.
11	Represents THPRD's equity vision and expectations through demonstration of equitable eligibility practices as represented by their sport; without intentional exclusion of any potential member based upon race, gender, sexual identification, individuals experiencing disability, or other protected class.	Represents THPRD's equity vision and expectations.	Does not represent THPRD's equity vision and expectations.
12	Implements policies, procedures, bylaws, and other governing documents to demonstrate cultural value for diversity, equity, and inclusion and have a zero-tolerance policy in place for discriminatory language or actions.	Has produced language regarding DEIA that has been included in policies, procedures, and other governing documents, including a zero-tolerance policy for discriminatory language or actions.	Has no or limited documents addressing DEIA and has not created a zero-tolerance policy for discriminatory language or actions.
13	Provides player rosters with accurate information, seasonally.	Rosters are submitted with each active allocation and the information provided is not falsified in any way.	Rosters were not submitted by the given deadline or have been falsified with confirmation

\*Noncompliance will result in a 60-day probation period. Clubs must resubmit rosters in 60 days. If rosters still don't meet the requirements, clubs may lose their affiliation status.

\*\*Clubs with past due invoices will be put on notice and automatically lose two weeks of allocated time. If the season has ended, future allocations will be delayed until the invoice is paid, and the club may not receive a priority allocation.

# Appendix D

## Out-of-District Assessment (ODA) Fee Examples

### Aquatic Clubs

Club size	% Participants In-District	% Participants Out-of-District	Additional Assessment to Club	ODA Paid Quarterly by Individual	Quarterly Lane Hours	\$/hr	Pre-Total	OD Added Overage charged to Affiliate	Total
300	80	20%	25%	\$ 6,000.00	2619	\$ 8.84	\$ 23,151.96	\$ 1,500.00	\$ 24,651.96
150	80	20%	25%	\$ 3,000.00	412	\$ 8.84	\$ 3,642.08	\$ 750.00	\$ 4,392.08
75	80	20%	25%	\$ 1,500.00	978.5	\$ 8.84	\$ 8,649.94	\$ 375.00	\$ 9,024.94
20	80	20%	25%	\$ 400.00	350.5	\$ 8.84	\$ 3,098.42	\$ 100.00	\$ 3,198.42

### Field Sports - Quarterly

Club size	% Participants In-District	% Participants Out-of-District	Additional Assessment to Club	ODA Paid Quarterly by Individual	Quarterly Field Hours	\$/hr	Pre-Total	OD Added Overage Charged to Affiliate	Total
1500	80	20%	25%	\$ 30,000.00	3500	\$ 21.50	\$ 75,250.00	\$ 7,500.00	\$ 82,750.00
1000	80	20%	25%	\$ 20,000.00	3500	\$ 21.50	\$ 75,250.00	\$ 5,000.00	\$ 80,250.00
500	80	20%	25%	\$ 10,000.00	2157	\$ 21.50	\$ 46,375.50	\$ 2,500.00	\$ 48,875.50
100	80	20%	25%	\$ 2,000.00	287.5	\$ 21.50	\$ 6,181.25	\$ 500.00	\$ 6,681.25

	Quarterly	Annual
<b>Out of District Assessment Fee:</b>	\$ 100.00	\$ 400.00



# Appendix F

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>			DATE (MM/DD/YYYY)
PRODUCER	PH#	FAX#	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
AGENCY NAME	ADDRESS	CITY, STATE ZIP	
INSURED	INSURED NAME	<b>1</b>	INSURERS AFFORDING COVERAGE
ADDRESS	ADDRESS		INSURER A:
CITY, STATE ZIP	CITY, STATE ZIP		INSURER B: <b>2</b>
			INSURER C:
			INSURER D:
			INSURER E:

**COVERAGES**  
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS <b>6</b>
<b>3a</b>		<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	123456789	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>3,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b>
<b>3b</b>		<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<b>4</b>		<b>5</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
<b>3c</b>		<input checked="" type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$ <b>0</b>				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
<b>3d</b>		<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
<b>3e</b>		<input type="checkbox"/> OTHER <b>LIQUOR LIABILITY</b>				<b>1,000,000</b>

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS **7b**

**7a** TUALATIN HILLS PARK & RECREATION DISTRICT IS AN ADDITIONAL INSURED WITH RESPECT TO USE OF Facility/Park Name ON Dates of Use **or** TUALATIN HILLS PARK & RECREATION DISTRICT IS AN ADDITIONAL INSURED WITH RESPECT TO WORK PERFORMED BY INSURED PER CONTRACT FOR Name PROJECT.

<b>CERTIFICATE HOLDER</b> <p style="text-align: right;">m.hokkanen@thprd.org</p> <p>TUALATIN HILLS PARK &amp; RECREATION DISTRICT          RISK &amp; CONTRACT MANAGEMENT          15707 SW WALKER RD          BEAVERTON, OR 97006</p>	<b>CANCELLATION</b> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.</p> <p>AUTHORIZED REPRESENTATIVE <b>8</b>  <b>JOHN DOE, AIC</b> <b>9</b> <i>John Doe</i></p>
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## Tualatin Hills Park & Recreation District INSURANCE GUIDELINES

When a Certificate of Insurance is required, Risk and Contract Management department must receive the certificate **a minimum of one (1) week prior to services**. Services shall not be granted until the required certificate(s) has been received and approved by the Park District.

### Basic Insurance Requirements for all Certificates of Insurance (COI):

1. Name and address of insured customer. The insured's name should be the same as that listed on the contract, facility rental application, or permit.
2. Listed insurers must be admitted to do business in Oregon, or rated A- or better by A.M. Best. The Risk & Contract Manager may approve deviations from this standard.
3. Appropriate lines of coverage:
  - a. General Liability: Facility User or Contractor shall obtain and keep in effect during the term of the agreement, Comprehensive General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form (1996 ISO or equivalent). This coverage shall include Contractual Liability insurance in the minimum amounts listed.
  - b. Automobile Liability: If transportation is provided to participants by the facility user to or from the event, facility user shall also obtain and keep in effect during the term of this Agreement at its expense, "Symbol 1" Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles.
  - c. Excess Liability: May be used to provide increased coverage limits. Line 3A and 3C must equal the minimum coverage limit as required by Park District.
  - d. Workers' Compensation: Any contractor providing work, labor or materials under this agreement will provide workers' compensation coverage that satisfies Oregon Law ORS 656.017 for all their subject workers.
  - e. Other: Liquor Liability endorsements typically are placed here, when not specifically listed under the General Liability (3A).
4. Policy number listed for each line of coverage.
5. Effective and Expiration Dates are effective when services are performed.
6. Appropriate insurance limits for the lines of coverage, are listed as general minimum limits. See appropriate "Quick Tips: Insurance Requirements" handout for specific limits based on exposures.
7. Tualatin Hills Park & Recreation District must be named as an additional insured. Suggested language is: **7a** is to be used for facility use and alcohol permits; **7b** is to be used for contracted services.
8. Certificate holder to read: Tualatin Hills Park & Recreation District  
Risk Management  
15707 SW Walker Road  
Beaverton, Oregon 97006  
  
Email to: m.hokkanen@thprd.org
9. Certificate is signed by a licensed agent.

# Appendix G



## Diversity, Equity, Inclusion, & Access (DEIA) Resource Guide

### Explore How Organizations Have Started and Committed to Diversity, Equity, Inclusion, and Access

- [THPRD](#): Equity and Inclusion Statement  
We acknowledge that all U.S. government agencies have roots stemming from systemic racism and oppression, including THPRD. We seek to hold ourselves accountable for our role in perpetuating these systems and are committed to taking action to create meaningful change. We aspire to bring people together, to be a welcoming and inclusive park & recreation district, and to live our values of advancing social and racial equity.
- [USA Artistic Swimming](#): Organization has not yet developed a statement but is showing how they're working towards becoming a strong ally in the fight for equity through the work with their Board of Directors.
- [USA Diving](#): Vision Statement  
USA Diving is committed to supporting and fostering diversity, equity, and inclusion among its athletes, coaches, judges, staff, members, and fans. We recognize that diversity, equity, and inclusion are multifaceted and that we need to address these subjects holistically to better engage and support all groups, particularly those who have been historically marginalized and underrepresented. We also recognize that our differences bring richness to the sport of diving and the USA Diving community.
- [USA Swimming](#): Cultivating and Fostering Diversity, Equity, and Inclusion  
We are committed to growing and celebrating diversity, increasing fairness throughout our organization, and intentionally creating environments where differences are embraced, and everyone feels welcome, respected, supported, and valued to fully participate.
- [USA Water Polo](#): Organization has not yet developed a statement but is showing how they're working towards zero tolerance for racism and expanding access to water polo for all through creating a Task Force.
- [US Masters Swimming](#): Mission Statement  
The USMS Diversity and Inclusion Committee shall help create a culture of inclusion and opportunity in USMS for people of diverse backgrounds by developing resources and engaging coaches, LMSCs, and local volunteers. The committee shall consist of the committee chair and sufficient members to execute the committee function.
- [USYS Diversity, Equity and Inclusion Initiatives | US Youth Soccer](#) US Youth Soccer (USYS) has taken firm action to establish and reaffirm their long-standing commitment to diversity, equity and inclusion. These actions will strengthen USYS culture and foster an inclusive, bias-free and equitable community that enables all of its members to achieve their full potential on, and off, the field of play. Through specific, deliberate and meaningful actions and investment, USYS seeks to

make soccer a sport where everyone feels welcomed, respected and part of the team.

- [Statement of Inclusion - Mission, Vision and Values | Massachusetts \(mayouthsoccer.org\)](#)  
Massachusetts Youth Soccer is dedicated to providing all participants with a welcoming and safe environment in which we value and respect each other's unique qualities and contributions. We are committed to embracing diversity, equity, and inclusion as organizational values to intentionally create a nurturing and learning environment focused on individuality, celebrating each other's differences and joining together as a community.
- [Diversity, Equity and Inclusion | USA Lacrosse](#) USA Lacrosse is committed to fostering a national lacrosse community that encourages understanding, appreciation and acceptance of all. We believe that broad representation and participation, through accessibility and availability to everyone, add significant value to the lacrosse experience of each of us.
- [USA Cricket Announces Committee Re-Structure and New Composition - USA Cricket](#)
- [Documents - USA Cricket](#)

## Other Resources

- [Equality, Diversity, and Inclusion - Youth Sport Trust](#)
- [Promoting Diversity and Inclusion in Sports - i9 Sports®](#)
- [Diversity, Equity, and Inclusion for Youth \(bgca.org\)](#)
- [Diversity, Equity, Inclusion, and Global Engagement | YMCA](#)
- [The Importance of Inclusion and Access in Youth Sports | Health and Wellness | Parks & Recreation Magazine | NRPA](#)
- [How to Write a Diversity and Inclusion Statement \(uschamber.com\)](#)
- [Inclusion and diversity in sport - Play by the Rules - Making Sport Inclusive, Safe, and Fair \(Australia\)](#)

## Contract with Experts

- Emily Drew, Associate Professor of Sociology at Willamette University  
[edrew@willamette.edu](mailto:edrew@willamette.edu). [Biography and additional contact information here.](#)
  - In 2021, Drew created three custom trainings for separate THPRD employee groups (all staff, supervisors, and leadership team.)
    1. All Staff (Two 2-Hour Sessions) – Training on Welcome & Inclusion
    2. Supervisor (Two 90-Minute Sessions) – All supervisor workshop to deepen the learning from the all-staff training
    3. Leadership Team (One 60-Minute Session) – Leadership team workshop to culminate and apply the learning from the first two sessions