

**OCONEE COUNTY
PARKS & RECREATION DEPARTMENT**

**POLICIES & PROCEDURES
FOR USER GROUPS**



**OCONEE COUNTY
PARKS & RECREATION DEPARTMENT
ATHLETIC DIVISION
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OCONEE COUNTY PARKS & RECREATION DEPARTMENT

POLICIES & PROCEDURES FOR USER GROUPS OPERATING ON OCONEE COUNTY PROPERTY

I. PURPOSE

The purpose of this policy is to outline the procedures by which an individual and/or group/league/association/organization may request facilities and/or services from Oconee County Parks & Recreation Department. All applicants under this policy shall agree to comply with any and all minimum qualification requirements described prior to approval of request for facility usage. Information requested on the application form must be filled out completely and additional information requested must be included. Established policies ensure equitable standards between individuals, groups, organizations and User Groups requesting facility usage are upheld. In addition, policies allow Oconee County Parks and Recreation Department to maximize usage of community resources through organized scheduling of facilities.

User Groups must provide a signature in acknowledgement of the required policy compliance for usage of Oconee County facilities. Adherence to policies outlined is a required condition for facility usage. Noncompliance with any of the requirements may result in revocation of the Facility Use Agreement and loss of privileges to utilize Oconee County facilities.

II. TYPES OF USER GROUPS

A. Single-Level User Group

Individual or single entity/team that requests rental of facility for a single event on an occasional basis.

B. Multi-Level User Group

Group, association, organization, affiliation or league that requests rental of facility on a regular basis for an extended period of time.

III. REQUIREMENTS OF USER GROUPS

A. Single-Level User – Minimum Qualifications Required

1. Comprehensive General Liability Insurance

- a. Must provide proof of a comprehensive general liability insurance coverage package in the amount of \$1,000,000.
- b. The Certificate of Insurance must list Oconee County Board of Commissioners as additional insured. If Board of Education facilities are used, then Oconee

County Board of Commissioners and the Oconee County Board of Education must be named as additional insured.

- c. The "Certificate of Insurance" is due to Oconee County Parks & Recreation Department prior to the facility rental.
- d. All sub-contractors and vendors must provide Oconee County Parks and Recreation Department a comprehensive general liability insurance coverage package in the amount of \$1,000,000.

2. **Not for Profit Status**

- a. Must provide proof of "Not for Profit" Organizational Status as defined by the Internal Revenue code.
- b. Must incorporate and register with the Secretary of State's Office as a not for profit organization/501c3.
- c. The following website provides information on filing procedures for GA profit and nonprofit corporations:
http://www.sos.state.ga.us/acrobat/corporations/filing_procedures_corp_2001.pdf
- d. User Groups without not for profit status must provide proof of their intent to use facility for a non-profit, charitable, family gathering or similar event.
- e. User Groups requesting field usage that do not have Not for Profit status, will be subject to the rental fee plus 10% of the registration fee/gate fee per participant/attendee in the program/event.
- f. Any other requests not complying with guidelines outlined, must be approved by the Director of the Parks and Recreation Department.

3. **Facility Use Agreement**

- a. Must complete a "Request for Use of Facilities" form.
- b. All "Request for Use of Facilities" forms require a minimum two-week notice.
- c. Payment is due when "Request for Use of Facilities" form is provided to the Parks & Recreation Department. Forms without payment will not reserve facility.
- d. Facility Rental fees are based on the Board of Commissioners approved fee structure. Field lights are an additional cost. Field maintenance fees are also an additional cost.
- e. Out-of-county User Groups will be assessed a surcharge of \$15 per hour per field/facility or \$50 per day per field/facility.
- f. Travel Teams that provide proof that 100% of participants are Oconee County residents may be eligible to receive a 50% discount on rental fees.

B. Multi-Level User Group – Minimum Qualifications Required

1. **Comprehensive General Liability Insurance**

- a. Must provide proof of a comprehensive general liability insurance coverage package in the amount of \$1,000,000.
- b. The "Certificate of Insurance" is due to Oconee County Parks & Recreation Department prior to the facility rental and must be submitted annually.

- c. The Certificate of Insurance must list Oconee County Board of Commissioners as additional insured. If Board of Education facilities are used, then Oconee County Board of Commissioners and the Oconee County Board of Education must be named as additional insured.
- d. All sub-contractors and vendors must provide Oconee County Parks and Recreation Department a comprehensive general liability insurance coverage package in the amount of \$1,000,000.

2. Not for Profit Status

- a. Must provide proof of “Not for Profit” Organizational Status as defined by the Internal Revenue code.
- b. Must incorporate and register with the Secretary of State’s Office as a not for profit organization/501c3. If new User Group establishing “Not for Profit” status, proof of filing is required.
- c. The following website provides information on filing procedures for GA profit and nonprofit corporations:
http://www.sos.state.ga.us/acrobat/corporations/filing_procedures_corp_2001.pdf
- d. Proof of not for profit status *must be submitted annually*.

3. Facility Use Agreement

- a. Must complete a “Request for Use of Facilities” form. Request must be executed and signed by the President of the User Group.
- b. “Request for Use of Facilities” forms require a *minimum thirty (30) day notice*.
- c. Payment is due upon approval of “Request for Use of Facilities”. Payment must be paid two (2) weeks prior to usage.
- d. Agreements without payment will not reserve facility.
- e. Facility Rental fees are based on the Board of Commissioners approved fee structure. Field lights are an additional cost. Field maintenance fees are also an additional cost.
- f. Agreement must specifically identify facilities to be used by the User Group and the terms and conditions of said use.
- g. User Groups must reapply on a seasonal basis. Updated information will be required each season.

4. Oconee County Requirement

- a. User Group must be an Oconee County based group/organization/affiliation.
- b. Participants must be 100% Oconee County residents. If questioned, proof of residency may be required of all participants.
(Any exceptions must be approved by the Parks and Recreation Director. If approved, all out-of-county program participants must pay an out-of-county fee equal to 25% of the fee paid by county residents for participation in the program/event. Fee assessed must be paid directly to the Oconee County Parks and Recreation Department.)
- c. Members of the Board of Directors must be 100% Oconee County citizens.

5. **Charter/Bylaws/Election of Officers**
 - a. The Board of Directors shall be the governing body of each User Group organization, consistent with the Charter and Bylaws of the group, and authorized to conduct the affairs of the organization.
 - b. Lists of names, addresses, and phone numbers of newly elected Board of Directors members must be forwarded to the Athletics Division Administrator within thirty (30) days after the election.
 - c. A copy of the Bylaws must be provided to the Athletics Division Administrator prior to the issuance of a Facility Use Agreement. Bylaws must be resubmitted annually.
 - d. The Oconee County Athletics Division Administrator (or Department designee) shall be an Ex Officio member of the User Group and have full rights of membership.

6. **User Group Annual Meeting**
 - a. All User Groups must have at least one (1) annual membership meeting per year at a time and place fixed by the President of the group.
 - b. The annual meeting must be appropriately publicized. Efforts must be made for all members to be notified of this annual meeting and records maintained of this notification.
 - c. The Oconee County Athletics Division Administrator must be notified of the date and time of the annual meeting at least fourteen (14) days prior to the scheduled meeting.
 - d. The agenda of this meeting shall include the election of the Board of Directors and any other business as deemed necessary by the group.
 - e. Meeting minutes must be maintained and approved by the Board of Directors.

7. **Financial Reports**
 - a. Official Code of Georgia Annotated Section 14-3-111 states that all corporate minutes and books of accounts be held open for inspection by any member of the group at any reasonable time.
 - b. The group must provide upon request a written annual financial statement, which shall be subject to audit.
 - c. Oconee County and the Oconee County Parks and Recreation Department assume no responsibility for the financial welfare or outstanding debts of the User Group.

8. **Master Field Schedule for Practice and Games**
 - a. Dates for try-outs, practice and league games at Oconee County Parks and Recreation Department facilities must be submitted in writing to the Athletics Division Administrator thirty (30) days in advance of dates requested for approval.
 - b. User Group will supply to the Athletic Division Administrator a copy of the master practice schedule one (1) week prior to the start of practices and a copy of the master game schedule one (1) week prior to the start of any games.

- c. User Group must provide any schedule revisions to the Athletic Division Administrator in writing one (1) week prior to the schedule change date.
- d. Upon review of these schedules, should the Athletic Division Administrator determine that excessive time is allotted for practices; the Athletics Division Administrator shall be able to give the field time to other approved groups in need of facility usage.
- e. Requests for use of Oconee County Parks and Recreation Department facilities for post-season tournaments must be made in writing to the Athletics Division Administrator at least two (2) weeks prior to the User Group bidding on a tournament. The written request should include tournament dates, times, and specific facilities.
- f. Once the User Group has been notified of the awarding of a tournament, they must confirm the dates, times, and specific facilities with the Athletics Division Administrator.
- g. Unscheduled field time will revert back to Oconee County Parks and Recreation Department to schedule.
- h. All efforts will be made to insure an equitable use of Oconee County Parks and Recreation Department facilities for each approved User Group requesting a facility usage.

9. Coach Certifications

- a. Oconee County Parks and Recreation Department mandates each User Group to have all sports coaches attend training and achieve certification by a nationally recognized sports coaches association.
- b. National Youth Sports Coaches Association (NYSCA) clinics are conducted by Oconee County Parks and Recreation Department staff seasonally for each sport.
- c. Prior to the start of each sport season, the User Group will receive a schedule of upcoming coaches' clinics.
- d. Oconee County Parks and Recreation Department strongly recommends that all User Groups conduct Criminal History Checks on coaches, instructors and any other persons directly working with program participants. User Group should establish policies and procedures for eligibility based on results.

10. Fees and Charges

- a. All revenues received by the User Group shall and will be used in accordance with state non-profit rules and regulations and shall be used solely for the operation of the User Group program.
- b. All registration fees should be fair and equitable to all participants.

11. Registration

- a. Registration will be open to all persons that meet the age requirement set forth in the specific User Group Bylaws.
- b. User Groups will adhere to the registration schedules (dates, times, and locations) that will be established each year at the annual meeting.

- c. Only parents actually on site and assisting in registration should be allowed to register their children early.
- d. User Groups agree to provide the opportunity for all persons, regardless of race, color, national origin, religion, sex, age, and physical or mental ability to participate in an equitable and safe environment. User groups shall provide participants with reasonable accommodations for persons with a disability that are able to participate without posing a risk to themselves or others.
- e. The User Group should make efforts to see that the program serves all eligible persons. Scholarships should be made available for families who need financial assistance. Requirements for scholarship eligibility are at the discretion of the User Group.

12. Participation Reports

- a. All User Groups are required to submit a participation summary to the Oconee County Parks and Recreation Department.
- b. The report must include the number of participants by age and sex as well as the amount of fees charged for the activity.
- c. Report must also state number of scholarships and scholarship fee, if applicable, awarded during the program.

13. Safety

- a. User Groups are responsible for operating their programs in a safe environment.
- b. All sports equipment should meet national safety standards.
- c. Regular inspections shall be conducted to determine if the condition of the equipment and/or environment meets safety standards:
- d. All equipment should be inspected prior to usage to determine if the equipment meets safety standards.
- e. All fields should be inspected before each use to ensure a safe playing area.
- f. The User Group is responsible for immediately notifying the Athletic Division Administrator of any unsafe conditions and/or damages.
- g. The Oconee County Parks and Recreation Department reserves the right for any Oconee County Parks and Recreation Department staff to close any facility for the safety of participants or conditions of the facility. Once User Groups are informed of fields being closed, any use by the User Group will result in charges being billed to the User Group for damages and repair, and could result in termination of the Facility Use Agreement.
- h. User Groups conducting youth activities in Oconee County facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the participants arrive until every participant has left the area.
- i. Adherence to Oconee County Health and Fire Codes shall be the Responsibility of the User Group.

14. Weather Conditions

- a. Weather conditions should be determined and monitored to ensure conditions are safe and suitable for play.

- b. User Group league officials are responsible for ensuring participants play under safe weather conditions. Furthermore, it is required that league officials stress with great importance to all coaches, managers, team business managers, etc., potential life threatening situations created by inclement weather conditions (i.e.: thunder, lightning, tornadoes, etc.) and ensure immediate evacuation to a covered, safe location.
- c. If area of facility usage is under a thunderstorm warning, tornado warning or other severe weather conditions, then play and field usage must be suspended and/or cancelled immediately with persons moving to a covered, safe location.
- d. If lightning is detected within a 10 mile radius, as indicated by a portable lightning detector, then play and field usage must be suspended and/or cancelled immediately with persons moving to a covered, safe location.

15. User Groups Operation and Maintenance Responsibilities

- a. User Groups are responsible for collecting litter daily from fields and dugouts.
- b. User Groups are responsible for providing all sports equipment and uniforms.
- c. User Groups are responsible for all necessary personnel to operate the program.
- d. Oconee County Parks and Recreation Department maintains a beverage contract with a designated vendor. Only drink products purchased from the local distribution center of the designated vendor may be used.
- e. Propane gas tanks may not be stored on Oconee County Parks and Recreation Department property.

16. Damages and Vandalism

- a. Damages directly associated with misuse and/or abuse of park equipment and property by User Groups will be the responsibility of the User Group. Necessary repairs and/or replacement equipment will be provided by Oconee County and the User Group will be billed for all expenses. Unpaid bills will jeopardize the Facility Use Agreement.
- b. All scorebrains must be checked out through Oconee County Parks and Recreation Department Staff under the following guidelines:
 - i. Scorebrains that are damaged, lost or distorted must be immediately reported to the Athletic Division Administrator.
 - ii. The User Group will be responsible for the cost of repairs to or purchase of any damaged or lost scorebrain.

17. Emergency Safety Work Request Procedures

- a. Safety situations should be reported by the User Group President to Oconee County Parks and Recreation Department staff *immediately*.
- b. Any Incident and/or Accident Reports should be completed at time of incident and turned into Oconee County Parks and Recreation Department staff.
- c. Oconee County Parks and Recreation Department staff on site can provide proper Incident and/or Accident Report form to be completed.

18. Marketing and Promotions

- a. User Group shall not solicit participation, contributions, services or goods on Oconee County property.
- b. User Group may not distribute program information to Oconee County program participants or park patrons.
- c. User Group is responsible for all marketing and expenses related to the promotion of their program.
- d. The endorsement, "This program is conducted in cooperation with the Oconee County Parks and Recreation Department," must appear on all advertisements.

19. Advertising and Signage

- a. Any signage requests must be approved by Oconee County Parks and Recreation Department. In addition, placement of signage is at the discretion of Oconee County Parks and Recreation Department.
- b. User Groups are responsible for adherence to all Oconee County advertising, signage and park rules/ordinances. Oconee County Sign Regulations may be found in the Oconee County Unified Development Code: Article 7.
- c. Permitted advertising and/or signage must be removed within two (2) weeks of the season completion.
- d. Any signage not removed within two (2) weeks may be discarded.

20. Donations and Admissions

- a. User Groups may ask for donations to activities but cannot deny entrance to the park or spectator areas that are not isolated during any activity.
- b. User Groups may charge admission fees for sporting events provided the location of the event can be isolated. (I.e. the public would have no need to enter the area unless viewing the sport event.)
- c. If admission fees will be charged for an event, the Athletics Division Administrator must be notified two (2) weeks prior to the event to approve all set-up arrangements. This information will be used internally to verify the validity of admissions to Oconee County parks to the public.

21. Fund Raising

- a. User Groups must make requests in writing to hold fund raising activities on Oconee County Parks and Recreation Department property.
- b. Requests must be made to the Athletic Division Administrator a minimum of two (2) weeks in advance of proposed fund raising activities.
- c. The Athletic Division Administrator will determine if the proposed activities are appropriate.
- d. Written permission must be obtained to hold fund raising activities on Oconee County property.

22. Public Address Systems

- a. Usage of a public address system is only permitted for opening day and tournament activities.

- b. Usage of a public address system is only permitted between the hours of 8:00 a.m. and 9:00 p.m.
- c. Use of a public address system should not include any in depth play by play calling or non-activity music.
- d. Any other use of public address systems is expressly prohibited without advance approval of the Athletics Division Administrator. Requests should be made with two (2) weeks advance notice in writing to the Athletics Division Administrator.

23. Use of Community Building and Pavilions

- a. User Groups must follow current Oconee County Parks and Recreation Department rental policy to reserve other park facilities.
- b. Facilities include picnic pavilions, community building rooms, etc.

24. Keys

- a. Keys to park facilities will not be issued to any User Group.
- b. Athletic Division staff will be on site at all scheduled practices and games to handle all unlocking and securing of facilities, as well as field light operation.

25. Facility Improvements

- a. User Groups shall submit in writing to the Oconee County Parks and Recreation Department Director any and all requests for permission to address any facility improvements or alterations including, but not limited to, moving, changing, adding to, constructing, painting, or detaching any part of any facility.
- b. A copy of the request shall also be sent to the Athletic Division Administrator and the Parks Services Division Administrator.
- c. Consideration and approval or denial of all written requests will come from the Department Director.
- d. All plans for improvements or alterations must meet all Federal, State, and local Building codes and is subject to the approval of the Oconee County Building Inspections and Code Enforcement Department. Work may proceed only after approval process is complete.
- e. Oconee County Parks and Recreation Department and Oconee County Building Inspections and Code Enforcement Department (if applicable) will monitor all improvement or alteration work.
- f. Any improvements, alterations and/or construction in/on Oconee County facilities becomes the property of Oconee County, thus is subject to public use.
- g. If a User Group fails to follow these procedures Oconee County reserves the right to:
 - i. Dismantle and remove the unapproved alterations and/or,
 - ii. Revoke the use of facilities.

User Group Funding Facility Improvement Request

If a User Group is willing to fund a request, the following guidelines must be followed:

- a. Projects must be approved by the Oconee County Parks and Recreation Department and the Board of Commissioners.

- b. Cost estimate per State purchasing guidelines must be submitted.
- c. Funding for approved project must be provided to Oconee County in advance.
- d. Oconee County will be in control of the funding and the project supervision.
- e. After approval of the requests, work may proceed.

Oconee County Funding Facility Improvement Request

If a User Group seeks Oconee County to fund their request for a facility improvement, the following guidelines must be followed:

- a. Any special requests in which Oconee County will be asked to provide funding must be received prior to December 1 of each year.
- b. These requests will be reviewed and if approved, funds will be requested in future year(s) budgets.
- c. If the Oconee County Board of Commissioners approve the requested funds in the Oconee County Parks and Recreation Department budget, then department may initiate work on the project in the approved budget year.

26. Memorials and/or Dedications

- a. Memorials and/or Dedications related to the parks and/or park facilities must be requested through the Parks and Recreation and Department and approved by the Board of Commissioners.
- b. No permanent memorials may be placed on any Oconee County property without permission from the Oconee County Parks and Recreation Director and approval from the Board of Commissioners.

27. Adherence to Policies

- a. User Groups are responsible for adherence to all Oconee County ordinances.
- b. User Groups must comply with all Parks and Recreation Department rules and policies.
- c. User Groups must follow Oconee County Parks and Recreation Department's Code of Conduct.
- d. Failure to adhere to any of the ordinances, rules, policies and/or Code of Conduct may result in immediate and/or future loss of facility usage privilege.

IV. DEPARTMENT ATHLETIC FACILITIES

A. Bogart Sports Complex

- 1. 6-Lighted Baseball Fields
- 2. Batting Cages
- 3. Paved Walking Path
- 4. 1-Picnic Shelter

B. Herman C. Michael Park

- 1. 3-Lighted Softball Fields
- 2. 1-Lighted Multi-use Field
- 3. 1-Indoor Basketball Court

4. 6-Lighted Tennis Courts
5. Paved Walking Path
6. 1-Picnic Shelter

C. Oconee Community Complex

1. 4-Lighted Soccer/Football Fields
2. 4-Lighted Youth Baseball / Softball Fields
3. 3-Lighted Adult Softball Fields (expected completion date TBD)
4. 2-Indoor Basketball Courts (expected completion date September 2008)
5. 8-Tennis Courts
6. Paved Walking Path
7. 1-Picnic Shelter

D. Oconee County Middle School

1. Softball Field
2. Micro Soccer Field

V. DEPARTMENT FACILITY USAGE POLICIES

A. Priority of Facility Usage

1. Oconee County Parks and Recreation Department programs have priority usage of all park facilities and fields.
2. Second priority is provided to the Oconee County Board of Education.
3. Third priority of usage is given to qualified User Groups with an existing agreement.
4. Fourth priority is based on first come, first serve availability to qualified User Groups.
5. Lastly, facilities are available to the public on a first come, first serve basis.
6. User Groups with current agreements with Oconee County Parks and Recreation Department will have right of first refusal on continual usage of facilities as outlined in the agreement unless Oconee County, for cause, revokes the right.
7. Any facility released by a User Group will be available on a first come, first serve basis in accordance with the priority of facility usage.
8. Fields are not available for organized practices without the required Oconee County Parks and Recreation Department forms completed and policies adhered to completely.

B. Inclement Weather Conditions

1. In case of inclement weather, Oconee County Parks & Recreation Department fields and/or facilities may be closed.
2. Cancellation of facility reservations on days with inclement weather will be the decision of the Parks & Recreation Department staff.
3. Reservations cancelled due to inclement weather will be rescheduled or refunded.

C. Facility and/or Field Cancellations

1. Facility reservations may be cancelled by the Oconee County Parks & Recreation Department if the facility is deemed unsafe for usage.

2. Unsuitable field conditions caused by inclement weather will result in field closures and reservations will be cancelled, regardless of the weather during the scheduled reservation time. I.e., heavy rainfall prior to but not during a field reservation time may still result in the cancellation of the reservation.
3. Reservations cancelled by the Parks & Recreation Department will be rescheduled or refunded.

D. Facility Preparedness

1. Oconee County Parks and Recreation Department will provide a prepared playing surface for reservations that are made with a two (2) week notice and comply with the policies outlined in this agreement.
2. Oconee County Parks and Recreation Department will open available restroom facilities during hours that the facility is reserved.
3. Oconee County Parks and Recreation Department will have supervision staff at the park during any reserved field usage at park facilities.
4. Oconee County Parks and Recreation Department will provide field repair within a reasonable timeframe after reserved usage of athletic fields is completed.
5. Exceptions: Oconee County Parks and Recreation Department will not be able to provide staff supervision or field repair at the Oconee County Middle School field.

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

POLICIES & PROCEDURES FOR USER GROUPS OPERATING ON OCONEE COUNTY PROPERTY

I. REQUIREMENTS OF OCONEE COUNTY PARKS & RECREATION DEPARTMENT

A. Maintenance of County Parks Facilities

1. The Oconee County Parks and Recreation Department will provide support and preventive maintenance on facilities such as the following:

Concession Stand	Lighting system
Press Box	Backstops
Dugouts	Bleachers
Restrooms	Storage areas
Meeting/Office Space	Parking lots
Irrigation systems	Fencing

2. Oconee County Parks and Recreation Department will maintain the playing fields and passive areas on a regular scheduled basis.
3. Oconee County Parks and Recreation Department will pay all utility bills associated with qualified User Group's operation.
4. Oconee County Parks and Recreation Department is responsible for electrical and plumbing work repairs.
5. User Group should work through the Athletic Division Administrator and Park Services Division Administrator when repairs or maintenance are needed.

B. Permit to Close Facility and/or Field

1. Oconee County Parks and Recreation Department reserves the right to cancel any scheduled activity at county facilities when it determines that such use would endanger the safety of the participants and/or severely damage the field.
2. Oconee County Parks and Recreation Department reserves the right to close facilities and/or fields for necessary maintenance operations.

C. Usage Fee

1. Oconee County Parks and Recreation Department reserves the right to charge a user fee for the use of county park facilities.
2. Facility Rental fees are based on the Board of Commissioners approved fee structure. Field lights are an additional cost. Field maintenance fees are also an additional cost.

D. Concession Operations

1. All concession operations are managed through Oconee County Parks and Recreation Department.

2. User Groups are not permitted to operate concession sales at Oconee County facilities, unless provided prior approval for special event occasions.

E. Marketing and Promotions

1. Oconee County Parks and Recreation Department has no responsibility regarding the marketing and promotions of User Group program.
2. Oconee County Parks and Recreation Department does not permit User Group to distribute program information to Oconee County program participants or park patrons.
3. Oconee County Parks and Recreation Department will provide information to the public regarding the point of contact for the User Group, as well as a link on our website for the User Group.

F. Security

1. Oconee County Parks and Recreation Department staff is responsible for securing park facilities.
2. Facilities secured include, but are not limited to, the following:
 - a. All buildings closed and locked,
 - b. All lights and scoreboards turned off,
 - c. All necessary gates closed and locked.

G. Athletic Division Administrator Role as it Relates to User Groups

1. The Athletic Division Administrator is responsible for ensuring that all User Groups comply with the policies and procedures outlined in this document.
2. The Athletic Division Administrator, or designated appointee, will attend board meetings of the User Group and serve in an advisory capacity during these meetings.
3. The Athletic Division Administrator will relay all communications from the User Group to the Department Director and vice-versa.
4. Oconee County Parks and Recreation Department staff will assist each User Group in training their coaches by offering National Youth Sports Coaches Association (NYSCA) certification for each sport.

H. Consequence of Non-Compliance with Policies and Procedures

In order to assure that each User Group follows the policies and procedures contained in this document, the following is a list of consequences should User Groups not comply with one or more requirement of this document:

First Offense - Verbal Warning/Written letter from Athletic Division Administrator with a timeline established for meeting requirement(s).

Second Offense – Written Warning from the Oconee County Parks and Recreation Department Director with a timeline established for meeting requirement(s).

Third Offense – Facility Use Agreement for the User Group will be revoked for a specified length of time from one year or more dependent on the offense.

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

POLICIES & PROCEDURES FOR USER GROUPS OPERATING ON OCONEE COUNTY PROPERTY

SIGNATURE OF AGREEMENT

I _____ have read and understand the Policies and Procedures for User Groups and agree to all the conditions in the agreement. In addition, I accept responsibility for my group's compliance with the contents of the agreement.

User Group President

User Group President Signature

Date

Oconee County Parks and Recreation Department
Representative Signature

Date

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

POLICIES AND PROCEDURES CHECKLIST

USER GROUP _____

PRESIDENT OF USER GROUP _____

1. Copy of Liability Insurance Policy - \$1,000,000 _____
2. Proof of Not For Profit status _____
3. Facility Use Agreement _____
4. Oconee County Based Organization (100% Oconee) _____
5. Current Charter/Bylaws _____
6. Current Roster of Board Members/Officers _____
7. Date of Annual Meeting _____
8. Financial Reports _____
9. Master Schedule:
 - a. Evaluations _____
 - b. Practices _____
 - c. Games _____
 - d. Tournaments _____
10. Fees Charged _____
11. Certifications _____
12. Participation Report - Roster of all Program Participants _____
13. Number of Scholarship Participants (Required) _____
14. Opening Day Activities Requests _____
15. Fund Raiser Approval (Selling candy wrapping paper, etc.) _____
16. Special Pennant/Banner Signs (Does not include team banners hung while playing.) _____
17. Other Items – Please List:

OCONEE COUNTY PARKS & RECREATION DEPARTMENT

ADDENDUM to Policies and Procedures for User Groups User Group – (User Group Name)

The Addendum to Policies and Procedures for User Groups shall be an integral part of the rental use agreement between Oconee County Parks and Recreation Department and the User Group.

The User Group hereby agrees to the following:

-
-
-
-
-
-

User Group President

User Group President Signature

Date

Oconee County Parks and Recreation Department
Representative Signature

Date