COUNTY AGENDA REQUEST

Department:	Parks and Recreation	Presenter(s):	Charles McCollum
Meeting Date:	Thursday, April 26, 2012	Type of Request:	New Business

Wording for the Agenda:

Consideration of proposed revisions to the Parks and Recreation Policy and Procedures Manual.

Background/History/Details:

In February of 2009, the Board of Commissioners adopted the Parks and Recreation Policy and Procedures Manual. The manual's purpose is to serve as an agreement between the Youth Associations and the County and outlines certain requirements the Youth Associations should fulfill to conduct their program in a Fayette County Park. These requirements are necessary to assure public confidence in the management and structure of these Youth Associations while ensuring the safety, health, and protection of the participating members. The manual outlines the basic structure of the Youth Associations to ensure all programs are operated consistently with department and national recreation program standards.

Each year the Recreation Commission sets an annual workshop with the various Youth Associations to discuss the manual and to entertain any revisions that should be considered. In October of 2011, the Parks and Recreation met with the youth associations regarding the manual where several revisions were proposed. In February 2012, the Parks and Recreation Commission approved to recommend the revisions to the manual on pages 3, 12, 22, 24, 26, 39, and 40 to the Board of Commissioners.

If the Board concurs with recommended changes, a vote of approval would be in order. In not, staff would like further direction and can reschedule the issue for a subsequent meeting for a vote.

What action are you seeking from the Board of Commissioners?

Approval of the revisions to the Parks and Recreation Policy and Procedures Manual as presented by the Fayette County Recreation Commission; if not, further direction to staff and to the Recreation Commission.

If this item requires funding, please describe:

n/a

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Not Applicable	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

FAYETTE COUNTY PARKS AND RECREATION

POLICY AND PROCEDURES MANUAL

Amended April 2012

February 2009

In order to prevent a possible conflict of interest, no YAA officer or board member may be employed or otherwise involved with any commercial enterprise that specializes in the type of sport or activity that the YAA provides. Should there be any question as to the eligibility of a potential officer or board member, the Parks and Recreation Department Director must be contacted and involved in the final decision. The number of Directors of the YAA shall be fixed by the Board of Directors, but must be at least six (6). If a YAA has more than one division in their association (e.g. Recreation Division and Travel Division) then the Board of Directors must have representation from each division, however a majority of the Board of Directors must represent the Recreational Division. A list of the names, addresses, email addresses, and phone numbers of the newly elected Board of Directors must be sent to the Parks and Recreation Director within ten (10) days of the election officers.

Board members of the YAAs are volunteers and shall receive no compensation or favoritism for their participation on the Board. Board members must pay registration fees for their child the same as any other member of the YAA. Board members are prohibited from doing business at a profit or for more than others may provide the service with the YAAs to avoid any appearance of a conflict of interest. Services performed at cost, a reduced cost, or free may be accepted with YAA Board approval and the Parks and Recreation Department approval. YAAs shall follow Fayette County purchasing procedures when securing services, (i.e., the acquisition of materials, supplies and services valued at more than $20,000 shall be obtained by competitive sealed bids. Fayette County Code, § 2-119). Contracts must be no longer than annual contracts.

The annual meeting date of the YAA should be in accordance with the YAA bylaws and should be submitted to the Parks and Recreation Department prior to signing the contract.

4. Association Annual Meeting

All YAA~~s~~ must hold at least one (1) annual membership meeting each year at a time and place named by the President of the YAA. The agenda for this meeting shall be business as deemed necessary by the YAA. Among the items discussed at this meeting shall be the general condition of the program, summary of the financial state of the program to include an annual statement/budget as well as the current status, and goals for the future of the program. Efforts must be made for all YAA members to be notified thirty (30) days prior to the annual meeting and records maintained of this notification. The Fayette County Parks and Recreation Department must be notified of the annual meeting at least thirty (30) days in advance. It is recommended that YAAs annual meeting date be posted on the YAAs web site, outside of the YAA concession stand building, and at the Parks and Recreation Department Office at least thirty (30) days prior to the meeting.

5. Financial Reports

The Official Code of Georgia Annotated requires all corporate minutes and books of account be held open for inspection by any member of the YAA at any reasonable time. The YAAs shall assume the financial responsibility for the recreation program it operates. The County assumes no responsibility for maintaining financial stability of the YAAs. Furthermore, the County expressly assumes no responsibility for the financial well-being or outstanding debts of the YAA. Fayette County Parks and Recreation recommends that each YAA is bonded and that annual internal audits are performed on all checking accounts. A complete copy of a financial

A minimum of two YAA Board Members are required to be CPR/AED certified. In addition,

10. Coaching Certification

Fayette County encourages associations to require all sport coaches to attend coaching clinics and Heartsaver CPR with AED. Records of certification may be requested by the Parks and Recreation Department, but not a requirement at this time. Fayette County Parks and Recreation staff regularly conducts National Youth Sports Coaching Association (NYSCA) clinics for each sport throughout the year. NYSCA participation is encouraged but is not required. Fayette County Parks and Recreation Staff also regularly conduct Heartsaver CPR with AED Clinics throughout the year.

11. Background Checks

Background checks must be conducted on all board members, coaches, and officials. Fayette County will assist in conducting the background checks. Records of background checks must be turned in and approved prior to the working/coaching/officiating with any minor.

12. Conduct

Fayette County Parks and Recreation encourages all YAAs to support and promote sportsmanship in all of its leagues and programs. Parents should sign a parent's code of ethics during the registration process of each sport season for their child. Coaches and officials should sign the appropriate code of ethics prior to the start of each sport season.

YAAs are responsible for addressing behavior by the officials, coaches, parents, participants, and spectators that is considered harmful to the program. Profanity is not to be tolerated. Any incidents involving negative behavior are to be addressed by the organization's board of directors. All grievances, protest and ethical issues shall follow the YAAs due process procedures prior to being brought to the Parks and Recreation Department or Recreation Commission for resolution.

Fayette County Parks and Recreation Department has a NO TOLERANCE POLICY. When an umpire, referee, or designated official informs an individual or individuals involved in a confrontation or conduct unbecoming to leave the Park and the individual(s) does not leave, or leaves and returns, the appropriate law enforcement authorities shall be summoned.

Constant disagreement and quarreling within an YAA utilizing Fayette County Parks and Recreation facilities shall be grounds for calling the Officers of the offending parties and/or the YAA before the Parks and Recreation Department or Recreation Commission to show cause why the offending parties and/or YAA should not be suspended or permanently barred from using the Fayette County Parks and Recreation facilities.

13. Youth Athletic Associations Operations and Maintenance Responsibilities

YAAs are responsible for collecting litter daily from fields, dugouts, press boxes, restrooms, concession area and breezeway, and placing it into trash receptacles. Trash left in the areas

1. Impact Fees

Impact fees for all participants will be collected. Each YAA utilizing County facilities will collect $5 per participant per sport per season to be submitted to the Fayette County Parks and Recreation Department along with the rosters and registration list/report. This fee will help cover the costs associated with the regular operation of the parks and any unscheduled maintenance. This fee must be submitted by the YAA within fifteen (15) days after the first regular season game for each sport season.

Associations are also not prohibited from charging out of county residents a higher fee than the required $10 impact fee.

2. Out-of-County Impact Fees

All program participants who reside outside Fayette County will be assessed with an out-of-county impact fee of twice the approved in county impact fee per person per sport per season. The definition of an out-of-county participant is a person that does not live in Fayette County. This fee is to be above and beyond the normal registration fee charged for someone who resides within the county. Example: Impact fee is $5 for someone who resides in Fayette County. Therefore, the impact fee for someone who resides outside of Fayette County would be $10. Associations are not prohibited from charging a higher registration fee for out-of-county residents. The impact fees shall be submitted to Fayette County Parks and Recreation Department along with the rosters and registration list/report. It is the responsibility of the YAA to verify the county of residence of each participant. Residency status and out-of-county fees are to be submitted to the Parks and Recreation Director, along with the roster (names, ages, addresses, phone numbers, and school attending) of all YAA athletes fifteen (15) days after the first regular season game for each sport season. Enforcement of the out-of-county fee system and residency status by each YAA is mandatory. Violations may constitute revocation of the Facility Use Permit.

3. Refund Policy

Refund policies will be set by each of the YAAs. Refund policies should be fair and consistent. YAA refund policies MUST be handed out to each participant at the time of registration and posted at the registration site. Refunds should be returned in a timely manner.

4. Tournament Fees

YAAs will not be charged fees for hosting tournaments in which teams from outside of Fayette County participate if said tournament is completely organized and implemented by the Fayette County YAA assigned to a particular park and 100% of the money raised by the tournament in excess of costs is used for the YAA's program.

Groups that request field space for tournaments for other organizations that are not an integral part of the Fayette County YAAs sports program (e.g., Board of Education, Atlanta Cup, USSSA), will be required to rent the facility per the Fayette County field rental policy. A field rental contract must be signed and rental fees collected by the Parks and Recreation Department before a permit will be issued.

Background checks must be conducted on all vendors. Fayette County will assist in conducting the background checks. Background checks must be turned in and approved prior to a vendor being issued a permit.

- Certificate of Insurance must be forwarded to the Parks and Recreation Director, two (2) weeks prior to the vendor operating in the park for authorization and verification.
- Vendors should be supportive of the YAA.
- A vendor fee of $100 /per season payable to Fayette County Parks and Recreation Department will be assessed. 100% of this fee will be due when the vendor is secured.
- Vendors may also be added as a rider to your existing policy if that option is available from your insurance provider.

9. Cleanup Fee Deposit

A cleanup deposit of $250 will be assessed at the beginning of each Association's season. If cleanup for each event is not done within one (1) business day of the event and the County is required to do the cleanup, then the deposit will be forfeited to the County. If excessive cleanup or maintenance is required an additional fee will also be charged. YAAs may roll over deposits from seasons, tournaments or camps.

A cleanup deposit of $500 will be assessed at the beginning of each camp/clinic/tournament. If cleanup for each event is not done within one (1) business day of the event and the County is required to do the cleanup, then the deposit will be forfeited to the County. If excessive cleanup or maintenance is required an additional fee will also be charged. YAAs may roll over deposits from season's tournaments or camps.

10. Player Scholarships

YAAs should consider assistance to families that demonstrate financial hardship.

Participant Scholarship Recommended Guidelines

- Youth age 19 and under.
- Fayette County resident.
- Financial assistance needed, as defined by a letter from Department of Family and Children Services.
- Completed Scholarship Application Form (including supplemental information).
- Application must meet deadline requirements.
- Scholarships should be limited per participant.
- Registration fees should be covered partial/fully depending on availability of funds.
- All awarded scholarship participants must meet all other YAA eligibility, guidelines and class/program/camp/sports requirements.
- Priority should be given to first time applicants.
- Scholarships awarded are intended to subsidize class/program/camp/sports registration fees.
- Incomplete or misleading applications should be rejected.

11. **Fee Schedule:**

YAA Impact Fees: $5 per participant per sport per season

Associations may charge non-residents more than the required $10 impact fee.

YAA Out-of-County Fees: $10 per participant per sport per season

YAA Clean Up Deposit for Regular Sport Season: $250 per sport per season

YAA Clean Up Deposit for Camps, Clinics, or Tournaments: $500 per sport per camp, clinic, tournament

Rental Fees:

	Resident			Non - Resident		
	Per Hour Per Court/ Field	**Per Day Per Court/Field**	**Deposit Per Court/ Field**	**Per Hour Per Court/ Field**	**Per Day Per Court/ Field**	**Deposit Per Court/ Field**
Basketball (Outdoor) and Tennis Practices or Single Game without lights	$25	n/a	$250	$50	n/a	$250
Athletic Fields Practices or Single Game without lights	$50	n/a	$250	$100	n/a	$250
Light usage fee for Practices or Single Game	$25	n/a	n/a	$50	n/a	n/a
Tournaments, Camps, Clinics hosted by YAA Governing Bodies (e.g. Ga. State Soccer, USSSA, ASA, etc.)	n/a	$100	$500 per tournament	n/a	n/a	n/a
Tournaments, Camps, Clinics	n/a	$200	$500 per tournament	n/a	$400	$500 per Tournament
Light usage fee for Tournaments, Camps, Clinics	n/a	$25 per hour per court/ field	n/a	n/a	$50 per hour per court/ field	n/a

- **YAA's will not be charged rental fees if said practice, game, or tournament is completely organized and implemented by the Fayette County YAA assigned to a particular park. YAA's must serve as event directors and accept/disburse all monies applicable to the event.**
- **Reservations are made on a first come first serve basis & facilities may only be reserved once every six weeks.**
- **Refunds for the reservation fee will not be given; however, if your event is cancelled due to inclement weather, the Recreation Department will reschedule your event based on availability.**

Each YAA will be allowed to host one (1) and only one (1) tournament per year in conjunction with a YAA governing body without having to pay the impact fee. The YAA must submit to the Parks and Recreation Department the name and date of the one (1) tournament without the impact fee at the start of the calendar year along with an explanation as to how the funds from the tournament will be allocated.

It is the responsibility of the YAA to inspect and determine if the fields are safe and playable. If the YAA determines that the fields are unsafe or unplayable they are to call the Fayette County Parks and Recreation Department staff and leave a voice mail that the fields are unsuitable for play and they are to display the FIELD CLOSED sign(s).

It is the responsibility of the YAA to inspect and reopen fields that were closed the previous day if it falls on a Non-Fayette County business day. The inspection and re-opening of the field should occur the following morning by 9 a.m. Once the fields are deemed playable, the YAA should flip the sign to "Please do not litter."

Voicemail notification should include the following:

- Specific date
- Time
- Field(s) affected
- Reason for closure
- Person leaving message
- Phone number at which you can be reached the next business day

These rules are designed to provide residents with safe playable surfaces. Failure to comply or abuse these procedures by a user group may result in Fayette County revoking the use of the facility.

25. Weather Procedures

The following guidelines for heat related illness, extreme cold temperatures, and lightning safety are suggested, though each participant and situation is unique, and may not require every step listed or may call for different or additional measures.

26. Warning Sirens

When YAAs hear the emergency warning sirens in a Fayette County Parks and Recreation area, then YAAs should take immediate action. Each YAA shall identify a safe area for their particular sport complex and notify coaches/managers of these areas at the coaches/managers meetings. The Fayette County 911 Center will sound these sirens when:

- The National Weather Service issues a significant weather ~~alert~~ advisory accompianed by lightning, hail and strong winds. There is no tone with this alert. It is voice activation only.
- The National Weather Service issues a severe thunderstorm warning with ~~damaging winds.~~ winds of 80 mph or greater and/or hail greater than 2.5 inches in diameter.
- The National Weather Service issues a tornado warning.
- ~~A funnel cloud has been spotted by public safety officials or reported by the public or if the local weather channels indicate presence of a funnel cloud.~~
- ~~Additional weather warnings are issued.~~

The National Weather Service issues a severe thunderstorm warning with expected wind speed of less than 80 mph and or hail less than 2.3 inches in diameter. There is no tone with this alert. It is voice activation only.

Immediate Actions should include:

- When siren sounds immediately leave the playing field and seek shelter in a safe area.
- If during a storm and you are outside in open areas away from a shelter or shelters are not available lie flat on the ground away from trees until the storm passes.
- Tune to local radio station for weather updates. Each YAA should monitor weather radio which should be located in each concession stand.
- Do not call 911 to ask why the sirens are sounding as this can overload the 911 emergency response system. Only call 911 in an emergency.

Due to an alarming rise in weather related casualties in recreation sport settings in recent decades, the National Athletic Trainers' Association has released the following guidelines to follow when participating in outside athletic or recreation activities.

- Establish a chain of command that identifies who is to make the call to remove individuals from the field.
- Name a designated weather watcher. (A person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous.)
- The official sound to warn officials, league directors, coaches, managers, players and spectators of the need to clear the fields in a timely manner will be three consecutive five (5) second blasts from the hand held distress device

Each YAA should submit the names of the persons making the call to remove individuals from the field to the Parks and Recreation Department prior to each season.

Each YAA should submit the names of the persons making the call to remove individuals from the field to the Parks and Recreation Department prior to each season.

If the press box is occupied an announcement will be made that acknowledges the need to clear the fields and that all play is suspended. No one will be allowed to resume play or be allowed on the fields until the officials or league director makes the determination that it is safe for play to resume. Coaches/managers should be informed what the official warning sound will be at the coaches/managers meetings.

- Designate a safe shelter for each venue, and notify coaches/managers of these areas at the coaches/managers meetings. Unsafe places are near metal or aluminum, under trees, on hills, and near electrical/electronic equipment.
- Have a means of monitoring local weather forecasts. Know weather definitions:
- Watch indicates conditions are favorable for severe weather
- Warning means severe weather has been detected in the area, and all persons should take the necessary precautions
- Severe Weather Watch: Once a severe weather watch is announced, the YAAs will prepare to stop play and secure the facilities. The organization officials will monitor the weather conditions to determine playability and safety of the facilities and its users.
- Severe Weather Warning: ALL PLAY WILL STOP! All players, spectators, coaches and league officials must leave the facility in an orderly manner. The facility will be closed until there is notification that weather conditions have cleared enabling safe usage.
- Lightning Recommendations: Use the Flash-to Bang (lightning to thunder) count to determine when to go to safety. By the time the flash-to-bang count approaches thirty seconds all individuals should be inside a safe structure.