

County Commissioners of Kent County, MD
Department of Parks & Recreation and Department of Public Works
Youth Sport League Athletic Field Use Policies and Fees

The established policies herein are required to be followed by all Kent County Youth Sport Organizations who utilize County property for their prospective sport leagues' practices and games.

Annual Meetings

- An annual meeting will be held in November of each year to review current policies related to field use, discuss highlights of the current year, and suggested improvements and needs for the upcoming year.
- A representative of the youth sports organization **must attend** the annual Youth Sports League Presidents' meeting held in November each year in order to be eligible to apply for sports equipment grant funding through Kent County. Please see the details of the Grant Program attached to these policies.
- An annual youth sports recognition will be held the last Tuesday in March of each year, at 6 pm, at the County Commissioners regularly scheduled meeting located at 400 High St., Chestertown. Good Sports Award Winners will be recognized, along with individuals within youth sports organizations who have reached milestones or have other noteworthy accomplishments or achievements. Youth Sports League Presidents (or their designee) are highly encouraged to participate and attend the recognition event. Please see the information attached to these policies regarding the Good Sports Award Program.

Equipment Storage on County Property

- Youth sport leagues that store equipment in the County storage building (located in the back right corner of Worton Park) may do so (pending the availability of space) and at no cost.
- The expectation for all leagues that store equipment in the building is that it is neatly organized after every use.
- Any and all costs of materials and supplies for constructing a locked storage cage within the building will be the responsibility of the individual youth sport league from whom the request was made. There will be no costs for labor.
- Any requests for changes that would affect the current layout/arrangement will be reviewed and considered on a case-by-case basis. Any and all costs for materials and supplies will be the responsibility of the youth sport league (if applicable).
- In the event of theft, vandalism, or acts of nature that causes damage to a youth sport league's property, Kent County Government shall not be held liable. Youth sport leagues that utilize the storage building are encouraged to purchase the appropriate level of insurance to cover their property, as Kent County Government is only responsible for insuring the building and not the contents stored within the building.

Insurance Requirements/Liability Waivers

- Each youth sport league is required to submit proof of liability insurance (i.e. copy of policy), with the County Commissioners of Kent County as an added insured.
- It is the responsibility of each youth sport league to submit signed Indemnity/Hold Harmless agreements from individuals participating in non-traditional youth sport league activities and events (i.e. fundraising tournaments and or other activities that present an elevated risk of injury as determined by Kent County Government's Risk Manager).
 - This is in addition to each league's own Indemnity/Hold Harmless agreement verbiage (i.e. I am aware of the potential dangers of participation in sports activities. I realize that there is a risk of being injured in all sports no matter how many precautions are taken. I further realize that I need to carefully follow all of the guidelines given by Kent County Parks & Recreation and event organizers regarding training rules, proper use of equipment, legal and safe techniques, and any and all other safety procedures. I understand that even if all of the above is done, I may still incur injury through participation in sports activities. I fully waive and release Kent County Parks & Recreation and the Kent County Commissioners from all causes, liabilities, damages, claims or demands whatsoever, on account of any injury or accident I may sustain through participation in this sports activity. I hereby grant consent to any and all health care providers designated by Kent County Parks & Recreation to provide any necessary medical care as a result of injury/illness. I also give permission to be photographed and videotaped for the purposes of advertising and

- archives).
 - Each youth sport league is required to submit proof of liability insurance (i.e. copy of policy), with the County Commissioners of Kent County as an added insured, for non-traditional youth sport league activities and events (i.e. fundraising tournaments and or other activities that present an elevated risk of injury as determined by Kent County Government’s Risk Manager).
 - The coverage amount will be determined based on the type and size of the event/activity. Please contact KCPR for coverage amount requirements at the time you schedule your event for additional information.
- Specific verbiage (approved by KCPR) for the agreements must be reflected on the league’s registration form or a separate document if the registration cannot be altered to include the language below. A form waiver and release shall be provided to leagues (information attached to these policies).
 - To the fullest extent permitted by law, the undersigned agrees to indemnify and hold County Commissioners of Kent County, its elected officials, employees, and volunteers and others working on behalf of Kent County, and (YOUR LEAGUE NAME), its officers, directors, managers, coaches, officials, and other agents or persons engaged in the activities of (YOUR LEAGUE NAME), harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting anytime there from) which may be sustained or claimed by me/my child or the damage or destruction of any property, including the loss of use thereof, based on an act or omission, negligent or otherwise of the undersigned, or anyone acting on my behalf in connection with or incident to (YOUR LEAGUE NAME) activities. I further agree to indemnify and hold harmless and defend (YOUR LEAGUE NAME) and its officials, directors, managers, coaches, officials, and other agents or persons engaged in the activities of (YOUR LEAGUE NAME) from any and all claims resulting from injuries, damages, or loss sustained by anyone, and arising out of, connected with, or in any way associated with me/my child’s conduct and the activities of this program.

I further understand that participation and activities include all exercised and physical movements of the nature while I am/my child is participating in this program and further include equipment, machinery, apparatus, and anything related to my/my child’s use of services, facilities, or premises involved in this program, and transportation to and from any events.

I understand the nature of the program for which I am registering myself/my child and have read and fully understand this Waiver and Release. I further understand any advisement or warnings of the particular rules of this program, and I therefore acknowledge that they are part of this waiver and Release.

I am/my child is well and able to play this sport. I will advise the coach of any changes in health status.

I understand that should this Waiver and Release be requested by the County Commissioners of Kent County the organization named above shall be bound to provide it to the County upon their request.

By signing below, my signature reflects that I have read, fully understand, and agree to be bound by all of the above and that all information provided by me is true and accurate to the fullest extent of my knowledge.

Concussion Awareness Program Policy

- As mandated by State legislation, youth sports programs are required to provide participants, parents, and coaches, information on concussion awareness and management of a head injury. The program must include a process to verify that coaches, parents, and youth participants have received the information.
- The term “youth sports program” is defined as a program organized for recreational athletic competition or instruction for participants who are under the age of 19 years.

- Before a youth sports program may use a facility owned or operated by a local government, the local government must provide notice to the youth sports program of the requirements of the bill.
- Youth sports programs are required to submit an annual letter of intent to comply with the legislation's requirements for the management of a concussion or other head injury of a participant prior to use of government facilities. The letter is due at the time the pre-season information form is submitted.
- Failure to submit the annual letter of intent to comply will result in the organization not being permitted use of government facilities.

Pre-Season Information Form

- Each youth sport league is required to submit a copy of its registration forms with the Pre-Season Information Form *prior* to the start of the league's season. It is important that the information is received as soon as possible, but no later than the due date indicated on the form.
- Each youth sport league is required to submit a signed Indemnity/Hold Harmless agreement for their league. The agreement will be provided by KCPR.
- Each league is required to submit an annual letter of intent to comply with the state of Maryland's Concussion Awareness law.
- Each league is required to provide the total number of players utilizing county fields for practices and or games by the due date indicated on the form.

Baseball and Softball Field Scheduling

- Scheduling for practices begins the Friday before April 1 each year, at 8:30 am. Team Managers may contact Steve Kaneshiki directly at 410-778-1957 or by email at skaneshiki@kentgov.org to schedule practices. Field reservations should only be made to the mainline at 410-778-1948 if you are unable to reach Steve Kaneshiki directly.
- Team Managers may call beginning 8:30 am the Friday preceding the week (Monday through Sunday) in which they would like to practice. To reserve a field you must call between 8:30 am and 4:30 pm, Monday through Friday. Leaving a message on voicemail is not considered making a reservation, therefore if Managers leave a message, they should call again or email to confirm the reservation.
- Field scheduling reservations are made on a first come, first served basis.
- Teams are permitted (1) scheduled practice during the week (Monday through Friday) and (1) scheduled practice on the weekend (Saturday and Sunday).
- There are (2) time slots available for scheduling on each field during the week. The first time slot is 5 pm - 6:30 pm; the second time slot is 6:30 pm to dark. Please ensure your team is off the field promptly at 6:30 pm if you have the early time slot. Do not arrive early if you have the 6:30 pm time slot.
- Weekend time slots are in (2) hour increments only, starting at 8 am until 6 pm. Please be respectful of other teams' practice times and allow every team their allotted time.
- On any weekday after 2 pm, but prior to 3 pm, if a field is open and has not been reserved, it is available on a first come first served basis and may be reserved for any team no matter how many practices a team has had that week.
- The field use schedule board at Worton Park is maintained by DPW staff and is generally updated no later than 2:45 pm on weekdays and 2:45 pm on Fridays for weekend use.
- On rainy days, call the Weather Cancellation Hotline (410-810-3755) before you head to a County park. Although the field use schedule board in Worton Park will reflect the status of the fields there (whether open or closed), the Weather Cancellation Hotline must be your first avenue to confirm field use status. A decision will be made on field status no earlier than 12 pm and no later than 3 pm.
The Weather Cancellation Hotline (410-810-3755) is an information hotline updated daily to reflect field status and inform league officials, Managers, parents, players and the public, if fields are open or closed on a particular day. *Please do not call the Parks and Recreation main line, as you will be directed to call the Weather Cancellation Hotline.*
- If a weather event should take place after 3 pm and you have a game scheduled, it will be up to the umpires to determine if the field is playable. If this should happen and you have a practice scheduled, please use good judgment in making a decision. Since we schedule practices, we know who uses what field and when. **If a team makes the decision to use a field that is not suitable for play and damage**

occurs that is beyond normal wear and tear, then the league will be held responsible for costs of any repairs deemed necessary, in addition to a \$50.00 fine.

- It is the responsibility of the home Team Manager to contact Parks and Recreation to reschedule a game if cancelled due to inclement weather by calling 410-778-1957.
- A practice schedule for Toal and Edesville Parks will be established with the Managers in a meeting TBD.
- All questions or concerns related to field equipment (bases, pitching rubber/distance, lining of the field, etc.) must be directed to Mark Dixon at the Kent County Department of Public Works (DPW) by calling 410-778-2600, extension 3904, or by email at mdixon@kentgov.org during normal business hours (6:30 am – 3 pm, Monday through Friday).

Rescheduling Games Policy (Baseball and Softball)

- If a game must be cancelled for non-weather related reasons, it is the responsibility of the home Team Manager to notify Parks and Recreation of the cancellation at 410-778-1957. Notification must be made by 9 am the day of the scheduled game. ***If Parks and Recreation is not notified of a game cancellation and that field is prepped for the game, a \$50.00 fee will be charged to the league.*** This is the policy for ALL games, both regularly scheduled and make-up games.
- It is the responsibility of the home Team Manager to contact Parks and Recreation at 410-778-1957 to schedule a field for a make up game.
- **Make up games will take priority over scheduled practices.** In the event your practice field must be scheduled for a make up game, every effort will be made to relocate your practice to another field. If no field is available, you will need to select another day to hold practice. In either scenario, you will be notified with as much advance notice as possible of the change.

Field Lining for Multiple Games (Baseball and Softball)

- DPW staff will line baseball and softball fields primarily on weekdays during departmental hours.
- DPW staff will line and reline fields on weekends (if necessary) for Opening Day and tournaments only.
- A key will be issued to each League President for distribution as necessary for team managers to access the ball field liner machine and lime to reline fields when needed on weekday evenings and weekends after the initial lining by park maintenance staff on weekdays. Ordinarily, this will only occur when a field has been scheduled for multiple games on a weekend or weekday evening.

Multi-Purpose Athletic Field Scheduling (Soccer, Lacrosse, Field Hockey, and Football)

- All use of athletic fields must be scheduled with Steve Kaneshiki at Kent County Parks and Recreation by calling 410-778-1957 during normal business hours (8:30 am – 4:30 pm, Monday through Friday).
- All use of athletic fields must be requested by the League President; Field use requests by team coaches will not be entertained.
- All initial athletic field use requests related to number of fields, field dimensions, field locations, opening day date, night games, practice schedules, and game schedules for the season must be directed to Steve Kaneshiki.
- Any request for field use **changes** related to number of fields, field dimensions, field location, field conditions, field equipment (goals, bases, and lines of play), and rest room facilities, must be directed to Mark Dixon at DPW by calling 410-778-2600, extension 3904 or by email at mdixon@kentgov.org during normal business hours (6:30 am – 3 pm, Monday through Friday).
- **Any initial field use request directed to Public Works will not be entertained.**

Schedule of Fees

- A per player fee of \$5.50 will be charged to all teams that utilize County park athletic fields (i.e. Worton Park, Toal Park, Galena Elementary and Edesville Park) as their home field for practices and or games. The annual fee includes:
 - Use and maintenance of County park athletic fields for practices and games for the season
 - (1) Monthly meeting at the Kent County Community Center (2 hour maximum ending no later than 9 pm)

- Up to (3) dates to hold in person registration at the Kent County Community Center prior to the season; KCPR will not accept registrations for youth sport leagues
 - Advertisement of registration dates in KCPR newsletters; Advertisement of sport league information on KCPR website
 - (1) End of season league park pavilion rental
 - (2) Games under the lights *per league*; Each additional game will be at \$75.00
- This fee is the responsibility of the leagues, not individual teams. Pending availability of facilities and staff, in addition to the aforementioned items approved by the Board of Commissioners:
- All uses (i.e. clinics, team practices, batting cage use, etc.) at the KCCC will be at cost and considered an exclusive use rental (please see attached KCCC Building Rental Policies) requiring the request to be made by the League President and an approved rental contract under signature of the League President.
 - The standard \$100 security deposit which is generally required for all paid rentals will be waived for youth sport leagues. The league shall be held fully responsible for any damages or excessive clean up and will be invoiced appropriately. Remittance of applicable fees shall be due immediately upon receipt of the invoice. Each rental agreement, which is required to be signed by the league President, will include this policy.
- The Board of Commissioners of Kent County firmly believes and stands by their policy that no youth should be denied participation in a program or activity due to financial limitations. Any youth awarded a scholarship from a youth sport league will not be assessed the per player fee and should not be included in the total number of players provided to KCPR. If a partial scholarship is awarded, a pro-rated fee will be applied equal to the percentage of the award by the league.
 - A \$50.00 fee will be charged to each league for each game for which a field is prepped and no game is played or cancellation notification is not received by 9 am the day of the game. No warnings will be given. If it is after 9 am when cancellation notification is received and the field has not been prepped, this fee will not be applied.
 - For divisions in which coaches or umpires decide not to play a game (**due to weather only**) and it is after 3 pm, **in order to avoid the fine, a phone message *must be* left at 410-778-1957 no later than 6:15 pm on the day in question.** It is the League's decision as to who makes the phone call.
 - A \$50.00 fee will be charged to each league each time a field is used despite being closed for weather. In addition the league will be responsible for the cost to repair damages.
 - A \$75.00 light use fee will be charged to each league for each game in excess of the (2) games included in the per player fee.
 - Home Team Managers shall be responsible for turning the lights on and off. If the billing reflects usage in excess of the actual length of the game, the league will be responsible for additional charges as determined by DPW.

Invoicing of Fees

- KCPR will invoice leagues for fees as they apply relating to the above mentioned uses and or charges.
- KCPR will invoice leagues for annual per player field use fees approximately (2) weeks after opening day.
- Fees are due upon receipt of invoice, with a due date of (2) weeks from the invoice date.
- KCPR reserves the right to request copies of team rosters to verify total number of players relating to annual player fee invoicing.
- If fees remain unpaid with no communication, explanation, or advanced approved arrangements, the league may be denied meeting space, in person registration space, or other facility use requests.
- In the event a league experiences financial difficulties, payment arrangements may be permitted as approved by KCPR. Generally, half of the balance will be due immediately, with the remaining balance due at a date agreed upon by KCPR and the league, but no more than 90 days after the current season ends. Specific arrangements will be made on an individual league basis.

Kent County Public Works' Maintenance of Public Schools' Fields

- KCPR & DPW has a Joint Use Agreement with the Kent County Public Schools (KCPS) for use and maintenance of school fields. DPW will prepare these fields at the beginning of the season and periodically throughout the season. KCPS shall be responsible for grass mowing only.
- Team Managers and leagues are responsible for the daily maintenance and game preparation of these fields. DPW will assist with equipment and supply needs as best they can for daily maintenance, however, this cannot always be guaranteed.

Light Use Policy

- Only games scheduled under the lights shall be played under the lights. Lights will not be turned on for any portion of a game that is scheduled as a day or evening game, even if this means the game must be called due to darkness.
- If lights are turned on for any game that is not scheduled and approved in advance, the league will be charged a \$75.00 fee or the game will count toward the (2) games included in the per player fee (if the league has not already exceeded the limit).
- A key will be issued to each League President for distribution as necessary for Team Managers to access the field lights, to turn on and off, when such is approved and scheduled in advance.

Trash Pick Up Policy, Fee and Expectations

All individuals and organizations who utilize county parks and facilities are responsible for removing trash after each use. Please encourage participants, parents, guests, and visitors to do the same. Take pride and ownership of County property and set the expectations high that others do the same. If necessary, organize volunteers within your organization to ensure trash is removed from the playing area, parking area, walking path, bathrooms, etc., immediately following the use. If excessive trash is found after an organization's use, a \$75.00 per occurrence (day) fine may be assessed to the organization that sponsored the activity or event. Often times KCPR and or DPW personnel visit parks during use and this will be regularly monitored and strictly enforced.

Parking of Vehicles Policy and Expectations

As there is limited parking within parks, parking in designated parking areas only shall be permitted. Parking vehicles on fields and unmarked grass areas is strictly prohibited at all times. **Coaches are expected to ask players and parents for assistant to transport equipment to fields.** Organizations will be held responsible for coaches and parents who park on fields or unmarked grass areas. Fines of \$25.00 per vehicle will be assessed as applicable. Fines may be higher if damage occurs as a result of parked vehicles on fields or unmarked grass areas. Take pride and ownership of County property and set the expectations high that guests and visitors do the same. Often times KCPR and or DPW personnel visit parks during use and this will be regularly monitored and strictly enforced.

Concessions Sales Policy/Expectations

- Seasonal vendors are permitted to sell concessions everyday and have exclusive concession rights. If you have questions about your league selling concessions on opening day or for other league events, you will be directed to the concessionaire awarded the contract so that the request can be made directly to the vendor. Parks and Recreation shall not be responsible for the arrangements or approvals of the arrangements.
- In the event a private vendor is not identified, KCPR may elect to offer concessions sales opportunities to sports leagues. Each sport league shall be guaranteed their opening day/season opener (whether they sell concessions themselves or partner with another organization – this is entirely up to the sport league and KCPR will not engage in who a league elects to partner with for concession sales). All other dates shall be assigned based on an open and fair process in which all organizations are requested to submit desired dates in writing to the Recreation Program Coordinator by a specified deadline. Generally, dates will be awarded on a first come, first served basis, separate from season opener dates.
- Should a sport league decline the right to sell concessions on their opening day, the second right of refusal shall be awarded to a sport league who also has home games on the same date as another league's season opener.

Kent County Recycling Program/Policy

Effective October, 2015, as a result of new State of Maryland legislation, all events held on County property that expect to have more than 200 attendees and will have food or drink must offer recycling to attendees. The event organizer is responsible for providing recycle containers and any associated costs, as well as ensuring recyclables are removed from

the property following the event and properly recycled. This recycling requirement does not apply to regular season games, however, opening day events, one day concessions sales events, fundraisers, etc., must comply with the program. For more information on the Recycling Program, please see the information attached to these policies.

Youth Sports Equipment Grant Program

As annual funding is available to be allocated by the County Commissioners of Kent County, youth sports organizations are offered the opportunity to apply for assistance to purchase equipment for their league. Please see the information attached to these policies.

Kent County Parks and Recreation Contacts

Kent County Parks and Recreation communicates with one point of contact

First Contact: Steve Kaneshiki, Recreation Program Coordinator 410-778-1957 * skaneshiki@kentgov.org

*Steve Kaneshiki is your contact for all sports related programs, inquiries, and concerns, including scheduling *prior to the season's start. He must always be your first contact. Your calls and emails will be returned in a timely manner. In the case that the matter is time sensitive, please advise, otherwise please allow sufficient time for responses.*

**Seasons are defined as April 1-July 31 (Spring/Summer Sports) and August 1-October 31 (Fall/Winter Sports)*

Second Contact: Jill Coleman, Recreation Supervisor 410-810-5948 * jcoleman@kentgov.org

*Should a matter not be handled satisfactorily **after** you have been unable to reach Steve or resolve the matter or issue with Steve directly, Jill Coleman must be your second contact. If you have not directed your concern or inquiry to Steve initially, you will be redirected to Steve to address the matter.*

Third Contact: Myra Butler, Director 410-778-1948 * mbutler@kentgov.org

*If you are unable to resolve a matter satisfactorily **after** speaking with Steven and Jill, Myra Butler should be contacted by the League President directly.*

Final Contact: Shelley Herman, County Administrator 410-778-4600 * sheller@kentgov.org

*If you are unable to resolve a matter satisfactorily **after** speaking with Myra, Shelley Herman should be contacted by the League President directly.*

Kent County Public Works Contacts

First Contact: Mark Dixon, Maintenance Supervisor 410-778-2600 ext. 3904 * mdixon@kentgov.org

443-480-3820 (mobile); utilize only if absolutely necessary

*Mark Dixon is your contact for field maintenance/conditions concerns, field equipment related concerns and field use changes after initial arrangements have been made with Jill at Parks and Recreation **and** *after the season begins. Your calls and emails will be returned in a timely manner. In the case that the matter is time sensitive, please advise, otherwise please allow sufficient time for responses. **If you have a field related matter that must be addressed immediately (the day you are calling) and you are unable to reach Mark, please call Greg Welch, Jr. at 443-480-4945.***

**Seasons are defined as April 1-July 31 (Spring/Summer Sports) and August 1-October 31 (Fall/Winter Sports)*

Second Contact: Jim Wright, County Engineer 410-778-2600 ext. 7407 * jwright@kentgov.org

443-282-4567 (mobile); utilize only if absolutely necessary

*Should a matter not be handled satisfactorily **after** you have been unable to reach Mark (Greg for day of needs after inability to reach Mark) or resolve the matter or issue with Mark directly, Jim Wright must be your second contact. If you have not directed your concern or inquiry to Mark initially, you will be redirected to Mark to address the matter.*

Final Contact: Shelley Herman, County Administrator 410-778-4600 * sheller@kentgov.org

*If you are unable to resolve a matter satisfactorily **after** speaking with Mark and Jim, Shelley Herman should be contacted by the League President directly.*