



WARREN COUNTY PARKS AND RECREATION  
DEPARTMENT  
LEAGUE SCHEDULING POLICY

- The Warren County Parks and Recreation Department will make all game and practice schedules for activities and programs conducted or held in/on its facilities or Warren County Board of Education properties (per our mutual agency contractual agreement).
- Leagues will provide WCPRD with team names and number of registered participants no later than 5 business days after final registration allowing WCPRD 10-business days before projected first practice in order to create practice/game schedules. If using Warren County Public Schools facilities, all schedules must be approved by them. WCPRD will create all schedules, and league presidents will be allowed to review schedules. All change requests will be subject to WCPRD approval. Without the allowance of this 10-day period, WCPRD cannot guarantee the season to start on time.
- Both the Warren County Parks and Recreation Department and the Warren county Board of Education reserve the right to cancel, postpone, reschedule, modify, change, or alter any game or practice schedules at anytime due to unforeseen scheduling conflicts, facility issues, school functions, inclement weather, administrative function, staff reduction limitations, or other programming functions.
- Any functions held on Warren County Board of Education properties must be approved by the school facility prior to WCPRD utilization and is subject to change, alteration, or cancellation based on the designated school facility and the calendar of events for that school (per our mutual agency contractual agreement).
- In creating game and practice schedules, the Warren County Parks and Recreation Department cannot promise that teams will get their practices and games at locations that they desire. WCPRD will schedule games and practices per the requirement of league bylaws and based on availability of fields and facilities available. However, the Warren County Parks and Recreation Department will attempt to schedule teams in close geographical proximity to where their players/participants go to school or in accordance to the bylaws requirements of the individual leagues, as facility space permits.
- WCPRD will not guarantee that requested number of games and practices per week by the leagues can be met. This is dependent upon facilities and staffing available at said locations.
- WCPRD may institute caps on programs based on facility availability and staffing.
- Length of games and practices are subject to change and modification by the Warren County Parks and Recreation Department based on overall number of league teams, league participants, and resources available (including both staff and facility availability), and other established rentals and special event functions.
- Field and facility availability will also be based on the WCPRD Field Playability Policy and Severe Weather Policy when relating conditions are present.
- Leagues that have a license and charter agreement (Youth Sports Charter) through the Warren County Parks and Recreation Department are required to follow and abide by this policy per its terms and conditions which they have signed. For a detailed description of the WCPRD Youth Sports Charter agreement, please visit [warrencountyky.gov](http://warrencountyky.gov).