



BALDWIN COUNTY WORK SESSION- RECREATION POLICIES

July 01, 2025

1601 N Columbia St, Suite 220

5:00 PM

AGENDA

CALL TO ORDER

ADMINISTRATIVE/FISCAL MATTERS

- 1. Update to Recreation Policies**

ADJOURNMENT

**BALDWIN COUNTY
PARKS AND RECREATION
POLICIES, PROCEDURES AND ORDINANCES**

- I. Introduction and Purpose Statement
- II. General Regulations and Operations
 - A. Non-Discriminatory Clause
 - B. Facilities Use Fee
 - C. Facilities Use Regulations
 - D. Temporary closing of park facilities
 - E. Smoke-Free Facility
 - F. Recreation Department Operations
- III. Department Approved Volunteer Sports Organizations
 - A. Structural Requirements
 - B. Financial Requirements
 - C. Operational Procedures
 - D. Guidelines for Parents
- IV. Facilities Use Agreement
- V. EXHIBITS

I. INTRODUCTION AND PURPOSE STATEMENT

Introduction

The Baldwin County Recreation Department is committed to providing programs and leisure services of the highest quality and safety to the residents of Baldwin County. To ensure that all park and recreation facilities usage is consistent with county policies and procedures, all volunteers, and that all programs operated by approved volunteer organizations are consistent with these policies and procedures as well as local, state, and national standards for recreation, these policies, procedures and ordinances are provided as a guide, handbook, and manual to answer questions and provide concise information as to what is expected and required for the use of county park and recreational facilities and what is expected of volunteer organizations by the department as well as the responsibilities the department assumes in providing facilities and services to county residents and to the volunteer organizations that have been approved by the department to conduct activities on park and recreation department properties.

These policies, procedures, and ordinances are a reference for any person or group desiring to make use of county park or recreational facilities and as a reference for volunteer organizations permitted by Baldwin County to utilize the recreation department's facilities to conduct recreational programs. It is cumulative with the provisions and specific requirements that may be included in any facilities use agreement.

Any questions or concerns from the information contained within this handbook are to be immediately directed to the Baldwin County Recreation Director.

Recreation Program Code of Conduct

At Baldwin County Recreation, our mission is to provide a positive, safe, and inclusive environment where participants of all ages can enjoy recreational sports and activities. To maintain the integrity of our program and ensure the enjoyment of everyone involved, we expect all players, coaches, parents, spectators, and officials to conduct themselves in a civil and sportsmanlike manner at all times.

General Expectations

All participants in our recreation program are expected to:

- Demonstrate respect for others, including players, coaches, officials, and spectators.
- Encourage fair play, integrity, and teamwork.
- Maintain self-control in words and actions.
- Support a positive environment for learning and development.
- Abide by the rules, policies, and spirit of the game.

Unacceptable Behaviors

The following actions and behaviors will not be tolerated at any program event, game, practice, or gathering:

- Verbal abuse, including yelling, taunting, or derogatory remarks directed at players, coaches, officials, or other spectators.
- Physical aggression of any kind, including fighting, pushing, or threatening gestures.
- Bullying, harassment, or discrimination based on race, gender, ability, religion, or personal differences.
- Profanity or obscene gestures in any context.
- Interfering with the game or officials' decisions.
- Use of alcohol, tobacco, or illegal substances on or around the program grounds.

Consequences for Misconduct

Failure to adhere to this Code of Conduct may result in:

- Verbal warning by officials, coaches, or program staff.
- Removal from the game, practice, or event.
- Suspension from future games or program participation.
- Permanent expulsion from the recreation program.

The Recreation Program staff reserves the right to escalate consequences based on the severity of the behavior and to act immediately in cases where safety or program integrity is at risk.

Commitment to a Positive Experience

We believe recreation and sports should be fun, rewarding, and inclusive for everyone involved. By participating in our program, you agree to uphold these values and help us foster a supportive environment built on respect, kindness, and good sportsmanship.

Definition of a Volunteer

A volunteer is someone that gives his/her time, talent, energy, skills, common sense, and experience for which they receive no financial compensation. Volunteering is giving freely of oneself out of the concern and belief that we share the responsibility for others in the community.

Contributions of a Volunteer

- Better service delivery
- Access to additional expertise
- Increase contact with the community
- Increase assistance to citizens
- “Sense of belonging” to quality community

Volunteer Obligations

Any individual who volunteers with coaching, assists a coach, trains youth, provides lessons to youth, etc. at any Baldwin County Recreation facility, shall go through a criminal background check. Background check consent forms shall be provided to the Department. Consent forms should be provided more than 30 days prior to the beginning of the season or any private or group lessons. Any individual who does not meet County standards for a background check will not be allowed to volunteer with youth. Typically, any convictions for child molestation County provides a process for any denied application to request an appeal of that decision. The final decision of any appeal rests with the County Manager.

II. General Regulations and Ordinances

Item 1.

A. Non-Discriminatory Clause

The Baldwin County Board of Commissioners assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

B. Facilities Use Fee

In addition to the registration fees used by County approved associations for the operation of their programs, the County does hereby impose a facilities use fee to help defray some of the expenses of facility upkeep and maintenance. This fee shall be applicable to each participant and shall be paid directly to the Baldwin County Recreation Department. The amount of this fee shall be determined on an annual basis and shall be published as a part of the Department's Fee Schedule.

C. Facilities Use Regulations

The County attempts to make available adequate facilities for all approved uses. However, requests for usage and time necessary for fields to be repaired and have appropriate "downtime" to ensure the long-term viability and usability of those facilities sometimes requires that priority be given in scheduling facilities. Proper maintenance must be given high priority to ensure the future availability and proper condition of the facilities.

Baldwin County Recreation organized leagues have first priority for field use. Multi-purpose game fields (baseball, football, soccer, etc.) are reserved for league games and authorized practice only. However, multi-purpose practice fields or grassy areas are available for the general public when not in use by leagues. Baseball/softball fields and tennis courts may be used by the general public when not in use by leagues.

Pickleball Courts

General

Recreation Department will use a third-party software system for players to view different events happening at the courts and to have the ability to sign up for such events online. As most pickleball will be Open Play, the online software will give the County the ability to have Instructors or Groups who desire to reserve a court for leagues, lessons, or schedule a tournament the ability to use the online software. All those wanting to reserve courts must make the request to the Recreation Department. The Recreation Department will confirm or deny the reservation requests. Any individual or organization who wishes to reserve a court must pay a fee. County has a fee schedule.

Courts 1-4 are designated for lessons, clinics and ball machine use during non-tournament days. Organizations or individuals who provide lessons or clinics must be pre-approved and provide insurance and indemnify the county.

Tournaments

Courts 1-4 are designated for free play during tournaments. Tournaments can only reserve up to 16 courts. Tournaments shall be scheduled 90 days in advance. If there are conflicts for tournament dates, Baldwin County based organizations shall have first preference. Maximum number of tournaments requiring weekend play per year: 6. No organization shall sponsor more than two (2) tournaments per year. Baldwin County Board of Commissioners sponsored pickleball tournaments do not have a maximum number of tournaments it can hold. Organizations or individuals who schedule tournaments must provide insurance and indemnify the county. All organizations and

individuals must be pre-approved as vendors. Nonprofit organizations shall provide current 501 status from the IRS and the State of Georgia annually. Any sponsorship banners or signage for tournaments must be pre-approved by Recreation Department. Banners or signage must be installed no more than one day in advance of tournament, and removed immediately after the tournament.

Primary Season Description:

Spring:

Soccer Spring Season (Feb – May) on Soccer Fields

Baseball/Softball (March – June) on Baseball/Softball Fields

Youth Track (March – May) on Track

Summer:

Adult Softball (July – August) on Softball fields

Fall:

Soccer Fall Season (August – November) on Soccer Fields

Baseball/Softball (August – November) on Baseball/Softball Fields

Flag Football/Cheer Season (August – November) on Flag Football Fields

Youth Basketball (Nov – March) in gym

Year-round:

Youth/Adult Tennis/Pickle Ball

Youth/Adult Basketball in Gym

Golf

Adult Recreation Programs

Adult recreation programs are expected to be financially self-sufficient.

Mountain Bike/Cross Country Trail

1. This facility is used by both experienced and inexperienced bicycle riders and runners. Serious injury may result from being hit by, falling, or colliding with other users.
 - a. Baldwin County Board of Commissioners does not assume responsibility for injuries.
 - b. Bicycle riding/jogging/running is at your own risk.
 - c. Medical insurance is not provided.
2. Patrons must always abide by staff instructions.
3. All bicycle riders under the age of 18 must wear a helmet.
 - a. All safety gear must be in good condition.

- b. Patrons under the age of 18 not wearing the appropriate safety gear will not be allowed to use the facility.
4. Due to safety concerns, spectators who are not riding bicycles, jogging, or running may not enter the mountain bike/cross country trail while a race is in progress. Spectators must remain in designated areas.
5. Smoking, vaping, alcohol, or drugs are not allowed. The mountain bike/cross country trail is an alcohol, drug, and tobacco-free facility.
6. The Recreation Director reserves the right to change the schedule as necessary; see posted hours of operation.
7. Bikes must be in good repair as determined by staff.
8. All food and drink must be consumed in the pavilion area, not on the mountain bike/cross country trail. Ensure all food and drink products are discarded in the appropriate receptacles when finished.

Park Picnic Pavilion Usage Regulations

An employee will periodically check activities in the park and monitor pavilion usage regulations.

Absolutely no open campfires.

Due to the potential fire hazards, Baldwin County Board of Commissioners does not allow open fires or personal charcoal grills to be brought into county parks. Personal gas grills or “wood” smokers pulled behind a vehicle are permitted.

Medical Insurance is not provided. Park usage is at your own risk.

D. Temporary closing of park facilities- The Board of Commissioners through its Manager and/or the Recreation Department through the director or his designee, has the authority to close any park or portion thereof if it is in the best interest of the public and/or general upkeep of the facility.

E. Smoke-Free Facility – All recreation/park facilities and properties are designated as smoke-free facilities and smoking will be allowed only in areas specifically designated by the Director, if any.

F. Recreation Department Operations

1. Hours of Operation- Normal operating hours for parks are from 6:00 a.m. until 11:00 p.m. for “active” parks and from sunrise to sunset for “passive” parks. The designation of parks shall be as determined by the Recreation Director, with the approval of the County Manager.

2. Alcoholic Beverages- No alcoholic beverages shall be sold, possessed, or consumed by any person upon the premises of any county facility, except at Little Fishing Creek Golf Course, and by permit for special events at the Aquatic Center/Water Park. (Note: Also see Code Section 6-101 through 6-104 regarding Open Containers of Alcohol).

3. Ejection from Park of persons causing disturbance or violating laws- Any person causing a disturbance or engaging in any activity which shall unreasonably interfere with the use and enjoyment of the park by residents, or who shall violate any ordinance of the county or law of the state, shall leave the park upon notification by any authorized park employee or any law enforcement office, and she/he shall not return

for a minimum period of 24 hours. If a Notice of Prohibited Entry is issued by the Recreation Director, law enforcement, the duration for a first offense shall be for one year. If a Notice of Prohibited Entry is issued to the same individual after the expiration of the first Notice of Prohibited Entry, the duration of the prohibited entry shall be for three years.

4. Remaining on county, state, or federal parkland after closure prohibited- No person shall remain on federal, state, or county parkland 30 minutes after the posted closure of said park, until the posted opening time the following day, without proof of permission issued by the proper respective authorities. If any person is discovered by county law enforcement authorities on said park land 30 minutes after park closure, and the person is loitering or exhibiting disorderly conduct, the person shall leave and may be cited or arrested for such behavior. If the person violating this section receives a citation, that person will be required to appear and answer the charge at a later specified time.

5. Driving vehicles on recreation property, roadways, or parking lots; Speed Limit- It shall be unlawful for any person to drive any vehicle upon or across any part of any public park of the county except upon roadways laid out and maintained for vehicular travel. This section will not apply to park maintenance equipment over such park areas. The director of the department shall coordinate with the department of public safety to assure proper, appropriate, and adequate signage is in place to aid the implementation of this section.

It shall be unlawful for any person operating a motor vehicle upon any road or parking area within any park under the supervision of the department to exceed the speed of 15 miles per hour. It shall be the duty of the director of the department to cause signs specifying such limits to be placed at the entrance of each such park and at appropriate places within such parks to afford notice to the public of such limit.

Age restrictions regarding the operation of motorized vehicles on recreation department property shall be the same as those applicable to the operation of motorized vehicles on the public roads of this state.

6. Parking of vehicles- General — The parking of automobiles shall be permitted in public parks of the county as long as such parking is in accordance with the traffic laws, rules and regulations of the department and the occupants of automobiles do not create a disturbance or violate any law or ordinance of the county or state.

7. Parking of vehicles prohibited during closed hours- It shall be unlawful for any person to park any vehicles upon any of the drives, avenues, or parking lots in any public park between the hours of 12:00 a.m. and 7 a.m. daily.

8. Parking of vehicles prohibited unless using facilities- It shall be unlawful for any person to park any vehicles upon any of the drives, avenues, or parking lots or at any other places within any park when such person is not a user of the park or any of its related facilities.

9. Commercial activity- No person shall sell, offer to sell, operate a concession, or engage in any commercial activity in county recreation areas or on any County property without approval and consent of the Board of Commissioners.

10. Pets- Pets are allowed in outdoor county park areas but not allowed on athletic fields or within fenced areas. Pets must be on a leash at all times. Pets are to be under direct supervision of an adult while in the park area. Pets are not to be tied to trees, picnic tables, chairs etc., or left unattended. Owners are responsible for cleaning up after their pets and disposing of waste in the proper manner. Owners are legally responsible for their pet's behavior. Pets must have up-to-date vaccinations, and must be spayed or neutered. Pets are not allowed inside indoor facilities except for service animals.

11. **Penalty for violation-** Any person who shall violate any provision of park rules shall, upon conviction, be punished as provided for the conviction of a misdemeanor under the laws of the state.

III. DEPARTMENT APPROVED VOLUNTEER SPORTS ORGANIZATIONS

Item 1.

A. Structural Requirements

In order to operate in a Baldwin County park and/or to make use of Baldwin County recreation facilities, each volunteer association must maintain a certain minimum organizational structure as provided for in these policies and procedures manual and handbook. These minimum requirements are necessary to assure the public that every organization that receives a facilities use contract from the department is prepared to operate their program under the highest standards, using consistent guidelines, for its participants.

1 . **Board of Directors-** Each organization must be governed by a board of directors who manage the operations of the program. The number of volunteers that make up the board of directors may vary due to the size of the program, but every organization must maintain a minimum of 4 individuals to fill the following positions:

-President/Chairman- This individual will ultimately be responsible for all the affairs of the program and will carry out the policies established by the board of directors. All issues, complaints, irregularities, etc. should be presented to the president/chairman for review and response. The president/chairman (or his designee) should be the main contact person to the department staff.

-Vice President/Chairman- Performs the duties of the president/chairman in the absence or disability of the president/chairman provided he/she is authorized to do so.

-Secretary- Responsible for recording the activities of the program and maintaining appropriate files, mailing/e-mailing lists, and necessary records. This individual should give notice of all meetings of the board of directors and maintain a list of all regular and honorary directors and committee members.

-Treasurer- Receives all monies and securities, and deposits same in a depository approved by the board of directors. Keeps records, for the receipt and disbursement of all monies of the program. Approves all payments from allotted funds and draws checks in agreement with policies established in advance by the board of directors. All disbursements by check over \$250.00 require dual signatures. The treasurer prepares and monitors an annual budget as well as an annual or more frequent financial reports, as required herein, to be submitted to the department and made available to all members of the program. ***The department reserves the right to audit the finances of the program at any time it determines appropriate. Any such audit shall be paid for by the organization.***

Each organization shall provide to the Department a list of its Board Members and Officers, together with phone numbers and addresses and shall notify the Department of any updates in that information.

2. **Elections for Board of Directors-** All organizations must have a written procedure for electing individuals to serve on the board of directors. This procedure must be stated clearly in the organization's by-laws. The election must be advertised a minimum of 14 calendar days prior to the election. The election may be advertised either through the local newspaper and/or through the program's website. The department strongly recommends that notice of elections be mailed/emailed to their membership. The elections will be monitored by the Recreation Department Director or his designee. Any irregularities in the election process will result in an immediate review and appropriate action.

3. **By-Laws-** Each organization must establish, maintain, and operate under a set of by-laws. These by-laws must establish the objectives of the program, membership requirements, description of the board of directors and their duties, and a description of all the procedures relative to the program. The organization should review these by-laws a minimum of every 2 years for updates and/or changes. A current copy must be submitted to the department every year to be kept on file as part of the Facilities Use Agreement. Each participant, or their parent(s), should be presented a set of by-laws when registering for the program or a

current copy should be posted at the park and on the program website for reference. A sample copy of by-laws is included in this manual/handbook. Item 1.

4. **Board Meetings-** Regular meetings of the board are to be called by the president/chairman or his/her designee to conduct the affairs of the program. These meetings are to be published to the membership and open to any member wishing to attend. The board should develop a procedure by which members can address the board with comments or concerns. It is recommended the board require a written request from the member to be included on the meeting agenda. The request should state clearly the issue or concern to allow the board to prepare a response.

5. **Annual Meeting-** Each organization is required to annually conduct a general membership meeting for all the members of the program. Notice of this meeting shall be delivered personally, electronically, or mailed to each member at least (10) days in advance of the meeting setting forth the place, time, and purpose. The department strongly recommends the elections for the board of directors take place during this meeting to help maximize the turn out. Among the items discussed at this meeting should be the general condition of the program, summary of the financial state of the program to include an annual statement/budget as well as the current status, and goals for the future of the program. The following matters shall require approval by the membership at the annual meeting or a membership meeting held for those purposes: a.) Rules of play to be adhered to during the upcoming season. No changes to those rules may be made during the season without 75% approval by the members at a membership meeting held for that purpose and the approval of the Department Director; and b.) any proposed discount on fees to be granted to the children of any coach or organization official. Any discount in excess of 50% must be specifically approved by the Director. Robert's Rules of Order should govern all meetings of the program.

6. **Insurance-** Organizations shall procure and maintain for the duration of the facilities use agreement, insurance against claims for injury to persons or damages to property which may arise from or in connection with the operation of the organization and the use of the facilities. Coverage is to include General Liability for a minimum of \$500,000 per occurrence for bodily injury, personal injury, and property damage. Also required is insurance covering the personal property of the organization including equipment and contents. The department is not responsible for the repair or replacement of the organization's equipment in the event of theft, vandalism, fire, or acts of God. A certificate of insurance must be furnished to the department to keep on file.

7. **Non-Profit Status-** All organizations must be registered with the Georgia Secretary of State's office as a non-profit organization and must operate as such. A copy of the registration must be submitted to the department to be kept on file and updated annually. This registration may provide some protection for the board members' personal assets in the event of a lawsuit resulting from an issue/event related to the organization. No member of the organization may be paid for any services rendered to the organization without specific approval from the Director.

8. **Indemnity-** Each organization is required to hold the county and its agents harmless and to indemnify the county and its agents for any accident, injury, and/or damage claim resulting from the activities and operations of the organization.

9. **Supervision of programs-** Organizations conducting youth activities in or on Baldwin 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.

10. **Discipline and Protest Committee-** Each organization shall establish and maintain a discipline and protest committee. Current officers and directors shall make up less than one-half of the membership of this

committee. Any violation of rules by players, coaches, parents, officials, and spectators shall be handled by this committee. This committee shall notify the Department of any meeting being held by it and a member of the Department staff shall attend. The committee shall meet within 72 hours of the violation or complaint. Decisions of the committee shall be given great weight by the County, but County reserves the right to review and modify any such decision.

B. Financial Requirements

One of the most important roles for a volunteer organization is to operate under reliable and trustworthy financial practices. A lot of money is received by the organization each season whether it is cash, credit, or personal check and it is critical that there are thorough procedures in place for accepting, budgeting, and disbursing of organization funds.

1. Seasonal/Annual Budget- It is important that each organization develop a budget to assure that monies received cover all program costs. Especially in youth programs, parents often question registration costs and how the money is used. Providing an operational budget helps them understand the many expenses incurred in operating a recreation program and justifies the related fees.

2. Financial and Related Statements- All organizations must submit copies of the following to the Department, and to the members of the organization as noted:

- a. the proposed budget for the upcoming season, with a copy to all members;
- b. statement of all revenue received within 30 days of revenue receipt, with information regarding the source of revenue (revenue received directly by the Department and transferred to the organization does not require further documentation);
- c. copy of all bank statements within 15 days of receipt. If each check has noted on its face the expense account corresponding to the appropriate Chart of Accounts number, then no further documentation of expenses may be required. Should there be any question as to an expenditure, then supporting invoices may be required by the County at any time;
- d. Periodic financial statements consistent with the length of the season or event(s) as determined by the County, but not more often than quarterly. These financial statements shall be provided to the department as well as to its membership. These statements must be prepared in accordance with general accounting principles and signed by the treasurer and/or the president/chairman verifying their accuracy. County reserves the right to have financial statements audited at the organization's expense.

3. Use of Organization Funds- Organizations using county facilities to conduct their programs are expected to use funds generated by the program for program operational costs, program enhancements, and improvements to the park/facility.

4. Disbursing of Monies/Accounting Software-

- a.) Each organization shall make use of an approved accounting system. Software programs such as Quicken, Quickbooks, etc. are preferred, but a manual system may be used, if approved by the County Finance Director, for sports or events that are limited in duration or participation. All receipts and disbursements shall be posted on a timely basis and shall generate the reports required herein.
- b.) Checks made payable to a member of the organization for reimbursement or otherwise that exceed \$20 for any check or \$100 in the aggregate shall require invoices or other documentation.
- c.) The Treasurer of each organization should have set procedures for disbursing the funds of the program. Dual signatures should be required for checks exceeding \$250. Dual signatures may not

include two members of the same family. If dual signatures are not required, then the organization shall require an individual bond, in an amount in excess of the projected revenues, for each person with check signing authority.

- d.) Major expenditures should require the approval of the board.
- e.) The Treasurer should provide an update of the program's financial condition during every regularly scheduled board meeting as well as their annual meeting.

5. Donations for Admission- Organizations cannot require an individual to pay for admission into a park/facility during an event. The department does allow the organization to accept donations to activities if the patron is informed that it is on a voluntary basis. No individual may be denied admittance based on non-payment of the donation. All signage must read donation if used. The department reserves the right to warn and/or stop the organization from accepting any monies of this nature if it is determined the organization is in violation of this policy. **THIS POLICY DOES NOT APPLY TO ALL-STAR TOURNAMENTS AND OTHER EVENTS SPECIFICALLY APPROVED BY THE DIRECTOR. THE ADMISSION CHARGE FOR THOSE EVENTS SHALL BE AS ESTABLISHED BY THE DIRECTOR. WHEN THE ADMISSION FEE IS ESTABLISHED, THE COUNTY MAY REQUIRE THAT SOME PERCENTAGE OF THAT FEE BE PAID TO COUNTY FOR THE USE AND UPKEEP OF THE FACILITY.**

6. Registration Fees— Registration of participants and the collection of fees from them shall be performed by Department personnel. **There shall be no off-site registration.**

7. Fundraising/Sponsorship— Sponsorships are allowed, but all details of proposed sponsorships shall be approved by the Department. Organizations shall conduct their own fundraising activities, but ANY fundraising activity needs to be sanctioned by County Management in advance and the use and purpose of the funds be clearly established. Any funds collected must be receipted and included in weekly cash receipt reports to the Director. If a donor desires to place restrictions on his/her donation, this request must be presented to the County Manager to determine if such restrictions can be honored. Any grant applications must be approved in advance by the County Manager and must be completed in the name of County and signed by its Chair.

C. Operational Procedures

1. Registration of Participants- All registrations shall be open to all Baldwin County youth who meet the requirements set forth in the specific rules of the sport. All organizations making use of County facilities shall adhere to County's non-discrimination policy and shall offer participation to all individuals without regard to race, color, national origin, gender, age, or handicap unless such participation would violate a specific rule of that sport, such as age limitations, or unless such participation would create a risk to any participants.

2. Scheduling— Dates for tryouts, practice, and league games at Baldwin County facilities must be submitted in writing a minimum of 30 days in advance of the dates requested, for approval and scheduling by the Director or his designee.

3. Coaches— Organizations are encouraged to require sport coaches to attend accredited coaching clinics and/or to require some appropriate coaching training. Any individual who coaches a youth team shall go through a criminal background check. Background check consent forms shall be provided to the Department. Consent forms should be provided more than 30 days prior to the beginning of the season to ensure a timely response. Any individual who does not meet County standards for a background check will not be allowed to coach in the youth league and should not be assigned a team. County provides a process for any denied application to request an appeal of that decision.

4. Request to make facility improvements- The department encourages organizations to pursue improvements to park facilities that will enhance the program as well as upgrade the amenities in the park. The department also encourages the organization to apply for matching funds that, if approved, will aid in financing the improvement subject to the program terms and conditions. Requests by organizations to make facility improvements from their project funds must be submitted in writing along with a facility improvement request to the Recreation Department Director a minimum of 30 days in advance of the start of the project. The Recreation Department Director will review the request with County Management to determine if the improvement is recommended and is consistent with the County's master plan for its recreational facilities. **NO WORK CAN BE DONE UNTIL APPROVAL HAS BEEN GRANTED BY THE DEPARTMENT.** All work will be monitored and inspected by the Recreation Department Director and appropriate staff to ensure timely approved completion.

5. Advertising Signs- All organizations wishing to place signs in the parks for the purpose of announcing program registrations and events must obtain approval from the Recreation Department Director through a written request. If approved, the sign must not be installed earlier than 30 days prior to the event and must be removed no later than 7 days after the occasion. The department will remove the sign if it is considered offensive or of poor design or construction.

6. Sponsorship signs- Organizations are allowed to place sponsorship signs in the parks provided they are not offensive and are placed on fences or other approved locations determined by the Recreation Department Director. The signs must be removed by the organization no later than 7 days after the conclusion of the season/event. The department will remove the signs if they are in poor condition or create a safety hazard.

7. Maintenance- Organizations are responsible for collecting litter daily from fields, dugouts, press boxes, concession areas, bleachers and common areas and placing it into receptacles following their use of those facilities.

8. Inclement Weather- All organizations must adhere to the policies listed in the event of inclement weather.

- **Lightening-** All play will be suspended following the first sighting of lightening and no play will resume until a complete 30 minutes has been elapsed without a new sighting.
- **Severe weather watch-** Once a severe weather watch is announced, the organization will prepare to stop play and secure the facilities. The organization officials will monitor the weather conditions and contact the Recreation Department Director to determine the playability and safety of the facilities and its users.
- **Severe weather warning- ALL PLAY SHALL STOP!** All players, spectators, coaches, and league officials must leave the facility in an orderly manner. The facility will be closed until there is notification that weather conditions have cleared enabling safe usage.
- **Extreme Heat/Cold-** In the event the National Weather Service issues an advisory regarding extreme heat or cold conditions, the organizations must alter and/or cancel program activities to ensure safety of the participants.

9. Incident Report- The department **MUST** be notified immediately in the event of serious injury, death, property damage, or vandalism and a written report submitted the next working day. This report will be forwarded by county staff to the county's Human Resources Director for review to help improve safety in parks, as well as provide documentation in the event they receive a claim.

10. Damage to Facilities- An organization shall be responsible for any damage incurred by the facilities caused by the organization. An organization that condones the persistent damage to park facilities shall be brought before the Baldwin County Recreation Director, their Facility Use agreement placed under review, and the organization must show cause why they should not be barred from future use of county facilities.

11. Conduct of Coaches, Parents and Spectators- The organization is responsible for addressing behavior by the coaches, parents, and spectators that is considered harmful to the program. Profanity is not to be tolerated, especially around children. Any incidents involving negative behavior are to be addressed by the Recreation Director.

12. Issues between organizations- Constant bickering between two or more organizations utilizing any county park facility will result in a meeting between the officers of both organizations and department staff. If the conflict cannot be resolved or if continued issues persist, the organizations will be brought before the County Manager to show cause as to why they should not be barred from future use of county facilities.

13. Litter Control- Each organization is responsible for policing around the athletic fields, parking lots, restrooms, and concession stand for litter control. This task must be attended to prior to leaving the park each night.

14. Use of county equipment- No county vehicles or motorized equipment will be available for use by the organization without the written permission by the director of the department.

15. Subletting of county facilities- No organization at any time may sublet county facilities to outside organizations. ONLY the department can issue contracts and/or permits to any person or organization seeking to use county facilities. Violations of this policy will result in an immediate review of the facility use agreement and the organization brought before the Director and/or County Management to show cause why it should not be banned from future use of county facilities.

16. Concussion training for parents, athletes and coaches

Organizations are encouraged to require sports coaches, parents, and athletes to receive training related to concussions. The training can be found on the CDC website, USA Football website, GHSA, and many other websites that deal with contact sports. The parents, coaches, and athletes will be required to sign an information sheet acknowledging that they have received the concussion training.

D. Guidelines for Parents

As a parent of a child in a youth sports program in Baldwin County, there are several privileges that are available to assure the most enjoyable and positive experience for you and your child. Each volunteer recreation program using Baldwin County facilities is managed by a board of directors that govern all the operations of the program. This board works directly with the Baldwin County Recreation Department to assure the program meets or exceeds all department standards. This is done through a Facilities Use Agreement between the department and the organization.

When registering your child in a youth recreation program in Baldwin County parks, you should be aware of your rights as a parent should you have questions or concerns regarding the program.

1. **Refund Policy**— You should know and understand the organization's refund policy when registering your child in the program. Most organizations have the policy on the registration form, but if not, make sure you ask a board member prior to submitting your registration. Once a child is enrolled in a program, the organization must commit these funds quickly towards uniforms, equipment, etc. that cannot be refunded. Normally, an organization cannot give a refund after a certain date because of these pre-season expenses. If the child is injured and cannot participate at all, or if there is another unforeseen emergency, the organization will consider, upon request, a partial or full refund. The parent must provide adequate documentation to support the request for a refund.

2. **Copy of By-Laws**- Parents may obtain a copy of the organization's by-laws. This is an important document as it covers all the areas of the program and should answer all questions regarding the structure of the program. If the organization maintains a website, there is usually a link that goes to the by-laws. If not, ask a board member how to obtain a copy.
3. **Board Meetings**- Every organization holds board meetings to conduct the business of the program. These board meetings are open meetings for parents to attend if they choose to do. Many organizations have a meeting schedule listed on their web site or in newsletters. If you would like to address the board during a regular scheduled meeting, you should contact a member of the board and request to be added to the next meeting agenda. This request should be in writing and explain the nature of the request to allow the board to make a timely response.
4. **Elections**- Each organization is required to conduct elections for individuals to volunteer to run for a position on the board. Parents are encouraged to submit their names for board positions as well as other volunteer opportunities such as coaches, team moms, etc. The election process should be covered in the program's by-laws and parents with children in the program are allowed to vote for officers in accordance with the election process. Elections are to be publicized on the web site, at the park, or through the local newspaper.
5. **Questions or Grievances**- During the playing season, parents often have questions or concerns regarding the program structure. When this occurs, parents should first review the organization's by-laws to see if it addresses their issue. Afterward, they should approach the board member most closely associated with the area in question. (e.g. League Director) If the issue can not be resolved, parents should request to meet with the board to present their concerns. It is the board's responsibility to respond to the issues in a timely manner. If the issue continues to be unresolved, the parent(s) should submit the issue to the Association's Discipline and Protest Committee.
6. **Good Sportsmanship**- The most important guideline for parents is through demonstration of good sportsmanship. Children will remember the actions of their parents long after the season is over. Children often emulate the behavior of their parents as they get older. Parents should exemplify the highest moral character adhering to strong ethical and integrity standards. Parents should not be a party to the use of profanity/obscene language or improper gestures. It is the parent's responsibility and privilege to represent the program and community in a positive and productive manner.

IV. FACILITIES USE AGREEMENT

Item 1.

Each volunteer organization that operates a seasonal/annual recreation program is required to obtain and adhere to the terms and conditions of the department's Facilities Use Agreement as well as the required procedures listed in this set of policies and procedures. This document serves as a contract between the organization and department and outlines certain requirements the organization must fulfill to conduct their program in a park/facility. These requirements are necessary to assure public confidence in the management and structure of these organizations while ensuring the safety, health, and protection of the participating members. These policies and procedures expand on the listed requirements to describe county ordinances, policies and procedures as well as outlining the responsibilities of both the department and the organization. Herein will be found the outlines of the basic structure of the volunteer organization to ensure all programs are operated consistently with department and national recreation program standards.

Upon execution of the facilities use agreement, the volunteer organization receives designated exclusive use of determined park facilities for the purpose of conducting their recreation program.

The agreement lists the type of facility and the dates and times necessary to complete their season/event. The department has set standardized start and finish dates for each sport which provides ample time for each program's basic season to operate. **All program activities outside the contracted time must be submitted to the Recreation Department Director for review a minimum of 30 days prior to the activity.** If approved, the Director or designee will draft a short term permit outlining the extended dates and times.

Once an organization receives the facilities use agreement, all the board members of the organization should have a copy available to present to an individual/group that is using the facility on a walk up basis. The member should politely inform them of the dates and times the organization is using the facility and recommend they contact the Recreation Department Director to determine days and times the facility is available for walk up usage. The organization cannot ask someone to vacate the facility unless there is a scheduled event through the program or if the facility is being prepared for use (e.g. lining of a ball field, mowing etc). A facility not in use by an organization during a contracted time period is considered to be open to the public and available for usage if the facility is deemed open and the Director has so designated it for use by the general public. The Recreation Department Director will monitor usage of the facility by the organization and is authorized to revise the agreement if the organization usage is not consistent with the designated dates and times listed. The department will post a copy of the agreement at the facility to help inform the general public when the facility will be used by the organization.

V EXHIBITS

Item 1.

EXHIBIT A. **FACILITIES USE APPLICATION**

(PLEASE PRINT OR TYPE)

Date: _____

Facility Requested: _____

Location: _____

Date(s) Needed: _____ to _____

Day(s) of the Week Needed: _____

Times Needed: _____ to _____

(If your schedule is flexible, please indicate your requirements in general terms – i.e. two nights per week, any night from 5:00 p.m. to 8:00 p.m., etc.)

Name of Applicant Group: _____

1)

Name of Group Representative: _____

Relationship to Group: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: Day: (_____) _____ Evening: (_____) _____

2)

Name of Alternate Group Representative: _____

Relationship to Group: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: Day: (_____) _____ Evening: (_____) _____

Activity (Purpose of Use): _____

1) Number of Participants: _____ Spectators: _____

2) Age Range of Participants: _____

3) Number of Supervisors/Chaperones/Coaches: _____

4) Number or Percentage of Baldwin County Residents: _____

5) Fees (if any) Charged to Participants: \$ _____ per _____

6) Please list any items to be brought into the facility (i.e. tents, tables, stage, sound system, etc.)

7) Will food be served? Yes: _____ No: _____

8) Certificate of insurance attached (if applicable)? Yes: _____ No: _____

REFUNDABLE \$ _____ SECURITY DEPOSIT (if applicable):

\$ _____ Clean-Up Fee

FACILITY USE FEE :

\$ _____

TOTAL (check/money order payable to Baldwin County Recreation):

\$ _____

SEE POLICY FOR REFUND GUIDELINES

COUNTY OF BALDWIN
RECREATION DEPARTMENT

AGREEMENT IF PERMIT IS GRANTED

The Applicant Group agrees that if the requested Facility Use permit is granted:

1. The applicant (for itself, its members and participants in the permitted activity) will accept any and all risks inherent in the condition of the County parks and recreation areas at the time of the permitted activity;
2. The Applicant (for itself, its members and participants in the permitted activity) waives and relinquishes all claims and causes of action arising from or relating to the permitted activity;
3. The Applicant will indemnify and hold harmless the County, and its officers, agents and employees, from any and all liability, injury, damage and loss to any person and any property arising from or relating to the permitted activity, even if due wholly or partly to the negligence of the County or its officers, agents or employees;
4. The Applicant will reimburse the County for any and all expenses (including attorneys fees and other costs) incurred in the enforcement of this agreement.

Applicant Group:

By: _____

Authorized signature

Date

Printed or typed name: _____

By: _____

Second authorized signature

Date

Printed or typed name: _____

AUTHORIZATION BY THE COUNTY OF BALDWIN COUNTY

_____ The above request is not approved.

_____ The above request is approved.

_____ The above request is approved, with the following conditions, limitations or restrictions:

Signature – Authorized County of Baldwin County Representative

Date

EXHIBIT B.
GENERAL FORM OF BYLAWS

____ Association, Inc.
By- Laws

Article I - Name of Organization

The organization shall be known as the _____ Association, Incorporated.
The organization shall be a not-for-profit organization doing business in Baldwin County, Georgia.

Article II - Purpose of the Organization

The purpose of the Association shall be to work in cooperation with the Baldwin County Recreation Department in encouraging community unity for the purpose of obtaining opportunities for wholesome recreation and advancement of parks and recreation. The Association's objective is to provide _____ programs for girls/boys from age _____ through age _____ living in Baldwin County.

Article III - Membership

Section 1. Association Membership. Membership shall include parents or legal guardians that have registered a player or players for play, Association-approved coaches, and all approved volunteers performing services for the Association.

Section 2. Annual Meeting. The "Annual Meeting" of the Association shall be announced by the Board of Directors. The meeting will be held on the first or second Thursday in the month of _____ each year, at the hour of 7 o'clock p.m., for the purpose of electing the Board of Directors and for the transaction of such other business as may come before the membership. If the election of Directors shall not be held on the day designated herein for any Annual Meeting of the Association, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the Association as soon thereafter as conveniently may be arranged.

Section 3. Special Meetings. Special meetings of the Association, for any purpose or purposes, may be called by the President, by the Board of Directors, or by the President at the request of the Association.

Section 4. Place of Meeting. The Board of Directors may designate any place in Baldwin County for the Annual Meeting or any special meetings of the Association. In the event no place for the meeting is designated, such meeting shall be held at the office of the Baldwin County Recreation Department.

Section 5. Notice of Meeting. Written notice stating the place, day and hour of the Annual Meeting shall be advertised to the membership and to the community by placement of a meeting announcement at the offices of the Recreation Department at least one week prior to the meeting. The Board of Directors may also post notices of the meeting in a local newspaper or mail notices to the membership. If mailed, such notice shall be deemed delivered when deposited in the United States Mail, addressed to the member at his/her address as it appears on the registration form.

Section 6. Voting. A simple majority of those members present shall be required to pass any actions presented to the membership. There shall be a minimum of 50% of the Board of Directors present unless specifically stated otherwise in any announcement of such meeting.

Article IV - Board of Directors

Section 1. General Powers. The business and affairs of the Association shall be managed by its Board of Directors.

Section 2. Number, Tenure, and Qualifications. The number of Directors of the Association shall be fixed by the Board of Directors, but in no event shall be less than six. Each Director shall hold office until August 1st following the Annual Meeting and until his successor has been elected and qualified.

Section 3. Elections. Members of the Board of Directors shall be elected to the Board in the following manner:

1. The Board shall appoint a nominating committee no later than May 15 to solicit nominations from the membership of the Association.
2. The nominees shall confirm their agreement to serve and to accept the responsibilities of the office prior to the election.
3. The slate of nominees shall be presented to the membership at the Annual Meeting and the floor open for additional nominees from the Association members present.
4. The slate of officers shall be voted on at the annual meeting and a majority vote of those members present is required for acceptance.
5. Should a Board position become vacant for any reason, the President shall appoint, with advise and consent from the executive officers, a member of the Association to assume the office until the next election.

Section 4. Meetings. Meetings are called by or at the request of the President, a member of the Executive Board, or any two Directors.

Section 5. Notice. Notice of any meeting shall be given at least one day prior to the meeting and may be given by written notice delivered personally or mailed to each Director at his or her business address, by e-mail, or by telephone. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail so addressed, with postage thereon prepaid. If notice is given by telephone, such notice shall be deemed to be delivered when a message is delivered to the Board member, a member of the person's household, or to an answering message device. Special or emergency meetings may be called with less notice where conditions warrant such action. Board members may sign a waiver of notice when present at the meeting.

Section 6. Quorum. A majority of the number of Directors fixed shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 7. Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 8. Action Without a Meeting. Any Board-required action that may be taken by the Board of Directors at a meeting may be taken without a meeting if consent is given in writing, stating action to be taken, and agreed to by a majority of directors. A vote may also be taken by telephone or e-mail of the full Board and that vote is so duly noted in writing.

Section 9. Compensation. Board members are volunteers and shall receive no compensation or favor for their participation on the Board. Board members must pay registration fees for their children the same as any other member of the Association. Board members are prohibited from doing business at a profit or for more than others may provide the service with the Association to avoid any appearance of a conflict of interest. Services performed at cost, a reduced cost or free will be accepted with Board approval. Bids may be secured to assure the cost is reasonable, fair, and equitable. At the discretion of the President, a small gift at the end of the year may be purchased on behalf of the Association to show appreciation for the member's service.

Section 10. Rules of Order. The rules contained in Robert's Rules of Order, revised, shall govern all meetings of the Association in all cases to which they are applicable, and in which they are not in conflict with the rules of the Association or these By-Laws.

Section 11. Presumption of Assent. A director of the Association who is present at a meeting of the Board of Directors at which action on any matter is taken shall be presumed to have assented to the action taken unless his dissent shall be entered in the minutes of the meeting or unless he shall file his written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof, or shall forward such dissent by registered mail to the Secretary immediately after the adjournment of the meeting. Such right to dissent shall not apply to any Director who voted in favor of such action.

Article V - Officers

Section 1. Number and Positions. The Board of Directors shall have an Executive Committee that consists of at a minimum a President, Vice President, Treasurer, and _____

Section 2. Removal. Any officer, agent, or Director or designee may be removed by the Board of Directors whenever, in its judgment, the best interests of the Association will be served thereby. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled in accordance with Article V, Section 3.

Section 3. President. The President is the principle executive officer of the Association and shall preside at all meetings of the Association. If unable to preside at a meeting for any reason, the President shall delegate his or her authority to the Vice President. The President shall represent the membership and the Board of the Association at all meetings called or scheduled by the Recreation Department and in whatever other capacity arises. The President shall have the authority to appoint all committees as needed. In general, the President shall supervise and control all of the business and affairs of the Association. The President may sign contracts or other instruments which the Board of Directors has authorized to be executed. The President in general shall perform all duties incidental to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 4. Vice President. In the absence of the President or in event of his death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall oversee _____ but shall seek a broad knowledge of Association operations so as to assume the role of President as needed. The Vice President shall perform such other duties as from time to time may be assigned to him/her by the President.

Section 5. Secretary. The Secretary shall : (a) keep the minutes of the proceedings of the Board of Directors; (b) see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; (c) be custodian of the records and of the seal of the Corporation and see that the seal of the Corporation

is affixed to all documents, the execution of which on behalf of the Corporation under its seal is authorized; (d) keep a register of the post office address of each Board member to be furnished to the Secretary by such Board member; and, (e) in general perform all duties incidental to the office of the Secretary and such other duties as from time to time may be assigned to him or her by the President.

Section 6. Treasurer. The Treasurer shall: (a) have charge and custody of and be responsible for all funds of the Association; (b) receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Associations in such banks, trust companies or other depositories as shall be selected by the Board of Directors; and (c) in general perform all of the duties incident to the office of the Treasurer and such other duties as from time to time may be assigned to him or her by the President.

Section 7. (Reserved for Other Officers, if desired)

Article VI - Liability

The Association, the Board of Directors, the County, the managers and coaches shall not be held liable for actions taken in the course of carrying out the business of the Association. Parental permission for participation shall be acquired for all players. The parents or legal guardians shall assume all risk and hazards incidental to the conduct of the activities and transportation to and from the activities of the Association. Further, the parents shall release, absolve, indemnify and hold harmless the activity, sponsor, the Board of the Association, the supervisors, the County, and any or all of them. Parents shall give permission to take the child to the doctor or hospital in case of injury. The assets of the Association shall be protected through the purchase of insurance coverage. The Board of Directors may, in its discretion, direct the purchase of liability insurance. The Board may decide to register all of its teams with a sports association and purchase insurance for teams where required.

Article VII - Audits and Fiscal Year

The fiscal year of the Association shall begin on the first day of January and end on the last day of December of each year. The books of the Association may be audited by a duly licensed firm as directed by the Board of Directors and the audit reviewed and accepted by the Board of Directors.

Article VIII - Corporate. Seal

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the Association and the State of incorporation and the words, "Corporate Seal."

Article IX - Representation

All teams that represent the Association shall wear on their uniform the name of the Association, or have the uniform approved by the Board. All teams, coaches, managers and parents shall represent the Association in the best light possible and encourage a healthy environment in which the boys/girls may engage in athletic competition, develop athletic skills, and learn proper sportsmanship. It is acknowledged that the Association operates at all times to promote the best interests of its youth participants and, to the fullest extent possible, to ensure that all participants, regardless of their skill level, have a rewarding and enjoyable experience.

Article X - Special Purpose Fund-Raising

Item 1.

It is recognized by the Association that all-star teams, tournament/travel teams, and _____ teams may need to engage in fund-raising activities. Fund-raising activities shall be done only to support the teams' participation in tournaments including tournament fees, travel costs, meals and lodging, to purchase additional uniforms and purchase trophies or team awards or party. Activities shall be done in the name of the Association and shall not compete with the fund-raising activities of the full Association. All fund-raising activities shall be in good taste, reflect positively on the participants and the Association, and provide a healthy, growth-oriented opportunity to the participants. Teams that raise funds shall establish a checking account for the deposit of funds and the dispensing of all funds shall be done by check so as to provide for an accounting of all expenses. Teams shall designate a business manager who is someone other than the manager/head coach but may be a parent of a team member. The records of the team must be turned over for inspection to the Board and must also be made available to County management, upon request. Any balance of funds at the end of the team's season shall be returned to the team members, spent for the benefit of the team, or donated in the name of the team to the Association for the purchase of equipment, park improvements, or other activities to benefit the Association's members. The team shall make an accounting of its revenue and expenses to the Board.

Article XI - Amendments

These by-laws may be altered, amended, or repealed and new By-Laws may be adopted by the Board of Directors at any regular or special meeting of the Board of Directors. The above By-Laws are certified to have been adopted by the Board of Directors of the Association on the _____ Day of _____, 20____.

I) Purpose of Use: _____

II) Conditions of Use: All litter is to be picked up after use. User is responsible for bases, bats, balls, etc. Field cannot be used if standing water is on the field. No dogs are allowed on the field(s). No alcoholic beverages allowed. See Attachment "A" for additional requirements.

III) Date(s) and Time(s) of Use: See Below

_____ X: _____
For Licensee For Recreation Department

EXHIBIT D.
BALDWIN COUNTY
VOLUNTEER ORGANIZATION FACILITIES USE AGREEMENT

1. The Baldwin County Recreation Department (BCRD) reserves the right to cancel any scheduled activity on County facilities when it determines that such use could potentially cause unsafe conditions for the organization, spectators, or general public, and/or damage to the facility or grounds. Further, the County maintains the authority to close a facility at anytime it deems it to be in the best interest of the public.

2. The Organization and its members/participants agree to abide by the terms of this Agreement including the terms set forth in this Attachment and the Policies and Procedures that have been adopted by the Baldwin County Board of Commissioners regarding the use of Recreation/Park property and facilities and by execution of the Facilities Use Agreement, User acknowledges that he/she and the organization represented have been provided with a copy of those policies and procedures, agree to comply with, and be bound by, them, together with other policies written and reasonably implied. The Organization understands and agrees that the violation of any of the terms of this agreement including the attachments and other policies of the BCRD may result in action against the Organization, up to and including immediate termination of this Agreement. Additionally, the County may terminate this Agreement at its convenience by providing the Organization with written notice.

3. Prior to the County's execution of this Agreement, the Organization must furnish to BCRD copies of the following information:

- a. Proof of liability insurance.
- b. A copy of Secretary of State's certification as a registered non-profit organization,
- c. The Organizations by-laws (reflecting acceptable participation clause as set forth in the Policy Manual),
- d. Previous year's Annual Financial Statement,
- e. Current list of all officers' name, addresses, telephone, FAX numbers, and email addresses.
- f. List of proposed fees and charges for program participation
- g. Such documentation as required by the Department of full compliance with said policies and procedures.

4. Department staff shall have the right to administratively review any complaints regarding the Organizations use of County facilities and any violations of the terms of this agreement. Staff may report any misuse or violations to the Recreation Director along with its recommendation for action to be taken.

5. Law Venue: This Agreement shall be interpreted and governed by the laws of the State of Georgia and both parties agree exclusive venue shall be in Baldwin County, Georgia.

6. This agreement, along with said policies and procedures, constitutes the entire agreement between the parties. Any amendments to the agreement must be made in writing and signed by both parties. Should any term or condition of the agreement be determined unlawful or unconstitutional by a court of competent jurisdiction, the remaining terms and conditions shall remain in full force and effect.

Initials of Organization Official _____

EXHIBIT E.
BALDWIN COUNTY
LETTER TO ORGANIZATIONS AND COACHES

Dear Volunteer Organization Officers and Board Members

The Baldwin County Recreation Department would like to thank you for your role in helping provide quality recreation programs in Baldwin County. Without your organization's cooperation and assistance it would be impossible to have attained the high standard of programming that is currently available to Baldwin County residents.

Volunteer Organizations provide a very valuable service to the community by furnishing governing bodies that organize volunteers to administer the various activities and programs that make up recreation programming. Through the use of volunteers, these programs and activities are made available to the public at minimal cost and with structured supervision.

The Baldwin County Recreation Department is committed to a partnership with all of our Volunteer Organization members. Our ultimate goal is to provide a spectrum of the best programs and activities to our citizens. We recognize the fact that input from our Volunteer Organizations is a vital part of this mission.

The Baldwin County Recreation Department has a strong concern for the safety of our volunteers and facility users. Our goal is to make sure that our facilities are kept clean, well lit, that all of our buildings and equipment are checked and regularly maintained, and that our facilities are regularly patrolled by the police and sheriff's department. We ask that you, the user, help us achieve these goals by notifying us immediately of unsafe conditions that may arise during the use of our facilities—first by phone, then in writing on the forms enclosed in this handbook for that purpose.

This handbook is intended to help volunteers, registrants, participants, and patrons ensure the quality and safety of our volunteer recreation programs. It will help answer questions as well as give more concise information as to what is expected and needed by the Baldwin County Recreation staff while working with the various organizations. It will also identify for the organization, the responsibilities the department assumes in providing a service to you. All of this is with the intent of forming an amicable RELATIONSHIP between the department and the organization.

Before a written agreement can be executed, all information in this handbook must be read and understood by both parties. This is to ensure that the organizations, as well as the department, are aware of what each expects of the other upon entering into this agreement and therefore, being accountable for the proper administration of these assigned responsibilities.

If you have any further questions, please contact me at 478-445-0785.

Sincerely,

Traci Bowden
Director

EXHIBIT F.
VOLUNTEER ORGANIZATION ACKNOWLEDGMENT FORM

I hereby confirm the reading and full understanding of this document and agree to follow and abide by all the guidelines and stipulations as set forth in this document. I will also ensure that all individuals acting on behalf of

Organization Name: _____

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

Signature: _____
Organization President

Date: _____

EXHIBIT G.
INCIDENT REPORT

Item 1.

Program Name: _____

Date of Incident: _____ Time of Incident: _____

Location: _____

Person Completing Report

Name: _____

Role (Coach, Official, Board Member, Staff, Spectator, Other): _____

Phone Number: _____ Email: _____

Individuals Involved

Name | Role | Team | Contact Info

Description of Incident

Immediate Actions Taken (Check all that apply)

☐ Verbal Warning ☐ Removal from Game/Facility ☐ Called Recreation Staff

☐ Contacted Law Enforcement ☐ Other: _____

Details of actions taken:

Witnesses (if any)

Name | Contact Info | Statement Provided? (Yes/No)

--	--	--

Submitted To Recreation Department

Received by (Staff Name): _____ Date Received: _____

For Office Use Only

Follow-Up Actions:

☐ Review Completed ☐ Suspension ☐ Program Removal ☐ No Further Action

☐ Other: _____

Notes:

Staff Signature: _____ Date: _____