



Application -- Outside Agencies

To Participate in MPRB Youth Athletics an Agency must be a non-profit youth serving agency or school in the City of Minneapolis

Name of Agency: _____ Year _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax # _____ E-Mail _____

Name of Applicant: _____ Date: _____

Has agency previously participated in MPRB Program(s) **YES** **NO**

List Program(s): _____

List Non-Profit Status: (attach verification) _____
Verification (eg. 501 C3, Gov Agency, Church, Scout Group, School, other - explain)

501 C3 Number: (attach verification) _____

List Primary Funding Sources: _____

Principal/Athletic Director/CEO/President of Agency: _____

Agency Mission Statement: _____

List Programs Sponsored by Agency & Clients they serve: _____

Outside Agency Check List
(office use only)

- Coaches Certifications
- Background Check
- CDC Certificate
- Participant Residency Verification
- Roster
- Participant Age Verification
- Initial MPRB Requirements and Guidelines

Outside Agencies must complete the above criteria prior to participating in a MPRB youth sports league.

MPRB Requirements and Guidelines

* Outside Agency representatives must read and intial the below requirements showing they agree to the following terms.

Registration and Rosters: Agency teams will be assigned to an MPRB Service Area Representative. All required roster documentation will be submitted electronically.

Outside Agency Intials

Uniforms: The Agency is responsible for purchasing their uniforms per MPRB specifications. The agency name may appear on front of jersey. Contact appropriate MPRB Service Area Representatiber for specification and vendor information.

Outside Agency Intials

Facility Use: No charge for use during games (except Hockey). Agencies will be charged an MPRB permit fee for reserved facility use for practice time at Neiman and Parade only.

Outside Agency Intials

Forms: Teams who do not have a minimum of one certified coach (completed background check, CDC concussion certificate & Coaches Certification form) and minimum number of verified participants (brith date and resident verifications) by the pre-season roster due date will **NOT** be included in the league. The remainder of documentation must be submitted by the final roster due date or the team will be removed from the league.

Outside Agency Intials

Agency Application and Participation Agreement: The Agency Director, CEO, President, etc. must submit an Outside Agency Form and roster forms directly to the appropriate MPRB Service Area Representative. The Outside Agency Form must be completed and signed before the MPRB youth sport season and will be good for one calendar year.

Outside Agency Intials



MPRB Requirements and Guidelines cntd.

Agency Coach's Certification: Once the agency application is approved, the agency leader (designated by the Agency CEO) must attend a mandatory pre-season agency meeting. Coaches are invited but not mandated to attend. The agency leader is responsible for certifying coaches who do not attend the meeting. At the meeting the agency leader and/or coaches will receive a coach's certification packet to be completed and submitted to the appropriate MPRB Service Area Representative by the assigned date. All coaches must complete the certification prior to being authorized to coach. **A coach may not coach during practice or games until he/she has attended the meeting and completed the certification process.** The completion of the certification process is contingent on the coach passing a criminal background check, submitting a certificate from the CDC Concussion certification, and agreeing in writing to the MPRB Youth Sports Coach's Code of Ethics.

****Agency Age Verification:** Documented proof of age must accompany each player on the roster. These documents may be one of the following: birth certificates, baptismal certificate, immunization card, or certificate from school administration. These documents must accompany the roster and be submitted to the appropriate League Director by the roster due date.

****Agency Residency Verification:** In order to verify the home address, a school document or other authorized proof of address must accompany each player on the roster. This document must be on school letterhead and include the home address.

****Examples of Valid Verification that must accompany an agency's final roster:**

1. A copy of an item from Column A and Column B

Column A		Column B
Birth Certificate	and	Parent's Driver's License
Immunization Card		Utility Bill with Parent/Legal Guardian's Name
Baptismal Certificate		
Medical Card w/Birth Date		

2. A copy of the item below that can verify both birth & residency:

Document from the youth's school with birth date and address printed on it.
Must be on school letterhead.

- Please Attach:
- 1.) List or Letterhead of all Agency Board Members
 - 2.) Roster Form

As agency authority, I understand I must submit all documents by the designated deadlines, I am responsible to ensure my coaches' and spectators' behavior will be appropriate per the MPRB sportsmanship code and the agency information provided is accurate with required paperwork attached.

Signed
Print Name
Date

Please return this form to: Minneapolis Park and Recreation Board
2117 West River Rd.
Minneapolis, MN 55411