# Table of Contents

## A. Organizational Requirements ................................................. 3
- Athletic Association Agreement ................................................. 3
- Not for Profit Organization Status ............................................. 3
- Liability Insurance Coverage ................................................... 3
- Charter/Bylaws/Election of Officers ......................................... 3
- Financial Reports ........................................................................ 3
- Communication ......................................................................... 4
- Bonding of GCAA Officers ....................................................... 4

## B. Meeting Guidelines ............................................................... 4
- GCAA Annual Meeting ............................................................. 4
- Executive Meetings ................................................................. 4
- Mandatory Gwinnett County Meetings ....................................... 4

## C. Facility Use and Operation Guidelines .................................. 5
- Sports Field Use Plan ............................................................... 5
- Facility Use Permits ................................................................. 5
- Batting Cage Policy ................................................................. 5
- Coolers & Food ........................................................................ 5
- Sunday Field Use ..................................................................... 6
- Batting Cage Policy ................................................................. 6
- Inclement Weather Conditions ................................................ 6
- Procedures for Field Closings .................................................. 6
- Background Checks ................................................................. 7
- Health & Wellness ................................................................... 7
- Flag Procedures ....................................................................... 13
- Public Address System ............................................................ 13
- Pets in Bleacher Areas .............................................................. 13
- Hot Weather Testing ............................................................... 14

## D. Sports Program Guidelines .................................................. 15
- GCPR Area Facilitators’ Role .................................................... 15
- Fees and Charges ...................................................................... 15
- Tournaments ............................................................................. 16
- Schedule for Practices and Games ............................................ 18
- Sport of Season Guidelines ...................................................... 18
- New Sport or League ............................................................... 19
- Coaching Certification .............................................................. 19
- Camps and Clinics ................................................................... 19
- Travel Teams ........................................................................... 19
- Websites .................................................................................. 19
- Registration ............................................................................. 20

## E. Facility Maintenance Responsibilities .................................... 21
- HVAC Temperature Control ..................................................... 21
- Storm water Runoff .................................................................. 21
- Facility Upkeep ......................................................................... 21
- Restrooms ................................................................................ 22
- Recycling .................................................................................. 24
- Soccer Goals ............................................................................ 25
- Scoreboards ............................................................................. 26
- Field Materials ......................................................................... 28
A. Organizational Requirements

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

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

Athletic Association Agreement
September 20, 2011, a facility usage agreement was approved by Gwinnett County Board of Commissioners and our recognized Gwinnett County Athletic Associations; that is effective starting January 1, 2012, re-affirming the partnership between each athletic association and GCPR. Please see a copy on pages 60-61.

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

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

Charter/Bylaws/Election of Officers
The umbrella Board of Directors shall be the governing body of each GCAA, consistent with the charter and bylaws of the GCAA, to conduct the affairs of the GCAA. An umbrella board is formed to insure the overall interest of all sports. A copy of the charter must be on file with GCPR and the bylaws must be turned in to the GCPR Area Facilitator by January 1 each year and/or after any amendments or changes occur prior to the issuance of any facility use permit. By-laws can only be changed with approval of the GCAA membership via an open and fair process per the GCAA by-laws.

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

Financial Reports
Official Code of Georgia Annotated Section 14-3-111 states that all corporate minutes and books of account be held open for inspection by any member of the GCAA at any reasonable time. GCPR recommends that each GCAA is bonded and annual audits are performed on all bank accounts.
Communication
GCPR have links posted on our website that will lead the public to yours. Any communication via e-mail or phone-tree must be approved by the president of the GCAA. Special access to members’ information may be used only if the information is pertinent to all members such as registration dates, tryouts, GCAA special events, requests for coaches, etc. Using the member database for commercial activity, business, government elections, solicitation, etc. is strictly prohibited. The member database may be used during your annual GCAA election period, provided that each candidate has equal opportunity.

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

B. Meeting Guidelines

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

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

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

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

Mandatory Gwinnett County Meetings/Educational Opportunities
Each year GCPR hosts three meetings that each GCAA is required to attend. The purpose of these meetings is to increase communication between both parties so that operations will run smoothly and efficiently. Every effort will be made by GCPR to schedule meetings with consideration to YAA members’ availability.

Individual GCAA Meeting
- Held each year in October/November
- Required attendance from the GCAA president, vice president and one other officer as well as association respective sports directors. This requirement must be met in order for facility use permits to be issued for the next year
- Gwinnett County will have in attendance: management staff, park grounds maintenance staff, GCPR Area Facilitator, project administration staff, and support services staff

Turf and Grounds Assessments (Annually)
- Spring assessments held each year in April/May
- Required attendance by GCAA president and sports directors
- GCPR and GCAA will assess fields, grounds and buildings to determine course of action to repair problem areas that is most effective and create a timeline for renovation
Youth Sports Expo  January 24, 2015
Gwinnett County Parks and Recreation is providing a unique opportunity for Youth Athletic Associations to gain some knowledge about youth sports through educational workshops. In addition, we will have an Exhibit Hall with Vendors to show you their products and wares. It will be held annually at one of our parks. We encourage all Youth Groups to be a part of this collective effort to educate and inform our volunteers and recreational leaders of the current trends in youth sports and field maintenance.

C. Facility Use and Operation Guidelines

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

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

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

Facility Use Permits
Each GCAA operating on Gwinnett County park property must obtain a facility use permit from Gwinnett County, a minimum of 30 days prior to the opening date of each sport season. Any organized association activity must be permitted by your respective area facilitator prior to the event. This permit is to be obtained on behalf of the GCAA by the president and on behalf of the county by the GCPR Area Facilitator. This permit, issued seasonally per sport, specifically identifies facilities to be used by the GCAA and the terms and conditions of said use (a sample “Facility Permit” is shown on the following page).

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

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

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

Coolers & Food
Patrons that come to the park are allowed to bring their own coolers with non-alcoholic beverages and/food for personal consumption. Selling of these personal items is prohibited.
Sunday Field Use
GCAAs currently holding facility use permits may request permission to utilize specific fields on Sundays. Requests must be submitted to the GCPR Area Facilitator in writing at least one week in advance. All fields may be permitted if needed. GCPR reserves the right to utilize synthetic field turf facilities on Sundays for rental use.

Batting Cage Policy
All batting cages, whether funded by a youth athletic association or otherwise, become property of Gwinnett County upon installation at any county park. Gwinnett county policy requires that all batting cages remain unlocked and open for public use when not under contracted and scheduled use by a youth athletic association. Youth Athletic Associations may close batting cages for safety of maintenance reasons. In the event that cages must be closed, it is the responsibility of the YAA to provide prior notification to the GCPR Facilitator.

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

Procedures for Field Closings

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

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

Option 1: The GCAA may choose to cancel all activities. GCPR staff will lock all sports field gates and display the “Fields Closed” sign(s) (the GCPR Area Facilitator will also notify police).

Option 2: The GCAA officer may inspect the field and determine if it is suitable for play. If the GCAA determines that playing conditions are suitable for play and play is allowed, the GCAA accepts any and all financial liability in the event that damage occurs from misuse or abuse by GCAA participants.

GCPR Non-Business Hours (i.e. holidays, weekends and after 3:00pm weekdays)
It is the responsibility of the GCAA to inspect and determine if the fields are safe and playable. If the GCAA determines that the fields are unsafe or unplayable they are to leave a voice mail for the GCPR Area Facilitator that the fields are unsuitable for play, and they are to lock all sports field gates and display the “Fields Closed” sign(s).

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

Voice-mail notifications should include the following:

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

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

Gwinnett County reserves the right to cancel any scheduled activity at county facilities when it is determined that such use would severely damage the field condition or endanger the safety of the participants. If the GCAA utilizes fields after Gwinnett County closes them because of unsafe conditions, the GCAA will be responsible for the cost of any damage to the facilities or turf.
These rules are designed to provide residents with safe playable surfaces. Failure to comply or abuse of these procedures by a user group may result in GCPR revoking the use of the field closure procedures.

Background Checks
GCPR recommends that GCAA’s complete background screenings for all individuals involved within their association programs. This is to obtain the necessary information to determine the eligibility of individuals based on the procedures and disqualifiers each GCAA develops.

Health & Wellness Guidelines & Procedures

Concussion and Head Injury
Guidelines & Procedures – HB 284 – Return to Play Act
Concussion Information and Education
With the passage of HB 284 - Return to Play Act by the Georgia Legislature in 2013, new requirements to educate coaches, youth athletes and their parents on the dangers of concussions in competitive youth athletic activities became effective for all competitive sports in January 2014. The Georgia Department of Public Health is referring everyone to the "Heads Up - Concussion in Youth Sports" program offered by the Center of Disease Control (CDC). Gwinnett County Parks & Recreation (GCPR) will use the before mentioned education program for all competitive sports provided by GCPR, and will recommend the same education program to all youth sports partners (Gwinnett County Athletic Associations (GCAA) and Gwinnett County Summer Swim Leagues (GCSSL)) that utilize GCPR facilities.
A link to the program on the CDC website can be found here: www.cdc.gov/concussion/HeadsUp/youth.html

Definition
A concussion is a type of brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

Symptoms Reported by Athlete
- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

Signs Observed by Others
- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after hit

Purpose
The following guidelines and procedures are being implemented by GCPR with the intent to reduce the potentially serious health risks associated with competitive sports related concussions and head injuries.

Guidelines
GCPR will educate coaches, referees, site supervisors, parents and participants of the signs, symptoms or behaviors consistent with sports induced concussions.

Concussion and Head Injury
Guidelines & Procedures – HB 284 – Return to Play Act
Distribution Procedure:
A. Parents, Coaches, assistant coaches and site supervisors associated with competitive sport activities should become familiar with and have access to a copy of GCPR’s Concussion and Head Injury Guidelines.
B. Parents, Coaches and assistant coaches are strongly encouraged to view the “Heads Up: Concussion in Youth Sports” online course from the Center for Disease Control (CDC). This online course can be found at the link listed below. http://www.cdc.gov/concussion/HeadsUp/online_training.html
C. Staff and Site Supervisors will take the “Heads Up: Concussion in Youth Sports” online course.
D. GCPR will provide concussion educational information to all coaches and officials. (See Attached)
E. GCPR will provide concussion educational information to all youth athletes and their parent/legal guardian. The parent/legal guardian must sign an acknowledgement of receipt. (See Attached)

F. GCPR will provide concussion educational information to all GCAA and GCSSL who utilize GCPR facilities in the GCAA and GCSSL Policies & Procedures Manual. It is recommended to all GCAA and GCSSL that they provide educational information per **HB 284** to all coaches, participants and their parents.

**Suspected Concussion Procedures for GCPR Provided Programs:**

A. Any participant exhibiting the signs, symptoms or behaviors associated with a concussion or head injury: (1) must be immediately removed from the activity. **Remember: When In Doubt Sit Them Out!**

B. The injured participant’s parent or guardian should be immediately notified of the suspected concussion or head injury so they can be taken and evaluated by an appropriate healthcare professional.

C. An Accident or Injury Report Form must be submitted to GCPR within 24 hours or on the next business day following the incident.

**Child Abuse Reporting Procedures**

**Child Abuse Reporting**

**(MANDATORY for all employees and volunteers)**

**Definitions:**

As used in this Policy, the term:

- “Abused” means subjected to child abuse.
- “Child” means any person under 18 years of age.
- “Child abuse” means:
  a. Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child;
  b. Neglect or exploitation of a child by a parent or caretaker thereof;
  c. Sexual abuse of a child; or
  d. Sexual exploitation of a child.
- “Child service organization personnel” means persons employed by or volunteering at a Gwinnett County facility or organization that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.

**Reporting Requirements:**

Child service organization personnel having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made to the person in charge of the facility, or the designated delegate thereof. An employee or volunteer who makes a report to the person designated shall be deemed to have fully complied with this Policy. Under no circumstances shall any person in charge of such facility, or the designated delegate thereof, to whom such notification has been made, exercise any control, restraint, modification, or make other change to the information provided by the reporter, although each of the aforementioned persons may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report.

The person in charge of such facility, or the designated delegate thereof, to whom such notification has been made, shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

Such reports shall contain the names and addresses of the child and the child’s parents or caretakers, if known, the child’s age, the nature and extent of the child’s injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator.

If a child is in **immediate danger** (obviously being beaten or left alone overnight, for example) the police should be contacted immediately:

- The employee or volunteer should dial 911 immediately.
- Once the police have been contacted, the employee or volunteer should notify the supervisor of the facility.
- The supervisor will complete a written Report of Suspected Child Abuse/Neglect and turn in to the Division Director within 24 hours of notifying police.
- The Division Director will send the Report of Suspected Child Abuse/Neglect to Tammy Gibson.

In situations where there is **no immediate danger**: 8
• The employee or volunteer shall notify the supervisor of the facility.
• Within 24 hours, the supervisor will contact the Gwinnett Department of Family and Children Services at 678.518.5630 (after hours, call 1.855.422.4453 [between 5:00pm and 8:30am]) and make an oral report.
• The supervisor will then complete a written Report of Suspected Child Abuse/Neglect and turn in to the Division Director within 24 hours of learning of suspected abuse.
• The Division Director will send the Report of Suspected Child Abuse/Neglect to Tammy Gibson.

People who call to report suspected abuse do not have to be sure maltreatment has occurred; they simply report what they have seen/heard. The authorities will investigate and confirm whether or not abuse has occurred. People who call are asked to give the name and location of the child and the name of the suspected perpetrator. Reports are confidential and those who call do not have to give their name.

Health and Wellness Standards Guidelines
Wellness Guidelines are a written set of standards an organization agrees to follow to provide a healthy environment. Wellness Guidelines are important tools for promoting healthy habits in the places for adults and children to live, work and play in. GCPR offers:

1. Planned Physical Activities for all Ages and Physical Abilities:
   o Park Programming includes physical activities for children, adults and older adults.
   o Park Therapeutic Programming includes physical activities for people with disabilities.
   o The creation of the Park Rx Committee will develop ideas and programs to foster healthy lifestyles for our residents and employees.

2. Public Access to Healthy Foods and Beverages:
   o At least 50% of products offered in food and beverage machines are to be healthy options. All vending contracts will abide by this percentage and be audited regularly.
   o Bottled water is available in all beverage vending machines.
   o Concession stand managers are encouraged to provide healthy choices at sporting facilities.
   o Clean drinking water is available at all facilities and events.
   o Healthy food choices are available at 85% of Gwinnett County Parks and Recreation sponsored events.

3. Parks and Recreation Partnerships:
   o GCPR collaborates with Children’s Healthcare of Atlanta to promote healthy habits in summer camps, programming, and health standards.
   o Through partnerships with the Clemson University, GCPR staff is certified in playground maintenance and inspection standards.
   o Gwinnett United in Drug Education (GUIDE) has been a community partner with GCPR for over 25 years, educating communities about substance abuse prevention.
   o GCPR partners with 28 Youth Athletic Associations to provide space for children to participate in a variety of sports.
   o In partnership with the Gwinnett Parks Foundations, GCPR’s 501(c)(3) non-profit, “Park’nership” allows a citizen to connect to nature and their local parks by inviting them to take part in the beautification process. The event promotes new relationships, feelings of ownership and increased park use.
   o Eastside Medical Center and GCPR’s partnership, Live Healthy Gwinnett, encourages and engages Gwinnett County residents to invest in personal wellness. This initiative focuses on four overall wellness areas: Be Active, Eat Healthy, Get Checked and Be Positive.

4. Healthy and Safe Environments for Summer Camps:
   o Parents are encouraged to provide healthy meals and snacks for their children.
   o Campers are provided with drinking water, and do not have access to sugary drinks like soda, sports drinks, sweet tea, lemonade, juice drinks or fruit juice.
   o Personal electronics are discouraged to limit screen time.
   o Camps include healthy habits messaging.
   o Camps provide more than 60 minutes of physical activity daily.
   o Campers are educated on the benefits of healthy eating.
   o GCPR includes environmental science and nature hikes as part of our summer camp and spring break curriculum.

5. Safe and Healthy Environments for all Park Users:
- Playgrounds are covered in soft surfaces to provide safe places to land in the event of falls.
- Playgrounds are inspected regularly by GCPR staff members who are Certified Playground Safety Inspectors.
- Parks provide trails and open areas for exercise and activities that are highly visible and highly visited during normal park hours.
- Police officers use parks to complete reports, providing a police presence and deterring crime.
- GCPR staff is trained on concussion prevention and treatment, CPR, First Aid, Child Predator Protection and Child Abuse Recognition and Reporting.
- Park facilities and parking lots are well lit with interior and exterior lighting.
- In larger park properties, the trail systems have 911 HELP Location Markers in the case of an emergency. The marker ID numbers link into the GIS System.
- A Safety Committee is formed each year of GCPR staff that reviews accident, incident and rescue reports, inspects parks and their elements and makes recommendations for safety alterations.

6. Parks and Recreation Staff are provided with Healthy Work Environments:
   - Breastfeeding is encouraged, and mothers are provided with private space and time to pump.
   - The Park Rx Committee and Safety Committee, formed of GCPR staff, give a voice to all employees.
   - GCPR staff is trained on proper hydration and are provided with clean drinking water.
   - Hepatitis B vaccines are available to all GCPR staff.
   - GCPR has modified guidelines for caterers – having them provide more nutritious food options during programs, events and staff gatherings.
   - Through the BeWellBeSafe Human Resource’s Wellness Initiative, employees can access:
     - Online educational courses related to your health and benefits.
     - Wellness Credits earned.
     - A Wellness Assessment and Biometric Dashboard to track your potential health risks.
     - Many more resources for your improved health.

7. Designated Smoke-Free Areas of Play:
   - Smoking is prohibited on all playgrounds, sports fields, adult sports fields, dog parks, skate bowls, pools and enclosed public spaces.
   - Smoking must be at least 25 feet from any entrance of a facility or entrance gate.
Strong Start Games for Healthy Kids

Strong Start Games to Make

Strong Start Games

2 Know the Game

Learn to play for profit or forum for fun. Start with the Strong Start Team Game Plan, which can help you learn the game and then apply your skills to a forum for fun. Help our kids develop risk-taking skills by providing nutritious foods for their meals.

2 Study the Opponent

By following the step below, the Strong Start Team Game Plan will help you learn the game. With this new skill and knowledge, you can support your team's efforts and

2 Know the Game

Strong Start Games for Healthy Kids

Strong Start Games to Make

Strong Start Games

2 Know the Game

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2 Study the Opponent

By following the step below, the Strong Start Team Game Plan will help you learn the game. With this new skill and knowledge, you can support your team's efforts and

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

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

Pets in Spectator areas
The sign "No Pets allowed on or near athletic fields" was truly put out to help citizens/volunteers in and around the athletic fields. It is our intention was to emphasize that NO PETS were allowed on the Playing fields. We hoped these signs would keep animals off the playing field and not near the dugout gate openings. It was not our intention to keep dogs out of the bleachers. Having pets in the bleachers is NOT against the County Park ordinance. (See Park Ordinance at end of this manual)

Expectations:
- **BASEBALL/SOFTBALL/SOCCER/FOOTBALL/LACROSSE PLAYING FIELDS** - NO PETS ALLOWED.
- **BLEACHER AREAS - PETS ARE ALLOWED.
- **BLEACHER AREAS ARE NOT ON PLAYING FIELDS, THEREFORE DOGS CAN SIT THERE, AS LONG AS THE OWNER IS FOLLOWING THE COUNTY ORDINANCE.

THERE ARE ONLY 2 EXCEPTIONS TO THIS RULE: 1. Mountain Park Football field and 2. Rhodes Jordan Football field. Both of these are Overlay fields and majority of the bleachers on the Playing field; therefore; no pets would be allowed in these 2 venues.

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

The use of public address systems by GCAAs is permitted in Gwinnett County parks but restricted to the following policies and guidelines:
- GCAAs are required to submit a **written request** to the GCPR Area Facilitators to use public address systems in county parks at least two weeks in advance. The request must describe the days and times of intended use. A diagram depicting the fields or directional locations that the amplifiers or speakers are to be projected must accompany the request. The request must also describe of the public address system and the intended use
- GCAAs are responsible for all expenses associated with public address systems purchase, rental, repair/maintenance, and care. Any damage to county property due to a public address system’s fault/damage is the financial responsibility of the GCAA
- Prior to installation, the support services manager or his/her designee must approve GCAA requests to permanently affix public address systems to county property

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

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

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

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

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

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

If the heat index is under 95 degrees
   **All Sports:**
   - Provide ample amounts of water. This means that water should be always be available at regular intervals and athletes should be able to take in as much water as they desire
   - Optional water breaks approximately every 30 – 45 minutes for 10 minutes duration
   - Ice-down towels for cooling
   - Watch/monitor athletes carefully for necessary action

If the heat index is from 95 to 99 degrees:
   **All Sports:**
   - Provide ample amounts of water. This means that water should always be available at regular intervals and athletes should be able to take in as much water as they desire
   - Mandatory water breaks approximately every 30 – 45 minutes for 10 minutes duration
   - Ice-down towels for cooling
   - Watch/monitor athletes carefully for necessary action
   **Contact Sports:**
   - Helmets and other possible equipment should be removed if the participant is not involved in contact or if it is not necessary for their safety
   - Reduce the time of outside activity. Recommended, practice should not exceed 2-1/2 hours. Consider moving the practice to the morning or later in the day
   - Re-check the temperature and heat index approximately every 30 minutes to monitor increased risks

If the heat index is from 100 to 105 degrees:
   **All Sports:**
   - Provide ample amounts of water. This means that water should always be available at regular intervals and athletes should be able to take in as much water as they desire
   - Mandatory water breaks approximately every 30 – 45 minutes for 10 minutes duration
   - Ice-down towels for cooling
   - Watch/monitor athletes carefully for necessary action
   - Alter uniforms by removing items where feasible
   - Allow for changes to dry t-shirts and shorts
   - Reduce the time of outside activity. Recommended, practice should not exceed 2 hours. Consider moving the practice to the morning or later in the day. Limited conditioning
   **Contact Sports and Activities with Additional Equipment:**
   - Helmets and other possible equipment removed if not involved in contact or necessary for safety. Recommendation: Football wears helmets, t-shirts, and shorts
   - Re-check temperature and heat index approximately every 30 minutes for increased risks

If the heat index is above 105 degrees:
   **All Sports:**
   - Stop all outside activity in practice and/or play and all inside activity if air conditioning is unavailable
D. **Sports Program Guidelines**

GCAAs are responsible for providing all sports equipment and all necessary personnel to operate the sports program.

**GCPR Area Facilitators' Role**

Each Area Facilitator is responsible for all communications between their respective GCAAs. The Facilitator is to serve as the liaison between their respective GCAAs and GCPR Administration. Each facilitator is familiar with the facilities in which each GCAA programs within and effectively ensures maximum utilization of those facilities. When needed a facilitator will consult the assistance and guidance of the Athletic Coordinator who will then determine if further consultation is needed by following the chain of command within GCPR.

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

**Usage Fee**

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

**Fees and Charges**

All revenues received by the GCAA shall and will be used in accordance with state nonprofit rules and regulations. Money should be used to operate the sports program or on approved improvements of facilities/athletic fields in County parks. No organization at any time may sublet county facilities to outside organizations or other Youth Athletic Associations.

**Non-Resident Fees**

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

**Concession Stand Fees**

GCAAs will be charged an annual $500 fee per concession stand per park. A concession stand permit will be issued to the GCAA upon receipt of payment. If the GCAA chooses not to pay the concession stand fee, GCPR reserves the right to permit with a concession vendor.
Light Fees
GCAAs will be charged a light fee to be determined annually. GCPR will be consolidating and tracking all Light usage on our Ball Fields. The consolidating of information will be done by the Parks field and Administrative staff. That information will be collected and verified via a spreadsheet that will be sent to the Recreation Manager, Athletics Coordinator and Facilitators.

Reporting Procedures
1. The Ball Field Lighting Bill will be sent to the Association President and/or the Association designee via e-mail by the fifth of each month and the Athletics Coordinator will be copied as well. The bill will state that payment will be due by the first of the following month.
2. If the Ball Field Lighting Bill is not paid within three days of the first of the following month, then an e-mail is to be sent to the Athletic Coordinator. The Athletic Coordinator will make phone calls and e-mails to the Association to find why payment is delinquent.
3. Delinquency in payment could result in light usage being severely cut back or even suspended until bill is paid. The Athletics Coordinator and Recreation Manager will handle correspondence with the Associations when dealing with payments not being made.
4. Payments of Light Bills will need to be sent to GCPR, 75 Langley Drive, Lawrenceville, GA 30046.

Tournament Fees
GCAAs will not be charged fees for hosting tournaments in which teams from outside Gwinnett County participate if the tournament is organized and implemented by the GCAA assigned to a particular park. Non-Profit Fundraising form must be submitted by association president requesting to host a tournament.

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

Pre/Post-Season Tournaments
GCAAs must request, in writing to the GCPR Area Facilitator, the use of GCPR facilities for post-season tournaments. This written notification should be received by the GCPR Area Facilitator two weeks prior to the GCAA bidding on a tournament. This written request should include tournament dates, times and specific facilities. Upon approval from GCPR, the GCAA may proceed with the tournament bid process. Once the GCAA has been notified of the award of the tournament they should confirm tournament dates, times and tournament needs from GCPR with the GCPR Area Facilitator. Within two weeks of being notified about awarded tournament(s), GCPR will indicate assistance that can be provided. GCPR Athletic Coordinator reserves the right to request that a GCAA pay for the staffing of a Recreation Park Attendant (RPA) if deemed necessary. The RPA will assist the GCAA in maintaining the facility throughout the duration of the tournament in which they are scheduled to work. Likewise, if deemed necessary the Athletic Coordinator may request that a GCAA staff the event with security.
**Gwinnett County Athletic Association**  
**Sports Participation Summary**

**Year:** _________________

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

**GCAA:** _________________________________  **Date Submitted:** __________________

<table>
<thead>
<tr>
<th>Sport</th>
<th>Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>___Spring</td>
</tr>
<tr>
<td>__Softball</td>
<td>___Fall</td>
</tr>
<tr>
<td>__Soccer</td>
<td>___Winter</td>
</tr>
<tr>
<td>__Football</td>
<td></td>
</tr>
<tr>
<td>__Cheerleading</td>
<td>___Sport</td>
</tr>
<tr>
<td>__Basketball</td>
<td>___Season</td>
</tr>
<tr>
<td>__Roller Hockey</td>
<td></td>
</tr>
<tr>
<td>__Lacrosse</td>
<td></td>
</tr>
</tbody>
</table>

*Define as recreational, travel, select, or academy participants*

<table>
<thead>
<tr>
<th>Age Division</th>
<th># of Participants</th>
<th># of Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Total Gwinnett County Participants:** __________

**Total Non-Gwinnett County Participants:** __________

**Total Participants:** __________

**Participants Receiving Scholarship:** __________

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

**Jonathan King, Athletic Coordinator**  
**Gwinnett County Parks and Recreation**  
**75 Langley Drive, Lawrenceville, GA 30046**  
**Or email to jonathan.king@gwinnettcounty.com**

I, _______________________, certify that the above information is correct.  **Date_______**
Master Field Schedule for Practices and Games

- Dates for try outs, practice and league games at Gwinnett County facilities must be submitted in writing, a minimum of 30 days in advance to the GCPR Area Facilitator.

- The GCPR Area Facilitator must receive football game schedules on or before August 15. The GCPR Area Facilitator must receive fall Roller Hockey/baseball/softball and soccer game schedules on or before September 1, unless the season begins prior to September 1.

- The GCPR Area Facilitator must receive spring Lacrosse schedules on or before January 15, unless the season begins prior to January 15.

- The GCPR Area Facilitator must receive spring Roller Hockey/baseball/softball and soccer schedules on or before March 1, unless the season starts prior to March 1.

- The GCPR Area Facilitator must receive winter basketball schedules for GCPR facilities on or before October 15.

Practice and Game Schedules

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

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

Sport of Season Guidelines

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

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

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

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

When not permitted to GCAAs, all fields and gyms will be scheduled by GCPR for organized activities or rental to outside groups.
**New Sport or League**
GCAAs must notify the GCPR Area Facilitator of plans to implement any new sport or league. This notification must be a minimum of six months in advance.

**Coaching Certification**
GCPR encourages GCAAs to require all sport coaches to attend National Alliance of Youth Sports (NYSCA) coaching clinics or another of choice. NYSCA participation is not required. NYSCA certification can be obtained via a certified clinician with GCPR. If interested please contact Athletic Coordinator Jonathan King, jonathan.king@gwinnettcountry.com

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

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

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

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

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

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

Suggested information includes (but is not limited to):
- Contact information for board members and individual sport commissioners/directors
- Copy of updated by-laws
- Dates for registration, first week of practice, first week of games, duration of season, program cost and fees, equipment included in registration cost, equipment provided by players, and awards (if any)
- List of fields/facilities with driving directions
- Rules for each sport
- Schedule of executive board meetings, annual membership meeting and elections

**Signage**
GCAAs are permitted to advertise GCAA approved activities on Park Marquee signs and are also permitted to up one (1) real estate type yard sign on park property on the main entrance roadway, provided there is spot to put it in safely.
Registration
Registration will be open to all youth that meet the age requirements set forth in the specific sport rules and regulations. Registrations must be advertised a minimum of 30 days in advance. Registration will be taken until all team roster positions are filled or two weeks prior to the beginning of regular season games (an example of the GCAA Participation Summary Form is shown on page 13).

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

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

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

### Youth Baseball/Softball Registration Standards 2015

<table>
<thead>
<tr>
<th>GCAA</th>
<th># of Fields</th>
<th># of Teams</th>
<th>Total Registration Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archer</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Brookwood</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Collins Hill</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Dacula</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Duluth</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Grayson</td>
<td>8</td>
<td>192</td>
<td>2304</td>
</tr>
<tr>
<td>Lawrenceville</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Greater Lilburn</td>
<td>5</td>
<td>72</td>
<td>1440</td>
</tr>
<tr>
<td>Mill Creek</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Mountain Park</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Mountain View</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Norcross</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>North Gwinnett</td>
<td>7</td>
<td>168</td>
<td>2016</td>
</tr>
<tr>
<td>Peachtree Ridge</td>
<td>4</td>
<td>96</td>
<td>1152</td>
</tr>
<tr>
<td>Shiloh</td>
<td>6</td>
<td>144</td>
<td>1728</td>
</tr>
<tr>
<td>South Gwinnett</td>
<td>6</td>
<td>144</td>
<td>1728</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>112</strong></td>
<td><strong>2688</strong></td>
<td><strong>32256</strong></td>
</tr>
</tbody>
</table>

All baseball/softball fields are multi-purpose.
Pre-established, gender-specific field assignments prior to registration are prohibited.
E. Facility Maintenance Responsibilities

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

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

GCAAs have an added responsibility to items that fall under the second category. GCAAs are required to perform routine maintenance tasks, including regular cleaning, neat storage of materials, hazard-free and proper energy management procedures maintaining HVAC temperature, no excessive power or water use, and basic adherence to Gwinnett County codes and regulations.

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

HVAC Temperature Control

GCAAs are responsible to maintain the county’s energy management program. This program includes maintaining the temperature control setting in concession buildings at 70 degrees for heating and 74 degrees for cooling. Abuse of this program (which includes damage to any part of the HVAC system, including the thermostat, thermostat lock out box, condenser, air handler, ducts) by the GCAA (upon final determination by county officials) will result in the GCAA being responsible for all repair or replacement costs.

HVAC Problems

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

Please provide the following information:
Specific location, nature of the problem, contact name, contact phone number
An HVAC technician will be notified and will return your call at the number you have indicated.

Storm Water Runoff

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

GCAAs must abide by Gwinnett County storm water regulations as follows:

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

Facility Upkeep

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

Maintenance buildings, concession buildings, storage areas, and other park facilities used during a sport season should be returned to their original condition by the GCAA by the end of each season.
Restrooms
GCAAs must ensure that the restrooms are in a clean, sanitary condition during the day and at the conclusion of each scheduled day. All toilets need to be flushed, paper off the floor and tissue replaced. It is recommended on weekends that the restrooms are monitored and checked two to three times per day. A mop and mop bucket will be placed in an accessible area for the GCAA to use when needed to maintain a sanitary restroom floor.

GCAAs are responsible for collecting litter daily from fields, dugouts, press boxes, restrooms, concession areas, and breezeways, and placing it into trash receptacles. Trash left in the areas outlined constitutes a violation of the facility use permit and may hinder field preparation. Full trash can bags should be pulled and taken to the designated park dumpster for disposal.

Facility Materials/Chemicals
GCAA’s are provided and supplied with cleaning chemicals and trash can liners by Grounds Maintenance staff to assist in the maintenance of facilities. These items are to be used by GCAA’s outside of business hours and weekends in which they are utilizing facilities. Please reference the following MSDS sheet regarding the chemical use guidelines for those that are provide within each facility.
<table>
<thead>
<tr>
<th>Product</th>
<th>Austin A-1 Bleach</th>
<th>NABC Non-Acid Disinfectant</th>
<th>Purple Dragon</th>
<th>Antimicrobial Soap for Sensitive Skin</th>
<th>GOJO Gold &amp; Klean Antimicrobial Lotion Soap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacture</td>
<td>James Austin Company 115 Downsville Road Mars, PA 16046</td>
<td>Spartan Chemical Company, Inc. 1110 Spartan Drive Maumee, OH 43537</td>
<td>AIL Chemicals, Inc. PO Box 876 Buford, GA 30515</td>
<td>Technical Concepts 1301 Allanson Drive Mundelein, Illinois 60060</td>
<td>GOJO Industries, Inc. 1 GOJO Plaza Suite 500 Akron, OH 44311</td>
</tr>
<tr>
<td>Contact Number</td>
<td>1-800-228-5635</td>
<td>1-888-314-6171</td>
<td>1-800-424-9300</td>
<td>1-888-689-9082</td>
<td>1-800-424-9300</td>
</tr>
<tr>
<td>Chemicals</td>
<td>Sodium Hypochlorite Sodium Hydroxide</td>
<td>Alcohol Ethoxykate Dially Dimethyl</td>
<td>Sodium Hydroxide 2-Butoxethanol Trisodium Phosphate</td>
<td>No hazardous chemicals</td>
<td>Ethanolamine Oleic Acid</td>
</tr>
<tr>
<td>Health Hazards</td>
<td>May cause skin and eye irritation or chemical burns to broken skin. Vapors are extremely irritating to eyes and respiratory tract. Harmful and potentially fatal if swallowed.</td>
<td>Causes moderate eye irritation. Harmful if absorbed through the skin. May be harmful if swallowed. Inhalation may cause respiratory irritation.</td>
<td>May cause nausea, vomiting, and diarrhea. Prolonged skin contact may cause moderate irritation, defating and dermatitis.</td>
<td>May cause eye and skin irritation. May cause stomach distress. Prolonged skin contact may cause mild redness and swelling.</td>
<td>May cause eye irritation. May cause upset stomach and/or nausea.</td>
</tr>
<tr>
<td>Emergency &amp; First Aid:</td>
<td></td>
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</tr>
<tr>
<td>Ingestion</td>
<td>DO NOT induce vomiting. Drink large quantities of water or milk. Call a physician or poison control immediately.</td>
<td>DO NOT induce vomiting. Drink large quantities of water. Call a physician or poison control immediately.</td>
<td>DO NOT induce vomiting. Drink large quantities of water. Call a physician or poison control immediately.</td>
<td>Dilute by rinsing mouth with water or milk. Seek medical attention or call poison control.</td>
<td>DO NOT induce vomiting. Contact physician or poison control.</td>
</tr>
<tr>
<td>Inhalation</td>
<td>Move to fresh air and seek medical attention if cough or other symptoms develop.</td>
<td>Move to fresh air and seek medical attention if irritation persists.</td>
<td>Move to fresh air.</td>
<td>Unlikely to occur due to chemical properties. Seek medical attention if needed.</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>Eye Contact</td>
<td>Flush eyes with cool running water for at least 15 minutes. Seek medical attention.</td>
<td>Rinse slowly with water for 15-20 minutes. Call poison control or seek medical attention for treatment advice.</td>
<td>Flush eyes immediately with water for 15 minutes. Get medical attention.</td>
<td>Immediately rinse eyes with water, seek medical attention if irritation persist.</td>
<td>Do not rub eyes. Flush with water for 15 minutes. Seek medical attention if irritation persists.</td>
</tr>
<tr>
<td>Skin Contact</td>
<td>Flush affected area with water and soap. Seek medical attention if irritation develops or persists.</td>
<td>Take off contaminated clothing. Rinse skin immediately with water for 15-20 minutes.</td>
<td>If irritation or discomfort persists, call a physician.</td>
<td>Rinse affected area with water. Seek medication attention if irritation persists.</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>Mixing Ratios</td>
<td>1 (one) part chemical to 3 (three) parts water.</td>
<td>Add to dispensers</td>
<td>Add to dispensers</td>
<td>Add to dispensers</td>
<td>Add to dispensers</td>
</tr>
<tr>
<td>Labeling Containers</td>
<td>If you place a chemical in a container other than its original, please clearly label new container with its contents and date to which it was placed in.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poison Control #</td>
<td>1-(800)-222-1222</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>See YAA Manual Appendix for full MSDS sheets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recycling Program
Trash demands a lot of attention throughout the day, but GCAAs can be better stewards by being green. Sponsor a recycling program by contacting Kim Shealy at 678.277.0900, kim.shealy@gwinnettcCounty.com.

Stewardship
We expect the GCAAs to be good stewards of GCPR facilities, fields and parks. Any and all efforts that can be done to keep the facilities free of litter is appreciated and needed.
Soccer Goals
GCAAs are responsible for providing goals. The following procedures will be based on the user group that is using, storing, removing, and securing goals within Gwinnett County Parks and Recreation Facility.

**Use:** All goals will be properly anchored using counter weights (saddle bags) or semi-permanent locking mechanism at turf field locations. GCAA’s that utilize portable goals with permanent counter weighted bars are exempt from the use of saddle bagged counter weights as long as they meet the minimum weight requirements in anchoring goals. GCAA’s that utilize saddle bag counter weights must meet ASTM standard of (6) 40lb. counter weights for any full or mid-sized portable goal. In the event that Soccer goals are not properly anchored, each goal will be removed from the playing field and secured without access by the GCAA. The Grounds Maintenance Foreman will notify both their respective Grounds Maintenance Coordinator and the Athletic Coordinator that they have secured the unanchored goals. The Athletic Coordinator will then be responsible for contacting both the Area Facilitator and GCAA representative to allow access to goals and to ensure goals are anchored for future use.

**Storage/Removal:** At the completion of each season all GCAA soccer goals must be removed and stored off of playing surfaces. During the soccer sport of season, each GCAA may keep goals on playing surfaces. During growing seasons (June 1st-August 31st) each GCAA must remove goals at a minimum two times a week to assist Grounds Maintenance staff in maintaining sports field turf. Each Grounds Maintenance Foreman will be responsible in communicating with GCAA in determining the two days in which the GCAA is to remove goals to accommodate for maintenance during growing season.

**Security:** GCAA’s will be issued common padlocks and cables to secure goals when they are removed and stored off of playing surfaces when soccer is not the sport of season. Each goal will need to be facing the other goal and locked or to a perimeter fence post.

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

Scoreboard Purchasing
GCAAs are able to purchase and install scoreboards by a variety of different means. If the GCAA wishes to install a scoreboard on park property, the GCAA President must submit the request in writing to the Deputy Director of Parks Operations, David Clark, david.clark@gwinnettcounty.com, 75 Langley Drive, Lawrenceville, GA 30046. This requires Board of Commissioners approval and may take up to three months. (A sample “Scoreboard Agreement” is shown on the next page.)

Scoreboards may offer the opportunity for advertising sponsors, which may aid with costs, provided that a GCAA adheres to the advertising policy listed in this manual. (See G. Special Requests, Advertising, and Signage)
License Agreement

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

1. **PURPOSE OF LICENSE:** Owner grants to Licensee the right and privilege to install sports field Scoreboard(s) at __________ Park and to monitor and maintain the same. The Scoreboard(s) shall be installed within one year from the date of this License Agreement and shall be similar to the Scoreboard and control devices as shown and described in Exhibit “A” attached hereto and incorporated herein by this reference.

2. **OWNER APPROVALS:** Owner must approve the following prior to installation:
   A. Type of scoreboard to include size, general mechanical/electrical components, electrical requirements, appearances (color, artwork/graphics, logos, etc.). The scoreboard must be new or recently refurbished.
   B. Scoreboard installation and erection specifications.

3. **MAINTENANCE AND MONITORING:** The Licensee shall be solely responsible for monitoring, maintenance and repair of the Scoreboard(s) and control devices and the Owner shall have no responsibility in this regard. Should the Scoreboard be deemed unusable, inoperable or a nuisance, for any reason, it will be the responsibility and cost of the Licensee to remove the Scoreboard and restore the site to its original condition.

4. **COSTS, FEES AND EXPENSES:** The Licensee shall be solely responsible for all costs, fees and expenses associated with the exercise of the privilege granted by this License Agreement, including but not limited to, those costs, fees and expenses associated with the purchase, installation and maintenance of the Scoreboard(s) and control devices, and the Owner shall have no responsibility whatsoever in this regard.

5. **ADVERTISEMENTS ON SCOREBOARDS:** The Licensee shall have the right to install advertisement on the installed Scoreboard(s) and to realize any revenues generated from these advertisements. All advertisement language, wording, pictures, logos, graphics must be approved by Owner prior to installation of any advertisement on any Scoreboard(s). Types of advertisements that are prohibited: promoting sale/use of alcohol, drugs, tobacco products, religious or controversial public issues.

6. **COMPLIANCE WITH LAWS:** Prior to exercising any of the privileges granted by this License Agreement the Licensee shall make application for and obtain all necessary licenses, permits and variances required by federal, state and local law and shall provide the Owner with copies of the same. The Licensee shall otherwise fully comply with all state, county and local laws, rules and regulations.

7. **REVOCABLE LICENSE:** The permission is given to Licensee as an accommodation with no monetary consideration and is revocable at any time by the Owner. If this License Agreement is revoked the Scoreboard(s) will be removed from the Park by the Licensee, at its sole cost and expense, within thirty (30) days of notice of the revocation from the Owner. Licensee acknowledges the legal title of Owner to the Park and agrees never to deny this title or to claim title in Licensee’s name.

8. **INDEMNIFICATION:** Licensee will exercise the granted privilege at Licensee’s own risk, and agrees that Licensee will never claim any damages against Owner, its agents, officers or employees, for any injuries or damages suffered on account of the exercise of such privilege, regardless of the fault or negligence of the Owner, and that the Licensee will indemnify, defend and hold Owner, its agents, officers and employees, harmless from and against any and all liability for damages, costs, penalties, attorney’s fees and expenses, including claims of third parties to this License Agreement, resulting from, arising out of, or in any way connected with, the exercise of the privilege by Licensee, and Licensee’s assignees or permitees, or other persons entering the Park at the invitation of the Licensee.

9. **INSURANCE:** At least ten days prior to exercising any of the privileges granted by this License Agreement the Licensee shall provide the Owner with proof of liability insurance in the amount of $1,000,000 per occurrence and $2,000,000 aggregate coverage. Additionally, any contractor that the Licensee uses for the installation of the Scoreboard(s) must also provide the Owner with proof of liability insurance limits commensurate with those stated above. All certificates of insurance will name Gwinnett County as additional insured.

10. **NOTICE TO OWNER:** At least ten (10) days prior to exercising any of the privilege granted by this License Agreement the Licensee shall provide written notice to the Owner of the estimated dates of commencement and completion of the installation of the Scoreboard(s) at the Park.

11. **NOTICES:** All notices required to be given under this License Agreement shall be deemed properly given if mailed by first class postage to the following addresses:
If to Owner:  
Gwinnett County Department of Community Services  
Attn: Director – Department of Community Services  
75 Langley Drive  
Lawrenceville, Georgia 30046

If to Licensee:  
Name of YAA  
Attention: President  
Address

12. IMPROVEMENTS: Other than as stated above, the Licensee agrees not to erect or to cause or permit to be erected at the Park any other improvements, devices or structures, whether permanent or temporary.

13. CHOICE OF LAW: This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Georgia.

14. ASSIGNMENT: The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, partnership, corporation or other entity without the prior, express and written consent of the other party.

15. MODIFICATION: Any modification of this Agreement or additional obligation assumed by either party in connection with the Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

16. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.
Field Materials
Sand, clay and other GCPR-approved material(s) used during inclement weather conditions must be kept at minimal use. Overuse of these types of materials may result in damage to the playing surface and result in closure of the sport field until it can be repaired. Park Foreman (see K. ADDITIONAL RESOURCES FOR ATHLETIC ASSOCIATIONS for contact information in the GCPR directory) must be notified of all deliveries of materials to insure storage at proper staging areas. GCAAs are responsible for the purchase of brick dust/infield mix for the purposes of replenishment of stock on site.

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

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

Artificial Turf Rules
GCPR has installed some artificial turf fields at some of our facilities. The fields do come with a warranty of at least 8 years. Any violations of these rules listed could violate the warranty. These fields have specific rules that must be followed:

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

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

If damage to turf grass occurs because of misuse or abuse (misuse to include: failure to rotate goals, practice or play in inclement weather conditions) by the GCAA, GCPR will require the GCAA to purchase replacement sod and incur any other cost necessary to repair the damaged area and to make the playing fields safe. The GCPR Grounds Maintenance Manager will determine sod renovation needs. Contingent upon available funding and as determined by GCPR staff, turf areas damaged to the extent that turf cannot regenerate on its own (except in circumstances due to misuse, as noted below), GCPR will re-sod or sprig the barren areas. There must be sufficient time scheduled for the turf grow-in period where no play on the renovated areas is allowed for six to eight weeks. It is important that GCAAs share with GCPR in the responsible management of all sports field turf grass areas, specifically relating to extremely wet or dry conditions. GCPR will, as funding allows, provide turf grass management programs to support the best possible playing surfaces.
Baseball Outfields:
GCAAs are responsible for teaching baseball players the importance of protecting the outfield turf, and GCAAs will be billed for purchase and installation of any sod that is required to repair spots in baseball outfields that are severely damaged by baseball use or result in unsafe conditions.

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

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

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

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

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

Turf Grass Policy
GCPR shares the responsibility with GCAAs for establishing, maintaining and renovating turf grass for sports fields at its parks. Turf grass maintenance may be modified due to weather or soil conditions. GCAAs that wish to supplement the routine maintenance of turf grass should contact the Grounds Maintenance Area Coordinator. No GCAA supplemental turf maintenance will occur without prior approval from the Coordinator. All sports fields will be generally maintained by GCPR in the following manner:

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

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

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

Safety and Security
A designated adult (preferably a board member) must make sure the entire permitted area is secure before leaving the park. All buildings must be closed and locked. All lights and scoreboards must be turned off. All gates must be closed.

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

**Incidents involving the Police, Fire Department or Ambulance**

Any time that emergency vehicles are called to the park, an immediate phone call to your facilitator is needed. Also, as soon as possible an email needs to be sent to jonathan.king@gwinnettcountry.com and john.register@gwinnettcountry.com providing notification and details of the incident. A general liability loss notice form needs to be sent in as soon as possible with details within 24 hours of the incident.

**Safety and Loss Prevention**

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

**Field Conditions:**

All fields should be inspected before each use to insure a safe environment. Gwinnett County reserves the right for any parks and recreation staff to close any facility for the safety of participants or conditions of the facility. After the fields are closed by GCPR, the GCAA may decide to play but will be responsible for all damages and repair to the facility. If a GCAA cancels games or practices due to inclement weather, it is their responsibility to leave the GCPR Area Facilitator a voice message at the time of cancellation. The GCAA must immediately notify the GCPR Area Facilitator of any damages or hazardous conditions.

**Weather Safety:**

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

**Adult Supervision:**

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

**Fire Codes:**

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

The GCAA president should report safety situations and any service requests to the GCPR Area Facilitator immediately. The GCPR Area Facilitator will process the request internally with GCPR staff.
Emergency Service Procedures – Evenings, Weekends, and Holidays

**Park Facilities**
For emergencies at GCPR facilities concerning problems such as water or flooding, loss of lights or electrical power, hazardous conditions, vandalism, storm drainage, etc. Scoreboard issues are not considered an emergency.

**Please call the Emergency Cell Phone at 678.333.6267**

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

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

**Please contact the GCPR Area Facilitator for your area:**
North Area, Chris Moore, 678.277.0855 or Christopher.moore@gwinnettc county.com
South Area, 770.978.5271
West Area, 770.417.2212

If you are unable to contact the GCPR Area Facilitator, e-mail the Athletics Coordinator, Jonathan King, at jonathan.king@gwinnettc county.com

**Police**
**For a police emergency, please dial 911.**
For non-emergency dispatch, call the Gwinnett County Police at 770.513.5100.
Gwinnett County Athletic Association
General Liability Loss Notice
(For injury or property damage to a member of the public.)

Dept.: Community Services  Cost Center: ___________
Contact: ____________________________
Phone: ____________________________

Claimant’s Name: ____________________________
__________________________________________
Address: ____________________________________
Street ____________________________________
City ____________________________ State __________ Zip __________

Phone #: Home: (______) _______ Work: (______) _______

Date of Loss/Injury: ____________
Time of Loss/Injury: _________ AM PM

Location of Loss/Injury: ____________________________
Street ____________________________________
City ____________________________ State __________ Zip __________

Detailed Description of Loss/Injury: ____________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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

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

Date First Reported to Department: ____________________________
Completion Date: ____________________________
Comments: ______________________________________________________

(Please Print) ____________________________ ____________________________
Name of Employee Submitting Report Employee’s Signature

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

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

__________________________ ____________________________
Name of Supervisor (Please Print) Supervisor’s Signature Date

Management Review By: ____________________________ ____________________________
Signature Date
Concessions and Storage Areas

Concession Health Standards
GCPR recommends that GCAAs follow proper health code standards at all times during concession operation. It is recommended that GCAAs place signs in restroom facilities stating, “Concession workers are required to wash hands before returning to work.”

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

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

Adherence to County Park Ordinances
GCAAs are responsible for adherence to all County Public Codes and Park Ordinances (complete list at gwinnettparks.com), including:
- Propane gas tanks, gas powered carts, and cans must be stored in a Gwinnett County approved, vented area located outside of the concession stand building (See OUTDOOR COOKING AND GRILLING STRUCTURES on page 32)

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

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

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

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

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

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

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

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

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

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

Note: The information provided is general in scope and does not take the place of any of the listed codes.
Owner/Operator Responsibility for Operation and Maintenance of Commercial Kitchen Ventilation Systems

1. Cooking equipment shall not be operated while its fire extinguishing system or exhaust system is non-operational.

2. Exhaust systems shall be operated whenever cooking equipment is turned on.

3. All filters shall be in proper placement when exhaust system is in operation.

4. Instructions for manually operating the fire extinguishing system shall be posted conspicuously in the kitchen and shall be reviewed with employees by the management.

5. The entire suppression system shall be inspected by a properly trained, qualified and certified person or company, semi-annually. A copy of the report shall be kept on-site.

6. Inspection and/or repair of the suppression system shall be conducted whenever the system has been damaged, has discharged or appliances, hood or ducts have been replaced, modified or relocated.

7. Hoods, grease removal devices, ductwork and fans shall be inspected by properly trained owner/operators according to the following schedule:
   - High volume cooking: (charbroiling, woks or 24 hour cooking) quarterly
   - Moderate volume cooking: semi-annually
   - Low volume cooking: (churches, senior centers or occasional use) annually

8. Owner/Operator inspection shall include, but shall not be limited to:
   - Cleanliness of the exhaust system, especially the filters
   - Grease filters are in proper position and all exhausted air passes through the filter system
   - Appliances have not been moved and are clean and in proper working order
   - Suppression system nozzles are cleaned and have a protective cover in place
   - The cylinders of the suppression system and any portable fire extinguishers shall display a yellow tag dated within the last six months (within the last 12 months for portables) and an approved licensed contractor shall sign the tag
   - All suppression systems and portable fire extinguishers shall be fully charged as indicated by its pressure gauge
   - If hood, grease removal devices, ductwork or fans are found to be damaged

9. Non-operational, the system shall be taken out of service until proper cleaning and repairs are completed. Hoods, grease removal devices, fans ducts must be cleaned to bare metal at frequent intervals prior to surfaces becoming heavily contaminated with grease or oily sludge.
Outdoor Cooking and Grilling Structures

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

Grilling Structure Build and Design Procedures

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

   Athletic Coordinator, Jonathan King   jonathan.king@gwinnettcCounty.com

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

3. GCAAs then submit a building permit application to the Building Permit Review Section for authorizations (in person) at:
   Gwinnett County Planning and Development, One Justice Square, First Floor
   Building Plan Review and Fire Marshal’s Office

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

4. Once all plan review authorizations have been obtained from Gwinnett County Planning and Development, the GCAA will be required to obtain the building permit card from Gwinnett County Planning and Development and post it at the construction location at all times. All required inspections must be obtained (notifications of the required inspections will be sent during the permitting process). All Gwinnett County Planning and Development procedures are to be adhered to according to the instructions received during permit approval process and/or in general per ordinance or law.

5. GCAA contractors are required to obtain a $1,000,000 liability insurance policy. Gwinnett County Board of Commissioners shall be named as the certificate holder and as additional insured. It is advised that the GCAA also be listed as additional insured. Fax or email the certificate of insurance prior to working to:

   Jonathan King, Athletic Coordinator
   Gwinnett County Parks and Recreation
   jonathan.king@gwinnettcCounty.com
   678.277.0898
Compressed Gas Cylinders for Grills

Safety Bulletin-Gas

Distribution:

Elected Officials
County Administrator
Department Heads
Safety Committee Chairman

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

The March 1997 edition of Gwinnett Safety, our Risk Management newsletter covers the issues related to transporting, storing and use of propane gas cylinders. This bulletin relates only to the storage of the cylinders.

Please note and observe the following with regard to all propane gas cylinders including those that are connected to grills or those thought to be empty:

- Always store them outside, not inside, of our buildings where gas can leak, collect and explode. If necessary, build a cage for extra cylinders, which allows full ventilation and protects them from theft and direct sunlight.
  - At home, do not leave them in storerooms, garages or inside the house
  - Do not allow non-employees or others to store propane cylinders inside of County buildings
  - Always store cylinders in an upright position
  - Keep the cylinders out of the reach of children
  - If you smell gas, get away from the cylinder and call the fire department
  - Close the cylinder valve when you are not using the gas

Melissa Black, Safety Officer

Please Post
F. Special Requests

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

If a GCAA is willing to fund a request, the guidelines in this document must be followed. After approval, work may proceed. If a GCAA fails to follow these procedures, Gwinnett County reserves the right to dismantle and remove unapproved alterations, additions, changes, etc. made to the facilities and/or to revoke the use of facilities. GCAAs are only to request approval for one capital improvement project at a time. Any proposal submitted by a GCAA with a previously approved project outstanding or unfinished will not be approved.

Press Boxes for Multi-Purpose Fields
GCAAs have the opportunity to build press boxes for multi-purpose fields. GCAAs will need to fund the entire project. A request to build such a feature will need to be sent to the Athletic Coordinator. GCPR will have project administration staff contact the GCAA on what will be required in order to move ahead with the press box.

Temporary Rental/Portable Light Use
Gwinnett County shall, under limited circumstances, permit GCAAs to contract for rental and portable light fixtures for use on unlighted sports fields in County facilities and complexes. Baseball and softball complexes are excluded.

The GCAA president shall submit in writing the following:
- Request, including need for rental/ portable light fixture permit, a diagram of proposed light layout, brand, kilowatts, lamp size, number of lamp fixtures per fixture and rental company
- A $1,000,000 certificate of insurance is required for any vendors and/or contractors naming Gwinnett County Board of Commissioners as additional insured and insurance certificate holder. It is advised that GCAA also be listed as additional insured
- The GCAA will adhere to the following guidelines when lights are permitted. Any violation will void the permit.
- Delivery and/or pick up must be previously scheduled with the GCPR Area Facilitator and park foreman. Delivery and/or pick up are not permitted while the fields are deemed in a wet or unsafe condition by park staff. Any additional expenses incurred due to a delay in delivery and/or pick up is the financial responsibility of the GCAA. Any field, facility or other damage caused during delivery and/or pick up is the financial responsibility of the GCAA
- Fixtures are to be located per approved and permitted layout of Parks and Recreation Support Services staff and are to be chained and locked where appropriate to a fence post or pole. A safe lit environment will be required; fixtures may be added to ensure safe conditions per the advice of the Support Services staff
- Any vandalism and/or incidental damage to permitted light fixture(s) while under GCAA permit is the financial responsibility of the GCAA
- The permit will dictate a specific time frame of dates and hours of use (beginning to end)
- When deemed necessary by GCPR, protection barriers and/or signage may be required for the safety of participants
- Coaches, participants, and parents are to be notified of the use of fixtures (e.g. no leaning, resting, or sitting on fixtures)
- Temporary lights are prohibited for use on baseball/softball fields

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

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

---

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

### Tent Permit

<table>
<thead>
<tr>
<th>Field</th>
<th>Tent/Canopy Square feet:</th>
<th>File #:</th>
<th>Project Address:</th>
<th>City:</th>
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<td>Fire Planner</td>
<td></td>
<td></td>
<td>Project Name:</td>
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<td></td>
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<td>Location of Tent:</td>
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<tr>
<td>Applicant:</td>
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<td></td>
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<tr>
<td>Tent Contractor:</td>
<td></td>
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<tr>
<td>Additional Information:</td>
<td></td>
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</tbody>
</table>

- Site Plan Showing Hydrants & Fire Lane Access:
- Flame Spread Certificate:
- No Smoking /or Open Flames Note on Plans:
- No Smoking Sign Posted at Site:
- Fire Extinguisher Note on Site Plan:
- Fire Extinguisher at Site:

**Approved Permit Attached To Tent:**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Call Inspection Request Line for Tent/Canopy Inspection 678.518.6102

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<table>
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<tr>
<th>Permit Activation Date:</th>
<th>Expiration Date:</th>
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</thead>
<tbody>
<tr>
<td>3/05</td>
<td></td>
</tr>
</tbody>
</table>

Field Inspector:
Lightning Prediction System

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

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

The parties agree as follows:

1. PURPOSE OF LICENSE: Owner grants to Licensee the right and privilege to attach a Lightning Prediction Device (the “Device”) to the concession building at _____ Park (the “Park”) and to monitor and maintain the same. The Device shall be attached within one year from the date of this License Agreement and shall be substantially similar to the device shown and described in Exhibit “A” attached hereto and incorporated herein by this reference.

2. MAINTENANCE AND MONITORING: The Licensee shall be solely responsible for monitoring, maintenance and repair of the Device and the Owner shall have no responsibility in this regard. Should the Device be deemed unusable, inoperable or a nuisance, for any reason, it will be the responsibility and cost of the Licensee to remove the Device and restore the concession building to its original condition. Additionally, the Licensee will disconnect and make the Device inoperable for those periods of time that the Licensee is not conducting programs commensurate with dates of use as approved via its Facility / Park Use Agreement.

3. COSTS, FEES AND EXPENSES: The Licensee shall be solely responsible for all costs, fees and expenses associated with the exercise of the privilege granted by this License Agreement, including but not limited to, those costs, fees and expenses associated with the purchase, installation and maintenance of the Device, and the Owner shall have no responsibility whatsoever in this regard.

4. COMPLIANCE WITH LAWS: Prior to exercising any of the privileges granted by this License Agreement the Licensee shall make application for and obtain all necessary licenses, permits and variances required by federal, state and local law and shall obtain the Owner with copies of the same. The Licensee shall otherwise fully comply with all federal, state and local laws, rules and regulations.

5. REVOCALE LICENSE: The permission is given to Licensee as an accommodation with no monetary consideration and is revocable at any time by the Owner. If this License Agreement is revoked the Device shall be detached and removed from the Park by the Licensee, at its sole cost and expense, within thirty (30) days of receipt of the revocation from the Owner. Licensee acknowledges that if the Owner to the Park it is never to deny this title or rights in Licensee's name.

6. INDEMNIFICATION: The Licensee will exercise the granted privilege at Licensee’s own risk, and agrees that Licensee will never claim damages against Owner, its agents, officers, or employees, for any injuries or damages suffered on account of the exercise of such privilege, regardless of the fault or negligence of the Owner, and that the Licensee will indemnify, defend and hold Owner, its agents, officers and employees, harmless from and against any and all liability for damages, costs, penalties, attorney’s fees and expenses, including claims of third parties to this License Agreement, resulting from, arising out of, or in any way connected with the exercise of the privilege by Licensee, and Licensee’s assignees or permittees, or other persons entering the Park at the invitation of the Licensee.

7. INSURANCE: At least ten days prior to exercising any of the privileges granted by this License Agreement the Licensee shall provide the Owner with proof of liability insurance in the amount of $1,000,000 per occurrence and $2,000,000 aggregate coverage. Additionally, any contractor that the Licensee uses for the installation of the Device must also provide the Owner with proof of liability insurance limits commensurate with those stated above. All certificates of insurance will name Gwinnett County as additional insured.

8. NOTICE TO OWNER: At least ten (10) days prior to exercising any of the privileges granted by this License Agreement the Licensee shall provide written notice to the Owner of the estimated dates of commencement and completion of the attachment of the Device at the Park.

9. NOTICES: All notices required to be given under this License Agreement shall be deemed properly given if mailed by first class postage to the following addresses:

10. IMPROVEMENTS: Other than as stated above, the Licensee agrees not to erect or to cause or permit to be erected at the Park any other improvements, devices or structures, whether permanent or temporary.

11. CHOICE OF LAW: This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Georgia.

12. ASSIGNMENT: The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior, express and written consent of the other party.

13. MODIFICATION: Any modification of this Agreement or additional obligation assumed by either party in connection with the Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

14. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.
Use of Community Buildings and Pavilions
Requests for use of community buildings and/or pavilions must be approved and processed by the GCPR Area Facilitator. Please contact facilitator first. The facilitator will handle the reservation. Use of pavilions, activity rooms and community center rooms at no charge are only allowed one day per month (12 times per year) and must be used for registration, board meetings, general annual elections, league drafts, uniform distribution, picture days, and any type of informational meeting that benefits all members of the GCAA. Pavilions and/or community rooms may be rented for additional meetings.

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

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

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

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

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

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

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

- Fundraising efforts must be for the sole purpose of benefiting the contracting organization or some other nonprofit organization or charitable cause. A letter of request from the benefitting organization must accompany this application.
- Marketing material may not reference involvement by Gwinnett County Parks & Recreation.
- Fundraising efforts must not infringe upon the other park users.
- No solicitation outside the contracted area and/or to other park users is permitted.
- The Parks and Recreation division must be notified in writing at the time of booking the facility that the event will be utilized as a fundraiser. Letter must be on official letterhead of benefiting organization or sponsoring organization signed by a legal officer of the organization. Proof of nonprofit status must accompany the letter.
- All fundraising efforts must adhere to all parks and recreation rules, policies, and park ordinances, as well as all local, state, and federal laws.
- If food vendors, caterers, entertainment companies, or other contractors are to be utilized during the event, additional insurance requirements, food service authorization agreements, and other additional forms must be completed within 15 days of the rental date.
- Nonprofit rental fees apply, as well as any additional fees as outlined in the rental agreement. I verify that, to the best of my knowledge, that the information below is correct. I have read and will adhere to the guidelines as set forth on this application.

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

-----------------------------------------------------

organization name

-----------------------------------------------------

date of rental / rental start time rental end time

-----------------------------------------------------

renner contact signature renter contact name

-----------------------------------------------------

GCPR Programmer/Facilitator date

-----------------------------------------------------

GCPR Coordinator/Manager date

-----------------------------------------------------

GCPR Division Director date □ approved □ denied

Comments:

-----------------------------------------------------

Effective: 1/1/200
Revised: 10/8/2012
Park Significant Events
GCAA will submit a complete “Park Significant Event Request” form to the GCPR Area Facilitator within 30 days of any planned special events such as parades, dedications, ceremonies, opening day activities, and carnivals. (See below for an example of the “Park Significant Event Request” form.)

---

**Gwinnett County Athletic Association**

**Park Significant Event Request**

**Mail To:** Jonathan King, Athletic Coordinator  
Gwinnett County Parks & Recreation  
75 Langley Drive, Lawrenceville, GA 30046  
jonathan.king@gwinnettcounty.com

Event Contact Name/Title: ____________________________________________________________

Home Phone: ___________________ Work/Cell: ___________________ Date Submitted: _________

GCAA: __________________________________________________________________________

**Event Information:**

Type of Event:
Tournament  Festival Jamboree  Opening Day  Other

Title: __________________________________________________________________________

Location: ________________________________________________________________________

Date: _____________  Time:_________ to _________  Estimated Participation: _______________

Brief Description of Event:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

**Event Checklist:**

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

_____ Facility Use Agreement (signed)

_____ Special Requests/Information
G. Publicity

Advertising and Signage

Outfield Distance Signs
Outfield distance signs may be placed on baseball/softball outfield fences that display the distance from home plate to each area of the field under the following guidelines:
- Sign may not be larger than 18 inches x 24 inches
- Sign must be green with white lettering
- Lettering must be at least 2 inches wide

Advertising and Scoreboard Signs

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

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

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

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

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

GCAA: ___________________________ Park: ___________________________

Advertiser/Sponsor: ________________________________________________

Sport Responsibility: ___________________________ Date of Installation: _______________

**Locations**

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

General Area (i.e. Concession, Football Field, etc.)______________________________

Any other information: _______________________________________________________

The following specifications and rules must be adhered to:

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

_____________________________  _____________________________
Signature of President    Signature of GCPR Area Facilitator

___________________  __________
Date      Date

_____________________
Phone

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

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

Center Field Fence
No Banners

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

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

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

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<table>
<thead>
<tr>
<th>gwinnettc county parks &amp; recreation</th>
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<tbody>
<tr>
<td>Partner Group and Instructor Branding Guidelines</td>
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</tbody>
</table>

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

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

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

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

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

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

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

- gwinnettc county parks & recreation
  - OR
  - gwinnettc county parks & recreation

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

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

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

**COPY STYLES:**
- **Font** – Use Arial or Gill Sans fonts only in the body of the material. The use of specialty fonts for only the title of the event is acceptable.
- **Font Types** – Use variable font types (bold, underline, italic, all caps) sparingly to keep the focus on the most important information such as the event name, date, time and cost. *(If everything is all caps and bold, readers lose focus of what’s important - don’t shout.)*
- **Punctuation** – Keep the punctuation grammatically correct, particularly when distribution to schools. Multiple explanation points are incorrect and don’t add emphasis.
- **Time** – Time should be set with no space between the time and “am” or “pm”. Use and en dash “–” (Press CTRL and numeric pad minus sign) and spaces between start and stop times. Use “noon” not “12:00pm” (ex. 2:00pm–3:00pm or 11:00am–noon)
- **Dates** – Spell the month, do not use “th,” “rd,” “nd” after dates; it is unnecessary to list the year of the activity, that should be obvious to the reader.
- **Paragraphs** – Use line spacing between paragraphs, don’t indent. Try to make the right margin as even as possible.
- **Spacing** – Do not use two spaces between sentences. Use two spaces between state and ZIP code in addresses.
- **Phone numbers** – Use numbers with periods in place of hyphens or parenthesis (770.822.8840).
- **Facility names** – Use the complete name of the facility: Pinckneyville Park Community Recreation Center, Mountain Park Activity Building; West Gwinnett Park Aquatic Center, etc.
H. Special Opportunities

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

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

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

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

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

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

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

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

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

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

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

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

Application Instructions (Complete one application per child):
Parent or legal guardian must complete the questions on the back side. Include all required supplemental paperwork as required. Sign and date the application.

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

Gwinnett County Parks & Recreation
Youth Scholarship Fund
75 Langley Drive
Lawrenceville, GA 30046
Youth Athletic Scholarship Program Application  
Offered through: Gwinnett County Parks & Recreation and Gwinnett Parks Foundation

GCPR Scholarship Information: Scholarships are limited to two awards per family members of the same address per year, provided funds are available. Recipients may not be eligible if scholarship has been awarded in previous year. Incomplete or misleading applications will be rejected. Misleading application information or expulsion from a program will result in placement on scholarship probation for a period of one year from the date of application. Priority will be given to first-time applicants. All scholarships are awarded based on demonstrated need, available funding and meeting deadline requirements. I understand that such participation may include being photographed for publicity purposes. Registration Information: Recipients will be notified no later than two weeks after the deadline for the registration quarter for which they are applying. If approved, recipients will be issued a confirmation letter/email to use when proceeding with mail or walk in registration, in compliance with GCPR’s standard registration procedures. The scholarship program is separate from the registration process and application or receipt of a scholarship does not guarantee space into a class, program or camp. Any additional fees must be paid at the time of registration by the participant. 

SCHOLARSHIPS ARE NOT AVAILABLE FOR TRAVEL BALL. 

Applications that do not meet the minimum criteria below, will not be considered  

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

Application Instructions (Complete one application per participant): Parent/legal guardian/senior adult complete the questions below  Include all required supplemental paperwork as required  Sign and date the application  Return the application for consideration, prior to the deadline above to: Gwinnett County Parks and Recreation Scholarships, 75 Langley Drive, Lawrenceville, GA 30046 or fax to 678.277.0917 Applications will only be accepted via mail or fax. Do not drop off applications at your local park or community center.

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Participant's Name:_________________________ Date of Birth:_________________________

Sport Desired:_________________________ Season:_________________________

Athletic Association:_________________________ Location/Park:_________________________ Cost:_________________________

Parent/Legal guardian:_________________________ Home Phone: (_______)________

Address:_________________________ City:_________________________ State:________ Zip Code:________

Email (PRINT):_________________________ 

Is anyone else at this address applying? ☐ No ☐ Yes If yes, who? __________________________

Has the participant received a GCPR Scholarship before? ☐ No ☐ Yes If yes, when? __________________________

I request a scholarship in the amount of: $________ School Attending:_________________________

Check all that apply and attach documents to support: ☐ Federal Welfare (TANF) Recipient ☐ Unemployment

Documents must be attached to be considered ☐ Social Security Benefits ☐ Peach Care

Other (identify):_________________________

I __________________________ certify that I/my family is receiving the assistance as stated above.

Legal Parent/Guardian Signature

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

__________________________________________________________

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

Legal Parent/Guardian Signature __________________________ Date:_________________________

All eligible applications will be reviewed the next business day after the deadline for applications. GCPR will notify applicants by email. Please do not call for information as this information is treated with confidentiality and persons answering phones are not aware of the applicants or the status of approvals.

Revised 09/30/14

51
Scholarship Panel
A pool of panel members will be created by GCPR staff, in which members will meet at least quarterly to review applications. The panel will include GCPR staff, Gwinnett Parks Foundation members, and staff from Gwinnett United in Drug Education.

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

Youth Sports Expo (January 24, 2015)
Gwinnett County Parks and Recreation is providing a unique opportunity for Youth Athletic Associations to gain some knowledge about youth sports through educational workshops. In addition, we will have an Exhibit Hall with Vendors to show you their products and wares. It will be held annually at one of our parks. We encourage all Youth Groups to be a part of this collective effort to educate and inform our volunteers and recreational leaders of the current trends in youth sports and field maintenance. This requirement must be met in order for facility use permits to be issued for the following years sport seasons.

This year’s Youth Sports Expo event was moved to accommodate youth program offering schedules and for those volunteering to make our GCAA’s run. The event will be offered in collaboration with The Children’s Healthcare of Atlanta.
### 2015 Gwinnett County Athletic Association Calendar

**January**
- Check ball field lights, scoreboards and score brains
- Due to GCPR Area Facilitator:
  - Copy of GCAA liability insurance policy
  - Updated by-laws
  - Youth Sports Expo

**February**
- Spring sports facility permits processed and distributed
- Due to GCPR Area Facilitator:
  - Spring sports practice schedules
  - Copy of grease removal

**March**
- Due to GCPR Area Facilitator:
  - Spring sports game schedules
  - Spring sports rosters and non-resident fees

**April**
- Due to GCPR Area Facilitator:
  - Updated Georgia nonprofit registration certification
  - Post-season tournament schedules
- Summer camp and clinic updated schedules
- Facility and grounds follow-up walkthrough for sports fields renovations – Mandatory

**May**
- Due to GCPR Area Facilitator:
  - Soccer and football tryout schedules

**June**
- Turf grass renovations begin;
- Most soccer and football fields closed
- Summer sports camp field rental fees due

**July**
- Turf grass renovations proceed; most soccer and football fields closed
- Check ball field lights, scoreboards and score brains
- Fall sports facility permits processed and distributed
- Due to GCPR Area Facilitator:
  - Fall sports practice schedules

**August**
- Fall sports facility permits processed and distributed
- Due to GCPR Area Facilitator:
  - Fall sports practice and game schedules

**September**
- Due to GCPR Area Facilitator:
  - Fall sports rosters and non-resident fees

**October**
- GCAA Annual Meetings - Mandatory
- Winter sports facility permits processed and distributed
- Due to GCPR Area Facilitator:
  - Winter sports practice schedules

**November**
- Due to GCPR Area Facilitator:
  - Winter sports game schedules

**December**
- Due to GCPR Area Facilitator:
  - Winter sports rosters and non-resident fees
  - Summer camp and clinic requests
J. Additional Resources for Gwinnett County Athletic Associations

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

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

Gwinnett County Parks & Recreation Directory

Parks & Recreation Administration
Tina Fleming, Division Director, Parks and Recreation Operations 770.822.8875, tina.fleming@gwinnettcounty.com
David Clark, Deputy Director of Park Operations 770.822.8868, david.clark@gwinnettcounty.com

Parks and Recreation Project Administration
Grant Guess, Division Director, Parks and Recreation Project Administration 770.822.8855, grant.guess@gwinnettcounty.com
Glenn Boorman, Construction Manager, Parks and Recreation Project Administration 770.822.8873, glenn.boorman@gwinnettcounty.com

Support Services
David McGaughey, Support Services Manager 678.277.0930, david.mcgaughey@gwinnettcounty.com

Recreation/Athletics
John Register, Recreation Manager 770.822.8819, john.register@gwinnettcounty.com
Jonathan King, Athletic Coordinator 678.277.0890, jonathan.king@gwinnettcounty.com
Chris Moore, GCPR Area Facilitator, North District 678.277.0855, christopher.moore@gwinnettcounty.com
GCPR Area Facilitator, South District 770.978.5271
GCPR Area Facilitator, West District 770.417.2212

Grounds Maintenance
Eric Horne, Grounds Maintenance Manager 678.277.0950, eric.horne@gwinnettcounty.com
Jason Duncan, Grounds Maintenance Coordinator, North District 678.277.0912, jason.duncan@gwinnettcounty.com
Rad Hamilton, Grounds Maintenance Coordinator, South District 678.277.0864, radford.hamilton@gwinnettcounty.com
Mark Patterson, Grounds Maintenance Coordinator, Conservation Parks District 678.277.0955, mark.patterson@gwinnettcounty.com
James Truvillion, Grounds Maintenance Coordinator, West District 770.814.4916, james.truvillion@gwinnettcounty.com
# Park Districts and Maintenance Building Contacts

## North District:
- **Bogan Park**: 770.614.2068
- **Collins Hill Park**: 770.822.5142
- **Dacula Park**: 770.822.5411
- **George Pierce Park**: 770.932.4441
- **Rabbit Hill Park**: 770.822.5027
- **Rhodes Jordan Park**: 678.277.0890
- **Rock Springs Park**: 770.904.3991
- **Settles Bridge Park**: 770.904.3991

## South District:
- **Bay Creek Park**: 770.554.0661
- **Bethesda Park**: 770.564.4658
- **Bryson Park**: 770.931.2457
- **Harmony Grove Soccer Complex**: 770.564.4653
- **Lenora Park**: 770.978.5264
- **Lions Club Park**: 770.931.2457
- **Mountain Park Park**: 770.564.4653
- **South Gwinnett Park**: 770.982.5338
- **Vines Park**: 770.554.0661

## Conservation Parks District:
- **Alexander Park**: 770.237.5657
- **Club Drive Park**: 770.237.5657
- **DeShong Park**: 770.465.0245
- **Duncan Creek Park**: 770.614.2092
- **Freemans Mill Park**: 770.237.5662
- **Harbins Park**: 770.237.5662
- **Little Mulberry Park**: 770.237.5660
- **McDaniel Farm Park**: 770.418.2321
- **Ronald Reagan Park**: 770.237.5657
- **Sweet Water Park**: 770.418.2321
- **Tribble Mill Park**: 770.466.9143
- **Yellow River Park**: 770.465.0245

## West District:
- **Best Friend Park**: 770.417.2242
- **Cemetery Field**: 770.417.2242
- **Graves Park**: 770.270.5458
- **Holcomb Bridge Park**: 770.417.2242
- **Jones Bridge Park**: 770.417.2214
- **Lucky Shoals Park**: 770.270.5458
- **Peachtree Ridge Park**: 770.814.4925
- **Pinckneyville Park**: 770.417.2296
- **Singleton Road Activity Building**: 770.270.5458
- **Shorty Howell Park**: 770.497.4003
- **West Gwinnett Park**: 770.417.2296
Questions and Concerns

Gwinnett County GCAAs
Contact North Area GCPR Area Facilitator Chris Moore, South Area GCPR Area Facilitator or West Area GCPR Area Facilitator for questions about:

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

Field and Facility Maintenance and Prep
Contact Grounds Maintenance Manager Eric Horne for questions about:

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

Facility and Building Support Services
Contact Support Services Manager David McGaughey for questions about:

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

HVAC in the concession stands
Contact the Department of Support Services, 770.206.7114 (see page 21 for further instructions on HVAC problems).
Gwinnett County Parks & Recreation Park Ordinances
Visit www.gwinnettparks.com for a complete up-to-date list of ordinances.

Sec. 78-31. - Littering prohibited.
It shall be unlawful for any person to throw or deposit litter on the grounds, streets, sidewalks, fountains, ponds, lakes, swimming pools, streams or other body of water in any park or recreation facility, except within public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park or recreation facility. Where public receptacles are not provided, all such litter shall be carried away from the park or recreation facility by the person responsible for its presence and shall be properly disposed of elsewhere. It shall be unlawful to take into, carry through, or put into a park or recreation facility, any litter generated outside the park or recreation facility.
(Code 1978, § 4-3003; Ord. of 1-2-02(2), § 1)

Sec. 78-32. – Discharging Weapons prohibited.
It shall be unlawful for any person to discharge any weapon or similar device in a park or recreation facility.
(Code 1978, § 4-3004; Ord. of 1-2-02(2), § 1; Ord. of 6-5-07, § 1)

Sec. 78-33. - Throwing objects prohibited.
It shall be unlawful for any person to throw any stone or missile at any person or at any public or private building in a park or recreation facility.
(Code 1978, § 4-3005; Ord. of 1-2-02(2), § 1)

Sec. 78-34. – Improper use of sound producing devices
It shall be unlawful for any person to operate or use any sound producing or motorized equipment, including but not limited to generators and vehicles, or play or operate any sound amplification devices, including but not limited to radios, television sets, stereos, musical instruments, public address systems and the like, in such a manner as to unreasonably annoy, disturb, injure, or endanger other persons, or to otherwise destroy the comfort, repose, peace or safety of other persons in a park or recreation facility.
(Code 1978, § 4-3006; Ord. of 1-2-02(2), § 1)

Sec. 78-35. - Improper personal conduct.
It shall unlawful for any person to engage in any violent, abusive, lewd, profane, vulgar, wanton, obscene or otherwise disorderly speech or conduct that is or may be disturbing or annoying to other persons, or that could cause injury to other persons while in a park or recreation facility, which conduct may include, but is not limited to, loitering, fighting, throwing or breaking articles, indecent exposure, inappropriate sexual acts, urinating or defecating in public, or public drunkenness. No person shall upon or in connection with a recreation facility by act or speech willfully or unreasonably hinder, interrupt or interfere with any duly permitted activity or unreasonably or willfully intrude on any areas or into the structures designated for the use of a certain person or persons to the exclusion of others by written permit of the director.
(Code 1978, § 4-3007; Ord. of 1-2-02(2), § 1)

Sec. 78-36. - Fires restricted.
It shall be unlawful for any person to build or maintain a fire in a park or recreation facility except in designated areas which are clearly marked by signs or defined with fire rings, fireplaces, grills or other facilities designated for the purpose of safely maintaining a fire, except by written permit by the director. Fires shall be confined to those areas so designated, shall not be left unattended and must be completely extinguished prior to departure.

Sec. 78-37. - Damaging or removal of any park property or vegetation prohibited.
It shall be unlawful for any person to deface, graffito, harm or damage any park buildings, wildlife, property, equipment or signs; or dig up, cut, damage or remove any trees, tree limbs, shrubbery, flowers, rocks, mulch, water, historical artifacts or other vegetation in a park or recreation facility.
(Code 1978, § 4-3009; Ord. of 1-2-02(2), § 1; Res. of 11-16-05, § 1)

Sec. 78-38. - Possession, use or consumption of alcoholic beverages.
It shall be unlawful for any person to possess, use, or consume any alcoholic beverage in a park or recreation facility, other than at the leased Vines Mansion and grounds, a publicly-owned golf course, an indoor publicly-owned civic and cultural center/arena or publicly-owned stadium or when approved, by permit, at the Gwinnett Historic Courthouse, Pinckneyville Center, or the Gwinnett Environmental and Heritage Center.
(Code 1978, § 4-3010; Ord. of 8-4-92, § 5; Ord. of 1-2-02(2), § 1; Res. of 11-16-05, § 1)

Cross reference— Alcoholic beverages, ch. 6.
Sec. 78-39. - Vehicles restricted.
It shall be unlawful for any person to drive any unauthorized vehicle in a park or recreation facility except upon designated roadways and parking areas maintained for vehicular traffic. Approved personal mobility devices for those persons with disabilities are allowed on pedestrian trails and walkways or when permitted and approved by the director. Law enforcement or other public safety officials, and parks and recreation employees whose duties require them to drive maintenance vehicles and equipment shall be exempt from the limitations set forth in this section. All persons operating any vehicle in a park or recreation facility upon roadways designated and maintained for vehicular traffic must operate such vehicle in a safe manner, and must obey all posted speed limits and traffic signs. It shall be a violation of this article for any person to operate any vehicle in a park and/or recreation facility at an excessive speed, in a reckless and unsafe manner, or in violation of posted traffic signs.
(Code 1978, § 4-3011; Ord. of 1-2-02(2), § 1)

Sec. 78-40. - Parking restricted.
It shall be unlawful to park a vehicle in a park or recreation facility except in those areas designated by the appropriate signs as vehicle parking areas or in marked parking spaces. It shall be unlawful to leave a vehicle standing or parked in a park or recreation facility during hours when the park or recreation facility is closed. It is unlawful for any person to park a vehicle in a parking space or location designated for handicapped parking unless the vehicle properly displays a handicapped parking permit. In all such instances, the vehicle may be towed and impounded from the park or recreation facility at the owner’s expense.
(Code 1978, § 4-3012; Ord. of 1-2-02(2), § 1)

Sec. 78-41. - Parking limited to park and recreation facility users.
It shall be unlawful for any person to park in a park or recreation area if the owner of the vehicle is not utilizing the park or recreation facility unless authorized by the director or the director’s agent. It shall be unlawful for persons to congregate within a parking area of a park or recreation facility so as to disrupt traffic or other persons, or so as to create a safety hazard.
(Code 1978, § 4-3013; Ord. of 1-2-02(2), § 1)

Sec. 78-42. - Commercial activity restricted.
It shall be unlawful for any person to sell or offer for sale any merchandise or operate or attempt to operate a concession or engage in any commercial activity in a park or recreation facility unless approved by permit, by the director or the director’s agent.
(Code 1978, § 4-3014; Ord. of 1-2-02(2), § 1)

Sec. 78-43. - Hours open to public restricted.
(a) It shall be unlawful for any person or vehicle to enter or be within a park or recreation facility outside of the posted hours of operation unless approved by permit, by the director or unless such person is participating in authorized and scheduled programs, classes, special events or meetings. (b) Park hours of operation are sunrise until 11:00 p.m., or sunrise to sunset, as determined by the park designation, unless posted otherwise as authorized by the director.
(Code 1978, § 4-3015; Ord. of 1-18-94, § 1; Ord. of 1-2-02(2), § 1)

Sec. 78-44. - Golfing regulated.
It shall be unlawful for any person to practice, play or otherwise participate in the game of golf, except at a park or recreation facility designated for such use and only in accordance with the rules, regulations and restrictions promulgated by the director or the director’s agent.
(Ord. of 1-2-02(2), § 1)

Editor's note— Section 1 of an ordinance adopted Jan. 2, 2002, repealed the former § 78-44 and enacted a new section as set out herein. The former § 78-44 pertained to hours for vehicles restricted and derived from Code 1978, § 4-3016, and § 2 of an ordinance adopted Jan. 18, 1994.

Sec. 78-45. - Swimming and watercraft regulated.
(a) It shall be unlawful for any person not to leave a swimming area when so directed by a lifeguard on duty or not to cease any activity which would be hazardous to others when so directed by a lifeguard. It is unlawful for any person to engage in any activity within a swimming pool or swimming area that could cause injury or damage to a person or to other persons using the swimming facility.
(b) It shall be unlawful for any person to launch or travel in watercraft, swim, bathe or wade in any body of water in a park or recreation facility unless designated for such use and then only in accordance with the rules, regulations and restrictions promulgated and posted at the recreation area.
(Code 1978, § 4-3018; Ord. of 1-2-02(2), § 1)

Sec. 78-46. - Violation of facility regulations.
It shall be unlawful for any person to violate any rules or regulations relating to the use of the park or recreation facility as established by the director or by the board of commissioners.
(Code 1978, § 4-3020; Ord. of 1-2-02(2), § 1)

Editor's note— Section 1 of an ordinance adopted Jan. 2, 2002, repealed the former § 78-46 and renumbered § 78-47 as § 78-46. The former § 78-46 pertained to interference with the use and injurious use prohibited, and derived from Code 1978, § 4-3019. The historical notation has been retained with the amended provisions for reference purposes.
Sec. 78-47. - Animals restricted.
(a) It shall be the duty of every animal owner or custodian whose animal is in a park or recreation facility to have physical control of the animal by leash or lead line at all times unless in designated dog park areas where off leash is permitted or approved otherwise, by permit, by the director or the director's agent. It shall be unlawful for any person with an animal, other than service animals (such as guide dogs) as necessary, to access areas of a park or recreation facility which are restricted to animals. It shall be the duty of every animal owner or custodian of any animal whose animal is in a park or recreation facility to immediately and properly dispose of solid waste deposited by the animal, except for horses on designated equestrian trails.
(b) It shall be the duty of every animal owner or custodian of any animal whose animal is in a recreation facility to have in their possession proof of a current rabies vaccination for their animal. It shall be the duty of every horse owner or custodian whose horse is in a park or recreation facility to have in their possession proof of a current negative Coggins test for their horse.
(c) It shall be the duty of every animal owner or custodian of such animal in a park or recreation facility to immediately remove from such park or recreation facility such animal upon such animal exhibiting aggressive behavior toward any person or toward any other domesticated animal. For the purposes of this subsection, aggressive behavior includes, but is not limited to, barking, growling, baring of teeth or fangs, biting or attempts to bite, or any other behavior that could reasonably be expected to scare or intimidate any person or domesticated animal.

(Ord. of 1-2-02(2), § 1; Res. of 11-16-05, § 1)

Note—See the editor’s note to § 78-46

Sec. 78-48. - Pyrotechnics restricted.
It shall be unlawful for any person to possess, display, use, set off or attempt to ignite any firecracker, fireworks, smoke bombs, rockets, black powder guns or other pyrotechnics, unless approved by written permit by the director or the director’s agent.

Sec. 78-49. - Engine powered models or toys restricted.
It shall be unlawful for any person to start, fly or use any fuel powered engine, jet-type or electric powered model aircraft, boat or rocket or like powered toy or model, except at those areas designated by the director for such use and then only in accordance with such rules, regulations and restrictions promulgated by the director or the director’s agent.

(Ord. of 1-2-02(2), § 1)

Sec. 78-50. - Launching hot air balloons and hobby rockets restricted.
It shall be unlawful for any person to launch hot air balloons and hobby rockets from a park or recreation facility unless approved by written permit by the director or the director’s agent.

(Ord. of 1-2-02(2), § 1)

Sec. 78-51. - Park and recreation facility restrictions.
It shall be unlawful for anyone to enter a locked or closed park or recreation facility including any sports field (by field closed signage) unless approved by permit, by the director or the director's agent.

(Res. of 11-16-05, § 1)

Sec. 78-52. Use or possession of controlled substance.
No person shall possess or use any drug or any other controlled substance, as defined in the laws of this state, except as permitted by the laws of this state, in any park or recreation facility.

Sec. 78-53. Camping.
It shall be a violation of this article for persons to camp in a park or recreation facility, except at sites or areas specifically designated for camping within the park or recreation facility, and unless such person has first purchased or obtained a permit to camp in the park or recreation facility from the director or his designee.

Sec. 78-54. Smoking in prohibited areas.
It shall be a violation of this article for persons to smoke or use tobacco products in enclosed buildings in all parks or recreation facilities, and in areas posted within a park or recreation facility to restrict smoking or tobacco products in such areas.

Sec. 78-55. Hunting and trapping prohibited.
It shall be a violation of this article for any person to hunt or trap animals, or attempt to hunt or trap animals, within a park or recreation facility.
L. **GCAA Policies and Procedures Manual 2015 Acknowledgement Form**

I hereby confirm the reading and full understanding of the Gwinnett County Athletic Association Policies and Procedures Manual and agree to follow and abide by all the guidelines and stipulations as set forth in this document. I will also insure that all individuals acting on the behalf of the

(Organization Name) 

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

GCAA President Signature: __________________________ Date: ________________

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**Return completed acknowledgement form to:**

Jonathan King, Athletic Coordinator  
Gwinnett County Parks & Recreation  
75 Langley Drive, Lawrenceville, GA 30046
M. Index

Accidents ................................................................. 29
Athletic Association Agreement ...................... 63
Bonds ........................................................................ 4
Camps and Clinics .................................................... 19
Coolers/Food ............................................................... 5
Dogs/Pets ................................................................... 13
Elections ...................................................................... 3
Emergencies ............................................................... 30
Fees
  Non-Resident........................................................ 15
  Usage ...................................................................... 11
  Tournament ............................................................. 16
Field Lining ................................................................. 21
Financial reporting ..................................................... 3
Flags ............................................................................. 13
Flyers ........................................................................... 48
Forms
  General Liability Loss .............................................. 32
  Lightning Prediction Systems ............................... 40
  Nonprofit Fundraising Permit .................................. 43
  Park Significant Event ............................................ 44
  Scholarship Application .......................................... 51
  Sign/Advertising Agreement ..................................... 46
  Sports Participation Summary ............................... 17
  Tent Permit ............................................................... 38
Fundraising ................................................................. 41
Grills ............................................................................ 36
HVAC ........................................................................ 21,31
Injuries ......................................................................... 32
Insurance ........................................................................ 3
Meetings ....................................................................... 4
Member Database ..................................................... 4
Non Profit Status ....................................................... 3
Park Improvements .................................................... 38
Parks
  Map ......................................................................... 57
  Ordinances ............................................................. 58-60
Permits
  Close a Field ............................................................ 6
  Facility Use ............................................................. 5
  Grilling Structure Build and Design ....................... 36
  Lightning Prediction Systems ................................... 40
  Tents ........................................................................ 38
Phone Directory ......................................................... 54
Public Address Systems ........................................... 13
Recycling ....................................................................... 24
Registration ................................................................... 20
Schedules ..................................................................... 18
Scholarship
  Youth Recreation ..................................................... 49
Scoreboards ............................................................... 26
Signage ....................................................................... 45
Soccer Goals .............................................................. 25
Sports Participation Summary ............................... 17
Sport of Season .......................................................... 18
Water Runoff .............................................................. 21
Weather Conditions .................................................. 6
YAA Calendar ............................................................. 53
Athletic Association Agreement

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

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

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

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

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

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

4. Documents to be Provided. In accordance with the schedules found in the Policies and Procedures Manual, the Association must annually furnish to the County copies of the following information: Proof of liability insurance in accordance with the requirements set forth in Exhibit “C” attached hereto and incorporated herein by this reference,
   a. A copy of Secretary of State’s certification as a registered non-profit organization,
   b. The Organization’s By-Laws,
   c. Current list of all officers’ name, addresses, and contact information; and
   d. Proof of 501(c)(3) status.

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

6. Duties of the County. The County agrees to:
   a. Reserve, on a priority-use basis, times for practice, games, tournaments and special events at the Premises in accordance with the Facility Permit submitted by the Association and approved by the Parks and Recreation Division. The Facility Permit will list fields, times and days for all activities for the term of the Agreement. This Facility Permit may only be changed by written permission of the Parks and Recreation Division, in advance of the proposed changes(s).
   b. With the exception of buildings or structures constructed or built by the Association, maintain the Premises, including athletic fields and surrounding facilities and grounds. These facilities include:
      1. All turf areas, clay infields, fences, fence lines and bleachers.
      2. All irrigation systems and drainage systems.
      3. All ball field lighting systems.
      4. All buildings, including plumbing, electrical, mechanical and structural repairs, and routine custodial maintenance, with the exception of buildings or structures constructed or built by the association.
      5. All surround areas, including parking areas and roads, grounds, picnic facilities and playgrounds.
   c. Conduct routine inspections of the Premises for the purposes of maintenance and safety.
   d. The County, upon written notice provided to the Association prior to the start of a season, may assess additional fees and charges against the Association including, but not limited to, fees related to utilities, concession stands, and non-resident fees.
   e. Coordinate all annual maintenance (i.e. re-seeding, grading, aeration, fertilization, etc.) with the Association.
   f. Consult with the Association regarding plans by the County to materially improve, renovate or alter the Premises.
The County will continue to encourage cooperative efforts to improve the Premises.

g. Schedule use of the Premises at all other times not specified in this Agreement.

7. **Duties of the Association.** The Association, in consideration of the above, agrees to the following during the periods of priority use by the Association:
   a. Provide full organization, administration and supervision of the athletic program listed herein, including scheduling of all practices, games, tournaments and special events.
   b. Make the program available to the general public, ensuring general access to the public without regard to age, race, color, religion, national origin, sex, disability, school-cluster, or socio-economic standing.
   c. Provide the necessary equipment for the provision of the program. Such equipment would typically include bases and pitcher’s rubber, goals, field marking material, field marking machines, and any other equipment not considered a permanent structure affixed to the facility.
   d. Develop and maintain any “special” improvements to the facility, such as grassed infields, batting cages, press boxes, sound systems, concession stand equipment and such.
   e. Prepare and sell food and beverages from designated concession areas, should the Association so desire.
   f. Abide by any and all municipal and County ordinances, all applicable State laws, and any and all policies of Gwinnett County and the Gwinnett County Parks and Recreation Division. This includes enforcement of the ban on smoking within County buildings.
   g. To not knowingly allow any person to conduct any activity which is illegal.
   h. Monitor and accept responsibility for the conduct of all participants and spectators.
   i. Not erect any signs, poles, tents or any structure without prior approval of the Gwinnett County Parks and Recreation Division.
   j. Remove all litter from field areas, dug-outs and surrounding grounds daily. Collect all trash from concession areas and deposit in trash dumpsters daily.
   k. Assume responsibility for security of the premises when keys are provided to the Sponsor by the County.
   l. Provide the Gwinnett County Parks and Recreation Division with written reports, for the purpose of tracking the number of participants in each program.

8. **Indemnification.** The Association shall indemnify, defend and hold harmless the County, its agents, employees, and public officials from and against any and all claims, damages, losses and liabilities attributable to the negligence of the Association, its agents, contractors or employees or to the use and occupancy of the Premises by the Association, its agents, employees and invitees.

9. **No Assignment.** The Association shall not assign this Agreement or any interest hereunder without the prior written consent of the County.

10. **No Interest Created.** This Agreement is not intended by the parties to convey any property interest in the Premises to the Association and the Premises shall at all times remain solely the property of the County.

11. **Independent Contractor.** The parties acknowledge that the Association is considered to be an independent contractor for the purposes of this Agreement and that no partnership between the parties is intended by this Agreement.

12. **Notice.** Any and all notice or other communication required or permitted by this Agreement shall be in writing, signed by the party giving the notice or its attorney and shall be deemed duly served, given or delivered when personally delivered to the party to whom it is directed, or in lieu of such personal service when deposited in the United States Mail, certified with return receipt requested, postage prepaid addressed to the parties at the address below:
   a. If to the County, at Gwinnett County-Parks and Recreation Operations-75 Langley Drive-Lawrenceville, GA 30046
   b. If to the Association, at or to such other address or addresses as may hereinafter be designed by notices provided herein.

13. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

14. **Entire Agreement.** This Agreement and any attached addendum constitute the entire agreement between the parties and no oral statements shall be binding.

By execution of their signatures below, the undersigned hereby agree to abide by the provisions contained herein and attached hereto certify that they are authorized and empowered to legally bind their organization.

**ASSOCIATION**

By: __________________________

Attest: ________________________

**GWINNETT COUNTY, GEORGIA**

By: __________________________

Chairman-Board of Commissioners

Attest: ________________________

County Clerk

64