

# NON-DISCRIMINATION IN COMMUNITY ATHLETIC PROGRAMS

## Purpose

To establish policy and procedure for providing equal access to public community athletic programs and sports facilities by prohibiting discrimination on the basis of sex, in accordance with the provisions of Washington State Engrossed Substitute Senate Bill (ESSB) 5967, Chapter 467, Laws of Washington 2009.

## Policy

The City of Ellensburg does not discriminate against any person on the basis of sex in the operation, conduct, or administration of community athletic programs or sports facilities for youth or adults. Third parties who receive a lease, permit, or similar use authorization from the City to operate, conduct, or administer a community athletics program are also prohibited from discriminating on the basis of sex.

## Definitions

Community Athletic Program – Any athletic program that is organized for the purposes of training for and engaging in athletic activity and competition that is in any way operated, conducted, administered or supported by the City of Ellensburg.

Sports Facilities – Any property owned, operated or administered by the City for the purposes of training for and engaging in athletic activity and competition.

## Procedures

1. Community Athletic Programs administered by the City's Parks and Recreation Department will be operated in a manner that promotes equal opportunities for females and males. The Department will make available the same number of program participation slots to males and females, whereby in total, available participation opportunity slots in Department-sponsored community athletic programs are identical. All Department-sponsored community athletics classes will be open to all citizens, regardless of sex. The Department will maintain records indicating the general participation levels of males and females by sport on a quarterly basis.
2. The City Parks and Recreation Department will allocate and schedule Sports Facilities in a manner that provides equal access to males and females, on a non-discriminatory basis, to all Community Athletic Programs.
3. Compliance with this policy will be added as a requirement in all lease or use agreements administered by the City Parks and Recreation Department. All contracts with third parties and permit applications to organize community athletic programs will contain language that prohibits the third party from discriminating against any person on the basis of sex in the operation, conduct, or administration of community athletics programs for youth or adults.

4. On an annual basis, the Department will discuss with third parties the status of their community athletics programs related to the administration of this policy.
5. The City will not issue a lease, permit, or similar authorization for use of any Sports Facility to a third party that discriminates against any person on the basis of sex in the operation, conduct or administration of a Community Athletic Program.
6. ESSB 5967 requires that this policy be published and disseminated. At a minimum, this policy, and the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy will be included in all City publications that contain information about the City's athletic programs or facilities or about obtaining a permit for operating athletic programs. This policy will also be posted on the City website, along with the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy.

### **Policy Administration and Contact Information**

This person responsible for administering this policy shall be the Director of the Ellensburg Parks and Recreation Department. Any person who feels she or he has been the victim of discriminatory treatment in violation of this policy, or who has questions or concerns about violations, should contact the Director at:

Ellensburg Parks and Recreation Department  
501 N. Anderson Street  
Ellensburg, Washington 98926  
(509) 925-8639

The Director shall ensure that the name, office address and office telephone number of any employee responsible for carrying out compliance with this policy is published and disseminated in accordance with the provisions of this policy.

### **Grievance Procedures**

Any person who feels she or he has been the victim of discriminatory treatment in violation of this policy may submit a written grievance to the Parks and Recreation Director.

The grievance must be signed by the grievant, and include the following:

- a) Name of person submitting grievance
- b) Name of person on whose behalf the grievance is submitted
- c) Grievant contact information including mailing address, day/evening phone number and e-mail address
- d) Current date
- e) Date(s) and location(s) associated with the grievance
- f) Grievance description including the name and contact information of the person and/or organization related to the grievance

- g) Names and contact information of all persons thought to be witnesses or otherwise having relevant knowledge
- h) Actions taken to date, if any, by the grievant to resolve the grievance

The Director will review a completed grievance within thirty (30) calendar days of submittal. A written response will be sent to the grievant unless the grievance is resolved to the satisfaction of the grievant during the initial 30 day review period.

No other administrative appeal is authorized under this policy.