

FLAGLER COUNTY PARKS AND RECREATION

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FACILITY USAGE MANUAL

MISSION

The Department of Parks and Recreation is responsible to the citizens of Flagler County for the enhancement of the quality of life in the County through design, developing, maintaining and efficiently operating parks, preserves and recreation facilities.

PHILOSOPHY

We believe that recreation, both active and passive, contributes to the overall happiness, well being and quality of life in Flagler County. We are committed to preserving and protecting our natural and historical resources and providing opportunities for citizens to experience our ecological, environmental and historical treasures. To this end, the Parks and Recreation Department will strive to provide opportunities, within the constraints of available resources, for quality sports programs, natural preserves, facilities, and services.

GOALS AND OBJECTIVES

1. Active recreation. The Parks and Recreation Department's objective is to provide safe athletic facilities based on needs, professional standards of quality, and the efficient use of available resources. It is the role of the Parks and Recreation Department to provide user groups clear expectations of field permitting and usage and ensure that these policies are followed.
2. Passive Recreation. Our objective is to help create an understanding of and appreciation for Flagler County's cultural heritage and diverse natural resources. Flagler County's preserves are managed for the enjoyment of our visitors as well as future generations through providing appropriate resource-based recreational opportunities, interpretation and education that help visitors connect to "Old Florida".

Purpose of Manual

This manual is a reference for any group who is permitted by the Flagler County Parks and Recreation Department to utilize the County's athletic facilities. The manual will explain how to request fields, the expectations the Department has of its facility users and the role of the Parks and Recreation Department.

The Flagler County Parks and Recreation Department is an equal opportunity agency and will not exclude or discriminate, with regards to its services, programs and activities regardless of race, color, religion, sex, sexual orientation, national origin, age, marital status, political affiliation, handicap or disability. Users of County facilities are also required to provide equal access and cannot have registration preferences and/or fee differences based upon municipal residency of the program participants.

If you have any questions regarding material in this manual, please contact the Parks and Recreation Department at 386-313-4020.

Athletic Field Use Policies and Procedures

1. Reserved Right of the Parks and Recreation Department

The Flagler County Parks and Recreation Department reserves the right to close or temporarily suspend activities on its athletic fields due to inclement weather, unsafe playing/field conditions or lack of compliance with departmental policies regarding field use.

2. Field Use Request Procedures

Applications for athletic field use must be submitted, with all required attachments to the Parks and Recreation Department. There is no application fee.

3. Field Use Authorization, penalty for Unauthorized Use

Organization field use is by permit ONLY. Unauthorized use of athletic fields adversely affects the integrity of playing surfaces, deprives permitted users of their allotted times and may create safety hazards or other unsafe field conditions for all users. Continued violation could result in (1) cancellation of existing permits, (2) denial of future permitting (3) other penalties as determined by law.

4. Field Maintenance

It is the responsibility of the Parks and Recreation Department to maintain all fields. Any field maintenance that is required beyond the routine services provided by the Parks & Recreation Department for any play, tournament or special event shall be the responsibility of the user group. At NO time are field users permitted to use County maintenance machinery. Field users are permitted to use simple hand tools to rake and tamp infield surfaces in order to improve playing conditions. The field users must provide these tools and they must be removed from the field after each use. The Parks and Recreation Department will not be obligated provide field users with tools for maintenance.

5. Ball field Safety

Prior to all play, coaches are responsible for inspecting fields to ensure the area is free from debris and safe for play. If unsafe conditions exist, it is the responsibility of the coaches to cancel play and report the conditions to the Parks and Recreation Department.

If field conditions change during any permit period the Parks and Recreation Department reserves the right to close the fields or revise the permit in order to perform required maintenance.

6. Field Care and Concern

Permitted user groups are appreciated for the program offerings they afford their participants. We request in return for the field usage that they share with the Parks and Recreation Department's desire to keep the County facilities well maintained, safe and pristine. To this end we ask the coaches to be mindful of and instruct participants not to overplay or dig into the grass, and to not throw or bat into the field fencing. Each team is responsible for cleaning their bench area or sideline at games end and advising parents and spectators to throw trash in available receptacles.

7. Accident/Incident Reporting

The Parks and Recreation Department must be notified of all accidents/incidents that require medial attention or when public safety personnel were called to assist with the situation (see Attachment). Please complete this form in its entirety and fax to 313-4120 within 24 hours of the accident. If you do not have fax availability, please call 313-4020 within 24 hours of the accident.

8. Insurance

Organizations or associations conducting organized leagues or tournaments that are seeking the use of Flagler County athletic/recreation facilities must provide to the Parks and Recreation Department (and keep in force for the duration of the playing season) general liability insurance written by a best rated A or better insurance company, acceptable to Flagler County Board of County Commissioners. This insurance must have insurance limits not less than \$1,000,000 CSL (combined single limit). The insurance must list the Flagler County Board of County Commissioners as an **additional insured** with a notice of cancellation clause of not less than 30 days. The County will prohibit games being played until the Parks and Recreation Department have received an approved certificate of insurance.

9. Drug, Tobacco & Alcohol Free

Sports participation has long been characterized as a means of developing character and positive values. Parents involved as coaches or fans in youth sports, because of the influence they have, must refrain from substance use, including smoking, alcohol consumption, chewing tobacco and illegal drugs during games, practices and other youth sports events.

Implementation

- a. Leagues will require coaches, league administrators and game officials to refrain from the use of tobacco, alcohol and illegal substances at youth sports events.
- b. Leagues will require that alcohol will not be sold or allowed to be brought into youth sports events and practices.
- c. Leagues will encourage spectators not to use tobacco at youth sports events.
- d. Leagues will develop an enforcement plan for removing coaches, parents and spectators who are under the influence of alcohol or illegal substances

10. Sponsor Signs

Athletic Organizations are not permitted to erect or affix any permanent type sponsor signs or advertising to any structures, dugouts or field fencing, to include backstops without prior authorization from Flagler County Parks & Recreation. Temporary type sponsor signs, (i.e. banners, etc.) may be used during game days, but must be removed after last game played on that day. Signs that are left up will be removed by the Parks & Recreation Department. The Parks & Recreation Department may remove all signs or banners that contains content inappropriate for a youth sport event.

11. Administrators, Coaches and Volunteers

Training

All administrators, coaches and volunteers must complete a youth sports training program. Documentation as to what certification program will be used must accompany the facilities use application.

Proof of certification of administrators, coaches and volunteers must be turned in to the Parks and Recreation Department before start of season.

Screening

Leagues must implement a screening procedure for all administrators, coaches and volunteers. The documentation of this procedure must accompany the facilities use application.

12. Player/Coach Rosters

All leagues shall provide upon request, a roster of all teams to the Parks and Recreation Department. The roster shall include (1) name, (2) address and (3) phone number of each player and coach.

13. Schedules

All leagues must turn in their team schedules to the Parks and Recreation Department no later than four weeks prior to the start of league play. **The Parks and Recreation Department will coordinate all field scheduling.**