

gwinnett county athletic association
policies and procedures manual

gwinnett
parks & recreation



2012

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A. ORGANIZATIONAL REQUIREMENTS

In order to qualify to operate on Gwinnett County park property, each Gwinnett County Athletic Association (GCAA) must adhere to minimum organizational requirements. These requirements are necessary to insure the protection of all GCAA members. Violation of any requirement shall constitute cause for revocation of the facility use permit. The minimum qualification requirements include:

Gwinnett County Parks and Recreation (GCPR) facilities were founded and designed for the enjoyment of our citizens. Gwinnett County Athletic Associations will take all recreational activities into consideration first when it comes to scheduling games and practices. Travel and Select teams do serve as a viable opportunity in our community provided that recreational teams are scheduled first.

ATHLETIC ASSOCIATION AGREEMENT

September 20, 2011, a facility usage agreement was approved by Gwinnett County Board of Commissioners and our recognized Gwinnett County Athletic Associations; that is effective starting January 1, 2012, re-affirming the partnership between each athletic association and GCPR. Please see a copy on page 60.

NOT FOR PROFIT ORGANIZATION STATUS

Each GCAA will incorporate and register with the Secretary of State's Office as a not for profit organization. Assistance in making application for nonprofit status will be provided by GCPR upon request to the GCPR Area Facilitator. Proof of not for profit status must be submitted annually to the GCPR Area Facilitator by April 1 each year.

LIABILITY INSURANCE COVERAGE

All **GCAA's** must provide to Gwinnett County a comprehensive general liability insurance coverage package in the amount of \$1,000,000. The certificate of insurance must list Gwinnett County Board of Commissioners as additional insured. All subcontractors and vendors must provide Gwinnett County with a comprehensive general liability insurance coverage package in the amount of \$1,000,000, which is due to GCPR before services or activities are provided or conducted in the park. An updated copy of the current policy is due January 1 each year.

CHARTER/BYLAWS/ELECTION OF OFFICERS

The umbrella Board of Directors shall be the governing body of each GCAA, consistent with the charter and bylaws of the GCAA, to conduct the affairs of the GCAA. An umbrella board is formed to insure the overall interest of all sports. A copy of the charter must be on file with GCPR and the bylaws must be turned in to the GCPR Area Facilitator by January 1 each year and/or after any amendments or changes occur prior to the issuance of any facility use permit.

Open election of the Board of Directors is mandatory. The following statement must be part of the GCAA bylaws: "The President will appoint a nominating committee consisting of three people from the membership and two from the Board of Directors who will select a list of candidates. These nominations will be in writing and received by the Secretary at least five (5) days prior to the annual meeting. Nominations will also be accepted from the floor at the annual membership meeting. The names of all nominees for each office will be entered on a single ballot and submitted to the membership present at the annual meeting. Those nominees for each office getting the greatest number of votes will be deemed to have been elected as the new Board of Directors. A minimum of two-thirds (2/3) of the Board of Director members must reside within Gwinnett County." A list of the names, addresses, e-mail addresses, and phone numbers of the newly elected Board of Directors must be sent to the GCPR Area Facilitator within 5 business days of the election. Any irregularities with the election process will result in an immediate review and appropriate action.

FINANCIAL REPORTS

Official Code of Georgia Annotated Section 14-3-111 states that all corporate minutes and books of account be held open for inspection by any member of the GCAA at any reasonable time. GCPR recommends that each GCAA is bonded and annual audits are performed on all bank accounts.

COMMUNICATION

GCPR have links posted on our website that will lead the public to yours. Any communication via e-mail or phone-tree must be approved by the president of the GCAA. **Special access to members' information may be used only if the information is** pertinent to all members such as registration dates, tryouts, GCAA special events, requests for coaches, etc. Using the member database for commercial activity, business, government elections, solicitation, etc. is strictly prohibited. The member database may be used during your annual GCAA election period, provided that each candidate has equal opportunity.

BONDING OF GCAA OFFICERS

All checks signed by the officers of **GCAA's** should bear two signatures of the appropriate officers of the GCAA. **GCAA's** are encouraged to acquire a bond for all officers and/or members who collect and receive monies for the GCAA.

B. MEETING GUIDELINES

GCAA ANNUAL MEETING

All **GCAA's** must hold at least one annual membership meeting each year at a time and place named by the president of the GCAA. The agenda of this meeting shall include the election of the Board of Directors and any other business as deemed necessary by the GCAA. Efforts must be made for all GCAA members to be notified 30 days prior to the annual meeting and records maintained of this notification. The GCPR Area Facilitator must be notified of the annual meeting at least 30 days in advance. It is recommended that a **GCAA's** annual meeting date is posted on the GCAA's website at least 30 days in advance.

EXECUTIVE MEETINGS

GCAA's must provide to the GCPR Area Facilitator a schedule of all meetings of the Board of Directors. **GCAA's** must contact the GCPR Area Facilitator immediately with changes or updates to the meeting schedule. It is recommended that meeting schedules be posted on the athletic GCAA's website.

All **GCAA's** are required to conduct their executive monthly and annual meeting according to **Robert's Rules of Order**. Organizations utilizing a parliamentary procedure usually follow a fixed order of business.

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

MANDATORY GWINNETT COUNTY MEETINGS

Each year GCPR hosts three meetings that each GCAA is required to attend. The purpose of these meetings is to increase communication between both parties so that operations will run smoothly and efficiently.

Individual GCAA Meeting

- Held each year in October
- Required attendance from the GCAA president, vice president and one other officer. This requirement must be met in order for facility use permits to be issued for the next year. Up to six members may attend including those listed
- Gwinnett County will have in attendance: management staff, park grounds maintenance staff, GCPR Area Facilitator, project administration staff, and support services staff

Turf and Grounds Assessments (biannual)

- Fall assessments held each year in November/December
- Spring assessments held each year in April/May
- Required attendance by GCAA president and sports directors
- GCPR and GCAA will assess fields, grounds and buildings to determine course of action to repair problem areas that is most effective and create a timeline for renovation

YOUTH SPORTS EXPO

Gwinnett County Parks and Recreation is providing a unique opportunity for Youth Athletic Associations to gain some knowledge about youth sports through educational workshops. In addition, we will have an Exhibit Hall with Vendors to show you their products and wares. It will be held annually at one of our parks. We encourage all Youth Groups

to be a part of this collective effort to educate and inform our volunteers and recreational leaders of the current trends in youth sports and field maintenance

C. FACILITY USE AND OPERATION GUIDELINES

GCPR requires notification of any and all activities going on within GCPR property be sent to the GCPR area facilitator.

SPORTS FIELD USE PLAN

GCPR, charged with the management and stewardship of the County's park system, has developed a sports field use plan in response to watering restriction mandates. In an effort to schedule and permit youth and adult organized programs and serve the general public, while preserving the usability and sustainability of the sports fields, the following initiatives are being implemented:

- Continue to schedule/permit sports fields to youth and adult organized programs where possible
- Collaborate with **GCAA's** as well as other user groups in managing field use
- Maintain some open play opportunities in each park for the general public
- Implement a maintenance regime for GCPR sports fields designed to support the turf through various climate conditions to the highest extent possible with full play occurring on some fields and limited play on other fields
- As the year progresses and conditions dictate:
 - GCPR maintenance staff and GCPR Area Facilitators evaluate field conditions on a regular basis and communicate the status to GCPR management
 - Maintain communication with **GCAA's** and other user groups to ensure all are updated on sports field conditions and programming use
 - Continue to implement GCPR standard inclement weather procedures on use of sport fields

FACILITY USE PERMITS

Each **GCAA** operating on Gwinnett County park property must obtain a facility use permit from Gwinnett County, a minimum of 30 days prior to the opening date of each sport season. This permit is to be obtained on behalf of the **GCAA** by the president and on behalf of the county by the GCPR Area Facilitator. This permit, issued seasonally per sport, specifically identifies facilities to be used by the **GCAA** and the terms and conditions of said use (a sample "Facility Permit" is shown on the following page).

Adherence to all requirements outlined in the policies and procedures for **GCAA's** operating on Gwinnett County park property is a condition of the facility use permit and is considered as terms of the permit. Field use permits are for the sole purpose of sports fields. Passive and open areas are not available for use at any time for organized practice or play. Use of the walking trails for purposes by the **GCAA** is strictly prohibited. **GCAA's** may be liable for any incidents related to unauthorized use.

GCAA's currently holding facility use permits will have first right of refusal on existing facilities, unless the County revokes the right for cause. No organization at any time may sublet county facilities to outside organizations. Only GCPR can issue permits to any person or organization seeking to use county facilities. Violations of this policy will result in an immediate review of the park use agreement. Any facility/field not being used by the permitted **GCAA** reverts back to the GCPR Area Facilitator to permit out to other groups or rentals.

GCAA's must post a copy of the facility/park use permit at the park and provide a copy to every coach each season.

SUNDAY FIELD USE

GCAA's currently holding facility use permits may request permission to utilize specific fields on Sundays. Requests must be submitted to the GCPR Area Facilitator in writing at least one week in advance. All fields may be permitted if needed.

Rhodes Jordan Gym

100 East Crogan Street
Lawrenceville, GA 30043

(770) 822-5150

Rhodes Staff
100 East Crogan Street
Lawrenceville, GA 30045

Customer Type: Resident

Authorized Agent: John Register

Home: (770) 822-5450



Facility Permit

Status: Approved

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
08/17/2010 John Register	32452	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00

RESERVATION

EVENT NAME	FACILITY	CENTER
Opening Day Type: YAA League	Bay Creek Park (1000 ft)	Bay Creek Park YAA 175 Ozora Rd Loganville, GA 30052
DATES RESERVED		HRS
Friday - 1/1/2010	06:00 PM to 08:30 PM	2.5
Total Number of Dates: 1		Total Number of Hours: 2.5

NOTES:

ADDITIONAL CUSTOMER INFORMATION

Customer Fax: (770) 822-8817

Customer Email: john.register@gwinnettcountry.com

DISCLAIMERS

Gwinnett County Parks & Recreation--Youth Athletic Association Terms of Facility Use Agreement--
The organization agrees to abide by the regulations herein provided and understands that the violation of any of the following regulations would cause the organization to be barred from the use of the facility. Prior to negotiation of this permit, the organization must meet the requirements as issued in the youth athletic association Policies and Procedures Manual. Youth Athletic Associations that utilize Gwinnett County Parks & Recreation facilities, must insure that no persons be denied participation in any park or programs based on race, color, national origin, religious background, sex or age and be in compliance with the Americans with Disabilities Act. Gwinnett County Youth Athletic Associations may not limit participation or otherwise discriminate against participants based on their proximity to or away from school clusters. Gwinnett County's parks are for the enjoyment of everyone in the community and are not assigned by school clusters. Organization's conduct of youth activities on Gwinnett County facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the youth arrive until every boy or girl has left the area. The organization is responsible for any damage incurred to the facilities while in use by said organization. Persistent damage could ultimately result in revocation of a portion of or the entire permit. The organization is responsible for spectators, parents, coaches and participants. A display of conduct that is unbecoming while said organization is using County facilities could result in written reprimand or revocation of this permit. The organization shall not and cannot reassign this contract. YAA states that he or she will obtain, prior to the date of performance of this Agreement, all necessary licenses, performance rights, permissions and authorities necessary for the use of all copy, music, lyrics, film, graphic images, registered logos, names and trademarks used by the YAA and agrees to indemnify, defend, and hold harmless the County, its agents, officers and employees, against all claims, demands, litigation, attorneys' fees and other damages arising out of the unauthorized use of the same. Gwinnett County Parks and Recreation reserves the right to alter this contract at any time. The organization will provide county official with practice and game schedules prior to any authorized use of fields and/or facilities.

Signature of User group representative

Date

INCLEMENT WEATHER CONDITIONS

In the event of inclement weather it may be necessary to close fields or park complexes. Each GCPR park is furnished with signage stating **“Please Don’t Litter.”** During unsuitable playing conditions these signs will be flipped open to display the statement, **“Fields Closed.”** The purpose of signs is to notify park patrons and police that sports fields are unsuitable for play.

PROCEDURES FOR FIELD CLOSINGS

GCPR Business Hours

During normal weekday hours (Monday – Friday 7:00am – 3:00pm), GCPR staff will monitor and determine the playing condition of all sports fields. If in the opinion of GCPR staff field conditions are not suitable for play, the staff member will contact the appropriate GCPR Area Facilitator.

A GCPR Area Facilitator will notify the appropriate GCAA officer of two options.

Option 1:

The GCAA may choose to cancel all activities. GCPR staff will lock all sports field gates and display the **“Fields Closed”** sign(s) (the GCPR Area Facilitator will also notify police).

Option 2:

The GCAA officer may inspect the field and determine if it is suitable for play. If the GCAA determines that playing conditions are suitable for play and play is allowed, the GCAA accepts any and all financial liability in the event that damage occurs from misuse or abuse by GCAA participants.

GCPR Non-Business Hours (i.e. holidays, weekends and after 3:00pm weekdays)

It is the responsibility of the GCAA to inspect and determine if the fields are safe and playable. If the GCAA determines that the fields are unsafe or unplayable they are to leave a voice mail for the GCPR Area Facilitator that the fields are unsuitable for play, and they are to lock all sports field gates and display the **“Fields Closed”** sign(s).

It is the responsibility of the GCAA to inspect and reopen fields that were closed the previous day if the closure occurs during GCPR non-business hours. The inspection and re-opening of the field should occur the following morning by 9:00am. Once the fields are deemed playable, the GCAA should reopen the appropriate field gate and flip the sign to **“Please Don’t Litter.”**

Voice-mail notifications should include the following:

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

Permit to Close a Field

Gwinnett County may issue a special permit upon request of Gwinnett County staff or the GCAA to close one or more sections of a park during the specified playing season.

Gwinnett County reserves the right to cancel any scheduled activity at county facilities when it is determined that such use would severely damage the field condition or endanger the safety of the participants. If the GCAA utilizes fields after Gwinnett County closes them because of unsafe conditions, the GCAA will be responsible for the cost of any damage to the facilities or turf.

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

HOT WEATHER TESTING

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

Approximately 30 minutes prior to the start of activity, temperature and heat index reading should be taken of the activity location from www.weather.com or a comparable source.

If the heat index is under 95 degrees

All Sports:

- Provide ample amounts of water. This means that water should be always be available at regular intervals and athletes should be able to take in as much water as they desire
- Optional water breaks approximately every 30 – 45 minutes for 10 minutes
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action

If the heat index is from 95 to 99 degrees:

All Sports:

- Provide ample amounts of water. This means that water should be always be available at regular intervals and athletes should be able to take in as much water as they desire
- Mandatory water breaks approximately every 30 – 45 minutes for 10 minutes duration
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action

Contact Sports:

- Helmets and other possible equipment should be removed if the participant is not involved in contact or if it is not necessary for their safety
- Reduce the time of outside activity. Recommended, practice should not exceed 2-1/2 hours. Consider moving the practice to the morning or later in the day
- Re-check the temperature and heat index approximately every 30 minutes to monitor increased risks

If the heat index is from 100 to 105 degrees:

All Sports:

- Provide ample amounts of water. This means that water should always be available at regular intervals and athletes should be able to take in as much water as they desire
- Mandatory water breaks approximately every 30 – 45 minutes for 10 minutes duration
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action
- Alter uniforms by removing items where feasible
- Allow for changes to dry T-shirts and short.
- Reduce the time of outside activity. Recommended, practice should not exceed 2 hours. Consider moving the practice to the morning or later in the day. Limited conditioning

Contact Sports and Activities with Additional Equipment:

- Helmets and other possible equipment removed if not involved in contact or necessary for safety. Recommendation: Football wears helmets, t-shirts, and shorts
- Re-check temperature and heat index approximately every 30 minutes for increased risks

If the heat index is above 105 degrees:

All Sports:

- Stop all outside activity in practice and/or play and all inside activity if air conditioning is unavailable

FLAG PROCEDURES

Occasionally, government entities will require national, state, or local flags to be flown at half-staff to recognize tragedies or to honor the death of public servants or dignitaries. During normal operating hours, Gwinnett County will lower the flag to the appropriate level and notify the GCAA of the date that the flag will be raised. It is the responsibility of the GCAA to raise the flag at the appropriate time. If an announcement occurs after normal working hours or on weekends, **GCAA's** are required to lower flags accordingly.

GCAA's are responsible for flag maintenance, etiquette and protocol in accordance with national standards. Do not raise a flag up that is tattered and/or torn. Visit www.usflag.org/flag.etiquette.html to see how to properly dispose of an unacceptable flag.

PUBLIC ADDRESS SYSTEM

Public address systems as defined by GCPR include: hand held bullhorns, portable "karaoke" systems, portable microphone and speaker combinations, built-in or "house" systems, as well as noise makers, air horns, sirens, or any other similar devices.

The use of public address systems by **GCAA's** is permitted in Gwinnett County parks but restricted to the following policies and guidelines:

- **GCAA's** are required to submit a written request to the GCPR Area Facilitators to use public address systems in county parks at least two weeks in advance. The request must describe the days and times of intended use. A diagram depicting the fields or directional locations that the amplifiers or speakers are to be projected must accompany the request. The request must also describe of the public address system and the intended use
- Upon approval by the recreation manager or his/her designee, the GCAA president is required to sign a public address system use agreement (a sample agreement is shown on the following page.
- **GCAA's** are responsible for all expenses associated with public address systems purchase, rental, repair/maintenance, and care. Any damage to county property due to a public address system's fault/damage is the financial responsibility of the GCAA
- Prior to installation, the support services manager or his/her designee must approve GCAA requests to permanently affix public address systems to county property

Use of Public Address Systems

Use will only be permitted on Saturdays from 8:30am – 10:00pm, unless otherwise approved. Volume is not to exceed a reasonable level for the immediate listening area and must be considerate of adjacent neighborhoods. It shall be unlawful for any person to make any loud noise that disturbs, annoys, injures, or endangers the comfort, repose, peace, or safety of other persons in a recreation area.

Generally Acceptable Use:

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

Prohibited Use:

- In-depth play-by-play game announcements
- Any use other than on Saturday 8:30am – 10:00pm, unless otherwise approved
- Promotional announcements (concessions, etc.)
- Ongoing music of any kind
- Non-activity music of any kind
- By a child or minor under the age of 18

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

Gwinnett County Athletic Association
Public Address System Use Agreement

Public address **systems definition includes hand held bullhorns, portable “karaoke” systems, portable microphone & speaker combinations, built-in or “house” systems**, as well as noise makers, air horns, sirens or any other similar devices. Public address system use must be minimal due to the residential proximity of parks.

The use of public address **systems by GCAA’s** is permitted in Gwinnett County parks, but restricted to the following policies and guidelines:

Use of public address systems:

- Use will be permitted on Saturdays 8:30am – 10:00pm, unless otherwise approved
- Volume not to exceed a reasonable level for the immediate listening area
- It shall be unlawful for any person to make any loud noise, which, disturbs, annoys, injures or endangers the comfort repose, peace or safety of other persons in a recreation area and surrounding neighborhoods.
- Opening day ceremony announcements
- Tournament announcements
- Emergency announcements (lost and found, weather, etc.)
- Team/Player Introductions
- Only adults 18-up are permitted to use

Prohibited public address systems:

- In-depth play-by-play game announcing
- Any use other than on Saturday 8:30am – 10:00pm, unless otherwise approved
- Promotional announcements (concessions, etc.)
- Ongoing music of any kind is prohibited
- Non activity music (any kind)
- By a child or minor under the age of 18

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

Date submitted: _____ Park: _____

GCAA name: _____

Dates/Times of planned usage: _____

Activity: _____

GCAA President/Vice President name: _____

Home phone: _____ Work phone: _____ Other phone: _____

Signature of Person Requesting Use: _____ Date: _____

D. SPORTS PROGRAM GUIDELINES

GCAA's are responsible for providing all sports equipment and all necessary personnel to operate the sports program.

GCPR AREA FACILITATOR'S ROLE

- Facilitate agreements and rental permits with **GCAA's** for use of GCPR facilities and to implement various youth athletic programs, activities, events, and community buildings and/or pavilions per GCPR procedures
- Assist user groups in setting usage dates and times; securing permits; completing significant event notification; collecting insurance and non-profit verification documents from **GCAA's**; collecting non-resident fees, rental fees, and any other fees associated with facility use
- Collect team or league rosters; practice, game, and tournament schedules; and program participation reports from **GCAA's** for each season and each sport
- Attend GCAA monthly board meetings and elections and serve in an advisory capacity
- Relay all communication between the GCAA and county administration.
- Assist the **GCAA's** with coaching education by offering National Alliance of Youth Sports (NYSKA) certifications for each sport
- Regularly inspect parks, fields, and facilities and communicate issues, concerns, and problems with support services staff and parks ground maintenance staff on behalf of GCAA
- Disseminate information on field and facility closures for inclement weather or renovation
- Post GCAA announcements on park signage per GCPR procedures
- Notify **GCAA's** of mandatory meetings conducted by GCPR
- Ensure **GCAA's** comply with the Policies and Procedures outlined in this manual
- Facilitate GCPR and Board of Education approval stamp on all flyers for school distribution

USAGE FEE

Gwinnett County reserves the right to charge a user fee for the use of County park facilities.

FEES AND CHARGES

All revenues received by the GCAA shall and will be used in accordance with state nonprofit rules and regulations. Money should be used to operate the sports program or on approved improvements of facilities/athletic fields in County parks.

Non-Resident Fees

All program participants who reside outside Gwinnett County will be assessed with a non-resident fee of an additional \$90 per person, per sport, per season or double the amount if registration fee is less than \$90. The definition of a non-resident participant is a person that does not reside in Gwinnett County. This fee is to be above and beyond the normal registration fee. It is the responsibility of the GCAA to verify the county of residence of each participant. This non-resident fee is to be submitted to the GCPR Area Facilitator, along with the roster (names, ages, addresses, phone numbers, and school attending) of all GCAA athletes 15 days after the first regular season game for each sport season. Enforcement of this non-resident fee system by each GCAA is mandatory. Violations may constitute revocation of facility use permit. (An example of the required GCAA sports participation summary form is shown on the following page; this form must accompany the submitted non-resident fees and roster.)

Concession Stand Fees

GCAAs will be charged an annual \$500 fee per concession stand per park. A concession stand permit will be issued to the GCAA upon receipt of payment. If the GCAA chooses not to pay the concession stand fee, GCPR reserves the right to permit with a concession vendor.

Light Fees

GCAAs will be charged a light fee to be determined annually. GCPR will be consolidating and tracking all Light usage on our Ball Fields. The consolidating of information will be done by the Parks field and Administrative staff. That information will be collected and verified via a spreadsheet that will be sent to the Recreation Manager, Athletics Coordinator and Facilitators.

REPORTING PROCEDURES:

1. The BALL FIELD LIGHTING BILL will be sent to the Association President and/or the Association designee via e-mail by the 5th of each month and the Athletics Coordinator will be copied as well. The bill will state that payment will be due by the first of the following month.
2. If the BALL FIELD LIGHTING BILL is not paid within three days of the first, then an e-mail is to be sent to the Athletics Coordinator. The Athletics Coordinator will make phone calls and e-mails to the Association to find why payment is delinquent.

3. Delinquency in payment could result in light usage being severely cut back or even suspended until bill is paid. The Athletics Coordinator and Recreation Manager will handle correspondence with the Associations when dealing with payments not being made.
4. Payments of Light Bills will need to be sent to GCPR, 75 Langley Drive, Lawrenceville, GA 30046.

Tournament Fees

GCAA's will not be charged fees for hosting tournaments in which teams from outside Gwinnett County participate if the tournament is organized and implemented by the GCAA assigned to a particular park.

GCAA's that request field space for tournaments for other organizations that are not an integral part of the GCAA's sports program (Cam Fast, Atlanta Cup, etc.), will be required to rent the facility per the Gwinnett County field rental policy. A field rental agreement must be signed and rental fees collected by the GCPR Area Facilitator before a permit will be issued. The GCAA that completes the rental agreement will be responsible for the actions of all tournament participants.

POST-SEASON TOURNAMENTS

GCAA's must request, in writing to the GCPR Area Facilitator, the use of GCPR facilities for post-season tournaments. This written notification should be received by the GCPR Area Facilitator two weeks prior to the GCAA bidding on a tournament. This written request should include tournament dates, times and specific facilities. Upon approval from GCPR, the GCAA may proceed with the tournament bid process. Once the GCAA has been notified of the award of the tournament they should confirm tournament dates, times and tournament needs from GCPR with the GCPR Area Facilitator. Within two weeks of being notified about awarded tournament(s), GCPR will indicate assistance that can be provided.

Gwinnett County Athletic Association
Sports Participation Summary

Year: _____

This summary must be submitted with rosters and all non-resident fees no later than 15 days after the first game is held.

GCAA: _____ Date Submitted: _____

Sport: Baseball

Softball

Soccer

Football

Cheerleading

Basketball

Roller Hockey

Lacross

Season: Spring

Fall

Winter

Special Needs: Sport

Season

Age Division	# of Participants	# of Teams
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Gwinnett County Participant: _____

Total Non-Gwinnett County Participants: _____

Total Participants: _____

Participants Receiving Scholarship: _____

Submit payment for non-Gwinnett residents by check made payable to:

Athletic Coordinator
Gwinnett County Parks and Recreation
75 Langley Drive, Lawrenceville, GA 30046
770.822.5139 (fax), don.holley@gwinnettcounty.com

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

Date _____

MASTER FIELD SCHEDULE FOR PRACTICES AND GAMES

- Dates for try outs, practice and league games at Gwinnett County facilities must be submitted in writing, a minimum of 30 days in advance to the GCPR Area Facilitator
- The GCPR Area Facilitator must receive football game schedules on or before August 15
- The GCPR Area Facilitator must receive fall baseball/softball and soccer game schedules on or before September 1, unless the season begins prior to September 1
- The GCPR Area Facilitator must receive spring baseball/softball and soccer schedules on or before March 1, unless the season starts prior to March 1
- The GCPR Area Facilitator must receive winter basketball schedules for GCPR facilities on or before October 15

PRACTICE AND GAME SCHEDULES

The GCAA will supply to the GCPR Area Facilitator a copy of their practice schedule one week prior to the start of practices and a copy of their game schedule one week prior to opening day for any games. Upon review of these schedules, should GCPR determine that excessive time is allotted for practices, time will be given to other groups in need of space. Unscheduled field time will revert back to GCPR to schedule as deemed appropriate. Athletic fields will not be dragged until the GCPR Area Facilitator receives a written practice and/or game schedule.

GCAA's must make the scheduling of practices and games for recreational teams first in priority during the scheduling process. Schedules submitted to the GCPR Area Facilitator must identify which teams are recreational teams and which teams are select/travel teams.

SPORT OF SEASON GUIDELINES

GCPR reserves the right to administer field/facility permits to **GCAA's** according to established sport of season priorities. GCPR recognizes and prioritizes field/facility use according to the following guidelines (see the GCAA season information form on the following page for more information):

Fall Sports:

- Football and cheerleading are considered the sports of season at parks designated for baseball/softball and football use. Football and cheerleading teams will have use of baseball/softball fields for practices on Mondays, Tuesdays and Thursdays. Wednesdays will be reserved for makeup practices that are canceled because of inclement weather. Baseball/softball takes priority on Fridays, Saturdays and Sundays, except on pony fields in which football overlay fields are present and fields necessary for warm-up prior to the football games
- Soccer is considered the sport of season at all soccer fields and soccer complexes
- Baseball/softball may be conducted during the fall season, but it is not considered the sport of season. Baseball/softball practices and games may be conducted on Fridays, Saturdays and Sundays on fields that are not designated as football overlay fields

Winter Sports:

- Basketball is the sport of season during the winter months at all GCPR gyms and basketball facilities

Spring Sports:

- Soccer is considered the sport of season at all soccer fields and soccer complexes
- Lacrosse is the sport of season on all football fields
- Baseball/softball is considered the sport of season at all baseball/softball fields and baseball/softball complexes
- Lacrosse and/or other sports as requested may be conducted on stand-alone football fields during the spring season. Stand-alone football fields may also be rented to organizations or the general public as deemed appropriate by the GCPR

When not permitted to **GCAA's**, all fields and gyms will be scheduled by GCPR for organized activities or rental to outside groups.

gwinnettcountry parks & recreation
Gwinnett County Athletic Association
Season Information Form

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

Return form to: Gwinnett County Athletic Association
Gwinnett County Parks & Recreation
75 Langley Drive, Lawrenceville, GA 30046

OR

Fax to: 770.978.5263 (South Area), 770.932.4428 (North Area) or 770.418.4919 (West/Central Area)

GCAA: _____

Sport: _____ Season: _____ Year: _____

Cost per child: _____

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

Must bring to registration (birth certificate, etc.):

Registration Dates, Times and Locations: _____

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

Age Groups Offered: [] Boys _____
[] Girls _____

Contact: _____ Phone: _____ * E-mail: _____

*Must be willing to answer calls from the public, in the event that GCPR cannot answer a question based on information provided by the GCAA. This number will only be released if the information needed does not appear on this form.

Additional Information:

NEW SPORT OR LEAGUE

GCAA's must notify the GCPR Area Facilitator of plans to implement any new sport or league. This notification must be a minimum of six months in advance.

COACHING CERTIFICATION

GCPR encourages **GCAA's** to require all sport coaches to attend National Alliance of Youth Sports (NYSYA) coaching clinics or another of choice. NYSYA participation is not required.

CAMPS AND CLINICS

GCAA's must request in writing to the GCPR Area Facilitator the use of GCPR facilities for all camps and clinics sponsored by the GCAA. The written request should be received by the GCPR Area Facilitator by December 1 of the year prior to the requested date of use.

Failure to provide adequate request and notice of scheduled tournaments and/or camps and clinics to the GCPR Area Facilitator could result in conflicts with GCPR-sponsored camps and clinics or field turf renovation projects and rejection of field use permit. Failure to provide notice could also eliminate or reduce park maintenance revisions of your facility needs for GCAA tournaments and/or camps. **All soccer camps/training must be concluded by June 1.** No other camps/tryouts can be held before August 1. This ensures that sod renovation has proper time to grow and mature.

Fees

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

TRAVEL TEAMS

Travel teams are defined as those teams that are formed to participate outside the normal recreational league program. Generally these teams play in leagues that require game schedules that consist of both home and away games. Travel team programs must have open and advertised registration and tryouts. Travel teams must register and conduct tryouts prior to the GCAA open registration for recreational players. No child that has adhered to the open registration policy may be denied the opportunity to try out for a travel team. All participants must register on an individual basis. Traveling team registrations and tryouts must be open to all eligible players. The dates, times and locations for tryouts and registrations must also be advertised in order to notify both the GCAA membership and the general public. **GCAA's** must submit a copy of all travel team tryout and registration announcement documents to the GCPR Area Facilitator at least two weeks prior to the first tryout or registration session.

GCAA's may not register whole teams or independent travel teams. All individuals that do not qualify for the travel program must be offered the opportunity to participate in the **GCAA's** recreational league.

WEBSITES

GCAA websites should be utilized to provide information to the public and to the GCAA members regarding the scope and administration of all sports programs. All websites must include the phrase, **"In partnership with gwinnettcounty parks & recreation,"** on the home page.

Suggested information includes (but is not limited to):

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

REGISTRATION

Registration will be open to all youth that meet the age requirements set forth in the specific sport rules and regulations. Registrations must be advertised a minimum of 30 days in advance. Registration will be taken until all team roster

positions are filled or two weeks prior to the beginning of regular season games (an example of the GCAA participation summary form is shown on page 12).

With the exception of the above, separate registration for returning players will not be allowed. All registration must be conducted on an equal opportunity basis prior to the start of the season. **GCAA's** should make every effort to maximize participation and use of facilities.

GCAA's utilizing GCPR facilities must ensure that no person be denied participation in any park or program based on race, color, national origin, religion, sex, age, Board of Education school cluster designation, or disability. **GCAA's must be** in compliance with the Americans with Disabilities Act.

GCAA's may not limit participation or otherwise discriminate against participants based on their proximity to or from school clusters. Gwinnett County parks are for the enjoyment of everyone in the community and are not assigned by school cluster.

Youth Baseball/Softball Registration Standards 2012

GCAA	# of Fields	# of Teams	Total Registration Openings
Archer	7	168	2016
Brookwood	7	168	2016
Collins Hill	7	168	2016
Dacula	7	168	2016
Duluth	7	168	2016
Grayson	8	192	2304
Lawrenceville	7	168	2016
Lions Club	5	72	1440
Mill Creek	7	168	2016
Mountain Park	7	168	2016
Mountain View	7	168	2016
Norcross	7	168	2016
North Gwinnett	7	168	2016
Peachtree Ridge	4	96	1152
Shiloh	6	144	1728
South Gwinnett	10	240	2880
Totals	112	2688	32256

All baseball/softball fields are multi-purpose.

Pre-established, gender-specific field assignments prior to registration are prohibited.

E. FACILITY MAINTENANCE RESPONSIBILITIES

Facility maintenance and operations responsibilities are broken down into two categories:

- County-provided facilities include concession buildings with restrooms, storage rooms or meeting spaces
- GCAA-funded, GCPR-approved, and Gwinnett County-permitted storage or grilling facilities include, but are not limited to, sea cargo trailers, storage buildings, job boxes, grill structures, fencing, added irrigation fixtures, batting cages, sports walls, bull pen areas, and pipe

GCAA's have an added responsibility to items that fall under the second category. **GCAA's** are required to perform routine maintenance tasks, including regular cleaning, neat storage of materials, hazard-free and proper energy management procedures maintaining temperature of 70 degrees for cooler months and 74 degrees for hotter months, no excessive power or water use, and basic adherence to Gwinnett County codes and regulations.

GCAA's must maintain these facilities in accordance with and as directed by GCPR. This maintenance includes affording the associated cost for repairs, painting, roofing, fencing, upgrades, or repairs to electrical, plumbing and irrigation components. Failure to properly maintain any structure may result in GCPR removing the structure from the property.

HVAC TEMPERATURE CONTROL

GCAA's are responsible to maintain the county's energy management program. This program includes maintaining the temperature control setting in concession buildings at 70 degrees for heating and 74 degrees for cooling. 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) by the GCAA (upon final determination by county officials) will result in the GCAA being responsible for all repair or replacement costs.

HVAC Problems

For emergencies or serious operational issues involving the heating or air conditioning systems, please call the Gwinnett County HVAC Emergency Line at 770.206.7114.

Please provide the following information:

specific location, nature of the problem, contact name, contact phone number

An HVAC technician will be notified and will return your call at the number you have indicated.

STORM WATER RUN OFF

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

GCAA's must abide by Gwinnett County storm water regulations as follows:

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

FACILITY UPKEEP

GCAA's are responsible for all field painting and chalking. **ALL Paint used must be approved by GCPR.** Do not use chalk to line grass. Using chalk will cause humps that can lead to trip hazards. Parks maintenance will drag ball fields (as long as a schedule has been provided) and maintain the turf on a regular basis. Infields will only be prepped if trash is removed from the dugouts and spectator areas by the GCAA. Routine field prep after inclement weather and on non-GCPR workdays is the responsibility of the GCAA. GCAA is responsible for dragging the ball fields on weekends and recognized county holidays. Soccer **GCAA's** are responsible for field preparation for games and practices. Football and Lacrosse fields designed for game day play at GCPR parks will be painted by **GCAA's**.

Maintenance buildings, concession buildings, storage areas, and other park facilities used during a sport season should be returned to their original condition by the GCAA by the end of each season.

Restrooms

GCAA's must ensure that the restrooms are in a clean, sanitary condition during the day and at the conclusion of each scheduled day. All toilets need to be flushed, paper off the floor and tissue replaced. It is recommended on weekends that the restrooms are monitored and checked two to three times per day.

GCAA's are responsible for collecting litter daily from fields, dugouts, press boxes, restrooms, concession areas, and breezeways, and placing it into trash receptacles. Trash left in the areas outlined constitutes a violation of the facility use permit and may hinder field preparation.

Recycling program

Trash demands a lot of attention throughout the day, but **GCAA's** can be better stewards by being green. Sponsor a recycling program by contacting Kim Shealy at 770.418.2331, kim.shealy@gwinnettcountry.com.

Youth Athletic Associations get involved today!

Encourage your participants to "stash their trash" including cans and bottles!

Create a volunteer core to assist in picking up the park!



Organize volunteers to check recycle bins and move full bags to the designated pick up area.

Encourage parents and teams to pick-up trash and recyclables on the grounds.

Take flattened cardboard to the designated recycling pick up location.

Teach your participants about being good environmental stewards and partners in the community!

play * live * learn



How do we get started?

Call our Volunteer Resources Coordinator at 770.418.2331 to get started. From purchasing recycling containers and signage to assuring proper installation, we'll guide and assist you every step of the way.

Show your support of the recycling program in your community park! Entrance signs and avenue banners will recognize organizations partnering in the recycling program.

Get the word out through coaches, players and team parents! We'll even provide you with a promotional package for your website!

Set the example for everyone visiting your park by becoming a recycling partner!



SOCCER GOALS

Soccer GCAA's are responsible for providing goals. Soccer GCAA's must secure all soccer goals safely during the soccer season and must secure and lock all soccer goals between seasons.

During the soccer season, soccer goals must be secured to the ground. The use of sand bags to secure goals is not acceptable. Each goal must be secured by an appropriate method, which may include j-hooks, ground anchors or any other method that will secure the goals to the ground.

Soccer GCAA's are responsible for moving goals so that staff can maintain the fields and for annual turf renovations. Failure to do so will result in a delay of work being complete or possibly not done at all.

SCOREBOARDS

GCAA's are responsible for all scoreboards and score brains. Any Coca-Cola scoreboard repairs or questions need to go through your Coca-Cola® contact. A green LED light located near or on the back of the scoreboards. If that light is on, then you do have power. If however, there is no power to the board, which may be a timer or electrical problem, please submit a service request to your GCPR Area Facilitator.

Scoreboard Purchasing

GCAA's are able to purchase and install Scoreboards by a variety of different means. If the GCAA wishes to install a scoreboard on park property, the GCAA President must submit the request in writing to the Deputy Director of Parks Operations, David Clark, 75 Langley Drive, Lawrenceville, GA 30046. This requires Board of Commissioners approval and **may take up to three months. (A sample "Scoreboard Agreement" is shown below.)**

Scoreboards may offer the opportunity for advertising sponsors, which may aid with costs, provided that a GCAA adheres to the advertising policy listed in this manual. (See G. SPECIAL REQUESTS, ADVERTISING AND SIGNAGE.)

LICENSE AGREEMENT

THIS LICENSE AGREEMENT made this ____ day of _____, 20____, by and between GWINNETT COUNTY, GEORGIA, hereinafter referred to as “Owner”, and the _____ (YAA), hereinafter referred to as “Licensee.” The parties agree as follows:

1. PURPOSE OF LICENSE: Owner grants to Licensee the right and privilege to install sports field Scoreboard(s) at _____ Park and to monitor and maintain the same. The Scoreboard(s) shall be installed within one year from the date of this License Agreement and shall be similar to the Scoreboard and control devices as shown and **described in Exhibit “A” attached hereto and incorporated herein by this reference**
2. OWNER APPROVALS: Owner must approve the following prior to installation:
 - A. Type of scoreboard to include size, general mechanical/electrical components, electrical requirements, appearances (color, artwork/graphics, logos, etc.). The scoreboard must be new or recently refurbished
 - B. Scoreboard installation and erection specifications
3. MAINTENANCE AND MONITORING: The Licensee shall be solely responsible for monitoring, maintenance and repair of the Scoreboard(s) and control devices and the Owner shall have no responsibility in this regard. Should the Scoreboard be deemed unusable, inoperable or a nuisance, for any reason, it will be the responsibility and cost of the Licensee to remove the Scoreboard and restore the site to its original condition
4. COSTS, FEES AND EXPENSES: The Licensee shall be solely responsible for all costs, fees and expenses associated with the exercise of the privilege granted by this License Agreement, including but not limited to, those costs, fees and expenses associated with the purchase, installation and maintenance of the Scoreboard(s) and control devices, and the Owner shall have no responsibility whatsoever in this regard
5. ADVERTISEMENTS ON SCOREBOARDS: The Licensee shall have the right to install advertisement on the installed Scoreboard(s) and to realize any profits generated from these advertisements. All advertisement language, wording, pictures, logos, etc. must be approved by Owner prior to installation of any advertisement on any Scoreboard(s). Types of advertisements that are prohibited : promoting sale/use of alcohol, drugs, tobacco, firearms, religious or controversial public issues
6. COMPLIANCE WITH LAWS: Prior to exercising any of the privileges granted by this License Agreement the Licensee shall make application for and obtain all necessary licenses, permits and variances required by federal, state and local law and shall provide the Owner with copies of the same. The Licensee shall otherwise fully comply with all federal, state and local laws, rules and regulations
7. REVOCABLE LICENSE: The permission is given to Licensee as an accommodation with no monetary consideration and is revocable at any time by the Owner. If this License Agreement is revoked the Scoreboard(s) will be removed from the Park by the Licensee, at its sole cost and expense, within thirty (30) days of notice of the revocation from the Owner. Licensee acknowledges the legal title of Owner to the Park and agrees never to deny this title or to **claim title in Licensee’s name.**
8. INDEMNIFICATION: **Licensee will exercise the granted privilege at Licensee’s own risk, and agrees that Licensee will never claim any damages against Owner, its agents, officers or employees, for any injuries or damages suffered on account of the exercise of such privilege, regardless of the fault or negligence of the Owner, and that the Licensee will indemnify, defend and hold Owner, its agents, officers and employees, harmless from and against any and all liability for damages, costs, penalties, attorney’s fees and expenses, including claims of third parties to this License Agreement, resulting from, arising out of, or in any way connected with, the exercise of the privilege by Licensee, and Licensee’s assignees or permittees, or other persons entering the Park at the invitation of the Licensee**
9. INSURANCE: At least ten days prior to exercising any of the privileges granted by this License Agreement the Licensee shall provide the Owner with proof of liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. Additionally, any contractor that the Licensee uses for the installation of the Scoreboard(s) must also provide the Owner with proof of liability insurance limits commensurate with those stated above. All certificates of insurance will name Gwinnett County as additional insured
10. NOTICE TO OWNER: At least ten (10) days prior to exercising any of the privileges granted by this License Agreement the Licensee shall provide written notice to the Owner of the estimated dates of commencement and completion of the installation of the Scoreboard(s) at the Park
11. NOTICES: All notices required to be given under this License Agreement shall be deemed properly given if mailed by first class postage to the following addresses:

If to Owner: Gwinnett County Department of Community Services
Attn: Phil Hoskins, Director – Department of Community Services
75 Langley Drive
Lawrenceville, Georgia 30046

If to Licensee: NAME OF YAA
Attention: President
ADDRESS:

12. IMPROVEMENTS: Other than as stated above, the Licensee agrees not to erect or to cause or permit to be erected at the Park any other improvements, devices or structures, whether permanent or temporary
 13. CHOICE OF LAW: This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Georgia
 14. ASSIGNMENT: The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior, express and written consent of the other party
 15. MODIFICATION: Any modification of this Agreement or additional obligation assumed by either party in connection with the Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party
 16. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement
- IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

FIELD MATERIALS

Sand, clay and other GCPR-approved material(s) used during inclement weather conditions must be kept at minimal use. Overuse of these types of materials may result in damage to the playing surface and result in closure of the sport field until it can be repaired. Park Foreman (see K. ADDITIONAL RESOURCES FOR ATHLETIC ASSOCIATIONS for contact information in the GCPR directory) must be notified of all deliveries of materials to insure storage at proper staging areas. **GCAA's are** responsible for the purchase of brick dust/infield mix for the purposes of replenishment of stock on site.

FIELD MAINTENANCE

Sports Turf, Grounds and Facilities Assessment

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

A follow up meeting will be conducted during April or May to re-evaluate the fields and grounds. Field closure and turf renovation plans may be adjusted, depending on the outcome of the spring turf and grounds assessments. Schedules for renovation set at the spring assessment must be adhered to by GCAA; if not, GCPR cannot guarantee field re-establishment for the fall season.

Artificial Turf Rules

GCPR has installed some artificial turf fields at some of our facilities. These fields have specific rules that must be followed:

- Molded cleats or athletic shoes only
- Approved athletic equipment only. NO OTHER SPORTING EQUIPMENT IS ALLOWED ON THE FIELD WITHOUT APPROVAL FROM PARKS AND RECREATION OFFICE. Examples: i.e. blocking sleds, additional soccer goals, etc.
- No sharp objects; including tent stakes, corner flags, javelins or other sharp objects that can penetrate the surface of the field.
- No food items including gum, candy, and sunflower seeds and No sports drinks or liquids other than water.
- No tobacco products of any kind
- No pets
- No bicycles or unapproved vehicles. i.e. NO GATORS or MOTORIZED vehicles are allowed on the Artificial Turf
- Upon leaving facility, all gates must be secured and locked

Sod

It is the responsibility of the GCAA to monitor field conditions in the evenings and on weekends. Cost for damage caused by play or practice during inclement weather is the responsibility of the GCAA. Should games or practices be cancelled due to inclement weather, the GCAA must leave their GCPR Area Facilitator a voice message at the time of cancellation, to ensure that GCPR can determine responsibility if damages occur. (For field closing procedures, see C. FACILITY USE AND OPERATION GUIDELINES.)

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

Baseball Outfields:

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

Gwinnett County will purchase and lay sod on fields only in the following instances:

Turf Renovation:

Areas damaged to the extent that they cannot be re-established through sprigging or rest and were not damaged as a result of overuse or unusual use by the GCAA holding field use contracts at the park will be replaced.

Football Overlays:

The area sod will be placed is over baseball/softball dirt infield areas where it is needed to create a full size football playing field plus 10 feet beyond the sideline.

GCPR staff will meet with **GCAA's** in November/December and April/May to evaluate the turf needs at each park and design a renovation plan that considers the programming needs of the GCAA and the field recovery requirements. In order for the process to be effective, fields should be closed for a period of at least six to eight weeks during the peak-growing season for Bermuda grass (June-September).

GCAA's may purchase additional sod for installation at parks. A written request must be received by the GCPR Area Facilitator and the Grounds Maintenance Coordinator and then approved by the grounds maintenance manager prior to the purchase and/or installation of sod. **GCAA's** are encouraged to schedule as few activities as possible during the months of late May, June and July to provide the best conditions for turf grass re-establishment.

Turf Grass Policy

GCPR shares the responsibility with **GCAA's** for establishing, maintaining and renovating turf grass for sports fields at its parks. **Turf grass maintenance may be modified due to weather or soil conditions. GCAA's that wish to supplement** the routine maintenance of turf grass should contact the Grounds Maintenance Area Coordinator. All sports fields will be generally maintained by GCPR in the following manner:

- February/March – pre-emerge application
- April through September – fertilizer and lime application as needed
- June/July – aerate and top dressing
- May/June/July – sprigging and/or sod renovation as necessary
- September – pre-emerge application
- December and April – sports field renovation needs assessment

Field Conversion Policy

A minimum of six weeks shall be required to convert a baseball/softball field to a football field. During this phase, the field will be closed in order for grounds maintenance to prepare the fields and lay sod on the required areas of the football field. This length of time is not only for the actual labor but is also inclusive of time required for the sod to become established.

KEYS

Keys to park facilities will be issued to the GCPR Area Facilitator to be distributed to the GCAA. A limit of six sets of keys will be provided to the president of each GCAA at no charge. A set is defined as a full complement of keys to open all doors required by the GCAA. The president may disburse them to board members as necessary. Requests for the purchase of additional keys may be made through a work order to a GCPR Area Facilitator. A \$50 fee will be assessed for each key that is lost or not returned. Park facilities are typically re-keyed on a five-year rotation. Any key request within this five-year time period will be \$10 per key, \$35 per core and \$50 per padlock replacement fee.

SAFETY AND SECURITY

A designated adult (preferably a board member) 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.

Incidents Involving Vandalism and Accident/Injury

Vandalism must be reported to police immediately by calling 911. The GCAA is responsible for submitting a general liability loss notice (example on the following page) to the GCPR Area Facilitator for any vandalism, injury and serious incidents within 24 hours or next business day after the incident. **GCAA's** must report damage to GCPR facilities or buildings to the GCPR Area Facilitator immediately. Damaged facilities must be secured to prevent further damage or loss. (For field closing procedures, see C. FACILITY USE AND OPERATION GUIDELINES.)

Safety and Loss Prevention

GCAA's are responsible for operating programs in a safe environment. All sport equipment should meet national safety standards, and regular inspections of the equipment condition should be performed. (For field closing procedures, see C. FACILITY USE AND OPERATION GUIDELINES.)

Field Conditions:

All fields should be inspected before each use to insure a safe environment. Gwinnett County reserves the right for any parks and recreation staff to close any facility for the safety of participants or conditions of the facility. After the fields are closed by GCPR, the GCAA may decide to play but will be responsible for all

damages and repair to the facility. If a GCAA cancels games or practices due to inclement weather, it is their responsibility to leave the GCPR Area Facilitator a voice message at the time of cancellation. The GCAA must immediately notify the GCPR Area Facilitator of any damages or hazardous conditions.

Weather Safety:

GCAA league officials must insure that all participants play under safe weather conditions. League officials must stress with great importance to all coaches, managers and team business managers the potential life threatening situations created by inclement weather conditions (thunder, lightning, tornadoes, etc.). **GCAA's** must ensure immediate evacuation to a covered, safe location in the event of inclement weather. Potential life threatening situations can also occur under extremely cold conditions as well as extreme heat; precautions should always be taken in these conditions for the safety of the participants.

Adult Supervision:

GCAA's that conduct youth activities in GCPR facilities must have a sufficient number of adults present to supervise all scheduled activities from arrival to departure.

Fire Codes:

Adherence to Gwinnett County Health and Fire Codes shall be the responsibility of the GCAA. All concession operations must be conducted in a safe and clean manner and concession equipment must be regularly inspected and thoroughly cleaned. (Also see Safety Bulletin, Compressed Gas Cylinders for Gas Grills.)

The GCAA president should report safety situations and any service requests to the GCPR Area Facilitator immediately. The GCPR Area Facilitator will process the request internally with GCPR staff.

EMERGENCY SERVICE PROCEDURES
Evenings, Weekends and Holidays

Park Facilities

For emergencies at GCPR facilities concerning problems such as water or flooding problems, loss of lights or electrical power, hazardous conditions, vandalism, storm drainage, etc.

Please call the Emergency Cell Phone at 678.333.6267

Please call the Gwinnett County HVAC Emergency Line at 770.206.7114 for emergencies involving heating or air conditioning systems. (Provide the following: specific location, nature of the problem, contact name, and contact phone number.)

Parks and Pavilions

For emergencies concerning problems such as park access, inability to open locked doors, gates locked, scheduling conflicts, etc.

Please page the GCPR Area Facilitator for your area:

North Area, Chris Moore, 678.582.4671

South Area, Ronnie Wilcox, 678.582.4737

East/West Area, Freeman Davis, 678.582.4688

Instructions for using pagers:

1. Dial the appropriate number from a touch-tone phone
2. Listen for ring; followed by beeps and then enter the number you wished to be reached
3. The message will then be sent to the pager
4. Appropriate staff will then call you at the number you have indicated

If you are unable to contact the GCPR Area Facilitator, e-mail the Athletics Coordinator, Don Holley, at don.holley@gwinnettcountry.com.

Police

For a police emergency, please dial 911.

For non-emergency dispatch, call the Gwinnett County Police at 770.513.5100.

Gwinnett County Athletic Association
General Liability Loss Notice
(For injury or property damage to a member of the public.)

Dept: Community Services Cost Center: _____

Contact: _____

Phone: _____

RISK USE ONLY	
Claim #	_____
Type	_____
Adjuster	_____
Date	_____

Claimant's Name: _____
Last First

Address: _____
Street City State Zip

Phone #: Home: (_____) _____ Work: (_____) _____

Date of Loss/Injury: _____ Time of Loss/Injury: _____ AM PM

Location of Loss/Injury: _____
Street City State Zip

Detailed Description of Loss/Injury: _____

Nature/Type of Loss:
(Circle One) Property Damage Bodily Injury Other (Describe) _____

Witnesses (include names of county employees):
Name Address Phone #

Date First Reported to Department: _____

Completion Date: _____

Comments: _____

(Please Print) _____
Name Of Employee Submitting Report Employee's Signature

Supervisor's Section

What can be done to prevent this type of loss/injury in the future?

Do you feel further investigation is necessary (if so, please explain)?

Name of Supervisor (Please Print) Supervisor's Signature Date

Management Review By: _____
Signature Date

F. CONCESSION AND STORAGE AREAS

CONCESSION HEALTH STANDARDS

GCPR recommends that **GCAA's** follow proper health code standards at all times during concession operation. It is recommended that **GCAA's place signs in restroom facilities stating, "Concession workers are required to wash hands before returning to work."**

Concession stands, refrigerators and coolers must be cleaned and food removed after each season. **GCPR has accepted the operations of all Concession Stands per Board of Health Codes and Regulations. It is the sole responsibility of each athletic association to maintain all permitted concession stands in a clean sanitary and acceptable condition at all times.** Unsanitary conditions will not be tolerated and could result in loss of concession operations or collection of monies to return the facility to acceptable standards. During off seasons, all appliances are to be unplugged. This would include, but is not limited to ice machines, coolers, refrigerators, and frozen drink machines.

CONCESSION PRODUCTS

Gwinnett County recommends that items that create undue trash not be available in the concession building (condiment packets, paper covered straws). Eliminating these types of items will greatly help both parks maintenance and the GCAA in keeping the parks clean. Discretion is recommended in choosing items for resale in the concession building. Boxes from concession should be crushed and taken to a recycling container or the park dumpster.

ADHERENCE TO COUNTY PARK ORDINANCES

GCAA's are responsible for adherence to all County Public Codes and Park Ordinances (complete list at gwinnettparks.com), including:

- Propane gas tanks must be stored in a Gwinnett County approved, vented area located outside of the concession stand building (See **OUTDOOR COOKING AND GRILLING STRUCTURES** on page 30)

MATERIAL STORAGE

Storage of materials in or around the HVAC and area units adjacent to concession buildings is prohibited. The cost for damage that is caused by storage of materials in HVAC areas by **GCAA's** will be billed to the offending GCAA.

COOKING WITH GREASE

GCAA's cooking with deep-frying greases/oils are required to contact a professional removal service to properly dispose of all used cooking greases. A contract must be provided to GCPR prior to the beginning of each season. No grease/oil can be disposed or dumped anywhere on park property.

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

Indoor frying with grease is prohibited except in buildings that contain cooking units with ventilated hoods and a fire suppression system. (See following page for Gwinnett County Department of Fire and Emergency Services commercial kitchen ventilation systems guidelines.)



Gwinnett County Department of Fire & Emergency Services
Office of the Fire Marshal
One Justice Square, 446 West Crogan Street, Suite 100, Lawrenceville, GA 30046-2475
www.gwinnettfiremarshal.com
Inspection Request:: 678.518.6102, Office: 678.518.6100, Fax: 678.518.6101

Commercial Kitchen Ventilation Systems Guidelines

Any commercial establishment that produces grease-laden vapors or smoke requires a kitchen ventilation system. A permit shall be obtained from the Gwinnett County Fire Marshal's Office before the installation of a system. This permit will be issued to an appropriate licensed contractor. Any drawings submitted with architectural or engineered building plans are for reference only and not for permitting. The system shall meet the requirements of the 2002 Edition of National Fire Protection Association (NFPA) 17A Code and 2001 Edition of (NFPA) 96 Code along with the 2003 State of Georgia modifications and the 1995 Gwinnett County Ordinance for Fire Protection and Life Safety. Listed below is general information only and does not contain all information, provided by the codes. The kitchen ventilation system generally consists of five parts: The hood, the ductwork, the fans, the fire extinguishing equipment and the cooking appliances.

HOOD: A Type I kitchen hood is required for the capture and removal of grease laden vapors and smoke. A Type I hood is constructed from a minimum of 18 gauge steel or 20 gauge stainless steel or other approved material. It shall be of liquid tight-welded construction. The hood shall be sized to capture and remove grease-laden vapors. The hood shall be installed no higher than 84 inches above the finished floor, 18 inches from any combustible material, 3 inches from limited combustible material, and may touch non-combustible material under certain circumstances. Clearance to combustible materials may be reduced if protected per approved exceptions. A listed hood assembly shall be installed in accordance with the terms of their listing and the manufacturer's instructions. Listed grease filters, baffles or other approved grease removal devices shall be provided. Mesh filters shall not be used. Each hood shall have a drip tray beneath the lower edge of the filters. The tray shall be pitched to drain into an enclosed metal container having a capacity not exceeding 1 gallon.

DUCTWORK: An exhaust duct shall be constructed from a minimum of 16-gauge steel or 18 gauge stainless steel. It shall be liquid tight welded. An exhaust duct shall be connected to the hood and terminate either through a roof or wall. The outlet shall not be within 10 feet of any air intake, operable window, door, walkway, property line or adjacent building. Horizontal exhaust ducts shall slope back toward the hood. Listed access panels with signs shall be every 12 feet on horizontal and every change of direction on vertical ducts. Access panels shall be large enough to permit inspection and cleaning of the duct. The same clearance criteria for hoods pertain to duct work. Supply air ducts, where required in the Kitchen Ventilation System, shall be constructed and installed per the 2000 Edition of the International Mechanical Code with 2004 State of Georgia modifications. However, there are some instances when NFP A 96 will supersede. If a supply air duct penetrates the hood, a fire damper is required. An access panel shall be provided to clean, test or repair the damper.

FANS: Exhaust fans shall be up blast, inline or utility type. All fans shall have an approved listing to be used for grease-laden vapors. Up blast fans shall be hinged type. The exhaust fan shall move the required cubic feet per minute (CFM) per the Mechanical Code. The supply fan shall provide the required CFM makeup air per Section 508 of the Mechanical Code. The manufacturer of the hood may modify each CFM. There shall be an accessible work area provided to allow for inspection, maintenance and cleaning.

FIRE EXTINGUISHING EQUIPMENT: Equipment shall include both automatic fire extinguishing systems as primary protection and portable fire extinguishers as secondary backup. The automatic system shall comply with standard UL 300 (Underwriters Laboratories). The system shall be installed by a contractor licensed by the Georgia State Fire Marshal's Office and shall meet the requirements of NFP A 17 A. Upon activation of the system the fuel source must automatically shut off. A manual activation device must also be provided. A portable Type K fire extinguisher with required signage shall be mounted within 30 feet of the hazard. The top of the fire extinguisher handle shall not be more than 48 inches above the floor.

APPLIANCES: Cooking equipment shall be approved based on either a listing by a testing laboratory or test data acceptable by the Gwinnett County Fire Marshal or designee. Appliances using solid fuel (wood, charcoal, etc.) shall meet the requirements of NFPA 96 Chapter 14, 2001 Edition.

Note: The information provided above is general in scope and does not take the place of any of the listed codes.



Gwinnett County Department of Fire & Emergency Services
Office of the Fire Marshal
One Justice Square, 446 West Crogan Street, Suite 100, Lawrenceville, GA 30046-2475
www.gwinnettfiremarshal.com
Inspection Request:: 678.518.6102, Office: 678.518.6100, Fax: 678.518.6101

Owner/Operator Responsibility for Operation and Maintenance of Commercial Kitchen Ventilation Systems

1. Cooking equipment shall not be operated while its fire extinguishing system or exhaust system is non-operational.
2. Exhaust systems shall be operated whenever cooking equipment is turned on.
3. All filters shall be in proper placement when exhaust system is in operation.
4. Instructions for manually operating the fire extinguishing system shall be posted conspicuously in the kitchen and shall be reviewed with employees by the management.
5. The entire suppression system shall be inspected by a properly trained, qualified and certified person or company, semi-annually. A copy of the report shall be kept on-site.
6. Inspection and/or repair of the suppression system shall be conducted whenever the system has been damaged, has discharged or appliances, hood or ducts have been replaced, modified or relocated.
7. Hoods, grease removal devices, ductwork and fans shall be inspected by properly trained owner/operators according to the following schedule:
 - High volume cooking: (charbroiling, woks or 24 hour cooking) quarterly.
 - Moderate volume cooking: semi-annually
 - Low volume cooking: (churches, senior centers or occasional use) annually
8. Owner/Operator inspection shall include, but shall not be limited to:
 - Cleanliness of the exhaust system, especially the filters.
 - Grease filters are in proper position and all exhausted air passes through the filter system.
 - Appliances have not been moved and are clean and in proper working order.
 - Suppression system nozzles are cleaned and have a protective cover in place.
 - The cylinders of the suppression system and any portable fire extinguishers shall display a yellow tag dated within the last six months (within the last 12 months for portables) and an approved licensed contractor shall sign the tag.
 - All suppression systems and portable fire extinguishers shall be fully charged as indicated by its pressure gauge.
 - If hood, grease removal devices, ductwork or fans are found to be damaged!
9. Non-operational, the system shall be taken out of service until proper cleaning and repairs are completed. Hoods, grease removal devices, fans ducts must be cleaned to bare metal at frequent intervals prior to surfaces becoming heavily contaminated with grease or oily sludge.

OUTDOOR COOKING AND GRILLING STRUCTURES

Any requests for outdoor cooking and grilling structures must come through a GCPR Area Facilitator/Athletic Coordinator and will be routed to the appropriate project administration staff. The GCAA is required to obtain a building permit with the Gwinnett County Planning & Development office. A copy of the structure to be built will be sent. Once all permits are gathered, the GCAA will be responsible for building such structure per our standards. All outdoor cooking/grilling must be conducted in a GCPR-approved location. This cooking/grilling location must be located at least 15 feet away from all heating/air-conditioning units. The GCAA is also responsible for any electrical needs and the cleanliness and maintenance of such structure.

Grilling Structure Build and Design Procedures

1. **GCAA's submit written requests from the GCAA board president, along with a diagram/layout (hand drawn is suitable) for proposed grilling pavilion locations to:**

North Area, Chris Moore, christopher.moore@gwinnettcountry.com

South Area, Ronnie Wilcox, ronnie.wilcox@gwinnettcountry.com

West/East Area, Freeman Davis, freeman.davis@gwinnettcountry.com

Athletic Coordinator, Don Holley, don.holley@gwinnettcountry.com

2. **GCPR Project Administration Division and Operations Division's Support Services review proposed location(s) for utility conflicts and utility connections, future development and vehicle circulation.** After final locations are approved by GCPR Project Administration, site plans and building permit applications are generated by GCPR Project Administration for the GCAA, available for pick-up at (materials may be mailed to an address provided):
Gwinnett Justice and Administration Center, Community Services, Third Floor
75 Langley Drive, Lawrenceville, GA 30046

3. **GCAA's then submit a building permit application to the Building Permit Review Section for authorizations (in person) at:**

Gwinnett County Planning and Development, One Justice Square, First Floor

Building Plan Review and Fire Marshal's Office

An information "route sheet" must be completed and attached to the plans (by Review Section). The plan review drop-off deadline is **Tuesday at noon. "Walk-through" plan reviews may be possible and done** in person. Planning and Development plan review is closed Fridays. For further information, contact Planning and Development at 678.518.6000.

4. Once all plan review authorizations have been obtained from Gwinnett County Planning and Development, the GCAA will be required to obtain the building permit card from Gwinnett County Planning and Development and post it at the construction location at all times. All required inspections must be obtained (notifications of the required inspections will be sent during the permitting process). All Gwinnett County Planning and Development procedures are to be adhered to according to the instructions received during permit approval process and/or in general per ordinance or law.
5. GCAA contractors are required to obtain a \$1,000,000 liability insurance policy. Gwinnett County Board of Commissioners shall be named as the certificate holder and as additional insured. It is advised that the GCAA also be listed as additional insured. Fax the certificate of insurance prior to working to:

David Clark, Deputy Director of Park Operations

Project Administration

Gwinnett County Parks & Recreation

770.822.8835



Gwinnett County Risk Management Division
SAFETYBULLETIN
#98-9

Compressed Gas Cylinders for Grills

Safety Bulletin-Gas

Distribution:

Elected Officials
County Administrator
Department Heads
Safety Committee Chairman

Whether on the job or at home, there are some key issues related to the dangers of the propane gas cylinders which are used with barbeque grills. The primary danger of course is fire or explosion. Gas grills may routinely be present at shops, barns, warehouses, field offices and where groups such as **GCAA's** or large gatherings use county facilities such as concession stands.

The March 1997 edition of Gwinnett Safety, our Risk Management newsletter covers the issues related to transporting, storing and use of propane gas cylinders. This bulletin relates only to the storage of the cylinders. Please note and observe the following with regard to all propane gas cylinders including those that are connected to grills or those thought to be empty:

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

- At home, do not leave them in storerooms, garages or inside the house
- Do not allow non-employees or others to store propane cylinders inside of County buildings
- Always store cylinders in an upright position
- Keep the cylinders out of the reach of children
- If you smell gas, get away from the cylinder and call the fire department
- Close the cylinder valve when you are not using the gas

Melissa Black, Safety Officer

Please Post

G. SPECIAL REQUESTS

PARK IMPROVEMENTS AND ADDITIONS

GCAA's shall submit to GCPR Area Facilitator/Athletic Coordinator any written requests to move, change, add to, construct, paint, or detach any part of any facility (including shelving, electrical). The GCAA president will receive confirmation of receipt of the request within five working days. Staff will review all requests, and an approval or denial will be communicated as soon as possible. Plans must meet all federal, state and local building codes and are subject to approval of the Gwinnett County Department of Planning and Development. Work may proceed only after approval. Work will be monitored and inspected by Gwinnett County. All contractors are required to obtain a \$1,000,000 liability insurance policy, naming Gwinnett County Board of Commissioners and the GCAA as additional insured. It is advised that the GCAA also be listed as additional insured. Certificates of insurance should be faxed to 770.822.8835 prior to any work.

If a GCAA is willing to fund a request, the guidelines in this document must be followed. After approval, work may proceed. If a GCAA fails to follow these procedures, Gwinnett County reserves the right to dismantle and remove unapproved alterations, additions, changes, etc. made to the facilities and/or to revoke the use of facilities.

PRESSBOXES FOR MULTI-PURPOSE FIELDS

GCAAs have the opportunity to build pressboxes for multi-purpose fields. GCAAs will need to fund the entire project. A request to build such a feature will need to be sent to the GCPR Area Facilitator/Athletic Coordinator. GCPR will have project administration staff contact the GCAA on what will be required in order to move ahead with the pressbox.

TEMPORARY RENTAL/PORTABLE LIGHT USE

Gwinnett County shall, under limited circumstances, permit **GCAA's** to contract for rental and portable light fixtures for use on unlighted sports fields in County facilities and complexes. Baseball and softball complexes are excluded.

The GCAA president shall submit in writing the following:

- Request, including need for rental/portable light fixture permit, a diagram of proposed light layout, brand, kilowatts, lamp size, number of lamp fixtures per fixture and rental company
- A \$1,000,000 certificate of insurance is required for any vendors and/or contractors naming Gwinnett County Board of Commissioners as additional insured and insurance certificate holder. It is advised that GCAA also be listed as additional insured

The GCAA will adhere to the following guidelines when lights are permitted. Any violation will void the permit.

- Delivery and/or pick up must be previously scheduled with the GCPR Area Facilitator and park foreman. Delivery and/or pick up are not permitted while the fields are deemed in a wet or unsafe condition by park staff. Any additional expenses incurred due to a delay in delivery and/or pick up is the financial responsibility of the GCAA. Any field, facility or other damage caused during delivery and/or pick up is the financial responsibility of the GCAA
- Fixtures are to be located per approved and permitted layout of Parks and Recreation Support Services staff and are to be chained and locked where appropriate to a fence post or pole. A safe lit environment will be required; fixtures may be added to ensure safe conditions per the advice of the Support Services staff
- Any vandalism and/or incidental damage to permitted light fixture(s) while under GCAA permit is the financial responsibility of the GCAA
- The permit will dictate a specific time frame of dates and hours of use (beginning to end)
- When deemed necessary by GCPR, protection barriers and/or signage may be required for the safety of participants
- Coaches, participants, and parents are to be notified of the use of fixtures (e.g. no leaning, resting, or sitting on fixtures)
- Temporary lights are prohibited for use on baseball/softball fields

LARGE TENT PERMITS

Gwinnett County Fire Marshal's Office pursuant to the 2003 International Fire Code requires a temporary permit for a tent/canopy. "No person shall erect, operate or maintain a tent or air supported structure covering an area in excess of 200 square feet. (400 square feet for canopies) without a permit." Two sets of plans must be submitted for approval before installation followed by an inspection after the tent/canopy has been erected, and before it is occupied. (A sample tent permit is on the following page.)

The following is a list of requirements:

- A site plan showing an unobstructed fire lane on all sides of the tent. The tent cannot block any fire hydrants or fire department connections
- A flame resistant certificate by an acceptable testing laboratory

- A note on the submitted plan stating “NO SMOKING” signs will be posted
- A note on the submitted plans stating, “a 2A-10BC fire extinguisher will be provided and mounted no higher than 48 inches above finished floor to the handle”
- A note on the submitted plan stating, “no smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the tent/canopy”
- Approved tent permit shall be attached to tent in plain view



Gwinnett County Department of Fire & Emergency Services
 Office of the Fire Marshal
 One Justice Square, 446 West Crogan Street, Suite 100, Lawrenceville, GA 30046-2475
 www.gwinnettfiremarshal.com
 Inspection Request:: 678.518.6102, Office: 678.518.6100, Fax: 678.518.6101

Tent Permit

Fire Planner	Tent/Canopy Square feet:	File #:
Project Address:	City:	Zip:
Project Name:		
Tent/Canopy Installation Date:	Removal Date:	
Location of Tent:		
Applicant:	Application Date:	
Company Name:	Map Ref. page:	
Phone:	Cell:	
Tent Contractor:	Phone:	
Additional Information:		

	YES	NO
Site Plan Showing Hydrants & Fire Lane Access:	<input type="checkbox"/>	<input type="checkbox"/>
Flame Spread Certificate:	<input type="checkbox"/>	<input type="checkbox"/>
No Smoking /or Open Flames Note on Plans:	<input type="checkbox"/>	<input type="checkbox"/>
No Smoking Sign Posted at Site:	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher Note on Site Plan:	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher at Site:	<input type="checkbox"/>	<input type="checkbox"/>
Approved Permit Attached To Tent:	<input type="checkbox"/>	<input type="checkbox"/>

Call Inspection Request Line for Tent/Canopy Inspection 678.518.6102

Gwinnett County Fire Marshal’s Office pursuant to the 2003 International Fire Code requires a temporary permit for a tent/canopy. “No person shall erect, operate or maintain a Tent or air supported structure covering an area in excess of 200 sq. ft. without a permit (400 sq. ft. for canopies).” **Two sets of plans must be submitted** for approval before installation followed by an inspection after the tent/canopy has been erected, and before it is occupied.

The following is a list of requirements:

- A site plan showing an unobstructed fire lane on all sides of the tent. The tent cannot block any fire hydrants or fire department connections
- A flame resistant certificate by an acceptable testing laboratory
- A note on the submitted plan stating “NO SMOKING” signs will be posted
- A note on the submitted plans stating, “a 2A-10BC fire extinguisher will be provided and mounted no higher than 48” above finished floor to the handle”
- A note on the submitted plan stating, “no smoking, no fireworks, no open flames or devices emitting open flame or fire will be used in the tent/canopy”
- Approved tent permit shall be attached to tent in plain view

3/05

Permit Activation Date:	Expiration Date:
Field Inspector:	

LIGHTNING PREDICTION SYSTEM

GCAA's are able to monitor weather by a variety of different means. If the GCAA wishes to install a permanent lightning prediction system on park property, the GCAA President must submit the request in writing to the Deputy Director of Parks Operations, David Clark, 75 Langley Drive, Lawrenceville, GA 30046. This requires Board of Commissioners approval and may take up to three months. (A sample "Lightning Prediction System Agreement" is shown below.)

THIS LICENSE AGREEMENT made this ____ day of April, 2007, by and between GWINNETT COUNTY, GEORGIA, hereinafter referred to as "Owner", and the _____ GCAA, INC., hereinafter referred to as "Licensee."

The parties agree as follows:

1. **PURPOSE OF LICENSE:** Owner grants to Licensee the right and privilege to attach a Lightning Prediction Device (the "Device") to the concession building at ____ Park (the "Park") and to monitor and maintain the same. The Device shall be attached within one year from the date of this License Agreement and shall be substantially similar to the device shown and described in Exhibit "A" attached hereto and incorporated herein by this reference
2. **MAINTENANCE AND MONITORING:** The Licensee shall be solely responsible for monitoring, maintenance and repair of the Device and the Owner shall have no responsibility in this regard. Should the Device be deemed unusable, inoperable or a nuisance, for any reason, it will be the responsibility and cost of the Licensee to remove the Device and restore the concession building to its original condition. Additionally, the Licensee will disconnect and make the Device inoperable for those periods of time that the Licensee is not conducting programs commensurate with dates of use as approved via its Facility / Park Use Agreement.
3. **COSTS, FEES AND EXPENSES:** The Licensee shall be solely responsible for all costs, fees and expenses associated with the exercise of the privilege granted by this License Agreement, including but not limited to, those costs, fees and expenses associated with the purchase, installation and maintenance of the Device, and the Owner shall have no responsibility whatsoever in this regard
4. **COMPLIANCE WITH LAWS:** Prior to exercising any of the privileges granted by this License Agreement the Licensee shall make application for and obtain all necessary licenses, permits and approvals required by federal, state and local laws. Licensee shall provide the Owner with copies of the same. The Licensee shall otherwise fully comply with all federal, state and local laws, rules and regulations
5. **REVOCABLE LICENSE:** The permission is given to Licensee as an accommodation with no monetary consideration and is revocable at any time by the Owner. If this License Agreement is revoked the Device will be detached and removed from the Park by the Licensee, at its sole cost and expense, within thirty (30) days of notice of the revocation from the Owner. Licensee acknowledges the legal title of Owner to the Park and agrees never to deny this title or to claim title in Licensee's name.
6. **INDEMNIFICATION:** Licensee will exercise the granted privilege at Licensee's own risk, and agrees that Licensee will never claim any damages against Owner, its agents, officers or employees, directly or indirectly, or injuries or damages suffered on account of the exercise of such privilege, regardless of the fault or negligence of the Owner, and that the Licensee will indemnify, defend and hold Owner, its agents, officers and employees, harmless from and against any and all liability for damages, costs, penalties, attorney's fees and expenses, including claims of third parties to this License Agreement, resulting from, arising out of, or in any way connected with, the exercise of the privilege by Licensee and Licensee's assignees or permittees or other persons entering the Park at the invitation of the Licensee
7. **INSURANCE:** As a condition prior to exercising any of the privileges granted by his License Agreement the Licensee shall provide the Owner with proof of liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. Additionally any contractor that the Licensee uses for the installation of the Device must also provide the Owner with proof of liability insurance limits commensurate with those stated above. All certificates of insurance will name Gwinnett County as additional insured
8. **NOTICE TO OWNER:** At least ten (10) days prior to exercising any of the privileges granted by this License Agreement the Licensee shall provide written notice to the Owner of the estimated dates of commencement and completion of the attachment of the Device at the Park
9. **NOTICES:** All notices required to be given under this License Agreement shall be deemed properly given if mailed by first class postage to the following addresses:
10. **IMPROVEMENTS:** Other than as stated above, the Licensee agrees not to erect or to cause or permit to be erected at the Park any other improvements, devices or structures, whether permanent or temporary
11. **CHOICE OF LAW:** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Georgia.
12. **ASSIGNMENT:** The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior, express and written consent of the other party
13. **MODIFICATION:** Any modification of this Agreement or additional obligation assumed by either party in connection with the Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party
14. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement

USE OF COMMUNITY BUILDINGS AND PAVILIONS

Requests for use of community buildings and/or pavilions must be approved and processed by the GCPR Area Facilitator. Use of pavilions, activity rooms and community center rooms at no charge are only allowed one day per month (12 times per year) and must be used for registration, board meetings, general annual elections, league drafts, uniform distribution, picture days, and any type of informational meeting that benefits all members of the GCAA. Pavilions and/or community rooms may be rented for additional meetings.

GCPR facilities may be rented to GCAA's for team parties, banquets, team meetings, and other GCAA activities. GCAA's are responsible for set up and take down and to make sure that the facility is left in the same manner as found. Community recreation center rooms are available during operational hours at regular rental rates. Rentals outside operational hours are charged an additional \$15 per hour for a facility attendant. Contact the appropriate GCPR Area Facilitator with questions concerning the use of GCPR facilities.

COMMERCIAL ACTIVITY/VENDORS

Per *Ordinance-Sec 78-42*: To engage in any commercial activity in a recreation facility unless approved by the Director of Parks and Recreation or their designee, shall be unlawful. **GCAA's** may have vendors in the area permitted by the GCAA only, and only during their scheduled activities, if the following guidelines are met:

- Authorization for outside vendors must be obtained from the GCPR Area Facilitator
- Vendors must provide a \$1,000,000 comprehensive general liability insurance policy, naming Gwinnett County Board of Commissioners as additional insured and insurance certificate holder. It is advised that the GCAA is also listed as additional insured
- Certificate of insurance must be submitted two weeks prior to the vendor operating in the park to the GCPR Area Facilitator for authorization and verification. Vendors may also be added as a rider to your existing insurance policy if that option is available from your insurance provider
- Vendors should be supportive of the GCAA
- Any Vendor, that would like to be on GCPR property must follow these procedures:
 - a) An e-mail from the GCAA President or designee stating they have worked out an arrangement with between the GCAA and the Vendor
 - b) The Vendor must supply GCPR a copy of a \$1,000,000 General Liability Insurance policy. The certificate of insurance must list Gwinnett County Board of Commissioners as additional insured and as the Certificate Holder
 - c) \$100 from the Vendor will be sent to GCPR per season.
 - d) Upon receipt of the \$100 and approval of the insurance policy, the GCPR Area Facilitator will issue a Vendor pass to the Vendor listing the specific parks, areas, times and dates the Vendor is allowed to be on the property

FIELD DEDICATION

- The President of a GCAA must submit a written request to the Recreation Manager, John Register, at john.register@gwinnettcounty.com at least two weeks in advance
- The request must include a biography of the person honored with his/her outstanding contribution to the GCAA, park, field, and/or county
- The request must be approved before any action is taken to formally dedicate a sports field
- Sign Size – no larger than 8" x 24" with lettering up to 4"
- Two signs may be placed on the field at locations approved by the GCPR Athletic Coordinator and/or GCPR Area Facilitator
- Signs are to be maintained by the GCAA for the life of the sign
- If at any time a sign becomes excessively worn or unreadable, it will be removed by GCPR
- Replacement signs must be at the original location unless an alternate location is approved by GCPR

FUNDRAISING

GCAA's must inform the GCPR Area Facilitator, in writing, of all fundraising activities that take place in or out of the park. This information is used internally to verify the validity of fundraising activities to the public. The Division Director must approve all fund-raising activities. The Georgia Constitution approves raffles as a means of fund-raising. (A sample "Nonprofit Organization Fundraiser Permit" is on the following page.)

Donations and Admissions

- **GCAA's may ask for donations and may charge admission fees for football games and all sports tournaments, provided** the location of the event can be isolated (i.e. the general public would have no need to enter the area unless viewing the sporting event)
 - If admission fees will be charged for an event, the GCPR Area Facilitator must be notified two weeks prior to the event and will approve all set up arrangements. This information is used internally to verify the validity of donations and/or admissions to parks to the public
 - **GCPR Area Facilitator must be aware of specific areas that GCAA's wish to use in collecting fees. Areas must be approved by GCPR prior to the start of the activity in question**
 - **Use of walking trails adjacent to athletic fields for purposes by the GCAA is strictly prohibited. GCAA's are responsible for insuring that walking tracks and trails adjacent to sports fields are clear of spectators during GCAA activities**

gwinnettcounty parks & recreation
 Gwinnett County Athletic Association
Nonprofit Organization Fundraiser Permit
 For GCPR Facilities
 Effective: 01/01/2002
 Revised: 02/08/2010

Gwinnett County Park & Recreation facilities that are available for rentals may be contracted by nonprofit organizations (including political organizations) under the same rental guidelines as the general public for raising events, but must adhere to the additional following conditions:

- Fund raising efforts must be for the sole purpose of benefiting the contracting organization or some other non-profit organization or charitable cause. A letter of agreement from benefiting organization must accompany request
- Marketing material may not reference involvement by GCPR
- Fund raising efforts must not infringe upon the other park users
- No solicitation outside the contracted area and to other park users is permitted
- The Parks and Recreation division must be notified in writing at the time of booking the facility that the event will be utilized as a fund raiser. Letter must be on official letterhead or benefiting organization or sponsoring organization signed by a legal officer of organization. Proof of nonprofit status must accompany above letter.
- All fund raising efforts must adhere to all park and recreation rules, policies, park ordinances and local, state and federal laws
- If food, entertainment companies, or sub-contractors are to be utilized during event, additional insurance requirements, food service authorization agreements and any additional forms must be completed in advance
- Rental fee: Non-Profit rental fees apply, as well as any additional fees as outlined in the rental agreement

I verify that to the best of my knowledge that the information below is correct. I have read and will adhere to the guidelines as set forth on this permit.

 Signature/Title of Renter _____
Date

 GCPR Programmer/GCPR Area Facilitator _____
Date

 GCPR Coordinator/Manager _____
Date

Approved Denied _____
GCPR Division Director _____
Date

Comments:

PARK SIGNIFICANT EVENTS

GCAA will submit a complete "Park Significant Event Request" form to the GCPR Area Facilitator within 30 days of any planned special events such as parades, dedications, ceremonies, opening day activities, and carnivals. (See below for an example of the "Park Significant Event Request" form.)

gwinnettcountry parks & recreation

Gwinnett County Athletic Association
Park Significant Event Request

MAIL TO: Athletic Coordinator
Gwinnett County Parks & Recreation
75 Langley Drive, Lawrenceville, GA 30046
770.822.5139 (fax), don.holley@gwinnettcountry.com

Event Contact Name/Title: _____

Home Phone: _____ Work/Cell: _____ Date Submitted: _____

GCAA: _____

Event Information:

Type of Event:
Tournament Festival Jamboree Opening Day Other

Title: _____

Location: _____

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

Brief Description of Event:

Event Checklist:

_____ Vendor Liability Insurance naming GCAA and Gwinnett County BOC as additional insured (due at least 10 days prior to event)

_____ Facility Use Agreement (signed)

_____ Special Requests/Information

H. PUBLICITY

ADVERTISING AND SIGNAGE

Outfield Distance Signs

Outfield distance signs may be placed on baseball/softball outfield fences that display the distance from home plate to each area of the field under the following guidelines:

- Sign may not be larger than 18 inches x 24 inches
- Sign must be green with white lettering
- Lettering must be at least 2 inches wide

Advertising and Scoreboard Signs

Approval (See the following page for a sample “Sign/Advertising Agreement” form.)

- Requests to display seasonal signs at sports facilities require approval from the GCPR Area Facilitator
- Sign requests are due 30 days prior to installation
- Requests to display one camp sign for camps being hosted by a GCAA at Gwinnett County sport facilities requires completion, submission and approval of the sign request to the GCPR Area Facilitator. Signs placed in facilities for camps must be removed at the conclusion of camp
- The location of signs must be specified on the request with specific installation procedures

Format

- Signs will be approved on an individual basis. The background of each sign must be white. Lettering may be any color
- Signs may not exceed a size of 8 feet in width or 4 feet in height on fencing 6 feet in height or above. Fencing that is less than 6 feet in height will be restricted to a height of no more than 3 feet
- Corrugated plastic material (flute polypropylene) or high quality vinyl is required for all banners. All corrugated plastic banners must have rounded edges and be a minimum 4 millimeters thick. There must be a sufficient number of reinforced grommets on each banner to insure all signs are secured. It is recommended that lettering be high performance vinyl

Installation

- Once a sign is approved, the GCAA is responsible for installation based upon the specifications outlined by GCPR
- Signs may be left up on a seasonal basis, however, if upon GCPR routine inspection it is determined that signs are not visually appealing (letters missing, faded, torn, etc.), contain improper content or are a safety hazard, the sign will be removed and stored at the maintenance facility until it is retrieved by the GCAA
- Team signs may be displayed for games as long as they are removed each day/evening
- Location of signs for football and soccer facilities will be determined on an individual basis. However, signs for football and soccer should generally be located along the sideline
- Signs for baseball/softball facilities must be placed in fair territory along the left field and right field outfield fence. **To avoid impairing the batter’s vision, no signs should be in center field. (See the “Safety Bulletin: Banners on Outfield Fences” on the following pages for more information)**
- Signs must be centered on the respective 10-foot fence paneling. Banners may not be placed on consecutive fence panels. One empty panel must be left between each sign. All banners must also be installed in a way that its location will not impair the play on any field
- Signs may not cover the top support pole of fencing or the bottom of fencing
- Signs must be attached with heavy-duty plastic cable zip ties

Political Advertising

Banners advertising political candidates may be displayed if written in the form “___ supports ___ GCAA.” Banners that request park visitors to vote for a particular candidate (“Vote for ___”) are prohibited.

Prohibited Advertising and Signage

- Advertising for alcohol, drugs, or tobacco products
- Signs advertising religious or controversial public issues
- Signs cannot be placed on the outside of a fence except within parking lot areas and permitted areas

Gwinnett County Athletic Association
Sign/Advertising Agreement

Date: ___/___/___

GCAA: _____ Park: _____

Advertiser\Sponsor: _____

Sport Responsibility: _____ Date of Installation: _____

Locations

Field No. ___ Field No. ___ Field No. ___ Field No. ___ Field No. ___ Field No. ___

General Area (i.e. concession, football field, etc.) _____

Any other information: _____

The following specifications and rules must be adhered to:

1. A copy of advertisement to be displayed on the banner or sign must be sent to the GCPR Area Facilitator along with this agreement
2. All requests should be submitted a minimum of 30 days prior to desired date of installation
3. Banners or signs must not exceed the size to 4 feet by 8 feet and made of corrugated plastic or high quality vinyl with sufficient grommets to insure safe installation
4. For more details, please see the Policies and Procedures Manual

Signature of President

Signature of GCPR Area Facilitator

Date

Date

Phone

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



Gwinnett County Risk Management Division
SAFETYBULLETIN
#99-2

Banners on Outfield Fences

Safety Bulletin-Signs

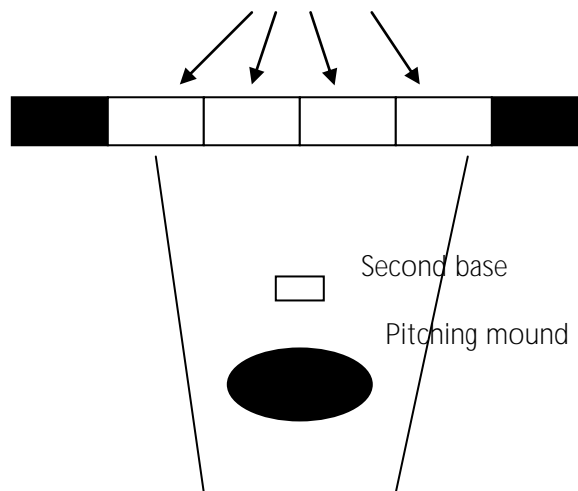
Distribution:

Director of Community Services
Director of Parks and Recreation
Parks Foremen
Safety Committee Chairman

Most persons who play baseball are familiar with the reasons that professional baseball parks do not allow spectators to be seated in dead center field. It is so that the batter can have a contrasting background that allows them to visually identify the ball quickly so that they can hit, hold their swing or move out of the path of the ball. Young batters should also be allowed to see the ball well and not have to contend with a background of glitzy signs and banners in their line of sight when they hit.

With this in mind, please ensure that in each of our baseball and softball parks; the fences in dead center field remain free of any banners that **might confuse the hitter's vision**. In **straightway center field**, there should always be at least four sections of fence (two on each side of the center) that are free of any banners.

Center Field Fence
No Banners



Please ensure that **GCAA's** comply with this configuration. If banners are incorrectly placed move the banner to an acceptable location not in the line of sight of hitters.

Ray Bishop
Safety Officer

SCHOOL FLYERS

The GCPR Area Facilitator must receive all GCAA flyers that will be distributed in schools. The distribution of flyers in schools is also subject to approval by the Board of Education. The statement, "In partnership with gwinnettcounty parks & recreation" must appear on all flyers. All flyers that need to go to Gwinnett County Schools must be sent to GCPR first in a Word or Publisher format. GCPR will get both a GCPR and Board of Education stamp on your flyer and send it back electronically. (See the following *Partner Group and Instructor Branding Guidelines* below for more information.)

GCAA's are responsible for printing, bundling and distributing flyers. GCAA flyers can only advertise league registration, tryouts, activities, or fundraising events. The Board of Education will only approve flyers pertaining to youth activities.

gwinnettcounty parks & recreation Partner Group and Instructor Branding Guidelines

This branding guideline is intended for use by Gwinnett County Parks and Recreation (GCPR) partner groups and instructors to provide a consistent, recognizable design for printed material promoting activities, classes and camps. The goal is for all visual/printed material to be easily **recognizable to the public and to become 'the voice' of GCPR and to comply with Gwinnett County Government's Style Guide for consistency** throughout all areas/departments.

SCHOOL DISTRIBUTION: For flyers distributed through Gwinnett County Public Schools, please give the GCPR facilitator or programmer at the park site the file in an original electronic format (typically Microsoft Word or Publisher). The park staff will facilitate the GCPR marketing approval process and Board of Education (BOE) approval stamp. These will only be handled electronically, a faster and more convenient process. Once approved, you will receive the .pdf version from the GCPR programmer or facilitator.

To reduce costs, most flyers for school distribution are created using grayscales color and half sheet format printed on colored paper. Copies will be much cleaner if originally produced in grayscale (do not put a colored background on the original; use colored paper). Note that when producing half sheet flyers, the space between the flyers is twice the width of the print edge surrounding the paper.

LEAD TIMES: While every effort will be made to expedite the review and approval process, please allow three weeks for marketing review prior to production of any material.

- Flyers/Posters/Handouts – Allow three weeks prior to printing and distribution
- Gwinnett County Public Schools – Allow four weeks in advance of the event for marketing approval, BOE approval, printing and distribution

FILE TYPES: Partner groups and instructors should provide the programmer and/or facilitator at the park site the original files, not a .pdf version. This will allow marketing to make minor edits for branding compliance without slowing the process.

DEPARTMENT NAME: All material should show the department name, using Arial or Gill Sans MT fonts only. Please note the layout/treatment of bold fonts as noted below:

gwinnettcounty OR gwinnettcounty parks & recreation
parks & recreation

www.gwinnettparks.com OR gwinnettparks.com

WEBSITE/PHONE CONTACTS: Because Youth Athletic Associations and contracted camps facilitate their own registration, those websites may be listed. Otherwise, only the GCPR website or park facility phone number can be listed for registration or information contact.

ICON/LOGO USE: Only photos and Athletic Association logos may be used, but clip art is strongly discouraged.

LAYOUT: Keep the layout neat and consistent, either all centered or all left justified. Open space is just as important as the text information so **flyers are not too crowded and the focus is on important information; don't clutter the flyer.**

COPY STYLES:

Font – Use Arial or Gill Sans fonts only in the body of the material. The use of specialty fonts for only the title of the event is acceptable.

Font Types – Use variable font types (bold, underline, italic, all caps) sparingly to keep the focus on the most important information such as the event name, date, time and cost. (If everything is all caps and bold, readers lose **focus of what's important - don't shout.**)

Punctuation – Keep the punctuation grammatically correct, particularly when distribution to schools. Multiple explanation points are incorrect and **don't add emphasis.**

Time – Time should be set with no space between the time and "am" or "pm". Use an en dash "–" (Press CTRL and numeric pad minus sign) and spaces between start and stop times. Use "noon" not "12:00pm" (ex. 2:00pm – 3:00pm or 11:00am – noon)

Dates – Spell the month, do not use "th," "rd," "nd" after dates; it is unnecessary to list the year of the activity, that should be obvious to the reader.

Paragraphs – Use line spacing between paragraphs, **don't indent. Try to make the right margin as even as possible.**

Spacing – Do not use two spaces between sentences. Use two spaces between state and ZIP code in addresses.

Phone numbers – Use numbers with periods in place of hyphens or parenthesis (770.822.8840).

Facility names – Use the complete name of the facility: Pinckneyville Park Community Recreation Center, Mountain Park Activity Building; West Gwinnett Park Aquatic Center, etc.

Contact Resources and Marketing, Nazanin Weck, 770.822.8866, or Sheila Fowler, 770.822.8870, with questions.

I. SPECIAL OPPORTUNITIES

YOUTH RECREATION SCHOLARSHIP PROGRAM

GCPR awards scholarships to participants in need of financial assistance as outlined below, through the GCPR Recreation Youth Scholarship Fund in order to provide specific GCPR programs, classes, camps, and youth athletic scholarships to economically disadvantaged youth. Contingent upon sponsorship funds, GCPR will administer scholarships for youth residing in the county. For more information, please call an area GCPR Area Facilitator.

Participant Scholarship Criteria

- Youth age 17 and younger
- Gwinnett County resident
- Financial assistance needed, as defined on the application
- Completed Scholarship Application Form (including supplemental information)
- Application must meet deadline requirements
- Scholarships are limited to two per family per calendar year provided funds are available
- All awarded scholarship participants must meet all other GCPR and GCAA eligibility, guidelines and sport requirements
- Priority will be given to first time applicants
- Scholarships awarded are intended to subsidize sport enrollment fees
- Incomplete or misleading applications will be rejected
- Misleading application information or expulsion from sport will result in placement on scholarship probation for a period of one year from the date of application
- Applicants that do not meet the minimum requirements above will not be forwarded to the scholarship panel

GCAA Eligibility Criteria

- All GCAA's are eligible
- Funding will be based on GCAA program participation
- When funding is available, \$500 will be allotted for each sport, not to each GCAA
- Registration fees will be covered partially depending on availability of funds
- All scholarship applicants must meet the participant scholarship criteria listed above
- Excess funds not used for each sport may roll into the next season funding
- First time applicants will have first opportunity to receive a scholarship
- Award recipients and the appropriate GCAA will receive a letter to acknowledge scholarship award
- Upon scholarship redemption, the GCAA will provide GCPR with proof of redemption, copy of recipient's registration form and receipt for reimbursement. Reimbursement can only be done when all scholarship letters and registration information are sent to:

Kim Shealy, Volunteer Resources Coordinator
Gwinnett County Parks & Recreation
75 Langley Drive, Lawrenceville, GA 30046

Failure to send proper documentation within three months of the last registration day will result in the GCAA not being funded.

Application Process

Information and applications can be obtained at gwinnettparks.com under Citizen Interest/Scholarships, or contact an area GCPR Area Facilitator (see the sample "Youth Recreation Scholarship Application" on the following pages for more information). For processing and review, the completed application and supplemental documents must be sent to:

Gwinnett County Parks & Recreation Youth Scholarship Fund
75 Langley Drive, Lawrenceville, GA 30046

After the application review process, applicants will be notified of award or denial of scholarship.

Gwinnett Parks Foundation
Youth Recreation Scholarship Application

Scholarships are limited to two awards for GCPR administered classes/programs and two awards for GCPR administered camps per Family/Members of the same household per year. Incomplete or misleading applications will be rejected. Misleading application information or expulsion from a program will result in placement on scholarship probation for a period of one year from the date of application. Priority will be given to first time applicants.

All scholarships are awarded based on available funding. I understand that such participation may include being photographed for publicity purposes.

Registration Information:

Recipients will be notified no later than two weeks after the deadline for the registration quarter for which they are applying. If approved, recipients will be issued a confirmation letter/email when proceeding with mail or walk in registration, in compliance with GCPR's standard registration procedures. The scholarship program is separate from the registration process and application or receipt of a scholarship does not guarantee space into a class, program or camp.

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

Participant Scholarship Criteria: In need of financial assistance as outlined below, age is 17 and under, Gwinnett County resident, complete application (including supplemental information), meet deadline requirements above, meets all other GCPR eligibility, guidelines and class requirements, has not been placed on scholarship probation.

2012 Athletic Deadlines:

January 6	Baseball/Softball Soccer/Lacrosse
March 2	Cheerleading
May 4	Football
July 6	Fall Soccer/Baseball/Softball
October 5	Basketball/Cheerleading

Application Instructions (Complete one application per child):

Parent or legal guardian complete the questions on the back side.


Include all required supplemental paperwork as required.

Sign and date the application.

Return the application for consideration, prior to the deadline above to:

Gwinnett County Parks & Recreation
Youth Scholarship Fund
75 Langley Drive
Lawrenceville, GA 30046

Youth Recreation Scholarship Application
Gwinnett Parks Foundation
Established 2007 to Support
 Gwinnett County Parks & Recreation



Participant's Name: _____ **Date of Birth:** _____

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

Program Code: _____ **Date/Sport Season:** _____ **Location/Park:** _____

Cost: \$ _____

Parent/Legal guardian: _____ **Home Phone:** (____) _____ - _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____

Email address: _____

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

Participant has received a GCPR Scholarship before: No _____ Yes _____

If Yes, when? _____

Is anyone else at this address applying? : NO _____ Yes _____ If yes who? _____

Has this request been submitted to the GCAA?: _____

If yes, which GCAA /Park? _____

Check all that apply to your situation:

Federal Welfare Recipient (TANF) Free/Reduced School Meal Program

Social Security Benefits Social Security Disability Benefits Other (identify): _____

I (print name) _____ certify that I/my family is receiving the assistance as stated above.

 Legal Parent/Guardian/Caregiver signature

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

I, _____, (your name) have completed this application on behalf of, _____ (child's name)

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

 Legal Parent/Guardian/Caregiver Signature

 Date

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

Scholarship Panel

A pool of panel members will be created by GCPR staff, in which members will meet at least quarterly to review applications. The panel will include GCPR staff, Gwinnett Parks Foundation members, and staff from Gwinnett United in Drug Education.

GCPR staff Scholarship Liaison Responsibilities

- Collecting and processing applications
- Calling review panel meetings and preparing materials and funding availability
- Notifying program and GCAA staff of potential scholarship participants
- Maintaining an ongoing database of all applications
- Maintaining deadlines for scholarship approval periods
- Notifying all recipients of award by phone or mail
- Maintaining maximum confidentiality with all scholarship information
- Keeping administration informed on the status of the scholarship fund activity (dollars generated and awarded, number of participants and their demographics, program areas requested)
- Provide award letters to recipients for redemption

YOUTH SPORTS EXPO

Gwinnett County Parks and Recreation is providing a unique opportunity for Youth Athletic Associations to gain some knowledge about youth sports through educational workshops. In addition, we will have an Exhibit Hall with Vendors to show you their products and wares. It will be held annually at one of our parks. We encourage all Youth Groups to be a part of this collective effort to educate and inform our volunteers and recreational leaders of the current trends in youth sports and field maintenance.

J. 2012 GWINNETT COUNTY ATHLETIC ASSOCIATION CALENDAR

<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Check ball field lights, scoreboards and score brains • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Copy of GCAA liability insurance policy ○ Updated by-laws 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Spring sports facility permits processed and distributed • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Spring sports practice schedules ○ Copy of grease removal 	<p style="text-align: center;">March</p> <ul style="list-style-type: none"> • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Spring sports game schedules ○ Spring sports rosters and non-resident fees
<p style="text-align: center;">April</p> <ul style="list-style-type: none"> • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Updated Georgia nonprofit registration certification ○ Post-season tournament schedules ○ Summer camp and clinic updated schedules 	<p style="text-align: center;">May</p> <ul style="list-style-type: none"> • Facility and grounds follow-up walkthrough for sports fields renovations – Mandatory • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Soccer and football tryout schedules 	<p style="text-align: center;">June</p> <ul style="list-style-type: none"> • Turf grass renovations begin; • Most soccer and football fields closed • Summer sports camp field rental fees due
<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Turf grass renovations proceed; most soccer and football fields closed • Check ball field lights, scoreboards and score brains • Fall sports facility permits processed and distributed • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Fall sports practice schedules 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Fall sports facility permits processed and distributed • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Fall sports practice and game schedules 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Fall sports rosters and non-resident fees
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • GCAA Annual Meetings - Mandatory • Winter sports facility permits processed and distributed • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Winter sports practice schedules 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Facility and grounds follow-up walkthrough for sports fields renovations • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Winter sports game schedules 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Facility and grounds follow-up walkthrough for sports fields renovations - Mandatory • Due to GCPR Area Facilitator: <ul style="list-style-type: none"> ○ Winter sports rosters and non-resident fees ○ Summer camp and clinic requests

K. ADDITIONAL RESOURCES FOR GWINNETT COUNTY ATHLETIC ASSOCIATIONS

POLICE CONTACTS FOR GCAA EVENTS

GCAA's may hire off-duty police officers to perform security and safety functions. Contact numbers for local police departments are listed below. Please contact your GCPR Area Facilitator to provide the dates and name of the off-duty officer.

Gwinnett County Police Department	770.513.5820	Norcross Police Department	770.448.2111
Lawrenceville Police Department	770.277.7402	Snellville Police Department	770.985.3548
Lilburn Police Department	770.921.2211	Suwanee Police Department	770.945.8995

GWINNETT COUNTY PARKS & RECREATION DIRECTORY

Administration

Phil Hoskins, Community Services Department Director
770.822.8890, phil.hoskins@gwinnettcountry.com

Tina Fleming, Division Director – Parks and Recreation Operations
770.822.8875, tina.fleming@gwinnettcountry.com

David Clark, Deputy Director of Park Operations
770.822.8868, david.clark@gwinnettcountry.com

Parks and Recreation Project Administration
Grant Guess, Division Director, Parks and Recreation Project Administration
770.822-8855, grant.guess@gwinnettcountry.com

Don Hafner, Project Manger
770.822.8869, don.hafner@gwinnettcountry.com

Support Services

David McGaughey, Support Services Manager
770.822.5119, david.mcgaughey@gwinnettcountry.com

Recreation/Athletics

John Register, Recreation Manager
770.822.8819, john.register@gwinnettcountry.com

Don Holley, Athletics Coordinator
770.822.5454, don.holley@gwinnettcountry.com

Chris Moore, GCPR Area Facilitator, North District
770.932.4423, 678.582.4671 (pager), christopher.moore@gwinnettcountry.com

Ronnie Wilcox, GCPR Area Facilitator, South District
770.978.5271, 678.582.4737 (pager), ronnie.wilcox@gwinnettcountry.com

Freeman Davis, GCPR Area Facilitator, West District
770.814.4914, 678.582.4688 (pager), freeman.davis@gwinnettcountry.com

Grounds Maintenance

Eric Horne, Grounds Maintenance Manager
770.822.5165, eric.horne@gwinnettcountry.com

Jason.Duncan, Grounds Maintenance Coordinator, North District
770.831.4171, jason.duncan@gwinnettcountry.com

Rad Hamilton, Grounds Maintenance Coordinator, South District
770.822.5125, radford.hamilton@gwinnettcountry.com

Mark Patterson, Grounds Maintenance Coordinator, Conservation Parks District
770.237.5623, mark.patterson@gwinnettcountry.com

James Truvillion, Grounds Maintenance Coordinator, West District
770.814.4916, james.truvillion@gwinnettcountry.com

Park Districts and Maintenance Building Contacts

North District:	South District:
Bogan Park, 770.614.2068	Bay Creek Park, 770.554.0661
Collins Hill Park, 770.822.5142	Bethesda Park, 770.564.4658
Dacula Park, 770.822.5411	Harmony Grove Soccer Complex, 770.564.4653
George Pierce Park, 770.932.4441	Lenora Park, 770.978.5264
Rabbit Hill Park, 770.822.5027	Lions Club Park, 770.564.4653
Rhodes Jordan Park, 770.822.5412	Mountain Park Park, 770.564.4653
Rock Springs Park, 770.904.3991	South Gwinnett Park, 770.982.5338
Settles Bridge Park, 770.904.3991	Vines Park, 770.554.0661
East District:	West District:
Alexander Park, 770.237.5657	Best Friend Park, 770.417.2242
Club Drive Park, 770.237.5657	Cemetery Field, 770.417.2242
DeShong Park, 770.465.0245	Graves Park, 770.270.5458
Duncan Creek Park, 770.614.2092	Holcomb Bridge Park, 770.417.2242
Freemans Mill Park, 770.237.5662	Jones Bridge Park, 770.417.2214
Harbins Park, 770.237.5662	Lucky Shoals Park, 770.270.5458
Little Mulberry Park, 770.237.5660	Peachtree Ridge Park, 770.814.4925
McDaniel Farm Park, 770.418.2321	Pinckneyville Park, 770.417.2296
Ronald Reagan Park, 770.237.5657	Singleton Road Activity Building, 770.270.5458
Sweet Water Park, 770.418.2321	Shorty Howell Park, 770.497.4003
Tribble Mill Park, 770.466.9143	West Gwinnett Park, 770.417.2296
Yellow River Park, 770.465.0245	

QUESTIONS AND CONCERNS

Gwinnett County **GCAA's**

Contact North Area GCPR Area Facilitator Chris Moore, South Area GCPR Area Facilitator Ronnie Wilcox, or West Area GCPR Area Facilitator Freeman Davis for questions about:

- GCAA Board Meetings
- GCAA By-Laws
- GCAA Officers List
- Banner/ Field/Facility Schedules
- Coaching Certifications
- Field Closings
- Facility Rentals
- Insurance Requirements
- Non-Resident Fees
- Not for Profit Verification
- Park Facility Use Agreements
- Participation/Registration Summary
- Participation Rosters
- Pavilion/Building Use
- Public Address Request
- Publicity/Marketing
- Registration Information
- Sign Request
- Work Requests

Field and Facility Maintenance and Prep

Contact Grounds Maintenance Manager Eric Horne for questions about:

- Fencing
- Janitorial Issues
- Trash Removal
- Turf Grass Renovation

Facility and Building Support Services

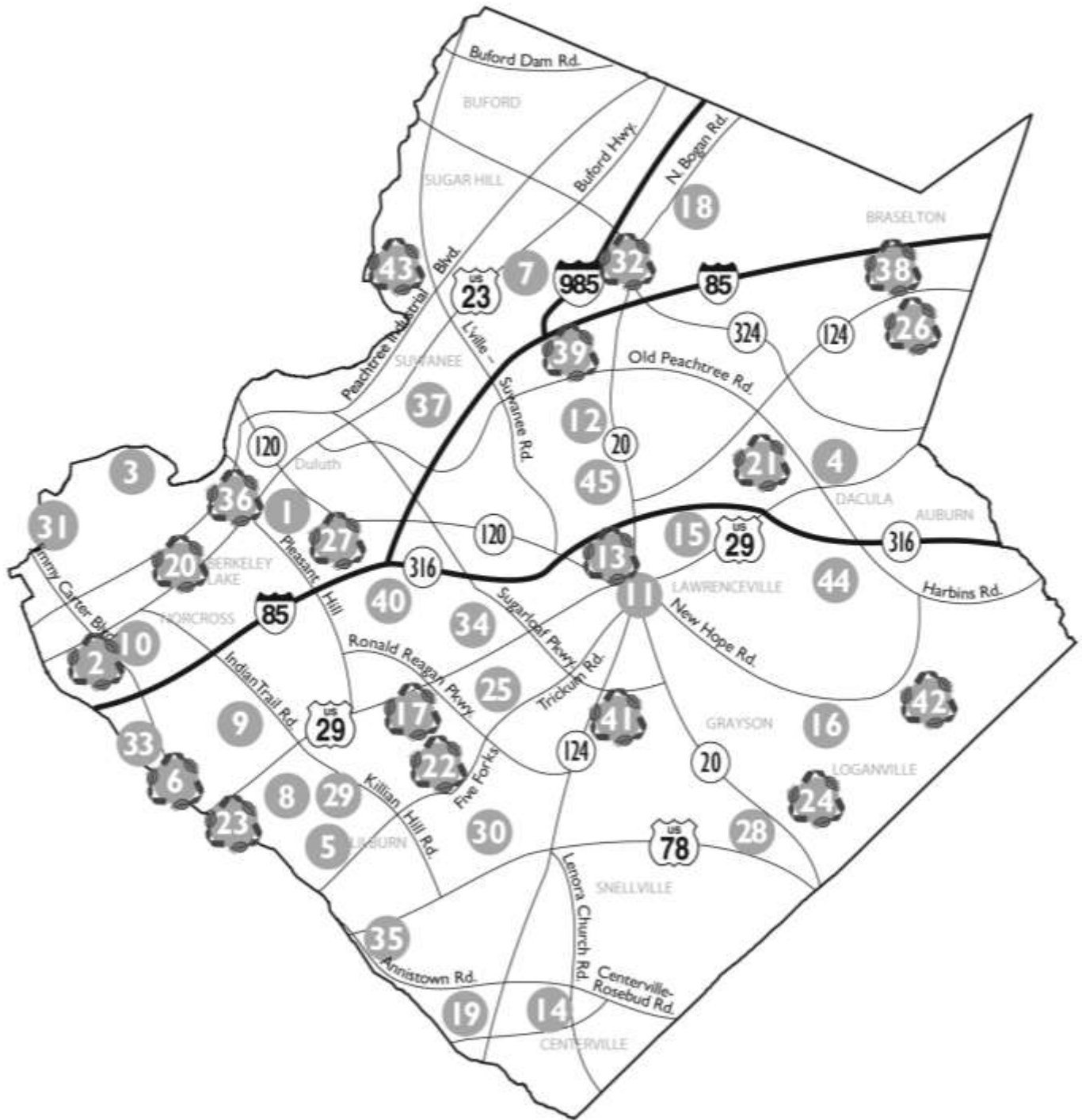
Contact Support Services Manager David McGaughey for questions about:

- Carpentry
- Electrical
- Irrigation
- Locks and Keys
- Repairs
- Painting
- Plumbing

HVAC in the concession stands

Contact the Department of Support Services, 770.206.7114 (see page 19 for further instructions on HVAC problems).

GWINNETT COUNTY PARKS & RECREATION MAP



GCPR Parks Map Key

1. Shorty Howell Park Activity Building
2. Best Friend Park
3. Jones Bridge Park
4. Dacula Park and Activity Building
5. Mountain Park Park
6. Lucky Shoals Park
7. George Pierce Park
8. Harmony Grove Soccer Complex
9. Singleton Road Activity Building
10. Cemetery Field
11. Lawrenceville Female Seminary
12. Collins Hill Park and Aquatic Center
13. Gwinnett Historic Courthouse
14. Lenora Park
15. Rhodes Jordan Park
16. Tribble Mill Park
17. Bethesda Park
18. Bogan Park
19. Yellow River Park
20. Pinckneyville Park and Soccer Complex
21. Rabbit Hill Park
22. Yellow River Post Office
23. Mountain Park Aquatic Center and Activity Building
24. Bay Creek Park
25. Ronald Reagan Park
26. Little Mulberry Park
27. McDaniel Farm Park
28. Vines Park
29. Lions Club Park
30. South Gwinnett Park
31. Holcomb Bridge Park
32. Gwinnett Environmental and Heritage Center
33. Graves Park
34. Sweet Water Park
35. DeShong Park
36. West Gwinnett Park and Aquatic Center
37. Peachtree Ridge Park
38. Duncan Creek Park
39. Rock Springs Park
40. Club Drive Park
41. Alexander Park
42. Harbins Park
43. Settles Bridge Park
- 44. Freeman's Mill Park**

GWINNETT COUNTY PARKS AND RECREATION PARK ORDINANCES

Visit gwinnettparks.com for a complete up-to-date list of ordinances.

Sec. 78-31. Littering prohibited.

It shall be unlawful for any person to throw or deposit litter on the grounds, streets, sidewalks, fountain, pond, lake, swimming pool, stream or other body of water in any recreation facility, except within public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the recreation facility. Where public receptacles are not provided, all such litter shall be carried away from the park by the person responsible for its presence and shall be properly disposed of elsewhere. It shall be unlawful to take into, carry through, or put into a recreation facility, any litter generated outside the recreation facility.

Sec. 78-32. Weapons prohibited.

(a) It shall be unlawful for any person to discharge any weapon or similar device in a recreation facility.

(b) It shall be unlawful for any person to take on a recreational facility any weapon, or to use, carry, or employ any weapon or similar device in a recreational facility. This subsection (b) shall not apply to firearms as defined by *O.C.G.A. § 16-11-171(3)*. Sec.

Sec. 78-33. Throwing objects prohibited.

It shall be unlawful for any person to throw any stone or missile at any person or at any public or private building in a recreation facility.

Sec. 78-34. Annoying noises prohibited.

It shall be unlawful for any person to whistle, hiss or holler at another person in a boisterous, unbecoming or erring manner or make any loud, unnecessary, or unusual noise or any noise or display, play or operate any sound amplification device including radios, television sets, public address systems, musical instruments, CD players and the like in such a way which either annoys, disturbs, injures or endangers the comfort, repose, peace or safety of other persons in a recreation facility.

Sec. 78-35. Personal conduct.

It shall be unlawful for any person to engage in any violent, abusive, loud, boisterous, vulgar, wanton, obscene, or otherwise disorderly conduct, disturb or annoy others, or engage in any activity that could cause injury to other persons while on or in connection with a recreation facility. No person shall upon or in connection with a recreation facility by act or speech willfully or unreasonably hinder, interrupt or interfere with any duly permitted activity or unreasonably or willfully intrude on any areas or into the structures designated for the use of a certain person or persons to the exclusion of others by written permit of the director.

Sec. 78-36. Fires restricted.

It shall be unlawful for any person to build or maintain a fire in a recreation facility except in designated areas which are clearly marked by signs or defined with fire rings or grills placed by parks and recreation employees or by written permit for propane gas or other grills by the director or the director's agent.

Sec. 78-37. Damaging or removal of any park property or vegetation prohibited.

It shall be unlawful for any person to deface, graffiti, harm or damage any park buildings, wildlife, property, equipment or signs; or dig up, cut, damage or remove any trees, tree limbs, shrubbery, flowers, rocks, mulch, water, historical artifacts, or other vegetation in a recreation facility.

Sec. 78-38. Possession, use or consumption of alcoholic beverages.

It shall be unlawful for any person to possess, use, or consume any alcoholic beverage in a recreation facility, other than at a publicly-owned garden, such as the Vines Manor House, a publicly-owned golf course or at an indoor publicly-owned civic and cultural center/arena or when approved, by permit, at the Gwinnett Historic Courthouse and the Gwinnett Environmental and Heritage Center.

Sec. 78-39. Vehicles restricted.

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

Sec. 78-40. Parking restricted.

It shall be unlawful to park a vehicle in a recreation facility except in those areas designated by the appropriate signs as vehicle parking areas or in marked parking spaces. It shall be unlawful to leave a vehicle standing or parked in a recreation facility during hours when the recreation facility is closed. In such instances, the vehicle may be towed from the recreation facility at the owner's expense.

Sec. 78-41. Parking limited to recreation facility users.

It shall be unlawful for any person to park in a recreation area if the owner of the vehicle is not utilizing the recreation facility unless authorized by the director or the director's agent. It shall be unlawful for persons to congregate within a parking area of a recreation facility so as to disrupt traffic or other persons, or so as to create a safety hazard.

Sec. 78-42. Commercial activity restricted.

It shall be unlawful for any person to sell or offer for sale any merchandise or operate or attempt to operate a concession or engage in any commercial or charitable activity in a recreation facility unless approved by permit, by the director or the director's agent.

Sec. 78-43. Hours open to public restricted.

(a) It shall be unlawful for any person or vehicle to enter or be within a recreation facility outside of the posted hours of operation unless approved by permit, by the director or unless such person is participating in authorized and scheduled programs, classes, special events or meetings.

(b) Park hours of operation are sunrise until 11:00pm, unless posted otherwise as authorized by the director.

Sec. 78-44. Golfing regulated.

It shall be unlawful for any person to practice, play, or otherwise participate in the game of golf, except at a recreation facility designated for such use and only in accordance with the rules, regulations, and restrictions promulgated by the director or the director's agent.

Sec. 78-45. Swimming and watercraft regulated.

(a) It shall be unlawful for any person not to leave a swimming area when so directed by a lifeguard on duty or not to cease any activity which would be hazardous to others when so directed by a lifeguard. It is unlawful for any person to engage in any activity within a swimming pool or swimming area that could cause injury or damage to a person or to other persons using the swimming facility.

(b) It shall be unlawful for any person to launch or travel in watercraft, swim, bathe or wade in any body of water in a recreation facility unless designated for such use and then only in accordance with the rules, regulations, and restrictions promulgated and posted at the recreation area.

Sec. 78-46. Violation of facility regulations.

It shall be unlawful for any person to violate any rules or regulations relating to the use of the recreation facility as established by the director or by the board of commissioners.

Sec. 78-47. Animals restricted.

(a) It shall be the duty of every animal owner or custodian whose animal is in a recreation facility to have physical control of the animal by leash or lead line at all times unless in designated dog park areas where off leash is permitted or approved otherwise, by permit, by the director or the director's agent. It shall be unlawful for any person with an animal, other than seeing eye dogs as necessary, to access areas of a recreation facility which are restricted to animals. It shall be the duty of every animal owner or custodian of any animal whose animal is in a recreation facility to immediately and properly dispose of waste deposited by the animal.

(b) It shall be the duty of every animal owner or custodian of any animal whose animal is in a recreation facility to have in their possession proof of a current rabies vaccination for their animal. It shall be the duty of every horse owner or custodian whose horse is in a recreation facility to have in their possession proof of a current negative Coggins test for their horse.

Sec. 78-48. Pyrotechnics restricted.

It shall be unlawful for any person to possess, display, use, set off or attempt to ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns, or other pyrotechnics, unless approved by written permit by the director or the director's agent.

Sec. 78-49. Engine powered models or toys restricted.

It shall be unlawful for any person to start, fly or use any fuel powered engine, jet-type or electric powered model aircraft, boat or rocket or like powered toy or model, except at those areas designated by the director for such use and then only in accordance with such rules, regulations, and restrictions promulgated by the director or the director's agent.

Sec. 78-50. Launching hot air balloons and hobby rockets restricted.

It shall be unlawful for any person to launch hot air balloons and hobby rockets from a recreation facility unless approved by written permit by the director or the director's agent.

Sec. 78-51. Recreation facility restrictions.

It shall be unlawful for anyone to enter locked or closed (by field closed signage) any sport field for recreational use unless approved by permit, by the director or the director's agent.

L. GCAA POLICIES AND PROCEDURES MANUAL 2012 ACKNOWLEDGEMENT FORM

I hereby confirm the reading and full understanding of the Gwinnett County Athletic Association Policies and Procedures Manual and agree to follow and abide by all the guidelines and stipulations as set forth in this document.

I will also insure that all individuals acting on the behalf of the

(organization name) _____

are aware of and are in full understanding and agreement with the terms and conditions of this document.

GCAA President Signature: _____ Date: _____

Return completed acknowledgement form to:

John Register, Recreation Manager
Gwinnett County Parks & Recreation
75 Langley Drive, Lawrenceville, GA 30046



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ATHLETIC ASSOCIATION AGREEMENT

This **ATHLETIC ASSOCIATION AGREEMENT** (“**Agreement**”) is made this _____ day of _____, by and between GWINNETT COUNTY, a political subdivision of the State of Georgia (“**County**”) and _____, a non-profit charitable corporation (“**Association**”).

WHEREAS, the County desires to have an organization provide youth athletic programs on facilities owned and operated by the County and the Association desires to provide such programs;

NOW, THEREFORE, in consideration of the mutual benefits flowing to each party, receipt of which is hereby acknowledged, the parties hereby agree as follows:

1. Premises. The County will permit the Association to use the Premises described on Exhibit “**A**” attached hereto and incorporated herein by this reference, subject to the terms and conditions contained herein, as well as the Policies and Procedures contained in the County’s current Athletic Association Manual, and any Facility Permit issued per season by the County in conjunction with this Agreement, all of which are incorporated into this Agreement by this reference.

2. Term.

The term of this Agreement shall commence as of the date first appearing above and shall be for an initial term of twelve (12) months from said date, and the initial term shall automatically renew for additional twelve (12) month terms, unless the Agreement is sooner terminated as provided herein. Notwithstanding the foregoing, this Agreement shall not be construed so as to prohibit or otherwise impede the County from exploring and/or implementing alternative methods of management and operation of the Premises. Either party shall have the right to terminate this Agreement upon thirty (30) days written notice to the other party. The Association understands and agrees that the violation of any of the terms of this Agreement may result in action against the Association, up to and including immediate termination of this Agreement.

3. Use of Premises. The Premises will be used solely for the purposes of providing youth athletic programs to the public, as more particularly set forth in Exhibit “**B**” attached hereto and incorporated herein by this reference. The Association shall operate and maintain the Premises in accordance with this Agreement and all applicable federal, state, and local regulations and ordinances and in such a manner so as not to create a nuisance or trespass. The County reserves the right to cancel any scheduled activity on the Premises when it determines that such use could potentially cause unsafe conditions for the Association, spectators, or general public, and/or damage to the facility or grounds. Further, the County maintains the authority to close a County facility, including the Premises, at any time it deems it to be in the best interest of the public. The County also has the right to administratively review any complaints regarding the Association and its use of the Premises and to access the property for inspection purposes as needed.

4. Documents to be Provided. In accordance with the schedules found in the Policies and Procedures Manual, the Association must annually furnish to the County copies of the following information: Proof of liability insurance in accordance with the requirements set forth in Exhibit “**C**” attached hereto and incorporated herein by this reference,

- a) A copy of Secretary of State’s certification as a registered non-profit organization,
- b) The Organization’s By-Laws,
- c) Current list of all officers’ name, addresses, and contact information; and
- d) Proof of 501c3 status.

5. Operations, Maintenance and Improvements. The Premises are provided to the Association on an “**AS IS**” basis and the County makes no representation, promise, or warranty as to the condition or suitability of the Premises for the Association’s purposes. The Association shall not make alterations, modifications, or additions to the Premises without the prior written consent of the County. Placement of signage by the Association must be approved in advance by the County.

6. Duties of the County. The County agrees to:

a) Reserve, on a priority-use basis, times for practice, games, tournaments and special events at the Premises in accordance with the Facility Permit submitted by the Association and approved by the Parks and Recreation Division. The Facility Permit will list fields, times and days for all activities for the term of the Agreement. This Facility Permit may only be changed by written permission of the Parks and Recreation Division, in advance of the proposed changes(s).

b) With the exception of buildings or structures constructed or built by the Association, maintain the Premises, including athletic fields and surrounding facilities and grounds. These facilities include:

1. All turf areas, clay infields, fences, fence lines and bleachers.
2. All irrigation systems and drainage systems.
3. All ball field lighting systems.
4. All buildings, including plumbing, electrical, mechanical and structural repairs, and routine custodial maintenance, with the exception of buildings or structures constructed or built by the association.
5. All surround areas, including parking areas and roads, grounds, picnic facilities and playgrounds.

c) Conduct routine inspections of the Premises for the purposes of maintenance and safety.

d) The County, upon written notice provided to the Association prior to the start of a season, may assess additional fees and charges against the Association including, but not limited to, fees related to utilities, concession stands, and non-resident fees.

- e) Coordinate all annual maintenance (i.e. re-seeding, grading, aeration, fertilization, etc.) with the Association.
 - f) Consult with the Association regarding plans by the County to materially improve, renovate or alter the Premises. The County will continue to encourage cooperative efforts to improve the Premises.
 - g) Schedule use of the Premises at all other times not specified in this Agreement.
7. Duties of the Association. The Association, in consideration of the above, agrees to the following during the periods of priority use by the Association:
- a) Provide full organization, administration and supervision of the athletic program listed herein, including scheduling of all practices, games, tournaments and special events.
 - b) Make the program available to the general public, ensuring general access to the public without regard to age, race, color, religion, national origin, sex, disability, school-cluster or socio-economic standing.
 - c) Provide the necessary equipment for the provision of the program. Such equipment would typically include bases and **pitcher's rubbers, goals, field marking material, field marking machines, and any other equipment not considered a permanent structure affixed to the facility.**
 - d) **Develop and maintain any "special" improvements to the facility, such as grassed infields, batting cages, press boxes, sound systems, concession stand equipment and such.**
 - e) Prepare and sell food and beverages from designated concession areas, should the Association so desire.
 - f) Abide by any and all municipal and County ordinances, all applicable State laws, and any and all policies of Gwinnett County and the Gwinnett County Parks and Recreation Division. This includes enforcement of the ban on smoking within County buildings.
 - g) To not knowingly allow any person to conduct any activity which is illegal.
 - h) Monitor and accept responsibility for the conduct of all participants and spectators.
 - i) Not erect any signs, poles, tents or any structure without prior approval of the Gwinnett County Parks and Recreation Division.
 - j) Remove all litter from field areas, dug-outs and surrounding grounds daily. Collect all trash from concession areas and deposit in trash dumpsters daily.
 - k) Assume responsibility for security of the premises when keys are provided to the Sponsor by the County.
 - l) Provide the Gwinnett County Parks and Recreation Division with written reports, for the purpose of tracking the number of participants in each program.
8. Indemnification. The Association shall indemnify, defend and hold harmless the County, its agents, employees, and public officials from and against any and all claims, damages, losses and liabilities attributable to the negligence of the Association, its agents, contractors or employees or to the use and occupancy of the Premises by the Association, its agents, employees and invitees.
9. No Assignment. The Association shall not assign this Agreement or any interest hereunder without the prior written consent of the County.
10. No Interest Created. This Agreement is not intended by the parties to convey any property interest in the Premises to the Association and the Premises shall at all times remain solely the property of the County.
11. Independent Contractor. The parties acknowledge that the Association is considered to be an independent contractor for the purposes of this Agreement and that no partnership between the parties is intended by this Agreement.
12. Notice. Any and all notice or other communication required or permitted by this Agreement shall be in writing, signed by the party giving the notice or its attorney and shall be deemed duly served, given or delivered when personally delivered to the party to whom it is directed, or in lieu of such personal service when deposited in the United States Mail, certified with return receipt requested, postage prepaid addressed to the parties at the address below:
 If to the County, at
 Gwinnett County-Parks and Recreation Operations-75 Langley Drive-Lawrenceville, GA 30046
 If to Association, at or to such other address or addresses as may hereinafter be designed by notices provided herein.
13. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.
14. Entire Agreement. This Agreement and any attached addendum constitute the entire agreement between the parties and no oral statements shall be binding.
 By execution of their signatures below, the undersigned hereby agree to abide by the provisions contained herein and attached hereto certify that they are authorized and empowered to legally bind their organization.

ASSOCIATION
 By: _____
 Attest: _____

GWINNETT COUNTY, GEORGIA
 By: _____
 Chairman-Board of Commissioners
 Attest: _____
 County Clerk