



Youth Athletic Association Policy and Procedures Manual



(Updated June 15, 2020)

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- 01.09.2018 Athletic Field Use Policy
- 06.10.2020 Schedule of Fees & Charges for the Use of Athletic Fields/Facilities
- Facility Use Permit
- SAVE Affidavit
- Youth Athletic Association Season Information
- 02.22.2019 Criminal Background Check Requirements for Volunteers
- Athletic Field Maintenance Guidelines
- Work Order Request Form
- General Loss & Liability Report
- Severe Weather Guidelines for Youth Athletics
- CRPA Visitor Impact Report

CRPA Contact Information

CRPA Offices

Main Office

(Use this address for all US Postal Service mail)

Cherokee Recreation & Parks Agency
7545 Main Street Building 200
Woodstock GA 30188
Phone: 770-924-7768
Web Site: www.playcherokee.org

Key CRPA Staff Members

Jay Worley, Recreation & Parks Director
Phone: 770-924-7768
Email: jworley@cherokeega.com

Primary Youth Athletic Association Liaison(s):

Bill Firnbach, Athletic Coordinator

(Primary Contact)

Phone: 770-924-7768

Email: brfirnbach@cherokeega.com

Shawn Schumacher, Athletics Division Director

Phone: 770-924-7768

Email: srschumacher@cherokeega.com

CRPA On-Call Staff

(weekends & after hours – emergency only):

Pager: 770-327-0186

Enter park phone number.

For background checks, contact:

Camille Thomas, Athletic Coordinator

Phone: 770-924-7768

Email: cthomas@cherokeega.com

For non-athletic facility rentals, contact:

Kathryn Pope, Administrative Assistant

Phone: 770-924-7768

Email: kcpope@cherokeega.com

Other Contact Information

For Work Order Requests:

Use the work order form found at
<https://www.playcherokee.org>

For After Hours and Weekend Field Closings:

Leave a Voicemail or Email the primary YAA liaison
within 24 hours of the decision to cancel activities.

I. Youth Athletic Association Requirements

1. Definitions and Terms

This document serves as the Youth Athletic Association Policy and Procedures Manual (the “Manual”) for Cherokee County (hereinafter referred to as the “County”) that is incorporated by reference into the Facility Use Permit. This Manual shall apply to all youth athletic associations (hereinafter referred to as the “YAA”) and contains requirements that any YAA must fulfill in order to receive a Facility Use Permit to conduct its program in a County owned park or facility (hereinafter referred to as a “Park”).

These requirements are necessary to assure public confidence in the management and structure of the Cherokee Recreation and Parks (hereinafter referred to as “CRPA”) as it interacts with the YAA and permits use of County properties, while ensuring the safety, health and protection of all participants. This Manual outlines the basic structure of the County requirements for the YAA to operate within the County to ensure all programs are operated in accordance with CRPA and national recreation program standards. Violation of any requirement may constitute cause for revocation of the use of the Park and/or any Facility Use Permit. Recognizing that the YAA utilizes valuable assets provided by the County and CRPA that are funded by tax payers, the YAA is required to provide their services in concert with established County policies, ordinances and good business practices. In addition, situations may arise requiring CRPA and the County to be involved in issues related to YAA operations. In these instances, the YAA is required to cooperate with CRPA and the County to resolve issues not specifically covered by this Manual.

2. Nonprofit Organization Status

The YAA will incorporate and register with the Georgia Secretary of State’s Office as a not-for-profit corporation. Proof of not-for-profit status must be submitted annually to CRPA by April 1st each year.

3. Insurance Coverage

The YAA must obtain a comprehensive general liability insurance coverage package for a minimum of One Million Dollars (\$1,000,000) per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom. The Certificate of Insurance must list Cherokee County, Georgia as an additional insured. An updated copy of the current Certificate of Insurance is due to CRPA at the YAA Bi- Annual Meeting(s).

All subcontractors and vendors must provide the County a comprehensive general liability insurance coverage package for a minimum of One Million Dollars (\$1,000,000) per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom. The YAA board shall be permitted to carry an umbrella policy to cover subcontractors as long as it is a comprehensive general liability insurance package and is in accordance with County policy.

The County’s insurance covers only County buildings and fields. It is the responsibility of the YAA to insure any YAA contents stored in concession stands, office and storage buildings on County property. Neither the County nor CRPA will be responsible for theft or damage of such items.

4. Bylaws

A copy of the YAA bylaws must be submitted to CRPA each year at the YAA Bi-Annual Meeting(s) and within five (5) days after any amendments or changes prior to the issuance of any Facility Use Permit. The YAA should review and approve their bylaws a minimum of every two (2) years.

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 YAA shall assume the financial responsibility for the recreation program it operates. The County and CRPA assume no responsibility for maintaining financial stability of the YAA. Furthermore, the County and CRPA expressly assume no

responsibility for the outstanding debts of the YAA. CRPA recommends that each YAA be bonded and that annual internal audits are performed on all accounts.

6. YAA Contracts, Staff and Disclosure

The use of County property by the YAA for the financial gain of any individual member of the YAA or any for-profit entity is strictly prohibited unless granted through written permission by the Recreation & Parks Director or his designee. The YAA 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 (including family members of such affiliated persons).

Disclosure to CRPA and the YAA membership of any contract, service, relationship or financial gain by any board member or family member thereof is required. Examples would include, but are not limited to, scheduling of game officials, contracted concessions, sale of uniforms or equipment, etc.

7. Cherokee County Meeting Requirements

Each year CRPA hosts two (2) meetings that the YAA is required to attend. The purpose of these meetings is to increase communication between both parties and improve operations.

- a. Individual Youth Athletic Association Meeting
 - Held each year in May and/or December.
 - Required attendance from YAA President or their representative.
 - This requirement must be met in order for a Facility Use Permit to be issued for the next year. Up to three members may attend.
 - Cherokee County representatives in attendance may include: CRPA staff, County staff and support services staff, Recreation Advisory Board Members.
 - YAA Season Information forms (see Appendix) are due at this meeting.
- b. Annual President's Meeting
 - Held each year in December
 - Required attendance from YAA executive officers or their representative.
 - Cherokee County representatives in attendance may include: CRPA staff, Recreation Advisory Board members and County Staff & guest speakers.

8. Non-Discrimination Requirement

The YAA must ensure that no persons be denied participation in any program based on race, color, creed, religion, sex, national origin, age, disability, genetic information, pregnancy, childbirth, or other legally protected category or classification with the exception that children may be grouped by age on teams to ensure safety of the participants. The YAA must be in compliance with the Americans with Disabilities Act.

9. Facility Use Permits

The YAA must obtain a Facility Use Permit from CRPA a minimum of thirty (30) days prior to the first scheduled practice of each season. This permit is to be obtained from CRPA on behalf of the YAA by the President. 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 this Manual for a YAA operating in a Park is a condition of the Facility Use Permit. Failure to adhere to the Policies and Procedures may result in suspension or revocation of the Facility Use Permit.

The sole purpose of Facility Use Permits is for the use of sports fields and adjacent spectator areas. This does not include public park areas such as, but not limited to walking trails, paths, sidewalks, parking lots, playgrounds, and pavilions which must remain open for other park users. Passive and open space may not be reserved for organized practice or play. Use of the walking trails for purposes other than running or walking is strictly prohibited. The YAA is responsible for ensuring that walking tracks and trails adjacent to

sports fields are clear of spectators during YAA activities. The YAA may be liable for any incidents related to unauthorized use.

Facility Use Permits are issued solely for the use of the YAA. The permit is not transferable or assignable. Only CRPA can issue permits to any person or organization seeking to use a Park. The YAA may not sublet Park facilities to another organization or permit any separate organization to use a Park under the YAA name. Violation of these rules will require the forfeiture of any money made as a result of the use of the Park and may result in the revocation of the Facility Use Permit.

CRPA reserves the right to modify Facility Use Permits based on YAA needs and field availability.

10. Cancellations

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

11. SAVE Affidavit

Pursuant to O.C.G.A. § 50-36-1, the YAA must provide a SAVE Affidavit and a secure and verifiable document evidencing the YAA's legal status in the County each time that the YAA obtains a public benefit, including any contract, from the County and/or CRPA.

II. Facility Use and Operations

1. Role of CRPA

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

- a. Assist user groups in setting dates and times for use; securing permits; collect proof of insurance and non-profit verification documents from the YAA; collect facility use fees, deposits and any other charges associated with facility use;
- b. Collect proposed practice, game and tournament schedules; and program participation reports from the YAA for each season and sport;
- c. Relay all communication from CRPA to the YAA;
- d. Assist the YAA with coaching education;
- e. Regularly inspect parks, fields and facilities and communicate issues, concerns and problems to the YAA;
- f. Disseminate information on field and facility closures for inclement weather or renovation;
- g. Notify the YAA of mandatory meetings conducted by CRPA; and
- h. Ensure the YAA complies with this Manual.

2. YAA Operations and Maintenance Responsibilities

The YAA is responsible for providing all sports equipment and necessary personnel to operate the program.

The YAA is responsible for collecting litter from fields, dugouts, spectator areas, press boxes, restrooms, concession areas and breezeways and placing it into trash receptacles on any day the facilities are used. Trash left in these areas 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 if applicable.

The YAA 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. A monetary penalty will be assessed against the YAA each time the lights are left on unnecessarily. The 1st offense is a written warning. The 2nd offense is a \$50 fine. The 3rd offense is a \$100 fine. Each subsequent offense will result in a \$100 fine and the possible revocation of the Facility Use Permit. There is a significant expense associated with field lighting that requires constant management by the YAA.

Cost to repair damages directly associated with misuse or abuse of park facilities and equipment (scoreboard control boxes, fencing, etc.) by YAA members will be the responsibility of the YAA. CRPA will replace or repair damaged facilities and equipment and the YAA will be billed for the expense. Unpaid bills may result in the suspension or revocation of Facility Use Permits.

Scoreboard control boxes may be issued to the YAA through CRPA under the following guidelines:

- a. The YAA President must acknowledge use and responsibility of all scoreboard control boxes prior to the start of the season;
- b. Scoreboard control boxes that are damaged, lost or destroyed must be immediately reported to CRPA;
- c. A minimum of thirty (30) days should be expected for all repairs;
- d. The YAA shall be responsible for the cost of repairs or replacement of any lost or damaged scoreboard control boxes due to negligence;
- e. Scoreboard control boxes must be stored at the park in the concession or designated storage area;
- f. Scoreboard control boxes are mated to specific scoreboards and must remain with their respective mate; and
- g. The YAA must turn off scoreboards 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 YAA.

3. Field Scheduling

Proposed dates for tryouts, practices and league games at County facilities must be submitted in writing a minimum of forty five (45) in advance to CRPA. Once submitted, CRPA will allocate field space as deemed in the best interest of Cherokee County residents. Final decisions regarding field scheduling will rest with CRPA. YAA's will be required to submit a notarized letter providing accurate participation numbers for current or past season to assist in determining field space needs. Priority for field use will be given in accordance with the Cherokee County Athletic Field Use Policy as adopted by Resolution of the Cherokee County Board of Commissioners. See Appendix.

4. Practice & Game Schedules

The YAA must make the scheduling of practices and games for recreation teams their first priority during the scheduling process. Recreational Leagues should take precedence over Select/Travel Leagues and games will take precedence over all practices. All practice times and game times must be approved by CRPA prior to the start of the practices and games. Upon review of these schedules, if CRPA determines that excessive time is allotted for practices, time will be given to other groups in need of space. Unused field time will be scheduled by CRPA as deemed appropriate. Scheduled field time refers to approved practice and game schedules. Athletic fields will not be prepared and materials will not be distributed until CRPA receives a written practice and/or game schedule.

All YAA game schedules shall be submitted two (2) weeks prior to the first scheduled games. Any changes in the game schedule shall be submitted 48 hours in advance of rescheduled games.

5. Tournaments

The YAA must submit a request in writing to CRPA for permission to use a Park for tournaments at the YAA Bi-Annual Meeting in December.

For tournaments awarded through an award process by national or state associations, written notification should be received by CRPA prior to bidding on a tournament. This written request shall include tournament dates, times and specific facilities. Upon approval from CRPA, the YAA may proceed with the tournament bid process.

Once the YAA has been notified of the award of the tournament, they should confirm tournament dates, times and needs from the County with CRPA. CRPA will indicate any assistance it can provide concerning the YAA request. The tournament/event must take place during the time period allotted to the YAA by CRPA.

For pre-season, end of season and other tournaments which are not awarded through a bid process, the written request must be received by CRPA by the YAA Bi-Annual Meeting in December in order to be considered for the following year.

CRPA reserves the right to impose an additional fee for use of the facility if it is determined the event is not directly linked to the normal operations of the YAA of the park/facility whether during the allotted time or not. (Scheduling of additional tournaments for team fundraising purposes would not be considered as normal operations. Category 4 user fees may be applied in these situations.) CRPA reserves the right to prioritize tournament rentals based on their impact to the facility, fields, quality and size of the tournament, local economy, past history, etc.

For tournaments where large amounts of people and trash are expected, the YAA shall 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 shall be removed from the site the day after the tournament or activity. If not removed within five (5) business days after the tournament, the YAA must show proof that contact has been made to the appropriate vendor regarding the removal of the equipment.

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

6. Camps & Clinics

The YAA must submit a request in writing to CRPA for the use of a Park for any camps and clinics sponsored by the YAA. The written request should be received by CRPA at least forty-five (45) days prior to requested dates of use. Failure to provide adequate request and notice of scheduled activities to CRPA could result in conflicts with county sponsored camps & clinics or scheduled park maintenance and rejection of a Facility Use Permit.

CRPA reserves the right to impose an additional fee for use of the facility if it is determined the event is not directly linked to the normal operations of the YAA of the park/facility whether during the allotted time or not. (Scheduling of additional camps/clinics for team fundraising purposes would not be considered as normal operations. Category 4 user fees may be applied in these situations.)

For camps/clinics where a large amount of people and trash are expected, the YAA shall 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 shall be removed from the site the day after the activity.

If not removed within five (5) business days after the activity, the YAA must show proof a contact has been made to the appropriate vendor regarding the removal of the equipment.

All outside organizations wishing to conduct a camp/clinic in a park/facility MUST make their request directly to CRPA. Outside organizations are subject to a fee for the use of the facility. CRPA reserves the right to change, alter or cancel the event based on weather conditions or unapproved changes to the structure of the event.

7. Coaching Certification

CRPA requires a minimum of one (1) coach per team to attend a coaching clinic and maintain good standing. The following are approved coaching certification clinics: NYSCA, Simply the Best, A.C.E., A.C.E.P., Doyle, GHSA, GYSA, US Youth Soccer, Higher Ground, US Lacrosse Association, National Cheerleading Association. The YAA may submit a written request to CRPA for the approval of other certifications. Records of certification may be requested by CRPA.

8. Criminal Background Check Requirements

Background checks must be conducted on all appropriate volunteers in accordance with CRPA policies. **See the Criminal Background Check Requirements for a YAA in the Appendix.**

9. Conduct

CRPA encourages the YAA to support and promote sportsmanship in all leagues and programs. Parents should sign a parent's code of ethics during the registration process of each sport season or prior to the first scheduled practice. Coaches and officials should sign the appropriate code of ethics prior to the start of each sport season. The YAA is responsible for addressing behavior by the officials, coaches, parents, participants and spectators that is considered harmful to the program. Profanity will not be tolerated. Any incidents involving negative behavior are to be addressed by the YAA Board of Directors. All grievances, protest and ethical issues shall follow the YAA due process procedures.

CRPA has a NO TOLERANCE POLICY towards violence. When an umpire, referee, or designated official requires an individual or individuals involved in a confrontation or conduct unbecoming to leave the park or recreation facility and the individual(s) does not leave, or leaves and returns, the appropriate law enforcement authorities shall be summoned.

10. Securing Sport Specific Equipment

The YAA must secure all sport specific equipment safely for play during the season and must secure and lock all equipment between seasons. Neither CRPA nor the County will be responsible for the safety of the equipment, or any theft or damage to the equipment while being stored or left on the field(s). For any equipment that is secured/ locked to a fence/ facility, the YAA must provide access (combo/ key) to CRPA in the event they need to provide maintenance in the area.

11. Temporary Lights

Pursuant to the Cherokee County Outdoor Lighting Ordinance, the YAA must receive written approval from Cherokee County prior to placing any temporary lights in a Park. The lights must be placed a safe distance from the playing field. They must be placed in such a way that they do not interfere with maintenance of a Park. The lights must be erected properly and secured in such a way that they are not a danger to the public.

12. YAA Announcements and Registration Signs

If the YAA wishes to place signs in the Park for the purpose of announcing program registration and events it must obtain approval from CRPA 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 five (5) days after the event. All YAA signs must contain the following statement: **Not a CRPA Sponsored Activity.**

13. Team Banner/Sign and Advertising/Sponsorship Guidelines

Team Banner/Sign – Team banner/signs may be displayed for games as long as they are removed each day or evening. Signs for baseball or softball facilities must be placed alongside the dugout area or foul territory outside the playing area. Location of signs for football, soccer and lacrosse facilities should generally be located along the sidelines. All signs must be installed so that they will not impair play or spectator viewing.

Advertising/Sponsorship – The YAA will only be allowed to post signs of sponsors. No other signs will be allowed. The YAA shall not discriminate against a sponsor because of race, color, creed, religion, sex, national origin, age, disability, genetic information, pregnancy, childbirth, or other legally protected category or classification or the contents of the intended advertisement. Advertising for alcohol, drugs or tobacco products, or advertising that contains obscenities, is prohibited. If upon routine inspection, it is determined that signs are not visually appealing (e.g. letters missing, faded, torn, etc.); contain obscenities or advertising for alcohol, drugs or tobacco products; or constitute a safety hazard the sign will be removed by CRPA and returned to the YAA.

CRPA reserves the right to approve any Advertising/Sponsorship sign prior to installation. The YAA may not post any sign which is in conflict with any sponsorship or advertising agreement entered into by Cherokee County.

Advertising/Sponsorship signs may be left up on a seasonal basis. The signs must be removed by the YAA no later than fourteen (14) days after the conclusion of the season or event. After 14 days CRPA reserves the right to remove any sign at the expense of the YAA that is out of season and remaining in the Park.

All signs and banners must meet the following requirements.

- a. Signs may not cover the top support pole of fencing or the bottom of fencing.
- b. 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 must be approved by CRPA prior to installation.
- c. Corrugated plastic material (flute polypropylene) or high quality vinyl is required for all signs, unless approved in advance by CRPA.
- d. All corrugated plastic signs must have rounded edges and be a minimum of four (4) millimeters in thickness.
- e. There must be a sufficient number of reinforced grommets on each sign to insure that they are secured safely.
- f. It is recommended that lettering be made of high performance vinyl.
- g. Signs must be attached with heavy-duty plastic cable zip ties.

14. Concession Products

In accordance with Cherokee County's beverage contract, the YAA shall serve only approved beverages through concession operations in County facilities. All beverages must be ordered directly from the beverage company representative as provided by CRPA.

Items that create undue trash problems should not be made available in the concession stand (e.g. condiment packets, paper covered straws). Eliminating these types of items will greatly help both CRPA and the YAA keep the park clean.

The YAA will be responsible for providing, operating and maintaining all concession equipment necessary for their operation. CRPA assumes no liability for any YAA concession equipment or health violations.

Because the selling of concessions is mainly through the exchange of cash, the YAA should set policies for daily documentation of receipts and inventory.

CRPA reserves the right to assign permission to priority users to sell products and/or use concession facilities in conjunction with athletic field rentals.

Upon written request, CRPA will permit each YAA to conduct one annual fundraising event that includes the selling of concessions and other products from outside vendors without any additional fees.

15. Outdoor Cooking and Grilling

All outdoor cooking and grilling must be conducted in a CRPA approved location. This cooking or grilling location must be located a minimum of ten (10) feet away from any combustible structure. No one under the age of 16 shall be permitted to cook or grill.

16. Food Service and Cooking with Grease and Oils

The YAA must abide by all state laws and local ordinances regarding the preparation and service of food, and all state laws and local ordinances regarding cooking with grease and oil. Cooking with grease or cooking oils is **NOT** permitted inside the building.

17. Material Storage

All YAA's must clean and organize the storage of their materials at the conclusion of each season. Storage of materials in or around the HVAC, electrical rooms and plumbing chases is strictly prohibited. The cost for any damage that is caused by the storage of materials in these areas will be billed to the YAA. Cherokee County will report any issues regarding improper storage to the YAA and the YAA may be subject to loss of storage space.

18. Storm Water Runoff and Disposal of Fuels and Oils

The YAA must comply with all federal and state laws and local ordinances regarding storm water runoff and disposal of fuels and oils.

YAA field maintenance vehicles and equipment washing may only be done on grassy surfaces. This may not be done on gravel or exposed ground. YAA field maintenance 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, used fuel and oils may not be disposed or dumped anywhere on Park property. A professional collection and disposal plan is required and a copy of the contract must be provided to CRPA for its approval.

19. HVAC Temperature Control

The YAA is responsible to help maintain the County's energy management program. This program includes maintaining the temperature control setting in concession buildings with HVAC systems 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.

20. Use of Community Buildings and Pavilions

Requests for use of non-athletic CRPA facilities including but not limited to community rooms and pavilions must be approved and processed by CRPA. Use of pavilions, activity rooms and recreation center

facilities at no charge are only allowed 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. The YAA may rent pavilions and/or facilities for additional meetings.

Non-athletic CRPA facilities may be rented to the YAA for team parties, banquets, team meetings and other YAA activities. The YAA is responsible for set up and take down and to make sure that the facility is left in the same manner, if not better, than it was found. Please contact CRPA with questions concerning the use of non-athletic CRPA facilities.

21. Security

A designated YAA 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 will be assessed against the YAA for lights/scoreboards left on unnecessarily.

22. Keys

A set of keys to Park facilities will be issued to the Board Members and/or Staff of each YAA with a key deposit of \$100. A set is defined as a full complement of keys to open all doors required by the YAA. No keys may be duplicated under any circumstances. Cherokee County Property Management will maintain records of all YAA members with keys. **They are non-transferable.** The organization must receive expressed written permission from CRPA prior to installing locks on buildings, light boxes, gates, etc. that are not issued by the Agency. Upon such written permission being granted, three keys (one for the Recreation and Parks, one for Property Management and one for emergency personnel) must be provided to the County for any locks installed by YAA within one (1) business day of lock installation. CRPA will conduct an annual key audit each year in December.

23. Operation of Motorized Vehicles

It shall be unlawful for any person to drive any motorized or electric vehicle or equipment in a Park except upon roadways designated and maintained for vehicular traffic and except upon walkways and fields when permitted and approved by CRPA. Emergency personnel, law enforcement personnel and Cherokee County employees whose duties require them to drive maintenance vehicles and equipment shall be exempt from the limitations set forth in this section.

- a. No one under the age of 16 shall be permitted to operate a motorized or electric vehicle or equipment.
- b. Only one (1) passenger shall be allowed in 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 a cargo box or anywhere else on vehicles not intended for riders.
- c. Horseplay on motorized or electric vehicles or equipment is prohibited.
- d. Maximum speed for all off road vehicles is 5 MPH.
- e. Pedestrians have the right of way. Operators should always be on the lookout for children. EXTREME CAUTION should be used at all times while operating a motorized vehicle in the park.
- f. 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.
- g. Vehicles should avoid sudden starts, stops or turns.
- h. Headphones and cell phones are not permitted to be used while operating a vehicle.
- i. 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.
- j. When filling tanks, shut off the motor, do not smoke, keep hose nozzle against the edge of filler pipe and avoid overfilling.

24. Public Address System

Public address systems as defined by CRPA include hand held bullhorns, portable “karaoke” systems, portable microphone & speaker combinations, built-in systems, as well as noise makers, air horns, sirens or any other similar devices.

The use of public address systems by the YAA is permitted in Parks, but restricted to the following policies and guidelines:

- a. The YAA is required to submit a written request to CRPA to use public address systems in 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. The request must include a description of the public address system and the intended use.
- b. Upon approval, the YAA President is required to sign a Public Address System Use Agreement. See Appendix.
- c. The YAA is responsible for all expenses associated with public address systems purchase, rental, repair and maintenance and care. Any damage to County property due to a public address system fault or damage is the financial responsibility of the YAA.
- d. Prior to installation, CRPA must approve the YAA requests to permanently affix public address systems to County property.
- e. Public address systems are restricted to the policies and guidelines outlined below.
- f. Use of public address systems must be in compliance with local ordinances and the following:
 - i. Use will only be permitted between from 8:00 AM - 9:00 PM Monday – Saturday and 1:00 PM - 6:30 PM Sunday unless otherwise approved.
 - ii. Volume is not to exceed a reasonable level for the immediate listening area and be considerate of adjacent neighborhoods.
 - iii. 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.
- g. Generally Acceptable Use of Public Address systems:
 - i. Opening day ceremonies;
 - ii. Tournament announcements;
 - iii. Emergency announcements (lost & found, weather, etc.); and
 - iv. Team or player introductions.
- h. Prohibited Use of Public Address systems:
 - i. In depth play by play game announcing;
 - ii. Promotional announcements; and
 - iii. Non-activity music.
Defined as any music that is not required or necessary for the conduct of the core activity(s) of the youth athletic association or league. Examples of music that are not essential to the activity might include music played between the innings or periods of a game, music played during warm-up periods, etc. An example of music that is directly related to the activity might include music played as part of a dance, cheer or gymnastics routine. *These lists are provided as examples and are not intended to be comprehensive.*
 - iv. By anyone under the age of 16.

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

25. Sunday Field Use

The YAA may request permission to utilize specific field space on Sundays. Sunday field use is available to the general public unless the YAA has requested and been scheduled for a specific use. **The YAA is responsible for field preparation for games and practices on weekends.**

26. New Sports, Programs or Associations

The YAA must notify CRPA of plans to implement any new association or sport a minimum of six (6) months in advance.

27. Turning ON/OFF the water

Each winter Cherokee County will turn off the water in any building that is not heated. This is intended to prevent any potential damage from the freeze/thaw cycle during the colder months. Property Management will turn the water ON during the Winter Break Week (CCSD school calendar) and OFF during Thanksgiving break each year. The YAA should plan their activities in accordance with this maintenance schedule.

III. Fees and Charges

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

1. Facility Use Fees

The fee for use of athletic fields is determined by the Athletic Field Use Policy as determined by the Schedule of Fees & Charges for the Use of Athletic Fields. See Appendix. Category 2 and Category 3 Users shall pay 50% of expected field user fees prior to the first scheduled games of the current season. Past seasons field usage and current registration numbers may assist in determining this amount. The remaining balance is due at the conclusion of the season.

2. Cancellation Policy

The YAA must inform CRPA in writing with a minimum of 24 hours advance notice if a field(s) is not going to be used for practices or games (exception: inclement weather) to ensure that all priority user groups are using field space wisely. If not followed correctly, it will be reflected in their facility use fees and future reservation of fields. This information will also allow CRPA to adequately schedule field time for each YAA and other priority user groups.

3. Tournament Fees

The YAA will not be charged additional fees for hosting tournaments in which teams from outside of Cherokee County participate if the tournament is organized and implemented by the YAA 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 local YAA sports program (e.g., ISA, USSSA, AAU, etc.) will be required to rent the facility from the CRPA per the Athletic Field Use Policy (see Appendix). A field rental contract must be signed and rental fees collected by CRPA before a permit will be issued.

4. Fund-Raising

The YAA must inform CRPA, in writing, of all fund raising activities that take place in the Park. This information is used to verify the validity of fund-raising activities to the public.

5. Park Admission Fees

The YAA is NOT permitted to charge admission fees or collect donations for admittance to the park during regular season games and/or practices. The YAA 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.”** If admission fees will be charged for an event, CRPA must be notified and approve the admission fees two (2) weeks prior to the event. CRPA must be notified of the specific areas that the YAA wishes to use in collecting fees. Areas must be approved by CRPA prior to the start of the event.

6. Commercial Activity-Vendors

Commercial activity in a recreation facility is prohibited, unless prior approval is given by CRPA for the benefit of the YAA. If the YAA is approved for commercial activity, any contract with a commercial vendor shall be between the vendor and the YAA. YAA must require vendors to provide a comprehensive general liability insurance policy for a minimum limit of \$1,000,000 per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom. The Certificate of Insurance must list Cherokee County, Georgia as additional insured. The Certificate of Insurance must be forwarded to CRPA two (2) weeks prior to the vendor operating in the park for authorization and verification. Vendors must provide a proper business license.

7. Cleanup Fee

If cleanup for each event/season is not done within two (2) business days weather permitting and CRPA is required to do the cleanup then the YAA will be charged a clean-up fee of at least \$250. If excessive cleanup or maintenance is required an additional fee will also be charged.

8. Player Scholarships

The YAA should consider assistance to families that demonstrate financial hardship.

9. Fee Schedule

YAA Facility Use Fees: See Schedule of Fees and Charges for the Use of Athletic Fields. See Appendix.
Key Deposit: \$100
YAA Clean-up Fee: \$250 per sport per season/event, an excess fee may be applied.

IV. Maintenance and Responsibilities Guidelines

1. Facility Maintenance/Operations Standards

Facility maintenance and operations responsibilities are broken down into three categories.

- a. *County Owned Buildings:* Cherokee County is responsible for all maintenance. No additional maintenance or alterations are allowed without prior written consent from CRPA.
- b. *YAA Owned Buildings:* The YAA is responsible for all maintenance in these facilities. Failure to properly maintain any structure may result in CRPA removing the structure from the Park.
- c. *Athletic Fields:* CRPA will maintain all County owned athletic fields. Baseball and softball fields will be groomed periodically during the season for practices and groomed and lined for scheduled games Monday through Friday. The YAA must provide CRPA with a game schedule at least two weeks prior to the start of the season. CRPA will paint rectangular athletic fields once per week during the season. The YAA is responsible for the initial layout of rectangular athletic fields prior to the season. Upon request, CRPA can provide the initial layout for a fee. The YAA is responsible for all field preparation on the weekends. All field preparations and maintenance must be in accordance with the current CRPA Athletic Field Maintenance Guidelines. See Appendix. Work orders are required for any

requested work outside of general maintenance. Work orders are available on www.playcherokee.org. Most work orders will be completed within thirty (30) working days of receipt of the work order. If the work order is unable to be completed within thirty (30) days, CRPA will notify the YAA. The YAA is encouraged to submit post-season work orders to allow CRPA the opportunity to deal with major requests during the off season.

- d. *Removal of Bases*- The YAA is responsible for pulling all bases (diamonds) at the conclusion of each night of usage.

2. General Loss & Liability Report

CRPA must be notified immediately of any serious injury, death, property damage, or vandalism and provided with a written report by no later than the next business day. This report will help improve safety in parks, as well as document the incident should the County receive a claim.

3. Scoreboards and Bulbs

CRPA will repair scoreboards and replace light bulbs on scoreboards at the beginning of the season and upon receipt of a work order request. Scoreboard repair is not considered an emergency repair by CRPA.

4. Emergency & Safety Situations

The YAA should report emergency & safety situations to CRPA immediately.

5. Sports Fields & Park Assessments

During the off season CRPA staff will 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 re-establish the turf grass during the off season. The plan of action will include anticipated field closure dates and anticipated re-establishment methods (sod, sprig, rest, etc.).

The YAA must consider turf grass re-establishment plans when planning camps, clinics and tournaments. Facility 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 assessments. The YAA must adhere to schedules for renovation. If not, field conditions during the season will be affected.

6. Damage to Turf Grass

Should games or practices be cancelled due to inclement weather, the YAA must leave CRPA a voice message or email at the time of cancellation to ensure that CRPA staff can determine responsibility if damages occur. Cost for damages caused by play or practice during inclement weather is the responsibility of the YAA.

If damage to turf grass occurs because of misuse or abuse (misuse to include, but not limited to: failure to rotate goals, practice or play in inclement weather conditions) by the YAA, CRPA 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. CRPA will determine sod renovation needs.

V. Park Improvements and Additions

CRPA encourages the YAA to pursue improvements to Park facilities that will enhance the program, as well as upgrade the amenities in the Park. Written requests must be made to CRPA prior to any work. The YAA 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 ordinances and building codes, and are subject to the approval of the Cherokee County Building Department and Cherokee County Property Management. All permanent structures constructed in a Park will become the property of Cherokee County.

Work may proceed only after approval. If a YAA fails to follow these procedures, CRPA reserves the right to dismantle and remove unapproved alterations, additions, changes, etc. made to the facilities at the cost to the YAA and to revoke the YAA's Facility Use Permit.

VI. Safety and Security

1. Incidents Involving Vandalism and Accident or Injury

Vandalism must be reported to the Sheriff's Office immediately by calling 911. The YAA is responsible for submitting a General Loss & Liability Report to CRPA for any vandalism, injury and serious incidents within twenty-four (24) hours or no later than the next business day after the incident. The YAA must report damage to Cherokee County facilities or buildings to CRPA immediately. If damage is a result of the YAA's 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 the repair cost.

2. Safety and Loss Prevention

The YAA is responsible for operating programs in a safe environment. The YAA is 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 YAA.

- a. Field Conditions – All fields should be inspected before each use to insure a safe environment. CRPA reserves the right to close any facility for the safety of participants or conditions of the facility. If the YAA cancels games or practice due to inclement weather, it is their responsibility to leave CRPA a voice message or email at the time of cancellation. The YAA must immediately notify CRPA of any damages or hazardous conditions.
- b. Weather Conditions – Refer to the Severe Weather Guidelines in the Appendix for safety procedures during lightning, thunderstorms, tornados, etc.
- c. Adult Supervision – The YAA 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.
- d. County Codes - Adherence to Cherokee County 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 Park Rules & County Ordinances

The YAA must abide by current CRPA park rules and Cherokee County ordinances.

4. Emergency Service Procedure (Evening, Weekends and Holidays)

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:

- YAA President or Designee and
- CRPA On-Call Staff.

For issues involving Park facilities (e.g. park access, inability to open locked doors, gates locked, scheduling conflicts, etc.) please call:

- YAA President or Designee.

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

- 911 and
- CRPA On-Call Staff.

5. Mandatory Child Abuse Reporting

In accordance with Georgia state law, volunteers in not-for-profit organizations providing recreational programs to children who have reasonable cause to believe that a child has been abused shall report that abuse to the proper authorities.

YAA's shall notify their volunteers of this requirement and should provide training for their volunteers on how to recognize and how to report child abuse. See the Georgia Department of Human Services for more information.

6. Return to Play Act of 2013

In accordance with Georgia state law, the YAA shall, at the time of registration, provide an information sheet to the parents or legal guardians of all youth athletes that informs them of the nature and risk of concussion and head injury. Additionally, state law strongly encourages YAA's to establish and implement a concussion management and return to play policy.

VII. Inclement Weather Conditions

1. Procedures for Closing Fields or Parks

In the event of inclement weather, it may be necessary to require a specific field or Park to be closed. The following is the process for field closures due to inclement weather or unsafe field conditions:

- a. CRPA Weekday Business Hours: During normal weekday hours (Mon-Fri 9:00 AM - 5:00 PM), CRPA staff will monitor and determine the playing condition of all sports fields. If in the opinion of CRPA staff, field conditions are not suitable for play, the staff member will contact the appropriate YAA and close the fields. CRPA staff may monitor and determine the playing condition of any sports fields in non-business hours. If CRPA staff determines that the fields are not suitable for play at any time, the fields will be closed.
- b. Non-CRPA Business Hours: (e.g. holidays, weekends and after 3:00 PM on weekdays): 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 or email CRPA and leave a message that the fields are unsuitable for play. It is the responsibility of the YAA to inspect and re-open fields that were closed the previous day if it falls on a Non-Cherokee County business day. The inspection and re-opening of the field should occur the following morning by 9:00 AM.

Notification should include the following:

- Specific date,
- Time,
- Field(s) affected,
- Reason for closure,
- Person leaving message and
- 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 the YAA may result in CRPA revoking the use of the Facility Use Permit.

2. Cherokee County BOE – Closures and Cancellations

When Cherokee County Board of Education Schools are closed due to weather conditions, then all youth activities are cancelled for that evening on CRPA facilities. Weekend activities will be decided on a case-by-case basis.

3. Severe Weather Guidelines

Refer to the Severe Weather Guidelines in the Appendix for safety procedures during severe weather watches and warnings, lightning, hot weather, cold weather and smog alerts.

VIII. Interpretation of Manual, Agreement and Permits

To the extent that provisions of this Manual conflict with, or contradict, provisions contained in related agreements and/or permit documents, the provision that requires the most stringent level of performance and/or that is deemed most favorable to the County in its sole discretion shall govern and control.

Youth Athletic Associations Policy and Procedures Manual Appendix

(Updated June 15, 2020)

**A RESOLUTION BY
THE BOARD OF COMMISSIONERS OF
CHEROKEE COUNTY, GEORGIA REGARDING
THE ATHLETIC FIELD USE POLICY OF CHEROKEE COUNTY**

WHEREAS, Cherokee County owns and leases several parks throughout the county that include athletic fields,

WHEREAS, Cherokee County operates said parks through the Cherokee Recreation & Parks Agency,

AND WHEREAS, Cherokee County desires to allow for the orderly and efficient use of these fields by priority users while also allowing for the use of the fields by the general public when not reserved for scheduled activities,

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Cherokee County that Cherokee County hereby establishes the following policies and procedures to ensure the safe and efficient use and the equitable availability of the athletic fields owned and operated by the county.

Section 1 – Field Use Policy

Reserved use of athletic fields is permitted by this policy and encouraged by Cherokee County. **Unreserved athletic fields will be available to the general public for open, unstructured or public recreation on a first come/first served basis during the normal operating hours of the park/facility.**

Cherokee County reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual athletic fields at the parks, the users and the patrons of the parks. Athletic fields may be defined as natural or synthetic surfaces including, but not limited to grass, dirt, turf, concrete, asphalt, etc. Athletic fields may be closed by the Cherokee Recreation & Parks Agency due to weather conditions, maintenance, to protect the public from unsafe conditions or to protect the fields from damage due to overuse. When reserved for use by a priority user, fields are not available to the general public.

Section 2 - Priority Users

Four priority categories of facility users are hereby created (Category 1 being the highest priority) and shall be considered in the allocation of athletic fields and scheduled time at all parks. Cherokee County reserves the right to set priorities based upon, but not limited to, the following: the number of participants, the residency of participants and the overall impact of the group or organization upon the established recreational needs of Cherokee County residents.

Category 1 - Cherokee County

“Cherokee County” shall include all of the following: activities and programs of the Cherokee Recreation & Parks Agency and events sponsored, co-sponsored or partnered with Cherokee Recreation & Parks Agency.

Category 2 - Local Recreation Providers

A “Local Recreation Provider” is defined as an organization registered as a nonprofit corporation with the Georgia Secretary of State’s Office with a separate local Cherokee County governing board and by-laws for the primary purpose of providing and delivering recreation opportunities to the citizens of Cherokee County whether or not a fee is charged. To qualify as non-profit, the organization must meet

all criteria as identified by the Internal Revenue Service. Such groups include, but are not limited to; volunteer youth sports organizations, senior sports groups or the YMCA.

To qualify as a Local Recreation Provider, no less than eighty five percent (85%) of the participants MUST be residents of Cherokee County and have a minimum of 60 participants or 5 teams. Cherokee County staff may verify residency prior to the allocation of fields through rosters with participant names and addresses and/or individual participant utility bills/photo ID.

Category 3 – Local Civic, Faith Based and/or Educational Groups

“Local Civic, Faith Based and/or Educational Groups” shall include, but are not limited, to organizations as the Rotary Club, Lions Club, Cherokee County School District, private schools or home school groups located within Cherokee County boundaries.

Category 4 – Businesses, Other Contracted Organizations, Individuals or Groups

Any business, organization, club, individual or group that does not fall within the definitions of Category 1, 2 or 3, as defined above, shall be considered a Category 4 user under this Policy.

Section 3 - Athletic Field Reservations

An athletic field shall be considered reserved upon the payment of the prescribed fee and the issuance of a Facility Use Permit provided by Cherokee County. The Facility Use Permit shall include ALL of the following:

- The name of the organization reserving the athletic field.
- The name, address and phone number of the individual making the application and contact person for the permit.
- The specific athletic field(s) being reserved.
- The date of issuance.
- The date, time and duration of the permit.
- The specific fee or fees charged and schedule of payment.
- All conditions assigned to the permit over and above the requirements of this Policy.
- The signature of the Cherokee County Recreation and Parks Director or his designee.
- A signature of the permit applicant agreeing that the conditions, restrictions and waivers have been met or will be met in connection with the event for which the permit has been issued.

In the event of a cancellation of an activity by the Recreation and Parks Director or his designee due to weather conditions which make the activity impossible, or due to any Act of God beyond the control of the applicant/permit holder, 1) a credit may be given to the applicant/permit holder; 2) a refund may be requested from the Recreation and Parks Director or his designee; or 3) the event may be rescheduled at the earliest available date with no additional fees incurred.

Section 4 - Sales on Park Property

Cherokee County reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property. All commerce is expressly prohibited without the approval of Cherokee County. Vendors are subject to all business license and insurance requirements. In addition all vendors must successfully complete any applications and pay fees set forth by Cherokee County. Food concessions must be approved by Cherokee County and follow all Cherokee County Codes and Ordinances.

Section 5 – Fees and Charges

The most recent Schedule of Fees and Charges for the Use of Athletic Fields, as approved by the Cherokee Recreation & Parks Advisory Board, is attached hereto and incorporated herein as Exhibit "A". The Schedule of Fees and Charges for the Use of Athletic Fields may be amended from time to time by the Cherokee Recreation & Parks Advisory Board or the Board of Commissioners. Any such amended Schedule, when duly adopted by the Advisory Board or Board of Commissioners, shall be in full force and effect and shall be made available to the public at the office of the Director of the Cherokee Recreation and Parks Agency.

Section 6 – Athletic Field Use Rules

Reservation is for the designated athletic field and immediate surrounding area only. All other park attractions and facilities are open to the public.

Organizations and individuals are not permitted to sublease any portion of a Cherokee County park or athletic field without prior written consent from the Recreation and Parks Director or his designee.

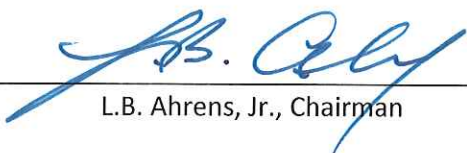
In the event the organization is a youth athletic association, the association shall comply with the most current version of the Youth Athletic Associations Policy and Procedures Manual.

In the event the organization is conducting business in the park such as a tournament rental, the organization will be subject to all business license and insurance requirements.

In the event a Cherokee County program or function conflicts with an organization's use of the athletic field identified in the agreement, the Recreation and Parks program or function shall have priority and the conflict will be resolved by the organization's rescheduling its use of the athletic field.

All organizations and spectators shall follow all Cherokee County Park Rules. Please leave the park clean. Dispose of all waste in designated receptacles.

SO RESOLVED by the Cherokee County Board of Commissioners this 9th day of January, 2018:



L.B. Ahrens, Jr., Chairman

ATTEST:



Christy Black, County Clerk



Exhibit A-Schedule of Fees and Charges for the Use of Athletic Fields/Facilities
As Adopted by the Cherokee County Recreation & Parks Advisory Board on 6/10/2020

<u>User Group</u>	<u>Baseball / Softball Diamond</u>	<u>Athletic Field</u>	<u>In-Line Hockey Rink</u>	<u>Basketball Gym Full Court</u>
Category 1 Cherokee County	No Cost	No Cost	No Cost	No Cost
Category 2 Local Recreation Providers <i>(effective 1/1/21)</i>	\$40 per Day Lights Included	\$45 per Day Lights Included	\$20 per Day Lights Included	\$25 per Hour
Category 3 Local Civic, Faith Based, School Groups <i>(effective 1/1/21)</i>	\$40 per Day Lights Included	\$45 per Day Lights Included	\$20 per Day Lights Included	\$25 per Hour
Category 4 Businesses, Other Contracted Organizations, Individuals or Groups <i>(effective 8/1/20)</i>	\$175 per Day \$100 per ½ Day (≤ 4 hours) Synthetic \$200 per Day, \$125 per ½ Day \$30 per Hour (min. 2 hours) Lights Included	\$225 per Day \$125 per ½ Day (≤ 4 hours) Synthetic \$250 per Day, \$150 per ½ Day \$40 per Hour (min. 2 hours) Lights Included	\$100 per Day \$50 per ½ Day (≤ 4 hours) \$15 per Hour (min. 2 hours) Lights Included	\$50 per Hour

All field/facility rentals are subject to:

(1) Multipurpose Field Preparation

If a multipurpose field rental requires an initial sport specific set-up painting/stripping it is an additional \$225 per field.

(2) County Staff

Cherokee County reserves the right to assign and schedule county staff for any athletic field rentals that may require additional field maintenance, custodial services, and general maintenance. Examples include but are not limited to the rental of multiple fields, all-day or multi-day events. This is at the sole discretion of Cherokee County. When required, it will be at the cost of the group or individual renting the field(s). The cost will be \$20 per hour per staff person (minimum 4 hours).

(3) Field Equipment Rental

If a field rental requires an initial setup and/or takedown of any temporary fencing it will be at the cost of the group or individual renting the field(s), the cost will be \$75 per field. If a field rental requires to use of portable baseball mounds it will be at the cost of the group or individual renting the field(s), the cost will be \$75 per field.

(4) Additional Supplies/ Amenities

Other fees and charges may be applied for the use of, but not limited to park amenities, supplies, etc.



Cherokee County Cherokee Recreation & Parks Facility Use Permit



Agreement between Cherokee County herein referred to as the County and _____ herein referred to as the YAA.

WHEREAS, the County has managerial and operational jurisdiction over county parks, properties and related facilities;

AND WHEREAS, the YAA administers, manages and oversees a recreational youth athletic program for boys and/or girls in Cherokee County;

THEREFORE, in consideration of acts and promises contained herein, the parties agree as follows.

A. Defined Terms

1. "The facility" shall mean the playing fields and immediate surrounding grounds described in Exhibit A.
2. "Term" shall begin upon the signing of this agreement and shall continue until ____ end of the current year.

B. Responsibilities of the YAA

1. The YAA will abide by the policies and procedures set forth in the Youth Athletic Association Policies and Procedures Manual which is incorporated into and made part of this agreement by reference.
2. The YAA will be responsible for any and all costs of its programs except as outlined in Section C.
3. The YAA will cause all revenue for registration, tournaments or use of the facility to be paid directly from the consumer to the YAA throughout the term of the Agreement.
4. The YAA will maintain a schedule of any and all activities that will occur at the facility and provide a copy to Cherokee County's representative for approval in accordance with the Youth Athletic Association Policies and Procedures Manual.
5. The YAA will provide a prototype of any and all advertising for or at the facility to Cherokee County's representative for approval prior to its disbursement.
6. The YAA must obtain a comprehensive general liability insurance coverage package for a minimum of One Million Dollars (\$1,000,000) per occurrence for bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting therefrom. A copy of the current General Liability Certificate of Insurance must be provided to CRPA and must list Cherokee County, GA as an Additional Insured. The YAA will provide any and all necessary and/or voluntary insurance in addition to General Liability.
7. The YAA is responsible for collecting litter from the fields, dugouts, spectator areas, press boxes, restrooms and concession areas and placing it into trash receptacles at the end of each day's use.
8. The YAA will turn off all field lights at the conclusion of activities and ensure that lights are off on fields not in use.
9. If the YAA is providing concessions they must only serve Coca Cola products through concession operations in County facilities. All Coca Cola products must be ordered through CRPA. The YAA will contact CRPA to schedule repairs or maintenance to Coca Cola concession equipment. The YAA will be responsible for providing, operating and maintaining all other concession equipment necessary for operation.
10. The YAA is NOT permitted to charge admission fees or collect donations for admittance to the park during regular season practices and/or games. The YAA may charge admission for tournaments with prior written consent from Cherokee County.
11. The YAA will pay Cherokee County _____ (see current Athletic Field Use Policy- fees) for the use of the facility.

C. Responsibilities of Cherokee County

1. Cherokee County will regulate and administer any and all utilities at the facility.
2. Cherokee County will provide reasonable restroom facilities through the use of permanent restrooms or port-a-johns.
3. Cherokee County will provide reasonable sanitation services through the use of trash cans and/or dumpsters at the facility. This does not include disposal of any construction debris generated by the YAA.
4. Cherokee County will provide maintenance services at the facility. Maintenance services include grass cutting, trimming, other turf management related practices, litter control during regular business hours Monday through Friday, field grooming and preparation Monday through Friday according to the Youth Athletic Association Policies and Procedures Manual.
5. Cherokee County reserves the right to cancel any scheduled activity at the facility when it determines that such use could cause unsafe conditions for the YAA, participants, spectators, the general public and/or damage to the facility.

D. Indemnification

1. The YAA covenants and agrees to take and assume all responsibility for the Work rendered in connection with this Agreement. The YAA shall bear all losses and damages directly or indirectly resulting to it on account of the performance or character of the Work rendered pursuant to this Agreement. The YAA shall defend, indemnify and hold harmless the County, its officers, boards, commissions, elected and appointed officials, employees, servants, volunteers and agents (hereinafter referred to as "County Parties") from and against any and all claims, injuries, suits, actions, judgments, damages, losses, costs, expenses and liability of any kind whatsoever, including but not limited to, attorney's fees and costs of defense, (hereinafter "Liabilities") which may be the result of willful, negligent or tortuous conduct arising out of the Work, performance of contracted services, or operations by the YAA, any subcontractor, anyone directly or indirectly employed by the YAA or subcontractor or anyone for whose acts the YAA or subcontractor may be liable, regardless of whether or not the negligent act is caused in part by a party indemnified hereunder. This indemnity obligation does not include Liabilities caused by or resulting from the sole negligence of the County or County Parties. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this provision. In any and all claims against the County or County Parties, by any employee or agent of the YAA, any subcontractor, anyone directly or indirectly employed by the YAA or subcontractor or anyone for whose acts the YAA or subcontractor may be liable, the indemnification obligation set forth in this provision shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the YAA or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. This obligation to indemnify, defend, and hold harmless the County and County Parties shall survive expiration or termination of this Agreement, provided that the claims are based upon or arise out of actions that occurred during the performance of this Agreement.

E. Termination

1. The Agreement can be renewed each year at the Bi-Annual YAA Meeting in December for the following calendar year with mutual written consent of both parties.
2. If the Agreement is not renewed, the YAA has the right to any items that the YAA wholly purchased with its funds and which are not permanently affixed to the facility.

F. Miscellaneous

1. This Agreement constitutes the entire understanding of the parties and no terms may be altered or waived except by mutual written consent of both parties. Further, the YAA may not assign this Agreement without Cherokee County's written consent.
2. Any item not specifically defined in this Agreement shall be negotiated independently of the Agreement and shall not impact the Agreement's validity or binding nature.

IN WITNESS WHEREOF, the parties have executed this document with the dates referred to herein.

Cherokee County Representative

Date

Representative of the YAA

Date

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20___

NOTARY PUBLIC

My Commission Expires:

Exhibit A

Assigned Fields, Dates and Times

<u>Park</u>	<u>Field</u>	<u>Day of Week</u>	<u>Start Date</u>	<u>End Date</u>	<u>Start Time</u>	<u>End Time</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____

The YAA may submit their field requests/ usage date electronically (email) in a readable word, excel or similar word processor document. It should specify park location, field(s), day(s) of the week, start date, end date and times needed.

An electronic copy (email) may be sent to the YAA for confirmed field space.

Cherokee County Representative Date

Representative of the YAA Date

Exhibit B
SAVE Affidavit

By executing this affidavit under oath, and as an applicant for a public benefit, as referenced in O.C.G.A. § 50-36-1, from Cherokee County, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20___

NOTARY PUBLIC
My Commission Expires:



Cherokee Recreation & Parks Youth Athletic Association Season Information



Please answer the following questions as completely as possible.

This information will be provided to the general public. This information is due to CRPA at the Individual YAA meeting held each year in December.

YAA Name: _____

Contact Person: _____

Address: _____

City / State / Zip: _____

Phone: _____

Email: _____

Website: _____

Sport: _____

Season / Year: _____

Start & End Dates: _____

Age Groups: _____

Cost: _____

Registration Info: _____

(dates, times, location) _____

Additional Information: (attach additional sheets as necessary)

Please provide accurate participations numbers from the previous season/ year, the number of games played and the number of teams for each league.

Please specify Boys, Girls, recreational teams, feeder, travel, academy, select teams, etc.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

___ DAY OF _____, 20___

NOTARY PUBLIC

My Commission Expires:



Cherokee Recreation & Parks (CRPA) Background Screening Policy for Volunteers

Revised 2/22/2019



Administrative Policy:

1. To preserve the safety and well-being of children, persons with a disability and seniors participating in CRPA programs as well as those participating in programs administered by approved groups, organizations and associations using facilities under the control of this agency, CRPA hereby adopts the following policy requiring background screening for all staff and volunteers 18 years of age and older before being granted one-on-one access to our most vulnerable populations. Specifically:
 - a. Team Manager, Head Coaches and Assistant Coaches of youth sports teams ¹
 - b. Association Board Members
 - c. Association Commissioners / Assistant Commissioners
 - d. CRPA and Association Staff
 - e. Game Officials ²

¹ A manager/ coach is any person designated by the league or association who will be alone with players, or responsible for a team or a portion of a team during a game or practice or have significant financial duties.

² Any approved groups, organizations and associations utilizing game officials that do not belong to an officiating association that conducts annual background checks must conduct their background checks through Cherokee County. The officials' association must provide written verification stating background checks are conducted annually to the association and CRPA.

2. Each approved group, organization, and association using facilities under the control of this agency will enforce the penalties resulting from a negative background screening report. Failure to do so is grounds for automatic suspension of the Facility Use Permit.
3. The approved group, organization, and association will not accept, or allow to be accepted, any individual who refuses to consent to the background screening procedures.
4. Each individual assigned to a position that has been determined to first require background screening, will be screened on an annual basis. Applicants that fail the background screening procedure cannot reapply for another screening for one year.
5. Each approved group, organization, and association may also choose to require other members of their organization to submit to and pass this background screening procedure in order to become affiliated with them.

Confidentiality:

1. In respect of the individual and their privacy, all personal information is closely protected, not disclosed outside of this agency, shared within this agency only on a need to know basis, and used solely for the purpose of conducting the background check. In special circumstances, this agency acknowledges a duty to disclose to third parties, including government agencies, certain types of information when the law requires that the information be disclosed.

Appeals:

1. In the event the applicant feels a mistake has been reported in their criminal background check, it will be the applicant's responsibility to protest directly with the approved Background Screening Provider any finding that they wish to dispute. CRPA shall not have any input or oversight into any disputed matter between the applicant and the approved Background Screening Provider.
2. CRPA and its' employees are not responsible for errors or omissions that may be reported on background check profiles. Further, CRPA will not "re-try" the case previously heard and resolved in a court of law and now a part of the individual's permanent criminal record.
3. If there is an indisputable disqualifying offense included by the approved Background Screening Provider on the individual's record, the disqualification will stand without further appeal.
4. Each approved group, organization, and association is required by this policy to accept the findings of CRPA approved Background Screening Provider and enforce the disqualification.

Non-Waiver:

1. Nothing in this policy shall be construed as a waiver or limitation of the discretion of CRPA or any approved group, organization and association to disqualify an applicant for a position when, in their sole opinion, it is in the best interests of CRPA or the approved group, organization and association or its program participants.

Penalty:

1. Failure of an approved group, organization, and association to request background screening or enforce disqualification is cause for CRPA to impose penalties. The minimum penalty shall be suspension of the Facility Use Permit until background screening and enforcement requirements are met. Additional measures may include financial penalties and/or extended suspensions against disqualified individuals and/or the group, organization or association.

Criteria for Exclusion:

1. A person shall be disqualified and prohibited from serving in one of the above positions if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt, including reportable deferred adjudications that result in completion/closure as a non-conviction or dismissal.

- a. Applicants will be disqualified with a **lifetime ban** from the above positions if they are guilty of the following:
 - i. A violent felony, or
 - ii. Any sexual felony offenses.

Examples include but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.

- iii. Registered sexual offenders.

- b. Applicants shall be disqualified if they have been guilty of the following within the past **ten (10) years**:
 - i. All other felonies.
 - ii. More than one alcohol or drug related offense.

Examples include but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

- c. Applicants shall be disqualified if they have been guilty of the following within past **seven (7) years**:
 - i. Any violent misdemeanor.

Examples include but are not limited to: simple assault, battery, domestic violence, hit & run, etc.

- ii. Any sexual misdemeanor offenses.

- d. Applicants shall be disqualified if they have been guilty of the following within past **three (3) years**:
 - i. Any alcohol or drug related misdemeanor.
 - ii. Any other misdemeanor that is a potential danger to children or directly related to the functions of the volunteer.

Examples include but are not limited to: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, contributing to the delinquency of a minor, providing alcohol to a minor, theft, etc.

2. Pending Cases

- a. Applicants who have been charged for any of the disqualifying offenses or for cases pending in court will not be allowed to serve in one of the above positions until the official adjudication of the case.
- b. Should an approved individual subsequently have any criminal charges brought against him/her that are listed in the detailed list of disqualifiers, during their term of service to CRPA or approved group, organization and association, they will be required to immediately disclose the nature of the charges to CRPA, and voluntarily terminate their duties until a determination is made by CRPA regarding the effect of the pending charges on the individual's functions within the program.



Cherokee Recreation & Parks Athletic Field Maintenance Guidelines



The following field maintenance tasks are APPROVED by CRPA provided they are done in the prescribed manner with approved materials:

- Dragging & Lining a Baseball / Softball Diamond
- Removing Water from a Baseball / Softball Diamond
- Pitching Mound / Home Plate Area Maintenance
- Moving Bases, Pitching Rubbers and Portable Mounds
- Lining a Rectangular Athletic Field

All other field maintenance tasks **MUST** receive written approval by CRPA at least two (2) weeks prior to the start of the work.

Dragging & Lining a Baseball / Softball Diamond

1. Infields may be hand raked or hand drug with a mat drag, or by pulling a mat drag behind a piece of equipment.
2. The only type of equipment that may be used to pull a drag is:
 - a. An Infield Groomer or Bunker Rake. (CRPA can provide proper instruction in the use of a field rake.)
3. The following types of equipment are **STRICTLY PROHIBITED** on fields:
 - a. All-Terrain Vehicles (i.e. 4-wheelers),
 - b. Small Trucks,
 - c. Or any Vehicle with knobby or all-terrain tires.
4. Remove the bases and plug the base anchors before dragging. **NEVER** drag over home plate or pitching rubbers.
5. **NEVER** drag faster than you can walk.
6. Always stay at least one (1) foot away from the edge of the grass. Hand rake parallel to grass edges to avoid building up "lips".
7. Vary the drag pattern to maintain a level playing field. See the attached recommended patterns.
8. On grass infields hand rake base lines, the home plate area, on-deck circles, and coaches' boxes.
9. When lining a field, run a string from the rear point of home plate to the foul territory side of the foul poles. Apply marking paint or chalk to the field side of the string.
10. The following marking products are APPROVED for use on baseball / softball diamonds:
 - a. Plus 5 Line Marking Chalk,
 - b. Diamond Pro Athletic Field Marking Dust,
 - c. Or latex field marking paint.
11. The following marking products are **STRICTLY PROHIBITED** on all athletic fields:
 - a. Lime or other caustic materials,
 - b. And traffic paint.
 - c.

Removing Water from a Baseball / Softball Diamond

It is important to note that water removal should only be undertaken to *accelerate* the drying of fields. Water removal should **NOT** be undertaken with the expectation that fields will be immediately available for play. While fields remain muddy or wet, they should be closed to play.

1. Use a broom or water roller to disperse water. When dispersing water, always try to pull the water. You are less likely to remove any infield mix from the area.

2. When removing water from puddles, do **NOT** remove the mix along with it. Once the water is dispersed, use a rake to loosen the wet areas to accelerate drying.
3. **NEVER** sweep or push water into the grass.
4. Do **NOT** move muddy material from one portion of the field to another.
5. Do **NOT** remove muddy material from the field.
6. A hand pump and bucket or puddle pillow can also be used to remove water from the field. Dispose of the water outside the field of play.
7. The use of drying agents is **NOT** encouraged. A **MAXIMUM** of 2 bags of infield conditioner per field should be used to accelerate drying. If the field is still muddy or wet, it should be closed to play.
8. If used, the following infield conditioners are **APPROVED** for use:
 - a. Turface MVP
 - b. Turface Pro League
 - c. Diamond Pro Calcined Clay Pro
 - d. Pro's Choice Infield Conditioner
9. The following products are **STRICTLY PROHIBITED** on baseball / softball diamonds:
 - a. Brick dust,
 - b. Crushed aggregates,
 - c. Cat litter,
 - d. Sand,
 - e. And other quick dry products with very fine particles.

Pitching Mound / Home Plate Area Maintenance

From time to time, it is necessary to maintain the pitching mound and home plate areas. The following mound / home plate clay products are **APPROVED** for use in maintaining these areas. Always follow the manufacturer's recommendations when installing these products.

- Turface Professional Mound Clay (Red)
- Turface Moundmaster Blocks
- Diamond Pro Mound / Home Plate Clay (Red)
- Diamond Pro Clay Bricks

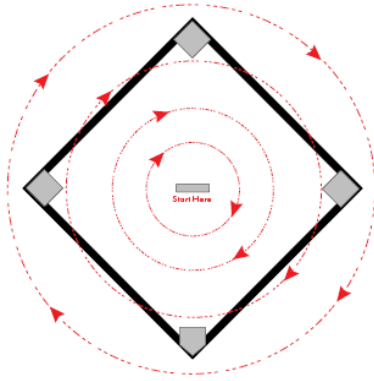
Moving Bases, Pitching Rubbers and Portable Mounds

1. When changing bases or pitching rubbers, always plug the unused anchor so it can be easily found the next time.
2. **NEVER** remove a base or pitching rubber anchor.
3. The distance for the pitching rubber is measured from the back point of home plate to the front of the pitching rubber.
4. The distance to first and third bases is measured from the back point of home plate to the back corner of the base.
5. The distance from home plate to second base is measured to the middle of second base. Below are the distances from home plate to second base for some common base distances.
 - a. 50 ft. – 70 ft. 8 inches
 - b. 55 ft. – 77 ft. 9 inches
 - c. 60 ft. – 84 ft. 10 inches
 - d. 65 ft. – 91 ft. 10 inches
 - e. 70 ft. – 99 ft.
 - f. 80 ft. – 113 ft. 1 inch
 - g. 90 ft. – 127 ft. 4 inches
6. Portable mounds may be used. CRPA will not move portable mounds for dragging. The YAA must remove portable mounds from the field after the game when fields are shared by more than one YAA.

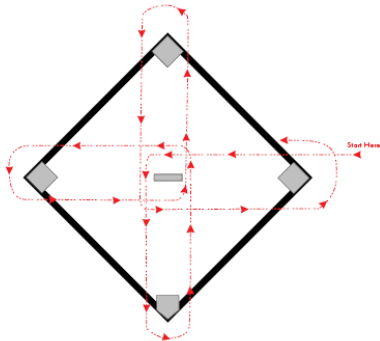
Lining a Rectangular Athletic Field

1. When laying out a field, always allow for safety zones outside the field of play. These areas should be free from obstacles such as player benches, fences, bleachers, light poles, scoreboards, etc.
2. Use a measuring tape to properly lay out the field. Square the corners of the field using the 3-4-5 method or a speed square to establish a right triangle.
3. Always use a string as a guide when lining a field for the first time or when the original line can no longer be followed.
4. Only use marking paint that is specifically manufactured for use on athletic fields.
5. The following marking products are **STRICTLY PROHIBITED** on all athletic fields:
 - a. Lime or other caustic materials,
 - b. And traffic paint.
6. Do not put down too much field marking paint in one application as this will severely damage the turf. A thin layer of paint is all that is required.

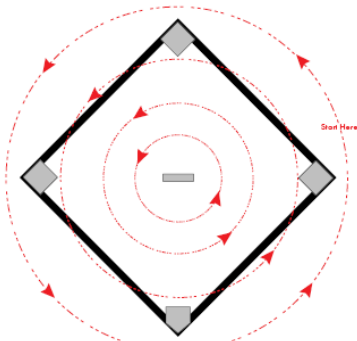
Skinned Infield Drag Patterns



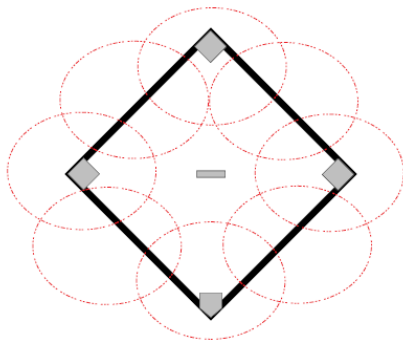
Circle Drag (Inside-out)



Clover Leaf

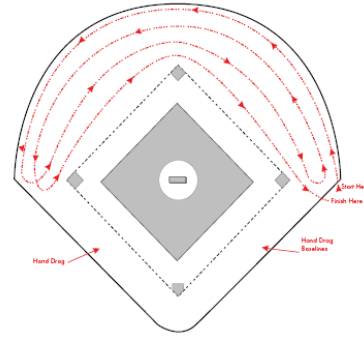


Circle Drag (Outside - In)

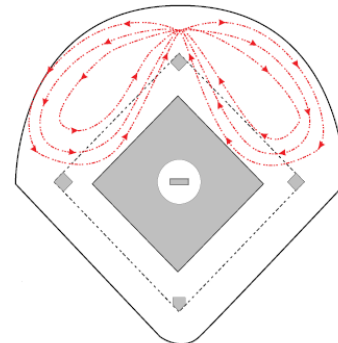


Overlapping Circles

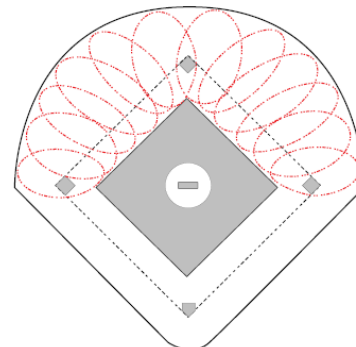
Grass Infield Drag Patterns



Finishing



Elliptical



Overlapping Circles



Cherokee Recreation & Parks Work Order Request Form



Park: _____

Specific Location: _____

Date / Time: _____

Description of Work: _____

Date needed: _____

Work requested by: _____

Phone: _____

Email: _____

Office Use Only

Received by: _____

Time / Date: _____

Park Division Notes: _____

Completed by: _____

Tie /Date: _____

Purchase Order #: _____

Cost: _____



**Cherokee Recreation & Parks
General Loss & Liability Report**
For injury or property damage suffered by a member of the public



Claimant's Information:

Claimant's Full Name: _____

Address: _____

Phone: _____

Email: _____

Description:

Park / Location: _____

Date: _____

Time: _____

Description: _____

List any action taken: _____

Nature / Type of Loss:

____ Property Damage ____ Bodily Injury ____ Other _____

Witnesses:

Name

Address

Phone

Name of Person Submitting Report: _____

Date: _____

Signature: _____

Phone: _____

Email: _____

Submit to CRPA within 24 hours.



Cherokee Recreation & Parks Severe Weather Guidelines for Youth Athletics



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.

Warning Sirens

When the emergency warning siren sounds the YAA should take immediate action. Each YAA shall identify a safe area for their particular sport complex and notify coaches or managers of these areas at the coaches/managers meetings. The Cherokee County Office of Homeland Security – Emergency Management will sound these sirens when:

- The National Weather Service issues a significant weather alert. There is no tone with this alert. It is voice activation only.
- The National Weather Service issues a severe thunderstorm warning with damaging winds.
- The National Weather Service issues a tornado warning.
- A funnel cloud has been spotted by public safety officials or reported by the public or if the local weather channels indicate presence of a funnel cloud.
- Additional weather warnings are issued.

Immediate Actions should include:

- When siren sounds immediately leave the playing field and seek shelter.
- 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 a weather radio which should be located in each concession stand.
- Do not call 911 to ask why the sirens are sounding as this can overload the 911 emergency response system. Only call 911 in an emergency.

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

- Establish a chain of command that identifies who is to make the call to remove individuals from the field.
- Name a designated weather watcher. (A person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous.)
- 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.
- 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. Coaches and managers should be informed what the official warning sound will be at the coaches / managers meetings.
- 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.

- 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.
- **Severe Weather Watch:** Once a severe weather watch is announced, the YAA will prepare to stop play and secure the facilities. The YAA 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 use.
- **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 must be off the playing field/playing surface. YAA's may use advanced technology (hand held detection devices, smart phones, etc.) to determine distance. It shall be \leq six (6) miles.
- 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.

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 can occur at lower temperatures. Studies indicate that susceptibility to heat illness tends to increase with age. 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.

Heat Index Matrix

Heat Index	Effects On Body	Practice Hours	Breaks	Fluids
Caution 80 – 89 F	Some dehydration may occur.	Use Caution. 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	Cramps or heat exhaustion possible.	Use Extreme Caution. Helmets and other possible equipment removed if not involved in contact or necessary for safety. 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	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. 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

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.
2. These guidelines are to be applied to all practices that take place on or off park property.
3. Practices and games should be held early in the morning and/or later in the evening to avoid times when conditions are generally more severe.
4. An unlimited supply of water shall be available to participants during practices.
 - a. Coaches should be made aware of the water source location at each YAA sport facility prior to practices or games.
 - b. 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.
 - c. Hydration and fluid replacement is 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.
 - a. 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.
 - b. 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:
 - a. Participants who have recently had a flu illness (e.g. intestinal viruses).
 - b. Participants who are overweight or have weight control problems.
 - c. Participants whose parents have informed coaches that they are taking over-the-counter and prescription medication/supplements.
 - d. Participants who have done absolutely no exercise at all or participants who you know little about.

Cold Weather Recommendations

- The wind chill factor should be used to determine the severity of the cold temperatures, NOT just the temperature alone.
- Do not start an activity in an extremely wet and cold environment.
- Warm-up and properly stretch participants until immediately before the activity.
- 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.

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 Agency 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 of 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 later in the evening to avoid times when conditions are generally more severe.

On Code Purple and Code Black days: NO OUTDOOR ACTIVITIES FOR ALL AGE GROUPS.



CHEROKEE RECREATION & PARKS VISITOR IMPACT REPORT



NAME OF EVENT: _____

DATE(S) OF EVENT: _____

LOCATION: _____

EVENT TYPE: _____

(tournament, festival, conference/meeting, exhibit, special event, etc.)

of TOTAL PARTICIPANTS: _____

(attendees, athletes, coaches, officials, spectators, artists, speakers, vendors, production crews, etc.)

of VISITING PARTICIPANTS (Non-Cherokee County Residents): _____

of Day Visitors: _____

of Days: _____

of Overnight Visitors:* _____

of Nights: _____

Only include Overnight Visitors staying in Cherokee County hotels.

Add Visitors staying in local homes to the Day Visitor totals.

Name(s) of Hotels Utilized: _____

of Rooms x # of Nights: _____

VISITOR IMPACT (**State of Georgia Daily and Overnight Visitor Spending Averages*)

# Day Visitors	_____	X # of days	_____	X \$59*	=	_____	+
# Overnight Visitors	_____	X # of nights	_____	X \$175*	=	_____	+
TOTAL IMPACT					=	_____	