



# Youth Athletic Association

## Policy and Procedures Manual



(Approved October 2023)

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## Cherokee Recreation & Parks Contact Information

### Cherokee Recreation & Parks Offices

#### Main Office

(Use this address for all US Postal Service mail)

Cherokee Recreation & Parks  
7545 Main Street Building 200  
Woodstock GA 30188  
Phone: 770-924-7768  
Web Site: [www.playcherokee.org](http://www.playcherokee.org)

#### Park Services Office

(No US Postal Service at this address)

JJ Biello Park – Riverside Athletic Complex  
601 Drew Cameron Ct.  
Woodstock GA 30188

### Key Cherokee Recreation & Parks Staff Members

Jay Worley, Director  
Phone: 770-924-7768  
Email: [jworley@cherokeega.com](mailto:jworley@cherokeega.com)

**For background checks, contact:**  
Shawn Schumacher, Athletic Division Director  
Phone: 770-924-7768  
Email: [srschumacher@cherokeega.com](mailto:srschumacher@cherokeega.com)

**Primary Youth Athletic Association Liaison(s):**  
Bill Firnbach, Athletic Coordinator **(PRIMARY)**  
Phone: 770-924-7768  
Email: [brfirnbach@cherokeega.com](mailto:brfirnbach@cherokeega.com)

Tony Stargel, Park Manager  
Phone: 404-569-8200  
Email: [twstargel@cherokeega.com](mailto:twstargel@cherokeega.com)

Shawn Schumacher, Athletics Division Director  
Phone: 770-924-7768  
Email: [srschumacher@cherokeega.com](mailto:srschumacher@cherokeega.com)

Stephen Shrout, Park Manager  
Phone: 678-216-9360  
Email: [stshroud@cherokeega.com](mailto:stshroud@cherokeega.com)

**CHEROKEE RECREATION & PARKS On-Call Staff:**  
Phone: 404-569-7517

**For facility rentals, contact:**  
**Mark Holder, Facilities Division Director**  
Phone: 770-924-7768  
Email: [mkholder@cherokeega.com](mailto:mkholder@cherokeega.com)

**For Work Order Requests:**  
Use the work order form found at  
[www.playcherokee.org](http://www.playcherokee.org) under the Parks tab.

**For After Hours and Weekend Field Closings:**  
Leave a voice message at the Park Services Office or  
email the primary YAA liaison.

### Other Contact Information

## 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 ~~Agency (hereinafter referred to as the “CHEROKEE RECREATION & PARKS”)~~ 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks and the County to be involved in issues related to YAA operations. In these instances, the YAA is required to cooperate with Cherokee Recreation & Parks 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 confirmed annually to Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks will be responsible for theft or damage of such items.

### 4. Bylaws

A copy of the YAA bylaws must be submitted to Cherokee Recreation & Parks 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 Cherokee Recreation & Parks assume no responsibility for maintaining financial stability of the YAA. Furthermore, the County and Cherokee Recreation & Parks expressly assume no responsibility for the outstanding debts of the YAA. Cherokee Recreation & Parks 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 or any for-profit entity is strictly prohibited.** In addition, 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks can host 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 (as needed)
  - ~~Held each year in May and/or December.~~
  - Required attendance from YAA President or their representative.
  - Cherokee County representatives in attendance may include: Cherokee Recreation & Parks 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 (Mandatory)
  - Held each year in December
  - Required attendance from YAA executive officers or their representative.
  - This requirement must be met in order for a Facility Use Permit to be issued for the next year.
  - Required signature for the receipt YAA Manual, Appendix and supporting documents.
  - Cherokee County representatives in attendance may include: Cherokee Recreation & Parks 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 Cherokee Recreation & Parks a minimum thirty (30) days prior to the first scheduled practice of each season. This permit is to be obtained from Cherokee Recreation & Parks 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 active/ passive park users. Passive and open 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 Cherokee Recreation & Parks 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. **Subletting fields is defined as, renting or allowing use of field space to any teams/players that are not directly affiliated or registered through that specific YAA. If teams/players are not utilizing the specific YAA name then the following must be provided to Cherokee Recreation & Parks verifying that they are an integral part of the YAA:**

- Team Insurance
- Proof of YAA registration
- YAA Waivers
- Team Roster(s)

**Violation of these rules will result in: a fine of \$250 to the YAA; Athletic Field Use Category 4 field fee(s) for all unauthorized dates/times to be paid by the YAA; and may result in the revocation of the Facility Use Permit for the YAA.**

*Cherokee Recreation & Parks reserves the right to modify Facility Use Permits based on YAA needs and field availability.*

## **10. Cancellations**

Cherokee Recreation & Parks 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, CHEROKEE RECREATION & PARKS 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 Country each time that the YAA obtains a public benefit, including any contract, from the County and/or Cherokee Recreation & Parks.

# **II. Facility Use and Operations**

## **1. Role of Cherokee Recreation & Parks**

The role of Cherokee Recreation & Parks 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, Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks; 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 daily from fields, dugouts, spectator areas, press boxes, restrooms, concession areas and breezeways and placing it into trash receptacles. 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 1<sup>st</sup> offense is a written warning. The 2<sup>nd</sup> offense is a \$50 fine. The 3<sup>rd</sup> 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. Cherokee Recreation & Parks 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 used through Cherokee Recreation & Parks 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 Cherokee Recreation & Parks;
- 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 score board 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 scoreboards off each evening at the conclusion of activities and assure that scoreboards are off on fields not in use. A monetary penalty may be assessed against the YAA for scoreboards left on unnecessarily. There is a constant expense associated with scoreboards that requires constant management by the 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 Cherokee Recreation & Parks. Once submitted, Cherokee Recreation & Parks will allocate field space as deemed in the best interest of Cherokee County residents. Final decisions regarding field scheduling will rest with Cherokee Recreation & Parks. 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 Cherokee Recreation & Parks prior to the start of the practices and games. Upon review of these schedules, if Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks prior to bidding on a tournament. This written request shall include tournament dates, times and specific facilities. Upon approval from Cherokee Recreation & Parks, 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 Cherokee Recreation & Parks. Cherokee Recreation & Parks 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 Cherokee Recreation & Parks.

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

Cherokee Recreation & Parks 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.**) Cherokee Recreation & Parks 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 Cherokee Recreation & Parks.** Outside organizations are subject to a fee for the use of the facility. Cherokee Recreation & Parks 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 Cherokee Recreation & Parks for the use of a Park for any camps and clinics sponsored by the YAA. The written request should be received by Cherokee Recreation & Parks at least forty-five (45) days prior to requested dates of use. Failure to provide adequate request and notice of scheduled activities to Cherokee Recreation & Parks could result in conflicts with county sponsored camps & clinics or scheduled park maintenance and rejection of a Facility Use Permit.

Cherokee Recreation & Parks 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 Cherokee Recreation & Parks.** Outside organizations are subject to a fee for the use of the facility. Cherokee Recreation & Parks 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/Training**

Cherokee Recreation & Parks requires each YAA to provide mandatory coaches training day for all coaches and/or require coaches to obtain a nationally recognized coach's certification. Coaches training day agendas should be sport specific, contain information on league rules, governing body rule changes and points of emphasis for that current season. Coaching certifications recommendations include, but are not limited to: 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 Cherokee Recreation & Parks for the approval of other certifications. Records of certification may be requested by Cherokee Recreation & Parks.

## **8. Criminal Background Check Requirements**

Background checks must be conducted on all appropriate volunteers in accordance with Cherokee Recreation & Parks policies. See the Criminal Background Check Requirements for a YAA in the Appendix.

## **9. Conduct**

Cherokee Recreation & Parks 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.

Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks in the event they need to provide maintenance in the area.

## **11. Temporary Lights**

Consistent with and 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 Cherokee Recreation & Parks 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** **ten** (10) days after the event. All YAA signs must contain the following statement: **Not a Cherokee Recreation & Parks 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 Cherokee Recreation & Parks and returned to the YAA.

Cherokee Recreation & Parks 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. **If approved, the sign must not be installed earlier than thirty (30) days prior to the start of the season and must be removed no later than ten (10) days after the season has concluded. 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 10, days Cherokee Recreation & Parks 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 Cherokee Recreation & Parks prior to installation.
- c. Corrugated plastic material (flute polypropylene) or high-quality vinyl is required for all signs, unless approved in advanced by Cherokee Recreation & Parks.
- 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 Cherokee Recreation & Parks.**

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 Cherokee Recreation & Parks and the YAA keep the park clean.

The YAA will be responsible for providing, operating and maintaining all concession equipment necessary for their operation. Cherokee Recreation & Parks 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.

Cherokee Recreation & Parks reserves the right to assign permission to priority users or contracted concessionaires to sell products and/or use concession facilities in conjunction with athletic field rentals.

Upon approval, Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 are required and a copy of the contract must be provided to Cherokee Recreation & Parks 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 Cherokee Recreation & Parks facilities and/or pavilions must be approved and processed by Cherokee Recreation & Parks. 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.

Cherokee Recreation & Parks 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 Cherokee Recreation & Parks with questions concerning the use of Cherokee Recreation & Parks 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. 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 Cherokee Recreation & Parks 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. Cherokee Recreation & Parks will conduct an annual key audit each year in December. In the event key(s) are lost, stolen, or not returned the YAA is responsible for replacement cost of key(s).

### **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 Cherokee Recreation & Parks. 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.
- 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 (**Hands Free**).
- 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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, Cherokee Recreation & Parks 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 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 ceremony
  - ii. Tournament announcements
  - iii. Emergency announcements (lost & found, weather, etc.)
  - iv. Team or player introductions
- h. Prohibited Use of Public Address systems:
  - i. In depth play by play game announcing
  - ii. Promotional announcements
  - 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/School Break Weeks

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.** When the Cherokee County School District is in session, county field maintenance will take priority over all YAA scheduled activities during school breaks (Fall, Winter, Spring, etc.).

## 26. New Sports, Programs or Associations

The YAA must notify Cherokee Recreation & Parks of plans to implement any new association or sport a minimum of six (6) months in advance. **As of July 1, 2019, the Recreation Advisory Board has put a moratorium on any new YAA's. Any local organizations interested in becoming a recognized YAA, must first get approval by the Recreation Advisory Board.**

## 27. Turning ON/OFF the water

Each winter Cherokee County may annually 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. Cherokee County Property Management will turn the water on by March 1<sup>st</sup> and off by December 1<sup>st</sup> each year. The YAA should plan their activities in accordance with this maintenance schedule. This schedule is subject to change based on the weather forecast or other circumstances beyond our control. In the event of an emergency the YAA should have access to the building.

### 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 Cherokee Recreation & Parks in writing with a minimum of 24 hours advanced 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 Cherokee Recreation & Parks 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., USA Softball, USSSA, PG, Training Legends, PGF, etc.) will be required to rent the facility from Cherokee Recreation & Parks per the Cherokee Recreation & Parks field rental policy. A field rental contract must be signed and rental fees collected by Cherokee Recreation & Parks before a permit will be issued. All Category 4 user groups can only be granted field space from Cherokee Recreation & Parks and not YAA's.

Violation of these rules will result in: a fine of \$500 to the YAA; Athletic Field Use Category 4 field fee(s) for all unauthorized dates/times to be paid by the YAA; and may result in the revocation of the Facility Use Permit for the YAA.

#### 4. Fundraising

The YAA must inform Cherokee Recreation & Parks, 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, Cherokee Recreation & Parks must be notified and approve the admission fees two (2) weeks prior to the event. Cherokee Recreation & Parks must be notified of the specific areas that the YAA wishes to use in collecting fees. Areas must be approved by Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks.
- b. *YAA Owned Buildings/Structures*: The YAA is responsible for all maintenance in these facilities. Failure to properly maintain any structure may result in Cherokee Recreation & Parks removing the structure from the Park.
- c. *Athletic Fields*: Cherokee Recreation & Parks 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 Cherokee Recreation & Parks with a game schedule at least two weeks prior to the start of the season. Cherokee Recreation & Parks 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, Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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](http://www.playcherokee.org) under the Parks tab. 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, Cherokee Recreation & Parks will notify the YAA. The YAA is encouraged to submit post-season work orders to allow Cherokee Recreation & Parks 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

Cherokee Recreation & Parks 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

Cherokee Recreation & Parks 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 Cherokee Recreation & Parks.**

## 4. Emergency & Safety Situations

The YAA should report emergency & safety situations to Cherokee Recreation & Parks immediately.

## 5. Sports Fields & Park Assessments

During the off-season Cherokee Recreation & Parks 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 Cherokee Recreation & Parks a voice message or email at the time of cancellation to ensure that Cherokee Recreation & Parks 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, Cherokee Recreation & Parks 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. Cherokee Recreation & Parks will determine sod renovation needs.

## V. Park Improvements and Additions

Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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, Cherokee Recreation & Parks 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. All YAA approved upgrades to the amenities of the park are to be repaired and/or maintained by the YAA. This includes all cost associated with maintenance and repairs of the upgrades.

## 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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. Cherokee Recreation & Parks 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 Cherokee Recreation & Parks a voice message or email at the time of cancellation. The YAA must immediately notify Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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
- Cherokee Recreation & Parks 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
- Cherokee Recreation & Parks 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. Cherokee Recreation & Parks Weekday Business Hours: During normal weekday hours (Mon-Fri 9:00 AM - 5:00 PM), CHEROKEE RECREATION & PARKS staff will monitor and determine the playing condition of all sports fields. If in the opinion of Cherokee Recreation & Parks staff, field conditions are not suitable for play, the staff member will contact the appropriate YAA and close the fields. Cherokee Recreation & Parks staff may monitor and determine the playing condition of any sports fields in non-business hours. If Cherokee Recreation & Parks staff determines that the fields are not suitable for play at any time, the fields will be closed.
- b. Non- Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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 Cherokee Recreation & Parks 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.