



LANGUAGE ACCESS PLAN

Houston Parks and Recreation Department

January 31, 2014

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PURPOSE

On July 31, 2013, Mayor Annise Parker signed Executive Order 1-17 under the authority of Article VI, Section 7a, of the City Charter of the City of Houston. The order mandates all City departments to establish policies for providing information about City services, programs, and activities to residents and visitors with limited English language proficiency (LEP).

The language access order calls for the translation of essential public information into five languages other than English for which there is the greatest need among Houston residents. The Office of International Communities, which oversees the project, will conduct a data-driven language needs assessment, working closely with City departments, international community leaders and stakeholders and university-based experts to identify the five languages that will be adopted into the plan.

The language access executive order is aligned with Mayor Parker's commitment to strengthening the city's economy and improving the quality of life for all Houstonians.

In addition to the mandate presented by Executive Order 1-17, federal precedents exist for the provision of language access services which are relevant to the City. The two main legal bases for language access are Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on national origin, and 2000's Executive Order 13166, which affirms Title VI's language access requirement and outlines additional requirements. Any entity receiving federal support, even indirectly, is required to provide language access. Moreover, Title VI applies to a recipient's entire program or activity. This means all parts of a recipient's operations are covered, regardless of whether the recipient is only partially funded through federal funds. Language access requirements are therefore relevant to a wide variety of programs, services and activities provided by Houston city agencies.¹

As required by Executive Order 1-17, the Houston Parks and Recreation Department (HPARD) has prepared this Language Access Plan ("LAP" or "Plan") in order to create a set of protocols for providing meaningful access to Department services, programs, and activities (both written and orally communicated) to LEP individuals.

¹Executive Order 13166 can be found at: <http://www.gpo.gov/fdsys/pkg/FR-2000-08-16/pdf/00-20938.pdf> and related guidance on implementation of the federal Executive Order can be found at: <http://www.gpo.gov/fdsys/pkg/FR-2002-06-18/pdf/02-15207.pdf>

DEPARTMENT INFORMATION

About the Houston Parks and Recreation Department (HPARD)

Mission: To enhance the quality of urban life by providing safe, well-maintained parks and offering affordable programming for our community.

HPARD is responsible for the stewardship and maintenance of 37,832 acres of parkland including 366 developed parks, 220 natural green spaces and 12,000 water-covered acres (includes Lake Houston). We manage and operate many types of recreational facilities including 60 community centers, 37 pools, 4 golf courses, and 3 tennis center as well as hundreds of sports fields for soccer, baseball, softball, football and rugby.

Programs offered to the community include After-School and Summer Enrichment for Youth, Summer Food Service Program, Adult Sports Leagues, and Senior Programs among many others.

The Department achieved accreditation from the Commission for Accreditation of Park & Recreation Agencies – National Recreation & Parks Association (CAPRA) in 2008 and was re-accredited in 2013.

Department Divisions

- Greenspace Management
- Recreation and Wellness
- Facilities Management and Development
- Management and Finance
- Communications

Contact Information

Director

Joe Turner
2999 S. Wayside Drive
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Language Access Coordinator

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KEY DEFINITIONS

Essential Public Information: The Executive Order defines “Essential Public Information” as any information developed or used by the department and deemed vital for purposes of public safety, public health, and economic development. This term is used interchangeably with the term “vital documents.”

Executive Order 1-17: This is a policy directive signed by the Mayor that mandates all City departments to establish policies for providing information about City services, programs, and activities to residents and visitors with limited English language proficiency (LEP).

Interpretation & Translation: Interpretation involves *oral* communication. Translation involves *written* communication.

iSpeak Cards: These are cards that can be used to help an LEP individual obtain interpretive services. LEP’s are instructed to go online to find their language and print them. They can insert their name on the blank line on both the English and the non-English language statements. They then cut along the border lines, place back-to-back with adhesive (glue or paste), and laminate the card. They can keep these cards in their wallet to be used to help them get interpretive services when needed. You can access iSpeak cards at many online resources, including: <http://www.cdss.ca.gov/civilrights/PG584.htm>

iSpeak Houston: This is the Mayor’s designee for all language access activities in the City of Houston. As a part of the Department of Neighborhoods, iSpeak Houston oversees the City of Houston Language Access Task Force and liaisons with the City departments through the Language Access Coordinators, who also serve as members of the task force. In addition to serving as the hub for all language access activities, iSpeak Houston offers language access technical support and services to City of Houston staff.

Language Access Coordinator: These individuals are responsible for devising and ensuring that the City department they represent is in compliance with the Mayor’s Executive Order 1-17, and that their department adheres to its language access policy directives, plan, and procedures to provide meaningful access to LEP persons. They also represent their department on the City of Houston Language Access Task Force.

Language Line/Telephone Interpreting: This is a service that connects human interpreters via telephone to individuals who wish to speak to each other but do not share a common language. The telephone interpreter converts the spoken language from one language to another, enabling listeners and speakers to understand each other. Interpretation over the telephone most often takes place in **consecutive mode**, which means that the interpreter waits until the speaker finishes an **utterance** before rendering the interpretation into the other language. Telephone interpreting is one modality or delivery mechanism for providing interpreting services. Other forms of delivering interpreting services include in-person

interpreting and video interpreting for the deaf and hard of hearing. For the City of Houston, the service can be accessed through the 311 service help line at no cost to constituents. Departments that utilize the service line, however, will be assessed a fee for utilizing the service. Fees are charged by the minute, and fees per language may differ.

Limited English Proficient (LEP):For the purposes of this plan and the activities to be undertaken in its execution, an LEP individual is someone who is not able to speak, read, write or understand the English language at a level that allows him/her to interact effectively with Department staff. Individuals maintain the right to self-identify as a LEP person and should not in any circumstances be expected to pay for translation or interpretation services in order to effectively communicate with the Department.

LANGUAGES COVERED

Executive Order 1-17 mandates City agencies to provide essential public information in a *minimum* of the City's top five languages spoken by LEP individuals. Given the particular nature of interaction, both orally and in writing, HPARD has with the public, HPARD has determined that the following languages will be covered for translation and interpretation services:

- Spanish
- Vietnamese
- Chinese
- Arabic
- Urdu

The top five languages in the above list might not necessarily cover the languages of all individuals seeking programs, services, and activities from the department. In an effort to avoid the misperception of unequal services or uneven coverage of language access services to communities who speak languages not identified in the list, the department will follow the City-wide protocol for handling LEP individuals.

If a request is made for an essential document that is not available in the above list of languages, when feasible, the department will utilize the City-wide translation vendor to translate the requested essential document. The decision to translate the document will be determined by the department director, or his/her language access representative.

The selection for the five languages was approved by the Mayor. The data is from the U.S. Census/American Language Survey. The list of languages with selection rational by the Houston Planning Department is found in the Appendix.

LANGUAGE ACCESS SERVICES

This section describes how the Houston Parks and Recreation Department will determine what information is considered essential/vital, and how it will provide translation/interpretation services of that information. A list of essential documents can be found in the Appendix.

Translation of Essential Public Information Criteria

The Houston Parks and Recreation Department will use the following criteria for determining what constitutes “Essential Public Information” and “Vital Documents”:

- 1) Division Managers will provide the Department Director with a list of documents they consider essential/vital information.
- 2) Division Managers will provide a brief written explanation of why they consider the information essential/vital.
- 3) The Department Director will work with iSpeak Houston to review the documents.
- 4) The Department Director will determine for the department which documents provided by the division are essential/vital.

Implementing Translation of Essential Information

In order to translate the essential public information outlined in the section above, the Houston Parks and Recreation Department will use the following resources and processes:

- 1) Documents will be translated using the City’s approved vendor for translation/interpretation services in accordance with procedures set out by the administration.
- 2) To ensure quality assurance, all documents that have been translated will be reviewed by the Community Language Access Committee of the Mayor’s International Communities Advisory Task Force, and the Language Access Coordinators.
- 3) If the documents are approved for translation, then they will be made available to the public online in PDF format on the Department’s webpage.
- 4) When feasible, the documents in print format will be made available in public areas.
- 5) If the documents do not meet the quality assurance standards identified by the committee, then the committee will be sent back to the translation firm with specific instructions that will improve the content of the information.
- 6) The revised documents will be submitted for review by the committee. If the documents are approved, they will be sent to the Department Director, who will send an approved copy of the document to the Division Manager.
- 7) Copies of the approved document will be on file at the Department’s Public Information Office.

- 8) Essential/Vital documents/information are approved through this process will be reviewed every two years for revisions, and to determine if the information is still relevant for each particular division.

Interpretation Services

Where the Houston Parks and Recreation Department conducts in-person or telephonic or otherwise orally-communicated business with the community, it will provide, when feasible, interpretation services for LEP individuals. It plans to do so by following the City's Administrative Procedure for handling LEP individuals. Refer to the Appendix for a copy of the Administrative Procedure.

Monitoring, Evaluation & Documentation

In order to ensure effective and efficient implementation of the Houston Parks and Recreation Department (HPARD) translation/interpretation plan, HPARD plans to conduct the following routine monitoring, evaluation, and documentation of the language access plan implementation. HPARD understands that this internal process can inform but does not substitute reporting requirements established under Executive Order 1-17 and have been shared with the Mayor's designee.

- Each HPARD division will designate a Language Access Administrator
- The Language Access Administrator will be required to maintain quarterly records of all service requests received for written translation services, on-site interpretation services, and over-the-phone interpretation services. This information will be sent to the Department's Language Access Coordinator quarterly on April 15, July 15, October 15 and January 15.
- Each record will indicate if the translation or interpretation was successful as measured by the client's and employee's satisfaction as to the outcome of the communication with the LEP individual.

REPORTING REQUIREMENTS & EMPLOYEE TRAINING

The Houston Parks and Recreation Department (HPARD) understands that, under the requirements laid out in Executive Order 1-17, reporting requirements and employee training will be facilitated through the Mayor's designee, the Office of International Communities. These items (will be/have been) provided separately to department based staff and field personnel.

The training module includes information on:

- HPARD's role in facilitating the provision of Language Access services
- Accessing translation and over-the-phone interpretation services from the Translation and Interpretation Unit
- Obtaining translated signs for posting and Language Identification Cards for LEP's to use when identifying a person's primary language

Reporting Requirements

Per the Executive Order:

- 7.5.1 All Coordinators shall report plan progress, assessments and recommendations periodically to department heads and the Mayor's designee.
- 7.5.2 The Mayor's Designee will establish a reporting format, report submission interval and technical assistance to departments. Reporting logistics should be established within 6 months of this Executive Order.
- 7.5.3 The Mayor's Designee will work with the Coordinators to develop protocols used to measure the progress by the department, as well as by feedback from the public constituencies with limited English proficiency served by the City department.

HPARD divisions will comply with all collection requirements set forth by the administration. This information will be collected at the point of service delivery, and will be submitted to the division manager and/or the director's designee on a quarterly-basis, or as determined by the administration's designee.

Staff Training

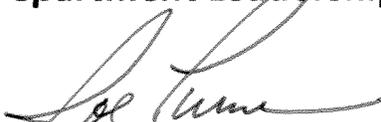
Per the Executive Order:

- All employees who routinely have direct, substantive interaction with the public (front-line employees) shall be trained in language access policies and procedures that shall include protocols for assisting LEP populations. Training shall be provided by the Mayor's designee.
- The Department will comply with all training requirements.

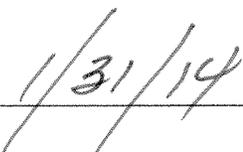
APPROVAL SIGNATURE PAGE

The Houston Parks and Recreation Department Language Access Plan was approved on January 31, 2014, and was submitted on the same day to the Administration as required by Executive Order 1-17.

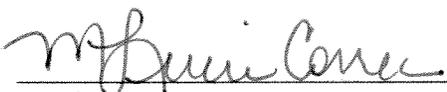
Department Leadership:



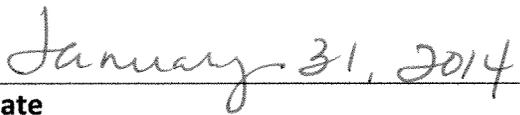
Joe Turner
Department Director



Date



Luci Correa
Department's Language Access
Coordinator



Date

APPENDIX

ADMINISTRATIVE PROCEDURE FOR HANDLING LEP INDIVIDUALS

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TOP FIVE LANGUAGES OF NEED SPOKEN IN HOUSTON

Ability to Speak English “Less Than Very Well” in City of Houston



Source: 2012 American Community Survey,
U.S. Census Bureau
Date: January 17, 2014

Introduction

Data on ‘Language spoken at home by Ability to Speak English’ were derived from the U.S. Census Bureau’s 2008-2012 American Community Survey (ACS) 5-year estimates. The data includes only population 5 years and over who have the ability to speak a language. This data is collected in an effort to measure the current use of languages other than English. The ACS collects information from a large annual sample of approximately 3 million housing unit addresses and therefore provides more reliable statistics. The usefulness of the self-rated English-speaking ability question was established in the 1980s.

Respondents were instructed to print the name of the non-English language spoken at home. If the person spoke more than one language other than English, the person was to report the language spoken more often.

City of Houston

English-speaking ability varied widely among the speakers of the top ten languages spoken in the City of Houston. The top ten languages spoken in Houston are: English, Spanish, Vietnamese, Chinese, French or Creole, Urdu, Arabic, Hindi, and Tagalog (Philippines) and Korean.

The Census Bureau distinguishes the ability to speak English between “Very Well” and “Less Than Very Well”. In Houston, the “Less Than Very Well” category ranked numerically are, Spanish, Vietnamese, Chinese, Arabic, Urdu, Korean, French or Creole, Hindi, and Tagalog (Philippines). Those who speak “Less Than Very Well” category varies between 397,429 persons (Spanish) being the highest and 1,551 persons (Philippines-Tagalog) being the lowest. The higher proportion indicates that they have a huge difficulty in conveying information clearly in English from normal conversations to obtaining assistance from non-profit organizations, Government etc.

Recommended 5 Languages based on numerical rank are (Speak English “Less than Very Well”): Spanish, Vietnamese, Chinese, Arabic and Urdu.

Language Spoken at Home (Other than English) City of Houston

	Speak English "Less Than Very Well"	Speak English "Very Well"	Total
Spanish or Creole	397,429	332,099	729,528
Vietnamese	21,584	11,701	33,285
Chinese	13,521	10,765	24,286
Arabic	3,324	5,256	8,580
Urdu	2,783	5,090	7,873
Korean	2,498	2,174	4,672
French or Creole	2,486	7,959	10,445
Hindi	2,041	6,162	8,203
Tagalog (Philippines)	1,551	5,434	6,985

ESSENTIAL DOCUMENTS

Youth Program Registration Form

HOUSTON PARKS AND RECREATION DEPARTMENT REGISTRATION/WAIVER FORM

Date: _____

Child's Name: _____ Community Center: _____

Parent's Name: _____ Programming Site: _____

Season: (circle one) Fall Winter Spring Summer

Address: _____

City/State: _____ Zip: _____

Work Phone: () _____

Home Phone: () _____

Alternate Phone: () _____

Cell/Pager: () _____

Email Address: _____

Ethnic Background (CHECK ONE)
 White Asian or Pacific Islander Hispanic
 Black Native American or Alaskan Indian Other

Activity/Sport: _____

School Name: _____

Age: _____ Sex: M F

Date of Birth: _____ / _____ / _____
MONTH DAY YEAR

T-Shirt Size: Adult Youth
 Size: Small Medium Large X Large XX Large

I give my child permission to go on field trips: Yes No

Alternate person to notify in an emergency: Phone: () _____

Doctor's name and phone #: _____

City of Houston, Parks and Recreation Department Release, indemnity and hold-harmless agreement

STATE OF TEXAS COUNTY OF HARRIS

IN CONSIDERATION OF THE BELOW-NAMED CHILD BEING PERMITTED TO PARTICIPATE IN THE CITY OF HOUSTON RECREATION/EDUCATION ("**PROGRAM**"), AT MY SPECIAL INSTANCE AND REQUEST, I, FOR AND ON BEHALF OF MYSELF, MY MINOR CHILD, AND MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, RELEASE, ACQUIT AND FOREVER DISCHARGE THE CITY OF HOUSTON, TEXAS, TOGETHER WITH ITS FORMER AND PRESENT ELECTED AND APPOINTED OFFICIALS, LEGAL REPRESENTATIVES, EMPLOYEES, AGENTS, SERVANTS, VOLUNTEERS, (IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES), SUCCESSORS, ASSIGNS AND ALL AFFILIATED PERSONS AND ENTITIES (COLLECTIVELY THE **CITY**) OF, FROM AND AGAINST ANY AND ALL LIABILITIES OF EVERY KIND, CLAIMS CAUSES OF ACTION, KNOWN AND UNKNOWN, WHETHER AT LAW OR IN EQUITY, IN CONTRACT OR TORT, UNDER STATUTORY OR COMMON LAW OR PURSUANT TO THE TEXAS OR UNITED STATES CONSTITUTION(S), LOSSES, JUDGMENTS, (INCLUDING ALL EXPENSES OF LITIGATION, COSTS, AND ATTORNEYS' FEES), FINES, DEMANDS, DAMAGES, LOSS OF USE OR SERVICES, OR INJURIES TO REAL AND/OR PERSONAL PROPERTY AND/OR PERSONS (INCLUDING DEATH) (COLLECTIVELY **CLAIMS**), CAUSED BY, ARISING OUT OF, RELATING TO, RESULTING FROM, OR IN ANY WAY TOUCHING UPON ANY EVENT, CIRCUMSTANCE OR TRANSACTION RELATING TO MY CHILD'S PARTICIPATION IN THE **PROGRAM** AND/OR THE PRESENCE, MALFUNCTION, MAINTENANCE, ADDITION OR SUBSTITUTION OF ANY PROPERTY OWNED, LEASED, OPERATED, OR UTILIZED BY THE **CITY** IN CONNECTION WITH THE **PROGRAM** EVEN IF THE **CLAIM** IS THE RESULT OF THE ACTUAL OR ALLEGED SOLE NEGLIGENCE OF THE **CITY** AND/OR THE ACTUAL OR ALLEGED JOINT OR CONCURRENT NEGLIGENCE OF THE **CITY** AND ANY OTHER PERSON OR ENTITY AND/OR THE ACTUAL OR ALLEGED STRICT, STATUTORY OR CONSTITUTIONAL LIABILITY OF THE **CITY**.

FURTHER, I, FOR AND ON BEHALF OF MYSELF, MY MINOR CHILD, AND MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, DO HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE **CITY** OF, FROM AND AGAINST ANY AND ALL **CLAIMS** ASSERTED BY ANY PERSON OR ENTITY AGAINST THE **CITY** ARISING OUT OF, TOUCHING UPON OR IN ANY WAY RELATING TO THE **PROGRAM** AND/OR TO THE PRESENCE, MALFUNCTION, MAINTENANCE, ADDITION OR SUBSTITUTION OF ANY PROPERTY OWNED, LEASED, OPERATED, OR UTILIZED BY THE **CITY** AND/OR ANY OTHER PERSON OR ENTITY IN CONNECTION WITH THE **PROGRAM** EVEN IF THE **CLAIM** IS THE RESULT OF THE ACTUAL OR ALLEGED SOLE NEGLIGENCE OF THE **CITY** AND/OR THE ACTUAL OR ALLEGED JOINT OR CONCURRENT NEGLIGENCE OF THE **CITY** AND ANY OTHER PERSON OR ENTITY, AND/OR THE ACTUAL OR ALLEGED STRICT, STATUTORY OR CONSTITUTIONAL LIABILITY OF THE **CITY**. AS SUCH, THE FOREGOING INDEMNITY IS INTENDED TO INDEMNIFY THE **CITY** AGAINST THE CONSEQUENCE OF ITS SOLE NEGLIGENCE OR FAULT AND AGAINST THE CONSEQUENCE OF THE NEGLIGENCE OR FAULT OF THE **CITY** OCCURRING JOINTLY OR CONCURRENTLY WITH THE NEGLIGENCE OR FAULT OF ANY PERSON OR ENTITY AND AGAINST THE CONSEQUENCE OF THE STRICT, STATUTORY, OR CONSTITUTIONAL LIABILITY OF THE **CITY**. I ALSO GIVE THE **CITY** PERMISSION TO USE THESE MEDIA FOR ANY PURPOSE THE **CITY** DEEMS PROPER. FINALLY, I UNDERSTAND THAT THESE PHOTOS, VIDEOS, FILM AND SOUND RECORDINGS ARE THE EXCLUSIVE PROPERTY OF THE **CITY**. I HEREBY GIVE CONSENT FOR EMERGENCY MEDICAL ASSISTANCE IN THE EVENT THAT THE EMERGENCY CONTACT IS UNAVAILABLE.

NAME OF CHILD: _____

PARENT'S NAME: (Please print) _____

PARENT'S SIGNATURE: _____

ADDRESS: _____ TELEPHONE NO: _____

PLEASE ACKNOWLEDGE RECEIPT OF A COPY OF THE STANDARDS OF CARE ORDINANCE.
 (initial)

Last Revised on 7/30/2012

Adult Program Registration Form

HOUSTON PARKS AND RECREATION DEPARTMENT ADULT REGISTRATION/WAIVER FORM

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: () _____

Mobile Phone: () _____

Community Center: _____

Ethnic Background (CHECK ONE)

White Asian or Pacific Islander Hispanic

Black Native American or Alaskan Indian Other

Age: _____ Sex: M F

Date of Birth: _____ / _____ / _____

MONTH DAY YEAR

Program Type: Walking Club Adult Fitness Other _____

Weight Room Senior Fitness Ceramics Quilting

Alternative Person to notify in an emergency: _____ Phone: () _____

Doctor's name and phone #: _____

**City of Houston, Parks and Recreation Department
Release, indemnity and hold-harmless agreement**

STATE OF TEXAS COUNTY OF HARRIS

IN CONSIDERATION OF THE BELOW-NAMED PARTICIPANT BEING PERMITTED TO PARTICIPATE IN THE CITY OF HOUSTON RECREATION PROGRAM, AT MY SPECIAL INSTANCE AND REQUEST, I, FOR AND ON BEHALF OF MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, RELEASE, ACQUIT AND FOREVER DISCHARGE THE CITY OF HOUSTON, TEXAS, TOGETHER WITH ITS FORMER AND PRESENT ELECTED AND APPOINTED OFFICIALS, LEGAL REPRESENTATIVES, EMPLOYEES, AGENTS, SERVANTS, VOLUNTEERS, (IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES), SUCCESSORS, ASSIGNS AND ALL AFFILIATED PERSONS AND ENTITIES (COLLECTIVELY THE CITY) OF, FROM AND AGAINST ANY AND ALL LIABILITIES OF EVERY KIND, CLAIMS, CAUSES OF ACTION, KNOWN AND UNKNOWN, WHETHER AT LAW OR IN EQUITY, IN CONTRACT OR TORT, UNDER STATUTORY OR COMMON LAW OR PURSUANT TO THE TEXAS OR UNITED STATES CONSTITUTION(S), LOSSES, JUDGMENTS, (INCLUDING ALL EXPENSES OF LITIGATION, COSTS, AND ATTORNEYS' FEES), FINES, DEMANDS, DAMAGES, LOSS OF USE OR SERVICES, OR INJURIES TO REAL AND/OR PERSONAL PROPERTY AND/OR PERSONS (INCLUDING DEATH) (COLLECTIVELY CLAIMS), CAUSED BY, ARISING OUT OF, RELATING TO, RESULTING FROM, OR IN ANY WAY TOUCHING UPON ANY EVENT, CIRCUMSTANCE OR TRANSACTION RELATING TO PARTICIPATION IN THE PROGRAM AND/OR THE PRESENCE, MALFUNCTION, MAINTENANCE, ADDITION OR SUBSTITUTION OF ANY PROPERTY OWNED, LEASED, OPERATED OR UTILIZED BY THE CITY IN CONNECTION WITH THE PROGRAM EVEN IF THE CLAIM IS THE RESULT OF THE ACTUAL OR ALLEGED SOLE NEGLIGENCE OF THE CITY AND/OR THE ACTUAL OR ALLEGED JOINT OR CONCURRENT NEGLIGENCE OF THE CITY AND ANY OTHER PERSON OR ENTITY AND/OR THE ACTUAL OR ALLEGED STRICT, STATUTORY OR CONSTITUTIONAL LIABILITY OF THE CITY.

FURTHER, I, FOR AND ON BEHALF OF MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, DO HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF, FROM AND AGAINST ANY AND ALL CLAIMS ASSERTED BY ANY PERSON OR ENTITY AGAINST THE CITY ARISING OUT OF, TOUCHING UPON OR IN ANY WAY RELATING TO THE PROGRAM AND/OR TO THE PRESENCE, MALFUNCTION, MAINTENANCE, ADDITION OR SUBSTITUTION OF ANY PROPERTY OWNED, LEASED, OPERATED, OR UTILIZED BY THE CITY AND/OR ANY OTHER PERSON OR ENTITY IN CONNECTION WITH THE PROGRAM EVEN IF THE CLAIM IS THE RESULT OF THE ACTUAL OR ALLEGED SOLE NEGLIGENCE OF THE CITY AND/OR THE ACTUAL OR ALLEGED JOINT OR CONCURRENT NEGLIGENCE OF THE CITY AND ANY OTHER PERSON OR ENTITY, AND/OR THE ACTUAL OR ALLEGED STRICT, STATUTORY OR CONSTITUTIONAL LIABILITY OF THE CITY. AS SUCH, THE FOREGOING INDEMNITY IS INTENDED TO INDEMNIFY THE CITY AGAINST THE CONSEQUENCE OF ITS SOLE NEGLIGENCE OR FAULT AND AGAINST THE CONSEQUENCE OF THE NEGLIGENCE OR FAULT OF THE CITY OCCURRING JOINTLY OR CONCURRENTLY WITH THE NEGLIGENCE OR FAULT OF ANY PERSON OR ENTITY AND AGAINST THE CONSEQUENCE OF THE STRICT, STATUTORY, OR CONSTITUTIONAL LIABILITY OF THE CITY. I ALSO GIVE THE DEPARTMENT PERMISSION TO USE THESE MEDIA FOR ANY PURPOSE THE DEPARTMENT DEEMS PROPER. FINALLY, I UNDERSTAND THAT THESE PHOTOS, VIDEOS, FILM AND SOUND RECORDINGS ARE THE EXCLUSIVE PROPERTY OF THE DEPARTMENT. THE CITY OF HOUSTON WAIVERS LIABILITY FOR ILLNESSES AND INJURIES RECEIVED BY THE MINOR DURING THE PROGRAM. IN THE EVENT THAT THE EMERGENCY CONTACT IS UNAVAILABLE, I HEREBY GIVE CONSENT FOR EMERGENCY MEDICAL ASSISTANCE.

Participant's Name (Please Print): _____

Participant's Signature: _____

Standards of Care Ordinance – Page 1

G:\GENERAL\DR\FHPARD CH 32\Standards Ord 2013.wpd

City of Houston, Texas, Ordinance No. 2013-665

AN ORDINANCE RE-ADOPTING THE HOUSTON YOUTH RECREATION PROGRAMS STANDARDS OF CARE AS CODIFIED AT ARTICLE XII OF CHAPTER 32 OF THE CODE OF ORDINANCES, HOUSTON TEXAS; CONTAINING FINDINGS AND OTHER PROVISIONS RELATED TO THE SUBJECT; PROVIDING AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

* * * * *

WHEREAS, the City of Houston has a long history of providing youth recreation programs that contribute to the overall well-being of youth and families in the City; and

WHEREAS, City Council held a public hearing regarding youth recreation programs; and

WHEREAS, the City desires to re-adopt standards of care that fulfill the requirements of Section 42.041(b)(14) of the Texas Human Resources Code; **NOW, THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, TEXAS:

Section 1. That the findings contained in the preamble of this Ordinance are determined to be true and correct and are hereby adopted as a part of this Ordinance.

Section 2. That the Standards of Care for Houston Youth Recreation Programs, which are codified as Article XII of Chapter 32 of the Code of Ordinances, Houston, Texas, and were originally adopted as Ordinance 2002-756, are hereby re-adopted.

Section 3. The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies,

Standards of Care Ordinance – Page 2

G:\GENERAL\DRF\HPARD CH 32\Standards Ord 2013.wpd

approves and confirms such written notice and the contents and posting thereof.

Section 4. That, if any provision, section, subsection, sentence, clause, or phrase of this Ordinance, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void or invalid, the validity of the remaining portions of this Ordinance or their application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness or invalidity of any other portion hereof, and all provisions of this Ordinance are declared to be severable for that purpose.

Section 5. That there exists a public emergency requiring that this Ordinance be passed finally on the date of its introduction as requested in writing by the Mayor; therefore, this Ordinance shall be passed finally on such date and shall take effect upon the date of its passage and adoption.

PASSED AND APPROVED this 24th day of July, 2013.

Annise D. Parker
Mayor of the City of Houston

DL
Prepared by Legal Dept. Daniel W. Folson ck
DRF 07/11/2013 Assistant City Attorney
Requested by Joe Turner, Director, Parks and Recreation Department
L.D. No. 0491300048001

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CAPTION PUBLISHED IN DAILY COURT
REVIEW
DATE: JUL 30 2013

Volunteer Application

City Of Houston
 Parks and Recreation Department
 6200 Wheeler #3
 Houston, Texas 77023
 Attention: Oneika J. Shelby

Community Center: _____

Volunteer Activity: _____

Volunteer Application

Please Print

Name: _____

Last 4 digits of Social Security

Address: _____

Driver's License Number

Home/Alternate Phone

Email Address

Cellular Phone

It is the Houston Parks and Recreation Department's policy to annually verify all personal data provided by a volunteer applicant, as well as conduct a Criminal History Records inquiry. In addition, applicants may be subject to random verification due to periodic program audits.

Do you understand and agree to this verification? *(please circle one)* YES or NO

If yes, complete the following:

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? *(including conviction by a military trial)*
 YES or NO

If yes, please complete the following:

Nature Of Charge

Place Of Arrest

Date Of Arrest

Disposition

Authorization To Release Criminal History Records

(please complete the following)

My name is _____. My date of birth is _____. The last four digits of my social security are _____. I hereby request access to any criminal history record information (as that term is defined by section 411.082 of the Texas Government Code) maintained on me by the Texas Department of Public Safety. I specifically request and authorize The DPS as an accommodation to me, to provide this criminal history record information directly to the City of Houston Parks and Recreation Department. I understand that criminal history record information is ordinarily protected from disclosure by state and federal laws intended to protect my privacy interests. I hereby waive any statutory or common law privacy rights related to any criminal history record information that may be in possession of the Texas Department of Public Safety. In consideration of the DPS providing my criminal history record information directly to the City of Houston Parks and Recreation Department, I release and forever discharge the Texas DPS, its employees and representative from all claims, demands, damages, actions or causes of action of whatsoever kind or nature, whether now known, or not known to me, for or because of the release of said criminal history record information.

Signed: _____

Date: _____

Printed Name: _____

Teen Volunteer Application

TEEN Volunteer Application

Please Print or Type all Information

Site Placement Information

Start Date _____

Site Supervisor's Name (Please print)

Community Center

Volunteer Information (Please Type or Print)

Name of Applicant

Address

Student ID Number

City

State

Zip

Home Phone Number

Preferred Community Center(s) for Volunteer Experience

Personal Information

_____/_____/_____
Date of Birth

Female Male
Circle one please

Email address (please print clearly)

T-shirt size: S M L XL XXL XXXL
Circle one please

School Information

Name of Middle/High School you are currently attending

School District

Parent or Guardian

Parent or Guardian's Name

Work Number

Cell Number

Previous volunteer experience

Name of Agency

Describe your volunteer experience

Name of Agency

Describe your volunteer experience

Teen Volunteer's Signature

Today's Date

Revised 8-26-08

Background Check Release Form

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

HOUSTON PARKS AND RECREATION
Agency Name (Please print)

Oneika J. Shelby, Community Involvement Coord.
Agency Representative Name (Please print)

Signature of Agency Representative

8.12.2012
Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Hire _____ Not Hired _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

Adult Sports Team Registration Form – Page 1



**ADULT SPORTS
TEAM REGISTRATON**

(Please Print)		DATE: _____	
PERSONAL	TEAM NAME _____		
	Manager: _____ <small>(Last First MI)</small> Address: _____ <small>(Number Street)</small> <small>(City State Zip)</small> Phone: _____ <small>(Work No.) (Home No.)</small> Fax # _____ Cell # _____ E-mail Address _____	Alternate Manager: _____ <small>(Last First MI)</small> Address: _____ <small>(Number Street)</small> <small>(City State Zip)</small> Phone: _____ <small>(Work No.) (Home No.)</small> Fax # _____ Cell # _____ E-mail Address _____	
DESIRED LOCATION/TIME	League Code _____ Location _____ Day _____ 1. _____ 2. _____ 3. _____ <small>(Rank choices in order of preference)</small>	FOR DEPARTMENT USE ONLY	
		Location: _____ Day(s): _____ League Code: _____ Team #: _____	
TEAM INFORMATION	Has team registered before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date of last registration? _____ Sport _____ <small>Month/Year</small> Previous Team Name (if changed) _____ Type of team: <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Open <input type="checkbox"/> Private <input type="checkbox"/> Church Team level: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Class D Type Sport: <input checked="" type="checkbox"/> SOFTBALL Participant Class: <input type="checkbox"/> Women <input checked="" type="checkbox"/> Men <input type="checkbox"/> Co-Ed Program #: _____		
	I have received the above sum of money as payment for the program registration fee.		
DEPARTMENT USE ONLY	Registration Fee \$ _____ Receipt # _____ Other Fee(s) \$ _____ → Explain: _____ Total \$ _____ How Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Other _____ Check/Money Order # _____ TDL or ID # _____ Name of Registration Site: _____ Code: _____		
	Signature of Department Agent _____ Date _____ Empl. # _____		
ACKNOWLEDGEMENT	I understand that no refunds will be given for my failure to participate in the league after the designated starting date. Additionally, I hereby release the Houston Parks and Recreation Department from any injury liability that any team member or I may incur while participating in the above program. I also understand that, as Team Manager, it is my responsibility to inform my team members as to the availability of team insurance through the Amateur Softball Association (ASA) and that such insurance coverage is recommended by the City for the protection of participants in the program. I acknowledge receipt of all rules and regulations pertinent to this program.		
	I also give the City permission to use the media for any purpose the City deems proper. Finally, I understand that these photos, videos, film and sound recordings are the exclusive property of the City.		
	Signature of Team Manager _____ Date _____ Signature of Asst. Team Manager _____ Date _____		

Adult Sports Team Registration Form – Page 2

TEAM ROSTER

(Limit is 20 players on roster)

(PLEASE PRINT)

TEAM NAME: _____

NIGHT OF PLAY: _____ FIELD: _____

PLAYER NAME

(LAST, FIRST, MIDDLE INITIAL)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

ADULT SPORTS LEAGUE

MONITORING ASSESSMENT TOOL

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