

FAYETTE COUNTY PARKS AND RECREATION

POLICY AND PROCEDURES MANUAL

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A. YOUTH ATHLETIC ASSOCIATIONS

Fayette County is fortunate to have volunteers who execute youth recreational sports programs on behalf of the County. In this unique partnership, the County provides staff, budget, and resources to construct and maintain quality sports fields and facilities. Youth Athletic Association (henceforth referred to as YAA), shall have a board of directors to organize, plan, and administer outstanding youth sports programs. Together, this team ensures that wholesome, healthy, and enjoyable recreation activities are available to literally thousands of youth in the County.

This document serves as the agreement between the YAAs and the County and establishes certain requirements the organization must fulfill to conduct its program in a County owned park or facility (hereinafter “Park”). These requirements are necessary to assure public confidence in the management and structure of these organizations while ensuring the safety, health, and protection of the participating members. YAAs agree to abide by the Fayette County Parks and Recreation Department Policy and Procedures Manual. This manual expands on the listed requirements to describe County policies and procedures, as well as outlining the responsibilities of both the Parks and Recreation Department (hereinafter “Department”) and the organization. This handbook outlines the basic structure of the YAAs to ensure all programs are operated consistently with Department and national recreation program standards. Violation of any requirement may constitute cause for revocation of the use of Parks.

Recognizing that Fayette County provides valuable assets that are funded by tax payers and that these assets are utilized by YAAs, YAAs and their competitive/travel programs are required to provide their services in concert with established County policies, ordinances, and good business practices. In addition, situations may arise requiring the County to be involved in issues related to YAA operations. In these instances, the YAAs are required to cooperate with the Parks and Recreation Department and the Recreation Commission to resolve issues in cases not specifically covered by this manual. All grievances, protests, and ethical issues shall follow the YAAs due process procedures. In the event that the YAAs due process does not resolve the issue, a formal request for consideration shall be forwarded to the Director of the Parks and Recreation Department. The Parks and Recreation Director shall investigate the issue and forward the matter to the Recreation Commission for resolution. All decisions by the Recreation Commission regarding appeals are final. Decisions regarding the appeals will be submitted to individuals involved within five (5) business days.

1. Not-for-Profit Organization Status

Each YAA will incorporate and register with the Secretary of State’s Office as a not-for-profit organization. Proof of not-for-profit status must be submitted annually to the Fayette County Parks and Recreation Director by April 1st each year.

2. Insurance Coverage

All YAAs must provide Fayette County a comprehensive general liability insurance coverage package in the amount of \$1,000,000 per occurrence for bodily injury, personal injury, and

property damage. The Certificate of Insurance must list the Fayette County Board of Commissioners as additional insured. Also required is insurance covering the personal property of the organization including equipment and contents. All subcontractors and vendors must provide Fayette County a comprehensive general liability insurance coverage package in the amount of \$1,000,000, which is due to Fayette County before any services or activities are provided or conducted in the park. An updated copy of the current YAA insurance policy is due to the facilitator by January 15 each year. YAA boards shall be permitted to carry an umbrella policy to cover subcontractors as long as it is a comprehensive general liability insurance package in the amount of \$1,000,000 per subcontractor.

The county's insurance covers only the county's buildings and fields. It is the responsibility of the YAA to insure any contents stored in its concession stands, office, and storage buildings on Fayette County property.

3. Bylaws/Election of Officers

The Board of Directors shall be the governing body of each YAA, consistent with the Charter and Bylaws of the YAA, to conduct the affairs of the YAA. Any organization that has a separate Board of Directors (e.g. travel/competitive) will be required to sign and adhere to the terms and conditions of this manual. The YAAs should review and approve their bylaws a minimum of every two (2) years for updates and/or changes. A copy of the Bylaws must be submitted to the Fayette County Parks and Recreation Department Director each year by January 15th and/or after any amendments or changes prior to the issuance of any Facility Use Permit.

Open election of the Board of Directors is mandatory. The following statement must be a part of the YAA Bylaws:

“The President will appoint a nominating committee consisting of three (3) people from the membership and two (2) from the Board of Directors who will select a list of candidates.”

These nominations will be in writing and received by the Secretary at least five (5) days prior to a meeting established for the election of officers. The elections meeting shall be posted publicly for at least 30 days prior to the election meeting period. Nominations will also be accepted from the floor at the election meeting. The names of all nominees for each office will be entered on a single ballot and submitted to the membership present at the elections meeting. Those nominees for each office getting the greatest number of votes will be deemed to have been elected as the new Board of Directors. All of the Board of Director members must be legal U.S. Citizens and reside within Fayette County. If a potential board member resides outside of the county however his/her child/ward resides in Fayette County, then that potential board member would be considered a resident of Fayette County for purposes of serving on the Board of Directors. If after the election process has taken place and a board still have a vacancy to fill, then the YAA shall post a notice to all members for thirty (30) days seeking someone who is a resident of Fayette County to fill the vacancy. If the position is still vacant after the additional thirty (30) day time period, then the YAA shall appoint someone to fill the vacancy (who may be a non-resident of Fayette County). All officers of YAA Executive Board Members (i.e. President, Vice

President, Treasurer, and Secretary) must be residents of Fayette County. The remainder of the YAA Boards shall be made up of a majority of Fayette County residents.

Immediate family members shall not be on the same youth association board. Immediate family members are defined as follows: spouse, parent, guardian, brother, sister, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, step-parents and step-children.

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.

4. Association Annual Meeting

All YAAs must hold at least one (1) annual membership meeting each year at a time and place named by the President of the YAA. 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. 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 report from the previous year (including receipts and disbursements, beginning and ending cash balances, and bank reconciliation) and a proposed budget for the upcoming year must be submitted and approved by the Fayette County Parks and Recreation Department Director annually. Furthermore, all YAAs shall afford Fayette County officials access to any and all records as if Fayette County was a member of the YAA. Failure to provide access to YAA records may result in revocation of the YAA's use privileges of Parks.

The YAAs shall properly maintain records on receipts and disbursements of all funds. The appropriate invoice or documentation shall support all disbursements. Any expenditure over \$1000.00 should have approval of the YAA board. Two Board Members (e.g. President and Treasurer) shall have access to the bank statements.

In order to ensure that no individual or private entity is profiting from the use of County property, the County reserves the right to conduct an internal audit (conducted by County staff) of the YAAs financial records at any time. Audits can be conducted with no advance notice and the YAA should be prepared to produce the requested information or documentation. Moreover, if warranted by the County based on results of the internal audit, an independent audit (on the cash basis of accounting) by a Certified Public Accounting firm may be required. The YAA will be responsible for the cost associated with this independent audit.

The use of County property for the pecuniary gain of any individual or any for-profit entity is strictly prohibited. Payment of excessive salaries, or any payments in excess of fair market value for any services or supplies shall constitute pecuniary gain. YAAs should strive to avoid obtaining materials, supplies or services from any persons affiliated with the YAA or formerly affiliated with the YAA to avoid the appearance of impropriety (this would include family members of such affiliated persons).

6. Bonding of Youth Athletic Association Officers

All checks signed by the officers of YAAs should bear two (2) signatures of the appropriate officers of the YAA. YAAs are encouraged to acquire a bond for all officers and/or members of the YAA who collect and receive monies for the YAA.

7. Board Meetings

YAAs must provide the Fayette County Parks and Recreation Director a schedule of all meetings of the board. YAAs must contact the Parks and Recreation Director immediately with

changes or updates to the meeting schedule. Meetings are open to the public and will be advertised on the County Web Site. It is recommended that meeting schedules also be posted on the YAA's web site.

All YAAs are required to conduct their monthly and annual meeting with an established format and procedure. Example:

- Call to order
- Roll call of members present to declare a quorum
- Reading of minutes of last meeting
- Financial Reports
- Officer reports
- Committee Reports
- Special orders (Important business previously designated for consideration at this meeting)
- Unfinished business
- New business
- Announcement
- Adjournment

The YAAs should develop a procedure by which a Fayette County Parks and Recreation staff member can address the board with comments or concerns and be an integral part of the meeting. The YAAs should develop a procedure by which members can address the board with comments or concerns. It is recommended the board require a written request from the member to be included on the meeting agenda. The request should state clearly the issue or concern to allow the board to prepare a response.

YAAs must provide the Parks and Recreation Department copies of minutes of all meetings within thirty (30) days of each meeting. In addition, the County requests that the YAAs provide copies of any newsletters or special correspondence to its membership.

8. Fayette County Meeting Requirements

Each year Fayette County Parks and Recreation hosts three (3) meetings that each YAA is required to attend. The purpose of these meetings is to increase communication between both parties so that operations will run smoothly and efficiently.

9. Individual Youth Athletic Association Meeting

- Held each year in September and/or October.
- Required attendance from YAA President, Vice President or their representative. This requirement must be met for facility use permits to be issued for the next year. Up to six members may attend including those listed above.
- Fayette County representatives in attendance may include: Parks and Recreation Staff, Recreation Commissioner, Building and Grounds Maintenance Staff, and possibly support services staff.

10. Annual President's Meeting

- Held each year in November
- Required attendance from YAA executive officers or their representative.
- Fayette County representatives in attendance may include: Parks and Recreation Staff, Recreation Commissioner, Building and Grounds Maintenance Staff, Marshal Staff & Guest Speakers.

11. Turf & Grounds Assessments

- FCPR and YAA will assess fields, grounds, and buildings to determine course of action needed to repair problem areas that is most affected and create a timeline for renovation.
- Fall assessments held each year in November/December.
- Spring assessments held each year in April/May.
- Required attendance by YAA President and Vice President or their representative.

12. Participation Requirement

YAAs that utilize Parks, must ensure that no persons be denied participation in any park or programs based on race, color, national origin, religious background, sex, or age, and be in compliance with the Americans with Disabilities Act.

13. Facility Use Permits

Each YAA operating in a Park must obtain a facility use permit from Fayette County, a minimum of thirty (30) days prior and a maximum of one (1) year prior to the opening date of each sport season. For tournaments, a written notification should be received by the Parks and Recreation Director two (2) weeks prior to the association bidding on a tournament.

- This permit is to be obtained on behalf of the YAA by the President and on behalf of Fayette County by the Fayette County Parks and Recreation Director.

- This permit, issued seasonally per sport, specifically identifies facilities to be used by the YAA and the terms and conditions of said use.

- Adherence to all requirements outlined in the Policies and Procedures for YAAs operating on Fayette County park property is a condition of the facility use permit and is considered as terms of the permit.

- Field use permits are for the sole purpose of sports fields. Passive and open areas are not available for use at any time for organized practice or play. Use of the walking trails for purposes other than running or walking by the YAA is strictly prohibited. YAAs are responsible for ensuring that walking tracks and trails adjacent to sports fields are clear of spectators during YAA activities. YAAs may be liable for any incidents related to unauthorized use.

14. Permits

Facility use permits are issued solely for the use of the permittee. Use under the permit is not transferable or assignable. Only the Parks and Recreation Department can issue permits to any person or organization seeking to use a Park. No organization at any time may sublet Park facilities to another organization or permit any separate organization to use a Park under the permittee's name. Violation of this policy will require the forfeiture of any money made as a result of the use of the Park and may result in the revocation of Park use privileges of the permittee.

15. Cancellations

Fayette County Parks and Recreation Department reserves the right to cancel any scheduled activity on County facilities when it determines that such use could potentially cause unsafe conditions for the YAAs, spectators, general public, and/or damage to the facility or grounds. Furthermore, the County maintains the authority to close a facility at any time it deems it to be in the best interest of the public.

B. FACILITY USE AND OPERATIONS

1. Parks and Recreation Department Role

The role of the Fayette County Parks and Recreation Department is to facilitate agreements and permits with those desiring to use Fayette County Parks and Recreation athletic fields and facilities; to implement various youth athletics programs, activities, and events; and to ensure that the recreational assets of Fayette County are utilized effectively and efficiently to allow maximum participation and citizen access. In addition:

- Assist user groups in setting usage dates and times; securing permits; completing significant event notification; collecting insurance and non-profit verification documents from YAAs; collecting impact fees, out-of-county fees, rental fees, deposits, and any other fees associated with facility use;
- Collect team or league rosters; proposed practice, game, and tournament schedules; and program participation reports from YAAs for each season and each sport.
- Attend YAA monthly board meetings and elections and serve in an advisory capacity during these meetings.
- Relay all communication from the YAA to County Administration and vice versa.
- Assist the YAAs with coaching education by offering National Alliance of Youth Sports (NYSCA) certifications for each sport and CPR/AED training.
- Regularly inspect parks, fields, and facilities and communicate issues, concerns, and problems with support services staff and parks ground maintenance staff on behalf of YAAs.
- Disseminate information on field and facility closures for inclement weather or renovation.
- Post YAA announcements on park signage per Fayette County procedures.

- Notify YAAs of mandatory meetings conducted by Fayette County Parks and Recreation Department.
- Ensure YAAs comply with the Policies and Procedures outlined in this manual.

2. Sport of Season Guidelines

Fayette County Parks and Recreation reserves the right to administer field/facility permits to YAAs according to established sport of season priorities. Fayette County Parks and Recreation recognizes and prioritizes field/facility use according to the following guidelines:

Fall Sports: Football & Cheerleading is considered the sport of season at parks designated for football use. Soccer is considered the sport of season at all soccer fields and soccer complexes. Baseball/softball is considered the sport of season at all baseball/softball fields and baseball/softball complexes.

Winter Sports: Basketball and archery is considered the sport of season during the winter months at all Fayette County Parks and Recreation and Board of Education basketball and indoor facilities.

Spring Sports: Soccer is considered the sport of season at all soccer fields and soccer complexes. Baseball/softball is considered the sport of season at all baseball/softball fields and baseball/softball complexes.

Lacrosse and/or other sports as requested may be conducted on stand-alone fields during the various seasons. All county fields may also be rented to organizations or the general public as deemed appropriate by the Fayette County Parks and Recreation Department.

3. New Sport or League

YAAs must notify the Fayette County Parks and Recreation Director of plans to implement any new sport or league. This notification must be a minimum of six (6) months in advance.

4. Registration

Registration for recreational youth sports programs will be open to all youth that meet the age requirements set forth in the specific sport by-laws.

- Registrations must be advertised a minimum of thirty (30) days in advance.
- Registration will be taken until all team roster positions are filled or two (2) weeks prior to the beginning of regular season games.
- All registration must be conducted on an equal opportunity basis prior to the start of the season. YAAs should make every effort to maximize participation and use of facilities.
- YAAs must offer all persons of appropriate age the opportunity to participate in any YAA program regardless of race, color, national origin, religion, sex, age, or disability.

Traveling/competitive team registrations and tryouts must be open to all eligible players. The dates, times and locations for tryouts and registrations must also be advertised in order to notify the YAA membership and the general public.

YAAAs must submit a copy of all travel/competitive team tryout and registration announcement documents to the Parks and Recreation Director at least two (2) weeks prior to the 1st tryout or registration session.

Travel/competitive teams are defined as those teams which are formed to participate outside the normal recreation league program. Travel/competitive team programs must have open and advertised registration and tryouts. Travel/competitive teams must register and conduct tryouts prior to the YAA open registration for recreation players. No child that has adhered to the open registration policy may be denied the opportunity to try out for a travel team. All participants must register and pay on an individual basis. Travel/competitive team participant basic fees must be the same as recreation team participant basic fees and be made payable to the YAA. Each YAA should supply everyone who is registering information as to what basic fees cover during the registration process. Any travel/competitive program with its own board of directors will be required to obtain a Facility Use Permit from the Fayette County Parks and Recreation Department not with a YAA.

YAAAs may not register entire teams or independent travel/competitive teams. All individuals that do not qualify for the travel/competitive program must be offered the opportunity to participate in the YAAAs recreation league.

5. Field Scheduling:

Final decisions regarding field scheduling will be vested in the Parks and Recreation Director. Proposed dates for try outs, practice and league games at Fayette County facilities must be submitted in writing, a minimum of thirty (30) days and a maximum of one (1) year in advance to the Parks and Recreation Director. Once submitted, the Parks and Recreation Director will allocate field space as deemed in the best interest of Fayette County residents. First priority will be given to Fayette County recreation programs, next to traveling or select programs and then to the general public and other organizations.

Game Schedules:

YAAAs must make the scheduling of practices and games for recreation teams their first priority during the scheduling process. Schedules submitted to the Parks and Recreation Director must identify which teams are recreation teams and which teams are competitive/travel teams. All practice times and game times must be approved by the Parks and Recreation Director prior to the start of the practices and games. Upon review of these schedules, should Fayette County Parks and Recreation Department determine that excessive time is allotted for practices, time will be given to other groups in need of space. Unscheduled field time will be scheduled by the Fayette County Parks and Recreation Department as deemed appropriate. Unscheduled field time refers to approved practice and game schedules. Athletic fields will not be prepared and

materials such as line marker paint will not be distributed until the Parks and Recreation Director receives a written practice and/or game schedule.

Youth Athletic Association	Submittal Deadlines
Spring - Baseball	March 1st
Spring - Softball	March 1st
Spring - Soccer	March 1st
Football	August 15th
Fall - Baseball	September 1st
Fall - Softball	September 1st
Fall - Soccer	September 1st
Winter – Basketball	November 15th
Winter - Archery	November 15th
Camps/Clinics	December 1st

6. Practice and Game Schedules

The YAA will supply to the Parks and Recreation Director a final copy of their practice schedule one (1) week prior to the start of practices, and a copy of their game schedule one (1) week prior to opening day for any games.

7. Tournaments

YAAAs must request in writing to the Fayette County Parks and Recreation Director for permission to use Parks for tournaments. This written notification should be received by the Parks and Recreation Director two (2) weeks prior to the association bidding on a tournament. This written request should include tournament dates, times, and specific facilities. In addition, a tournament budget must be submitted and approved by the Parks and Recreation Director prior to bidding on a tournament. The association board must serve as tournament director and accept all monies applicable to the event. Upon approval from Fayette County, the association may proceed with the tournament bid process. Once the association has been notified of the award of the tournament, they should confirm tournament dates, times, and tournament needs from the County with the Parks and Recreation Director. Within two (2) weeks of being notified about awarded tournament(s), the County will indicate assistance it can provide concerning the association's request. The tournament/event must take place during the time period allotted to the association by the Department. The department reserves the right to impose a fee for use of the facility if it is determined the event is not directly linked to the normal operations of the primary volunteer organization of the park/facility, whether during the allotted time or not.

Note: Tournaments which are not principally organized and administered by the YAA shall require that the tournament sponsor obtain a use permit and pay applicable use fees directly with the Parks and Recreation Director on behalf of the YAA.

For tournaments where large amounts of people and trash are expected, YAAs should rent adequately sized dumpsters and port-a-johns for the duration of the activity and ensure that trash bags are deposited in the dumpster (s). Dumpsters and port-a-johns should be removed from the site the last day of or the day after the tournament or activity. If not removed within five (5) business days after the tournament, the YAA must show proof a contact has been made to the appropriate vendor regarding the removal of the equipment.

Following every tournament, a revenue/expense report will be submitted to the Recreation Director within four (4) weeks identifying revenues and expenditures.

All outside organizations wishing to conduct a tournament/event in a park/facility MUST make their request directly to the Parks and Recreation Director. Outside organizations are subject to a fee charge for the usage of the facility. The department reserves the right to change, alter, or cancel the event based on weather conditions or unapproved changes to the structure of the event.

8. Camps & Clinics

YAAs must request in writing to the Fayette County Parks and Recreation Director the use of Parks for any camps and clinics sponsored by the YAA. The written request should be received to the Parks and Recreation Director by December 1st of the year prior to requested date of use. Attached to the written request must be a camp and clinic budget which must be approved by the Parks and Recreation Director by December 1st of the year.

Failure to provide adequate request and notice of scheduled tournaments and/or camps and clinics to the Fayette County Parks and Recreation Director could result in conflicts with county sponsored camps & clinics or field turf renovation projects and rejection of field use permit. Failure to provide notice could also eliminate or reduce Park Maintenance revisions of the facility needs for YAA tournaments and/or camps.

For camps/clinics where a large amount of people and trash are expected, YAAs should rent adequately sized dumpsters and port-a-johns for the duration of the activity and ensure that trash bags are deposited in the dumpster(s). Dumpsters and port-a-johns should be removed from the site the last day of, or the day after, the tournament or activity. If not removed within five (5) business days after the tournament, the YAA must show proof a contact has been made to the appropriate vendor regarding the removal of the equipment.

Following every camp or clinic, a revenue/expense report will be required within four (4) weeks explaining the cost incurred in hosting the camp or clinic and projections of where the revenues are going. Field rental fees will not be assessed by the County so long as it is shown that the camps or clinics are not subsidizing individual income of paid or volunteer staff, and that they are part of the routine activities of the YAA.

9. Board of Education Facilities

Fields, gymnasiums, and other school facilities can be reserved with a Board of Education Facility. Reservation for BOE facilities must be submitted by YAA President or his/her designee to the Parks and Recreation Director. All Board of Education Facility Policies and Procedures regarding opening/closing a facility, usage of the facility and cleanup of a facility must be followed.

10. Coaching Certification

A minimum of two YAA Board Members are required to be CPR/AED certified. In addition, Fayette County encourages associations to require all sport coaches to attend coaching clinics and Heartsaver CPR with AED. Fayette County requires all board members and coaches to attend concussion training and mandatory reporter training. 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. Background checks shall be completed on the President and Treasurer before taking office or turning the financial books over to the treasurer. 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 incidents should be recorded on the appropriate incident form. A progressive disciplinary policy must be followed by each YAA for determining the seriousness of a volunteer's unsatisfactory performance or misconduct. The seriousness of the unsatisfactory performance or misconduct shall determine the appropriate disciplinary action to be taken.

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. All correspondence involving disciplinary actions and grievances should be in a written format either on the appropriate incident form, an email, or by certified letters.

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 outlined constitutes a violation of the facility use permit and may hinder field/facility preparation. Boxes from the concession stand should be crushed and taken to the park dumpster

YAAs are responsible for field preparation for games/practices and all other maintenance above and beyond regularly scheduled maintenance services provided by the County.

YAAs must post a copy of the Facility/Park Use permit at the park and provide a copy to every coach each season.

Sand, clay, quick dry, and other Fayette County approved material(s) used during inclement weather conditions must be kept at minimal use. Overuse of these types of materials may result in damage to the playing surface and result in closure of the sport field until it can be repaired.

YAAs are responsible for providing all sports equipment and all necessary personnel to operate the program.

YAAs must turn field lights off each evening at the conclusion of activities and ensure that lights are off on fields not in use. Lights should not be used until necessary in the evenings. A monetary penalty may be assessed against the YAA for lights left on unnecessarily. There is a constant and significant expense associated with field lighting that requires constant management by the YAAs. If energy management initiatives are not aggressively pursued by the YAAs, then the YAAs may be responsible for funding the field lighting cost.

Cost to repair damages directly associated with misuse or abuse of park equipment (scoreboard control boxes, fencing, etc.) by YAA members will be the responsibility of the YAA. Fayette County will replace or repair damaged equipment and the YAA will be billed for the expense. Unpaid bills will jeopardize facility use permits.

Scoreboard control boxes must be checked out through the Parks and Recreation Director under the following guidelines:

- YAA President must complete and submit a scoreboard control box checkout agreement to the Parks and Recreation Director.
- Scoreboard control boxes must be turned in to the Parks and Recreation Director within two (2) weeks after the end of the season.
- Scoreboard control boxes, that are damaged, lost or destroyed, must be immediately reported to the Parks and Recreation Director.
- A minimum of thirty (30) days should be expected for all repairs.
- The YAA shall be responsible for the cost of repairs to or purchase of any lost or damaged score board control boxes due to negligence.
- Scoreboard control boxes must be stored at the park in the concession or designated storage area.
- Scoreboard control boxes are mated to specific scoreboards and must remain with their respective mate.
- YAAs must turn field scoreboard off each evening at the conclusion of activities and assure that scoreboards are off on fields not in use. A monetary penalty may be assessed against the YAA for scoreboards left on unnecessarily. There is a constant expense associated with scoreboards that requires constant management by the YAAs. If energy management initiatives are not aggressively pursued by the YAAs, then the YAAs may be responsible for funding the field scoreboard cost.

14. Securing Soccer Goals

Soccer Associations must secure all soccer goals safely during the soccer season and must secure and lock all soccer goals between seasons.

During the soccer season, soccer goals may be secured by use of sand bags. The sand bags must be purchased from a manufacturer that produces and markets the bags specifically for use as a means of securing soccer goals. Requests to use something other than bags of sand that are not specifically manufactured to secure soccer goals shall be submitted and approved by the Parks and Recreation Director prior to usage.

Each goal must be secured by an appropriate number of bags to prevent the goal from the possibility of tipping or falling. The number of bags required for securing goals would depend on the size and weight of the goal. YAAs are encouraged to err on the side of caution when determining the appropriate number of sand bags for each goal.

15. Advertising and Signage

YAAAs wishing to place signs in the parks for the purpose of announcing program registration and events must obtain approval from the Parks and Recreation Director through written request. If approved, the sign must not be installed earlier than thirty (30) days prior to the event and must be removed no later than seven (7) days after the occasion. Sponsorship signs located within the park should follow the below guidelines but will not require approval from the Parks and Recreation Director.

16. Sponsorship Sign Guidelines

Team signs may be displayed for games as long as they are removed each day/evening. Signs for baseball/softball facilities must be placed in fair territory along the left field and right field outfield fence. To avoid the impairing of the batter's vision, no signs should be located in center field.

- Location of signs for football and soccer facilities will be determined on an individual basis. However, signs for football and soccer should generally be located along the sidelines.
- Signs must be centered on the respective ten (10) foot fence paneling. Banners may not be placed on consecutive fence panels. One empty panel must be left between each sign. All banners must also be installed in a way that its location will not impair the play on any field.
- Signs may not cover the top support pole of fencing or the bottom of fencing.
- Signs may not exceed a size of eight (8) feet in width or four (4) feet in height on fencing six (6) feet in height or above. Fencing that is less than six (6) feet in height will be restricted to a sign height of no more than three (3) feet. Other sizes for signs should be approved in advanced by Parks and Recreation Director prior to installation.
- Corrugated plastic material (flute polypropylene) or high-quality vinyl is required for all banners unless approved in advanced by Parks and Recreation Director. All corrugated plastic banners must have rounded edges and be a minimum of four (4) millimeters in thickness. There must be a enough reinforced grommets on each banner to ensure that all signs are secured safely. It is recommended that lettering be made of high-performance vinyl.
- Signs must be attached with heavy-duty plastic cable zip ties.
- Signs may be left up on a seasonal basis. The signs must be removed by the YAAAs no later than fourteen (14) days after the conclusion of the season/event. If upon Fayette County routine inspection, it is determined that signs are not visually appealing (e.g. letters missing, faded, torn, etc.), contain improper content or are a safety hazard, the sign will be removed and stored at the Parks and Recreation Department until it is received by the YAA.
- Signs will be approved on an individual basis. It is recommended that the background of each sign be white with green lettering.
- YAAAs will only be allowed to post signs of sponsors. No other signs will be allowed.

- YAAs shall not discriminate against a sponsor because of race, religion, age, race, sex or national origin.

Advertising for alcohol, drugs, or tobacco products is prohibited.

Signs cannot be placed on the outside of a fence except within parking lot areas.

17. Field Dedication Procedures

The President of the YAA must submit a request to dedicate a field in writing to the Parks and Recreation Director at least two (2) months in advance. The request must include a biography of the person being honored which includes his/her outstanding contribution to the YAA/Park/Field/or County. The request must be approved by the Fayette County Board of Commissioners before any action is taken to formally dedicate a sports field.

18. Concession Health Standards

Fayette County Parks and Recreation Department always recommends that YAAs follow proper health code standards during concession operations. It is required that YAAs place signs in restroom facilities stating: "Concession workers are required to wash hands before returning to work".

YAAs that serve food items should be inspected by Fayette County per guidelines established by the Health Department. A Health Department permit will be required should YAAs continue to not meet guidelines.

19. Concession Products

Due to the support of the Atlanta Coca Cola Bottling Company by providing the Fayette County Parks with scoreboards, ice machines, menu boards and maintenance of each, we ask each YAA to serve only Coca Cola products through concession operations. If the YAA chooses not to purchase their coke products from the correct vendor, the Atlanta Coca Cola Bottling Company will come take their scoreboards and coolers. Then it will be the responsibility of the YAA, and not the County, to furnish scoreboards and coolers.

****Fayette County recommends that items that create undue trash problems not be made available in the concession building (e.g. condiment packets, paper covered straws). Eliminating these types of items will greatly help both Parks Maintenance and the YAA in keeping the parks clean. Discretion is recommended in choosing items for resale in the concession building.**

YAAs will be responsible for providing, operating and maintaining all concession equipment necessary for their operation. Fayette County assumes no liability for any YAAs concession equipment or health violations. Because the selling of concessions is mainly through exchange of cash, the YAA should set policies for daily documentation of receipts and inventory.

20. Outdoor Cooking and Grilling

All outdoor cooking/grilling must be conducted in a Fayette County Parks and Recreation Department approved location prior to use. This cooking/grilling location must be located at least ten (10) feet away from any combustible structure. No one under the age of 16 shall be permitted to cook or grill.

21. Cooking with Grease

YAA's cooking with deep-frying greases/oils are required to follow proper removal and disposal guidelines. No grease/oil can be disposed or dumped anywhere on park property.

YAA's cooking outside of the concession building outdoors are required to protect the ground surface (no matter the surface type) from becoming contaminated by cooking greases/oils. Spill pans or mats need to be used and properly cleaned and maintained according to the above guidelines.

Indoor frying with grease is prohibited except in buildings that contain cooking units with ventilated hoods and a fire suppression system.

No one under the age of 16 shall be permitted to cook or grill.

22. Material Storage

Storage of materials in or around the HVAC area unit adjacent to concession buildings is prohibited. The cost for any damage that is caused by the storage of materials in the HVAC area by YAA's will be billed to the offending YAA.

23. Storm Water Runoff

Storm Water Run Off is defined as any water that drains naturally into the ground or that is diverted via curbs and gutters into an underground diversion system from parking lots and sidewalks.

- YAA vehicles and equipment washing may only be done on grassy surfaces. This may not be done on gravel or exposed ground.
- YAA vehicles and other motorized equipment are to be maintained in good working condition. These vehicles will not be allowed to leak oil, chemicals, or contaminants into the grass, soil, and paved or concrete surfaces in the park.
- YAA vehicles, and other motorized equipment that require fossil fuels, including oil, gasoline, kerosene or diesel may be serviced on site, however, all used fuels and oils may not be disposed or dumped anywhere on park property. A professional collection and disposal plan is required and a contract must be provided to Fayette County Parks and Recreation Department.

24. HVAC Temperature Control

YAAAs are responsible to help maintain the County's energy management program. This program includes maintaining the temperature control setting in county buildings at 68 degrees in the winter and 78 degrees in the summer. Concession stand buildings should maintain a temperature that is energy efficient but will allow food and candy to be properly maintained.

Abuse of this program (which includes damage to any part of the HVAC system, including the thermostat, thermostat lock out box, condenser, air handler, ducts, etc.) by the YAA (upon final determination by County officials) will result in the YAA being responsible for all repair or replacement costs.

25. Use of Community Buildings and Pavilions

- Requests for use of community buildings and/or pavilions must be approved and processed by the Parks and Recreation Department.
- Use of pavilions, activity rooms, and recreation center facilities at no charge are only allowed and must be used for registration, board meetings, general annual elections, league drafts, uniform distribution, picture days, coaching/official clinics and any type of informational meeting that is for the good of all members of the YAA. YAAAs may rent pavilions and/or facilities for additional meetings.
- Fayette County Parks and Recreation facilities may be rented to YAAAs for team parties, banquets, team meetings, and other YAA activities.
- YAAAs are responsible for set up and take down and to make sure that the facility is left in the same manner, if not better, then it was found.
- Please contact the Parks and Recreation Department with questions concerning the use of Fayette County Parks and Recreation facilities.

26. Security

A designated board member or their representative MUST make sure the entire permitted area is secure before leaving the park. All buildings must be closed and locked. All lights and scoreboards must be turned off. All gates must be closed. A monetary penalty may be assessed against the YAA for lights/scoreboards left on unnecessarily.

27. Keys

A set of keys to park facilities will be issued to the President of each YAA at no charge. A set is defined as a full complement of keys to open all doors required by the YAA. The President may disburse them to board members as necessary. The organization must receive permission from the Parks and Recreation Director prior to installing locks on buildings, light boxes, gates, etc. that are not issued by the department. Three keys (one for the Parks and Recreation, one for the Maintenance Department, and one for the Marshal's Department) must be provided to the County for any locks installed by YAA within one (1) business day of lock installation.

28. Operation of Motorized Vehicles

It shall be unlawful for any person to drive any motorized or electric vehicle or equipment in a recreation facility except upon roadways designated and maintained for vehicular traffic, and except upon walkways and fields when permitted and approved by the Parks and Recreation Director. Law Enforcement and Parks and Recreation employees whose duties require them to drive maintenance vehicles and equipment shall be exempt from the limitations set forth in this section.

- No one under the age of 16 shall be permitted to operate a motorized or electric vehicle or equipment.
- Only one (1) passenger shall be allowed in a any 4-wheel motorized vehicle (i.e. golf cart, gator, mule, etc.) and all passengers must remain seated at all times with arms and legs inside. No riders shall be allowed in cargo box or anywhere else on vehicles.
- Horseplay on motorized or electric vehicles or equipment shall be prohibited.
- Maximum speed for all off road vehicles shall be 5 MPH.
- Pedestrians shall have the right of way. Operators should always be on the lookout for children. EXTREME CAUTION should always be used while operating a motorized vehicle in the Park.
- Turn on headlights during dark periods of the day. Headlights should be left on a half (½) hour after sunrise or be turned on a half (½) hour before sunset.
- Vehicles should avoid sudden starts, stops, or turns.
- Headphones shall not be permitted while operating a vehicle.
- Operators shall park all vehicles on level surfaces, engage the parking brake, stop the engine, and remove the key before departing the vehicle. NEVER LEAVE THE VEHICLE UNATTENDED WITH THE MOTOR RUNNING.
- When filling tanks shut off the motor, do not smoke, keep hose nozzle against the edge of filler pipe, and avoid overfilling.

29. Publicity

The distribution of flyers in schools must be approved and stamped by the Board of Education. YAAs are responsible for printing, bundling, and distributing flyers.

30. Public Address System

Public address systems as defined by Fayette County Parks and Recreation includes: hand held bullhorns, portable “karaoke” systems, portable microphone & speaker combinations, built-in or “house” systems as well as noise makers, air horns, sirens or any other similar devices.

- The use of public address systems by YAAs is permitted in Fayette County Parks, but restricted to the following policies and guidelines;
- YAAs are required to submit a written request to the Parks and Recreation Director to use Public Address systems in County Parks at least two (2) weeks in advance of planned use. The request must describe the days and times of intended

use for the public address system. A diagram depicting the fields or directional locations that the amplifiers or speakers are to be projected must accompany the request. The request must include a description of the public address system and the intended use.

- Upon approval, the YAA President is required to sign a Public Address System Use Agreement.
- YAAs are responsible for all expenses associated with public address systems purchase, rental, repair/maintenance, and care. Any damage to County property due to a public address system fault/damage is the financial responsibility of the YAA.
- Prior to installation the Parks and Recreation Director must approve YAA requests to permanently affix public address systems to county property.
- Public address systems are restricted to the policies and guidelines outlined below.

Use of Public Address systems:

- Use will only be permitted between from 8:00 a.m. - 10:00 p.m. Monday – Saturday and 12:00 p.m. -10:00 p.m. Sunday, unless otherwise approved.
- Volume is not to exceed a reasonable level for the immediate listening area and considerate of adjacent neighborhoods.
- The making of any loud noise, which disturbs, annoys, injures or endangers the comfort, repose, peace or safety of other persons in or playing in a recreation area will not be tolerated.

Generally Acceptable Use of Public Address systems:

- Opening day ceremony
- Tournament announcements
- Emergency announcements (lost & found, weather, etc.)
- Team/Player introductions
- Only by adults (18 years and older)

Prohibited Use of Public Address systems:

- In Depth play by play game announcing
- Promotional announcements
- Ongoing music of any kind
- Non activity music (any kind)
- By anyone under the age of 18.

Failure to abide by these guidelines will result in suspension and/or potential loss of public address system privileges for the remainder of the season.

31. Satellite Dish

YAAAs are required to submit a written request to the Parks and Recreation Director to use a satellite dish in County Parks at least two (2) weeks in advance of planned use. The request must include a description of the satellite dish and the intended use. A diagram depicting the locations of the dish and other equipment associated with the satellite dish must accompany the request. YAAAs are responsible for all expenses associated with satellite dish systems purchase, rental, repair/maintenance, and care. Any damage to county property due to a satellite dish systems fault/damage is the financial responsibility of the YAA. Prior to installation the Parks and Recreation Director must approve YAA requests to permanently affix satellite dish systems to County property.

32. Web Sites

YAA Web Sites should be utilized to provide information to the public and to the YAA members regarding the scope and administration of all sports programs. Suggested information includes (but not limited to):

- Dates for registration, 1st week of practice, 1st week of games, duration of season, program cost and fees, equipment included in registration cost, equipment provided by players, awards (if any).
- Contact information for Board Members and individual sport commissioners/directors.
- Copy of updated by-laws.
- Schedule of executive board meetings, annual membership meeting, and elections.
- List of fields/facilities with driving directions.
- Rules for each sport.

33. Field Light Use

Field lights are on timers set to turn on 1-hour prior to dusk and turn off at 11:00 PM. unless the YAA has requested and been approved a permit for a specific use not during this time period.

34. Sunday Field Use

Sunday field use is available to the general public, unless the YAA has requested and been scheduled for a specific use. YAAAs currently holding Fayette County facility use permits may request permission to utilize specific field space on Sundays. Sunday play should begin no earlier than 12 noon and conclude no later than dusk. Exception of pre-approved rescheduled rainout games are permitted on fields. YAAAs are responsible for field preparation for games and practices and all other maintenance above and beyond regularly scheduled maintenance services provided by the County.

35. Litter

It is the responsibility of the YAA to ensure field areas, parking areas, concessions, dugouts, restrooms, and breezeways are free of trash and litter. Failure to adequately maintain these areas may impair Park Maintenance staff's ability to prepare fields for play and could result in an additional cost to the YAA. All trash (boxes, bags, etc.) should be broken down and deposited in dumpsters in the park immediately after each activity.

C. FEES AND CHARGES

All revenues received by the YAA shall and will be used in accordance with state non-profit rules and regulations. Money should be used to operate the youth sports program or for approved improvements of facilities/athletic fields in County parks.

1. Impact Fees

Impact fees for all participants will be collected. Each YAA utilizing County facilities will collect \$5 per resident 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.

2. Out-of-County Impact Fees

All program participants who reside outside Fayette County will be assessed with an out-of-county impact fee in excess of 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. The impact fee is \$5 for someone who resides in Fayette County. The impact fee for someone who resides outside of Fayette County would be \$25. Associations are not prohibited from charging a higher registration fee for out-of-county residents. Associations are also not prohibited from charging out of county residents a higher fee than the required \$25 impact fee. 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.

5. Camp/Clinic Fees:

YAAs that wish to conduct camps or clinics that are open to the public and require a fee in addition to the league fee for a season of play, must rent the fields or facilities on which the camp will be held. Normal field and facility rental rates will apply. All fees associated with each rental will be due prior to the 1st day of camp.

6. Fund-Raising

YAAs must inform the Parks and Recreation Department Director, in writing, of all fund-raising activities that take place in or out of the Park. This information is used internally to verify the validity of fund-raising activities to the public.

7. Park Admission Fees

YAAs may ask for "donations" and may charge "admission" fees for sports tournaments. However, in no event shall a tournament organizer require an individual to pay admission for Park access during an event. At the point of collection for any event admission fee, there shall be posted a sign stating that no fee is being charged to any person who is entering the park for purposes other than the event. The department does allow the organization to accept donations to activities if the patron is informed that it is a voluntary basis. No individual may be denied admittance based on non-payment of the donation. All signage must read donation if used. The department reserves the right to warn and/or stop the organization from accepting any monies of this nature if it is determined the organization is in violation of this policy.

If admission fees will be charged for an event, the Fayette County Parks and Recreation Director must be notified and approved two (2) weeks prior to the event. A budget must be turned in and

approved by the Parks and Recreation Director prior to set up for the event. This information is used internally to verify the validity of donations and/or admissions to parks to the public.

Parks and Recreation Director must be aware of specific areas that YAAs wish to use in collecting fees. Areas must be approved by Fayette County Parks and Recreation Department prior to the start of the activity in question.

8. Commercial Activity-Vendors

Commercial activity in a recreation facility is prohibited unless prior approval is given by the Parks and Recreation Director. YAAs may have vendors in the area contracted by the YAA only during their scheduled activities if the following guidelines are met:

- Authorization for outside vendors must be obtained from the Parks and Recreation Director.
- Vendors must provide a \$1,000,000 comprehensive general liability insurance policy, naming Fayette County Board of Commissioners and the YAA as additional insured.
- 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.
- 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.
- 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

YAAAs 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.
- Misleading application information or expulsion from class/program/camp/sports will result in placement on scholarship probation for a period of one year from the date of application.

Scholarship Panel

A pool of YAA board members should be created, in which members will meet prior to the season to review scholarship applications. Responsibilities include:

- Collecting and processing applications.
- Calling review panel meetings and preparing materials and funding availability.
- Maintaining ongoing database of all applications.
- Maintaining deadlines for scholarship approval periods.
- Notifying all recipients of award by phone or mail.
- Maintaining maximum confidentiality with regards to all scholarship information.
- Keeping Parks and Recreation Director informed on the status of the scholarship fund activity (i.e., dollars generated and awarded, number of participants and their demographics, program areas requested, etc.).

11. Fee Schedule:

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

YAA Out-of-County Fees: \$25 per participant per sport per season. Associations may charge non-residents more than the required \$25 impact fee.

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.
- 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.
- 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.

D. MAINTENANCE AND RESPONSIBILITIES GUIDELINES

1. Facility Maintenance/Operations Standards

Facility Maintenance and Operations responsibilities are broken down into two categories.

- a. County provided facilities: These include concession buildings with restrooms, storage rooms or meeting spaces.
- b. YAA funded, Fayette County Parks and Recreation approved, and Fayette County permitted storage or grilling facilities.

The above requires the YAA perform routine maintenance tasks, (e.g., regular cleaning, neat storage of materials, hazard free, proper energy management procedures maintaining temperature of 68 degrees in Winter and 78 in Summer, no excessive power or water use and basic adherence to Fayette County codes and regulations); the YAA does have an added responsibility to items that fall under the (2) category.

Items under number (2) require that the YAA maintain these facilities in accordance with and as directed by Parks & Recreation. This maintenance includes affording the associated cost to include repairs, painting, roofing, fencing, upgrade or repairs to electrical components, plumbing components, and irrigation components. Failure to properly maintain any structure may result in Fayette County Parks & Recreation removing the structure from the property.

Fayette County is responsible for all facility electrical, HVAC, and plumbing work or repairs. Fayette County will maintain the playing fields and passive areas on a regularly scheduled basis and pay all utility bills associated with the park's facility operations.

Most work orders will be completed within thirty (30) working days of receipt of work order. If the work order is unable to be completed within thirty (30) days, the Parks and Recreation Director will contact the YAA representative. The YAA is encouraged to submit post-season work orders to allow Fayette County the opportunity to deal with major requests during the off season and/or to request funds in the next year's budget.

2. Youth Athletic Associations Operations and Maintenance Responsibilities

YAAAs 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 outlined constitutes a violation of the facility use permit and may hinder field preparation

YAAAs are responsible for field preparation for games and practices and all other maintenance above and beyond regularly scheduled maintenance services provided by the County.

Sand, quick dry, clay and other Fayette County approved material(s) used during inclement weather conditions must be kept at minimal use. Over use of these types of materials may result in damage to the playing surface and result in closure of the sport field until it can be repaired.

YAAAs are responsible for providing all sports equipment and all necessary personnel to operate the program.

YAAAs must turn field lights off each evening at the conclusion of activities and ensure that lights are off on fields not in use. Lights should not be used until necessary in the evenings. A monetary penalty may be assessed against the YAA for lights left on unnecessarily. There is a constant and significant expense associated with field lighting that requires constant management by the YAAAs. If energy management initiatives are not aggressively pursued by the YAAAs, the YAAAs may be responsible for funding the field lighting cost.

3. Incident Report

The Fayette County Parks and Recreation and Marshal's Office must be notified immediately of any serious injury, death, property damage, or vandalism and provided with a written report the next business day. This report will help improve safety in parks, as well as document the incident should the County receive a claim.

4. Scoreboards and Bulbs

Fayette County will repair scoreboards and replace light bulbs on scoreboards upon receipt of a service request. Scoreboard repair is not considered an emergency repair by Fayette County Parks and Recreation.

5. Athletic Field Painting, Lining, and Prep Procedures

Baseball / Softball Fields

When dragging fields, YAAAs should never drag faster than one can walk and should always stay at least one (1) foot away from the edge of the grass. All field lining is the responsibility of the YAA. Infield dirt should be chalked with two (2) inch lines. Outfield grass should be painted once per week. Materials provided to YAAAs by Fayette County (i.e. chalk and paint) will be in accordance to these procedures. YAAAs do not have the authority to allow other organizations to use the supplies, or to use the supplies as barter for in-kind trade.

Football / Lacrosse Fields

Painting of the field is the responsibility of the YAA. Main playing lines on fields should be painted once per week. Materials provide to YAAAs by Fayette County will be in accordance to these procedures. YAAAs do not have the authority to allow other organizations to use the supplies, or to use the supplies as barter for in-kind trade. Painting (including purchase of paint and labor) of logos or other designs not required by the playing rules will be the responsibility of

the YAA. YAAs that wish to paint a logo or design must have paint specs approved by the Parks and Recreation Director prior to implementation.

Soccer Fields

Painting of the field is the responsibility of the YAA. Main playing lines on fields should be painted once per week. Materials provided to YAAs by Fayette County will be in accordance to these procedures. YAAs do not have the authority to allow other organizations to use the supplies, or to use the supplies as barter for in-kind trade.

Securing Soccer Goals

Soccer Associations must secure all soccer goals safely during the soccer season and must secure and lock all soccer goals between seasons.

During the soccer season, soccer goals should be secured by use of sand bags. The sand bags must be purchased by a manufacturer that produces and markets the bags specifically for use as a means of securing soccer goals. Request to use something other than bags of sand that are not specifically manufactured to secure soccer goals shall be submitted and approved by the Parks and Recreation Director prior to usage.

Each goal must be secured by an appropriate number of bags to prevent the goal from the possibility of tipping or falling. The number of bags required for securing goals would depend on the size and weight of the goal. YAAs are encouraged to err on the side of caution when determining the appropriate number of sand bags for each goal.

6. Emergency / Safety / Work Request Procedures

The YAA President should report safety situations and work requests to the Parks and Recreation Director immediately.

7. Field Closure

Fayette County reserves the right to cancel any scheduled activity at County facilities when it is determined that such use would severely damage the field condition or endanger the safety of the participants. (See § A.15)

8. Turf Grass Policy

Fayette County Parks and Recreation shares the responsibility with YAAs for establishing, maintaining, and renovating turf grass for sports fields at its parks. All sports fields will be generally maintained by Fayette County Parks and Recreation in the following manner:

- March/April/May – Pre-emergence for summer weeds
- April through September - Fertilizer application
- May through August – Sod renovation, seeding and sprigging

- May through September – Aerate & Top-dress
- July/August/September – Post-emergence for summer weeds
- September/October/November – Pre-emerge for winter weeds
- Winter/dormancy months – Lime application
- December & April - Sports field renovation needs assessment

Turf grass maintenance may be modified due to weather or soil conditions. YAAs that wish to supplement the routine maintenance of turf-grass should contact the Grounds Maintenance Director for more information.

9. Sports Turf, Grounds, Scoreboard, and Facilities Assessment

During the months of December and May the Fayette County Parks and Recreation Staff will work with each YAA to assess the damage and impact to grounds, fences, buildings and scoreboards during the sports season. A preliminary plan of action will be developed to repair damaged areas and to re-establish the turf grass during the summer. The plan of action will include anticipated field closure dates, anticipated re-establishment methods (sod, sprig, rest), and estimated division of cost for re-establishment. YAAs must consider turf grass re-establishment plans when programming summer camps, clinics, and tournaments. Field use permits may be impacted by field renovation and turf grass re-establishment.

Field closure and turf renovation plans may be adjusted, depending on the outcome of the spring turf and grounds assessments. Schedules for renovation set at the spring assessment must be adhered to by YAA; if not field re-establishment for the fall season will be affected.

10. Sod Procedure

It is the responsibility of the YAA to monitor field conditions in the evenings and weekends. Cost for damage caused by play or practice during inclement weather is the responsibility of the YAA. Should games or practices be cancelled due to inclement weather the YAA must leave the Parks and Recreation Director a voice message at the time of cancellation, to ensure that the Fayette County staff can determine responsibility if damages occur.

If damage to turf grass occurs because of misuse or abuse (misuse to include: failure to rotate goals, practice or play in inclement weather conditions) by the YAA, Fayette County will require the YAA to purchase replacement sod and incur any other cost necessary to repair the damaged area and to make the playing fields safe. The Grounds Maintenance Director will determine sod renovation needs.

11. Baseball/Softball Outfields

YAAs are responsible for teaching baseball/softball players the importance of protecting the outfield turf. YAAs will be billed for purchase and installation of any sod that is required to repair spots in baseball/softball outfields that are severely damaged by baseball/softball use or result in unsafe conditions.

Fayette County will purchase and lay sod on fields only in the following instances:
Areas damaged to the extent that they cannot be re-established through sprigging or rest and were not damaged as a result of over-use or unusual use by the YAA holding field use permits at the Park.

YAA's may purchase additional sod for installation at Fayette County parks. A written request must be received by the Grounds Maintenance Director, and then approved by the Grounds Maintenance Director prior to the purchase and/or installation of sod.

Sprigging to Repair Field Turf

It is common practice for Fayette County to utilize sports turf sprigs to repair fields damaged by routine play. Sprigging fields is an effective technique for healthy re-establishment of turf grass and turf grass root systems.

In order for the process to be effective, fields should be closed for a period of at least six to eight (6-8) weeks during the peak-growing season for Bermuda grass (June-September).

Fayette County staff will meet with YAA's in November/December and April/May to evaluate the sprigging/sod needs at each park and design a renovation plan that considers the programming needs of the YAA and the field recovery requirements.

YAA's are encouraged to schedule as few activities as possible during the months of late May, June and July to provide the best conditions for turf grass re-establishment.

Maintenance buildings, concession buildings, storage areas and other park facilities used during a sport season should be returned to their original condition by the YAA by the end of each season. Refrigerators and coolers must be cleaned, and food removed so units may be unplugged to conserve energy.

YAA's must ensure that the restrooms are in a clean sanitary condition at the conclusion of each scheduled day. All toilets need to be flushed, paper off the floor, and tissue replaced. Hourly inspections are suggested to ensure that their members are not purposely or inadvertently causing damage to the facilities. Repairs to damage that can be specifically tracked to YAA members will result in forfeiture of the security deposit.

E. PARK IMPROVEMENTS AND ADDITIONS

The Fayette County Parks and Recreation Department encourages YAA's to pursue improvements to park facilities that will enhance the program as well as upgrade the amenities in the park. YAA's shall submit in writing to the Parks & Recreation Director any and all requests for permission to move, change, add to, construct, paint, or detach any part of any facility (this includes shelving, electrical, etc.). Consideration and approval or denial of all written requests will come from the Parks & Recreation Director. The YAA president will receive confirmation of receipt of the request within five (5) working days. Staff will review all requests and an approval or denial will be communicated as soon as possible. Plans must meet all Federal, State

and local Building Codes and are subject to the approval of the Fayette County Building Permits and Inspections. Work may proceed only after approval. All work will be monitored and inspected by Fayette County. All contractors are required to obtain a \$1,000,000 liability insurance policy, naming Fayette County Board of Commissioners and the YAA as additional insured. Certificate of Insurance should be faxed to (770) 460-1931 prior to any work being done. Any facility or field donated or constructed by a YAA on Fayette County property is considered to be County property.

If a YAA is willing to fund a request, the guidelines in this document must be followed. After approval of the request, work may proceed. Any special requests in which Fayette County will be asked to provide funding must be submitted prior to January 1 of each year. These requests will be reviewed and if approved, funds will be proposed in future year(s) budgets.

If a YAA fails to follow these procedures Fayette County reserves the right to dismantle and remove unapproved alterations, additions, changes, etc. made to the facilities and revoke the use of facilities

1. Build and Design Procedures

YAA submits written request to Parks and Recreation Director, along with diagram/layout (hand drawn is suitable) for proposed building and its location.

Fayette County will review proposed building and location(s) for utility conflicts and utility connections, future development, and vehicle circulation, etc. Staff will review all requests and an approval or denial will be communicated as soon as possible.

YAA then submits a Building Permit application to Fayette County Building Permits and Inspection Department (in person) at the Fayette County Administration Complex, 140 W. Stonewall Ave., Fayetteville, on the second floor. For further information on this entire process, contact Building Permits Department directly at 770-305-5403.

YAA will be required to obtain the building permit from Fayette County Building Permits and Inspection Department (same as above). Permit cards must be posted at construction location at all time. All required inspections must be obtained (you will be notified of the required inspections during the permitting process). All Fayette County Building Permits and Inspection procedures are to be adhered to according to the instructions received during permit approval process and/or in general per ordinance or law. YAA contractors must provide a certificate of insurance prior to work beginning to Fayette County Parks and Recreation Director. Fayette County Board of Commissioners shall be named an additional insured.

F. SAFETY AND SECURITY

1. Incidents Involving Vandalism and Accident/Injury

Vandalism must be reported to the Marshal's Office immediately by calling 911. The YAA is responsible for submitting a loss liability report to the Parks and Recreation Director for any

vandalism, injury and serious incidents to within twenty-four (24) hours or next business day after the incident. YAAs must report damage to Fayette County facilities or buildings to the Parks and Recreation Director immediately. Damaged facilities must be secured to prevent further damage or loss.

If damage is a result of the YAAs negligence or failure to comply with accepted operational or security measures, the YAA may be held responsible for reimbursing the County for all or part of repair cost. Flip drills or soft tosses are not allowed on fences and only can be done in designated areas!

2. Safety and Loss Prevention

YAAs are responsible for operating programs in a safe environment. The YAAs are required to inspect all fields, equipment and other facilities before each use to ensure safe conditions and proper maintenance. All sports equipment should meet national safety standards and regular inspections of the equipment condition should be performed. This includes equipment rented or loaned to participants by the Association.

Field Conditions - All fields should be inspected before each use to insure a safe environment. Fayette County reserves the right for any Parks and Recreation staff to close any facility for the safety of participants or conditions of the facility. After the fields are closed by Fayette County, the YAA may decide to play, but will be responsible for all damages and repair to the facility. If a YAA cancels games or practice due to inclement weather, it is their responsibility to leave the Parks and Recreation Director a voice message at the time of cancellation. The YAA must immediately notify the Parks and Recreation Director of any damages or hazardous conditions.

Weather Conditions – refer to pages 38-45 of this document for weather procedures.

Adult Supervision – YAAs that conduct youth activities in Fayette County facilities must have a sufficient number of adults as set by each YAA present to supervise all scheduled activities from the time the youth arrive until every boy or girl has left the area.

Fire Codes - Adherence to Fayette County Health and Fire Codes shall be the responsibility of the YAA. All concession operations must be conducted in safe and clean manner and concession equipment regularly inspected and thoroughly cleaned.

3. Adherence to County Park Rules

YAAs are responsible for adherence to all County Public Codes and Park Rules.

- Propane gas tanks must be stored in a Fayette County approved, vented area located outside of the concession stand building.

4. Emergency Service Procedure

Evening, Weekends, and Holidays

PARKS & PARK FACILITIES

For emergencies involving Park Facilities (e.g. water or flooding problems, loss of lights or electrical power, hazardous conditions, vandalism, storm drainage, etc.):

Please call:

1. YAA President
2. Parks and Recreation Director

For all other emergencies involving injuries, loss of life, etc.:

Please call:

1. 911
2. Parks and Recreation Director

SCHOOL FACILITIES, PARK FACILITIES, & PAVILIONS

For emergencies involving Park and School Facilities (e.g. school and park access, inability to open locked doors, gates locked, scheduling conflicts, etc.):

Please call:

YAA President
School Administration for each particular facility

G. COMPLIANCE WITH LAW

Each YAA and its participants shall comply with all relevant federal, state, and local laws. In particular, each YAA and its participants will comply with those rules adopted by the Fayette County Board of Commissioners and codified as Article I of Chapter 18 of the Code of Ordinances of Fayette County. It shall be prohibited for any person to engage in any activity prohibited under said Article I of Chapter 18 of the Code of Ordinances of Fayette County.

H. INCLEMENT WEATHER CONDITIONS

In the event of inclement weather, it may be necessary to require a specific field or park complexes to be closed.

Each Park location will be furnished with a sign(s) stating PLEASE DON'T LITTER. During unsuitable playing conditions these signs will be flipped open to display the statement FIELDS CLOSED. The purpose of the signs is to notify park patrons and Marshal's Office that the sports fields are unsuitable for play.

The following is the process/procedures for field closings due to inclement weather/field conditions:

FCPR Staff Weekday Business Hours

During normal weekday hours (Mon-Fri 7:00 am - 3:00 pm), Fayette County staff will monitor and determine the playing condition of all sports fields. If in the opinion of Fayette County staff, field conditions are not suitable for play, the staff member will contact the appropriate YAA and the Marshal's Office and close the fields. Fayette County staff may monitor and determine the playing condition of any sports fields in non-business hours. If Fayette County staff determines that the fields are not suitable for play at any time, the fields shall be closed.

Non- FCPR business days (e.g. holidays, weekends, and after 3:00 p.m. daily)

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.

5. 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.

6. 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 advisory accompanied 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 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.
- The National Weather Service issues a severe thunderstorm warning with winds of 80 mph or greater and/or hail greater than 2.5 inches in diameter.
- The National Weather Service issues a tornado warning.

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. 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.
- 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.) 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.
- 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

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.
- Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or lightning flash prior to resuming an activity or returning outdoors.
- Avoid being on the highest point in an open field, in contact with, or proximity to the highest point, as well as being on open water. Do not take shelter under or near trees, flagpoles, or light poles.
- Assume the lightning safe position (i.e. crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear “crackling” noises. Do not lie flat on the ground.
- Observe the following basic first aid procedures in managing victims of a lightning strike:
 - Survey the scene for safety.
 - Activate local EMS by calling 911.
 - Lightning victims do not ‘carry a charge’ and are safe to touch.
 - If necessary, move the victim with care to a safer location.
 - Evaluate airway, breathing, and circulation, and begin CPR if necessary.
 - Evaluate and treat for hypothermia, shock, fractures, and/or burns.
- All individuals have the right to leave an athletic site in order to seek a safe structure if the person feels in danger of impending lightning activity without fear of repercussions or penalty from anyone.

7. Hot Weather Recommendations

The Heat Index (HI) is the temperature the body feels when heat and humidity are combined. The heat index provides general guidelines for assessing the potential severity of heat stress. Individual reactions to heat will vary. It should be remembered that heat illness could occur at lower temperatures. Studies indicate that susceptibility to heat illness tends to increase with age.

HEAT INDEX TABLE

HEAT INDEX	EFFECTS ON THE HUMAN BODY
90 to 105	Cramps or heat exhaustion possible
105 to 130	Cramps or heat exhaustion likely, heat stroke possible
130 and above	Heat stroke highly likely

The following are recommended guidelines for coaches and board members to follow. In responding to each situation that arises, coaches and board members should use their best judgment.

1. Approximately thirty (30) minutes prior to the start of activity, temperature and heat index reading should be taken at the practice or competition website from www.weather.com or a comparable source.

HEAT INDEX WARNING LEVEL GUIDELINES

LEVEL	HEAT INDEX TEMPERATURES	EFFECTS ON BODY	PRACTICE HOURS	BREAKS	FLUIDS
Caution	80 – 89 F	Some dehydration may occur	Use Caution. Watch/monitor athletes carefully for necessary action	Remove Helmets. 5 Minute breaks every 20 Minutes. Ice down towels for cooling	Cold Water
Extreme Caution	90 – 104 F Re-check the temperature and heat index approximately every 30 minutes to monitor for increased risks	Cramps or heat exhaustion possible	Use Extreme Caution. Helmets and other possible equipment removed if not involved in contact or necessary for safety. Watch/monitor athletes carefully for necessary action	Remove Helmets. 5 Minute breaks every 15 Minutes. Ice down towels for cooling	Cold Water

Danger	105 – 129 F Re-check the temperature and heat index approximately every 30 minutes to monitor for increased risks	Cramps or heat exhaustion likely, heat stroke possible	Helmets, t- shirts and shorts. No shoulder pads. Alter uniforms by removing items where feasible. Practice time should be shortened with low intensity and limited conditioning. Watch/monitor athletes carefully for necessary action	Remove Helmets. 5 minute breaks every 10 Minutes. Ice down towels for cooling	Cold Water
Extreme Danger	130 F and Above	Heat stroke highly likely	NO PRACTICE	NO PRACTICE	Cold Water

2. These guidelines are to be applied to all practices that take place on/off park property.
3. Practices and games should be held early in the morning and/or later in the evening to avoid times when environmental conditions are generally more severe.
4. An unlimited supply of water shall be available to participants during practices.
 - Coaches should be made aware of the water source location at each YAA sport facility prior to practices or games.
 - Coaches/Board Members shall inform all participants that water is always available or accessible, and they will be given permission anytime he/she asks for water.
 - Hydration and fluid replacement are a daily process. Participants and parents should be informed to hydrate themselves before, during, and after practice. Participants and parents should also be informed that meals should include an appropriate amount of fluid intake in addition to a healthy diet. Teach participants about the dangerous heat illness signs and symptoms and how to monitor each.
5. Give adequate rest periods. Remove appropriate equipment or clothing when possible. Exposed skin cools more efficiently. Remind participants to wear clothes that are light in weight and color.
6. Gradually acclimatize participants to the heat.
 - Research indicates 80% acclimatization may be achieved in seven to ten (7-10) days but could take up to fourteen (14) days. In some cases, it may take several weeks to become fully acclimated.

- The length and intensity of practice should be adjusted according to the Heat Index until acclimatization occurs.

7. Participants that coaches need to carefully monitor include:

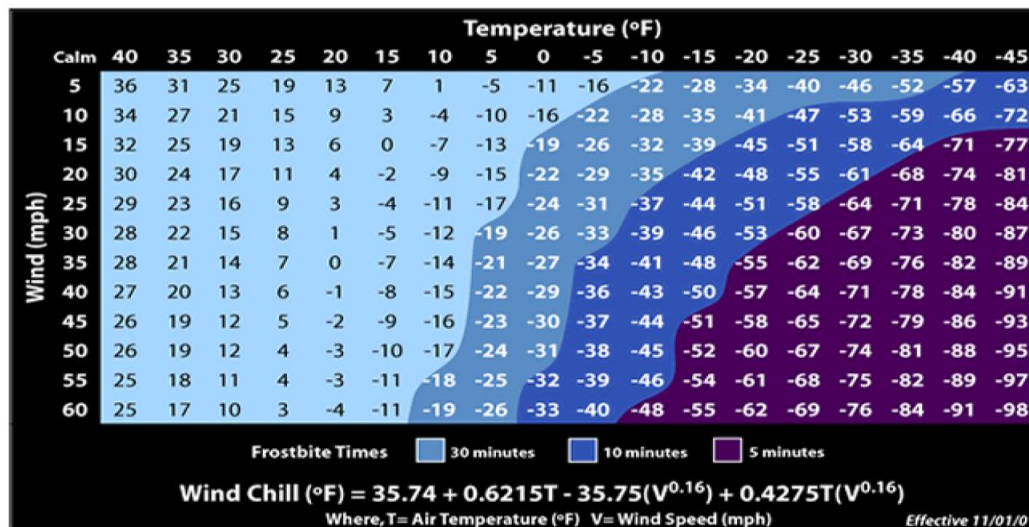
- Participants who have recently had a flu illness (e.g. intestinal viruses).
- Participants who are overweight or have weight control problems.
- Participants whose parents have informed coaches that they are taking over-the-counter and prescription medication/supplements.
- Participants who have done absolutely no exercise at all or participants who you know little about.

8. Cold Weather Recommendations

- The wind chill factor should be used to determine the severity of the cold temperatures NOT just the temperature alone.
- Warm-up and properly stretch participants until immediately before the competition or practice.
- Participants and parents should be informed.
- Clothing should be selected for comfort.
- Do not overdress.
- Multiple layers provide good insulation.
- Properly cover the head, neck, legs, and hands. Extreme cold blocks some sensations of pain. Thus, frostbite can easily affect the fingers, toes, ears, and facial areas.
- Drink plenty of water or warm fluids if possible.
- Avoid caffeine and alcohol.
- Stay active to maintain body heat.
- Have high-energy foods available, such as a chocolate bar. Sugar stimulates shivering which is the body's mechanism for re-warming itself.
- Do not start an activity in an extremely wet and cold environment.



Wind Chill Chart



The Wind Chill Chart above includes a frostbite indicator, showing the points where temperature, wind speed and exposure time will produce frostbite on humans. The chart above includes three shaded areas of frostbite danger. Each shaded area shows how long (30, 10 and 5 minutes) a person can be exposed before frostbite develops. **(For example, a temperature of 0 degrees and a wind speed of 15mph will produce a wind chill temperature of -19 Degrees. Under these conditions, exposed skin can freeze in 30 minutes)**

The following are the Fayette County Parks and Recreation guidelines and restrictions for corresponding Cold Index Readings.

0 or below-Danger! Discontinue practice or cancel practice. Make sure all athletes get to a warm location

1 to 10 Degrees-Extreme Caution! Very short, restricted practice is permitted (1 hour time limit) Observe athletes carefully for signs of cold injuries. Make sure all athletes have layers of clothing on. Proper clothing examples: (Gloves, Hats, Sweaters)

11 to 40 Degrees -Warning! Limit practice to 1.5 hour

40 Degrees & Above- No restrictions. Monitor the cold index for decreases in temperature.

9. Smog Alert Recommendations

- Air Quality Index during the Smog Season, which is currently identified, as May 1 through September 30, should be used for assessing the potential severity of the smog. This information is available at the State of Georgia Department of Natural Resources, Air Pollution Control website www.air.dnr.state.ga.us.
- Check for "Smog Alert Days" prior to every practice and game.
- On "Smog Alert Days", plan limited outdoor practice and games during the hours of 2:00 p.m. and 7:00 p.m. when smog levels tend to be the highest.

On Code Orange days:

- For the Elementary and Middle School Age Participants, limit outdoor activities by holding activities in the morning, reducing the normal length of the activity, and/or doing activities which require moderate to low levels of exertion.
- For High School Age Participants, coaches should inform parents and participants the potential health risk related to outside activities during the alert days. The participant/parent shall be responsible for the participation limitation of outside activities without fear of repercussions or penalty from anyone.

On Code Red days:

- For Elementary and Middle School Age Participation, NO OUTDOOR ACTIVITIES.
- For High School Age Participants, coaches should inform parents and participants the potential health risk related to outside activities during the alert days. The participant/parent shall be responsible for the participation limitation of outside activities without fear of repercussions or penalty from anyone. Limit planned outdoor activities and those, which are planned, should be moderate to low exertion levels. Practices and games should be held early in the morning and or/late in the evening to avoid times when environmental conditions are generally more severe.

On Code Purple and Code Black days:

NO OUTDOOR ACTIVITIES FOR ALL AGE GROUPS. Each YAA is responsible to enforce this rule.

10. Board of Education Facilities

When Board of Education Schools are CLOSED due to weather conditions then all sports activities on Board of Education property are cancelled for that evening. Weekend activities will be decided on a case-by-case basis, consulting with YAA and school personnel.

I. APPENDIX A FORMS

YOUTH RECREATION SCHOLARSHIP PROGRAM APPLICATION

Offered through Fayette County Youth Association:

Scholarships are limited to two (2) awards for YAA administered classes / programs and two (2) awards for YAA administered camps per participant, yearly. Incomplete or misleading applications will be rejected. Misleading application information or expulsion from a program will result in placement on scholarship probation for a period of one (1) year from the date of application. Priority will be given to first time applicants. All scholarships are awarded based on available funding. I understand that such participation may include being photographed for publicity purposes.

Registration Information: Recipients will be notified no later than two (2) weeks after the deadline for the registration for which they are applying. If approved, recipients will be issued a confirmation number when proceeding with the registration process and in compliance with YAA's standard registration procedures. The scholarship program is separate from the registration process and application of a scholarship does not guarantee space into a class, program or camp.

Applications that do not meet the minimum criteria below, will not be considered.

Participant Scholarship Recommended Guidelines: In need of financial assistance as indicated by a letter from Fayette County Family and Children Services, age is 19 and under, Fayette County resident, complete application (including supplemental information), meet deadline requirements above, meets all other YAA eligibility, guidelines and class requirements, has not been placed on scholarship probation.

Application Instructions (Complete one application per child): Parent or legal guardian complete the questions below → Include all required supplemental paperwork as required → Sign and date the application → Return the application for consideration, prior to the deadline above to the YAA assistance is being applied for.

Participant's Name: _____ Date of Birth: _____

League/Activity/Sport/Camp Desired: _____ Class Day(s): _____

Date/Season: _____ Location/Park: _____ Cost: \$ _____

Parent/Legal Guardian: _____ Home Phone: (____) _____

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

I request a scholarship in the amount of: \$ _____

Participant has received a YAA Scholarship before: No _____ Yes _____ If yes, when: _____

In your own words, briefly explain why this applicant should be considered for scholarship assistance:

I, _____, have completed this application on behalf of, _____. I understand that this application form does not guarantee an opening or acceptance into the league/camp desired or scholarship award. I also attest, to the best of my knowledge, that the information contained herein is accurate and truthful.

Legal Parent/Guardian/Caregiver Signature

Date

All eligible applications will be reviewed prior to the registration date for that quarter. FC YAA will notify applicants by mail or phone. Please do not call for information as this information is treated with confidentiality and persons answering phones are not aware of the applicants or the status of approvals.

SCOREBOARD CONTROL BOXES CHECKOUT PERMIT

On this _____ day of _____, 20____, this permit is issued to

User Group Name

User Group Representative

Address

City

Zip

Phone number

The Fayette County Parks and Recreation Department does hereby permit the user, described above, the use of the scoreboard control box during the following dates:

to _____ 20____ at _____

The user group will require the use of _____ scoreboard control boxes.

The user group described above will agree to the following rules and regulations set forth by the Fayette County Parks and Recreation Department:

1. Scoreboard control boxes to be turned in to Parks and Recreation Department within two (2) weeks of ending date listed above.
2. Scoreboard control boxes that are damaged, lost, or destroyed should be reported to Parks and Recreation Department immediately.
3. The user group will be responsible for the purchase of a new scoreboard control box if it is lost or destroyed beyond repair due to negligence of the YAA to store properly.
4. All scoreboard control boxes will be stored at YAA designated park either in the concession stand or storage areas.
5. Any damage must be paid or repaired for prior to the next sport season. Damages that pose a safety issue must be repaired immediately.

Signature of Parks & Recreation Representative

Signature of User Group Representative

Date

Date

Signatures of this document indicate that the signers have read, understood, and agree to abide by the rules and regulations outlined herein in the document entitled.

SIGN/ADVERTISING AGREEMENT

Date: ____/____/____

Association:

Park:

Advertiser/Sponsor: _____

Sport Responsibility:

Date of Installation:

Locations

Field No.____ Field No.____ Field No.____ Field No.____ Field No.____ Field No.____
Field No.____ Field No.____ Field No.____ Field No.____ Field No.____ Field No.____

General Area (e.g. concession, football field, etc.)

Any other information:

The following specifications and rules must be adhered to:

1. A copy of information to be displayed on the banner or sign must be sent to the Parks and Recreation Director along with this agreement.
2. All requests should be submitted a minimum of thirty (30) days prior to desired date of installation.
3. For more details, please see the Policies and Procedures Manual.

Signature of President

Signature of Parks and Recreation Representative

Date

Date

Phone

Signatures of this document indicate in that the signers have read understood and agree to abide by the rules and regulations outlined herein in the document entitled.

YOUTH ATHLETIC ASSOCIATION BALLOTT

ASSOCIATION: _____

DATE OF ELECTION: _____

Nominee's name _____	Nominee's name _____
Nominee's name _____	Nominee's name _____
Nominee's name _____	Nominee's name _____
Nominee's name _____	Nominee's name _____
Nominee's name _____	Nominee's name _____
Nominee's name _____	Nominee's name _____
Nominee's name _____	Nominee's name _____
Nominee's name _____	Nominee's name _____
Nominee's name _____	Nominee's name _____
Nominee's name _____	Nominee's name _____

Nominations from the floor _____

Nominations from the floor _____

Nominations from the floor _____

Nominations from the floor _____

Nominations from the floor _____

YOUTH ATHLETIC ASSOCIATION SEASON INFORMATION FORM

Please answer (PRINT) the following questions as completely as possible. Estimate information that may not be exact at this point. This information will be provided to the general public.

Return form to: Fayette County Parks and Recreation
c/o: Parks and Recreation Director
140 W. Stonewall Ave.
Fayetteville, Georgia 30214

Or FAX to: 770-460-1931

Association: _____

Sport: _____ Season: _____ Year: _____

Cost per child:
(Breakdown by division or age group if it is different)

Includes (e.g. shorts, pants, etc.):

Must bring to Registration (Birth Certificate, etc.) _____

Registration Dates, Times and Locations: _____

Practice begins: _____ Season begins: _____ Season ends: _____

Age Groups Offered: Boys _____

Girls _____

Contact Person: _____ Phone: _____ * Email: _____

Additional Information: (attach sheets as necessary)

YOUTH ATHLETIC ASSOCIATIONS GRILL USAGE GUIDELINES

All outdoor cooking/grilling must be conducted in a Fayette County Parks and Recreation approved location prior to use. This cooking/grilling location must be located at least ten (10) feet away from all combustible structures. YAAs cooking outside are required to protect the ground surface (no matter the surface type) from becoming contaminated by cooking greases/oils. Spill pans or mats need to be used and properly cleaned and maintained. No one under the age of 16 shall be permitted to cook or grill.

There are some key issues related to the dangers of the propane gas cylinders used with barbeque grills. The primary danger of course is fire or explosion. Gas grills may routinely be present at shops, barns, warehouses, field offices and where groups such as athletic associations or large gatherings use county facilities such as concession stands.

Please note and observe the following with regard to all propane gas cylinders including those that are connected to grills or those thought to be empty:

Always store them outside, not inside, of our buildings where gas can leak, collect and explode. If necessary, build a cage for extra cylinders, which allows full ventilation and protects them from theft and direct sunlight.

At home, do not leave them in storerooms, garages, or inside the house.

Do not allow non-employees or others to store propane cylinders inside of County buildings.

Always store cylinders in an upright position.

Keep the cylinders out of the reach of children.

If you smell gas, get away from the cylinder and call the fire department.

Close the cylinder valve when you are not using the gas.

Grill Use Request

Date Submitted: _____ Park: _____

Youth Athletic Association Name: _____

Dates/Times of planned usage: _____

Activity: _____

Location of Grill: _____

Youth Association President/Vice President Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

SIGNATURE OF PERSON REQUESTING USE: _____ Date: _____

YOUTH ATHLETIC ASSOCIATIONS PUBLIC ADDRESS SYSTEM GUIDELINES

Public Address Systems definition includes hand held bullhorns, portable “karaoke” systems, portable microphone & speaker combinations, built-in or “house” systems, as well as noise makers, air horns, sirens or any other similar devices.

The use of public address systems by Youth Athletic Associations is permitted in Fayette County Parks, but restricted to the following policies and guidelines;

Use of Public Address systems:

- Use will be permitted between 8:00 a.m. - 10:00 p.m. Monday-Saturday and 12:00-10:00 p.m. on Sunday, unless otherwise approved.
- Volume not to exceed a reasonable level for the immediate listening area
- It shall be prohibited for any person to make any loud noise, which, disturbs, annoys, injures or endangers the comfort repose, peace or safety of other persons in a recreation area and surrounding neighborhoods.
- Opening day ceremony announcements
- Tournament announcements
- Emergency announcements (lost & found, weather, etc.)
- Team/Player introductions
- Only adults (18 yr. and over) are permitted to use

Prohibited Use of Public Address systems:

- In depth play by play game announcing
- Promotional announcements
- Ongoing music of any kind is prohibited
- Non activity music (any kind)
- By anyone under the age of 18 yr.

Failure to abide by these guidelines will result in suspension and or potential loss of public address system privileges for the remainder of the season.

Public Address System Use Request

Date Submitted: _____ Park: _____

Youth Athletic Association Name: _____

Dates/Times of planned usage: _____

Activity: _____

Youth Association President/Vice President Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

SIGNATURE OF PERSON REQUESTING USE: _____ Date: _____

PARK HAZARD NOTICE

Date: _____

Park: _____

Facility: _____

Contact Person: _____

Home Phone: _____

Cell Phone: _____

Brief description of potential hazard(s) or suspicious activity/action(s) at Park:

Specific Location(s) in Park (Attach map or diagram):

Approximate time of day/night:

Approximate day(s) of week:

List any action taken:

FAX to the Fayette County Park and Recreation at (7/460-1931) the following business day.

REPORT OF SUSPECTED CHILD ABUSE

Within 24 hours of making an oral report, a mandated reporter shall complete and submit a written report to the Fayette County Parks and Recreation Director. Use other paper if necessary and label accordingly.
Please print or type.

CHILD'S NAME	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	AGE OR BIRTH DATE
CHILD'S ADDRESS		
NAME OF PARENT OR GUARDIAN	ADDRESS	PHONE NUMBER
WHERE IS CHILD STAYING PRESENTLY IF NOT AT HOME?		PHONE NUMBER
NAME OF DFCS WORKER TO WHOM ORAL REPORT WAS MADE	DATE OF ORAL REPORT	DATE AND TIME OF SUSPECTED ABUSE
NAME OF SUSPECTED PERPETRATOR, IF KNOWN	ADDRESS OR PHONE NUMBER, IF KNOWN	RELATIONSHIP TO CHILD
NATURE AND EXTENT OF THE CHILD'S INJURIES, MALTREATMENT OR NEGLECT		
INFORMATION CONCERNING ANY PREVIOUS INJURIES, MALTREATMENT OR NEGLECT		
LIST NAMES AND AGES OF SIBLINGS, IF KNOWN		
DESCRIBE THE CIRCUMSTANCES IN WHICH THE INJURIES, MALTREATMENT OR NEGLECT CAME TO BE KNOWN TO THE REPORTER		
WHAT ACTION, IF ANY, HAS BEEN TAKEN TO TREAT, PROVIDE SHELTER OR OTHERWISE ASSIST THE CHILD?		
REPORTER'S NAME AND AGENCY	ADDRESS	PHONE NUMBER
REPORTER'S SIGNATURE	POSITION	DATE



Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY ATHLETES
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (<i>even briefly</i>)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events <i>prior</i> to hit or fall	Confusion
Can't recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: www.cdc.gov/Concussion.

Student-Athlete Name Printed

Student-Athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date

ACCIDENT/INJURY REPORT

INJURED PERSON'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SEX: _____ AGE: _____ HOME PHONE: _____ CELL PHONE: _____

GUARDIANS NAME IF INJURED PERSON IS A MINOR: _____

GUARDIAN'S HOME PHONE #: _____ CELL PHONE #: _____

GUARDIAN'S ADDRESS: _____

WITNESS NAME: _____ PHONE # _____

WITNESS NAME: _____ PHONE # _____

DATE OF ACCIDENT: _____ TIME: _____

LOCATION OF ACCIDENT (SPECIFIC): _____

DESCRIBE ACCIDENT/INJURY: _____

WAS FIRST AID REQUIRED? _____ WHAT FIRST AID SUPPLIES WERE USED? _____

WAS LAW ENFORCEMENT NOTIFIED? _____ WAS EMS NOTIFIED? _____

WAS PROFESSIONAL MEDICAL TREATMENT REQUIRED? _____ IF SO WHAT? _____

DID THE INJURED PARTY WAIVE TREATMENT? _____

WERE PHOTOS OF ACCIDENT/INJURY SITE TAKEN: _____

WHAT RECOMMENDATIONS DO YOU HAVE TO PREVENT OTHER ACCIDENTS OF THIS NATURE?

REPORT PREPARED BY/POSITION: _____ PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

REPORT WAS RECEIVED BY FCPRD: DATE _____ TIME: _____

NOTE: This report must be accurate, precise, and submitted to Fayette County Parks and Recreation Department (FCPRD) within one business day. Serious accidents must be reported to FCPRD immediately, as well as reported to Law Enforcement.

FAYETTE COUNTY PARKS AND RECREATION DEPARTMENT

CODE OF CONDUCT

The Fayette County Parks and Recreation Department establishes the following guidelines for adults working with youth in athletics or programming. These are general behavioral expectations for any adult including both paid staff, volunteers, officials, or contracted employees working with children under the age of eighteen and/or youth that are considered program participants.

As a Fayette County Parks and Recreation Staff Member, Volunteer, Official, or Contracted Employee I Will:

- Represent the Fayette County programs professionally, with pride and dignity, behave appropriately, exhibit good sportsmanship, demonstrate reasonable conflict management skills, and take responsibility for my own actions.
- Respect, adhere, and enforce the Code of Conduct as well as other rules, policies, and guidelines established by the Fayette County Parks and Recreation Department and event coordinators including state laws and regulations.
- Complete background checks prior to working with any youth. Staff, volunteers, officials, and contracted employees must also complete mandatory reporter training as well as concussion training prior to working with youth.
- Comply with equal opportunity and anti-discrimination policy and governmental laws. Make all reasonable efforts to assure that Fayette County Parks and Recreation youth programs are accessible to youth without regard to race, color, national origin, gender, religion, age, sexual orientation, or disability.
- Ensure to be on time and prepared for program/event, respect the talent, developmental stage, and goal of each participant, and ensure each youth participates in programs/events that challenge the participant's potential and are appropriate to that participant's ability.
- Work cooperatively with Fayette County Parks and Recreation Staff, Youth Athletic Association members, volunteers, officials, families, youth, our community, and others in a courteous and respectful manner demonstrating behaviors appropriate for a positive role model.
- Use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
- Ensure the equipment and facilities are safe to use, ensure the health and safety of the youth, encourage participants to seek medical advice when required, and allow further participation in training and competition only when appropriate.

As a Fayette County Parks and Recreation Staff Member, Volunteer, Official, or Contracted Employee I Will:

- Recognize the following behaviors are inappropriate and will not be tolerated in the presence of youth during Fayette County Parks and Recreation youth programs/events:
 - Behaviors that are illegal under law
 - Consumption of alcohol
 - Use of tobacco products
 - Use of illegal drugs
 - Theft, pilfering, or fraud
 - Sexual advances or activities
 - Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment
 - Willful damaging of property
 - Permitting passengers to ride in motor vehicles without seatbelts or child appropriate seats.
 - Permitting youth or adults in the back of trucks unless a parade permit has been issued

As a Fayette County Parks and Recreation Staff Member, Volunteer, Official, or Contracted Employee I will:

- Report any mistreatment of youth to the proper authorities as required under the Georgia Mandatory Reporter Law. Adults should immediately contact the person coordinating the Parks and Recreation program/event and/or law enforcement or child welfare authorities if the adult believes a child is being abused. Failure to report child abuse is grounds for criminal charges.
- Not have private interactions through social media, computer, or handheld devices with any youth in the program/event unless written permission has been obtained from the parent or legal guardian.
- Not give gifts or special favors to individual children or show preferential treatment to a child or group of children to the exclusion of others.
- Never leave a child unsupervised.
- Strive for a minimum of two adults at any activity involving youth. Adults, in most cases, should not be left alone with a single child unless the adult is the parent/guardian of that child or where the staff/volunteer can be observed by others.
- Under no circumstances release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.
- Be housed in overnight settings in separate sleeping areas from children when possible. If this is not possible, parent/guardians should be furnished a letter signed by a parent and returned to the Fayette County Parks and Recreation Department explaining the situation and informing the parent/guardian that his/her child will be housed with an adult in the same room but in separate beds.
- Not transport children (other than their own) in their own vehicles unless written permission has been obtained from the parent/guardian.
- Respect children's rights to not be touched in ways that make them feel uncomfortable. A child's right to say "No" is to be encouraged and respected. Children are not to be touched in areas of their bodies that would be covered by a bathing suit. Staff and volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks.
- Recognize that verbal abuse, physical abuse, or committing criminal acts will be grounds for termination as a staff member or volunteer. Abusive behavior towards youth or adults including failure to provide adequate health and safety measures, failure to provide care or supervision, emotional maltreatment of participants, and verbal or physical abuse will not be tolerated.
- Recognize that physical punishment is not an appropriate form of discipline and will not be allowed. Physical punishment includes physical actions that may not be expected of an individual during the program and are assigned to a young person as a consequence for misbehavior.

I understand that failure to follow the Code of Conduct will result in Disciplinary Action

Signature:

Date:

Sport or Program Affiliation:

Individual Incident Report Form

Date: _____ Youth Association: _____

Individual

Name _____
Role _____

YAA Board Member

Name _____
Role _____

Incident

Date _____
Time _____
Location _____

Description of Incident

Individual's Explanation

Witnesses

Action to be Taken

- ☐ Verbal Warning
- ☐ Written Warning
- ☐ Probation
- ☐ Suspension
- ☐ Dismissal
- ☐ Other

Explain

By signing this document, you acknowledge that you have read and understood the information contained herein

Individual

YAA Board Member

PARK SIGNIFICANT EVENT REQUEST

MAIL TO: Fayette County Parks & Recreation
ATTENTION: Parks and Recreation Director
140 W. Stonewall Ave., Fayetteville, GA 30214
FAX TO: 770-460-1931

Event Contact Name/Title: _____

Home Phone: _____ Work/Cell: _____

Date Submitted: _____

Association: _____

Event Information:

Type of Event:

Tournament Festival Jamboree Opening Day Other

Title: _____

Location: _____

Date: _____ Time: _____ to _____ Estimated Participation: _____

Estimated Number of Fayette County YAA Teams Participating: _____

Brief Description of Event:

Event Checklist:

_____ Vendor Liability Insurance naming YAA and Fayette County Board of Commissioners as additional insured (due at least 10 days prior to event)

_____ Proposed Budget

_____ Special Requests/Information

FAYETTE COUNTY YOUTH SPORTS PARTICIPATION SUMMARY

YEAR: _____

This summary must be submitted with completed participation reports, impact fees and all out of county fees no later than March 15th for the Spring season, September 15th for the Fall season and December 15th for the Winter season. The department reserves the right to request rosters (including each participants name and address) to verify the accuracy of the registration figures.

ASSOCIATION _____ DATE SUBMITTED _____

SPORT	___ BASEBALL	SEASON	___ SPRING
	___ SOFTBALL		___ FALL
	___ SOCCER		___ WINTER
	___ FOOTBALL		
	___ CHEERLEADING		
	___ BASKETBALL		
	___ ROWING		
	___ OTHER _____		

COMPLETE THE FOLLOWING INFORMATION:

AGE DIVISION	# OF PARTICIPANTS	# OF TEAMS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL OF FAYETTEVILLE PARTICIPANTS _____
TOTAL OF UNINCORPORATED FAYETTE COUNTY PARTICIPANTS _____
TOTAL OF BROOKS PARTICIPANTS _____
TOTAL OF PEACHTREE CITY PARTICIPANTS _____
TOTAL OF TYRONE PARTICIPANTS _____
TOTAL OF WOOLSEY PARTICIPANTS _____
TOTAL OF NON-FAYETTE COUNTY PARTICIPANTS _____
TOTAL PARTICIPANTS _____

PARTICIPANTS RECEIVING SCHOLARSHIP _____

I, _____, certify that the above information is correct. Date _____

SUBMIT PAYMENT FOR IMPACT FEES AND NON-RESIDENTS FEES BY CHECK MADE PAYABLE TO:

Fayette County Parks and Recreation
Attn: Parks and Recreation Director
140 W. Stonewall Ave., Fayetteville, Ga. 30214

YOUTH ATHLETIC ASSOCIATION TERMS OF FACILITY USE PERMIT

User/Group:

Representative:

Address:

Home Phone:

Cell Phone:

Event Name:

Facility:

Dates Reserved:

Hours Reserved:

- The YAA has received and agrees to abide by the regulations herein provided and understands that the violation of any of the regulations would cause the YAA to be barred from the use of the facility.
- Prior to issuance of this permit, the YAA must meet the requirements as issued in the YAA Policies and Procedures Manual.
- Insure that no persons shall be denied participation in any park or programs based on race, color, national origin, religious background, sex or age and be in compliance with the Americans with Disabilities Act.
- YAAs conduction of youth activities on Fayette County facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the youth arrive until every boy or girl has left the area.
- The YAA is responsible for any damage incurred to the facilities while in use by said YAA. Persistent damage could ultimately result in revocation of a portion of or the entire permit.
- The YAA is responsible for spectators, parents, coaches and participants. A display of conduct that is unbecoming while said YAA is using County facilities could result in written reprimand or revocation of this contract.
- The YAA shall not and cannot reassign this contract.
- The organization shall not and cannot sublet county facilities to outside organizations.
- Fayette County Parks and Recreation reserves the right to alter this contract at any time.
- The YAA will provide county officials with proposed practice and game schedules along with a proposed budget prior to being approved for any authorized use of fields and/or facilities.
- The YAA understands that the Director of Parks and Recreation is the final authority on field scheduling and may assign fields to other organizations as deemed appropriate.

Signature of User Group Representative

Date

Signature of Parks and Recreation Director

Date