



**Columbus Consolidated
Government
Columbus Parks & Recreation
Athletic Division**
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**Standard Operating Procedures
Between Columbus Parks and Recreation
&
Facility Operators**

Purpose: This letter of agreement outlines procedures and establishes policies to be used by Columbus Parks and Recreation in support of youth sports organizations utilizing Columbus Consolidated Government (CCG) resources and to improve communications between Parks and Recreation and youth sports volunteer organizations.

Scope: This letter of agreement will pertain to all youth sports organizations conducting scheduled activities on CCG property and utilizing CCG resources. Once signed, this agreement will be binding to Parks and Recreation and youth sports volunteer organizations. It is not required to execute a new agreement once a new individual is in the position of authority. Without a written and signed agreement, youth volunteer organizations will not be authorized to utilize CCG resources.

Definitions:

1. Charter: A volunteer youth organization must be recognized by one of the nationally or locally recognized youth sports organizations. In Columbus, these include:

- a. Little League Baseball/Softball
- b. Babe Ruth Baseball
- c. ASA Softball
- d. Columbus Youth Football
- e. River City Youth Football
- f. Georgia State Soccer Association

A youth volunteer organization may elect to go independent (e.g. Columbus Youth Football, Columbus Youth Basketball) but a copy of the youth volunteer bylaws and a \$1,000,000 insurance policy must be reviewed and approved by the Director/Assistant Director of Parks and Recreation.

2. League: To be chartered in Columbus, a league must have a minimum of four (4) Muscogee County teams, of a specific age group, who participate in scheduled league play.

3. Player: Any youth who is eligible to participate in accordance with the rules governing the national baseball/softball organization that charters the league or the league's bylaws. No player will be excluded from participating without just cause.
4. Volunteers: Those individuals who organize, coach and /or facilitate the operation of youth baseball/softball without compensation.
5. Endorsement: To acknowledge the receipt of and awareness of an action, an endorsement may only be a signature or it may be a statement of support or non-support of a written action/issue.
6. For cause: Any act that is not in accordance with the organization's charter, bylaws, this agreement and/or any action that is not in the best interest of CCG.
7. City Facilities: Those parks owned and maintained by the City of Columbus.

Responsibilities:

- I. Columbus Parks and Recreation
 - a. The Athletic Division shall provide guidance and technical expertise to youth sports volunteer organizations.
 - b. The Athletic Division shall provide a liaison to youth sports volunteer organizations and said liaison shall have authority to make decisions that are in the best interests of the CCG and Columbus' youth sports organizations.
 - c. The Athletic Division shall provide for coaches certifications as required.
 - d. The Athletic Division shall coordinate practice and playing facilities with the youth volunteer organization.
 - e. All field maintenance shall be handled as follows:

Areas Maintained by Park Services

1. Shall maintain all **field/turf** areas at least once every 7-10 working days.
2. All infields shall be scraped and edged once prior to opening day.
3. All bathrooms opened to the public.
4. Trash pick-up twice a week (Monday and Friday).
5. General Park Maintenance. (Special requests shall be made through the Parks Services at 653-4189).
6. Plus5 field marking shall be picked up on Tuesdays from 8:00a.m. - 12:00pm only. (1400 Cusseta Rd).

Areas Maintained by Leagues

1. All field marking.
2. All bathrooms, which are locked by the league and closed to public during normal park hours, are the responsibility of that league.
3. All custodial/health department requirements of building space.
4. **Concession stands will be the responsibility of the league during the times, which the Facility Operator is in possession of the keys to the facility.**
5. Associations 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 Parks and Recreation. No grease/oil can be disposed or dumped anywhere on City Facilities.

6. Trash pick-up around bleachers and dugouts after field use.
7. Purchase/Application of all Turface/ Quickdry.
 - a. Sand, clay and other approved material(s) that Parks and Recreation allows that is used during inclement weather conditions must be kept at minimal usage. Over use will result in damage to the playing surface and jeopardize the use of the sport field(s) until the field can be repaired.
8. Shall conduct a board meeting of all similar youth volunteer organizations to ensure coordination of facilities. These board meetings will be conducted at a minimum of semiannually. General board meetings will be open to the public.
9. Shall provide a means of arbitration (see arbitration/appeals section) for youth volunteer organizations in accordance with this agreement.

II. Youth Sports Organizations:

- a. Shall provide one central point of contact to the Athletic Division of Parks and Recreation to conduct all organizational business no later than the **Preseason Kick Off Dinner/Meeting for the following season.**
- b. Shall provide to the Athletic Division a copy of the Charter and/or bylaws, proof of insurance and facilities inspection sheet.
- c. Shall ensure a liaison from Parks and Recreation is notified, at least seven days in advance, of any executive board meetings and has a voice in matters concerning City facilities.
- d. Shall ensure all general board meetings are open to the public.
- e. Shall provide a member to attend the Parks and Recreation youth volunteer organizations board meetings who is knowledgeable of league operations and who may make decisions.
- f. Shall request any alterations and/or additions of facilities and/or playing areas in writing with blue prints/drawings/sketches and estimated costs of projects through the Athletic Division to the Director/Assistant Director of Parks and Recreation prior to any work beginning.
- g. Shall provide as much self-help as practical in the maintenance of playing areas such as dragging/raking fields, picking up rocks/debris, mowing, edging as required, cleaning restrooms, etc.
- h. Shall keep the Athletic Division aware of league operations. Primarily any problems or incidents that may concern and/or affect the CCG.
- i. Shall ensure all players, coaches and facilitators are covered by insurance to ensure the CCG and the Muscogee County School District are not liable for any mishaps that may occur during a youth volunteer organizational activity.
- j. Shall provide a list of all coaches to the Athletic Division at least one week prior to first scheduled game to ensure certification. No coach shall be allowed on the playing and/or practice fields without current certification.
- k. Shall not, under any circumstances, change locks or reproduce keys without going through Parks and Recreation athletic offices. City personnel will perform all maintenance of concession buildings and other City property.
- l. Shall provide a copy of league schedules to Athletic Division prior to first scheduled game.

- m. Shall provide a comprehensive list of officers for each league to include position held, phone number, address (and e-mail address if available). The list shall be submitted to the athletic offices prior to league's first scheduled game. The Athletic Division must be informed of any changes to the original submission.
- n. Shall provide Parks and Recreation officials a breakdown of league fees prior to registration.
- o. Shall not enter into binding financial contracts that obligate the City or the league. (Example: Contracts that call for scoreboards to be placed on City property shall be negotiated by Parks and Recreation officials, contracts for vending will also be negotiated by Parks and Recreation officials).
- p. Shall not "sublet" or otherwise grant permission to other user groups to utilize facilities.
 - 1. It is the responsibility of each facility operator to ensure that travel ball/tournament teams are registered with Athletic Division/Columbus Parks and Recreation prior to allowing them to practice on the fields. All travel ball/tournament teams must show proof of sanctioning (ASA, USSSA, etc.) or a \$15 registration fee will be paid to the Athletics Division prior to being permitted to practice. They must also show proof of \$1,000,000 Minimum Liability Insurance coverage and 501c3 only for organizations of 2 or more teams.
 - 2. Any secondary seasons played (e.g. Fall Ball, July –December Travel Ball Teams) must be contracted (**two weeks prior of their initial contract**) through the Athletic Division/Parks & Recreation.
- q. Shall have approved any non-local events/tournaments 30 days prior. This approval will be communicated by means of a separate contract/action summary sheet.
- r. Shall have the same registration periods Citywide and advise Parks and Recreation as to when these will be.
- s. Shall not allow league parents, coaches and volunteers to park on the grass areas or other areas not designed for vehicle traffic.
- t. Damages directly associated with neglect, misuse or abuse of park equipment (i.e. score brains, bases, fencing, etc.) by the leagues will be the responsibility of the league. The necessary repairs and or replacement equipment will be provided by Parks and Recreation, the league will be billed for all expenses. Unpaid bills will jeopardize the facility use agreement.
- u. Shall have approved any fund raising events on City facilities by the Athletic Division 30 days prior to the event.
- v. **One month following** the last scheduled event at the facility, an inventory of equipment must be turned in to the Athletics Division at this time stating what equipment is property of the City (and its status) and what equipment is property of the league.

SEASON RECOGNITION:

The Columbus Parks and Recreation Department recognizes traditional season playing times. In the fall, youth football shall have priority at those parks that also

host a football program. (These parks are Britt David Park, Shirley Winston Park, Lakebottom Park and Rigdon Park). All Fall Ball leagues shall give deference to youth football until 8:00pm. In the case of shared concession stands, each sport's parent group shall refrain from entering the concession stand during a non-traditional season.

***Arbitration/Appeals:* Youth volunteer organizations may appeal any decision within the scope of this agreement (EXCLUDING RULES OF PLAY) made by the Athletic Division. The following procedure will be used:**

1. All appeals must be submitted in writing to Athletic Division within three (3) working days of incident.
2. Appeals submitted will be endorsed in writing along the chain of command. (Example: The coach submits an appeal to the league president, the league president endorses the appeal and submits it to the youth volunteer organization's point of contact for Parks and Recreation, the point of contact endorses the appeal and submits it to the Athletic Division.
3. The Athletic Division will review the appeal and may request a meeting of all parties concerned to resolve the issue/conflict. The Athletic Division will respond, in writing, within three (3) working days from the completion of arbitration with his findings to the original appeal with courtesy copies to the endorser(s). If the issue is not resolved to the satisfaction of the youth volunteer organizations, the appeal with the results of the Athletic Division's arbitration will be referred to the Director/Assistant Director of Parks and Recreation.
4. The Director/Assistant Director will review the appeal with endorsements and make a determination to resolve the issue/conflict. The Director/Assistant Director may call a meeting of concerned parties before making a judgment. The Director/Assistant Director will respond with his findings in writing to the original appeal with courtesy copies to the endorsers.
5. This process will be strictly adhered to. Anyone not following this procedure will be referred back to step one or any of the steps missed. Circumventing the process may jeopardize the outcome of the appeal and/or arbitration and will certainly delay the outcome.

Review: This agreement will be reviewed and updated once a year no later than one month after completion of league's season. Failure to review and update this agreement will not cause this agreement to expire. Parks and Recreation may terminate this agreement with a ninety (90) day written notice. Parks and Recreation may suspend this agreement at any time for any cause.

Print Name

Date
League President

Date
Parks and Recreation Staff