

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: **March 17, 2009**

Consent
 Ordinance

Regular
 Public Hearing

Department: Parks and Recreation

Submitted By: Parks and Recreation Department

Submitted For: Parks and Recreation Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: First Amendment to Independent Contractor Agreement (R2008-0439) with Gordon Andrews for USA Competitive Head Swim Coach services at Lake Lytal Pool for the period February 1, 2008, through January 31, 2009.

Summary: On January 18, 2008, the Parks and Recreation Department entered into an independent Contractor Agreement with Gordon Andrews to provide coaching services for the USA Swimming program at Lake Lytal Pool. Under this original Agreement, the total amount to be paid by the County for all services and materials was not-to-exceed \$70,000. This First Amendment increases the total contract amount by \$880 to \$70,880. District 2 (AH)

Background and Justification: The Parks and Recreation Department offers a USA Swimming program at Lake Lytal Pool. Program fees and charges are paid by participants directly to the County, and the Independent Contractor is paid 80% of all program fees and charges collected. During this Agreement period, program fees and charges collected by the County exceeded the estimated total by \$1,100, and thereby also exceeded the not-to-exceed amount to be paid to the Independent Contractor by \$880. This Amendment allows for the additional payment due to the Independent Contractor. All other terms of the Agreement remain the same.

A resolution providing authority to execute Independent Contractor Agreements with recreation instructors and sports officials (Resolution 94-422, amended by Resolutions 02-2103 and 07-0409) was adopted by the Board to streamline the hiring process. The Board granted the Director/Assistant Director of Parks and Recreation authority to execute Independent Contractor Agreements with recreation instructors and sports officials up to \$10,000, with contracts of \$10,000 or more requiring the County Administrator's approval. However, this resolution does not provide for any Amendments to the Independent Contractor Agreements.

This Amendment has been executed on behalf of Gordon Andrews, and now needs to be approved by the Board of County Commissioners.

Attachments:

1. First Amendment to Independent Contractor Agreement
2. Independent Contractor Agreement

Recommended by: _____

Department Director

3/12/09
Date

Approved by: _____

Assistant County Administrator

3/13/09
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>880</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>(1,100)</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT	<u>(220)</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes _____ No X
 Budget Account No.: Fund 0001 Department 580 Unit 5302
 Object 3422/Revenue Source 4724-02 Program N/A

B. Recommended Sources of Funds/Summary of Fiscal Impact:

FUND: General Fund
 UNIT: Lake Lytal Pool

Contractual Services-Recreation 0001-580-5302-3422 \$880

C. Departmental Fiscal Review: chopelakis

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

<p><u> 3-10-09</u> OFMB <u> 3/10/09</u> <u> 3/14/09</u></p>	<p><u> 3/10/09</u> Contract Development and Control</p>
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B. Legal Sufficiency:

This amendment complies with our review requirements.

Anne Delgent 3/11/09
 Assistant County Attorney

C. Other Department Review:

 Department Director

REVISED 10/95
 ADM FORM 01

This summary is not to be used as a basis for payment

**FIRST AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT
BETWEEN PALM BEACH COUNTY AND GORDON ANDREWS
FOR USA SWIMMING PROGRAM**

THIS AMENDMENT is entered into on _____, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as "County", and Gordon Andrews, an Independent Contractor, herein referred to as "Contractor".

WITNESSETH:

WHEREAS, on January 18, 2008, County entered into an Independent Contractor Agreement (R2008-0439) with Contractor, hereinafter referred to as the "Agreement" to provide funding in an amount not to exceed \$70,000 for all services and materials for the USA competitive head swim coach's services, hereinafter referred to as the "Program"; and

WHEREAS, Contractor's fee is the sum of 80% of the paid enrollment fees for the Program; and

WHEREAS, paid enrollment fees have exceeded \$87,500 for the Agreement period; and

WHEREAS, the total contract amount required to be paid to the Contractor needs to be increased by \$880; and

WHEREAS, the Program benefits all citizens of Palm Beach County.

NOW THEREFORE, the parties hereby agree as follows:

1. The first sentence in Section 3a. of the Agreement is amended to read: "The total amount to be paid by the COUNTY under this Contract for all services and materials shall not exceed a total contract amount of Seventy Thousand Eight Hundred Eighty Dollars (\$70,880)."

2. Except as provided herein, each and every other term of the Agreement shall remain in full force and effect and the Agreement is reaffirmed as modified herein.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties, by and through their duly authorized agents, have hereunto set their hands and seals on the date indicated above.

ATTEST:
SHARON R. BOCK, Clerk & Comptroller

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
John F. Koons, Chairman

WITNESSES:

INDEPENDENT CONTRACTOR

Jason Walsh

By: _____
Signature

Jason Walsh

Gordon Andrews, Head Coach
Name and Title

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND CONDITIONS

By: _____
County Attorney

By: _____
Dennis L. Eshleman, Director
Parks and Recreation Department

AQUATICS					R2008 0439
ACCOUNT: 0001-580-5302-3427	VENDOR CODE: <u>ANDR0000</u>		CONTRACT: <u>MAR 11 2008</u>		
MC: <u>ja</u>	PS:	CC: <u>X</u>	CA: <u>0.94</u>	DD: <u>DHL</u>	

**INDEPENDENT CONTRACTOR AGREEMENT FOR
PALM BEACH COUNTY PARKS & RECREATION DEPARTMENT**

This Agreement is made as of the 18 day of Jan, 2008, by and between the Board of County Commissioners of Palm Beach County, Florida, hereinafter referred to as the "COUNTY" and Gordon Andrews, an Independent Contractor, hereinafter referred to as "CONTRACTOR".

WITNESSETH:

WHEREAS, the COUNTY desires to make available (a) (an) USA Swimming program, and desires to contract with CONTRACTOR to provide a specific service for that program; and

WHEREAS, the COUNTY and CONTRACTOR desire to clarify and define their responsibilities with regard to providing said program.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the COUNTY and CONTRACTOR hereby agree as follows:

1. **Term:** The class, activity or service will begin on February 1, 2008 and will meet thereafter with the termination date of this agreement being January 31, 2009.
2. **Fees:** Palm Beach County Parks and Recreation Department, on behalf of COUNTY, shall collect all fees and charges from participants. The fee(s) charged by the COUNTY for this class or activity (is) (are): \$40.00-\$85.00 per participant per month. Revenue Account No. 001-580-5302-4724-02.
3. **Payments To Contractor:**
 - a. The total amount to be paid by the COUNTY under this Contract for all services and materials shall not exceed a total contract amount of Seventy Thousand Dollars (\$ 70,000). The CONTRACTOR shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The CONTRACTOR will bill the COUNTY on a bi-weekly basis per the attached schedule of payments, or as otherwise provided in Exhibit "B" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.
 - b. The CONTRACTOR's fee shall be the sum of \$ N/A or 80 % of the paid enrollment fees for the class or activity.
4. **Specific Details:**
 - a. Type of service/instructor: USA Competitive Head Swim Coach
 - b. Name of class or activity: USA Competitive Swimming Team
 - c. Day(s)/Date(s) Scheduled: Monday-Saturday per the attached schedule
 - d. Time Scheduled: Various per the attached schedule
 - e. Location: Lake Lytal Family Aquatic Center
 - f. A minimum of 60 and a maximum of 150 paid enrollments must be received by the COUNTY prior to commencement of the class or activity. COUNTY reserves the right to cancel each class or activity which does not have the specified minimum number of participants registered.

Received
1/9/08

5. **Independent Contractor Status:** It is specifically understood that the CONTRACTOR is an independent contractor and not an employee of the COUNTY. The COUNTY and CONTRACTOR agree that this Agreement is not a contract of employment and that no relationship of Employer/Employee or Principal/Agent is or shall be created hereby nor shall hereafter exist by reason of the performance of the services herein specified.
6. **Taxes:** It is acknowledged and agreed by the COUNTY and CONTRACTOR that the service herein provided by the CONTRACTOR is a professional service and that the COUNTY is neither paying Social Security benefits nor withholding taxes from the CONTRACTOR's compensation for said service. The CONTRACTOR assumes all liability and responsibility for payment of his/her own FICA and Social Security benefits with respect to this Agreement.
7. **Termination:** The COUNTY may terminate this Agreement at any time upon written notice to the CONTRACTOR and the CONTRACTOR may terminate this Agreement upon written notice mailed to the COUNTY at least thirty (30) working days prior to the CONTRACTOR's departure date.
8. **Subcontracting:** The CONTRACTOR may not, without written approval of the COUNTY, subcontract or assign any rights, responsibilities or obligations under this Agreement.
9. **Performance:**
 - a. CONTRACTOR agrees to:
 1. Perform the services set forth herein in accordance with all applicable association/governing body rules and regulations, and in a competent, professional, safe, and responsible manner with full regard for the safety of the participants as well as the facility.
 2. No person other than the CONTRACTOR or a qualified employee of the CONTRACTOR shall be engaged to provide the services provided for in this Agreement.
 3. Provide written activity plans for each class or activity for which the CONTRACTOR is responsible.
 4. Provide and maintain, in proper working order, all necessary equipment specified to conduct the services provided for in this agreement.
 5. Inspect the activity site prior to beginning each class or activity in accordance with safety standards as explained in the CONTRACTOR's orientation program. Should a safety condition exist at a facility, CONTRACTOR should report said condition immediately to the County Representative and postpone said class or activity until the condition is addressed.
 6. Inspect the activity site after the class or activity is concluded to assure that the facility is left in the condition in which it was found.
 7. Utilize his or her own methods and procedures toward a result which shall be in accordance with the purposes, intent and objectives of the COUNTY in providing such recreational class or activity.
 8. Provide the County Representative with 10 days notice of all schedule conflicts/changes.
 9. CONTRACTOR shall immediately notify the County Representative of any unanticipated absences such as personal/family illnesses.
 - b. COUNTY agrees to:
 1. Maintain the facilities in proper working order.
 2. Conduct registration, collect participation fees and process class transfers or refunds for any and all programs and registrants.
 3. Provide class/activity rosters to the CONTRACTOR for distribution.

4. Publicize the class or activity through the Leisure Times and public service announcements.

10. **Exhibits:** If any additional provisions are applicable to the class or activity as provided for herein, CONTRACTOR and COUNTY may attach applicable Exhibit(s). If any additional requirements such as specialty certifications, licenses and/or memberships applicable to the class or activity are required CONTRACTOR and COUNTY may attach applicable Exhibit(s). The CONTRACTOR's proposal should also be included as an Exhibit to this Agreement. All Exhibits shall be incorporated into and made a part hereof.

11. **County Representative:** The County Representative for this CONTRACT is:

Jason Walsh, Facility Manager

PH: 561-684-2685

12. **Indemnification:** The CONTRACTOR shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, servants, employees and elected officers harmless from and against any and all claims, liability, losses, expense, cost, damages and/or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, which may arise from any and all acts or omissions of the CONTRACTOR during the performance of the CONTRACTOR's service under this Agreement.

13. **Notices:** All notices required in this Agreement shall be hand delivered or sent by certified mail, return receipt requested, if sent to the COUNTY shall be mailed to:

Director of Special Facilities & Beaches
Palm Beach County Parks and Recreation Department
2700 Sixth Avenue South
Lake Worth, FL 33461

and if sent to the CONTRACTOR shall be mailed to:

CONTRACTOR'S Name: Gordon Andrews

CONTRACTOR'S Address: 5448 Berry Blossom Way E. WPB, FL 33415

CONTRACTOR'S Phone No. 561-689-7120

14. **Remedies:** This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce this Agreement shall be held in Palm Beach County. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY, or shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the CONTRACTOR.

15. **Availability of Funds:** The COUNTY's performance and obligation to pay under this Agreement for subsequent fiscal year's is contingent upon annual appropriations for its purpose by the Board of County Commissioners.

16. **Arrears:** The CONTRACTOR shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CONTRACTOR further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

17. **Public Entity Crimes:** As provided in F.S. 287.132-133, by entering into this Agreement or performing any work in furtherance hereof, the CONTRACTOR certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

18. **Criminal History Records Check:** The CONTRACTOR shall comply with the provisions of Ordinance 2003-030, the Criminal History Records Check Ordinance ("Ordinance"), if CONTRACTOR'S employees or subcontractors are required under this Agreement to enter a "critical facility" as identified in Resolution R-2003-1274. The CONTRACTOR acknowledges and agrees that all employees and subcontractors who are to enter a "critical facility" will be subject to a fingerprint based criminal history records check. Although COUNTY agrees to pay for all applicable FDLE/FBI fees required for criminal history records check, the CONTRACTOR shall be solely responsible for the financial, schedule, and staffing implications associated in complying with Ordinance 2003-030.

19. **Severability:** If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.
20. **Entirety of Contractual Agreement:** The COUNTY and the CONTRACTOR agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the parties have set their hands and seals in the date first above written.

PALM BEACH COUNTY WITNESS

Nancy Beale
SIGNATURE
Nancy Beale
NAME (TYPE OR PRINT)

CONTRACTOR WITNESS

Jason Walsh
SIGNATURE
Jason Walsh
NAME (TYPE OR PRINT)

R2008.0439 MAR 11 2008
PALM BEACH COUNTY

[Signature]
DEPARTMENT DIRECTOR / ASSISTANT DIRECTOR
[Signature]
COUNTY ADMINISTRATOR (IF CONTRACT VALUE EXCEEDS \$10,000)

INDEPENDENT CONTRACTOR

[Signature]
SIGNATURE
GORDON ANDREWS / HEAD COACH
NAME & TITLE (TYPE OR PRINT)

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Anne Delgant
COUNTY ATTORNEY

SCOPE OF SERVICES

The basic requirements for the USA Swimming Head Coach (CONTRACTOR) are as follows:

A. Scope of Work

The CONTRACTOR has the responsibility of training swimmers in preparation for competitive swim programs. CONTRACTOR must organize and supervise the competitive swim program as well as instruct and train the participants in competitive swimming. CONTRACTOR is responsible for the preparation and administration of training schedules, registering team and individuals with USA Swimming; and technical instruction of competitive swimmers. Participants will be supervised during a variety of exercises, swimming drills, and instructional sessions. CONTRACTOR will supervise swimmers at practices and meets; will oversee the entry of swimmers in sanctioned USA competition and represent the team as a delegate to the Florida Gold Coast Association of United States Swimming. The COUNTY will pay for the annual membership to USA swimming upon receipt of the invoice sixty days prior to due date.

Palm Beach County Parks and Recreation Department desires to serve all constituents of the public by providing programming for all ages and skills levels.

Perform the services set forth herein in a competent, professional, safe and responsible manner with full regard for the safety of the participants as well as for the facility.

Immediately upon arrival at the facility, inspect the site prior to beginning any activity. Prior to swimmers entering the water perform a water test with facilities test kit for chemical levels in the water, if chemical levels are not reading between 1.5-3.0 for chlorine and 7.2-7.6 for pH, swimmers should not enter the pool. Should any other safety condition exist at the facility, the CONTRACTOR will report said condition to the facility manager immediately upon the manager's arrival at the facility. If the condition creates a risk to the participants or spectators, the activity will be postponed until corrective action has been completed.

CONTRACTOR will be required to make judgments regarding safe weather and water conditions, and will be expected to cancel or postpone practice sessions when conditions are unsafe or as directed by the Facility Manager or designee.

CONTRACTOR shall follow the facility's established CRITICAL INCIDENT PROCEDURES/ EMERGENCY ACTION PLANS should a serious injury or incident occur at the facility.

CONTRACTOR will work within the aquatic chain-of-command: Facility Manager, Aquatics Program Coordinator, Aquatics Supervisor and Special Facilities and Beaches Division Director as outlined in Exhibit A.

CONTRACTOR will ensure that all participants be instructed in the pool rules and safety procedures to ensure that risk of injury or accidents is minimized. During facility operational hours program participants will obey all pool rules. CONTRACTOR and all personnel on site will be certified in American Red Cross Safety Training for Swim Coaches (or Lifeguard Training); First Aid/CPR (equivalent or higher training) and must have access to a first aid kit at all times.

Contractor will conduct team practices only with the supervision of Palm Beach County Pool Lifeguards on stand.

Contractor will adhere to the practice schedule agreed upon in advance by the Facility Manager unless arrangements have been made for special needs or events.

CONTRACTOR will provide a service capable of responding to public questions, program information and membership details.

CONTRACTOR will provide the facility manager with 14 days notice of all anticipated conflicts, schedule changes,

and or absences. The CONTRACTOR shall immediately notify the facility manager of any unanticipated absences.

CONTRACTOR will work with and maintain open dialogue with the facility manager, liaison and/or parent organization (if applicable) regarding program needs, program changes, additions or removals, or problems with the facility or equipment, by attending scheduled meetings and in general daily interaction.

CONTRACTOR will provide copies of any team newsletters, calendars and handbooks to the facility manager and obtain approval from the facility manager for all activities other than permitted practice times.

CONTRACTOR will adhere to all applicable COUNTY policies and procedures.

CONTRACTOR and CONTRACTOR'S staff shall display effective and respectful behavior in all public contacts while performing contracted services.

CONTRACTOR will provide the facility manager with a list of registered USA Swimming members containing the following information: first name; last name; age; sex; their assigned skill group and what monthly fees are to be assessed that swimmer. All changes to this information must be made monthly and provided to the facility manager on the first of each month.

CONTRACTOR will provide facility manager with bi-weekly attendance figures on the first and third Tuesday of each month. The COUNTY will provide assistance by collecting delinquent payments from participants.

CONTRACTOR will secure necessary timers, meet officials, and volunteers for the set up, running, take down, and clean up for all swim meets.

CONTRACTOR will recognize and abide by the terms of the Agreement between the COUNTY and the School Board of Palm Beach County for the Mutual Use of Recreation Facilities. (R-93-164-D)

B. Use of Premises

The facility, when permitted by the COUNTY for the CONTRACTOR for the USA Swimming competitive program shall not be permitted by the Contractor, for use to any other organization or group during their permitted time.

CONTRACTOR must submit written requests for lane space to the facility manager on an annual basis. CONTRACTOR and facility manager will meet on a bi-annual basis to assess annual request. Said requests shall be reviewed by the facility manager and request for said usage shall not be unreasonably withheld. At a minimum, submit to the facility manager quarterly, proposed pool needs and activity schedules. The facility manager will review said schedule and after considering the needs of the general public and other program offerings at the facility make reasonable changes thereto, or agree to the schedule as proposed.

Ensure proper use and care of all equipment by CONTRACTOR, CONTRACTOR'S staff, and program participants.

Ensure that the facility is utilized properly and as scheduled, left clean and that opening and closing procedures are followed. It is the CONTRACTOR'S responsibility to maintain clean and orderly office and storage areas that have been allocated for the competitive swimming program. The CONTRACTOR shall open the facility each morning in conjunction with scheduled facility staff for the USA Swimming competitive program when utilizing the facility prior to the facility's opening to the general public. The CONTRACTOR shall also close and secure the facility each evening in conjunction with scheduled facility staff if the program conclusion is after operational hours.

The Parks and Recreation Department will provide a work area for the Head Coach to utilize during USA Swimming program hours.

CONTRACTOR will inform the facility manager immediately of any equipment malfunction or failure.

The Parks and Recreation Department may authorize the closing of the pool during necessary repair work or in the event of severe weather. In these instances the pool will remain closed until the COUNTY authorizes its reopening.

C. Personnel

The CONTRACTOR will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required herein shall be performed by the CONTRACTOR, or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONTRACTOR'S key personnel must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY'S representative before said change or substitution can become effective.

CONTRACTOR shall indoctrinate and train all staff in the philosophies and public relations concerns of the COUNTY. CONTRACTOR'S staff and pool staff will be crossed trained to be knowledgeable of each others programs. CONTRACTOR shall cooperate with facility management and staff, contributing to the harmony and productivity of the unit.

D. Program Fees & Charges

The Palm Beach County Parks and Recreation Department, on behalf of the COUNTY, shall collect all program fees and charges from participants. All program fee and charges payments will be made payable to: **Board of County Commissioners**. The COUNTY will provide the CONTRACTOR with weekly reports updating participant's payment status. CONTRACTOR shall assist COUNTY with the collection of fees.

Any and all monthly program rate change must be approved in writing in advance by the Director of the Parks and Recreation Department.

E. Payments To Contractor

Payment shall be made to the CONTRACTOR by the COUNTY when invoiced but no more than once every two weeks per the approved payment proposal. Payments will be made only for the current month of services, there will be no advanced payment of services.

F. Role of Parents' Organization

The Parents' Organization is established to support the general swim team in all its activities, such as the hosting of swim meets, award banquets, team social outings, the purchase of team uniforms, the coordination of team travel to away meets and fundraising events. The Parents' Organization is governed by an elected Board of Directors. General membership to the organization is open to parents of age-group participants in the swim program. The Parents' Organization should annually prepare a budget for general team needs and home pool team activities that benefit the team as a whole.

G. Role of Head Coach with Parents' Organization

The Head Coach is an independent contractor with Palm Beach County, and as such, is not permitted to be a member, voting or non-voting, of the Parents' Organization. The role of the coach is to provide training to participants, recommend equipment purchases which will enhance the program, and to recommend swim meets and other similar competitive or fund raising opportunities to the Board of Directors. The Head coach or other coaching staff may not influence, intimidate, or compellingly request involvement with the organization through verbal or written materials.

2008 LAKE LYIAL LIGHTNING POOL USAGE/SCHEDULE

	RED	LANES	BRONZE	LANES	SILVER	LANES	SENIOR AAAA,AAA,AA,A,B + GOLD		LANES
							AM	PM	
DECEMBER 21-JAN. 13	OFF		OFF						
DECEMBER 22-JAN. 6	OFF		OFF						
DECEMBER 22-DEC. 30	OFF		OFF		OFF				
DEC. 31-JAN. 4	OFF		OFF		OFF		OFF		
	OFF		OFF		OFF		6-8am	2-4pm	5
JAN. 7-12	OFF		OFF		OFF		SAT. 6-8am		5
	OFF		OFF		OFF		5:15-6:30am M,W	4-6pm M-F	5
JANUARY 13-April 4th	4:30-5 T-F	4	5:30-6 T-F	5	4:30-6:30 M-F 7:15-9:15 SAT.	5	7-9am Sat.		5
					7:15-9:15am SAT.	5	5:15-6:30am T,TH	4:30-7 M,W,	8
							6:30-9:30am SAT.	4:30-7:30 T,TH	8
								4-6 FRI	8
APRIL 5-13	LLL SPRING BREAK								
APRIL 14-JUNE 7	4:30-5 T-F	4	5:30-6 T-F	5	4:30-6:30 M-F 7:15-9:15 SAT.	5	M-W 5:15-6:30am SAT. 8:30-9am	4:30-7 M,W, 4:30-7:30 T, TH	8
JUNE 7-JULY 27	9-9:30am T-F	3	9:30-10:30am T-F	4	4:30-6 M,W	5	M-FRI. 6-8:30	4:30-7 M,T,TH	8
	4:30-5pm T-F	4	5-6pm T-F	5	7:30-9 T,TH,F,Sat.	5			
JULY 28-AUG 3	END OF SUMMER BREAK								
JULY 28-AUG 10	END OF SUMMER BREAK								
AUG. 4-AUG. 16	4:30-5 T-F	4	5:30-6 T-F	5	END OF SUMMER BREAK		END OF SUMMER BREAK		
AUG. 11-NOV. 14	END OF SUMMER BREAK								
AUG. 18-NOV. 8	5-5:30 T-F	4	5:30-6:30 T-F	5	4:30-6:30 M-F	5	M-W 5:15-6:30am	4:30-7 M,W,	8
NOV. 9-DEC. 20	4:30-5 T-F	4	5:30-6 T-F	5	7:15-9:15am SAT.	5	SAT. 6:30-9am	4:30-7:30 T,TH	8
NOV. 17-DEC. 20					5-6:30pm 7:15-9:15 SAT.	5	SAT. 7-9:30am	4:30-7 M,W,F 4:30-7:30 T, TH	8



PALM BEACH COUNTY
Parks and Recreation Department

SUMMARY OF QUALIFICATIONS
TEMPORARY RECREATION INSTRUCTORS

GORDON ANDREWS
Name of Recreation Service Provider

141.50.0781
Social Security Number

1. Which service (s) are you interested in providing? SWIM COACH, STAFF, EQUIPMENT

2. List prior work experience in providing this service:

<u>Dates</u>	<u>Agency/Company</u>	<u>Supervisor</u>
<u>MARCH 1996 - CURRENT</u>	<u>USA SWIM COACH</u>	<u>[Signature]</u>

11 OF THEM

<u>Dates</u>	<u>Agency/Company</u>	<u>Supervisor</u>

<u>Dates</u>	<u>Agency/Company</u>	<u>Supervisor</u>

3. List any training or education you have completed relevant to providing this service.

<u>Dates</u>	<u>School/Training Location</u>	<u>Instructor</u>
<u>USAS CERTIFIED</u>	<u>TEACHER</u>	
<u>ASCA LEVEL 3</u>		
<u>NIGCA</u>		

4. Are you related to anyone employed by the Palm Beach County Parks and Recreation Department?
• Yes • No If yes, give name and relationship.



**Palm Beach County
Parks and Recreation Department**

**Contractor Background Screening
Consent/Release Form**

Applicant's Social Security Number 111-50-0761

Full Name (print) GORDON R. ANDREWS Sex M Race W

Date of Birth April 27, 1960 Driver's License No. A536-296-60-1470

Address 5448 BERRY BLOSSOM WAY E

City WEST PALM BEACH State FL Zip 33415

I, Gordon Andrews, authorize and give consent for Palm Beach County to obtain information regarding myself. This includes the following:

- County, State, and/or National Criminal History Background Records/Information Checks
- Sex Offender Registry Checks
- Current and Former Addresses
- Social Security Number Verification

I, the undersigned, authorize the above information to be obtained by Palm Beach County either in writing or via telephone in connection with my agreement to enter into a contract with Palm Beach County. I hereby release and hold Palm Beach County, its agents, designees, employees, and elected officials free and harmless at all times from and against all claims, liability, expenses, losses, costs, fines, damages or causes of action of every kind and character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, associated with obtaining or releasing the above information. Information obtained by Palm Beach County will be held in confidence in accordance with Palm Beach County's policies and procedures and state and federal law.

Print Name: Gordon Andrews Date: 1/11/08

Signature: [Handwritten Signature]

ENTERED
1/17/08



ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
01/18/08

PRODUCER
Risk Management Services, Inc.
1-800-777-5322
P.O. Box 32712
Phoenix, AZ 85064-2712

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
LAKE LYTAL LIGHTING
USA Swimming etal Incl Local Swimming Committees
GORDON ANDREWS
5448 BERRY BLOSSOM WAY E
WEST PALM BEACH, FL 33415-4442

INSURER A: Lexington Insurance Company
INSURER B: Mutual of Omaha Insurance Company
INSURER C:
INSURER D:
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Participant Legal <input checked="" type="checkbox"/> Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	390 4890	01/01/08	01/01/09	EACH OCCURRENCE \$ 2,000,000 FIRE DAMAGE (Any one fire) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A	EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	1016935	01/01/08	01/01/09	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 6,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	OTHER <input checked="" type="checkbox"/> XS ACC MED/DENTAL	T5MPSP35054	01/01/08	01/01/09	Maximum \$ 25,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Verification of General/Excess Liability for INSURED ACTIVITIES per attached. The Certificate Holder is included as Additional Insured per attached ADDITIONAL INSURED ENDORSEMENT EFFECTIVE CERTIFICATE ISSUE DATE.

CERTIFICATE HOLDER Y ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

Palm Beach County Board of County Commissioners
2700 6th Ave. South
Lake Worth, FL 33461

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL SEND BY MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~SUCH AS TO THE ISSUING INSURER~~
 AUTHORIZED REPRESENTATIVE *Carolyn J. Blumit*

ACORD 25-S (7/97) FG-LLL
8010297

© ACORD CORPORATION 1988

ATTACHMENT TO USA SWIMMING CERTIFICATE

ADDITIONAL NAMED INSUREDS:

It is agreed that the following persons or organizations shall be defined as an **Additional Named Insured**. Furthermore, the **Additional Named Insured** shall be included under the **Persons Insured** section of this policy as an **Insured**, solely as respects to liability arising from **insured activities**.

- a. United States Swimming, Inc., clubs and seasonal clubs which athletes or participants and coaches are members of United States Swimming, Inc.
- b. United States Swimming, Inc., member(s) and volunteer(s) while acting at the direction of, and within the scope of their duties for a **Named Insured**. However, none of these member(s) and volunteer(s) are insured for **Personal Injury** and **Advertising Injury**.

ADDITIONAL NAMED INSURED - INSURED ACTIVITIES:

The insurance afforded by this policy applies to any **Additional Named Insured** for **insured activities**. **Insured activities** are defined as:

- a. Swimming meets that have been issued a written **meet sanction** or a **meet approval**;
- b. Swimming practices, **dry land training activities** and learn to swim programs where all swimmers and/or participants are members of United States Swimming, Inc. and which are conducted under the direct and active supervision of a **member coach**;
- c. United States Swimming, Inc. Swim-A-Thons ®;
- d. **Approved social events** and **approved fund raising activities**;
- e. **Swimming Tryouts**.

Meet sanction is defined as a permit that has been issued by a **Local Swimming Committee** to a US Swimming, Inc. group member to conduct a meet in conformance with all United States Swimming, Inc. rules.

Meet approval is defined as a permit issued by a **Local Swimming Committee** for meets conducted in conformance with United States Swimming, Inc. technical rules in which both member and non members may compete.

Member coach is defined as a coach member of United States Swimming, Inc. who has complied with safety training required by United States Swimming, Inc.

Approved social events and **approved fund raising activities** are events and activities for which an **Additional Named Insured** has received approval from Risk Management Services, Inc.

Swimming Tryouts are defined as swimming practices where a swimmer(s) who is not and who has never been a member of United States Swimming, Inc. participates with a United States Swimming, Inc. club or seasonal club, for a period not to exceed thirty consecutive days in a twelve month period to determine the swimmer's interest in becoming a member of United States Swimming, Inc.

Dry land training activities are defined as weight training, running, calisthenics, exercise, machine training and any other activity for which an **Additional Named Insured** has received approval from Risk Management Services, Inc.

ATTACHMENT TO USA SWIMMING CERTIFICATE

POLICY NUMBER: 390-4890

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSUREDS - BLANKET
OWNERS AND/OR LESSORS OF PREMISES**

The policy is amended to include as an **Additional Insured** any person or organization of the type designated below, and as evidenced by a certificate of insurance issued to the **Additional Insured** by us or on our behalf, but only with respect to liability arising out of **insured activities** by a **Named Insured** or an **Additional Named Insured**.

Additional Insured is defined as owners and/or lessors of premises leased, rented or loaned to a **Named Insured** or an **Additional Named Insured**.

The insurance afforded with respect to an **Additional Insured** by this endorsement is subject to the following additional exclusions:

- a. This insurance applies only to an **occurrence** which takes place while the **Named Insured** or **Additional Named Insured** is utilizing the premises;
- b. This insurance does not apply to an **occurrence** arising out of or related to structural alterations, new construction or demolition operations performed by or on behalf of an **Additional Insured**;
- c. This insurance does not apply to an **occurrence** arising out of or related to any design defect or maintenance of the premises by or on behalf of an **Additional Insured**;
- d. This insurance does not apply to any occurrence which is caused by the negligence of the **Additional Insured**.

Effective Date: The effective date of this endorsement shall be the issue date of the certificate to which it is attached.

PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT

APPLICANT DISCLOSURE (Please read carefully)

Our agency screens prospective contractors/volunteers to evaluate whether an applicant poses a risk of harm to the youth, elderly, or individuals it serves. Information obtained is not an automatic bar to contract/volunteer service, but is considered in view of all relevant circumstances. This disclosure is required to be completed by applicants for contractual or volunteer positions in order to be considered. Any falsification, misrepresentation, or incompleteness in this disclosure alone is grounds for disqualification or termination.

APPLICANT:

GORDON ANDREWS

Please print complete name

I understand I must acknowledge the existence of any criminal records relating to the following list, regardless of whether or not those records have been sealed or expunged. I understand that I am also obligated to notify Palm Beach County Parks and Recreation Department of any possible disqualifying offenses that may occur while providing services for/with Palm Beach County Parks and Recreation Department.

Initial next to all that apply and provide a brief explanation below:

- | | |
|---|---|
| <p>_____ Sections 393.135
 _____ 394.4593
 _____ Sections 415.111
 _____ 741.30</p> <p>_____ 782.04
 _____ 782.07</p> <p>_____ 782.071
 _____ 782.09
 _____ 784.011
 _____ 784.021
 _____ 784.03
 _____ 784.045
 _____ 787.01
 _____ 787.02
 _____ 787.04(2)</p> <p>_____ 787.04(3)</p> <p>_____ 790.115(1)
 _____ 790.115(2b)</p> <p>_____ 794.011
 _____ 794.041</p> <p>_____ Chapter 796
 _____ Section 798.02
 _____ Chapter 800
 _____ Section 806.01
 _____ Chapter 812
 _____ Sections 817.563
 _____ 825.102
 _____ 825.1025</p> <p>_____ 825.103</p> | <p>relating to sexual misconduct with certain developmentally disabled clients
 relating to sexual misconduct with certain mental Health patients
 adult abuse, neglect, or exploitation of aged person or disabled adults
 domestic violence and injunction for protection (defined in 741.28) means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, etc. of a family or household member
 murder
 manslaughter, aggravated manslaughter of anelderly person or disabled adult, or aggravated manslaughter of a child
 vehicular homicide
 killing an unborn child by injury to the mother
 assault, if the victim of offense was a minor
 aggravated assault
 battery, if the victim of offense was a minor
 aggravated battery
 kidnapping
 false imprisonment
 taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
 carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
 exhibiting firearms or weapons within 1,000 feet of a school
 possessing an electric weapon or device, destructive device, or other weapon on school property
 sexual battery
 prohibited acts of persons in familial or custodial authority (former)
 prostitution
 lewd and lascivious behavior
 lewdness and indecent exposure
 arson
 felony theft and/or robbery
 fraudulent sale of controlled substances, if the offense was a felony
 abuse, aggravated abuse, or neglect of disabled adults or elderly persons
 lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
 exploitation of disabled adults or elderly persons, if the offense was a felony</p> |
|---|---|

_____	826.04	incest
_____	827.03	child abuse, aggravated child abuse, or neglect of a child
_____	827.04	contributing to the delinquency or dependency of a child
_____	827.05	negligent treatment of children
_____	827.071	sexual performance by a child
_____	843.01	resisting arrest with violence
_____	Chapter 847	obscene literature
_____	Section 847.05(1)	encouraging or recruiting another to join a criminal gang
_____	Chapter 893	drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
_____	Section 985.4045	sexual misconduct in juvenile justice programs

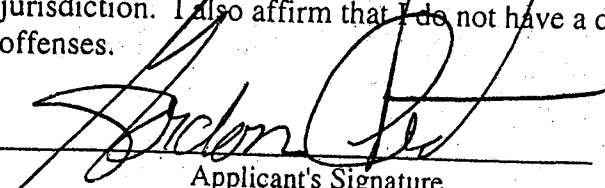
Explanation: (Provide details of any items initialed above. Attach another sheet if necessary.)

<u>Description</u>	<u>Dates</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above statements are true and complete to the best of my knowledge.

INITIAL:

By signing this section, I affirm that I have not been charged, found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication, to any of the foregoing charges under the provisions of the Florida Statutes or under any similar statute of another jurisdiction. I also affirm that I do not have a delinquency record that is similar to any of these offenses.

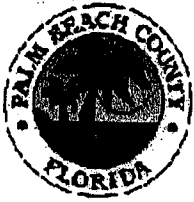

1/7/07

Applicant's Signature
Date

OR

By signing this section, I declare that my record may contain one or more of the foregoing Disqualifying charges, acts or offences and that the explanation I have provided is complete and true with regard to any of the above charges under the provisions of the Florida Statutes or under any similar statute of another jurisdiction.

Applicant's Signature
Date



Palm Beach County
Parks and Recreation Dept.
Contract Tracking System 0000001352

DATE : 01/30/2008

CONTRACT INFORMATION
Active

ANDR00200208530200J

Certificate of Insurance

NAME : ANDREWS, GORDON
VENDOR CODE: ANDR0020
INSTRUCTOR: USA HEAD SWIM COACH
ACCOUNT NUMBER : 0001-580-5302-00-3422
LOCATION: LAKE LYTAL FAMILY AQUATIC CENTER
PROGRAM: SWIMMING

CONTRACT DATE : 01/18/2008
START DATE : 02/01/2008
END DATE : 01/31/2009

CONTRACT AMOUNT :	70,000.00	REVENUE AMOUNT:	70,000.00
USED AMOUNT :	0.00	USED AMOUNT :	0.00
AMOUNT LEFT :	70,000.00	AMOUNT LEFT :	70,000.00

ASSIGNED CATEGORIES:

USA HEAD SWIM COACH 0.80 PCT