

Douglas County Parks and Recreation Department Community Sports Manual Table of Contents

CHAPTER 1 – AUTHORIZATION AND DEFINITIONS

- 1.1 – Authorization
- 1.2 – Definitions

CHAPTER 2 – LEGAL AND ORGANIZATIONAL REQUIREMENTS

- 2.1 – Legal and Organizational Requirements
- 2.2 – Bonding of Directors, Officers, and Concession Managers
- 2.3 – Checking Accounts
- 2.4 – Liability Insurance Coverage
- 2.5 – Financial Responsibility and Reports
- 2.6 – Participation Reports and Fees
- 2.7 – Association Meetings
- 2.8 – Park Rules and Regulations

CHAPTER 3 – DEPARTMENTAL POLICIES

- 3.1 – Certification Requirements
- 3.2 – Non-Resident Policy
- 3.3 – Sunday Field Usage
- 3.4 – Tournament and Special Event Reservations
- 3.5 – Revenue, Fees, and Charges
- 3.6 – Utilities
- 3.7 – Safety Loss and Prevention
- 3.8 – Key Distribution
- 3.9 – Community Impact
- 3.10 – Association’s Operation and Maintenance Responsibility
- 3.11 – Public Use of Fields
- 3.12 – Sub-Lease/Loan of Fields
- 3.13 – Concession Operations
- 3.14 – Restrooms
- 3.15 – Signs
- 3.16 – Registration Signs
- 3.17 – Discrimination
- 3.18 – Equal Opportunity
- 3.19 – Program Requests
- 3.20 – Amendments
- 3.21 – Naming of Parks and Memorials

CHAPTER 4 – OPERATIONAL PROCEDURES FOR ASSOCIATIONS

- 4.1 – Permit to Close Field
- 4.2 – Request to Make Facility Improvements
- 4.3 – Work Requests
- 4.4 – Use of Public Address System
- 4.5 – Hours of Operation
- 4.6 – Incident Reports
- 4.7 – Conduct
- 4.8 – Damage
- 4.9 – Storage
- 4.10 – Acknowledgement of Receipt

Appendixes

- A. Ordinance Regarding Parks & Recreation
- B. Youth Participation Roster
- C. Criminal Background Check
- D. Special Event / Tournament Request
- E. Financial Assistance (Scholarship)
- F. Key Contract
- G. Naming of Parks and Memorials
- H. Facility Improvement Application
- I. Work Order
- J. Special Project Request

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DOUGLAS COUNTY PARKS AND RECREATION ASSOCIATION RULES AND GUIDELINES

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CHAPTER 1: AUTHORIZATION AND DEFINITIONS

1.1 Authorization

The authority to develop programs of recreational activities and services designed to meet the leisure needs of all persons is vested in the Douglas County Department of Parks and Recreation pursuant to Ordinance 12.5-1 (See Appendix A).

1.2 Definitions

As used in these Rules and Regulations, the following terms shall have the meaning ascribed to them:

- (a) “Association” shall mean any of the associations organized operating any recreational program in Douglas County for youth or adults.
- (b) “Department” shall mean the Douglas County Parks and Recreation Department, or department under the jurisdiction of the Douglas County Board of Commissioners and represented in the Parks by any of the Douglas County Parks and Recreation Department staff.
- (c) “County” shall mean Douglas County, Georgia, governed by and through its duly elected Board of Commissioners.
- (d) “Park(s)” shall mean all parks, facilities and locations owned and operated under the jurisdiction of the Douglas County Parks and Recreation Department.
- (e) “Person” shall mean any individual, citizen, group, association, firm, corporation or other legal entity that is authorized to use and enjoy the County’s Parks and any structure or facility located therein.

CHAPTER 2: LEGAL AND ORGANIZATIONAL REQUIREMENTS

2.1 Legal and Organizational Requirement

In order to operate any recreational program within a Park, an Association must adhere to certain minimum legal and organizational requirements which will be prerequisites to entering into the Facility Use Agreement. Existing Associations in good-standing with the County and with current Park Use Agreements as of the adoption of this handbook, which have non-profit status granted by the Internal Revenue Service, which are incorporated and active under the laws of the State of Georgia, which have adopted Bylaws and Articles of Incorporation, and which have general liability and Director's insurance covering the Association and its Officers/Directors, shall be exempt from compliance with the following paragraphs: 2.1 (C) (1-6) provided the Association's election process is deemed fair and open by the Director of the Parks and Recreation Department. All new Associations, Associations which are put on probation or have its use agreements suspended by the Department, or Associations which fail to comply with County facility use rules, regulations, and ordinances, shall meet with the following minimal organizational requirements before using any County Park facility, as these requirements are necessary in order to ensure the protection of all Associations and their participating members.

(a) Nonprofit Organization Status: The Association shall be incorporated in the State of Georgia as a not for profit corporation. A copy of the Charter and Articles of Incorporation shall be delivered to the Athletic Coordinator to be filed with the Department. Exempt Associations described above shall provide a file copy of the non-profit organizational status as issued by the IRS to the Department, at the request of the Department.

(b) Bylaws: A copy of uniform Bylaws agreed upon through cooperation of the Association and Department will be provided. Exempt Associations as described above, shall provide a copy of the Association's Bylaws to the Department, at the request of the Department.

(c) Board of Directors: The Association shall conduct its affairs through and governed by a duly elected Board of Directors. The Board of Directors of the

Association shall be elected annually by the Association's membership in a manner that is consistent with and conforms to the Bylaws. All members of the Association, as defined by the Bylaws, shall have the opportunity to vote. The Bylaws shall include a provision which shall provide for the following:

- i) The president shall appoint a nominating committee consisting of five (5) Association members who will select a list of candidates. No currently serving Director may serve on the nominating committee. The nominating committee will serve one (1) year in the event of a special election.
- ii) Nominations will be accepted from the membership at large and a written list of nominees shall be submitted to the nominating committee at least five (5) days prior to the elections. The committee will prepare the ballots listing all eligible candidates. Incumbents will be listed first on the ballot. Unopposed candidates will be listed and must receive **one** (1) vote.
- iii) The names of all **ELIGIBLE** nominees will be entered on a single ballot and presented to the membership present at the annual meeting. There will be no proxy ballots or write in votes. Members who are unable to attend may request an absentee ballot from the nominating committee that represents the Association. Absentee ballots should be filled out, sealed and left with the nominating committee until time for ballot count. Members will cast their vote and depart the polling area at the time of election.
- iv) The nominees with the greatest number of votes shall be deemed to have been elected to the Board of Directors. The votes will be counted by the nominating committee and an Association member appointed by President of said Association. Annual elections will be held the second (2nd) Saturday in June beginning 2010. The newly elected Board will take office on August 1st of that year. Effective August 1st, the majority of the Board of Directors shall be required to reside in and remain a resident of Douglas County and be an active member in good standing for one (1) year. Within fifteen (15) days of the election, a list of names, addresses and phone numbers of the newly elected Board of Directors shall be delivered to the Douglas County Parks and Recreation Department.

- v) In the event of a vacancy, procedure will be as follows: For the position of President, the Vice-President shall fill this vacancy. All other Executive and Board positions shall be filled by a special election within fourteen (14) days if term remaining is greater than six (6) months. If term remaining is less than six (6) months, appointments shall be made by the President upon approval of the Board of Directors. The members will be notified two (2) weeks prior to an election if deemed necessary. From this point, general election rules will be followed as previously stated in the manual.
- vi) Exempt Associations as described above, shall hold elections as provided in the Associations' Bylaws and/or Articles of Incorporation shall hold elections as provided in the Association's Bylaws and/or Articles of Incorporation. The results of said elections shall be reported in writing to the Department within fourteen (14) days of said election.

(d) Officers and Directors: No Director of the Association or any volunteer performing a service for the Association shall receive payment of any kind for services rendered to the Association. Board members, however, may be entitled to a reduced or waived participation fee due to their volunteer efforts if the Executive Board deems it appropriate.

(e) Department Liaison: The Bylaws must empower the President or President's designee to act on behalf of the Association, to serve as direct contact to the Parks and Recreation Department liaison (appointed by the Director of Parks & Recreation) to the Department. These powers shall include the authority to make requests of the Department, to enter into contracts with the Department, and to commit funds to the completion of contracted projects. Any action taken by the President in the capacity as the liaison to the Department shall be binding on the Board of Directors and the members of the Association.

2.2 Bonding of Directors and Officers and Concession Manager

All Directors and Officers, Concession Managers and other members of the Association having responsibility for the collection and disbursement of money must obtain a security bond not less than **\$5,000.00**, or be covered by an insurance company authorized to do business in the state of Georgia. The Treasurer must obtain a surety

bond not less than **\$10,000.00**, or be covered by insurance as specified. A copy of bond instruments or an insurance policy shall be provided to the Department to be filed.

2.3 Checking Accounts

The Association shall maintain a checking account wherein all funds coming into the Association must be deposited. Statements will be sent to the President of the Association for verification of funds, copied, and presented to the Treasurer for reconciliation and preparation of the financial report. The signature card of each Association will require three (3) signatures in which any two (2) must be on a check (**NO IMMEDIATE FAMILY MEMBERS**) regardless of amount. The Department shall be entitled to a copy of all cancelled checks, bank records, and financial reports upon request of the Department. Failure to comply with the request within five (5) business days, excluding legal holidays and weekends, shall result in the temporary suspension of the Association and its Park Use Agreement. No Association Treasurer will write a check or allow a check to be written to cash. Also, none of the three signatures can sign a check that is written to them.

No Association check shall reimburse an individual without an itemized receipt, clearly demonstrating the merchandise or service rendered. This will be accompanied by authorization from the President for such expenditures. The monthly financial statement will be read for approval at all Board meetings with copies given to all Board members and the Department. Any discrepancies will be brought to the attention of the Board of Directors and the Department immediately. The financial operation of the Association will be open to any member of the Association. This is in keeping with the Official Code of Georgia Annotated, Section 14-3-111, which states: all corporate minutes of any books of account are held open for inspection by any member of the Association, at any reasonable time.

2.4 Liability Insurance Coverage

The Association shall provide comprehensive liability insurance coverage, including product liability insurance coverage for sports equipment and food, with the following minimum coverage:

- (a) \$1,000,000.00 each occurrence- bodily injury

(b) \$500,000.00 each occurrence- property damage, theft or loss of any kind. In addition to the player participants, the insurance policies shall cover volunteers, concession workers, field maintenance workers, coaches, umpires, referees and other individuals providing services to the Association. The policy of insurance shall name Douglas County as an additional loss payee and a copy of such policy shall be filed with the Department.

2.5 Financial Responsibility and Reports

The Association shall assume the financial responsibility for the recreational programs it operates. The County assumes no responsibility for management of the Association's programs or for maintaining financial stability of the Association except for those run by the Department. Further, the County expressly assumes no responsibility for the financial well being or outstanding debts of the Association. The Association shall provide, to the Department, a copy of their annual tax return no later than June 15th of each year unless the time limits are extended by the Department. Additionally, upon request of the Department, the Association shall provide a copy of its updated financial statement and a copy of the updated annual financial statement that has been approved and adopted by the entire Executive Board.

This documentation may be requested for review by the Department at the end of the calendar year and prior to the issuance of a Facility Use Agreement. All financial reports and tax returns must be prepared by a qualified accountant or bookkeeper and be certified by the preparer and President of the Association indicating the accuracy of the documents. All documents provided to the Department shall be subject to audit by the County. Any member of an Association shall also be entitled to receive a copy of any financial report required herein upon written request.

2.6 Participation Reports and Fees

The Association is required to submit to the Department, a Participation Summary and Report and complete the Association's participant rosters with names, ages, and county of residence for all programs. The appropriate fees for out-of-county participants shall accompany each report. Facility Use Agreements for the next succeeding year will not be granted until all reports, rosters, and out-of-county fees are

received by the Department. Continued problems with an Association's failure to submit all supporting documentation on or before the date due could result in a delay of permits. It is the responsibility of the Association to collect the proper fees at the time of registration. All rosters will be submitted to the Department within thirty (30) days of the close of registrations for the particular season involved. (See Appendix B)

2.7 Association Meetings

The Association must have at least one (1) membership meeting per season of registrations, at a time and place per the Association's Constitution and Bylaws. Notice of membership meetings shall also be placed within the park, distributed electronically to members and/or displayed on the Association's website and provided to the Department no less than fourteen (14) days prior to the meeting date.

2.8 Park Rules and Regulations

Park rules and regulations, as pursuant to Ordinance No. 12.5 (1-21) shall be governed and enforced by the Parks Department.

CHAPTER 3: DEPARTMENTAL POLICIES

3.1 Certification Requirements

(a) All coaches of baseball, softball, soccer, football and cheerleading youth sports programs operating at any Park or County facility shall be certified by a reputable youth sports coaches association. All persons responsible for organizing and implementing game participation (i.e.: coaches and assistants) are responsible for the well being of participants during practices or games (coaching, equipment safety, first aid). Every effort should be made to certify coaches prior to the start of the season; however, certification of coaches shall occur no later than twenty-one (21) days after the start of the season involved to accommodate newly recruited coaches based upon the needs of the Association. The cost of the certification clinic shall be at the expense of the person attending.

(b) The Association shall designate one individual from each sport to act as their Certification Officer. This person will be responsible for notification of

clinics and assuring certification of all required persons in their Association, as specified in the Parks and Recreation Coaches' Certification responsibilities. The Certification Officer must provide the Athletic Certification with a complete list of names of all coaches at the beginning of the season.

(c) The Association using the services of a person required to be certified, who is not certified, shall be in violation of these rules and regulations. Random checks will be made during the season to assure compliance with the certification requirements.

(d) All coaches and assistant coaches must have a criminal background check on an annual basis. The consent form is furnished by the Douglas County Parks and Recreation Department. (See Appendix C)

3.2 Non-Resident Policy

It is the primary responsibility of the County to provide programs and facilities for the residents of Douglas County. However, non-residents of Douglas County also have the privilege of using and enjoying the County's Park system. Therefore, a "Non-Resident Policy" shall be in effect for both individual and group participation in programs and reservation procedures in community Parks and revenue-producing facilities for participants who do not reside in Douglas County.

(a) **Director/Officers:** The Executive Board (**NO IMMEDIATE FAMILY MEMBERS MAY HOLD EXECUTIVE BOARD OFFICES AT THE SAME TIME**) (President, Vice President, Secretary, and Treasurer) shall be residents of Douglas County and remain residents during their term of office, except as specifically approved by the Director of the Parks and Recreation Department based upon demonstrated need by the Association. Notwithstanding the foregoing, no exemption shall be authorized for the President, or anyone who would act in the place of the President in his/her absence. The **MAJORITY** of the Board of Directors must be residents of Douglas County and remain residents during their term.

(b) **Registration and Participation:** Dates for all Association's registrations will be set by the board at its meeting prior to each sport's season. Dates, times, and locations of the registration period will be published

by the Association and a copy forwarded to the Department. Non-residents of Douglas County may be allowed registration and participation privileges only after all reasonable efforts have been made to register Douglas County residents. After registration has closed, no out-of-county applicants should take precedence over any in-county residents.

(c) **Fees:** Non residents will be assessed an out-of-county fee to participate in and utilize Douglas County programs. The non-resident fee shall be \$25.00 per child, per sport, per year. **ALL FEES MUST BE TURNED IN TO THE DOUGLAS COUNTY PARKS & RECREATION DEPARTMENT WITHIN TWO (2) WEEKS AFTER THE REGISTRATION DEADLINE.**

(d) **Facility Reservations:** It is the County's policy to maximize utilization of existing facilities of the Department. Recognizing the need for advance reservations to ensure for proper publicity, planning etc., the County authorizes facility reservations on a first-come, first-serve basis. Priority shall be given to Associations in good-standing with an approved Park Use Agreement in place, then to residents of Douglas County. Facilities where reservations are not accepted shall be available to any person on a first-come first-serve basis.

3.3 Sunday Field Usage

Sundays are to be used by families and individuals for open play or free play at Parks on a first-come, first-serve basis, except where an Association in good-standing has an approved Park Use Agreement. Uses such as large picnics, rain-outs, family gatherings, inter-business competition, etc., under certain circumstances, may be approved and permitted by the Department on Sundays due to the nature of the gatherings as hereinafter provided.

3.4 Tournament and Special Event Reservations

(a) Weekend tournaments may be allowed and a permit issued in community Parks, if they do not conflict with Department sponsored programs and activities, or Associations' Park Use Agreements. It shall be the responsibility of the

Department to determine whether, and under what circumstances, such tournament shall be allowed.

(b) Special events such as fundraisers, barbeques, opening days, parades etc., as well as tournaments of any kind or level, are not included as part of the Facility Use Agreement for the season and must be requested separately in advance by the Association. Outside groups, individuals, other organizations, or entities wishing to conduct tournaments or special events must submit a special event request form a minimum of fifteen (15) days in advance of the requested date. Sanctioned tournaments, in which no fees are charged in addition to the registration for league play, must be submitted to the Department for approval, before bids are submitted to the governing league. If approved by the governing league, a copy of the letter of notification must be provided to the Department, accompanied by a Special Event / Tournament Request form. (See Appendix D) Fees will be due on all tournaments unless approved, in advance and in writing, by the Department. Associations hosting invitational tournaments must pay the Department \$10.00 for an in-county team and \$20.00 for an out-of-county team. Fees apply to individual fundraisers only. This fee is to offset County incurred expenses during the tournament (lights, electricity, maintenance supplies, restroom supplies, extra Park Security, and portable restrooms). Association awarded post-season tournaments (ASA, USSSA, NSA, AABC, Pony, Little League, etc.) and Association sponsored tournaments and events will not be assessed any fees; however, the hosting Association will immediately permit the needed fields and notify the Department of needed preparation, allowing the Department to coordinate the workload for all the Parks.

3.5 Revenue, Fees and Charges

(a) Uses of Revenue: All revenue received by the Association must be used for the use and benefit of operating the youth sports program or to defray the cost of facilities/athletic fields in the Parks.

(b) Registration Fees: Registration fees should be fair and equal to all participants.

(c) Out-of-County Fees: All program participants, who reside outside of Douglas County, will be assessed with an out-of-county fee, as established by the Douglas County Board of Commissioners. It shall be the responsibility of the Association to verify the county of residence for each participant and collect the fee. The out-of-county fee shall be \$25.00. Douglas County employees living outside of Douglas County will be exempt from paying out-of-county fees.

(d) Financial Assistance: The Association shall have the authority to establish a scholarship program within financial limitations, and to approve or deny each request based on each individual application. (See Appendix E) Free or partial scholarships will be subject to the sound financial judgment of the Association involved.

(e) Admission Fees: Admission fees may be collected by the Association for tournament play, special events and opening and closing ceremonies, or when required by the governing league. The Department shall receive two (2) weeks notification of intent to charge fees by submittal of the special event form as fees are a means to generate funds for special events held by Associations. Refusal to pay means denial of entry to the event. Special events requiring admission fees may be held with two (2) weeks advance notification and submission of a Special Event form to the Department. Due to design and layout, some Associations may be unable to isolate entrances and exits to certain parks and events. Persons wishing to utilize park facilities at this time as a Park patron, not a spectator, cannot be denied entrance. Donations may be requested. In order to maintain the financial integrity of existing exempt Associations, gate fees charged by exempt Associations as described above shall be allowed, so long as the Department receives the advance notice described herein.

3.6 Utilities

Utility bills will be monitored to ensure the Association's cooperation in conservation. Field lights may not be used during the daylight hours, more than fifteen (15) minutes after the evening schedule has been completed or for any time period deemed unreasonable by the Department.

3.7 Safety Loss and Prevention

(a) The Association is responsible for operating its program in as safe of an environment as possible. The Association is required to inspect all fields, equipment and other facilities before each use to ensure safe conditions and proper maintenance. All sports equipment must meet national safety standards and regular inspections as to the condition of the equipment should be performed. This includes equipment rented or loaned to participants by the Association. The Association must have a sufficient number of adults present to supervise all scheduled activities from the time the youth arrives until every boy and or girl has left the area. All doors, to all buildings, light rooms and electrical panels, are to be checked and secured at the end of each use.

(b) It is the responsibility of the Association through its officials and coaches to ensure that all participants play under safe weather conditions. Furthermore, it is required that the Association stress, with great importance, to all coaches, managers, team business managers and other participating personnel, the potential life threatening situations created by inclement weather conditions (i.e. lightning, tornadoes) and to ensure immediate evacuation of all participants to a safe location when necessary. The Association is responsible for immediately notifying the County of any damage or hazardous conditions. Any Department personnel that determine that a hazardous or unsafe condition exists will have the authority to shut down and close the facility.

3.8 Key Distribution

The Department has installed the “Best Lock” system in all Parks. The Association and its key holders must read and agree to the Lock Procedure Agreement and sign a “Key Contract” before being issued keys. (See Appendix F)

3.9 Community Impact

The Association shall be responsible for taking all precautions to prevent litter, noise, traffic and parking problems, etc., which would be a nuisance to other park patrons and residents around the Parks. Parking areas are designated and the parking ordinance will be strictly enforced.

3.10 Association's Operation and Maintenance Responsibility

(a) The Association shall be responsible for all field preparation for games and practice sessions except where Department maintenance staff are located, and beyond regularly scheduled maintenance services provided by the County. These would include tasks such as preparing fields, cleaning restrooms and litter collection during the time the Association's activities are in progress.

(b) The Association shall be responsible for policing around athletic fields, parking lots, restrooms and in the concession stand. This task shall be accomplished before leaving the Park each night. All trash must be placed in trash receptacles and dumpsters.

(c) The Associations shall not apply any chemical, fertilizer, pesticide, or herbicide of any type to any field, lawn or soil in any Park without prior approval from the Department. The Association can be held liable for any act, which in determination by the Department creates a hazard to participants or damage to any Park facility.

3.11 Public Use of Fields

All Parks and Recreation facilities located therein are available for public use. Those facilities under a Facility Use Agreement are available first to the contracting Association for scheduled games, activities, practice or maintenance. When not in use by the Association, the facilities are available to the public on a first-come, first-serve basis (with the exception of any field closed for maintenance, inclement weather, or repair and in compliance with County and Park ordinances).

3.12 Sub-Lease/ Loan of Facilities

Park facilities under a Facility Use Agreement to the Association may not be sub-leased or loaned by the Association to a third-party for the purpose of conducting additional youth sports activities or for making personal, monetary gains. Any third-party agreement and associated fees must be negotiated and contracted by the Department. The Association shall not enter into any contract with a third-party for the use or occupancy of any Park, facility, building, or concession stand unless first

approved, in writing, by the County. Existing lease agreements for concession stand operations during Association events shall be recognized provided a copy of the lease is filed with the Department.

3.13 Concession Operations

(a) All concessions operated in a Park shall meet Douglas County Health Codes. The Department shall maintain concession facilities, to include plumbing, electrical repairs, and painting. The Department will also provide keys according to policy and will conduct regular fire and building inspections. Absolutely no one under the age of 15 (fifteen) shall be allowed in the concession stand for the purpose of cooking. Only adults are allowed to operate grills, fryers, etc. No pets are allowed in the concession area.

(b) The Association, except in the case of a pre-existing concession lease agreement, shall be responsible to for:

- i) Obtaining a food service permit from the County Health Department (if law applies) and submitting a copy of the permit to the Department.
- ii) Purchasing, maintaining, and repairing all concession equipment.
- iii) Cleaning concession interior (sinks, floors, etc.) and exterior counters.
- iv) Bagging all trash and placing it in outside containers.
- v) Contacting the County for building maintenance and to report vandalism.
- vi) Collecting and paying local and state sales tax (if law applies).
- vii) Maintaining an active list of volunteers for operation.

Except as provided herein, no concession stand will be leased out to individuals, unless approved by the Department. Associations may elect to pay an individual an hourly wage to operate the concession stand. Teams, in lieu of team worker participation, may pay concession stand work wages. If one of the plans mentioned above is adopted, no Association member will be used for volunteer staffing of the concession stand. If the Association elects to operate the concession stand, the Board of

Directors will put a fair system for work assignments into effect. Each Association shall implement a system that will reflect expenses and the profit margin of operating the concession stand. This report will become part of the Board meeting report, and be included in the Association's annual financial report. No individual or company can operate a sales or service operation, on County property, that competes with the Association. Any revenue producing clinics or any individual team fundraising activities (flea markets, fairs, raffles, food sales, etc.) must have prior approval from the Board of Directors and a five (5) day advance notice shall be given to the Department.

3.14 Restrooms

(a) The Department will maintain the restrooms and supply paper products a minimum of once a day, Monday through Friday, excluding County holidays.

(b) The Association shall be responsible for keeping the restrooms clean in the evenings, weekends, and holidays.

3.15 Signs

Signs and banners must comply with Douglas County Sign Ordinance. No sign shall advertise an activity, service or product prohibited by the laws or regulations of the Federal, State or Local Ordinances. No sign shall advertise tobacco, tobacco products or alcohol.

3.16 Registration Signs

The Association is permitted to place informational, portable, light board type signs or banners at Park entrances to announce registration or special events. These signs must adhere to the Douglas County Ordinance. Signs must be a minimum twenty (20) feet away from the curb and ten (10) feet off the road right-of-way. These signs cannot block the views of Park entrances or Park signs. Signs must not create traffic hazard. The Department will remove any sign not in compliance.

3.17 Discrimination

The Civil Rights Act of 1964 includes several sections. The particular portion of interest, and primary concern, is called Title VI (42 U.S.C.2000 D), which states, in relevant part, that:

“No person in the United States shall on the grounds of National origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.”

The County regularly certifies that Douglas County complies with the above law. Therefore, subject to appropriate classification purposes of ensuring the safety, health and welfare of participants, each Association agrees that persons shall be offered the opportunity to participate regardless of race, color, religion, national origin, sex, and handicap, unless such participation would create a risk to the participant.

3.18 Equal Opportunity

It is imperative that the Association, in cooperation with the Department, is in compliance with equal opportunity legislation. The following provides examples of how this may be accomplished:

(a) **Citizen Involvement:** Citizens should be involved in the total planning effort for both programs and facilities being planned and administered by the Association and the Department. A plan of action should be followed to open new channels for citizen participation (i.e.: sub-board, team mom or assistant coach). Although citizen involvement is encouraged for coaching, managing, and other positions of leadership, the age requirement for head coaches or managers is recommended to be twenty-one (21) years of age, an assistant at least eighteen (18) years of age.

(b) **Facility Maintenance:** All Parks of the same type within the system shall be operated and maintained on an equal basis.

(c) **Programs:** All recreation programs conducted within the Parks, by the Association and the Department shall be open to the general public and shall not be duplicated for the purpose of encouraging segregation.

Staffing assignments shall not be made on the basis of race or sex, but on the basis of the activity being offered.

3.19 Program Requests

Associations wishing to expand their program within the Park shall submit a written program outline to the Department. This proposal must be received a minimum of thirty (30) days in advance of the date planned to begin promoting the program. Associations may not provide programs in direct competition with Department sponsored programs. The Department will review the program for benefits and need as well as the indirect cost to the Department caused by the program. No program shall be initiated without Department approval.

3.20 Amendments

The Department may, at its own discretion, make amendments to this manual as required to meet the existing needs of the Department or the program with the approval of the Douglas County Board of Commissioners.

3.21 Naming of Parks and Memorials

No Douglas County property (i.e. Parks, fields, buildings, pavilions, roads) may be named or dedicated for someone by anyone other than the Douglas County Board of Commissioners. No permanent memorials may be placed on any County property without permission from the Department and approval of the Douglas County Board of Commissioners. Applications will be accepted for consideration through the Department and forwarded to the Douglas County Board of Commissioners for approval.

(See Appendix G)

CHAPTER 4: OPERATIONAL PROCEDURE FOR ASSOCIATIONS

4.1 Permit to Close a Field

All fields are open for public use except when the Associations have scheduled games, practices, maintenance, repair, and in the circumstance of inclement weather. The Department reserves the right to alter or cancel a scheduled activity in any Park when it decides that such use would damage facilities, or would not be in the best interest of the user's general health and welfare. Any Association's individual team who willingly plays on a field and causes unnecessary damage may be assessed a fee to recoup repair costs.

4.2 Requests to Make Facility Improvements

All plans for improvements or alterations to facilities must be submitted, in written form with details and designs, to the Department for review and approval. These plans must meet all Federal, State, and Local Building codes and are subject to approval and inspection by the appropriate departments of the County. Work may proceed only after written approval is obtained from the Department and other appropriate departments of the County. The six (6) steps to request a facility improvement are as follows:

- i) Applications are to be submitted to the Department.
- ii) If approved, the project must be included in the next year's budget. Large improvements must be incorporated in the next year's capital improvement budget.
- iii) The Association must pay their contribution to the County before any work may begin.
- iv) All materials and work must meet the Department's specifications. Substandard materials will not be permitted under any circumstances.
- v) All proposed projects must meet new Federal, State, and Local construction codes and ADA requirements for accessibility within the facility and all support facilities. All projects costs for the facilities and supporting amenities must be incorporated into the initial construction funding.
- vi) All improvements shall become the property of Douglas County.

All plans for improvements, alterations, or additions to facilities must be submitted on a "Facility Improvement Application." (See Appendix H) The details and designs for the improvement shall be submitted to the Department for review and approval. These plans must meet Federal, State, and Local commercial building codes and are subject to the approval and inspection by the appropriate departments of the County. Work may start only after written approval from the Department is received. All requests must be accompanied by a plan of funding. If the project is approved, it shall be included in the budget for the next year. Applications for Department projects

should be submitted to the Department by August 1st of each year. Applications for co-funded projects between the Department and the Association must be submitted to the Department with the Association's portion of funding. The Department will then provide the amount of funding needed to complete the specified project. All improvements will become the property of the Department. Applications for Association funded projects must be submitted to the Department in writing on the form provided by the Department. If the application is accepted, the Association will be responsible for any and all costs of the project. Any project in excess of \$5,000.00 must be bid, by law. The County Purchasing Department will bid any project in excess of \$5,000.00. No work shall begin without proper permits and inspections.

4.3 Work Requests

Work requests for general maintenance (turf maintenance, fence repair, sand delivery, etc.) are to be made to the Park Manager and forwarded to the Department utilizing the Work Order Request Form (See Appendix I). Special needs (painting, carpentry work, plumbing, etc.) pertaining to existing facilities are to be made to the Department for submission to the County's Property Management Department utilizing the same Work Order Form. The Association is encouraged to submit post-season work orders to allow the Department the opportunity to deal with major requests during off season and/or to request funds in the next year's budget. The Department's budget is prepared in August and September of each year. No funding is received for approved projects until January. Once approved, projects will be scheduled as resources become available. An Association wishing to contribute funds for special projects must fill out and submit a "Special Project Request" form (See Appendix J). Emergency requests during evening and weekend hours should be handled through the Department's on-call emergency system.

4.4 Use of Public Address System

The use of public address system (PA) is expressly prohibited in the Parks without advance written approval of the Department. Issuance of a permit will be considered for special events, including tournaments. Approval for PA use during Saturday football games between the hours 8:30 am and 10:00 pm will be issued, by

letter, from the Department upon written request. Approval will be based on the Association's prior compliance with the County's Noise Ordinance. The PA shall be operated at a volume level that is in compliance with the County's Noise Ordinance.

4.5 Hours of Operation

Associations shall not be allowed to operate or conduct activities in a Park after 11:00 pm. Associations shall not be allowed to begin any activity and or game after 10:00 pm.

4.6 Incident Reports

The Parks Manager, Park Security, and the Emergency 911 center shall be notified immediately upon the occurrence of any serious injuries or deaths within a Park. Any acts of vandalism shall also be reported to the Parks Manager, Park Security Supervisor and the Douglas County Sheriff's Department (770-942-2121) immediately upon discovery. An incident report must be filed with the Douglas County Parks and Recreation Department.

4.7 Conduct

Should a person, participant, parent, coach, or official of the Association display conduct that is unbecoming while said person is using a Park, the following steps shall be taken: 1) Investigation by the Department; and 2) Follow-up report of the incident and circumstances to be submitted to the Department. The offending person may be called upon to show cause why they should not be suspended or permanently barred from using the Park due to their conduct. Constant disagreement and quarreling within the Association using any Park shall be grounds for calling the Officers of the offending parties and/or the Association(s) before the Department to show cause why the offending parties and/or Association(s) should not be suspended or permanently barred from using the Park. Conduct should follow the rules and regulations established by Douglas County Park Ordinances. The Executive Board must familiarize itself with these rules and advise its membership.

A manager or coach who has been suspended from any Association (inside or outside the county) cannot coach in any Association in Douglas County without prior approval from the Department.

Douglas County has adopted a **NO TOLERANCE POLICY** regarding inappropriate conduct of park participants and patrons. When an umpire or designated official asks an individual(s) to leave a Park facility and they do not leave, or they leave temporarily and return, the Douglas County Sheriff's Department will be called to address the situation. Depending upon the circumstances, the individual(s) will be subject to arrest under O.C.G.A. Section 16-17-21, Criminal Trespass. Any obscene or profane language used in the presence of or addressed to a person under the age of fourteen (14) years commits the offense of Disorderly Conduct under O.C.G.A. Section 16-17-39.

4.8 Damage

The Association shall be responsible for any damage incurred to the Park while in use by said Association. Persistent damage to the Park or any facilities therein while in use by given Association shall result in the officers of said Association being called before the Department to show cause why said Association should not be suspended or permanently barred from using the Park.

4.9 Storage

(a) All equipment, supplies and materials are to be stored in an enclosed structure, compound, or compartment, which shall be locked and made inaccessible to any unauthorized person. Materials abandoned in a public area will be removed in the interest of public safety. Regulations Governing Use of Public Parks and Facilities-Prohibited Acts of the County Code.

(b) Sand, brick tack and other bulk program materials are to be placed on areas of the Park designated, only after the Department has been notified of the date and time of delivery.

4.10 Acknowledgement of Receipt. Upon issuance of the Association's annual permit to use the Douglas County Park facility, the designated liaison or representative from said Association shall sign an Acknowledgment of Receipt of the Community Sports Manual.

IF THE ASSOCIATION DOES NOT FOLLOW THE RULES AND GUIDELINES SET FORTH HEREIN, IT MAY WARRANT THE PARKS & RECREATION DEPARTMENT, AT THE DIRECTION OF THE DOUGLAS COUNTY BOARD OF COMMISSIONERS, TO CANCEL THE FACILITY USE AGREEMENT WITH THE SAID ASSOCIATION(S).

DEPARTMENT CONSTITUTION AND BY-LAWS

ARTICLE I

NAME: This Constitution and By-Laws shall serve as a guideline for the Douglas County Youth Sports Athletic Associations sponsored by the Douglas County Parks and Recreation Department (DCPRD), including but not limited to Douglas County Soccer Association, Fairplay Park, Post Road Park, Winston Park, Bill Arp Park, Deer Lick Park, Mount Carmel Park, Boundary Waters Park, and Woodrow Wilson Park. Any future formed or reorganized Association shall not be a for profit organization chartered by the State of Georgia and subject to this Constitution and By-laws. Existing Associations in good-standing with the County and with current Park Use Agreements as of the adoption of this Constitution and Bylaws will be exempt as provided in the handbook including as provided in Section 2.1 and therein, or as otherwise provided herein. Unless exempt, all Associations shall be constituted with a Constitution and Bylaws as provided herein and in the Douglas County, Georgia Parks and Recreation Department Community Sports Manual a/k/a handbook.

ARTICLE II

PURPOSE: This shall be a Community Sports Manual, Constitution and By-laws which serve as a written contract, clearly defining the role and responsibility, between the individual parties and or members, Association and Department. This shall serve as an enforcement tool of the Associations, individuals and / or members and Department to comply with as a contract of general rules, regulations and guidelines to provide and promote a harmonious atmosphere for the recreation, skills, sportsmanship and leadership of Douglas County youth and their sports programs. The purpose of the Constitution and By-Laws Policies and procedures manual is to create a county-wide set of regulations. These regulations will be administered by the governing bodies of each Association under the direction and monitoring of the Parks and Recreation Department.

ARTICLE III

POLICY AND PROCEDURES: The Executive Board shall define the guidelines for policy and procedure, rules and regulations as according to Federal, State and Local law, execute the decision making of the financial business, determine the National or League affiliation and to oversee the day to day operations of the Association.

ARTICLE IV

MEMBERSHIP: Any active parent or guardian whose child is registered and participating within an Association shall have membership into said Association. The parents / guardians of a player participant shall become a member of said Association upon completing registration requirements. **Voting privileges for elections become effective with active participation** as a member or volunteer **beginning with opening day of a season.** The period of membership to establish eligibility for office of Board of Directors shall be one (1) calendar year from the date membership established. All Directors, Coaches, Managers, and other appointed representatives of leadership who do not have a child participating but is actively involved as a volunteer shall become a member of said Association upon approval by the Executive Board. Membership will include the Executive Board, Sub-Board (appointed) and all participants that meet membership requirements. A Lifetime or Honorary Membership for distinguished service to said Association may be bestowed upon any individual by 2/3 vote of the Board of Directors:

(A) Membership shall include, but not limited to: Douglas County Soccer Association, Fairplay Park, Post Road Park, Winston Park, Bill Arp Park, Deer Lick Park, Mount Carmel Park, Boundary Waters Park, and Woodrow Wilson Park. Any future, formed or reorganized, Association shall be subjected to this Constitution.

(B) The membership shall be open to all persons who have interest in and desire to actively participate in youth sports, and who agree to abide by the membership requirements including the Constitution.

ARTICLE V

BOARD OF DIRECTORS: The Board of Directors shall be the governing body of their respective Associations with the power to transact all day to day operations including but not limited to:

1. All financial business.
2. Power to create and fill Sub-Board and Committees.
3. Voting power with a majority vote constitution approval.
4. Monitor and assist in enforcement of rules and regulations set forth by Douglas County Parks and Recreation, Community Sports Manual and Constitution and By-laws.
5. To enter into contracts with National, State and Local Youth programs.

The Board of Directors will conduct themselves as the Officers of the Association for a period of one year and consist of the following positions, if deemed necessary:

Board of Directors

- | | |
|---|---|
| 1. <i>President</i> (votes only in the event of a tie) | 8) <i>Cheerleading Director,</i> |
| 2) <i>Vice-President</i> | 9) <i>Football Director</i> |
| 3) <i>Secretary</i> | 10) <i>Fundraising Director</i> |
| 4. <i>Treasurer</i> | 11) <i>Sponsorship Director</i> |
| 5) <i>Baseball Director</i> | 12) <i>Purchasing Director</i> |
| 6) <i>Softball Director</i> | 13) <i>Concession Director</i> |
| 7) <i>Player Agent</i> | |

For the betterment of the Association and to increase volunteerism by promoting the interactive operations of the Association, the Board of Directors may form a Sub-Committee to oversee a prospective sport (they shall not have the power to vote on the Board of Directors but may make recommendations as a committee). These positions shall be by recommendations of the Board of Directors with the final approval by the President of said Association.

ARTICLE VI

MEETINGS: They shall be held at a time and place set by the Executive Board and conducted in the following manner:

1. Call to Order
2. Reading of the Minutes
3. Treasurer's Report
4. Committee Reports
5. Old Business
6. New Business
7. Adjourn

ARTICLE VII

FINANCIAL POLICY: It shall be policy for the Association to be financially responsible for the expenditures incurred by the Association. However, expenditures will be closely monitored by the President and the entire Board to protect the interest of citizen involvement. Receipt books showing generation and expenditures of funds should be kept separately, accurately and securely by each Director responsible for their funds (Ex: fund-raiser, concessions, sponsorship, registration) and at any given notice be readily available for verification and investigation of funds. The signature card shall require three (3) and all checks of each Association shall require two (2) signatures regardless the amount of the check. **No check shall be written to "cash"**. Checks and checkbooks shall be stored securely. Money handlers and all Board of Directors shall be bonded.

ARTICLE VIII

Boards who wish to send members to meetings, conventions, etc. may do so, if approved by the Board of Directors. The Board must also select the person(s) who will attend the function. This should be the person(s) most closely associated with the function as it relates to the Park. Receipts and vouchers must be presented at the time of reimbursement. These expenditures will be approved by the Board of Directors as legal

and necessary before the Treasurer issues expense checks. It is recommended that Associations put limits on hotel prices and also meal vouchers. Any extra people attending will do so at their own expense. Any variation to the funding amount may be requested through the Youth Sports Committee by the Association Board.

ORDINANCE REGARDING PARKS AND RECREATION

WHEREAS, the Douglas County Board of Commissioners has determined that it would be advantageous to create an ordinance governing the use of Douglas County’s Parks.

NOW THEREFORE BE IT ORDAINED by the Douglas County Board of Commissioners that a new Chapter 12.5 of the Douglas County Code relating to parks and recreation be enacted as follows:

“Sec. 12.5-1. Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Department means the county parks and recreation department, a department under the jurisdiction of the board of commissioners.

Parks means all parks and all facilities located thereon, owned and/or controlled by the county and operated under the jurisdiction of the county parks and recreation department.

Person means any individual, citizen, group, association, firm, corporation or other legal entity who is authorized to use and enjoy the county’s parks and any structure or facility located therein.

Sec. 12.5-2. Penalties

(a) Any person violating any of the provisions of this chapter shall be punished in accordance with section 1-8.

(b) Any person violating any of the provisions of this chapter may be ejected, barred or suspended by the department from using any or all parks, if in the department’s sole discretion, such action is necessary to protect a park, the facilities located therein, or the public’s health, safety or welfare.

Sec. 12.5-3. Authority to issue citations for violations.

For the purpose of issuing citations for violations of this chapter or any rule or regulation as may be hereafter promulgated by the department, the director of the department, his designee or a law enforcement officer shall be authorized to prepare, issue and serve citations on any person that in the opinion of the department director has committed a violation.

Appendix "B" – Youth Participation Roster

DOUGLAS COUNTY PARKS AND RECREATION DEPARTMENT
Youth Association Participation Report

Park Name _____ Team Name _____ Age Division _____
Head Couch _____ Asst Couch _____

Participant's Name	Street Address	City	Zip Code	County

Consent Form/Applicant Data

CONFIDENTIAL



Douglas County Board of Commissioners
An Equal Opportunity Employer: M/F/V/H

FOR HUMAN RESOURCES DEPARTMENT USE ONLY
Department Name: _____ Position: _____

I hereby authorize the Douglas County Board of Commissioners to retrieve my criminal/driver's record as a condition of my employment/continued employment with Douglas County.

Please Print Full Name (No Initials)

Street Address

City, State & Zip Code

Social Security Number

Date of Birth

Driver's License Number

Signature

Date

Requestor

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Please check one: Male Female

Please check one:: White/Caucasian Black/African-American
 Hispanic American Indian/Alaskan Native
 Asian/Pacific Islander

Check if any of the following are applicable: Vietnam Era Veteran Disabled Veteran
 Handicapped Individual

◊◊◊◊ Please return to Human Resources Department marked "CONFIDENTIAL" ◊◊◊◊

January 2009

APPENDIX "D" – Special Event Tournament Request Form

Douglas County Parks and Recreation Department
APPLICATION for USE of DCPR FACILITY

USER INFORMATION (Please print all information.)

Today's Date: _____

Name of responsible person reserving facility: _____

Name of organization (if applicable): _____

Address: _____ City: _____ State: ____ Zip: _____

Email address: _____ Daytime Phone Number: _____

Are you (the user) a citizen of Douglas County? _____ City of Douglasville? _____

Official President/Chairman or CEO of user Organization: _____ Daytime Phone: _____

FACILITY INFORMATION (Please be specific) (READ THE FACILITY USE AGREEMENT)

Date Facility Requested: _____ Date of Requested Use: _____

Times of Use (includes set-up and removal): _____ thru _____

Targeted Age Group: _____ Expected Total Attendance: _____

Purpose of Use: _____

WE ARE NOT ABLE TO GUARANTEE A SPECIFIC NUMBER OF TABLES & CHAIRS.

If you need a large number of tables and chairs, you should make separate and specific arrangements.

Will refreshments or a meal be served? _____ Please list name of approved caterer, if applicable.

Caterer's Name: _____ Phone #: _____

Please list any equipment you, the User, wish to bring in: _____

Do you need the use of Electrical Outlets? Yes () No () For what: _____

USER SIGNATURE: _____ DATE: _____

Printed name of the person making this application: _____



OFFICE USE ONLY: FACILITY USE PERMIT NUMBER: _____

DCPR staff receiving this application: _____ Date received: _____

Application reviewed & approved by: _____ Date approved: _____

Deposit Paid: _____ Date: _____ Check #: _____ Rec1 Transaction #: _____

Rental Fee Paid: _____ Date: _____ Check #: _____ Rec1 Transaction #: _____

Reservation entered on Rec1 Calendar by: _____ Date entered: _____

APPENDIX "E" – Financial Assistance Application

DOUGLAS COUNTY SCHOLARSHIP APPLICATION
FINANCIAL ASSISTANCE PROGRAM

Parents/Guardian Name (please print) _____

Address: _____

City: _____ County: _____ State _____ Zip _____

Home Phone Number: _____ Alternate Phone Number: _____

Name and ages of children for whom the request is being filed:

1. _____ 2. _____

3. _____ 4. _____

If your family qualifies for any of the following programs, please list your program or client number:

DFACS (Department of Family and Children Services # _____

FOOD STAMPS # _____ COUNTY: _____

FREE LUNCH # _____ SCHOOL NAME: _____

I am unable to pay registration fees at this time due to the following circumstances: _____

Completion of this form does not guarantee a free scholarship, but is simply an application for consideration. If rejected, I accept on behalf of my child/children, one or more of the following financial options in order for my child to participate in the recreational program at said park. I will comply with the decision of said park. **In-county children only will be considered for a free scholarship.**

_____ 1. Free

_____ 2. Reduced Payment Fee – ½ of current registration fee plus the County Impact Fee \$10.00.

_____ 3. Payment Plan (current registration fee including County Impact Fees paid in four equal installments within 30 days of opening day of regular season).

The above information is accurate. I authorize the park to verify said information for the purpose of processing this form. I understand all information will remain confidential.

Parent/Guardian Signature: _____ Date: _____

FOR PARK USE ONLY:

Circle Applicable Season: Spring Fall

Park Location: _____

Approved _____ Rejected _____ Option: 1 or 2 or 3 (circle one)

Park Representative Signature: _____

Appendix "F" – Douglas County Parks and Recreation Key Contract

DOUGLAS COUNTY PARKS AND RECREATION DEPARTMENT
KEY CONTRACT

I, the undersigned, hereby acknowledge receipt of _____ key(s) described as _____ with the understanding that I shall be held solely responsible for such key(s) safekeeping for the full period during which the key(s) are in my custody and until the key(s) are returned to the Douglas County Parks and Recreation.

I, the undersigned, hereby further agree to inform the Douglas County Parks and Recreation Department immediately upon loss of any key(s).

I, the undersigned, hereby further agree that should said key(s) described above be lost or otherwise not available for return upon demand, I will pay Douglas County Parks and Recreation the sum of \$100.00 per key for each key lost or otherwise not available for return upon demand toward the defrayment of such costs as may be occasioned thereby.

I, the undersigned, hereby further agree that I will neither make, cause, or knowingly permit to be made, nor otherwise obtain, procure, or provide any unauthorized duplicate copy of facsimile of said key(s) described herein.

I, the undersigned, hereby further agree that I will not loan the key(s) to any other person.

I, the undersigned, hereby further agree that any willful violation or infraction of any provision hereof shall be considered full and sufficient cause for cancellation, discharge of any and all contracts or agreements with the Douglas County Parks and Recreation Department and that I will be barred from use of all Douglas County Parks and Recreation facilities without liability to Douglas County Parks and Recreation without prior notice to the undersigned.

Signature: _____ Title: _____

Printed Name: _____ Date: _____

Home Address: _____

Home Telephone: _____

Social Security Number: _____ Driver's License Number _____

Employer: _____

Employer's Address: _____

Work Telephone Number: _____

Issued by: _____ Title: _____

Date: _____

APPENDIX “G” – Application for Name Dedication

DOUGLAS COUNTY BOARD OF COMMISSIONERS

Application for Name Dedication or Memorial Placement

DCPRD (770) 920-7129

Please complete the following information and submit this application to your respective Youth Sports Coordinator to be forwarded to the Douglas County Parks and Recreation Department for approval. Once approved by the Douglas County Board of Commissioners, you will be notified.

Date of Request: _____

Name of Individual(s) or group requesting dedication/memorial: _____

Phone numbers (home, work, cell): _____

I request that the Douglas County Board of Commissioners review and consider the following request for a name dedication and/or placement of a memorial:

Facility: _____

Current Name of Facility: _____

Location: _____

Name to be dedicated: _____

Type of memorial to be erected: _____

Justification: _____

Additional Information/Comments: _____

MEMORIALS OR PLAQUES WILL BE AT THE EXPENSE OF THE APPLICANTS

APPENDIX "H" – Facility Improvement Application

**DOUGLAS COUNTY PARKS AND RECREATION DEPARTMENT
FACILITY IMPROVEMENT APPLICATION**

Park: _____ Date of Request: _____

Name of Individual(s)/Group Submitting Request: _____

Detailed Description of Improvement Requested: _____

Total Estimated Improvement Cost: \$_____

Additional Revenues: ___ Yes ___ No. If yes, how much anticipated? \$_____

All details, plans, drawings, designs, etc. for the proposed improvement must be attached and submitted with this form for approval to:

Danny Dinning, Park Superintendent

2105 Mack Road

Douglasville, GA 30135

DEADLINE IS AUGUST 1ST.

APPENDIX "T" – Douglas County Parks and Recreation Work Order

Douglas County Parks and Recreation Department
PARKS DIVISION

Work Request

Facility: _____ Date: _____
Facility Address: _____
Staff Person Completing this form: _____
On Behalf of: (if not staff) _____
Address: _____ email: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Evening Phone: _____
How Received: Mail Person Phone Personal Observation by staff

Work to be performed:

Urgency Rating: _____ Please complete this work by: _____
(Less Urgent) 1 2 3 4 5 6 7 8 9 10 (EMERGENCY)*

* EMERGENCY designation means that life and/or property may be at risk if not acted on immediately.

Staff Originator Signature: _____ Date: _____

Once the work is completed this form is to be returned to the originator. Following originator's review this form should be filed in the Department / Division Facility file.

SPECIAL NOTES:

<u>Office Use</u>	
Date Received by Parks Division: _____	PO #: (if applicable) _____
Assigned to: _____	Date Assigned: _____
Assisted by: _____	
Date Task/Work Completed: _____	TOTAL Man-Hours Used: _____
Reviewed by Parks Superintendent: _____	Date: _____
Reviewed by Staff Originator: _____	Date: _____
Reference to PO #: _____	Date: _____

SPECIAL PROJECT REQUEST

I. OVERVIEW

II. CONCEPTS AND METHODOLOGY

III. ASSIGNMENT

IV. TIMING

V. COST

Thanks for taking the time to fill out the Special Project Request. If you have any questions, please call (770) 920-7130.