



City of La Habra Sport Affiliate Policy

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Purpose of Policy

The City of La Habra and La Habra City School District welcomes the use of City and District facilities by local youth sports organization and is interested in maintaining strong relationships with these organizations. Our intent is to create a policy that takes into account the needs of the Affiliate organizations, and the needs of the community, while minimizing the impact on the neighbors surrounding the various park sites. We expect that each affiliate will always be respectful to the neighbors, staff, and community as a whole.

The City's and La Habra City School District policies are designed to create fairness in the allocation of facilities and are based on the accurate provision of information by the youth sports groups. Although the City may check to verify accuracy, all youth organizations are expected to verify the residency requirements in good faith. If information is found to be inaccurate or overstated, the City has the authority to rescind its original agreement and re-issue field use that it best meets the needs of the community.

City and School District facilities are available for use by affiliates, but on occasion, the schedule may need to be modified. The City and La Habra City School District maintain the right to make changes to the schedules for any City or La Habra City School District need. The City and La Habra City School District will inform affiliates when changes are necessary with as much advance notice as possible. Neither the City's nor the La Habra City School District is responsible for finding an alternate location for those displaced activities, but the City will help affected affiliate group to the best of its ability.

It is important to note that this Sport Affiliate Policy serves as the guide to manage affiliate groups using facilities for organized programming. However, each facility is a public park or school and this guide does not extend into the public use of those areas when groups are not using the facility. Members of the public are free to use unlocked, unassigned facilities for general recreation purposes during normal posted hours. Please contact the City if you observe anytime an unorganized sports group appears to be using a facility governed by the policy for anything other than general public use.

Mission

The Sport Affiliate Policy provides the framework for considering and approving facility use for the City's youth sport affiliate groups.

Vision

The City and La Habra City School District believe that youth sport participation is essential to the well-being of our community's youth. Affiliates are a partner in achieving that well-being by providing services that compliment youth and family development.

Values

Integrity - Acting in a manner that is consistent with our stated values.

Respect – Treating others as we would like to be treated.

Trust – Following through with our responsibilities in a sincere and honest way.

Motto

Excellence - Exceeding expectations and providing outstanding youth sports programming to our community.

Responsibility – Actively engaging and collaborating with local resources ensuring that we are contributing to the health of the community.

Loyalty – Promoting the community’s interest as our highest priority.

Definitions

City - City of La Habra

Affiliate – Any youth sport group that meet minimum requirements included in Section III.

Background screenings - Background screenings are services that provide assurance that volunteer coaches, managers, administrators or anyone in a leadership position within an affiliate’s organization do not have a criminal history that will prohibit their ability to be around youth. The affiliate must abide by all applicable State laws in meeting this requirement and be able to provide City or District proof that all volunteers in a leadership assignment have been cleared.

Competitive (travel ball, all stars) - Teams that are formed on a try-out basis with no guarantee for players to be placed on a team or receive minimum play time.

Friendlies - Friendlies are competitions designed to serve as training for the specific teams. Friendlies will have no more than sixteen (16) teams competing in any given age group. Friendlies on City fields will only be held with one age group at a time.

Health and Wellness – Affiliate programming should take in consideration the health and well-being of its members. This includes teaching good healthy habits that include good nutrition, personal and academic fitness.

La Habra City School District Fields - Fields located on school district property with which the City has a joint use agreement. Copies of agreement are available upon request.

Practice - Practice session is defined a one team performing skills and conditioning (having a second team in a competing fashion constitutes a game).

Recreation Teams – Teams that are registered with players guaranteed to be placed on a team with minimum play rules.

Senate Bill 1404- This Senate Bill allows school district to recover cost associated with facility use.

Team – A gathering of five (5) or more players led by an adult.

Tournaments – A competition with five (5) or more teams participating.

Affiliate Groups Defined

Community youth organizations obtaining Affiliate Status are considered independent of the City. Decisions regarding league functions and activities are the sole responsibility of each affiliate. The City assumes no jurisdiction over the administration, operation and/or planning of league activities. The City expects each youth sports organization to follow the Sport Affiliate Policy and Joint Use Agreement rules and regulations agreed by the City and School District as well as conduct its league business in a professional manner. This includes posting of meeting notices, taking meeting minutes, making financial reports available to its membership, and keeping their membership well informed of league activities and board decisions.

- A. The affiliate must provide recreation programs, which complement existing programs of the Community Services and Public Works Departments and other affiliates.

All groups must have an affiliation with a national governing body. Those national bodies must have governance over the association. This includes requirements to submit rosters of Boards of Directors, financial reports, association constitutions, and by-laws. The City of La Habra will manage the athletic facilities to insure that there is NOT a duplication of services. For example: National Little League Organizations has rules that require everyone must play (defined as recreation), whereas All Star/Travel/Club baseball has no minimum play rule (defined as competitive); thus these two organizations are similar in activity but have very different goals. The City will not consider any application that closely duplicates an existing program. This will also extend to marketing materials that promote affiliate groups, and all others will not be allowed to promote non-affiliate groups' programs.

The Community Services Commission has the sole right to annually review any group's affiliate status. This review process shall include, but is not limited to, reviewing player rosters that include names, address, schools of attendance, and phone numbers; and the group's annual operating budget and annual financial report. These rosters will be kept on file by the Community Services Department and will not be used for any other purpose than verifying City residency.

Groups wishing to review another groups roster must demonstrate a reasonable foundation of doubt about eligibility or residency and must make a written request to the Director of Community Services. Time will be set aside so that the requesting group can review the roster(s) at the La Habra Community Center. The review will be supervised by a City staff person, and a representative of the challenged organization may be present. The first hour of staff time for the review will not be charged, however the requesting organization will be assessed an hourly rate of \$50 for staff support for any additional time needed. If the challenge is upheld, there will be no charge for the staff time.

Each group shall provide the City of La Habra with a Certificate of Insurance, naming the City as an additional insured, for \$2 million dollars. Please see "City of La Habra Youth Sports Affiliate Insurance Requirements".

If school property is being used, the La Habra City School District must also be named as additional insured.

Groups who have been approved as a La Habra Based Youth Affiliate, but for a short period of time fall below the participant minimum, will be given one regular season to meet the requirements. If they do not meet the requirement by their next season, then they will lose their affiliate status.

Travel/Club Teams are defined as organizations that accept participants based on their ability to play. The City requires that Ninety percent (90%) of these participants have a La Habra home mailing address and School District facility use policy indicates that least 90% of these participants live in the greater La Habra living in the greater La Habra area, including those living in the City of Brea or the City of La Habra Heights).

League games must have a La Habra-based team participating in the game at all times, unless prior permission has been requested and granted. In 2019, the City will temporarily allow up to five league games a year for non La Habra based teams to play games on City fields. At the end of the year we will review whether to extend this policy for an additional year.

Affiliate Group Benefits

Affiliate groups may receive assistance from the Community Services and Public Works Departments on a limited basis. Requests for assistance should be forwarded to the Director of Community Services and/or the Director of Public Works. An affiliate also may receive benefits related to facility use, as the annual City budget permits, including:

- A. Access to City buildings- for up to 2 meetings a month Monday through Thursday at no cost. For weekend use, fees will be based on the La Habra fee schedule resident non-profit category.
- B. Use of City sports lighting, which is paid for by each youth affiliate. City reserved the right to require fees for general maintenance also may be required in the future.
- C. All Star/Travel/Club affiliated groups will receive benefits after in season recreational sports groups are accommodated. The first priority of all field usage will be provided to teams who are competing in regular season competitions before use by All Star/Travel/Club teams.
- D. Publication of its contact information in the City's quarterly brochure and City website (this is not an advertisement program, but provides leagues contact information for those interested in obtaining information.).
- E. Affiliate's members can organize adult programming that serve as a benefit to the organization (i.e. youth vs adult games, coaches/parent teams) as long as it does not interfere with the organizations primary use, to serve youth.

Application Process for Designations Affiliate Program

A letter of request must be submitted to the Director of Community Services, 101 W. La Habra Blvd., La Habra, CA 90631. The following information must be submitted before a group will be considered for Affiliate Status:

- A. The youth sport you are proposing to offer.
- B. Names of officers, term limits, addresses, and phone numbers.
- C. Board of Directors and general membership meeting dates, times, and locations.
- D. The most recent membership roster with addresses and phone numbers.
- E. A copy of the organization's by-laws and Articles of Incorporation.
- F. A copy of the insurance certificate meeting all guidelines outlined on the "La Habra Youth Sports Affiliate Insurance Requirements"
- G. Groups must be recognized as a legal non-profit organization. Acceptable proof of non-profit status will include:
 - 1. Determination Letter of Internal Revenue Service (IRS)
 - 2. Recognition of Section 501 (c) 3 tax exempt status.
(An organization that submits an application to the IRS and has it approved must make a copy of the application and supporting documents, as well as any letter issued by the IRS, available for public inspection).
- H. Confirmation of acceptance into the national governing body having oversight of the organization.

Community Services Commission Review

The Community Services Commission must approve Affiliate Status before any benefits are granted to any new organization.

City Council Review

The City Council may periodically review actions of the Community Services Commission relating to requests for Affiliated Status.

Background Screenings

By conducting background screening, each affiliate is verifying that all volunteer coaches, managers, administrators and representatives of your program have no criminal history that will prohibit their ability to be work with youth. Not all background checks providers are the same, so the City recommend each group adopt the Southern California Municipal Athletic Federation standards for background screening. Please use the following link in obtaining more information, <http://www.scmf.org/show/2027314-backgroundf-screenings>.

Food and Beverage Policy

The City of La Habra has developed a healthy food and beverage policy (Attachment B). We are asking all our affiliate staff, coaches, and participant parents to consider these guidelines for use by your teams and snack bar operations. Our hope is that this effort will increase awareness about the problem of youth obesity and will improve the future health and well-being of youth and their families by offering healthy food alternatives. Attached are the healthy food and beverage policies to be distributed to all teams, coaching staff, and parent

General Sport Park Facility Use Guidelines

The City is supportive of the activities scheduled by La Habra youth sports based groups; however, it must also be sensitive to the neighbors who live around the facilities and be respectful of their privacy. The Sport Affiliate Policy lists the field use, facility requirements, and conditions of use. The agreement will be reviewed and renewed annually and will be scheduled based on the league's needs and season of use. The agreement will include the following conditions, but is not limited to:

- A. Limit parking on an as needed basis on local streets. Make sure participants do not block driveways or park vehicles where "No Parking" signs are located.
- B. Notify the surrounding community of any special event or activity that might create more than normal vehicle traffic and attendance. A flyer summarizing the event with contact information for local residents and businesses needs to be submitted to the Community Services Department for review and approval three weeks before distribution. The approved flyer must be distributed no less than two weeks prior to the event and within a two-block radius of the facility.
- C. Each facility will have its own schedule of dates and times activities can be presented. The youth sports groups will be responsible to insure their activities are scheduled appropriately.
- D. The use of a public address system needs to be limited to general announcements and not play by play or music. Speakers are to be pointed away from surrounding neighbors. This may limit the public address system use at your event. Special requests for major events will be considered for approval on a case by case basis. The group must submit an outline of the program and a timeline of the event. Please do not submit any request that will obviously disrupt the surrounding community.
- E. Team gatherings including warm-up and meetings need to be held at least 20 yards from neighboring homes or facilities. Structures, fencing or block walls shall not be used for "pepper" or any other form of activity.
- F. Affiliate groups will be required to post facility use rules on their websites for their participants and others to review.
- G. Affiliates hosting non La Habra teams must certify that their insurance will provide liability coverage for those teams to participate in the scheduled activity. At no time does any organization have the authority to allow a non-affiliated group to participate on any City and School District facility or field for any form of competition without prior City approval.

- H. In general, parking of vehicles on City or La Habra City School District property, other than in parking lot with the exception to offload supplies. Each group must arrange to use a small pick-up truck or lightweight utility vehicle to transport snack bar supplies and any other equipment needed for any activity from the parking lot to the field areas and/or snack bar. If we continue to see violations, the City of La Habra reserves the right to either assign a staff member at the site at youth affiliates expense or assess a \$50 fine to the league for each vehicle above the three vehicle-parking threshold.

CityEquipmentRequest forUse

Youth sport affiliates generally require non-city owned additional equipment in order to conduct and facilitate their program. This additional equipment usually includes, but is not limited to, portable backstops, soccer goal structures, pitching machines, additional fencing and any other non-affixed/non-permanent secured equipment. To ensure the additional equipment is used for its designed purpose and installed/secured properly, the youth organizations shall comply with the following:

- A. All equipment added to the facility shall be clearly identified on the facility use application. This includes, but is not limited to, fencing, pitching machines, backstops, soccer goals, and any other non-affixed/non-permanent secured equipment. This does not include, and is not limited to, corner flags, footballs, soccer balls, line markers and other similar or like equipment.
- B. The additional equipment shall be purchased from a reputable company and used for its designed purpose. For example, a baseball backstop shall be used for baseball only and not used as a soccer goal.
- C. The additional equipment shall be reviewed by the City building inspector and secured or installed by reputable contractor approved by the City at the expense of the youth organization, or its agent, at the beginning of the season. All required permit fees is the responsibility of the youth organization.
- D. The youth affiliate shall inspect the additional equipment on a daily basis to ensure that it is being used for its designed purpose and is secured and maintained properly.
- E. City staff will inspect the equipment prior to start of the season, during the season, and will verify that it is removed at the end of the season.
- F. It is the responsibility of the affiliate to install/secure and remove the additional equipment. The youth affiliate shall be assessed a fine of \$100.00 for each day, after the last calendar day of use, that the additional equipment remains at the facility. In addition, if the affiliate fails to remove the additional equipment in a timely manner and the City has to remove it, the youth affiliate shall pay all costs associated with its removal. Affiliates acknowledge that the City will not be liable for any damage caused to the equipment if City has to remove it.
- G. The youth affiliate acknowledges and understands that the City of La Habra shall not be responsible for any injuries or damages sustained by anyone that were caused by, or a result of, the additional equipment. It is the responsibility of the youth organization to make sure that equipment is properly maintained and used for its proper use. Any damages to the equipment is the sole responsibility of the youth organization.

Inclement Weather Procedures

The City of La Habra has the authority to cancel scheduled games or practices if it is deemed that a field is unsafe. The City of La Habra Recreation Division uses all social media platforms to communicate field conditions. All coaches, team managers and participant's families should be encouraged to "Like" the La Habra Recreation Division Facebook page so that they may have access to updated information on field condition reports. By using this social media platform, affiliate members can learn about field status and conditions quickly, alleviating the need for phone call chains.

During or in anticipation of bad weather, the initial field assessment will be posted at approximately 9:00 a.m. The final assessment will be posted by 3:00 p.m. The City's decision regarding field conditions and status will supersede any decision made affiliate (coaches and board members), and affiliates who violate the field closure will be held responsible for field damage or player injuries that occurs.

The protocols for inclement weather are as follows:

1. City staff will make initial assessment at 9:00 a.m. that morning, and an announcement will be posted to "La Habra Recreation Division" Facebook page.
2. At this time, city staff and the youth organizations can attempt to improve field conditions. All tools must be approved by public works and all supply cost are the responsibility of the youth organization.
3. At 3:00 p.m., City staff, and a representative of the youth sports group, if available, will make a second assessment at each field site. City Staff will make the final decision, and an announcement will be posted to the La Habra Recreation Division Facebook page.

FieldMaintenance

The City and School District creates an annual maintenance scheduled based on pre-determined specifications. When a request for additional maintenance has been requested, charges may be assessed to the requesting organization. Any capital projects for improvements being requested from the youth organization must be submitted in writing and organization should assume that the organization will be responsible for the cost. An estimate of cost will be drafted and provided to the youth organization prior to work being started.

FieldLights

Esteli Park and La Bonita Park use a Skylogix lighting system. Each season, an affiliate will be assigned responsibility for turning on and turning off the system. Users will not be able to turn on lights prior to 5:05 p.m. Each affiliate organization must provide a list of their personnel who will be assigned a pin number. At the end of the season, the previous group's pin numbers will be deactivated, and reset for the next groups use.

Katie Elmore and Bernard Nolen are the points of contact for all lighting needs They can be reached via email at kelmore@lahabraca.gov or bnolen@lahabraca.gov or by telephone at 562-383-4200.

Edison Billing

In 2009, the City instituted a policy that each affiliate is responsible for a portion of the electricity charges they generate as a result of their use of field light use. The City will be responsible for the amount of electricity required to maintain the basic needs of the facility which include restrooms, landscape controllers, and security lighting. On average, these types account for approximately 15% of the total electricity bill for the facility. The affiliate will be responsible for the remaining 85% of the electricity charges during their use. The City will pay the full cost of the facility during closures.

Southern California Edison (SCE) billing works on a tier system. The City has made arrangements with SCE so that charges are at the lower rate as long as the field lights are not turned on no earlier than 5:05 p.m. If lights are turned on prior to that time, the rates are automatically charged by the SCE higher rate for the entire month. This will result in higher SCE charges. The City will periodically review the percentage as it upgrades its control system, and lighting technologies improve. The Community Services Department has worked with the City's Finance Department to develop a billing form that is programmed to charge based on percentage of use. In the fall, Esteli Park's primary user is La Habra Pop Warner Football, and its secondary user is La Habra Little League. At this time, the percentage will be divided among the two groups. La Bonita Park lighting will be billed according to their use.

The City will prepare an invoice with a copy of the original Edison Bill attached to it and will send to the designated person for each affiliate. Payment of these bills is expected within 14 days of the group receiving it. Checks are to be mailed to the City of the La Habra Community Service Department, 101 W. La Habra Boulevard, Attention Recreation Manager. Any concerns regarding the bill must be addressed immediately following the receipt of the invoice.

PestControl

La Habra Little League and La Habra Pop Warner agreed to a year-round pest control program at Esteli Park to curb the rodent problem. La Habra Little League will pay for six (6) months (January through June) of the service, and La Habra Pop Warner will pay for six (6) months of (July through December). Checks are to be mailed to the City of the La Habra Community Service Department, 101 W. La Habra Boulevard, Attention Recreation Manager. Any concerns regarding the bill must be addressed immediately following the receipt of the invoice.

Portable Restrooms

Portable toilets will be ordered by the City and billedtotheaffiliate. The affiliate will be responsible for opening and closing the portable toilet when needed. The portable toilet location will be determined by the City and School District at each site. Portable toilets tend to be vandalized and we encourage the affiliates to report any vandalism or damage to City staff as soon as possible. Any cost associated with damage to the units will be billed to the youth organization.

AffiliateSub-Contractors

The City recognizes that as part of the ongoing effort to improve the quality of instruction to its members, sub-contractors and trainers may be hired by affiliates on occasion. All affiliates must notify the City of any sub-contractors providing services for their organization. All youth affiliates are responsible for making sure that the sub-contractor or trainer has successfully passed a background screening and is cleared by the league for participation. The sub-contractor/trainer can only use the same facilities as the La Habra based youth organization is assigned to. Sub-contractors are required to have a City business license and must supply the City with liability coverage, naming the City as additional insured (see City of La Habra Youth Sport Affiliate Insurance Requirements). Priority should be given to La Habra based sub-contractors and trainers.

SpecialNeedsProgramming

The City understands that sports programs that are designed to meet the needs of youth with mental or physical challenges accept participants on a regional basis. The City and School District residency requirements will be waived if the proposed program is an extension of an existing La Habra affiliated program. The sponsoring organization must show that an effort was made to meet the affiliated policy residency requirements.

Tournaments

The City is supportive of hosting tournaments that do not conflict with existing La Habra based affiliates. The City acknowledges that tournaments may be one alternative to help generate revenue for the City to help offset maintenance and staff costs.

In order to host a tournament, the affiliate must submit a proposal in writing, and the request must be supported by the affiliate's governing body.

The proposal must include:

A. Tournament dates and times and the name of the governing body.

Tournament dates are to be submitted to the City as soon as possible. The organizations should look at the facility use calendar first to determine if additional programming is within the approved time frame. Should it be outside that scheduled time frame, the organization needs to communicate details of the unscheduled event to Community Services Department before making any commitment. The City will process the information to determine if the request can be accommodated. This is no guarantee that it will be approved but the City will process the request to make sure that there are no conflicts

All applications must be submitted by the affiliate's governing body and include a certificate of liability insurance meeting the requirements listed in the La Habra Youth Sport Affiliate Insurance Requirements.

B. A summary ensuring that the field meets the tournament guidelines. Simple modifications may be considered, however removal of sod, fencing or any other major modification will not be allowed.

C. Tournament expectations regarding sponsors and signage.

D. A plan detailing theefforts to ensure that the facility is clean and neat prior to, during, and following the tournament.

E. Tournaments, which serve as a fundraiser, must provide ten percent of gross receipts to the City, for the first tournament, plus staff fees.

Following the submittal of a request, the Community Services Department will review the proposal will respond in writing within two weeks. The response will include any conditions required for the tournament and any fees associated with said use.

Website/Social MediaInformation

The City encourages each youth sports organization to keep its website updated with the most current information essential to both its members and the general public, including the following information on your website;

- List of facilities being used for the specific season
- List of all team coaches, and manager's contact information
- Organization's Articles of Incorporation
- Organization's information that is required for its non-profit status, including financial information, board minutes, and board of directors' contact information and their positions on the board.
- City of La Habra Sport Affiliate Policy
- La Habra City School District Joint Use Agreement
- League affiliates (i.e. what city's and organizations you league play with)

The City is using social media to provide important information to players, coaches, managers, and parents. Each organization should have an active social media page and is required to "Like" the City La Habra Recreation Division Facebook page. Organizations must include this information in their players', coaches, managers, and parents' guide/information packets provided at time of registration, as well as presented at all meetings with players', coaches', managers', and parents.

The City of La Habra also has a City App designed to identify areas of concern, such as graffiti, potholes, graffiti, vandalism, issues with sidewalk, parks and trees and shrubs. Players, coaches, managers, and parents are encouraged to download this App to report any conditions of concern. The App can be found on the City of La Habra website.

FACILITIES AND FACILITY ASSIGNMENT

The City produces an annual calendar to help better manage use of the facilities. Each Google Sheet represents a facility and included are blocked out dates. We will begin setting our annual calendar in July of each year in preparation that the calendar is included in our Sport Affiliate Policy. Calendars are located on Attachment C.

YouthBaseballFacilities - Esteli Park, Ladera Palma Elementary School & Portola Park

YouthBasketballFacilities - La Bonita Park & El Centro Basketball Courts

YouthFootballFacilities - Esteli Park

YouthSoftballFacilities - La Bonita Park

YouthSoccerFacilities - Imperial Middle School & Orsonio Park

CityFacilitiesRulesand Guidelines

EsteliPark (LaHabraLittle Leagueand LaHabraPopWarner)

- A. Facility hours for activity Monday through Saturday 8:00 a.m. to 10:00 p.m., Saturday, 8:00 a.m. to 10:00 p.m. and Sundays, 9:00 a.m. to 9:00 p.m.

- A. The football field and Dick Gross field are closed for renovation from December 1st, 2018 through January 31st, 2019 and July 1st, 2019 through August 28th, 2019 during which time the Parks Division will schedule field rest and renovation. Affiliates will be informed if any additional time will be needed. The City expects that each group will honor their dates and no programs activities will be scheduled without prior approval from the City.

- B. Esteli Park (Dick Gross field, Skeeter Holt field and/or Ladera Palma, Steve Anderson field) will be available after January 31st of 2018 for La Habra City Little League programming.

- C. Three (3) vehicles will be allowed to park near the snack bar for volunteers. No other vehicles are to be driven on the site for any purpose without prior written approval.. This is a self-governing policy and should there be more than three vehicles at any given time, parties will be asked to provide the names of the people responsible for said vehicles. . If we continue to see violations the City of La Habra reserves the right to either assign a staff member at the site at youth affiliates expense or assess a \$50 fine to the league for each vehicle above the three vehicle parking threshold.

- D. The affiliate groups will be responsible for paying for additional maintenance outside of the scope of this agreement.

- E. Portable public address systems should be directed towards audience and away from the neighboring homes. The City's sound ordinance (55 decibels) will be strictly enforced.

- F. Failure to follow the park rules may result in City staff being assigned to the facility, at its discretion and at the affiliates cost, to ensure compliance with the rules.

- G. Esteli Park fields are shared by La Habra City Little League baseball (priority use in the spring) and La Habra Pop Warner Football/Cheer (priority use in the fall). During the fall season, a limited use by La Habra City Little League for their fall program is allowed, as long as it does not conflict with Pop Warner activities. Skeeter Holt Baseball Field is closed to all public use including Pop Warner Football and/or soccer use with the exception of possible Pop Warner Cheer Leader activities. La Habra Pop Warner will develop a use schedule that includes

all uses, including team pictures, cheer practices, bowl games, possible playoff dates, and fundraisers.

- H. The organizations should look at the facility use calendar first to determine if additional programming is within the approved time frame. Should it be outside that scheduled time frame the organization needs to communicate details of the unscheduled event to Community Services Department before any commitment is made. The City will process the information to determine if we could accommodate the said request.
- I. Failure to follow park rules may result in City staff being assigned to the facility at the affiliates cost, to ensure compliance with the rules.

Portola Park Rules/Guidelines (LaHabraLittleLeague)

- A. Facility hours of operation are Monday through Friday 8:00 a.m. to dusk, Saturday and Sundays 9:00 a.m. to dusk.

- B. The facility will be closed for renovations December 20th, 2018 through February 4th, 2019 and July 15th, 2019 through August 23rd, 2019. During this time the Parks Division will schedule field rest and renovation. Affiliates will be notified if additional rest or renovation time will be needed. Affiliates will honor these dates and no program activities will be allowed during this period.

- C. No vehicles are to be driven on sites for any purpose without prior written approval.

- D. The affiliate will be responsible for paying for additional maintenance incurred by the City outside of the scope of this agreement.

- E. Failure to follow the park rules may result in City staff being assigned to the facility, at the sports group's cost, to ensure compliance with the rules.

- F. Failure to follow park rules may result in City staff being assigned to the facility at the affiliates cost, to ensure compliance with the rules.

LaBonita Park Rules/Guidelines (LaHabraGirlsSoftball)

- A. Facility game times are Monday through Saturday 9:00 a.m. to 9:00 p.m., lights off at 9:30 p.m. No new game will begin later than 7:30 p.m.; Saturdays (game time) at 9:00 a.m. to 8:00 p.m. (no new game will begin after 6:30 p.m.); and Sunday (game time) is at 10:00 a.m. to 8:00 p.m. (no new game will begin after 6:30 p.m.). All noise and activity should be kept to a minimum during this one-hour period prior to when games begin. No one will be allowed on the facility before these times, and activities are not permitted prior to the indicated time.
- B. The facility will only be used 26 Sundays each year. A schedule will be developed by the Community Services Department denoting the closed days.
- C. The facility will be closed for renovations after the first complete weekend in December 8th, 2018 (due to hosting the Operation Santa Tournament) and reopen the first complete weekend in February 8th 2019, and July 1st, 2019 through August 28th, 2019. During this time the Parks Division will schedule field rest and renovation. Affiliates will be notified if additional rest or renovation time will be needed. Affiliates will honor these dates and no program activities will be allowed during this period.
- D. The Operation Santa tournament and USA District Tournaments will be granted special permission to begin games at 8:00am on Saturday and 9:00am on Sunday and must complete games by 10:00pm on Saturday and 9:30pm on Sunday.
- E. Teams who qualify for USA National Tournament may be granted access to the park, with the agreement that the Public Works Department will approve a specific field for use. Practice will be allowed Monday through Friday, 10:00 a.m. to 8:30 p.m. with two Saturdays and no Sundays during the month of July. No friendly tournaments or use of field lights will be allowed. Practice times will be allowed until the team has been eliminated from further USA Softball competitions. All use must be completed by July 31st.
- F. The affiliate will be responsible for paying any additional maintenance cost incurred by the City outside of the scope of this tournament.
- G. The facility will reopen for one day for tryouts, and the La Habra Public Works Department will designate one (1) softball field for use on Saturday, January 19th, 2019 and Sunday, January 20th, 2019.
- H. No parking is permitted Monday through Saturday on Fahringer Way adjacent to the Boys and Girls Club, State Pre-School, and Futsal Courts.
- I. No vehicles are to be driven on the site for any purpose without prior written approval.

- J. Youth groups will be responsible for paying for additional maintenance outside the scope of this agreement.
- K. Fields are to be watered to reduce dust prior to dragging and lining.
- L. Field #2 and #3 (south fields) should be used before fields #1 and #4 (north fields) as a courtesy to the neighbors. Championship game should be scheduled on field #3.
- M. Portable public address system should be directed to the audience and away from the neighboring homes. The City's sound ordinance (12 decibels) will be strictly enforced.
- N. Failure to follow the park rules may result in City staff being assigned to the facility, at the sports group's cost, to ensure compliance with the rules.
- O. Failure to follow park rules may result in City staff being assigned to the facility at the affiliates cost, to ensure compliance with the rules.

OsornioPark (La Habra Pumas)

- A. Facility hours of operation for activity Monday through Friday 8:00 a.m. to dusk, Saturday and Sundays 9:00 a.m. to dusk.
- B. Facility will be closed for renovation December 1st, 2018 through February 1st, 2019 and July 1st, 2019 through August 28th, 2019. During this time the Parks Division will schedule field rest and renovation. Affiliates will be notified if additional rest or renovation time will be needed. Affiliates will honor these dates and no program activities will be allowed during this period.
- C. No vehicles are to be driven on the site for any purpose without prior written approval.
- D. The affiliate will be responsible for paying for additional maintenance outside of the scope of this agreement.
- G. Groups are responsible for placing portable toilets on the site and making sure they are serviced regularly.
- H. Failure to follow park rules may result in City staff being assigned to the facility at the affiliates cost, to ensure compliance with the rules.

LaHabraCitySchoolDistrictFacilitiesGeneralRules/Guidelines

- A. Renovation days are determined by the District, and the affiliate will be notified when they are scheduled.
- B. No vehicles are to be driven on School District property for any reason.
- C. School District staff will be responsible for advising City staff where portable toilets can be placed by the City on the site. The affiliate will be responsible for ensuring sure they are serviced regularly. City staff will arrange for their removal at the end of the season.

LaderaPalma ElementarySchoolFacilitiesGeneralRules/Guidelines

All school baseball fields will be closed for renovation December 1st, 2018 through January 31st, 2019 and July 1st, 2019 through August 28th, 2019. During this time the Parks Division will schedule field rest and renovation. Affiliates will be notified if additional rest or renovation time will be needed. Affiliates will honor these dates and no program activities will be allowed during this period.

Note: La Habra City Little League will be responsible for all infield renovations for Ladera Palma Elementary School grounds during renovations period beginning July 1st, 2019 through August 28th, 2019. The City of La Habra Public Works Department will provide the scope of work that needs to be completed for each renovation.

ImperialMiddle SchoolRules/Guidelines

The soccer fields are available for use during non-school hours. All maintenance is done by School District staff. The restrooms and snack bar are managed by youth sport group assigned facility.

PointsofContact During Normal (BusinessHours)

The City makes every effort to ensure that it is serving the facility needs for all its approved Affiliates. Field Allocation administration, lights, and special events are the responsibilities of the Community Service Department, Recreation Division. If there are any issues involving these areas please contact the following personnel:

Bernard Nolen: field allocation, lighting and all special events. Contact him during regular business hours (8:00 a.m.-5:00 p.m.) and for non-emergencies at 562-383- 4210 or by email at bnolen@lahabraca.gov. If he is not available, please contact Katie Elmore at 562-383-4208 or by email at kelmore@lahabraca.gov.

For all issues, please contact David De Leon, Recreation Manager at 562-383-4206 or by email at ddeleon@lahabraca.gov.

If the issue is not resolved, please contact Kelly Fujio, Director of Community Service, at 562-383-4200 or by email at ffujio@lahabraca.gov.

Park Maintenance is the responsibility of the Public Works Department Park Division:

David Villalba, Park Supervisor: park maintenance including irrigation, trash or restroom issues. Contact him during regular business hours (7:00 a.m.-4:00 p.m.) and for non-emergencies at 562-383-5179 or 562-383-4170 or by email at dvillalba@lahabraca.gov.

For any other concerns, please contact Mark Compton, Public Works Operations Manager, at 562-383-5187 or by email him at mcompton@lahabraca.gov.

If the issue is not resolved, contact Elias Saykali, Director of Public Works, at 562-383-4170 or by email him at atesaykali@lahabraca.gov.

PointsofContact and ForEmergencies(AfterHours)

In the event of an unexpected after hour issue or non-life threatening emergency at any City facility or park, please contact La Habra Police Dispatch at 562-383-4300 and provide them with the specific details/location and immediate contact information. Dispatch will contact on call maintenance, facilities or recreation personnel as necessary. They will make contact with you and respond to your concern as soon as possible.

In the event of a life-threatening emergency, call 911.

Summary Page

The Sport Affiliate Policy will take effect immediately upon Community Services Commission approval. The City reserves the right to manage the facilities in the best interest of the community and to modify this policy as needed. Failure to follow park rules may result in City staff being assigned to the facility at the affiliates cost, to ensure compliance with the rules.

Print Name

Date

Signature

Position

ATTACHMENT A



CITY OF LA HABRA YOUTH SPORTS AFFILIATES CERTIFICATE OF INSURANCE REQUIREMENTS

A certificate of liability insurance (COI) and endorsement naming the City as additional insured, from your group/organization **MUST** be submitted when using/renting any city building.

The certificate must include:

1. Date of Event(s). If it is for the entire year, please cover the entire year.
2. Type of event or activity
3. The City of La Habra must be named additional insured for two million dollars (2,000,000.00) comprehensive general liability to include: contractual liability, business auto, products (including food if applicable) and broad form property damage
4. Insurance must be provided by a carrier rated A-VII or higher by Best's Insurance Rating Service
5. All activities and rental insurance requirements are subject to review and approval by appointed City personnel
6. Automobile Liability is required for all vendors who will be operating an automobile during the event and timeframe listed on the insurance policy. Coverage must include at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with limit no less than \$1,000,000 each accident for bodily injury and property damage.
7. Workers' Compensation and Employers' Liability is required for all vendors that employ workers for the event and timeframe listed on the insurance policy. Workers' Compensation as required by the State of California with statutory limits, and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury or disease.

Also, the following wording MUST be included on the COI and endorsement:

CommercialGeneralLiability

Additional Insured: The City, its elected officials, officers, employees, volunteers, boards, agents and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the named insured including materials, parts or equipment furnished in connection with such work or operations.

Additional Insured Endorsements shall be at least as broad as ISO Form(s) CG 20 10 11 85; or CG 20 10 and CG 2037.

Workers'Compensation

Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

Insurance Obligations of Vendor

The Insurance obligations under this agreement shall be: (1) all the Insurance coverage and/or limits carried by or available to the vendor; or (2) the minimum Insurance coverage requirements and/or limits shown in this agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the City. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the Vendor under this agreement.

Please include the following in the additional insured endorsement along with the COI .


City of La Habra

110 E. La Habra Blvd.

La Habra, CA 90631

CITY OF LA HABRA

Healthy Food & Beverage Policy

Policy Number: 5.95
Approved By: 
Effective Date: November 1, 2015
Last Revision: November 1, 2015

Scope: In 2004, the League of California Cities adopted a resolution to encourage cities to embrace policies that facilitate activities to promote healthier lifestyles and communities, including healthy diet and nutrition.

Purpose: To increase awareness about the obesity epidemic and improve the future health and well-being of La Habra employees and residents, and to offer alternatives and reduce access to unhealthy foods and beverages at City facilities, which could help prevent the future of onset health issues, such as obesity, heart disease, diabetes, cancer and respiratory complications.

Summary: This policy establishes guidelines for City staff to follow when planning programs, events and meetings that involve the use of public funds for serving snacks, beverages and meals. This policy exempts food service by outside organizations and at private events.

This policy outlines the standards for snack foods and beverages available in any vending machines located on City property, as well as those purchased and served at all meetings, programs and events that are led or coordinated by City staff. The goal of the standards is to improve the health of all La Habra employees and residents that utilize City services and participate in City programs and events. These standards are consistent with the nutrition guidelines established by the US Department of Health and Human Services "Guidelines for Americans" with the purpose of providing science-based advice to promote health and reduce the risk of chronic disease through diet and physical activity.

These standards do not apply to food and beverages available at events within the City that require a Special Event permit (i.e. festivals, parades, etc.), or activities and events occurring on private property. Employee birthdays, potlucks and retirement parties are also exempt.

I. Standards for Snack Foods :

All snack items must comply with the following:

- Total Fat 35% or less of calories from fat
- Saturated Fat 10% or less of calories from saturated fat

CITY OF LA HABRA

- Trans Fat: No trans fats or no "partially hydrogenated oil" listed in ingredients list
- Sugar: 35% or less sugar by weight
- Calories: 250 calorie maximum per single serving food item
- Sodium: 360 mg or less of sodium per package/serving and include at least one item that meets the snack criteria and also meets the FDA definition of "low sodium" less than 140 mg per serving or portion

Exempt snack items include:

- Fruits and vegetables- excludes processed foods with added sweeteners or fat
- Nuts and seeds (Including plant based fats, e.g., peanut butter, almond butter)
- Plant based spreads (e.g., hummus, pesto dip, etc.)
- Low fat or reduced fat cheeses

II. Standards for Beverages

A majority of beverages will comply with the following:

- Fruit and/or vegetable based drinks that are 50-100% real juice and contain no added caloric or non-caloric sweeteners
- Drinking water with no added caloric or non-caloric sweeteners
- 1% low fat or nonfat unflavored milk products
- Dairy alternative (soy) products that contain no more than 35% sugar by weight or contain no more than 3 teaspoons of sugar for one cup
- Fresh coffee and tea, and any unsweetened iced tea

Water is required to be available in all vending machines and at all meetings, events and programs that serve beverages.

III. Future Contracts:

Upon renewal of the City's existing vending machine contracts, requires a majority of the products sold in vending machines on City property to meet the specified nutrition guidelines set forth in this policy.

IV. Sustainability and Training

Community Services Department will provide annual training to all employees.

ORDINANCE NO. 1816

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA HABRA AMENDING CHAPTER 12.28 ("PARKS") OF TITLE 12 ("STREETS, SIDEWALKS AND PUBLIC PLACES") OF THE LA HABRA MUNICIPAL CODE TO PROHIBIT SMOKING, VAPING, AND THE USE OF ELECTRONIC SMOKING DEVICES IN CITY PARKS AND CITY PARK PARKING LOTS.

WHEREAS, numerous studies have shown that second-hand smoke and second hand vaping is a significant public health hazard. The U.S. Environmental Agency has classified second-hand smoke as a Group A carcinogen, the most dangerous class of carcinogen. Smoking in City parks endangers children and others by exposing them to second-hand smoke. Moreover, children and youth who observe smoking and tobacco use in City parks may model the behavior. There is no risk-free level of exposure to second hand smoke.

WHEREAS, the City Council has determined that banning smoking in City parks, and City park parking lots is necessary to protect the health, safety, and welfare of La Habra residents and visitors. There is indisputable evidence that 100% smoke-free environments are the only effective way to protect the population from the harmful effects of exposure to second hand smoke;

WHEREAS, parks provide one of the few affordable entertainment options for individuals and families;

WHEREAS, tobacco litter and matches dropped in parks are particularly dangerous to young children who step on them or ingest them, sometimes while they are still hot, and creates additional work for maintenance staff; and

WHEREAS, tobacco products are poisonous to wildlife which inhabit or visit the parks and are generally detrimental to the environment; and

WHEREAS, prohibiting smoking and vaping in the City's parks and adjacent public areas will ensure that nonsmokers may breathe air free from the hazardous effects of secondhand smoke, will protect the public's health, comfort and welfare and promote a healthier environment; and

WHEREAS, the City, by virtue of the police powers delegated to it by the California Constitution, is authorized to adopt policies to promote the health, safety, and general welfare of its residents;

WHEREAS, the City desires to amend the La Habra Municipal Code to prohibit smoking, vaping and the use of electronic smoking devices at City parks, and City park parking lots; and

WHEREAS, the City Council of the City of La Habra, pursuant to the provisions of the California Environmental Quality Act ("CEQA") (California Public Resources Code Sections 21000 et seq.) and State CEQA guidelines (Sections 15000 et seq.) has determined that the Ordinance is exempt pursuant to Section 15061(b)(3) of Title 14 the California Code of Regulations.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA HABRA, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein.

SECTION 2. Section 12.28.140 ("Smoking prohibited") is hereby added to Chapter 12.28 ("Parks") of Title 12 ("STREETS, SIDEWALKS AND PUBLIC PLACES") of the La Habra Municipal Code as follows:

Section 12.28.140 Smoking prohibited.

A. Purpose

The purpose of this ordinance is to:

1. Protect the public health, safety and general welfare by prohibiting smoking in recreational areas under circumstances where other persons will be exposed to secondhand smoke;
2. Assure a cleaner and more hygienic environment for the city, its residents, and its natural resources;
3. Strike a reasonable balance between the interests of persons who smoke and the interests of nonsmokers, including children, to breathe smoke-free air, recognizing the threat to public health and the environment which smoking causes;
4. Provide for the public health, safety, and welfare by discouraging the inherently dangerous behavior of smoking around non-tobacco users, by protecting children from exposure to smoking where they live and play; and by protecting the public from nonconsensual exposure to secondhand smoke; and
5. Supplement applicable state and federal laws pertaining to smoking and not to duplicate, contradict, or frustrate such laws. This chapter shall be construed consistently with that intention.

B. Definitions

Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in this chapter:

"City park" means all city-owned or city-leased property designated as a city park, which area includes the parking lot for the City park.

"Smoke", "Vape", "Smoking" or "Vaping" means and includes any of the following: (1) the direct burning or indirect heating of any cigar, cigarette, pipe, electronic cigarette, or any similar kind of smoking equipment or article, using any form of tobacco, plant product including marijuana, or other combustible substance in any form, or (2) the holding or carrying of a lighted or operated cigar, cigarette, pipe, electronic cigarette, or any other lighted smoking equipment or device, or (3) emitting or exhaling the smoke directly from a cigar, cigarette, pipe, electronic cigarette, or any other lighted smoking equipment or device. "Smoke" also means the gaseous or vaporous products or particles created by the use of a lighted or operated pipe, cigar, cigarette, electronic cigarette, or other kind of smoking equipment or article.

C. Prohibition.

1. It is unlawful for any person at any time to smoke in any of the following places:
 - City parks;
 - City park parking lots;
 - Within 20 feet of any city park;
 - Within 20 feet of any city park parking lot;
 - Within 25 feet of any playground or tot-lot sandbox area
2. No person shall intimidate, threaten any reprisal, or effect any reprisal, for the purpose of retaliating against another person who seeks to obtain compliance with this section.

D. Posting of signs required

Conspicuous signs that contain all capital lettering at least one inch (1")in height on a contrasting background stating this prohibition shall be posted in all public parks.

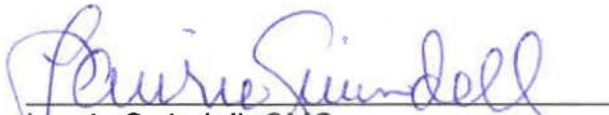
E. This Ordinance shall become effective thirty (30) days from and after its adoption. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published as required by law.

PASSED, APPROVED AND ADOPTED this 16 day of March, 2020.



Tom Beamish, Mayor

ATTEST:




Laurie Swindell, CMC
City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS.
CITY OF LA HABRA)

I, Laurie Swindell, CMC, City Clerk for the City of La Habra, do hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 1816 introduced at a joint regular meeting of the City Council of the City of La Habra held on the 16th day of March, 2020 and was finally adopted at a regular meeting held on the 6th day of April, 2020 by the following vote:

AYES: COUNCILMEMBERS: Beamish, Espinoza, Gomez, Medrano
NOES: COUNCILMEMBERS: Shaw
ABSTAIN: COUNCILMEMBERS: NONE
ABSENT: COUNCILMEMBERS: NONE

Witness my hand and the official seal of the City of La Habra
this
6th day of April, 2020.



Laurie Swindell, CMC
City Clerk

2019 Facility Use Availability La Bonita Park - Field 1, 2, 3, and 4

Holiday	Closed				School Function				Special Event				La Habra Softball							
	January				February				March											
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4	5							3	4	5	6	7	8	9
6	7	8	9	10	11	12								10	11	12	13	14	15	16
13	14	15	16	17	18	19								17	18	19	20	21	22	23
20	21	22	23	24	25	26								24	25	26	27	28		
27	28	29	30	31										31						

April				May				June												
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4	5	6						2	3	4	5	6	7	8
7	8	9	10	11	12	13								9	10	11	12	13	14	15
14	15	16	17	18	19	20								16	17	18	19	20	21	22
21	22	23	24	25	26	27								23	24	25	26	27	28	29
28	29	30												30						

July				August				September												
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4	5	6						1	2	3	4	5	6	7
7	8	9	10	11	12	13								8	9	10	11	12	13	14
14	15	16	17	18	19	20								15	16	17	18	19	20	21
21	22	23	24	25	26	27								22	23	24	25	26	27	28
28	29	30	31											29	30					

October				November				December												
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
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20	21	22	23	24	25	26								23	24	25	26	27	28	29
27	28	29	30	31										30	31					

2019 Facility Use Availability - Ladera Palma School - Don Steves, Bob O, and Anderson Fields

Holiday							Closed							Le Hiba Life League						
January							February							March						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
							3	4	5	6	7	8	9	3	4	5	6	7	8	9
6	7	8	9	10	11	12	10	11	12	13	14	15	16	10	11	12	13	14	15	16
13	14	15	16	17	18	19	17	18	19	20	21	22	23	17	18	19	20	21	22	23
20	21	22	23	24	25	26	24	25	26	27	28			24	25	26	27	28	29	30
27	28	29	30	31										31						
April							May							June						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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7	8	9	10	11	12	13	12	13	14	15	16	17	18	10	11	12	13	14	15	
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29
28	29	30												30						
July							August							September						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21
21	22	23	24	25	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28
28	29	30	31											29	30					
October							November							December						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
							3	4	5	6	7	8	9	1	2	3	4	5	6	7
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28
27	28	29	30	31										29	30					