



YOUTH SPORTS PROVIDERS CHECKLIST

In-House Use Only

Organization: _____

Fiscal Year: _____

Contact Name: _____

Phone: _____ Cell Phone: _____

Email: _____

All items must be on file prior to the official start of the Youth Sports Provider's League Play/Practice Season with Parks and Recreation.

Documentation Requirements

- ☐ Memorandum of Understanding
- ☐ Hold Harmless Agreement includes City of Pensacola
- ☐ Current List of All Staff, Volunteers, Board Members, and Coaches
- ☐ Copy of Organization's By-Laws, Constitution, Rules & League Guidelines
- ☐ Copy of any written Disciplinary Guidelines for participants & parents
- ☐ Certificate of Insurance-Additional Insured City of Pensacola
- ☐ Copy of all Level 1 background checks performed*
(includes all coaches, assistant coaches, board members, referees and volunteers)

*Challenges to failed screenings require written justification and Director's approval

	Spring	Fall
Number of Registered Participants		
Fees Received by the City (\$10 per participant)		
Proposed In-kind or Maintenance Cost Brief Description of In-kind Services:		
PROPOSED TOTAL		



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Must be turned in by the fourth week of games

Organization: _____

Fiscal Year: _____

Contact Name: _____

Phone: _____ Cell Phone: _____

Email: _____

	Spring	Fall
Number of Registered Participants		
City Fees Paid (\$10 per participant)		
In-kind or Maintenance (Must Include Receipts)		
	Receipts	Receipts
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total In-Kind Maintenance		
Net		