

Glenview Park District

Application for Recognized Organization Status



The Glenview Park District recognizes there are benefits to working with and providing support to groups that have, as their primary function, service to the community. Recognized Organization status is a designation granted by the Board of Park Commissioners to not-for-profit groups that primarily operate within the corporate boundaries of the Glenview Park District, meet specific criteria defined by their assigned category and benefit Glenview Park District residents. A Recognized Organization designation provides the group with opportunities for reduced fees, priority use of facilities and various levels of support from Park District staff based on their assigned category. Designation as a Recognized Organization and assignment to an associated category will be at the sole discretion of the Glenview Park District. Completed application and required attachments must be submitted annually to receive Recognized Organization status.

To apply for Recognized Organization status:

- Review Glenview Park District Policy #7.20-Recognized Organizations (**Exhibit A**) which defines the parameter under which all groups must operate
- Complete this page
- Complete the page listed underneath the category selected on this page
- Submit all documents listed for the requested category on page two

Organization Information:

Name of Organization: _____

Name of Applicant: _____

Address: _____

City: _____ Zip: _____ Phone: _____

E-Mail: _____

Select Category: (select one)

| | Endorsed Support Group | Sponsored Club | Associate Group | Affiliate Sports Organization | Affiliate Sports Organization that has <u>both</u> an established recreational league program and a travel league program |
|------------------|------------------------|----------------|-----------------|-------------------------------|---|
| Initials needed: | Page 3 | Page 4 | Page 5 | Page 6 & 7 | Page 8 |

Submit paperwork to:

Vicki Parsons, Glenview Park District, 2400 Chestnut Ave, Glenview, IL 60026 or Victoria.Parsons@glenviewparks.org

| | | | | | |
|--------------------------|----------------------|----------------|--------------------|--|--|
| Office Use: | | | | | |
| Date Received: _____ | Date Reviewed: _____ | Approved _____ | Not Approved _____ | | |
| Reviewed By/Title: _____ | | | | | |

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| Items to be submitted by ALL Organizations applying or reapplying as a: Sponsored Club, Endorsed Group, Associate Group or Affiliate Sports Organization | Office Use | |
|--|---------------|----------------|
| | Date Received | Staff Initials |
| A letter on organization letterhead requesting recognition and describing the core services/activities of the Organization | | |
| A certificate of insurance naming the Glenview Park District as additionally insured | | |
| A list of officers and participants including addresses, telephone numbers and emails. Include a listing of board members if applicable | | |
| Proof of organization not-for-profit status as a charitable organization or Section 501(c) status (submitting a copy of an application showing the organization applied for not-for-profit status is NOT considered proof) | | |

| Affiliate Sports Organizations must submit the following in addition to the documents listed above: | Office Use | |
|--|---------------|----------------|
| | Date Received | Staff Initials |
| A certificate of insurance naming the Glenview Park District as additionally insured from any contractor performing work or service on Park District property | | |
| Financial report including income, expenses, net and fund balance | | |
| Organization by-laws | | |
| Refund policy | | |
| Sexual harassment policy | | |
| Americans with Disabilities Act (ADA) policy | | |
| Code of Conduct | | |
| Policy on diversity, inclusion and equity for its organizational structure and Board make-up | | |
| A written statement that the Glenview Park District Transgender Patrons and Participants Policy 9.76 has been read and will be followed (See Exhibit B) | | |

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When applying or reapplying to become an Endorsed Support Group, the following is required. By initialing each box below, the organization agrees to adhere to these standards:

| <p>Endorsed Support Groups: An Endorsed Support Group is a not-for-profit entity whose sole purpose is to support Glenview Park District projects, programs or facilities by volunteerism and fundraising to provide equipment or other enhancements not covered by program fees or other Park District funding sources. Endorsed Support Groups are limited to the Glenview Park Foundation, Grove Heritage Association and Friends of Wagner Farm provided they continue to meet eligibility requirements.</p> | <p>Initial each box stating the organization meets these criteria</p> |
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| <p>Demonstrate that the group's principal place of business or organization is within the boundaries of the Glenview Park District.</p> | |
| <p>Designate an individual who will act as the liaison to the District and work directly with the District through an assigned staff person to identify and address opportunities for program and/or activity support.</p> | |
| <p>Manage and account for its funds according to criteria specified by the District or have the District hold and manage funds for the support group. If the group manages and accounts for its own funds, the group must provide insurance or bonding of all members authorized to be custodians of its funds in the amount of the group's assets.</p> | |
| <p>Provide the District with annual financial reports. It is recommended though not required that an audit be conducted for any fiscal year where expenditures exceed \$100,000.</p> | |
| <p>Have as its focus, the direct support of a specific program, facility, amenity or service currently provided by the District or for a Glenview Park District project currently approved by the Board of Park Commissioners.</p> | |
| <p>Organize under a charter and/or set of bylaws, approved by the Board of Park Commissioners, amendable with approval of the Glenview Park District.</p> | |
| <p>Maintain insurance coverage that meets or exceeds the amounts recommended by the Glenview Park District or its insurance carrier.</p> | |
| <p>Be a 501(c)3 charitable organization or other Section 501(c) organization or possess a nonprofit charter from a recognized regional or national organization.</p> | |
| <p>Elect an executive board or other governance structure.</p> | |

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When applying or reapplying to become a Sponsored Club, the following is required. By initialing each box below, the organization agrees to adhere to these standards:

| Sponsored Club: A sponsored club is a not-for-profit group that provides a recreational program not offered by the Glenview Park District that meets the needs of the community. Some examples of potential Sponsored Clubs include a local 4-H club and a theater group. | Initial each box stating the organization meets these criteria |
|--|---|
| Provide a recreational program or service that meets the needs of the community. | |
| Not be in competition with the facilities or activities of Glenview Park District or its Recognized Organizations. | |
| Organize as a not-for-profit entity or under a District-approved set of by-laws, amendable only with approval by the Glenview Park District. | |
| Develop an annual budget and have all funds held and managed by the Glenview Park District unless otherwise specified by the Glenview Park District. Such funds would be carried over on a fiscal year basis (fund balance or deficit). | |
| Elect a board of directors or other governing body (e.g., trustees) and communicate on a regular basis with the District appointed staff liaison. | |
| Allow access to services on the same basis as all other District programs | |
| Have a defined participation of at least 50% +1 of its club members residing within the corporate boundaries of the Glenview Park District. | |
| Comply with all applicable District policies and not be in conflict with local ordinances or laws. | |

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When applying or reapplying to become an Associate Group, the following is required. By initialing each box below, the organization agrees to will adhere to these standards:

| <p>Associate Group: An associate group is an independent not-for-profit entity based within the corporate boundaries of the Glenview Park District that provides a benefit to the community and does not fall into one of the other categories of Recognized Organization status. Examples of entities that may be considered for the Associate Group category include but are not limited to scout groups, local chapters of service clubs, church groups, school groups, advocate groups, social and/or special interest clubs, homeowners' associations.</p> | <p>Initial each box stating the organization meets these criteria</p> |
|--|--|
| Have a defined membership with at least 50% +1 of its membership residing within the corporate boundaries of the Glenview Park District (must submit membership roster with addresses) | |
| Be a 501(c)3 charitable organization or other Section 501(c) organization or possess a nonprofit charter from a recognized regional or national organization | |
| Demonstrate that group's principal place of business or organization is within the boundaries of the Glenview Park District | |
| Have bylaws satisfactory to the District and harmonious with its purposes. | |
| Have, as its main focus, specific goals and objectives that are deemed beneficial to the community. | |
| Not be in competition with the facilities or activities of Glenview Park District. | |
| Be able to demonstrate that it can operate within the general policies of the Glenview Park District and not be in conflict with local ordinances or laws. | |
| Apply for Associate Group status on an annual basis by completing the forms provided by the Glenview Park District. | |

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When applying or reapplying to become an Affiliate Sports Organization, the following is required. By initialing each box below, the organization agrees to adhere to these standards:

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| <p>Affiliate Sports Organization: An Affiliate Sports Organization is a not-for profit group that provides a sports program not offered by or in competition with Glenview Park District programs and is primarily for the residents of the Glenview Park District. An Affiliate Sports Organization is responsible for handling all aspects of operation for their organization including but not limited to registration, marketing, volunteer recruiting, team formation and equipment purchasing. Some examples of potential Affiliate Sports Organizations include Glenview Youth Baseball and Glenview AYSO.</p> <p>The District will generally designate only one Affiliate Sports Organization that offers recreational play per specific sport. The District may, in its sole discretion, designate more than one Affiliate Sports Organization that offers competitive play (travel league program) per specific sport. Recreational play is defined as every registered player is placed on a team roster, plays in games by the Organization’s mandatory “every player must play” rules, and only plays at venues within the boundaries of the Glenview Park District. Any program that does not meet the criteria of recreational play shall be considered a travel program.</p> | <p>Initial each box stating the organization meets these criteria</p> |
| <p>Have a defined membership with at least 50% +1 of its membership residing within the corporate boundaries of the Glenview Park District.</p> | |
| <p>Demonstrate that the group’s principal place of business or organization is within the boundaries of the Glenview Park District.</p> | |
| <p>Provide proof to the Glenview Park District of the organization’s not-for-profit status as a 501(c)3 charitable organization or other Section 501(c) status. (must submit membership roster with addresses)</p> | |
| <p>Have bylaws satisfactory to the District and harmonious with its purpose including the election of a board of directors or other governing body.</p> | |
| <p>Have, as its main focus, specific goals and objectives that are deemed beneficial to the community.</p> | |
| <p>Not be in competition with the facilities or activities of the Glenview Park District, its partners or other Affiliated Sports Organizations (except under special conditions outlined in Policy 7.20 for travel league programs).</p> | |
| <p>May not organize instructional camps, clinics or programs that require participants to pay an additional fee on top of the league participation fee without a separate permit.</p> | |
| <p>Operate within the general policies of the Glenview Park District and not be in conflict with local ordinances or laws.</p> | |
| <p>Re-confirm continued eligibility as an Affiliate Sports Organization on an annual basis by completing the forms provided by the Glenview Park District.</p> | |
| <p>Provide a certificate of insurance naming the Glenview Park District as additionally insured in the amounts as set forth annually by the Glenview Park District and/or its insurer.</p> | |
| <p>Provide an athletic program, tournament or league that meets the needs of the community.</p> | |
| <p>Develop an annual budget, prepare annual financial statements and manage funds in a responsible and professional manner.</p> | |
| <p>Provide bonding to all members authorized to be custodians of organization’s fund in the amount of the group’s assets.</p> | |

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| Provide the District with annual financial reports when initially applying as an Affiliated Sports Organization, when reconfirming eligibility as an Affiliate Sports Organization or upon request. An audit is recommended though not required to be conducted for any fiscal year where expenditures | |
| Meet all ADA requirements in the provision of programs and services. | |
| Have a need based financial assistance policy for players at all levels. | |
| Provide equal access to services to all residents of the Glenview Park District. Fees for services may not be higher for Glenview Park District residents than for any other participants. | |
| Enter into a Memorandum of Understanding with the Glenview Park District that outlines roles, responsibilities, and requirements pertaining specifically to each individual Affiliate Sports Organization. Such memorandum will be reviewed annually and may be amended as necessary. | |
| Each Affiliate Sports Organization must contribute to the maintenance of the fields or facilities through an annual "Per-Player Fee" as defined in the Memorandum of Understanding. This fee will be used to partially offset the cost of maintenance expenses as related directly to sports fields used by the various Affiliate Sports Organizations. The Glenview Park District will provide an annual accounting of funds expended for field maintenance to each organization. Guidelines for this report will be developed and shared with all organizations paying the fee to provide a clear understanding of the program's goals and objectives. Per player fees will be calculated by the Park District, based on the number of players participating in the sport organization's program annually. Players participating in more than one season for a particular organization will count as one participant unless otherwise specified in the organization's current Memorandum of Understanding. | |
| Perform criminal background checks annually on all Board members and volunteers who have direct contact with children. Specific volunteer positions included in this requirement include coaches, assistant coaches, trainers and instructors. All Affiliate Sports Organizations must adhere to the same standard as required of the Park District (by state law) in determining whether a person would be ineligible from a paid or volunteer position. | |
| Develop and maintain a policy on diversity, inclusion and equity for its organizational structure and Board make-up. | |
| Make a presentation to the Glenview Park District Youth Sports Task Force prior to the District renewing the organization's Memorandum of Understanding (MOU). | |

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When applying or reapplying to become an Affiliate Sports Organization that has both an established recreational league program and a travel league program, the following is required. By initialing each box below, you are stating the organization agrees to adhere to these standards:

| | |
|---|--|
| <p>Must meet and initial all criteria required as an Affiliate Sports Organization plus the following: The recreational league program and the travel league program must each have a defined membership with at least 50% +1 of its membership residing within the corporate limits of the Glenview Park District. In the event that either the recreational league program or the travel league program does not meet the membership requirements, that component of the overall program will lose its designation as an Affiliated Sports Organization.</p> | <p>Initial each box stating the organization meets these criteria</p> |
| <p>Separate financial reports must be maintained for the travel league program and the recreational program.</p> | |
| <p>Must meet all other criteria required as an Affiliate Sports Organization.</p> | |

When applying for or reapplying to become an Affiliate Sports Organization that offers a travel league program as a second travel program of the same sport, the following is required. By initialing each box below, you are stating the organization agrees to adhere to these standards:

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| <p>Must meet and initial all criteria required as an Affiliate Sports Organization plus the following: The Glenview Park District, in its sole discretion, may extend Recognized Organization status as an Affiliate Sports Organization to no more than two (2) travel organizations of the same sport and if sufficient fields are available to support the scheduling needs of all organizations and it does not cause an undue operational or financial burden on the District.</p> | <p>Initial each box stating the organization meets these criteria</p> |
| <p>The travel league program's organization must have at least two or more teams based within the Glenview Park District Boundaries.</p> | |
| <p>The travel league program's organization must be made up of at least 75% Glenview Park District residents at the time of application and must maintain this minimum to retain Affiliate Sports Organization status, if awarded. This criterion only applies to the additional travel league programs; the initial travel league program is required to maintain at least 50%+1 of its membership residing within the corporate limits of the Glenview Park District.</p> | |

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EXHIBIT A

Glenview Park District Policy and Procedure Manual
Section 7 – Program Services

| | |
|---------------------------------|------------------|
| Recognized Organizations | Pol. 7.20 |
|---------------------------------|------------------|

As adopted by the Glenview Park Board of Commissioners on August 10, 1978 and revised on February 20, 2003, December 17, 2009 and July 22, 2021.

Purpose: To establish a Recognized Organization designation with associated categories and criteria that will provide eligible community groups with opportunities for reduced fees, priority facility use and District support.

Background: Throughout its existence, the Glenview Park District has believed that it is of benefit to the community to work with outside groups that provide various services to the residents of the District. Such services vary widely, including but not limited to sports groups, local clubs, charitable and service organizations, special interest groups, and branches of regional or national organizations. The level of recognition for these groups has varied from a simple designation that provided reduced fees and early access to facility reservations, to comprehensive partnerships such as with youth sports groups who rely on significant facility access as well as staff support in the manner of land acquisition, field development and day-to-day maintenance. The consistent thread throughout the District's practices has been that the organization must bring value to the community and be a not-for-profit group.

Recognized Organization is a designation granted by the Board of Park Commissioners to not-for-profit groups that primarily operate within the corporate boundaries of the Glenview Park District, meet specific criteria defined by their assigned category and benefit Glenview Park District residents. A Recognized Organization designation provides the group with opportunities for reduced fees, priority use of facilities and various levels of support from Park District staff based on their assigned category. Designation of a group as a Recognized Organization and the assignment to an associated category will be at the sole discretion of the Glenview Park District.

The Categories of Recognized Organizations are:

- Endorsed Support Group
- Sponsored Club
- Associate Group
- Affiliated Sports Organization

Endorsed Support Group: An Endorsed Support Group is a not-for-profit entity whose sole purpose is to support Glenview Park District projects, programs or facilities by volunteerism and fundraising to provide equipment or other enhancements not covered by program fees or other Park District funding sources. Endorsed Support Groups are limited to the Glenview Park Foundation, Grove Heritage Association and Friends of Wagner Farm provided they continue to meet eligibility requirements.

Groups must meet the following criteria for consideration as an Endorsed Support Group.

1. Have as its focus, the direct support of a specific program, facility, amenity or service currently provided by the District or for a Glenview Park District project currently approved by the Board of Park

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- Commissioners.
2. Organize under a charter and/or set of bylaws, approved by the Board of Park Commissioners, amendable with approval of the Glenview Park District.
 3. Demonstrate that the group's principal place of business or organization is within the boundaries of the Glenview Park District.
 4. Maintain insurance coverage that meets or exceeds the amounts recommended by the Glenview Park District or its insurance carrier.
 5. Be a 501(c)3 charitable organization or other Section 501(c) organization or possess a nonprofit charter from a recognized regional or national organization.
 6. Elect an executive board or other governance structure.
 7. Designate an individual who will act as the liaison to the District and work directly with the District through an assigned staff person to identify and address opportunities for program and/or activity support.
 8. Manage and account for its funds according to criteria specified by the District or have the District hold and manage funds for the support group.
 - If the group manages and accounts for its own funds, the group must provide insurance or bonding of all members authorized to be custodians of its funds in the amount of the group's assets.
 9. Provide the District with annual financial reports. It is recommended though not required that an audit be conducted for any fiscal year where expenditures exceed \$100,000.

Benefits of an Endorsed Support Group designation include:

1. Priority use of Park District facilities after the need by Park District programs and events have been satisfied.
2. Free use of Park District facilities to conduct fundraising events.
3. Reduced rental fees (per individual facility policy as noted in annual recommendation documents).
4. An assigned Park District liaison.
5. Staff support with marketing and the delivery of programs/events that support fundraising for Glenview Park District projects or facilities.

Sponsored Club: A sponsored club is a not-for-profit group that provides a recreational program not offered by the Glenview Park District that meets the needs of the community. Some examples of potential Sponsored Clubs include a local 4 H club and a theater group.

Groups must meet the following criteria for consideration as a Sponsored Club:

1. Provide a recreational program or service that meets the needs of the community.
2. Not be in competition with the facilities or activities of Glenview Park District or its Recognized Organizations.
3. Organize as a not-for-profit entity or under a District-approved set of by-laws, amendable only with approval by the Glenview Park District.
4. Develop an annual budget and have all funds held and managed by the Glenview Park District unless otherwise specified by the Glenview Park District. Such funds would be carried over on a fiscal year basis (fund balance or deficit).
5. Elect a board of directors or other governing body (e.g., trustees) and communicate on a regular basis with the District appointed staff liaison.
6. Allow access to services on the same basis as all other District programs.

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7. Have a defined participation of at least 50% +1 of its club members residing within the corporate boundaries of the Glenview Park District.
8. Comply with all applicable District policies and not be in conflict with local ordinances or laws.

Benefits of Sponsored Club designation include:

1. Priority use of Park District facilities to operate the program after the need by Park District programs and events have been satisfied.
2. An assigned Park District liaison.
3. Staff support with marketing, financial recordkeeping and administrative support.

Associate Group: An associate group is an independent not-for-profit entity based within the corporate boundaries of the Glenview Park District that provides a benefit to the community and does not fall into one of the other categories of Recognized Organization status. Examples of entities that may be considered for the Associate Group category include but are not limited to scout groups, local chapters of service clubs, church groups, school groups, advocate groups, social and/or special interest clubs, homeowners' associations.

Groups must meet the following criteria for consideration as an Associate Group:

1. Have a defined membership with at least 50% +1 of its membership residing within the corporate boundaries of the Glenview Park District.
2. Be a 501(c)3 charitable organization or other Section 501(c) organization or possess a nonprofit charter from a recognized regional or national organization.
3. Demonstrate that group's principal place of business or organization is within the boundaries of the Glenview Park District.
4. Have bylaws satisfactory to the District and harmonious with its purposes.
5. Have, as its main focus, specific goals and objectives that are deemed beneficial to the community.
6. Not be in competition with the facilities or activities of Glenview Park District.
7. Be able to demonstrate that it can operate within the general policies of the Glenview Park District and not be in conflict with local ordinances or laws.
8. Apply for Associate Group status on an annual basis by completing the forms provided by the Glenview Park District.

Benefits of Associate Group designation include:

1. Access to early room or facility reservation opportunities.
2. Reduced rental fees (per individual facility policy as noted in annual recommendation documents).

Affiliate Sports Organization: An Affiliate Sports Organization is a not-for profit group that provides a sports program not offered by or in competition with Glenview Park District programs and is primarily for the residents of the Glenview Park District. An Affiliated Sports Organization is responsible for handling all aspects of operation for their organization including but not limited to registration, marketing, volunteer recruiting, team formation and equipment purchasing. Some examples of potential Affiliate Sports Organizations include Glenview Youth Baseball and Glenview AYSO.

The District will generally designate only one Affiliate Sports Organization that offers recreational play per specific sport. The District may, in its sole discretion, designate more than one Affiliate Sports Organization that offers competitive play (travel league program) per specific sport.

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Recreational play is defined as every registered player is placed on a team roster, plays in games by the Organization's mandatory "every player must play" rules, and only plays at venues within the boundaries of the Glenview Park District. Any program that does not meet the criteria of recreational play shall be considered a travel program.

Sports organizations must meet the following criteria for consideration as an Affiliate Sports Organization:

- Have a defined program membership with at least 50% +1 of its membership residing within the corporate limits of the Glenview Park District.
- Demonstrate that the group's principal place of business or organization is within the boundaries of the Glenview Park District.
- Provide proof to the Glenview Park District of the organization's not-for-profit status as a 501(c)3 charitable organization or other Section 501(c) status.
- Have bylaws satisfactory to the District and harmonious with its purpose including the election of a board of directors or other governing body.
- Have, as its main focus, specific goals and objectives that are deemed beneficial to the community.
- Not be in competition with the facilities or activities of the Glenview Park District, its partners or other Affiliated Sports Organizations (except under special conditions outlined in this policy for travel league programs).
- May not organize instructional camps, clinics or programs that require participants to pay an additional fee on top of the league participation fee without a separate permit.
- Operate within the general policies of the Glenview Park District and not be in conflict with local ordinances or laws.
- Re-confirm continued eligibility as an Affiliated Sports Organization on an annual basis by completing the forms provided by the Glenview Park District.
- Provide a certificate of insurance naming the Glenview Park District as additionally insured in the amounts as set forth annually by the Glenview Park District and/or its insurer.
- Provide an athletic program, tournament or league that meets the needs of the community.
- Develop an annual budget, prepare annual financial statements and manage funds in a responsible and professional manner.
- Provide the District with annual financial reports when initially applying as an Affiliated Sports Organization, when reconfirming eligibility as an Affiliate Sports Organization or upon request. An audit is recommended though not required to be conducted for any fiscal year where expenditures exceed \$100,000.
- Provide bonding to all members authorized to be custodians of organization's fund in the amount of the group's assets.
- Meet all ADA requirements in the provision of programs and services.
- Have a need based financial assistance policy for players at all levels.
- Provide equal access to services to all residents of the Glenview Park District. Fees for services may not be higher for Glenview Park District residents than for any other participants.
- Enter into a Memorandum of Understanding with the Glenview Park District that outlines roles, responsibilities, and requirements pertaining specifically to each individual Affiliate Sports Organization. Such memorandum will be reviewed annually and may be amended as necessary.
- Each Affiliate Sports Organization must contribute to the maintenance of the fields or facilities through an annual "Per-Player Fee" as defined in the Memorandum of Understanding.
 - This fee will be used to partially offset the cost of maintenance expenses as related directly to sports fields used by the various Affiliate Sports Organizations. The Glenview Park District will

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provide an annual accounting of funds expended for field maintenance to each organization. Guidelines for this report will be developed and shared with all organizations paying the fee to provide a clear understanding of the program's goals and objectives.

- Per player fees will be calculated by the Park District, based on the number of players participating in the sport organization's program annually. Players participating in more than one season for a particular organization will count as one participant unless otherwise specified in the organization's current Memorandum of Understanding.
- Perform criminal background checks annually on all Board members and volunteers who have direct contact with children. Specific volunteer positions included in this requirement include coaches, assistant coaches, trainers and instructors. All Affiliate Sports Organizations must adhere to the same standard as required of the Park District (by state law) in determining whether a person would be ineligible from a paid or volunteer position.
- Develop and maintain a policy on diversity, inclusion and equity for its organizational structure and Board make-up.
- Make a presentation to the Glenview Park District Youth Sports Task Force prior to the District renewing the organization's Memorandum of Understanding (MOU).

If an Affiliate Sports Organization has both an established recreational league program and a travel league program the following additional criteria must be met:

1. The recreational league program and the travel league program must each have a defined membership with at least 50% +1 of its membership residing within the corporate limits of the Glenview Park District. In the event that either the recreational league program or the travel league program does not meet the membership requirements, that component of the overall program will lose its designation as an Affiliated Sports Organization.
2. Separate financial reports must be maintained for the travel league program and the recreational program.
3. Must meet all other criteria required as an Affiliate Sports Organization.

The Glenview Park District, in its sole discretion, may extend Recognized Organization status as an Affiliate Sports Organization to no more than two (2) travel organizations of the same sport and if sufficient fields are available to support the scheduling needs of all organizations and it does not cause an undue operational or financial burden on the District. The following additional criteria must be met:

1. The travel league program's organization must have at least two or more teams based within the Glenview Park District Boundaries.
2. The travel league program's organization must be made up of at least 75% Glenview Park District residents at the time of application and must maintain this minimum to retain Affiliate Sports Organization status, if awarded. This criterion only applies to the additional travel league programs; the initial travel league program is required to maintain at least 50%+1 of its membership residing within the corporate limits of the Glenview Park District.
3. Must meet all other criteria required as an Affiliate Sports Organization.

Benefits of Affiliate Sports Organization designation include:

1. Priority use of available athletic fields and facilities after the need for Glenview Park District programs and events have been met.
2. Access to early reservation opportunities and reduced rental fees (per individual facility policy as noted in

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- annual recommendation documents).
3. Use of park amenities (such as concession stands and fieldhouses) and support services (such as field maintenance) to support the affiliate sport's organizations activities at a fee set annually.
Assignment of a Park District staff member to serve as a liaison to the Affiliate Sports Organization as determined by the Glenview Park District.

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EXHIBIT B

Glenview Park District Policy and Procedure Manual

Section 9 – Administrative

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|---|------------------|
| Transgender Patrons and Participants | Pol. 9.76 |
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As adopted by the Glenview Park Board of Commissioners on June 28, 2018.

Purpose: To create a safe recreational environment with equal access for all participants and patrons of the Glenview Park District. It will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis.

Background: It is the Park District’s policy to treat all of its patrons and participants with dignity and respect and to provide an environment that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of Staff. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The Park District understands and respects that gender identity is a very personal matter that should be respected.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth.
- “Transgender Man” is a term used to describe an individual who currently identifies as a man, but whose assigned gender at birth is female.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman, but whose assigned gender at birth is male.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

“Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery or changing identity documents to reflect one’s gender identity.

Privacy

All persons have the right to privacy. All participants and patrons should register with their assigned gender. If registering under an affirmed gender is preferred, the park district may require a letter from a doctor or therapist. In this case, no one except staff approved by the legal guardians can be informed of the gender status. The Park District shall not require proof of gender.

Glenview Park District

Application for Recognized Organization Status



Names/Pronouns

Participants and patrons should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is registered. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy.

Gender-Segregated Activities

To the best of their ability, staff should reduce or eliminate segregation by gender during activities or the daily routine. When segregation by sex cannot be avoided participants should be included in the group that corresponds to their gender identity. This includes participation in recreation sport activities and teams for preadolescent children. Transgender or non-conforming gender adolescent and adult individuals will be considered on a case by case basis.

Restroom Accessibility

Transgender and non-conforming gender individuals should use restroom facilities that conform to their gender identity. In the same fashion that all participants are encouraged to respect the privacy of others when using restroom facilities, transgender participants should do the same.

Locker Room Accessibility

The use of locker rooms by transgender patrons/participants shall be assessed on a case by case basis. Staff will keep in mind the goal of maximizing the participant's social integration and equal opportunity to participate in District Programs in a safe and comfortable environment. The participant or patron should be allowed access to the locker room that conforms to their gender identity. In the event that increased privacy is requested by the transgender individual, an alteration to the changing schedule should be made or access to a family locker room or other private changing area such as a nearby office area should be made available. In no case should a transgender or non-conforming gender individual be required to use a locker room that conflicts with their affirmed gender. In addition, all efforts should be made to keep the individual's gender status confidential.

Dress Code

District dress codes shall apply equally to transgender, non-conforming gender and non-transgender individuals.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints.