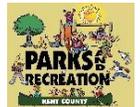




County Commissioners of Kent County, MD Department of Parks & Recreation



Department of Parks & Recreation and Department of Public Works Youth Sport League Athletic Field Use Policies, Fees and Other Important Information REVISED 11/24/2020

The established policies herein are required to be followed by all Kent County Youth Sport Organizations who utilize County facilities for their prospective sport leagues' practices and games. These policies will be reviewed and updated as needed, with communication of updates to leagues in advance of the effective date.

Annual Meetings

- An annual meeting will be held in October each year to review current policies related to field use, share highlights of the current year, offer suggestions for improvements and discuss needs for the upcoming year.
- A representative of the youth sports organization ***must attend*** the annual Youth Sports League Presidents' meeting held in October each year to be eligible to apply for sports equipment grant funding.
- An annual local youth sports recognition is *tentatively scheduled on the last scheduled Tuesday evening meeting in March, at 6 pm, at the County Commissioners meeting held at 400 High St., Chestertown. Athletes, teams and volunteers within youth sport organizations who have reached milestones or have other noteworthy accomplishments or achievements will be recognized. Youth Sports League Presidents (or their designee) are highly encouraged to participate and attend.
 - *The recognition may or may not be held each year depending on each league's desire to share its achievements or initiate a recognition.
 - *Each league is responsible for providing recognition/achievement information in writing by February 15th each year.

Good Sports Award Program

Kent County Park and Recreation (KCPR) is a member of the Mid-Atlantic Recreation & Parks Sports Alliance (MARPSA). Each year MARPSA recognizes one administrator, one official, one coach, and one athlete from each participating region for "not only good sporting behavior, but also actions made on and off the field that put athletes first, assuring a positive sporting environment. In early spring each year, a ceremony recognizing all award recipients from each region is held in Annapolis, MD. Transportation arrangements are coordinated by KCPR. Representatives from KCPR attend and participate in the annual event to recognize Kent County award recipients. To nominate a deserving individual in any of the four categories, please contact the Recreation Program Coordinator at 410-778-1957 or via email. Nomination forms with the required criteria are available at www.KentParksAndRec.org/publications.php or may be requested to be emailed. It is extremely important that Kent County be represented at this annual recognition ceremony. Nominations can be submitted by anyone (coaches, parents, volunteers, youth, officials, program administrators, etc.). Kent County award recipients are selected by the KCPR Advisory Board. Nominations are accepted at any time from March 1st - December 15th for each nominating year, ***with a preferred submission date by the first Monday in November.*** **A nomination form for each award category is attached.**

Youth Sports Equipment Grant Program

Kent County Government offers a financial support program for eligible youth sports organizations. Approved by the Parks & Recreation Advisory Board on November 12, 2020, and effective immediately, the Grant Program has one funding cycle per year. **Please see the changes reflected in the attached Grant Program document.**

League President's and Board of Directors' Responsibilities and Expectations

Each President is deemed the leagues "One Point of Contact" for communicating the needs of the league, complaints, field conditions, safety concerns, or for any other reason (except Baseball and Softball for which Team Managers/Coaches must schedule team practices and or make up games by contacting KCPR directly). Please ensure all coaches are aware of and abide by this policy.

The President and elected officers shall ensure:

- They support and abide by all established policies and procedures set forth by KCPR and DPW;
- Players, coaches, parents, and their guests always display appropriate conduct that is in line with the goals and objectives of Character Counts! Kent County;
- All coaches are aware that there are policies that govern youth sport league's use of county athletic field and facilities;
- All coaches have a thorough knowledge and understanding of county facility use policies for team activities and events, including, but not limited to, concussion awareness, one point of contact, light use, vehicle parking, trash pick-up, team practices at the KCCC, etc.

Code of Conduct Expectations: Character Counts!

The six pillars of character are instrumental in the success of all programs for youth and positive youth development. This is inclusive of conduct not only for youth, but also for coaches, parents/guardians and their extended support network. Leagues are strongly encouraged to promote and fostering a culture of kindness and strong ethical values through the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Additionally, to set high standards and expectations for player conduct, coach conduct, parent/guardian conduct, spectator conduct and other guest conduct during all youth sport activities on County property and in general.

Kent County Youth Sports Philosophy

Kent County Parks and Recreation's youth sports philosophy is to instill a positive attitude, sportsmanship, basic fundamentals, confidence, and high moral standards. Youth sports programs develop the physical, psychological, and social aspects of athletes. Our programs emphasize participation, fun, sportsmanship, and downplays a competitive approach to sports. Athletes, parents, and coaches are expected to support this philosophy.

Concussion Awareness Program Policy and Requirements

- 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 related 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.

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. This includes removal and disposal of trash, packaging, etc.
- 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. 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 the guidelines given by Kent County Parks & Recreation and event organizers regarding training rules, proper use of equipment, legal and safe techniques 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 waiver and release form 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.

Pre-Season Information Form (Form Attached)

- 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 the information is received as soon as possible, but no later than the due date indicated on the form.
 - KCPR will NOT accept player registration for youth sport leagues
- 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 and teams no less than two weeks of season opening games.
 - The total players number each season will aid in determining each league's annual fee for field use.
 - KCPR will track an all-inclusive total of youth participating in youth sports in Kent County.

Weather & Information Notification Alert Method - Simplifying participant notifications for everyone!

KCPR does not make individual contact to program participants or facilities for program or facility closings/changes. The *Rainout Line platform pushes updates out via *text message, email, Facebook and our website*. An app is available to download on smart devices and a call-in *hotline (410-429-1401)* is also available. Users can select the method they would like to receive alerts by signing up from our rainout line page - <https://rainoutline.com/search/dnis/4104291401>. From there, users can easily select one or more methods to receive alerts (left menu of page). Once signed up, individual alerts can be selected to be received by facility or receive them all - it's completely up to the user.

**Text alerts are limited to 140 characters so the full alert may not be able to be viewed and the alert will need to be checked via another method.*

Youth sports organizations may utilize the KCPR Rainout Line Platform and be assigned a facility extension for its use within its organization if desired. Please notify KCPR 60 days prior to the season's start to coordinate use of the platform for alerts and notifications to your league participants, parents, officials, and the general public.

Baseball and Softball Field Scheduling

- Scheduling for practices begins the Friday before April 1 each year, at 8:30 am. Team Managers may contact the Recreation Program Coordinator directly at 410-778-1957 to schedule practices. Field reservations should only be made to the KCPR mainline at 410-778-1948 if you are unable to reach the Recreation Program Coordinator directly, you have left a message, and you have not received a return call within (1) hour of leaving a message.
- 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.
- There are several time slots available for scheduling on each field on weekends (Saturday and Sunday).
 - 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 inclement weather days, use the **Rainout Line Platform** 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 Rainout Line must be your resource to confirm field use status. A decision will be made on field status no earlier than 12 pm and no later than 3 pm. ***Please advise coaches, parents, players not to call the Parks and Recreation main line, as you will be directed to the Rainout Line Platform.***
- 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 the Recreation Program Coordinator at 410-778-1957 to reschedule a game if cancelled due to inclement weather.
- A practice schedule for Toal and Edesville Parks will be established with the Managers in a meeting to be determined.
- All initial pre-season athletic field use requests or concerns related to number of fields, opening day date, night games, practice schedules, and game schedules for the season must be directed to the Recreation Program Coordinator by the League President only.
- After the season begins (Opening Day), all questions or concerns related to field equipment (bases, pitching rubber/distance, lining of the field, fencing, lighting, etc.) must be from the League President and directed to the Maintenance Supervisor at Kent County Department of Public Works (DPW) by calling 410-778-2600, extension 3904, during normal business hours (6:30 am - 3 pm, Monday through Friday).

A sample Worton Park ball field schedule template used by KCPR staff and scheduling guidelines are attached.

Rescheduling Games Policy (Baseball and Softball)

- If a game must be cancelled for reasons unrelated to weather, it is the responsibility of the home Team Manager to notify the Recreation Program Coordinator 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 the Recreation Program Coordinator 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 pre-season 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 the Recreation Program Coordinator by the League President only.
- After the season begins (Opening Day) 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.**

Department of Public Works' Maintenance of Public School Fields

- KCPR & DPW has a Joint Use Agreement with the Kent County Public Schools (KCPS) for use and maintenance of specific school fields. DPW will prepare these fields at the beginning of the season and throughout the season. *KCPS shall be responsible for grass mowing only.*
- KCPS fields used for youth sport league practices and games that are prepared and maintained by Kent County DPW, are considered extensions of County park properties during the period of use for the season.

Light Use Policy (Orem Field)

- **Only practices, games or events scheduled and approved in advance to be played under the lights shall be permitted to be played under the lights.**
- Light use will not be permitted for any portion of a game that is scheduled as a day or evening game, even if this means the game must be called early due to darkness.
- Located at the field down the right field line outside of the fence is the locked light control box. Lights are set to the “auto” position on nights practices, games or events are scheduled.
 - With the lockbox set to “auto” on scheduled light use nights, with the press of the GREEN button labeled ON (between 6 pm and 11 pm) the lights will turn on.
 - After the practice or game is over, the RED button labeled OFF must be pressed to turn the lights off. The expectation is that no more than 30 minutes following the end of the practice or game that the lights will be turned OFF.
 - **Should the lights not be turned OFF by 11 pm, the lights will automatically SHUT OFF and will not be able to be turned back on. If there is no scheduled light use the day after a scheduled night use, the lightbox settings will change from the “auto” setting. Lights will not be able to be turned on (even between 6 pm and 11 pm).** Although the lights are programmed to shut off at 11 pm, your assistance in turning off the lights within 30 minutes of ending the field use is required to avoid unnecessary electric use charges to the County, as well as to be courteous to residential park neighbors.
 - If for some reason the lightbox setting remains in the “auto” position and the lights are turned on for an unscheduled and not previously approved use, the league will be charged a \$35.00 fine. If the league has not exceeded its predetermined number of uses included in the league’s annual fee the use will count toward the total number of uses permitted for the season. All billable light use will be in full hour increments only.
- In the unfortunate event that the lights malfunction for any reason during a scheduled use, the

use will be unable to continue and must be postponed, cancelled and settled the next day. Unfortunately, on the night of a malfunction, there is nothing that can be done to resolve the issue. Although KCPR and DPW do not anticipate such a scenario to occur, it is within the realm of possibilities.

- Per the Field Use Policies, the Maintenance Supervisor is your contact for field maintenance/conditions concerns, field equipment related concerns and field use changes after initial arrangements have been made with the Recreation Program Coordinator **and** after the season begins. Details regarding when and to whom contact should be made before the season starts and after the season starts are on page 11.

Schedule of Fees

- Approved by the Parks & Recreation Advisory Board on March 12, 2018, with an effective date of April 1, 2018, an annual flat rate fee will be charged for each league's use of County facilities which shall include additional allowances of County resources detailed in this section.
 - For the inaugural year, to establish the flat rate, the two-year average number of players from the two seasons prior to 2018 was used. The average was multiplied by \$5.50 to establish the initial rate. An appropriate number of light uses (if applicable) per league at a cost of \$25.00 per use established rate two. Rate one and two combined became the flat initial rate established for the league.
 - Upon receipt of total player and team numbers for the current/upcoming season (after opening day but no later than two weeks), KCPR will assess whether the number of players is within 20 players of the established two-year average number of players to determine if the rate will remain in effect. The assessment will be completed annually as detailed below.
 - ✚ If within the 20-player threshold, the rate will not change for the current year's season.
 - ✚ If outside the 20-player threshold, the total number exceeding the threshold is multiplied by \$5.50 and the flat rate is adjusted accordingly (increase or decrease to the established flat rate). If adjusted, the adjusted figure becomes the new annual flat rate and the average of the original pre-2018 2-year average and the 2018 total number of players becomes the new two-year average for the next season (2019). The examples below illustrate a rate increase, a decrease, as well as, the start of 2019 for each scenario in which the number of players registered is within the 20-player threshold.

Example 1 (Increased Rate):

2016 & 2017 2-year average is 150 players and the flat rate including lights totals \$1,025. 200 players are registered for the 2018 season. $200 - 150 = 50$; $50 \times \$5.50 = \275 increase

$$\$1,025 + \$275 = \$1,300 = \text{New Annual Flat Rate}$$

$$2018\text{'s total players: } 200 = \text{New 2 Year Average Number of Players}$$

2019 Season Player Average = 200; Annual Flat Rate Fee = \$1,300

For the rate to change, the total players registered for 2019 *must be* more than 219 or less than 181; If total players are 219 or lower or 181 or higher (within the 20-player threshold) the rate remains in effect and will be billed for the season.

Example 2 (Decreased Rate):

2016 & 2017 2-year average is 200 players and the flat rate including light use totals \$1,025. 150 players are registered for the season. $150 - 200 = -50$; $-50 \times \$5.50 = -\275 decrease

$$\$1,025 - \$250 = \$775 = \text{New Annual Flat Rate}$$

$$2018\text{'s total players: } 150 = \text{New 2 Year Average Number of Players}$$

2019 Season Player Average = 150; Annual Flat Rate Fee = \$775

For the rate to change, the total players registered for 2019 *must be* more than 169 or less than

131; If total players are 169 or lower or 131 or higher (within the 20-player threshold) the rate remains in effect and will be billed for the season.

The flat rate fee assessment structure above will be used for subsequent years.

- The annual fee includes:
 - Use and maintenance of County park athletic fields for practices and games for the season
 - A predetermined number of light uses per league (if applicable); Each additional use will be at a cost of \$25.00 per use; time limit per use restrictions applicable; advance scheduling and approval of light use required
 - (2) hour time limit per game; (2 ½) hour time limit per special event; (4) hour time limit per double header
 - Length of use beyond time limits will be billed separately at \$15.00 per additional hour in full hour increments only
 - (1) Monthly meeting at the Kent County Community Center (KCCC) with a (2) hour time limit ending no later than 8:30 pm
 - Up to (2) dates to hold in person registration at the KCCC prior to the season
 - KCPR will NOT accept player registration for youth sport leagues
 - As space permits, advertisement of sport league contact and registration information in KCPR newsletters, monthly mass emails, KCPR website, Community Center Facebook page, and the KCCC information kiosk
 - (1) End of season park pavilion rental for the League
- A \$25.00 light use fee will be charged to each league for each use that exceeds the predetermined maximum number of uses included in annual flat rate fee.
- Home Team Managers shall be responsible for turning the lights on and off when appropriate and in a timely manner per time limit policies. If the billing reflects excessive usage beyond the game's conclusion (i.e. lights remain on for more than 20 minutes after a game or event ends), the league will be responsible for additional charges as determined by DPW.
- A \$50.00 fee will be charged to each league for each game a field is lined and no game is played or if 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 lined, the fee will not be charged.
 - For divisions in which coaches or umpires decide not to play a game for *weather related reasons only* and it is after 3 pm, **to avoid the fine, a phone message must be left on the Recreation Program Coordinator's voice mail system 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 and leaves the required message.
- 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 any damages as determined by the DPW Grounds Maintenance Supervisor.
- Additional scheduled sport league use of the KCCC is not included in the annual flat rate fee and will be billed separately according to KCPR policies and procedures. **The KCCC Building Rental Policies are attached.** Fees are the responsibility of the league, not individual teams. Pending availability of the area requested and of required staff:
 - All uses (i.e. clinics, team practices, batting cage use, other events, etc.) will be at cost and considered an exclusive use rental. The rental request must be approved by the League President and the approved contract may only be signed by the League President. The standard \$100 security deposit (trash, excessive clean-up, property damage, etc.) which is generally required for all paid rentals will be waived for youth sport leagues. If the event qualifies for an increased security deposit due to the nature of the event and/or amount of people expected to attend, KCPR reserves the right to enforce the security deposit requirement. The league shall be held fully responsible for any damages or excessive clean up and will be invoiced as applicable. Remittance of applicable fees shall be due immediately upon receipt of the invoice. For each rental agreement, which is required to be signed by the league President, these policies will apply.

- *It is the responsibility of the League President (or designee) to ensure all league coaches are aware of all policies related to the league's use of County facilities, but especially this policy related to team uses outside of those included in the annual fee. All team activities are insured under the league's insurance policy. This insurance not only protects the league in the event of bodily injury or property damage, but it also provides protection for league coaches, players, and Kent County Government (officials, employees, and agents acting on its behalf). This policy will be strictly enforced.*

Invoicing of Fees

- KCPR will invoice leagues for fees as they apply relating to the above mentioned uses and or charges.
- The annual flat rate fee for field use will be billed approximately (2) weeks after opening day.
 - Payments must be made payable to: County Commissioners of Kent County
 - Payments must be mailed to: KCPR, PO Box 67, Worton, MD 21678
 - Or deliver in person to: Kent County Community Center, 11041 Worton Rd. (Worton)
- Fees are due upon receipt of invoice, with a due date of (2) weeks from the invoice date.
- 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 is experiencing 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.

Tobacco, Alcohol and Drug Policy

Kent County prohibits all smoking and lighted tobacco products, chewing tobacco, smokeless tobacco, as well as, electronic and other substitutes which give the appearance of smoking, such as e-cigarettes, in County offices and facilities owned or leased by the County, including garage areas and pavilions. Smoking is also prohibited on all property owned or leased by the County.

Kent County prohibits the consumption of alcohol and use of drugs in County offices and facilities owned or leased by the County, including garage areas and pavilions. Smoking is also prohibited on all property owned or leased by the County.

* For large scale private rentals alcohol sales may be permitted, upon approval and licensure by the County Commissioners. Alcohol sales generally require a County issued liquor license for event caterers.

Signage Policy

Signage installed on County property which advertises an event to be held on County property and or is associated with field use on County property requires advance approval. Approval includes, but may not be limited to, type of material, size of sign, location of sign and content (wording and or graphics). Any signage installed on County property that has not been approved in advance shall be removed without notice.

Trash Pick Up Policy, Fee and Expectations – Please do not leave trash in the park!

All individuals and organizations who utilize County parks and facilities are responsible for removing trash from the grounds 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 so 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. KCPR and DPW personnel visit parks often and this area of concern will be regularly monitored and strictly enforced. Please ensure **ALL** coaches and parents are aware of and abide by this policy.

Parking of Vehicles Policy and Expectations - Please do not drive vehicles on athletic fields!

As there is limited parking within parks, parking in designated parking areas only shall be permitted. Any non-County vehicle 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. Leagues will be held responsible for coaches and parents who drive/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 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. KCPR and DPW personnel visit parks often and this area of concern will be regularly monitored and strictly enforced. Please ensure **ALL** coaches and parents are aware of and abide by this policy.

Concessions Sales Policy/Expectations

- Seasonal vendors are permitted to sell concessions every day and have exclusive concession sales rights from April - November. 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. Whenever possible, a determination and communication whether a concessionaire award will be issued will take place no later than March 24th each year,
- 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 will be 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 Special Event Recycling Program (SERP) and Policy

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. **The SERP information is attached.**

Kent County Parks and Recreation Contacts

First Contact: Kieran Dunn, Recreation Program Coordinator 410-778-1957 * kdunn@kentgov.org

*The Recreation Program Coordinator is your contact for all sports related programs, inquiries, and concerns, including scheduling prior to the *season's start. Please do not direct calls to anyone other than the Recreation Program Coordinator prior to the season's start, as 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-November 30 (Fall 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 the Recreation Program Coordinator or resolve the matter or issue with the Recreation Program Coordinator directly, the Recreation Supervisor must be your second contact. If you have not directed your concern or inquiry to the Recreation Program Coordinator initially, you will be redirected to the Recreation Program Coordinator to address the matter.*

Third Contact: Myra Butler, Director 410-778-1986 * mbutler@kentgov.org

*If you are unable to resolve a matter satisfactorily **after** speaking with the Recreation Program Coordinator and Recreation Supervisor, the Director should be contacted by the League President directly.*

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

*If you are unable to resolve a matter satisfactorily **after** speaking with the Director, the County Administrator 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) please utilize only if truly necessary

*The Maintenance Supervisor is your contact for field maintenance/conditions concerns, field equipment related concerns and field use changes after initial arrangements have been made with the Rec. Program Coordinator 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 the Maintenance Supervisor, please call Greg Welch (Crew Leader) at 443-480-4945.***

**Seasons are defined as April 1-July 31 (Spring/Summer Sports) and August 1-November 30 (Fall Sports)*

Second Contact: Jim Wright, County Engineer 410-778-2600 ext. 7407 * jwright@kentgov.org
443-282-4567 (mobile) please utilize only if truly necessary

*Should a matter not be handled satisfactorily **after** you have been unable to reach the Maintenance Supervisor (Crew Leader for day of needs after inability to reach Maintenance Supervisor) or resolve the matter or issue with the Maintenance Supervisor initially, the County Engineer must be your second contact. If you have not directed your concern or inquiry to the Maintenance Supervisor initially, you will be redirected to the Maintenance Supervisor to address the matter.*

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

*If you are unable to resolve a matter satisfactorily **after** speaking with all contacts above, the County Administrator should be contacted by the League President directly.*

Attachments:

1. Good Sports Award Nomination Forms
2. Youth Sports Equipment Grant - Program Guidelines and Grant Application
3. Centers for Disease Control Concussion Awareness Materials
4. Kent County Youth Sports Philosophy
5. Concussion Awareness Intent to Comply Sample Letter
6. Indemnity/Hold Harmless Waiver Form
7. Pre-Season Information Form
8. Rainout Line Info Flyer
9. Sample Worton Park Ball Field Schedule
10. Worton Park Ball Diamond Field Scheduling Guidelines
11. KCCC Building & Pool Rental Policies
12. KCCC General Policies
13. Kent County Special Event Recycling Program (SERP) Info