

HENRY COUNTY PARKS & RECREATION DEPARTMENT

99 Lake Dow Road McDonough, Georgia 30252

CONTACT LIST

Henry County Parks & Recreation Department	770-288-7300
After Hours Non-Emergency	770-954-2104
Fax number	770-288-7288
Websites	www.co.henry.ga.us , www.hcprd.org
Office Hours	8:00am-5:00pm M-F

Assistant Director of Recreation	Tim Coley
Assistant Director of Parks	Kenny Morris
Executive Assistant II	Donna Holder
Youth Athletic Coordinator	Brandi Dailey
Recreation Specialist	Peggy Hesselbach
Recreation Coordinator / Background Checks	Jim Joyce
Program Coordinator	Kathy Hunt
Front Desk / Registration	Jamey Dixon
Account Administrator	Michelle Dunn
Recreation Advisory Board District 1	John Dewberry, Jr.
Recreation Advisory Board District 2	Wayne Swanson
Recreation Advisory Board District 3	David Wilkerson
Recreation Advisory Board District 4	Vacant
Recreation Advisory Board District 5	Jonathan Buck

Policy and Procedures Manual Revised **2/27/19**

AUTHORIZATION AND DEFINITIONS

AUTHORIZATION

The authority to develop programs of recreational activities and services designed to meet leisure needs of all persons is vested in the Henry County Department of Parks and Recreation pursuant to Chapter 3-13 of the Henry County Code. This Department was given the power and authority to maintain and equip parks, playgrounds, recreation centers, and the facilities associated therewith, and to establish, develop and maintain a recreational system as provided in Chapter 64 of Title 36 of the Official Code of Georgia Annotated. In accordance with this power and authority, the Rules and Regulations as hereinafter set forth are hereby promulgated.

DEFINITIONS

As used in these Rules and Regulations, the following terms shall have the meaning ascribed to them:

“Association” shall mean any of the athletic associations organized and operating any recreational program in Henry County for youth or adults.

“Department” shall mean the Henry County Parks and Recreation Department (HCPRD), a department under the jurisdiction of the Henry County Board of Commissioners and represented in the Parks by the Henry County Parks and Recreation Department staff.

“County” shall mean Henry County, Georgia, governed by and through its duly elected Board of Commissioners.

“Park(s)” shall mean all parks and facilities and improvements located thereon, owned and/or controlled by Henry County Parks and Recreation Department.

“Person” shall mean any individual, citizen, group, association, firm, corporations or other legal entity that is authorized to use and enjoy the County’s parks and any structure or facility located therein.

YOUTH ATHLETIC ASSOCIATION QUALIFICATION REQUIREMENTS AND GUIDELINES

In order to qualify to operate on Henry County park property, each Youth Athletic Association must adhere to certain minimum organizational requirements. These requirements are necessary in order to insure the protection of all participating Youth Association members. Violation of any requirement shall constitute cause for revocation of the Facility Use Agreement. There is a checklist at the end of this agreement which states the due dates of each item. The minimum qualification requirements are as follows:

❖ Not for Profit Organization Status

- Each Youth Athletic Association will incorporate and register with the Secretary of State's Office as a not for profit organization; 501c3. Proof of "not for profit status" must be submitted annually to the Henry County Parks and Recreation Department.

❖ Membership

- The membership of Henry County Youth Organizations shall be any parent or legal guardian who has a child participating or a coach and is registered with the organization and in good standing with the organization and HCPRD. Individuals must be 18 years and older to be eligible for membership. The cost of membership is to be determined by the individual organization. "Family" is defined as two individuals who have parental control over the child. Membership is valid for one (1) calendar year. Membership may be revoked or terminated for violation of Henry County Youth Organization rules and regulations or any other governing procedures or policies including HCPRD policies and procedures. Members must attend a minimum of two (2) membership meetings within a twelve (12) month period to be eligible to run for an elected position.

❖ Charter/Bylaws/Election of Officers

- The Umbrella Board of Directors shall be the governing body of each Youth Athletic Association, consistent with the Charter and Bylaws of the Association, to conduct the affairs of the Association. An Umbrella board is formed to insure the overall interest of all sports. A copy of the Charter and Bylaws must be turned in to the Henry County Parks and Recreation Department each year prior to the issuance of a Facility Use Agreement.

❖ Association Annual Meeting / Membership Meetings

- All Youth Athletic Associations must have at least three (3) membership meetings each year at a time and place fixed by the President of the Association and publicized. The membership meetings must be announced no later than two (2) weeks prior to said meeting. Notification of the

membership meetings must include postings in the park, the HCPRD office, the HCPRD Advisory Board's District Representative and the newspaper. The agenda for one of these meetings shall include the election of the Board of Directors for the Association. This meeting will be known as the Annual Meeting. Efforts must be made for all Association to be notified of the annual meeting by means of posting in the park, e-mail, newspaper, calling post and notifying the HCPRD office, notifying the HCPRD Advisory Board and records maintained of this notification. The Henry County Parks and Recreation Department must be notified of the annual meeting. A schedule of all regular association meetings must be provided to the HCPRD.

❖ **Open election of the Board of Directors is mandatory.**

- The following statement must be a part of the Association Bylaws: The President will appoint a nominating committee consisting of three people from the membership and two 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 the annual meeting. Nominations will also be accepted from the floor at the annual membership meeting. The names of all nominees for each office will be entered on a single ballot and submitted to the membership present at the annual 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. 100% of the Board of Director members must reside within Henry County. A list of the names, addresses and phone numbers of the newly elected Board of Directors must be sent to the Henry County Parks and Recreation Department within thirty (30) days of election.

❖ **Officers, Elections and Terms of Office**

- The Executive Board shall include the President, Vice President, Secretary and Treasurer. The Board of Directors will be elected by the members of the Henry County Youth Organization. Persons seeking election for the Board of Directors must meet the following criteria: (1) be a member in good standing (2) must be 21 years of age (3) must have served as a coach, a team representative, or served as an appointed official for the Board of Directors for a minimum of one year and (4) attended at least two meetings within a twelve month period.
- The Executive Board will be elected by membership, simple majority. Once elected, members will serve a one (1) year term. If a member of the Executive Board is unable to complete their term of office and the member has not served at least 50% of their term, a special election will be conducted to elect a replacement. If the Vice President, Treasurer, or Secretary vacates their office and the 50% demarcation point has passed, the President will name a replacement. If the President vacates the

position and the 50% demarcation point as passed, the Vice President will assume the Presidents duties and will appoint a Vice President.

❖ **Financial Reports**

- Official Code of Georgia Annotated Section 14-3-111 states that all corporate minutes and books of account be held open for inspection by any member of the Association at any reasonable time. The Association shall assume the financial responsibility for the recreational programs it operates. The County assumes no responsibility for management of the Association's programs or for maintaining financial stability of the Association except for those parks run by the Department. Further, the County expressly assumes no responsibility for the financial well-being or outstanding debts of the Association. The Association shall provide, to the HCPRD, an annual financial statement and a copy of the annual tax return. The Association is also responsible to provide a copy of the monthly financial statement upon request. This documentation may be requested for review by the Department at the end of the calendar year and prior to the issuance of a Facility Use Agreement. All financial reports and tax returns must be prepared by a qualified accountant or bookkeeper and be certified by the preparer and President of the Association indicating the accuracy of the documents. All documents provided to the Department shall be subject to audit by the County. Any member of an Association shall also be entitled to receive a copy of any financial report required herein upon written request

❖ **Liability Insurance Coverage**

- The Association shall provide comprehensive liability insurance coverage, including product liability insurance coverage for sports equipment and food with the following minimum coverage:
\$1,000,000.00 each occurrence – bodily injury
\$500,000.00 each occurrence – property damage, theft or loss of any kind. In addition to the player participants, the insurance policies shall cover volunteer concession workers, field maintenance workers, coaches, umpires, referees and other individuals providing services in the Association. The insurer must have an A.M. Best rating of B+ or better. The policy of insurance shall name Henry County Parks and Recreation Department and the Henry County Board of Commissioners as an additional loss payee and a copy of such policy shall be provided to the HCPRD to be filed. HCPRD strongly urges each Association to carry a Directory & Officers Policy.

❖ **Facility Use Agreement**

- Each Youth Athletic Association operating on Henry County park property must enter into a Facility Use agreement with the Henry County Parks and Recreation Department, a minimum of thirty (30) days prior to the opening date of each sport season. This agreement is to be executed on

behalf of the Youth Athletic Association by the President; and, on behalf of the county by the Henry County Parks and Recreation Department. This agreement, issued annually per sport, specifically identifies facilities to be used by the association and the terms and conditions of said use.

Adherence to all requirements outlined in these Policies and Procedures for Youth Associations operating on Henry County park property is a condition of the Facility Use Agreement and is made a part thereof. Youth Athletic Associations currently holding use permits will have first right of refusal on existing facilities, unless the right is revoked by the County for cause. Any facility released by an association will be available on first come, first served basis. Sundays are available to the general public unless the Association has been approved by HCPRD for a specific use. Youth Associations may not sub-lease the facility to any individual or organization.

❖ **Facility Improvements and Additions**

- Youth Athletic Associations shall submit in writing to the Henry County Parks and Recreation Department any and all requests for permission to move, change, add to, construct, paint, or detach any part of any facility (includes shelving, electrical, etc.) Consideration and approval or denial of all written requests will come from the Director and/or the Assistant Director of the Parks and Recreation Department. The Association 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. Work may proceed only after approval. A special permit request must be obtained and approved through HCPRD for moonwalks and inflatables.

❖ **Work Requests**

- Work requests for general maintenance (turf maintenance, fence repair, sand delivery, etc.) are to be made to the HCPRD utilizing the Work Order Request Form at the end of this agreement. Special needs (painting, carpentry work, plumbing, etc.) pertaining to existing facilities are to be made to the HCPRD utilizing the same work order form. The Youth Athletic Association is encouraged to submit post-season work orders to allow the HCPRD the opportunity to deal with major requests during the off season and/or to request funds in the next year's budget. Once approved, projects will be scheduled, as resources become available.

❖ **Seasonal and Scheduling Information**

- Each Youth Association shall submit the seasonal information form to the HCPRD prior to the beginning of each sport registration. Registration dates, costs and other pertinent information must be submitted well in advance if the Association wants HCPRD to advertise their information. Dates for try outs, practice and league games at Henry County facilities

must be submitted in writing, a minimum of thirty (30) days in advance of dates requested, for approval by the HCPRD. The HCPRD on or before August 15th must receive football game schedules. The HCPRD on or before September 1st must receive fall baseball/softball and soccer game schedules (unless the season begins prior to September 1st) The HCPRD on or before March 1st must receive spring baseball/softball and soccer schedules. The Youth Athletic Association will further supply to the HCPRD a copy of their practice schedule one (1) week prior to the start of practices, a copy of their game schedule and team rosters one (1) week prior to opening day for any games. The Youth Athletic Association must make the scheduling of recreational teams first in priority during their scheduling process.

❖ **Tournament Guidelines / Special Events**

- Associations must request in writing to the HCPRD the use of Henry County facilities for any tournaments/events / opening day ceremonies / fundraiser days. This written request should include tournament/event dates, times and specific facilities. Upon approval from HCPRD, the association may proceed with the tournament/event bid process. Once the association has been notified of the award of the tournament/event, they should confirm tournament/event dates, times and needs with HCPRD. Associations must request in writing to the HCPRD the use of Henry County facilities for camps and clinics sponsored by the Association. The written notification should be received thirty (30) days prior. Failure to provide adequate request and notice of scheduled tournaments/events and/or camps and clinics to the HCPRD could reduce the availability of HCPRD maintenance for the scheduled activities. Permit applications are at the end of this document.

❖ **Registration – Recreational and Select Programs**

- A Youth Association in good standing with the HCPRD must sponsor all Recreational and Select teams. All registration will be open to all youth that meet the age requirements set forth in the specific sport bylaws. 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 regular season games beginning. All registration must be conducted on an equal opportunity basis prior to the start of the season. All associations should make every effort to maximize participation and use of facilities.
- Select teams – Select teams are defined as those teams that are formed to participate outside the normal recreational league program. Generally these teams play in leagues that require game schedules that consist of both home and away games. Registration and tryouts for select teams must be open to all eligible individuals. The dates, times and locations for tryouts and registration must also be advertised in order to notify the association membership and the general public. All select team games and

practices must be scheduled through the Youth Association in which it is sponsored. All individuals not qualifying for the select program must be given the opportunity to participate in the associations' overall recreation program. NO child that has adhered to the open registration policy may be denied the opportunity of trying out for a select team. Once a player has been selected for a Select or Recreational team, he/she may only participate with that team during its season. Subject to appropriate classification for purposes of ensuring the safety, health and welfare of participants, each Youth Athletic Association agrees that all persons shall be offered the opportunity to participate in all association programs regardless of race, color, national origin, religion, sex, age and handicap.

- Select team amendment – Each season, each Baseball / Softball Association will turn in a roster for each team to HCPRD. If a coach leaves an association and goes to another association and begins the season with more than 4 players from the previous season's roster, then that team is considered a "select" team.
- Playing up an age group – A player may only play up one year from their legal age. Example: An 8 year old can move up to play with 9 year olds, but a 7 year old cannot.

❖ **Fund Raising Policy**

- Each Association is responsible for all fund raising activities that are affiliated with the organization to include Board members, teams, coaches, players, parents and volunteers. A fund raising request form must be filled out and turned in to HCPRD for approval. No fund raisers are allowed without HCPRD permission. Anyone involved in a fund raising activity without HCPRD permission will be subject to disciplinary action. A Fund Raiser Application Form is at the end of this document.

❖ **Fees and Charges**

- All revenues received by the Youth Athletic Association 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 APPROVED improvements of facilities/athletic fields in county parks.
- IMPACT FEES for all participants will be collected. Each association will collect \$20 per participant, per sport, per season to be submitted to the HCPRD along with the rosters and registration participation summary. This fee will help cover the costs associated with the regular operation of Henry County parks (electricity, water, and unscheduled maintenance). This fee must be submitted by the Association within one week of the team drafts or organizational meeting.
- All program participants who reside outside Henry County will be assessed with an out-of-county fee of \$40 per person, per sport, per season. The Association will keep \$10 of that fee and \$30 per participant will be submitted to HCPRD. All camp/clinic participants who reside outside Henry County will be assessed with an out-of-county fee of an

additional ¼ (25%) of the registration fee per person per camp/clinic per season. It is the responsibility of the Youth Association to verify the county of residence of each participant. This out-of-county fee is to be submitted to the HCPRD, along with the participation summary and registration list/roster (names, ages, addresses, and phone numbers) within thirty (30) days after the first regular season game for each sport season. Enforcement of this out-of-county fee system by each Youth Association is mandatory. Violations may constitute revocation of the Facility Use Agreement.

- Refund policies will be set at the annual Presidents meeting. Refund policies should be fair and consistent. Youth Association 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.
- Admission fees are prohibited for normal Association play. Admission fees may be collected by the Association for tournament play, special events and opening and closing ceremonies, or when required by the governing league. The HCPRD shall receive two (2) weeks notification of intent to charge fees. As fees are a means to generate funds for special events held by Associations, refusal to pay means denial of entry to the event. Due to design and layout, some Associations may be unable to isolate entrances and exits to certain parks and events. Persons wishing to utilize park facilities at this time as a Park patron, not a spectator, cannot be denied entrance.

❖ **Hours of Operation (Parks)**

- Youth Athletic Associations shall not be allowed to operate or conduct activities in a Park after 11:00pm. Youth Athletic Associations shall not be allowed to begin any activity/game after 10:00pm. Special permission may be obtained from HCPRD for special events/activities.

❖ **Safety and Loss Prevention**

- The Association is responsible for operation its programs in as safe of an environment as possible. The Association is required to inspect all fields, equipment and other facilities before each use to ensure safe conditions and proper maintenance. All sports equipment must meet national safety standards, and regular inspections as to the condition of the equipment should be performed. This includes equipment rented or loaned to participants by the Association. The Association must have a sufficient number of adults present to supervise all scheduled activities from the time the youth arrive until every participant has left the area. All doors, to all buildings, light rooms and electrical panels, are to be checked and secured at the end of each use. It is the responsibility of the Association through its officials and coaches to ensure that all participants play under safe weather conditions. Furthermore, it is required that the Association stress, with great importance, to all coaches, managers, team business

managers and other participating personnel, the potential life threatening situations created by inclement weather conditions (Ex: thunder, lightning, tornadoes). It is the responsibility of the Association to make certain that immediate evacuation of all participants to a safe location is accomplished when necessary. HCPRD follows the Henry County Board of Education and the Georgia High School Association's "Guidelines for Outdoor Extracurricular Activities During Extreme Hot and Humid Weather." You can access these guidelines through any of these websites or contact HCPRD for a copy. The Association is responsible for immediately notifying the County of any damage or hazardous conditions. Should a Youth Athletic Association cancel games due to inclement weather, they must put information on their website and rainout line. The HCPRD reserves the right for any HCPRD staff to close any facility for the safety of participants or conditions of the facility. Once Associations are informed of fields being closed, any use by the Association will result in charges being billed to the Association for damages and repair to make the playing field safe. If an Association cancels games or practice due to inclement weather, it is their responsibility to leave a message with the HCPRD at the time of cancellation, to ensure determination of responsibility by the HCPRD staff if damages occur to the fields. Damages directly associated with misuse or abuse of park equipment (i.e., score brains, bases, fencing, etc.) by Associations will be the responsibility of the Association. Unpaid bills for these items will jeopardize facility use agreements. Persistent damage to the Park or any facilities therein while in use by given Association shall result in the officers of said Association, being called before the HCPRD to show cause why said Association should not be suspended or permanently barred from using HCPRD facilities. Repair costs and fines may be assessed for repair of the damaged facilities.

- The Return to Play Act of 2013 is a law that requires recreational leagues to provide an information sheet on the risks of concussion at the time of registration to all youth athletes' (ages 7-18) parents or legal guardians. Youth Associations are strongly encouraged to adopt a concussion management policy consistent with the school requirements. Please download the Concussion Reference guide at www.choa.org/concussion

❖ **Operations and Maintenance Responsibilities**

- Youth Athletic Association Presidents or their designated representative will be the liaison between the Association and HCPRD for all issues (work requests, improvements, problems, etc.)
- Youth Athletic Associations are responsible for collecting litter daily or when utilizing facilities under the facility use agreement, from fields, dugouts, press boxes, concession area, breezeways, parking lots and placing it into trash dumpsters, as well as cleaning and restocking restrooms. Trash left in the areas outlined constitutes a violation of this document and may hinder field preparation.

- Youth Athletic Associations are responsible for field preparations for all games and practices. All other maintenance above and beyond regularly scheduled maintenance services provided by the County must be notified and approval given prior to actual work being done by Youth Associations.
- Youth Athletic Associations are responsible for posting a copy of the Facility/Park Use Contract and providing every coach a copy each season.
- Youth Athletic Associations use of Henry County approved material(s) during inclement weather conditions must be kept at minimal usage. Overuse will result in damage to the playing surface and jeopardize the use of the sports field(s) until the field can be repaired. The HCPRD must be notified of all deliveries of materials to insure storage at proper staging areas.
- Youth Athletic Associations are responsible for providing all sports equipment and uniforms as is their policy and all necessary personnel to operate the program.
- Youth Athletic Associations are responsible for turning field lights off each evening and assuring lights are off on fields not in use. Lights should not be used until necessary in the evenings. Use of lights in excess constitutes a violation of this document. Associations who have Control-Link lights are responsible for setting their light schedules for scheduled practices and games, as well as cancelling the light schedules for inclement weather.
- Youth Athletic Associations should return concession buildings, storage areas and other park facilities used during a sport season to their original condition by the end of the season.
- Youth Athletic Associations will comply and assure member compliance with all Henry County Codes, Fire Codes, Health Department Codes, and other legal and safety requirements. This includes the proper storage of propane tanks. Propane tanks should NEVER be stored indoors.
- Youth Athletic Associations will report to HCPRD staff any maintenance needs, especially of a safety nature, in a timely manner utilizing the work order forms provided.
- Youth Athletic Associations will assure the overall safety and maintenance of equipment and supplies owned and/or used by the Association on the County premises.
- The HCPRD will provide support and preventative maintenance on County Park facilities such as, concession stands, press box, dugouts, restrooms, irrigation systems, fencing, lighting systems, HVAC systems, back stops, bleachers, storage areas, and parking lots. The HCPRD is responsible for all approved electrical and plumbing work or repairs. HCPRD will maintain the playing fields and passive areas on a regularly scheduled basis.
- **INCIDENT REPORTS:** The HCPRD must be notified immediately of any serious injury, death, property damage, or vandalism and provided with a written report the next working day. HCPRD will forward to the

Henry County BOC for review to help improve safety in parks, as well as to document the incident, should they receive a claim.

- **Conduct:** Should any person, participant, parent, coach or official of an Association display conduct that is unbecoming while said individual is using Park facilities, after an investigation by the HCPRD, may be called upon to show cause why said individual should not be suspended or permanently barred from using HCPRD facilities. Constant disagreement and quarreling within an Association utilizing HCPRD facilities shall be grounds for calling the Officers of the offending parties and/or the Association(s) before the Department to show cause why the offending parties and/or Associations(s) should not be suspended or permanently barred from using HCPRD facilities. The HCPRD reserves the right to suspend any participants, spectators, officials and/or coach for any conduct unbecoming. During any suspension, said individual(s) will not be allowed in the park or facility in which an activity occurs as a participant, spectator, official or coach.

HCPRD has a NO TOLERANCE POLICY. When an umpire, referee or designated official asks 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 police authorities will be summoned. Depending upon the circumstances, the individual(s) will be subject to arrest for criminal trespass. No manager or coach, who has been suspended from any Henry County Youth Association, or any Association outside the county, can coach in any Association in Henry County, without prior approval from the HCPRD. Any disciplinary measures taken by a Youth Athletic Association must be forwarded to the HCPRD immediately. Any person ejected from a ball game will be suspended from the next scheduled game. A second ejection will result in suspension until the person appears before the Recreation Advisory Board.

- **Youth Association Coach Certification:** HCPRD strongly encourages youth associations to require all sport coaches to attend clinics for certification such as the National Alliance of Youth Sports, National Youth Sports Coaches Association, or Simply the Best.
- **Background Check:** All coaches, team volunteers, and Association Board members shall be required to complete a background check before being allowed to participate in a Youth Athletic Association activity. HCPRD has chosen SportsPilot for its online volunteer management solution. All coaches can access this system by going to www.hcprd.org and clicking on “application online” under the Background Checks heading. Once the background check is completed online, an HCPRD-issued photo ID badge must be received and worn at ALL times at all HCPRD parks (not just the home park) where the activity is being played. Failure to comply will result in disciplinary action as determined by HCPRD.
- **Signs and Advertising:** Signs must be of banner material, no metal or wood, kept in good, clean condition on playing field fences facing the

playing field. HCPRD may approve/disapprove any signage at their discretion.

- Keys will be provided by HCPRD for all buildings (storage rooms, concession areas, restrooms, etc). All locks must remain on HCPRD locking system and may not be altered or changed by a Youth Association. Requests for additional keys or changing of locks must be approved by HCPRD. Any costs associated with the approved request will be the responsibility of the Youth Association.
- Community Impact: Youth Athletic Associations shall be responsible for taking all precautions to prevent litter, noise, traffic and parking problems, etc., which would be a nuisance to residents around the Parks. Parking areas are designated and will be strictly enforced.
- Alcohol: It shall be unlawful for any intoxicated person to enter or remain in any park or recreational area. It shall also be unlawful for any person to consume or use alcoholic beverages or intoxicants in any park or recreational area.
- Tobacco: Tobacco use of any kind is strictly prohibited in Henry County Parks per County Ordinance.
- Youth Athletic Associations are responsible for adherence to all County Public Codes and Park Ordinances. Specific and otherwise unnoted codes can be reviewed at www.co.henry.ga.us by clicking on County Code and referencing Chapter 3-13 Parks and Recreation
- Concessions: All concessions operations on Henry County property shall meet Henry County Safety Codes. A gas grill or fryer may be utilized in the designated cooking area and must be operated by an adult age 18 or older. Cleaning of concession interior (sinks, counter, floors, etc.) and exterior counters and tables and other park areas (grounds) impacted by the concession sales is mandatory. Bag all trash and place it in the available dumpsters located in the park facility. Contact HCPRD for work requests for any building maintenance issues. Youth Association must ensure the proper disposal of all grease products and proper use and storage of grills and propane tanks. Due to the support of the Atlanta Coca-Cola Bottling Company, each association must serve only Coca-Cola products through concession operations. All Coke products MUST be purchased through The Atlanta Coca-Cola Bottling Company. Purchasing from Sam's, Costco, Wal-Mart, etc. is NOT allowed.

❖ **Public Use**

- All county park facilities are considered to be public property and therefore, are open to public use on a first come, first served basis. The Youth Athletic Association's only have granted privileges for use of the fields, concession stands, pavilions, and non-field areas as stipulated in the Facility Use Agreement in regards to practices, activities, maintenance and games. A field not in use by a Youth Athletic Association during a contracted time period is considered to be open to the public and therefore subject to public use. If the field has been lined for a game, or an activity

scheduled by the Association is imminent, the public may not use the field. It is the Association's responsibility to have a copy of the Facility Use Agreement for the facility posted in the appropriate kiosk, office, maintenance area, or concession area contracted to the organization. Any facility or field donated or constructed from donated funds which were contributed by or to the Association on county property is considered to be county property and, therefore, is subject to public use as previously stated.

❖ **Evaluation forms:**

- The HCPRD may require Youth Athletic Associations to submit an evaluation form to its participants. The HCPRD will provide this form to the Youth Athletic Association. Forms will be returned to the Recreation Department.

❖ **Naming of Parks/Memorials**

- No Henry County Property (i.e.; Parks, fields, buildings, pavilions, roads) may be named or dedicated for someone by anyone other than the Henry County Board of Commissioners. No permanent memorials may be placed on any county property without permission from the HCPRD and approval of the Henry County Board of Commissioners. Applications will be accepted for consideration through the HCPRD and forwarded to the Henry County Board of Commissioners for approval.

❖ **Consequence of Non-Compliance/Contract Compliance**

- All Youth Athletic Associations are expected to comply with all of the terms and conditions of the Facility Use agreement, the Policies and Procedures identified or implied in this manual and all relevant material written in the HCPRD Youth Athletic Association Policy and Procedures Manual. Compliance includes, but is not limited to, the submission of all requested documents as part of your contractual agreement to use park facilities, your Facility Use Agreements for the next succeeding year will not be granted until all reports, rosters and fees are received.
- Failure to comply with these stipulated terms and conditions might result in the following procedures being taken:
 - First Offense: Letter to Youth Athletic Association President from HCPRD staff member identifying the requirement being deficient. Reasonable deadline for compliance documented.
 - Second Offense: A meeting with the Youth Athletic Association President, HCPRD Director and the HCPRD Advisory Board to discuss violation and to inform the Association of the penalty for non-compliance up to and including Board Member dismissal. This will be documented in writing by letter to the Association President.
 - Third Offense: Facility Use Agreement for park facilities will be revoked for the following sport season.

- In instances of gross mismanagement, wrongdoing or repeated violations being committed by the same Association, the HCPRD reserves the right, after thorough administrative review, to immediately invoke a third offense penalty against the offending Association.

CHECKLIST OF REQUIRED ITEMS

<u>ITEM</u>	<u>DUE</u>
Signed Agreement	2/27/19
Seasonal Registration Information Form	60 DAYS PRIOR TO FIRST DAY OF REGISTRATION
Current List of Board Members	2/27/19
Participation Summary & Impact Fees	WITHIN ONE WEEK OF TEAM DRAFT OR ORGANIZATIONAL MEETING
Tournament Lists and Requests	30 DAYS PRIOR TO EVENT
Background Checks	PRIOR TO 1ST MEETING OR PRACTICE
Participant Rosters	WITHIN ONE WEEK OF TEAM DRAFT
Game and Practice Schedules	ONE WEEK PRIOR TO START OR PRACTICES
Notification of Association Meetings	30 DAYS PRIOR TO MEETING
Current Organizational By-laws	2/27/19
Proof of Not-For-Profit Status	2/27/19
Proof of Liability Insurance	2/27/19
<u>Seasonal</u> Financial Statement	MINIMUM OF 30 DAYS AFTER THE SEASON, OR ANYTIME UPON REQUEST BY HCPRD
Annual Tax Return	APRIL 15

AGREEMENT FOR USE OF COUNTY FACILITIES

Circle one: Fall / Winter Spring / Summer

This agreement, made this, the 27th day of FEBRUARY, 2019,
between the

BOARD OF COMMISSIONERS OF HENRY COUNTY, GEORGIA (hereinafter “the Board” or “the County” and
YOUTH ASSOCIATION

(Hereinafter “the user” or “Youth Athletic Association”), is for the purpose of defining the rights and obligations of the parties in connection with the use by the user of certain property of Henry County.

Based on the mutual promises and understandings outlined herein, and other good and valuable considerations, the receipt and sufficiency of which are acknowledged, the parties do hereby agree to the following terms and conditions (as outlined in the document as a whole):

The term of this agreement will be from _____ through _____ in which it is executed. The agreement may be terminated prior to that date by the Board on ten (10 days notice based on: (a) a breach of any of the terms or conditions contained herein, or (b) a determination by the Board, in its discretion, that the public health, safety, or welfare requires it. Before termination this agreement pursuant to subparagraph (a), a reasonable opportunity to cure shall be given the user.

The Board authorizes the user to utilize the fields and/or other facilities located at _____ for the purpose of Scheduled League Play. During the term of this agreement, the user shall be responsible for maintaining such fields and/or facilities at its own expense.

The Director of the Henry County Recreation Department shall retain supervisory authority over the activities conducted or sponsored by the user on county property, and specifically shall retain authority: (a) to schedule all events; (b) to promulgate and enforce rules and regulations to insure the safe, efficient, and appropriate use of the county’s facilities; and (c) to require that events be scheduled subject to a curfew regarding hours of operation. The foregoing, however, shall not be construed to authorize the Director of the Recreation Department to schedule events not sponsored by the user which conflict with the user’s previously approved schedule for events.

By signing this Agreement for Use of County Facilities, all parties agree to the terms of the entire Youth Athletic Association Qualification Requirements and Guidelines Manual.

IN WITNESS WHERE, the parties have executed this agreement in whole, the date first above written.

BOARD OF COMMISSIONERS OF HENRY COUNTY

By: _____
June Wood, Chair

By: _____
Tim Coley, Director of Parks & Recreation

ATTEST:

Stephanie Braun, Clerk

User – Youth Athletic Association

President Signature

HENRY COUNTY PARKS AND RECREATION DEPARTMENT
YOUTH ASSOCIATION REGISTRATION INFORMATION

One information sheet for each sport is required

Baseball and softball must be on separate forms
Football and cheerleading must be on separate forms

SEASON: SPRING/SUMMER OR FALL/WINTER YEAR: 2019
(CIRCLE ONE)

Association: _____ Sport: _____ Park: _____

Registration Date(s): _____ Time: _____ Registration Location: _____

Ages: _____ Cut Off Birthday: _____ Fees: _____ Discounts: _____

Fee Includes: _____

Fee Does NOT Include: _____

What is required: _____

Tryout Date(s): _____

Practice Begins: _____ Games Begins: _____

Maximum and Minimum Practice and Games per Team: _____

Opening Ceremony: _____ Time: _____ Location: _____

Contact Person: _____ Phone: W/ _____ H/ _____

Cell/ _____ Email: _____

Does your association have a website: _____

If so, may we link it to the Henry County website: _____

What contact information may we give for public inquiry: _____

This Form is Submitted by: _____ Date: _____

PLEASE ATTACH A CURRENT BOARD MEMBER PHONE LIST AND RETURN BY FAX, MAIL, OR EMAIL TO THE RECREATION DEPARTMENT. Email: bdailey@co.henry.ga.us Fax: 770-288-7288

Current List of Board Members

Association _____ Sport _____

Website _____

Rainout Number / Information _____

Commissioner _____ Contact # _____

Email _____

President _____ Contact # _____

Email _____

Vice President _____ Contact # _____

Email _____

Secretary _____ Contact # _____

Email _____

Treasurer _____ Contact # _____

Email _____

Umpire / Referee Contact _____ Contact # _____

Email _____

Concession _____ Contact # _____

Email _____

Please provide information for additional members or contact information not listed here.

HENRY COUNTY PARKS & RECREATION
YOUTH ASSOCIATION PARTICIPATION SUMMARY

This completed summary must be submitted with impact fees.

Association: _____

Date Submitted: _____

Sport: _____ Baseball
 _____ Softball
 _____ Soccer
 _____ Football
 _____ Cheerleading
 _____ Hockey
 _____ Lacrosse
 _____ BMX
 _____ AAU Basketball

Season: **Spring 2019**
 _____ Summer
 _____ Fall

Complete the following information:

Age Division	# Participants	Location (Park)	# Teams	# Games
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total # of Henry Co. Participants = _____ x \$20.00 = \$ _____
Total # of Out of County Participants = _____ x \$30.00 = \$ _____
CHECK NUMBER # _____ GRAND TOTAL = \$ _____
(Impact fees for Henry County residents = \$20 per child. Out of county residents =\$30 per child)

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

Please return form and pymt to: Henry County Parks and Recreation
 99 Lake Dow Rd
 McDonough, GA 30252
 Phone: 770-288-7300 Fax: 770-288-7288 Email: bdailey@co.henry.ga.us

**HENRY COUNTY PARKS AND RECREATION DEPARTMENT
YOUTH ASSOCIATION TOURNAMENT PERMIT**

Please complete the following information and submit to the Parks and Recreation Department for approval. A copy of the approved permit will be returned to the association. The permit must be posted at the park during the event. *A financial statement of tournament showing entry fees, gates fees, concession profits, tournament schedule and expenses must be received by HCRD within (5) days of the event.*

Association: _____ Park: _____

Facility: _____

Host Team\Teams: _____ Contact: _____

Contact #s: _____

Tournament Name: _____

Date(s): _____ Hours: _____

Association request permission to: (Please indicate request with X)

_____ Charge admission fee of \$ _____ for youth and \$ _____ for adults.

_____ Charge team entry fee of \$ _____

_____ Use Concession with fee of \$ _____

President's Signature: _____ Date: _____

County Use Only

.....
The Henry County Parks and Recreation Department hereby authorizes the above stated requests for the specific dates and times indicated. This permit may be revoked by any authorized Henry County Official upon any violation and/or citation issued. **Tournaments held at HC Parks – funds must be run through the host youth association bank account.**

Director's Signature: _____ Date: _____

CC: Association: _____ (Original in Association File)

SUBMIT TO: Henry County Parks & Recreation Department

99 Lake Dow Road McDonough, Ga. 30252

Phone: 770/288-7300 Fax: 770/288-7288

E-mail: bdailey@co.henry.ga.us

**HENRY COUNTY PARKS AND RECREATION
YOUTH ASSOCIATION SPECIAL EVENT PERMIT**

Please complete the following information and submit to the Parks and Recreation Department for approval. A copy of the approved permit will be returned to the association. The permit must be posted at the park during the event. *A financial statement of tournament showing entry fees, gates fees, concession profits, tournament schedule and expenses must be received by HCRD within (5) days of the event.*

Association: _____ Park: _____

Facility: _____

Host Team\Teams: _____ Contact: _____

Contact #s: _____

Event Name: _____

Date(s): _____ Hours: _____

Groups who wish to bring in extra amenities (i.e. inflatables, DJ, band, pony rides, etc.) must be reviewed and approved 14 days in advance of the group’s rental date by the Parks and Recreation Director by providing additional information for use of an amenity. These groups may be charged additional rental fees.

SPECIAL PERMIT REQUEST FOR USE OF AMENITIES

1. The company from which you are renting the amenity from MUST list Henry County Parks and Recreation (HCRD) and the Henry County Board of Commissioners (HCBOC) on their insurance policy as additional insured.
2. The use of inflatables will require a \$1,000,000 general liability insurance policy and renter must provide a copy of the policy to HCPRD **14 days before date of rental.**
3. Any inflatables used are required to be open top. NO moonwalks, bounce houses, etc. are allowed.
4. All inflatables must be placed on level ground and tied down and properly secured by manufacture’s requirements.
5. All inflatables must have an attendant provided by the inflatable company at all times.
6. If covered inflatables are discovered during an event, the inflatable company will be asked to leave the event.
7. A leash law is in effect. All pets must be on a leash at all times.
8. You must clean up after your pet.
9. A sound ordinance is in effect for the County. All live bands, amplified electronic devices and DJ’s must be approved by the Henry County Parks and Recreation Department with a permit from the County.
10. Any groups larger than 50 people must be approved by Parks and Recreation.

NAME OF COMPANY _____

ADDRESS _____ CITY _____ ZIP _____

COMPANY PHONE _____

I UNDERSTAND AND AGREE TO ALL OF THE ABOVE RULES AND REGULATIONS AND AGREE TO “HOLD HARMLESS” THE HCPRD FOR ANY INJURY OR DAMAGE CAUSED WHILE USING THE FACILITY.

SIGNATURE _____

**HENRY COUNTY PARKS AND RECREATION DEPARTMENT
Youth Association Fundraiser Permit**

Please complete the following information and submit to the Parks and Recreation Department for approval. A copy of the approved permit will be returned to the association. The permit must be posted at the park during the event. *A completed statement of Fundraiser showing event, date, location and Fundraiser schedule with the Association President's signature must be received by HCPRD within (5) days of the event.*

Association: _____ Park: _____

Location of event: _____

Date(s): _____ Hours: _____

Host Team\Teams: _____

Contact Person name and position: _____

Contact #s: (cell) _____ (e-mail) _____

Description of the Fundraiser in detail: _____

President's Signature: _____ Date: _____

County Use Only

.....
The Henry County Parks and Recreation Department hereby authorizes the above stated requests for the specific dates and times indicated. This permit may be revoked by any authorized Henry County Official upon any violation and/or citation issued.

Director's Signature: _____ Date: _____

Special Provisions Required: _____

CC: Association: _____ (Original in Association File)

SUBMIT TO: Henry County Parks & Recreation Department
99 Lake Dow Road, McDonough, Ga. 30252

Phone: 770/288-7300 Fax: 770/288-7288

E-mail: bdailey@co.henry.ga.us

WORK ORDER REQUEST

Date: _____ **Park:** _____

General Maintenance request: _____ **Special Needs Request:** _____

Submit to: Henry County Parks & Recreation Department
99 Lake Dow Road McDonough, Ga. 30252
Phone: 770/288-7300 (24 hour answering service)
Fax: 770/288-7288
e-mail: krmorris@co.henry.ga.us

Be specific in your request. Give exact location on field and specific work requested on each field.
(example: Field No. 1. Two loads of rock dust placed beside home plate.)

FIELD NO. 1: _____

FIELD NO. 2: _____

FIELD NO. 3: _____

FIELD NO 4: _____

FIELD NO. 5: _____

GENERAL: _____

(For scoreboard repairs, please provide as much of the following as possible: Baseball, Softball, or Football, Control box number, toggle switch or push button, input or stereo cable, 15 wire, 18 wire, etc.)

Association Name: _____	
President: _____	Liaison: _____
Address: _____	Address: _____
Phone No: _____	Phone No: _____
E-Mail Address: _____	E-Mail Address: _____

HENRY COUNTY PARKS AND RECREATION DEPARTMENT

INCIDENT REPORT

DATE: _____/_____/_____ **TIME:** _____ AM / PM

LOCATION OF INCIDENT: _____

ACTIVITY INVOLVED: _____

NAME OF PARTICIPANT: _____

ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

ACTION OF PARTICIPANT:

WITNESS:

NAME: _____ **PHONE:** _____

NAME: _____ **PHONE:** _____

NAME: _____ **PHONE:** _____

ACTION OF SUPERVISOR:

COMMENTS:

SUPERVISOR'S SIGNATURE: _____

Please keep on file and also forward incidents to bdailey@co.henry.ga.us

