



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
YOUTH SPORTS CHARTER APPLICATION

Date: _____

League: _____

All leagues that are affiliated with or use the Warren County Parks and Recreation Department (WCPRD) facilities, including Warren County Public School property, must possess a league charter through the WCPRD. The league charter serves as a mutual agreement between the associated league and the WCPRD/Warren County Fiscal Court (WCFC) and states the league's responsibilities to WCPRD. Application for a league charter (this document) must be obtained from and renewed with WCPRD for each sports season (ex: spring baseball; fall baseball) 6-8 weeks prior to season start. Each application must be signed by the league president, vice-president, and treasurer.

Each league must present and abide by the charter requirements listed below. Failure to comply with any requirement will result in denial of the request for a league charter. **Leagues that do not have an approved charter will be charged the hourly rate for all field or court usage including tournaments, games, and practices. Fees will be due at time of reservation.** The league charter will be restored upon the compliance of the league and proper corrective action of the league insuring future compliance. WCPRD and WCFC reserve the right to investigate any and all complaints of wrong doing, noncompliance of charter rules, and complaints about league operations and take appropriate actions based on the findings of the investigation. If illegal activity is in question, complaints will be turned over to law enforcement.

1. League agrees to provide WCPRD with a list of all board members, capacities in which they serve, emails, and phone numbers (due 60 days prior to registration).
2. League agrees to submit all **final** bylaws and rule changes of their program to WCPRD, as well as any and all changes made during actual regular season play. **Leagues are required to use template provided by WCPRD for bylaws creation. All sections must be completed including a detailed explanation of how league forms teams (for example, draft by school).** All changes should be marked or highlighted in red. All bylaws and rules of leagues will be reviewed by both WCPRD and the WCPRD Advisory Board. WCPRD reserves the right to request changes to all league rules and policies if they are in the best interest of the tax-paying public and citizens/youth of Warren County (due 60 days prior to registration).
3. League agrees to provide WCPRD a detailed Calendar of Events including registration information and participant fee structure so that meetings, registrations, and trainings can be scheduled and published (due 60 days prior to registration).
4. League agrees to submit a blank copy of its player registration form (due prior to first registration).
5. League agrees to conduct an organized system of interviews/selection process for all head coaches, assistant coaches, and managers and have them submit WCPRD Sports Application online at warrencountyky.gov. New applications must be submitted by individuals for each sport in each season in which they desire to participate. The background check procedure has been approved and reviewed by WCFC, W.C. Attorney, and W.C. Sheriff's Office (WCSO). Background denial lists will be sent to league presidents weekly/bi-weekly with updated approved and denied coaching applicants. Any individual whose background check is denied will not be allowed to function in any of the afore-mentioned capacities with the league program. (due 14 days prior to first practice)
6. League agrees to provide WCPRD with a list of all head coaches, assistant coaches, and managers (including names, addresses, and contact phone numbers (due 14 days before first practice).
7. League agrees to provide WCPRD with team names and number of registered participants no later than 5 business days after final registration and allowing WCPRD 10-business days before projected first practice in order to create practice/game schedules. If using W.C. Public Schools facilities, all

schedules must be approved by them. WCPRD will create all schedules. League presidents will be allowed to review schedules, and all change requests will be subject to WCPRD approval (details in WCPRD League Scheduling Policy). Without the allowance of this 10-day period, WCPRD cannot guarantee the season to start on time. **Schedule completion may take longer than 10 days based on school approval process and any changes requested by leagues. WCPRD will not guarantee that requests for changes will be granted.**

8. League agrees to provide WCPRD with copies of all team rosters with players' names and parents/guardians' contact information (due 5 days after final registration).
9. League agrees to provide WCPRD with a current certificate of coverage for general liability insurance for the league listing WCPRD/W.C. Fiscal Court and W.C.B.E. (W.C. Board of Education) as a "Certificate Holder" (due 14 days prior to first practice).
10. League agrees to provide WCPRD with signed copies of the WCPRD Code of Ethics (Option #2) by all participants, coaches, and parents OR, in lieu of these, a Statement of Verification (Option #1) signed by the league president stating the league has obtained these signatures (due 14 days prior to first practice).
11. League agrees that anyone in violation of WCPRD Code of Ethics and is disciplined accordingly has the right to appeal before the WCPRD Advisory Board Ethics Committee. Likewise, anyone disciplined by a league for infractions of said league's rules and/or bylaws has the right to appeal before the WCPRD Advisory Board Ethics Committee. Any and all decisions made by the Ethics Committee will be final and will be enforced by WCPRD.
12. League agrees to submit to WCPRD the rates of pay for officials, scorekeepers, and official assigners. League official payroll schedule corresponds with W.C. payroll schedule (bi-weekly). League agrees to pay all umpires/officials at competitive rates (due 6-8 weeks prior to season start).
13. As of July 1, 2018, WCPRD will no longer obtain or pay wages for scorekeepers or timers for leagues. Payment of scorekeepers for games will be the responsibility of individual leagues. WCPRD will continue to provide training as requested by leagues.
14. League agrees to submit all tax-related information to appropriate county, state, and/or federal agencies for accountability purposes and that this is the league's responsibility as an independently-operated body. Leagues can be held legally liable by any level of government for tax-related non-compliance and could result in suspension of a Charter until compliance is made.
15. League agrees to provide a \$10 participant fee per registered participant (nonrefundable) to WCPRD by 5 business days after final registration. (To ensure complete accountability and verification, the team rosters should be submitted at same time.) These funds go into WCFC General Fund and may come back directly to WCPRD per approval of W.C. Treasurer's Office.
16. League agrees to submit to WCPRD for review a pre-season budget/financial update 14 days prior to first practice and a post-season financial update/budget 14 days after season closes.
17. League agrees to submit to WCPRD for the next season any *proposed* changes to its bylaws, division rules, drafting procedures, and/or any other changes (due 60 days after season closes).
18. League agrees to pay any law enforcement and/or EMS personnel which they request to attend games/functions.
19. League agrees to abide by all WCPRD/W.C. Fiscal Court policies, rules, and regulations.
20. League agrees to abide by and enforce the WCPRD Severe Weather Policy, Field Playability Policy (if applicable to sport), and Code of Ethics Policy rules and amendments.
21. WCPRD may institute caps on programs based on facility availability and staffing.
22. WCPRD will handle all scheduling of games, activities, functions, and tournaments at all WCPRD facilities. Schedules will be created based on facility availability, school-facility conflicts, and staffing.
23. WCPRD will maintain all park facilities and reserves the right to cancel, alter, change, postpone, or reschedule any and all league functions if situations occur that require implementation of the

WCPRD Severe Weather Policy, Emergency Procedures, or Field Playability Policy, **or if closings are necessary due to unforeseen circumstances.**

24. League agrees to work cooperatively with WCPRD on all issues, concerns, and functions regarding league activities and overall operations.
25. League agrees to provide an organized training program/orientation process for all coaches. **WCPRD recommends all leagues to encourage coaches to complete the online NYSCA training at nays.org. There is a fee associated with the training, but it is minimum. WCPRD requires an outline of coaches training agenda to be submitted to WCPRD 14 days prior to first coaches meeting. WCPRD will no longer provide NYSCA trainings.**
26. League agrees to have a board representative attend an annual League Presidents meeting. Leagues and/or WCPRD Advisory Board can request league board training through WCPRD if needed or if administrative concerns are found to be warranted.
27. League agrees to communicate in a professional and courteous manner with all spectators, participants, parents, patrons, officials, and WCPRD staff/employees.
28. League agrees that all concessions at league events will be conducted by the Concessions Vendor per the current WCPRD contract. A league may conduct concessions at WCPRD properties ONLY if approved by WCPRD Director. If approved, said league will provide its own power source for concession trailers, etc., and will not tap into any WCPRD power sources in facilities around ball field complexes, concessions, and score booths or unplug vendor drink machines under contract with WCPRD. League representatives will also obtain a Health Department permit to sell any food cooked on event premises and will provide WCPRD with a copy of permit.
29. WCPRD will notify League Presidents and Executive Board members of cancellations or updates through the **KONEXUS** AlertSense program. Leagues should encourage coaches and parents to sign up for the public alerts at wcem.org to receive the updates. However, leagues are still responsible for updating all coaches and parents using their own method of notification.
30. WCPRD reserves the right to change, alter, and/or add to this charter agreement requirements in order to provide a safer, more constructive environment for all patrons.

League President / Date

WCPRD Director / Date

League Vice-President / Date

WCPRD Assistant Director / Date

League Treasurer / Date

WCPRD Business Manager / Date