



**WARREN COUNTY
PARKS AND RECREATION DEPARTMENT
LEAGUE REQUIREMENTS CHECKLIST**

LEAGUE NAME:		
SEASON/YEAR:		
CHECK	p	REQUIREMENT
Due 30 days prior to registration:		
1		Youth Sports Charter Application: <i>signed</i> by Executive Board (President, Vice President, & Treasurer). Required once a year, unless exec board changes, then required each season.
2		Current League Bylaws, Division Rules, Drafting Procedures (marked with season and year) - Any changes must be in red /clearly marked for Advisory Board approval.
3		Calendar of events including registration dates, board meetings, coaches meetings, when season begins and ends, etc.
4		Registration Fees Information: Dates/times/locations/fees per division
5		Rates of Pay for Officials and Scorekeepers
6		Board of Directors , Roles, and Contact Information
7		League Registration Form (including WCPD Code of Ethics): blank form
8		Scheduling Information by Division: practice & game days, makeup days, number of games, tournament type, etc.
Due 5 days after final registration: (WCPD is allowed 10 days to prepare schedules)		
9		Team names and number of participants for scheduling purposes (school locations if needed)
10		Check for non-refundable participant usage fees in amount of \$10/registered participant
11		Rosters of each team including participants names
12		WCPD Online Background Checks for all Board members, head coaches, assistant coaches, managers, and/or parent volunteers - must be completed ONLINE at warrencountyky.gov for each season during specified time frame
13		Head Coaches, Assistant Coaches, and Parent Volunteers contact information
14		WCPD Code of Ethics Verification Statement (Option #1) OR Parent Signatures (Option #2)
15		Pre-Season Budget: show beginning balance and projected expenses for season
16		League Insurance Certificate - Listing WC Board of Ed. & WCPD as "Certificate Holders"
Due 14 days after season ends:		
17		Post-Season Budget: show ending balance and actual expenses for season
Due 60 days after season ends:		

18		Any <i>proposed</i> changes to bylaws, rules, drafting procedures, and/or other league changes for next season
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