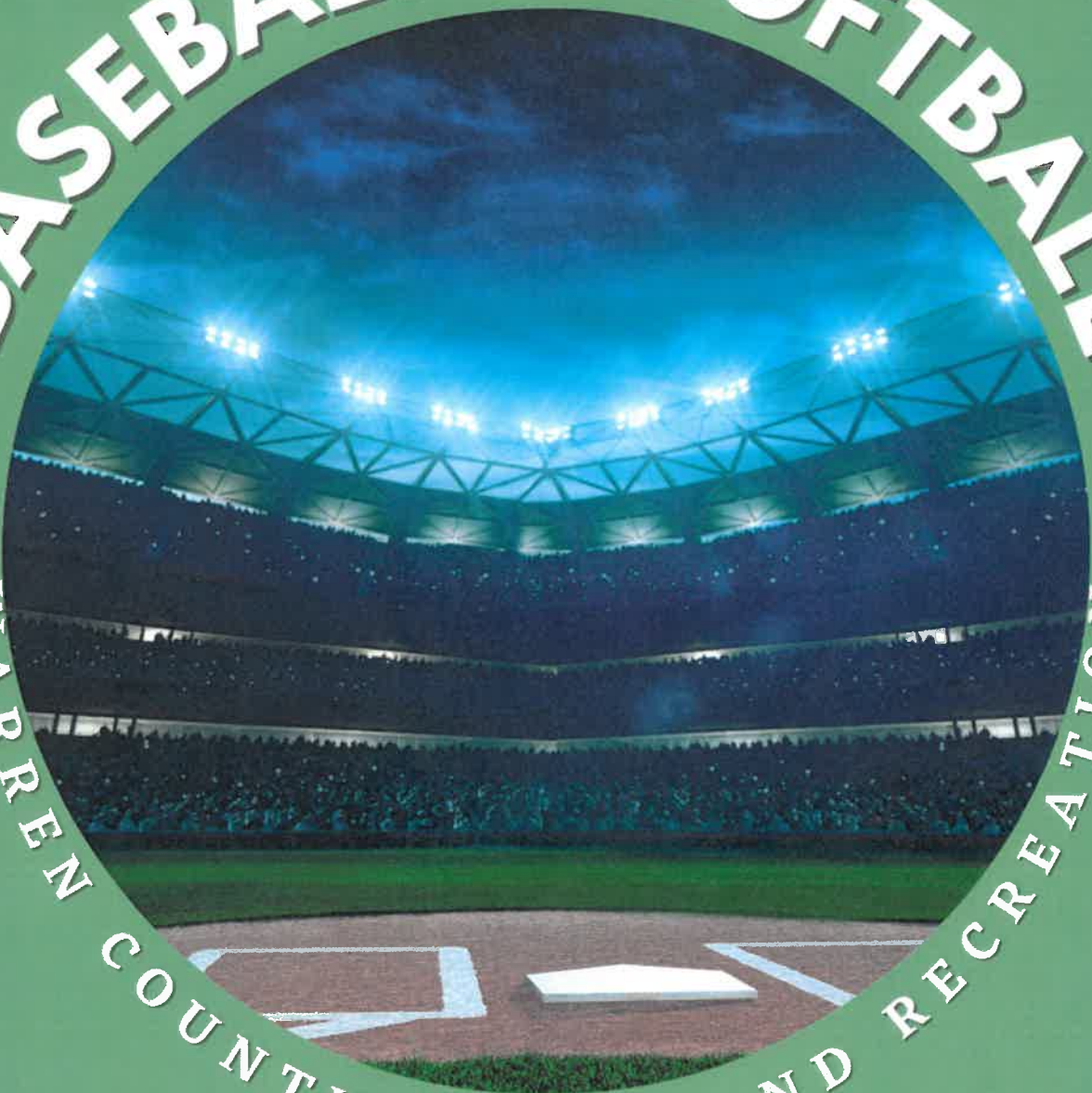


BASEBALL & SOFTBALL

WARREN COUNTY PARKS AND RECREATION

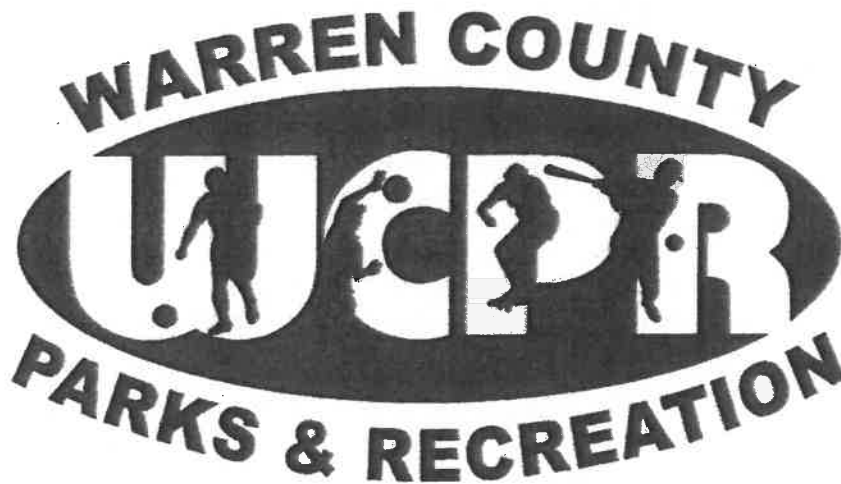


2023-24 League President
Packet

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Warren County Parks and Recreation Department
League / Park Staff Assigned Liaison Information Form
2023-2024



Please check our website at warrencountyky.gov for more information.

Department phone number #270-842-5302 (Mon.-Fri. 8am-5pm)

Athletic Department Staff:

- **Lanie Jones (Athletic Supervisor)**
 - Liaison to North Little League, Cal Ripken, Warren County Girls Volleyball, Warren County North Basketball
 - Email: lanie.jones@ky.gov
- **Kris Fields (Athletic Coordinator)**
 - Liaison to Warren County Pee Wee Baseball, Warren County Youth Softball, Warren County Boys Basketball
 - Email: kris.fields@ky.gov
- **Clinton Houk (Basil Griffin Park Manager)**
 - Liaison to Warren County Pickle Ball League, Warren County Inline Hockey League, Warren County Youth Football League, Warren County South Little League
 - Email: clinton.houk@ky.gov

WARREN COUNTY PARKS AND RECREATION DEPARTMENT LEAGUE REQUIREMENTS CHECKLIST

This Revised Checklist applies to Spring 2023 and Winter 2023-2024 League Programs.		
SEASON: Spring Summer Fall Winter		YEAR:
<i>WCPRD recognizes these are challenging times. If extra time is needed to complete any requirements, League Presidents should communicate with WCPRD to coordinate altered deadlines.</i>		
CHECK	<input checked="" type="checkbox"/>	REQUIREMENTS
The following items are due prior to first practice:		
1		Youth Sports Charter Application: must be signed by League President. Required once a year, unless executive board changes; then required each season. Current signed Youth Sports Charters will be posted on website each season for transparency. (*YSC Paragraph 1)
2		COVID-19 League Acknowledgement Form: form must be signed by Executive Board (Pres., V-Pres., & Treas.) agreeing to abide by WCPRD Youth Resumption of Play Guidelines for COVID-19 approved by Barren River District Health Dept. and all KHSAA Resumption of Play Guidelines ordered through the Ky. Dept. of Health and Ky. Governor's Office. (*YSC #9)
3		Current League Bylaws, Division Rules, Drafting Procedures: marked with season and year. This are required by WCPRD for recordkeeping and informational purposes only. Each league is responsible for ensuring its bylaws are updated and conform to national youth sports standards. Each league is also responsible for drafting its own bylaws, league drafting procedures, and enforcing of all rules established by its bylaws. (*YSC #2)
4		Participation Fees: check made out to WCPRD for \$10 x total number of registered participants submitted to WCPRD. (*YSC #18)
5		Calendar of Events: to include registration dates, board meetings, tryouts, drafts, coaches meetings, season start & end dates, etc. (*YSC #3)
6		Scheduling Details: League must communicate all scheduling details with WCPRD Athletics staff member assigned to league. WCPRD requires a minimum of 5-10 business days to complete schedules. (*YSC #8)
7		Officials & Scorekeepers Wages Form: required for league file (*YSC #15)
8		Board of Directors: to include names, board roles, phone numbers, and emails (*YSC #1)
9		WCPRD Online Background Checks: required for all Board members, head coaches, assistant coaches, managers, and/or parent volunteers & must be completed ONLINE at warrencountyky.gov/parks-and-recreation for each season during time frame specified on website. It is the sole responsibility of each league, after receiving the weekly / bi-weekly WCPRD Background Check Approved / Denied updates, to ensure that each coach, assistant coach, manager, league official, and board members have completed the required background checks per WCPRD policy. Any coach, assistant coach, manager, or board member found to have not completed a background check will be removed from their league position until an approved background check has been completed and confirmed by the Warren County Sheriff Office. (*YSC #5)
10		Code of Ethics Verification Statement: (Option #1 - available for online registration that includes WCPRD Code of Ethics) OR Parent Signatures (Option #2 - required if Player Registration Form does not include WCPRD Code of Ethics). In addition, if league insurance provider requires a waiver/release due to COVID-19, WCPRD will require a copy of document. (*YSC #11)
11		League Insurance Certificate: should list WCPRD (and WCBE, if appropriate) as a "Certificate Holder. (*YSC #10)
Due 30 days after season ends:		
12		Post-Season Budget: include actual income, expenses, and ending season balance. (*YSC #19)

**Please submit all items to

Lanie Jones or Kris Fields at WCPRD office (270)842-5302
or email to: lanie.jones@ky.gov or kris.fields@ky.gov

*YSC = Youth Sports Charter

WARREN COUNTY PARKS AND RECREATION DEPARTMENT
YOUTH SPORTS CHARTER APPLICATION



Season/Year: _____

League: _____

All leagues affiliated with or that utilize Warren County Parks and Recreation Department (WCPRD) facilities, including Warren County Public School property, must possess a Youth Sports Charter through WCPRD. The Youth Sports Charter serves as a mutual agreement between the associated league and WCPRD/Warren County Fiscal Court (WCFC) and states the league's responsibilities to WCPRD. Application for a Youth Sports Charter (*this document*) must be obtained from and renewed with WCPRD **Spring 2023 and Winter 2023-2024 sports seasons prior to first practice of season**. Each application must be signed by the league president.

It is **MANDATORY** that each league abide by the charter requirements listed below and provide all necessary documents. Failure to comply with any requirement will result in non-renewal of the request for a league charter, and additional restrictions may be imposed, including withholding of game/practice schedules until compliance is met. Any league that *does not have an approved* charter with WCPRD may reserve facilities, but reservations will be scheduled *based on availability* and *charged fees* based on current WCPRD Rental Fee Schedule. The league's charter will be restored upon the compliance of the league and proper corrective action of the league ensuring future compliance. WCPRD/WCFC reserves the right to investigate all complaints of wrongdoing, 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.

Due to ongoing Covid-19 pandemic, all leagues will be required to comply with any WCPRD/WCFC mandates that may be issued by Ky. Dept. of Health, Ky. State Government (including the Governor's office), CDC, local government, and state and local health department regulations. Failure of a league to comply with these requirements will result in immediate withdrawal of its charter agreement. Leagues are responsible for staying updated on current mandates and protocols and assume all responsibility for notifying their league participants and families. If PPE is required, leagues are responsible for providing PPE, hand sanitizer, cleaning/disinfecting products for equipment, and any additional health and safety measures to ensure their team settings are run in the healthiest manner possible. It is the responsibility of each league to ensure compliance with all local, state, and federal regulations regarding Covid-19 regulations.

All individuals, including leagues and any participants and spectators, understand that participation in any event, rental, activity, function, program on WCPRD property is at his/her own risk and that WCPRD/WCFC, all its partnered organizations, volunteers, and representatives will not be held legally liable or responsible for any injuries, accidents, Covid-19-related exposures, or claims while conducting these types of programs.

1. League agrees to provide WCPRD with a list of all board members, capacities in which they serve, emails, and phone numbers.
2. League agrees to submit all final bylaws and rule changes of their program to WCPRD as a matter of record and information only. Each league is a separate entity from WCPRD and is responsible for drafting and updating its own bylaws, ensuring they conform to current national youth sports standards, including rules of play and league drafting procedures. League is responsible for ensuring its Board, coaches, and/or volunteers enforce said bylaws and accepts all legal liability for such. Only formal complaints of league's failure to follow its own bylaws may be investigated by WCPRD. WCPRD has sole discretion regarding decisions and judgments made on County government property.
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.
4. League is fully responsible for having and creating an organized system of interviewing and selecting all head coaches, assistant coaches, and managers.
5. League agrees it is **MANDATORY** to have all board members, coaches, assistant coaches, and managers apply online for a background check on WCPRD website at warrencountyky.gov (go to WC Parks and Recreation Department page, Background Check: [Apply Online](#)). 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

**WARREN COUNTY PARKS AND RECREATION DEPARTMENT
YOUTH SPORTS CHARTER APPLICATION**

coaching applicants. Any individual whose background check is denied will not be allowed to function in any capacity with the league program. See website for submission timeframes for each league season. It is the sole responsibility of each league, after receiving the weekly/bi-weekly WCPRD Background Check Approved/Denied updates, to ensure that each coach, assistant coach, manager, league official, and board members have completed the required background checks per WCPRD policy. Any coach, assistant coach, manager, or board member found to have not completed a background check will be removed from their league position until an approved background check has been completed and confirmed by the Warren County Sheriff's Office.

6. League agrees to provide WCPRD with a list of all head coaches, assistant coaches, and managers (including names, addresses, and contact phone numbers).
7. League agrees and understands that WCPRD/WCFC rules and regulations supersede all league rules, league-affiliated national organization rules, for events including tournaments, special events, and fundraisers.
8. League agrees to provide WCPRD with team names and number of registered participants no later than 5 business days after final registration and allow 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 if changes are requested by leagues. WCPRD will not guarantee that requests for changes will be granted. *Due to Covid-19 pandemic, WCPRD may have limited facilities available for league use and may need to establish caps for all league programs to ensure all social distancing requirements are met according to Youth Resumption of Play guidelines. Leagues will be responsible for checking with WCPRD on current status of such. Also, leagues must acknowledge and understand that due to community growth and participation, WCPRD reserves the sole right to cap programs based on needs for equitable distribution of all facilities for all programs.
9. League agrees to follow all WCPRD/WCFC, Barren River District Health Department (BRDHD), and KHSAA Resumption of Play guidelines and any orders issued by the Ky. Governor's Office. League agrees to abide by all BRDHD or CDC Covid-19 Exposure, Isolation, and Quarantine protocols and policies. Furthermore, league agrees to abide by all posted Covid-19 signage and rules and regulations in and at all facilities throughout the WCPRD properties. League agrees to comply with having a league safety officer to ensure compliance with all Covid-19 Youth Sports Resumption of Play guidelines.
10. League agrees to provide WCPRD with a current certificate of coverage for general liability insurance for the league. Per WCPRD's Joint-Use Contract with W.C. Board of Education (WCBE), any league using any W.C. Schools properties (gyms or ball fields) for practices or games, must also provide WCPRD with a Certificate of Insurance listing WCBE as a "Certificate Holder". League must comply with all insurance provider regulations, including providing a Covid-19 waiver, if required. A copy of this waiver must also be provided to WCPRD.
11. League agrees to provide WCPRD with signed copies of the WCPRD Code of Ethics (Option #2) by all participants, coaches, and parents OR, preferably in lieu of this, a Statement of Verification (Option #1) signed by the league president stating the league has obtained these signatures through its online registration.
12. League agrees that WCPRD Code of Ethics will be enforced on all County property, or any properties being used for WCPRD events and/or functions (including league activities). WCPRD has sole authority to set penalties and disciplinary action on any individual violating thus said Code of Ethics on thus said properties.
13. League agrees and understands that anyone in violation of a league bylaw or specific league-established rule, will be disciplined solely by the league according to penalties that have been approved by such league's Board of Directors. WCPRD will only investigate and issue disciplinary decisions for Warren County Parks Code of Ethics infractions.
14. League agrees and understand that any individual that violates a WCPRD Code of Ethics rule has the right to appeal WCPRD's decision to an Advisory Council. That Council is assigned by WCPRD, and all rules, judgments, and decisions rendered by this Council will be enforced by WCPRD. Individuals that have violated league-specific bylaws or rules should address appeals directly through the specific league. Anyone requesting an appeal based on a WCPRD Code of Ethics violation and enforcement action will be required to

**WARREN COUNTY PARKS AND RECREATION DEPARTMENT
YOUTH SPORTS CHARTER APPLICATION**

follow the WCPRD Incident Review Committee – Appeal Process and Policies. Failure to follow these policies will result in an appeal not being granted to the requesting party.

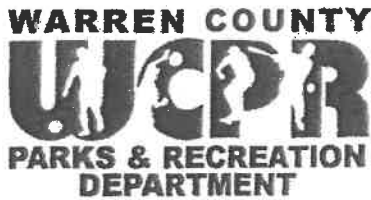
15. League agrees to submit to WCPRD the rates of pay for officials, scorekeepers, and official assigners. League official payroll schedule corresponds with W.C. payroll schedule (bi-weekly). League agrees to pay all umpires/officials at competitive rates.
 - a. Due to a shortage of sport officials, umpires, and referees throughout the region, state, and country, WCPRD cannot guarantee that officials/umpires/referees will be present for each game.
 - b. Each league understands and acknowledges that WCPRD will help with recruitment and training of officials if requested but will not guarantee officials will be available for all league games and functions.
 - c. It is the responsibility of each individual league to hire, pay, and maintain an official assigner for each division for each league. These assigners are employees of the league only.
 - d. Leagues also have the option of utilizing their approved coaches, assistant coaches, managers, or other approved non-compensated volunteers to help officiate league functions throughout the season if paid officials cannot be found.
 - e. All officials, volunteers, must complete the WCPRD Background Check Process prior to working with any youth sport teams, players, etc.
16. League agrees that the payment of scorekeepers or timekeepers for its games is the responsibility of the league and not WCPRD. WCPRD will provide training for scorekeepers, if requested by leagues.
 - a. Due to a shortage of scorekeepers and timers throughout the region, WCPRD cannot guarantee that scorekeepers or timers will be present for each game.
 - b. Each league understands and acknowledges that WCPRD will help with recruitment and training of scorekeepers and timers if requested but will not guarantee scorekeepers or timers will be available for every league game or function.
 - c. It is the responsibility of each individual league to ensure they have scorekeepers and timers for their programs.
 - d. Each league is responsible for developing their own scorekeeper and timer pay scale or usage of volunteers in these roles.
 - e. WCPRD will assist with training of volunteers of scoreboard equipment if needed.
17. 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. A League can be held legally liable by any level of government for tax-related noncompliance and could result in suspension of its league charter until compliance is made.
18. League agrees that \$10 participation fees (\$10 per participant) are required to be paid to WCPRD five (5) business days prior to first scheduled practice date. Failure to comply with this procedure could result in revocation of charter and/or withholding of league or game practice schedules.
19. League agrees to submit to WCPRD a post-season financial budget update. (due 30 days after season ends)
20. League agrees to pay any law enforcement and/or EMS personnel which they request to attend games/functions.
21. League agrees to abide by all WCPRD/WCFC policies, rules, and regulations and any posted facility rules.
22. 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. League also agrees to follow all facility Covid-19 protocols (i.e., temperature checks, Covid questionnaire, signage), and all posted outdoor facilities and indoor gym rules and regulations.
23. League agrees that WCPRD may institute caps on programs based on facility availability and staffing.
24. League agrees that 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. WCPRD may also schedule periodic down time in between games/practices/ activities to allow staffing to conduct cleaning/disinfecting of facilities.
25. League agrees that WCPRD will maintain all park facilities and reserves the right to cancel, alter, change, postpone, or reschedule 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 such as Covid-19-related issues.

**WARREN COUNTY PARKS AND RECREATION DEPARTMENT
YOUTH SPORTS CHARTER APPLICATION**

26. League agrees to work cooperatively with WCPRD on all issues, concerns, and functions regarding league activities and overall operations.
27. League agrees that it is the responsibility of the league to provide some type of organized training for all coaches.
 - a. WCPRD highly recommends that each league provides some type of formal training for all coaches, assistant coaches, and managers of their programs prior to their seasons beginning.
 - b. The National Alliance of Youth Sports provides excellent training opportunities for coaches to get basic training on what the expectations are for youth sport coaches, parents, players, and officials (this is just one option available, check out nays.org to learn more).
 - c. Leagues are responsible for any fees and charges associated with any type of third-party coaches training.
 - d. Each league should notify their WCPRD liaison of what type of coaches training they will be providing for their volunteers and coaches.
28. League agrees to communicate in a professional and courteous manner with all spectators, participants, parents, patrons, officials, and WCPRD staff/employees.
29. League agrees that all concessions at league events will be conducted by the Concessions Vendor per the current WCPRD Concessions Contract. The Concession Vendor has the right to approve/decline requests for leagues to run their own concessions at any league-sponsored activity. WCPRD no longer makes decision in these matters, per the updated Concession Contract approved by WC Fiscal Court. If approved by said Vendor, the league may provide concessions. The League understands and agrees that it must 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.
30. League agrees that 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. Nevertheless, leagues are still responsible for updating all coaches and parents using their own method of notification.
 - a. AlertSense/Konexus is the only platform that will be utilized to inform leagues / public of game and practice cancellations due to weather related circumstances.
 - b. Decisions on field playability are made around 330pm-4pm daily or when conditions warrant field assessment. (Please visit warrencountyky.gov for more information regarding the WCPRD field playability policy.)
31. League agrees that WCPRD reserves the right to change, alter, and/or add to this charter agreement requirements to provide a safer, more constructive environment for all patrons.

League President / Date

WCPRD Director / Date



**WARREN COUNTY PARKS AND RECREATION
DEPARTMENT**

COVID-19 LEAGUE ACKNOWLEDGEMENT FORM

By signing this COVID-19 League Acknowledgement Form, the

(name of League)

1. Agrees to abide by, enforce, and comply with all approved W.C. Parks and Recreation Department (WCPRD) Youth Resumption of Play Guidelines for COVID-19 approved by Barren River District Health Dept. and all KHSAA Resumption of Play Guidelines ordered through the Ky. Dept. of Health and the Ky. Governor's Office.
2. In addition, the League acknowledges that they will abide by Barren River District Health Department (BRDHD) COVID-19 Exposure, Isolation, and Quarantine Plan and will follow all mandated guidelines.
3. The League acknowledges that WCPRD, W.C. Fiscal Court, W.C. Emergency Management, and BRDHD have complete authority at any time during the league's operational season to modify, change, alter, reschedule, extend, or cancel all games and/or practices due to COVID-19 pandemic-related issues, public health concerns, and other operational matters.
4. Agrees that all sections covered in Items 1-3 are also in effect on all W.C. Board of Education properties and facilities that are being used for WCPRD.

League President / Date

WCPRD Director / Date

WCPRD Youth Resumption of Play Guidelines approved by Barren River District Health Dept. and all KHSAA Resumption of Play Guidelines ordered through the Ky. Dept. of Health and the Ky. Governor's Office.

This Code of Ethics has been adopted and approved by Warren County Fiscal Court (WCFC) and adopted by Warren County Parks and Recreation Department (WCPRD) and applies to all coaches, managers, supervisors, sponsors, participants, players, administrators, officials, parents, and spectators attending programs, activities, and functions on WCPRD or Warren County properties.

Youth sports leagues chartered with WCPRD are independent organizations from WCPRD and WCFC. Any individual who has been ejected by a league or found in violation of a league's bylaws is subject to penalties set forth in its own bylaws.

ANY VIOLATION OF KY REVISED STATUTE OR CRIMINAL CODE will be considered independent of WCPRD Code of Ethics and will be investigated and/or handled by proper legal authorities. WCPRD, WCFC, W.C. Sheriff's Office, and W.C. Attorney's Office have authority to change and/or alter all items listed in WCPRD Code of Ethics to ensure public safety and to enforce Kentucky state, local, and County laws, ordinances, rules, and policies.

ARTICLE I. VIOLATIONS

- A. Cursing (malicious or otherwise, verbally, written, or electronically via email, text, social media, or other communication or by physical gesture) at another manager, coach, supervisor sponsor, participant, players, game official, parent, spectator, administrator, or official of the Warren County Parks and Recreation Department.
- B. Pushing, hitting, striking, physical assaulting, or threatening (verbally, written, or electronically via email, text, social media, or other communication or by physical gesture) of or by a manager, coach, supervisor, sponsor, participant, player, official, parent, spectator, administrator, or official of the Warren County Parks and Recreation Department.
- C. Drinking or being under the influence of alcohol or illegal drugs, or any controlled substance while on WCPRD or W.C. Public School premises before, during, or after an event.
- D. Acting in an irrational or disorderly manner, harassing, menacing, or making a public spectacle or nuisance of oneself before, during, or after a scheduled event.
- E. Vandalism, damage, or defacement of WCPRD property or Warren County properties
- F. Reckless driving in a motorized vehicle and irresponsible driving which may pose an imminent danger to patrons including burnouts, racing, and non-compliance with posted speed limit signage on WCPRD grounds.
- G. Being ejected by a league program conducted on WCPRD property.
- H. Inappropriate contact with a minor, sexual abuse, theft, wanton endangerment.

Anyone found in violation of these Code of Ethics may be prosecuted in accordance with Kentucky Revised Statutes for criminal offenses that meet the descriptions above.

ARTICLE II. PENALTIES

All WCPRD Code of Ethics violations are subject to review by WCPRD Administration/Director, WCPRD Assigned Deputy, W.C. Sheriffs' Office, and W.C. Attorney; and these entities have full authority to adjust, change, alter, modify, and extend all penalties, length of dismissals, and/or suspensions.

Penalties for Violation of Article I. A

1. **First Offense:** Dismissal from all WCPRD properties, events, and functions for 24-hour period from time of infraction.
2. **Second Offense:** Dismissal from all WCPRD properties, events, programs, and functions for period of zero (0) to six (6) months from date of infraction.
3. **Third Offense:** Dismissal from all WCPRD properties, events, programs, and functions for a period of zero (0) to twelve (12) months from date of infraction.

Penalties for Violations of Articles I: B, C, D

1. **First Offense:** Dismissal from all WCPRD properties, events, programs, and functions for a period of zero (0) to six (6) months from the date of the infraction.
2. **Second Offense:** Dismissal from all WCPRD properties, events, programs, and functions for a period of zero (0) to twelve (12) months from the date of the infraction.

Penalties for Violation of Articles I: E, F, H

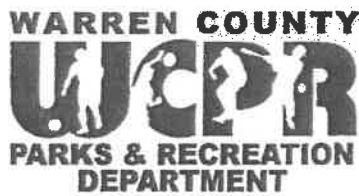
1. Dismissal from all WCPRD properties, events, and functions until the criminal investigation by County Law Enforcement, W.C. Attorney, and WCPRD has been concluded and verdict confirmed. If found guilty, penalty will be permanent dismissal from all WCPRD properties, events, and functions.

Penalties for Violations of Articles I: G

1. **First Offense:** Dismissal from all WCPRD properties, events, programs, and functions for a period of zero (0) to six (6) months from the date of the infraction.
Second Offense: Dismissal from all WCPRD properties, events, programs, and functions for a period of zero (0) to twelve (12) months from the date of the infraction.

ARTICLE III. APPEALS

- A. Anyone who has violated WCPRD Code of Ethics and has been disciplined accordingly has the right to appeal before the WCPRD Advisory Council Incident Review Committee. **Violation of Article I – E, F, H are non-appealable (see penalties above).**
- B. All decisions rendered by this Committee will be final and enforced by WPRCD on its properties.
- C. Anyone requesting a WCPRD appeal acknowledges that appeals are not granted on weekends and that they must allow for a responsible amount of time to set up the meeting based on committee members' availability.
- D. Anyone requesting a WCPRD appeal to the Incident Review Committee must follow the appeal process set forth by the WCPRD Incident Review Committee. Failure to follow this process will result in denial of the appeal. See appeal process on website: warrencountyky.gov
- E. Anyone disciplined by a League for infractions of said league's rules and/or bylaws must go through that league's appeal process. This process is separate and independent from the WCPRD appeal process. Leagues are responsible for their own judgments and disciplinary action taken on individuals who violate league-specific rules.



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
CODE OF ETHICS – OPTION #1
League President Statement of Verification of
Parents' Signatures

All parents/guardians of the players on the player roster of the

(Name of League)

for the

(Year)

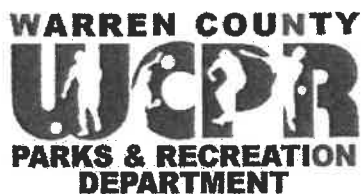
(Spring, Fall Season)

have read and signed that they agree to the WCPRD Code of Ethics policy.

Digital acknowledgements or original parent/guardian signatures are on their respective player applications, which are in the possession of the League.

(League President Signature)

(Date)



WARREN COUNTY PARKS AND
RECREATION DEPARTMENT
CODE OF ETHICS - OPTION #2
Parents Signature Form

By signing this form, I affirm that I have attended a team meeting at which the Coach/Manager discussed team and league rules and the Warren County Code of Ethics. I understand and agree to abide by such.

Also by signing this form, I understand that I am allowing my child to participate at my own risk, and that I am fully responsible for any and all accidents and/or injuries to ourselves or others and do assume all responsibility for medical expenses as a result of such. I do, hereby, waive, release, absolve, indemnify, and agree to hold harmless the Warren County Parks and Recreation Department, staff, organizers, officials, Warren County Parks and Recreation Department Advisory Board, League Board Members, and Code of Ethics Board of the Warren County Fiscal Court.

Team: _____ Coach/Manager: _____

League: _____ Date: _____

<u>Player's Name</u>	TEAM ROSTER	<u>Parent's Signature</u>
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

Coach/Manager Signature: _____

Address: _____ Phone: _____

5/2015

Flow of Information

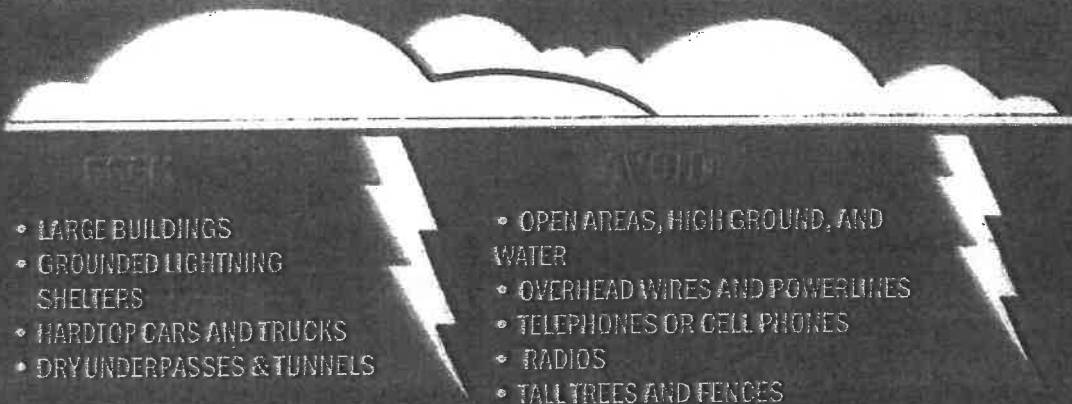
WCPRD will follow this chain through the season including any and all changes that may occur to the schedules.



LIGHTNING POSES A SEVERE THREAT TO YOUR SAFETY AND MUST BE VIEWED SERIOUSLY. EVERYONE SHOULD IMMEDIATELY SEEK SHELTER ANY TIME THEY BELIEVE LIGHTNING THREATENS THEM, EVEN IF THE HORNS HAVE NOT SOUNDED.

- ONE 15 SECOND HORN BLAST/AMBER STROBE LIGHT FLASHING - IMMEDIATELY SEEK SHELTER
- THREE FIVE SECOND HORN BLASTS/ STROBE DE-ACTIVATION - SAFE TO RESUME ACTIVITIES
- ONE MINUTE INTERMITTANT HORN BLAST - TORNADO OR EMERGENCY NOTIFICATION

LIGHTNING SAFETY TIPS



IF YOU REMAIN OUTDOORS AFTER LIGHTNING WARNING IS LIFTED, YOU DO SO AT YOUR OWN RISK.

HEAT ADVISORIES

EXCESSIVE HEAT COUPLED WITH PHYSICAL EXERTION CAN BE DEADLY. FAMILIARIZE YOURSELF WITH SIGNS OF HEAT EXHAUSTION OR STROKE. RESEARCH HEAT MITIGATION PRACTICES.

- ONE 5 SECOND HORN BLAST/WHITE STROBE ACTIVATION - TAKE MULTIPLE BREAKS AND HYDRATE
- TWO 5 SECOND HORN BLASTS/BLUE STROBE ACTIVATION - SEEK COOL SHELTER AND HYDRATE
- NO STROBE LIGHTS ACTIVE - RESUME ACTIVITIES WITH CARE

HIGH HEAT INDEX PRECAUTIONS

KNOW YOUR PHYSICAL CONDITION. IF YOU FEEL LIGHT-HEADED, DIZZY, OVERLY FATIGUED OR DISORIENTED, SIT DOWN, HYDRATE, AND FIND A COOL PLACE TO RECOVER. IF NECESSARY, ASK FOR MEDICAL ASSISTANCE.

THOR GUARD SITE [HTTP://800.THORMOBILE.NET/](http://800.THORMOBILE.NET/)

THOR

GUARD, Inc.

FOR MORE INFORMATION VISIT WWW.THOR.COM



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
SEVERE WEATHER POLICY

1. WCPRD reserves the right to cancel any and all programs, games, practices, tournaments, special events and functions if weather conditions present a hazard to the general public. The following events could cause events to be canceled or postponed:
 - a. Severe Thunderstorm Warning
 - b. Tornado Watch / Tornado Warning
 - c. Special Weather Statements
 - d. Winter Weather Advisory
 - e. Winter Weather Watch
 - f. Winter Storm Watch / Warning
 - g. Flood Warning
2. The lightning policy of the WCPRD is as follows:
 - a. If lightning is seen and thunder is heard within thirty (30) seconds of the lightning being seen, all outdoor events shall be postponed for a minimum of thirty (30) minutes. This means that park staff will politely and professionally notify all patrons and participants that they must leave the park facilities and after thirty (30) minutes, the situation will be reassessed. If lightning or severe weather is still persistent, the event or function may still be postponed or canceled.
 - b. Some regional parks are equipped with Thor Guard lightning detection devices. These devices are equipped to detect lightning at various ranges. Our park system's inner perimeter is set at 2.5 miles; mid-range is set at 5 miles, and the outer perimeter is 0 miles. If lightning is detected in any of these ranges, all individuals using WCPRD properties must follow the audible warnings that the lightning sirens give off, per the Thor Guard public emergency policy (see attached policy). During periods in which lightning and thunder are present, all individuals using outdoor facilities should seek shelter in vehicles or other secure buildings. Patrons will not be allowed to remain in athletic complex areas, dugouts, bleachers, playgrounds, or open spaces around fields.



Receive Emergency Alerts &
Community Notifications

Powered by **AlertSense**

WANT TO BE NOTIFIED OF WEATHER ALERTS & WCPRD UPDATES***? Just 3 simple steps!

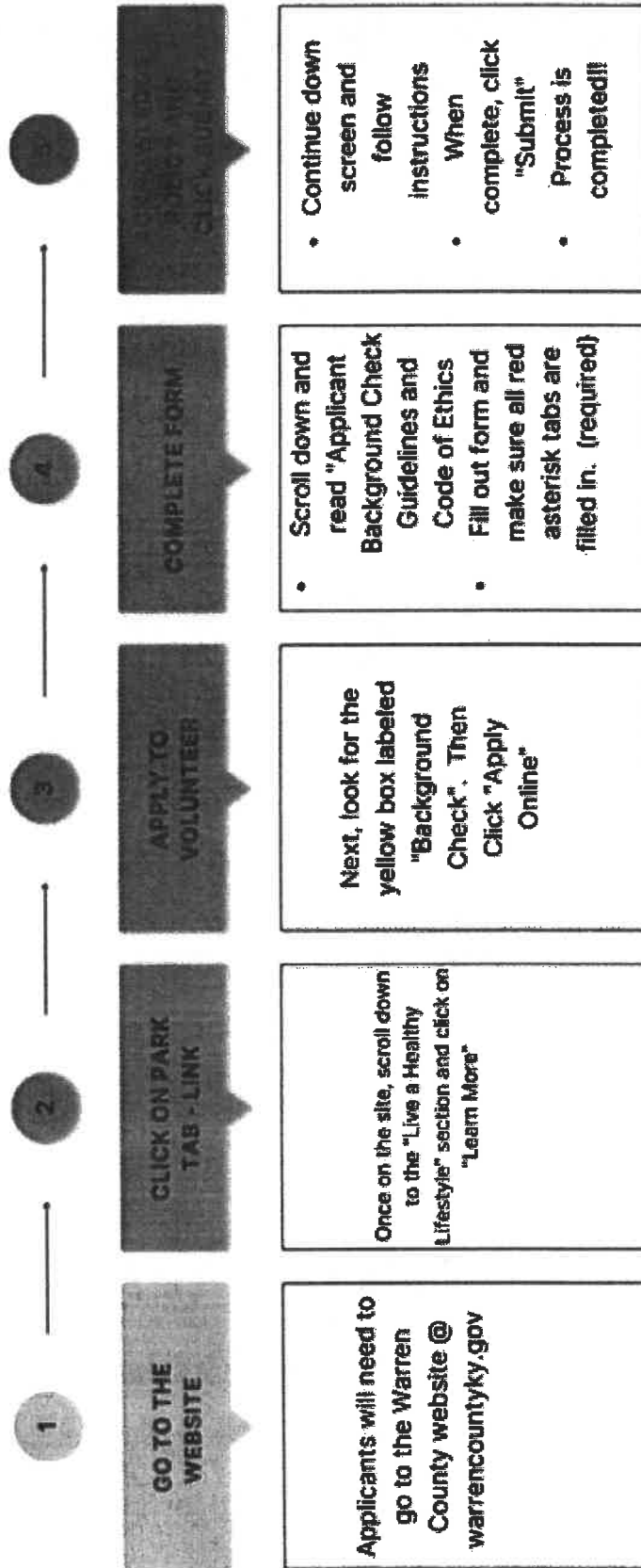
- 1) Go to wcem.org & click "Signup for AlertSense Now!"; or use the QR Code on the bottom of this page.
- 2) Click "Sign Up" & fill out entire profile (including WCPRD zones of interest), agree to Terms of Use, click "Sign Me Up".
- 3) To get the App, download "myAlerts" from App Store or Google Play Store (this is optional but recommended – RED APP).

***All WCPRD league practice & game cancellations, plus news and event updates, will be broadcast through the AlertSense system. Sign up and keep your profile updated based on sports and/or events of interest.



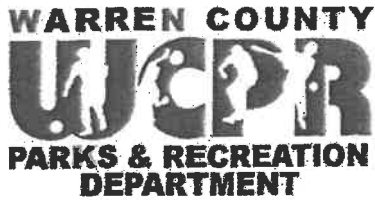
Warren County Parks and Recreation Department Sports Application Policy and Procedure - Background Check Process (updated 2023)

- All coaches, assistant coaches, managers, officials, league board members, referees, umpires will be required to complete the online process listed for each sporting season in which they choose to participate. Individuals found not to be completing this process are subject to being dismissed from all Warren County Parks and Recreation Department properties and league / event / licensed - youth sport chartered programs.
- Below is the process that will need to be followed for individuals filling out the Sports Application (background check process - packet) for WCPRD.
- Once the process listed in steps 1 through 5 below is completed, the application will automatically be sent to the Sheriff Office - Park Police Deputy for processing. Any denied coach will be contacted by either WCPRD Administrative Staff or the Park Police Deputy and will be informed of what they need to do to be allowed to coach per WCPRD policy.



- The league president will be sent an updated report of coaches approved and denied every week during their sport season by WCPRD.
- Coaches denied will need to be replaced due to the expungement or dismissal being a potentially lengthy legal process.
- Individuals denied will only be cleared to coach after providing WCPRD with all the necessary paperwork and after being cleared by WCSO Park Police Deputy / WCPRD background check procedure for a second time.





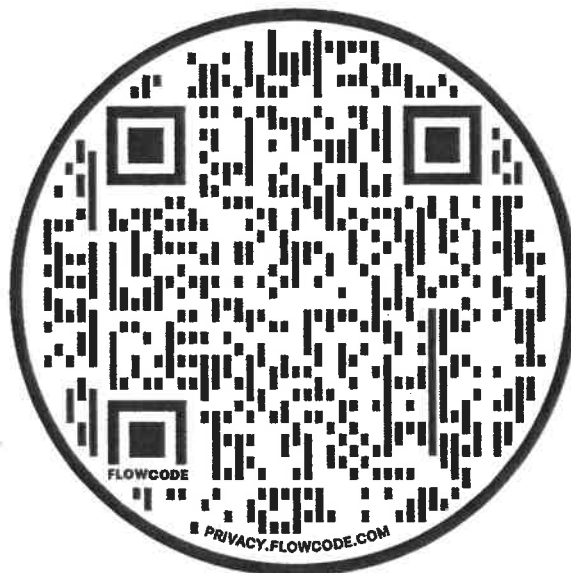
WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
LEAGUE SCHEDULING POLICY

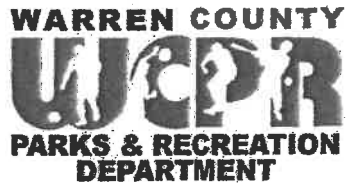
- The Warren County Parks and Recreation Department will make all game and practice schedules for activities and programs conducted or held in/on its facilities or Warren County Board of Education properties (per our mutual agency contractual agreement).
- Leagues will provide WCPRD with team names and number of registered participants no later than 5 business days after final registration, which will allow WCPRD 10-business days before projected first practice 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. Schedule completion may take longer than 10 days based on school approval process and if changes are requested by leagues. WCPRD will not guarantee that requests for changes will be granted.
- 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 any time due to unforeseen scheduling conflicts, lack of officials, facility issues, school functions, inclement weather, administrative functions, 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 with the bylaw's 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.



The Warren County Parks and Recreation Department has a new scheduling program.

You can access all game and practice schedules online and see facility availability for all WCPRD locations at www.wcprd.recdesk.com/community/home.

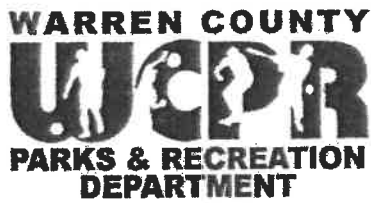




WARREN COUNTY PARKS AND RECREATION DEPARTMENT ANIMAL POLICY

Animals and pets are not permitted (NOT ALLOWED) in the following areas:

1. Athletic Complex Areas (areas enclosed by fencing)
 2. Inline Hockey Rink Area
 3. Bleachers
 4. Indoor Gymnasium Areas, including all meeting rooms
 5. Walkways around ball field areas, including dugouts, bleachers, playing fields
 6. Concession areas
 7. Playground areas
 8. Bull pin areas
 9. Batting cage areas
 10. Pickle ball areas
- Only trained service animals are allowed in areas mentioned above and other areas as defined by the American with Disabilities Act (hereinafter referred to as “ADA”) requirements.
 - Pets and emotional support animals are not recognized by the ADA as service animals and not allowed in areas mentioned above.
 - All animals must always be under handler’s control.
 - Anyone that falsifies the status of a service animal is subject to legal penalties per KRS (Kentucky Revised Statue) and ADA policies.
 - Under the ADA, a public accommodation may not ask you questions about your disability or demand to see certification or other proof of your animal’s training or status.
 - If it is not apparent what a service animal does, park staff may only ask the following questions:
 - 1st – Is the animal a service animal?
 - 2nd – What task does the animal perform?
 - Per ADA rules, a service animal can be excluded from a public accommodation if the animal poses a direct threat to health and safety of the public or is out of control.
 - All animals / pets in the other (non-athletic) areas of the parks must always on a leash. All non-restrained – leashed / out of control animals will be removed from park premises by animal control officials.



**WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
SMOKING & VAPING POLICY**

“Please be courteous and respectful of your fellow park patron”

Smoking and Vaping is prohibited at the following WCPRD sites:

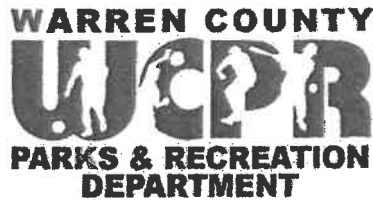
- All Ballfield Complex Areas including:
 - Dugouts
 - Bleacher
 - Scorebox Buildings
 - Concession Stand Areas
 - Bull Pin Areas
 - Batting Cage Areas
 - All walkways around ballfields extending 25 yards (75 feet) out from all ballfield fence areas in all directions
 - Playground Areas
 - Dog Park
- Gym and Building Areas including:
 - No smoking or tobacco products, including vapes, are allowed inside any WCPRD building.
 - All walkways around buildings and gyms extending 25 yards (75 feet) out from building walls in all directions.

Smoking is allowed at the following WCPRD sites:

- Parking lot areas
- All other areas not covered under prohibited section above
- Designated Smoking Areas

Penalties for Non-Compliance:

- **1st Offense** – Patron will be asked to move to designated smoking area or extinguish tobacco product.
- **2nd Offense** – Patron will be asked to leave the facility for the remainder of day.



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
FIELD PLAYABILITY POLICY
(APPROVED ON MAY 11, 2009)

These are the deciding factors that will deem if ball fields are acceptable for play:

1. Standing water on the infield – play is not permitted.
2. If three quarters (3/4) of the ball field is damp where you sink in a quarter inch (1/4 inch) – play is not permitted.
3. If field is too slick and too muddy prohibiting traction – play is not permitted.
4. Decisions on play will be decided on the availability of drying agents and chemicals that the department has in its inventory to dry the ball fields.

****WCPRD office may be contacted 270-842-5302, Monday through Friday from 8:00am until 5:00pm, to get updates on field conditions / weather conditions****

SPECIAL NOTE:

- WCPRD will not provide drying agents for non-league tournaments and sport-related functions. These materials will need to be purchased by the event coordinator 5 – 10 days prior to event date and can be stored onsite. Storage location must be coordinated with park manager.
- Drying agents will only be applied by trained WCPRD staff – no exceptions.

WARREN COUNTY PARKS & RECREATION DEPARTMENT **RENTAL FEE SCHEDULE**

INDOOR HOURLY RENTALS:

- Middle School Gym Court \$10/hour
- High School Gym Court \$20/hour
- Shooting Machine \$10/hour
- Batting Cage \$10/hour
- Tarp Fee \$20/rental
- Facility FOBS \$2/person yearly (required for 12 and up)
- Meeting Room \$10/hour
- Old Alvaton Gym \$10/hour
(a \$40 refundable security deposit may be required)

To RENT, call the facility directly during hours of operation:

Ephram White Gym	270-282-8610
Michael Buchanon Gym	270-282-8653
Phil Moore Gym	270-843-6665
Old Alvaton Gym	270-843-6665



Meeting Rooms may also be rented online:
<https://wcprd.recdesk.com/Community>

TENNIS FACILITY HOURLY RENTALS:

- Tennis Court \$4/hour (April-Oct), \$8/hour (Nov-March)
- Tennis Ball Machine \$10/hour
- Racquetball/Wallyball Court \$4/hour
- Meeting Room \$10/hour
- Playground \$25/hour
- Facility FOBS \$2/person yearly (required for 12 and up)

To RENT, call 270-285-5115 during hours of operation.

W.C. SENIOR CENTER:

- Reservations \$10/hour
- \$40 refundable security deposit is required

To RENT, call 270-392-3534 M-F 8-4:30pm.

OUTDOOR RENTALS:

- Baseball/Softball Field \$10/hour M-F 5pm-close & Sat/Sun
- Portable Mound \$10/rental
- Field Chalking \$5/rental
- Football/Soccer Grass Field \$10/hour
- Chapel \$30/day
- Regular Picnic Shelter \$30/day
- Corporate Picnic Shelter (BGP only) \$40/day

OTHER:

- Adaptive Water Sports Equipment - free
(<https://wcprd.recdesk.com/Community>)
- Portable Scoreboard \$100/week + \$900 refundable security deposit
- League Sports Participant Fee \$10/participant (all leagues)

To RENT fields, chapel, shelters, or adaptive water sports equipment, contact WCPRD Admin. Office M-Th 8am-4pm, Friday 8am-12pm at 270-842-5302. Shelters may be rented online: <https://wcprd.recdesk.com/Community>

SPECIAL EVENTS AND TOURNAMENTS: Special Event & Tournament Application REQUIRED (warrencountyky.gov)

Indoor Tournament Rentals: (nonrefundable deposits apply toward fees)

- Middle School Tournament Court \$100/day (\$100 nonrefundable deposit)
- High School Tournament Court \$200/day (\$100 nonrefundable deposit for 1st location, \$50 for each additional location)
- Flooring Conversion Fee for Volleyball/Basketball Tournaments using W.C. Tennis Center \$80/court/event + associated tournament court fees and nonrefundable deposits (High school court configuration not available at Tennis Center.)
- Tennis Tournament 6 Indoor/6 Outdoor Courts \$150/day (\$100 nonrefundable deposit applies toward fees)

Outdoor Tournament Rentals: (nonrefundable deposits apply toward fees)

- Baseball/Softball Field \$70/day or \$280/day for 4-field complex (\$100 nonrefundable deposit for 1st location, \$50 for each additional facility/location)
- Tennis Tournament 6 Outdoor Courts ONLY \$100/day (\$100 nonrefundable deposit applies towards fees)

Special Events: (nonrefundable deposits apply toward fees)

- \$75/day (\$50 nonrefundable deposit)
- Includes all disc golf events, walk/runs, fishing derbies, concerts, and events in areas without assigned fees.

Hourly Rentals:

- All payments are required at time of reservation. Cash is not accepted. Card payments are subject to a small processing fee set by the credit card processing company.
- Renters are required to adhere to rental policies and procedures.
- Renters must have a receipt (paper or digital) with them during rental.
- Security deposit will not be returned if facility is damaged.
- All rentals must be approved by WCPRD Director.
- Cancellations by the renter will result in rental fees being credited to the member's household account.

Special Events and Tournaments Details:

- A Special Event and Tournament Application (warrencountky.gov/parks-and-recreation) is required for all special events including baseball, softball, volleyball, basketball, wrestling, archery, etc. tournaments, as well as all disc golf events, walks/runs, and other types of special events.
- All Special Event and Tournament Applications are subject to Director approval.
- Once being notified that event has been approved, event coordinator must sign contract (digital contract) and pay nonrefundable deposit within 10 business days. All nonrefundable deposits apply toward fees/costs of Special Event or Tournament.
- One complimentary meeting room is provided with indoor tournaments (if available). Additional rooms rented at hourly rate.
- If extra portable restrooms or other infrastructure needs are required for event, event coordinator is responsible for costs.
- An event schedule is required 8 days prior to event start date.
- Balance of fees and event insurance (certificate of liability) is due 5 business days prior to event start date.
- Special Events and Tournaments may be booked for only one year at a time. If event is not cancelled, the event coordinator will have first choice of the same date the following year by applying within 30 days. If the event is cancelled, they may apply after 90 days.
- If an event/tournament is cancelled in its entirety, by the event coordinator, any associated nonrefundable deposits are forfeited. If one or more locations are cancelled, but the event still occurs, the nonrefundable deposits associated with any cancelled facility/location are forfeited.
- WCPRD has the right to cancel, postpone, reschedule, or alter any rental reservation, event, or tournament at any time due to unforeseen circumstances including, but not limited to, scheduling conflicts, facility maintenance issues, hazardous weather field conditions, or public health emergencies. If WCPRD cancels an event/tournament, any paid fees or deposits associated with the event/tournament shall be credited to the member's household account for future rescheduling.
- WCPRD reserves the right to cancel an event/tournament due to nonpayment of rental fees. Any associated nonrefundable deposits are forfeited.
- WCPRD has the right to negotiate additional rental terms per the WCPRD Event Application/Contract process.
- Event Coordinators shall procure, at their expense, general liability insurance with a minimum per occurrence limit of one million dollars (\$1,000,000), with a hold harmless clause naming the WCPRD as a "Certificate Holder," which shall protect WCPRD against all liability or claims due to injury to person or damage to property occurring in or about the premises during use by Event Coordinator.
- No vehicles are allowed on fields.
- Renting party may not deny access to any part of the facility to WCPRD staff.



2022 PARK'S FACT SHEET

BUDGET FOR 2022-2023



**\$4.7
MILLION**



\$34
per tax payer
per year in
Warren County



\$93
National Per
Capital Expense
per resident

*Does not include Operation Pride allocation of \$450,000

**Population
Warren County
137,212**
2021 census

National average
for community of
137,000 residents
\$11.6 MILLION

EMPLOYEES

54 FULL TIME EMPLOYEES

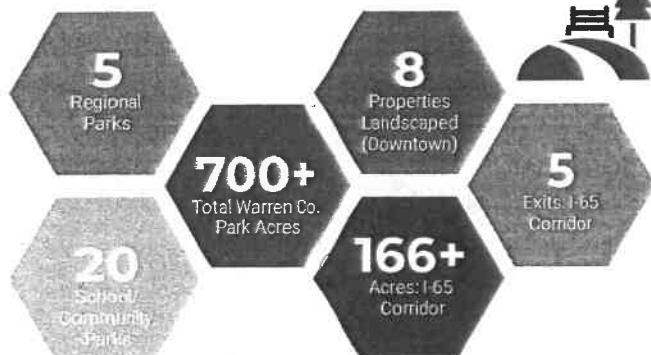
89 total including part time
and seasonal workers.

National Average of full time employees per 10,000 residents

8.9 National Average **115** Warren County average

All information provided in this section from National Recreation and Park Association 2022 NRPA Agency Performance Review

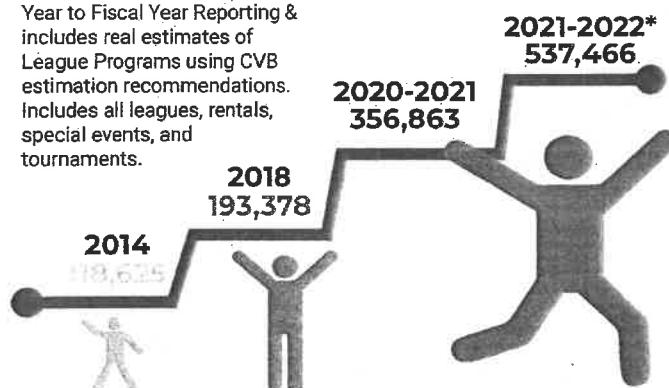
PROPERTIES MAINTAINED



Acres of Park Land per 1000 residents (national average) = 10.4
Warren County = 1,424.8

PARTICIPATION COMPARISON

*Transitioned from Calendar Year to Fiscal Year Reporting & includes real estimates of League Programs using CVB estimation recommendations. Includes all leagues, rentals, special events, and tournaments.

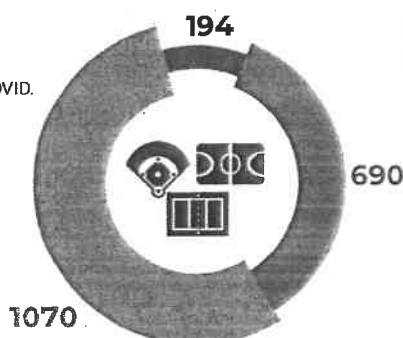


FY 2020-2021 RENTAL STATS

Rentals/Events were down due to COVID.

RENTALS: 1954

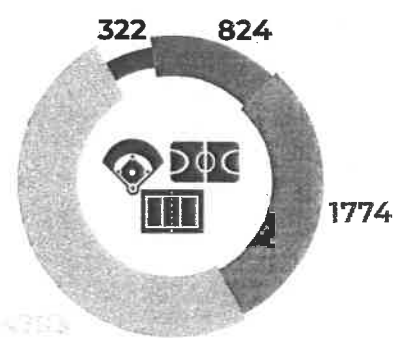
- Gym Rentals
- Ball Field Rentals
- Shelter Rentals



FY 2021-2022 RENTAL STATS

RENTALS: 2406

- Tennis Court (New Facility)
- Gym Rentals
- Ball Field Rentals
- Shelter Rentals



SPECIAL EVENTS & TOURNAMENTS: CY 2021

INDOOR

40

OUTDOOR

48



SPECIAL EVENTS & TOURNAMENTS: CY 2022

INDOOR

59

OUTDOOR

66

EVENTS SCHEDULED FOR 2023 (at time of this printing)

58 OUTDOOR SPECIAL EVENTS & TOURNAMENTS

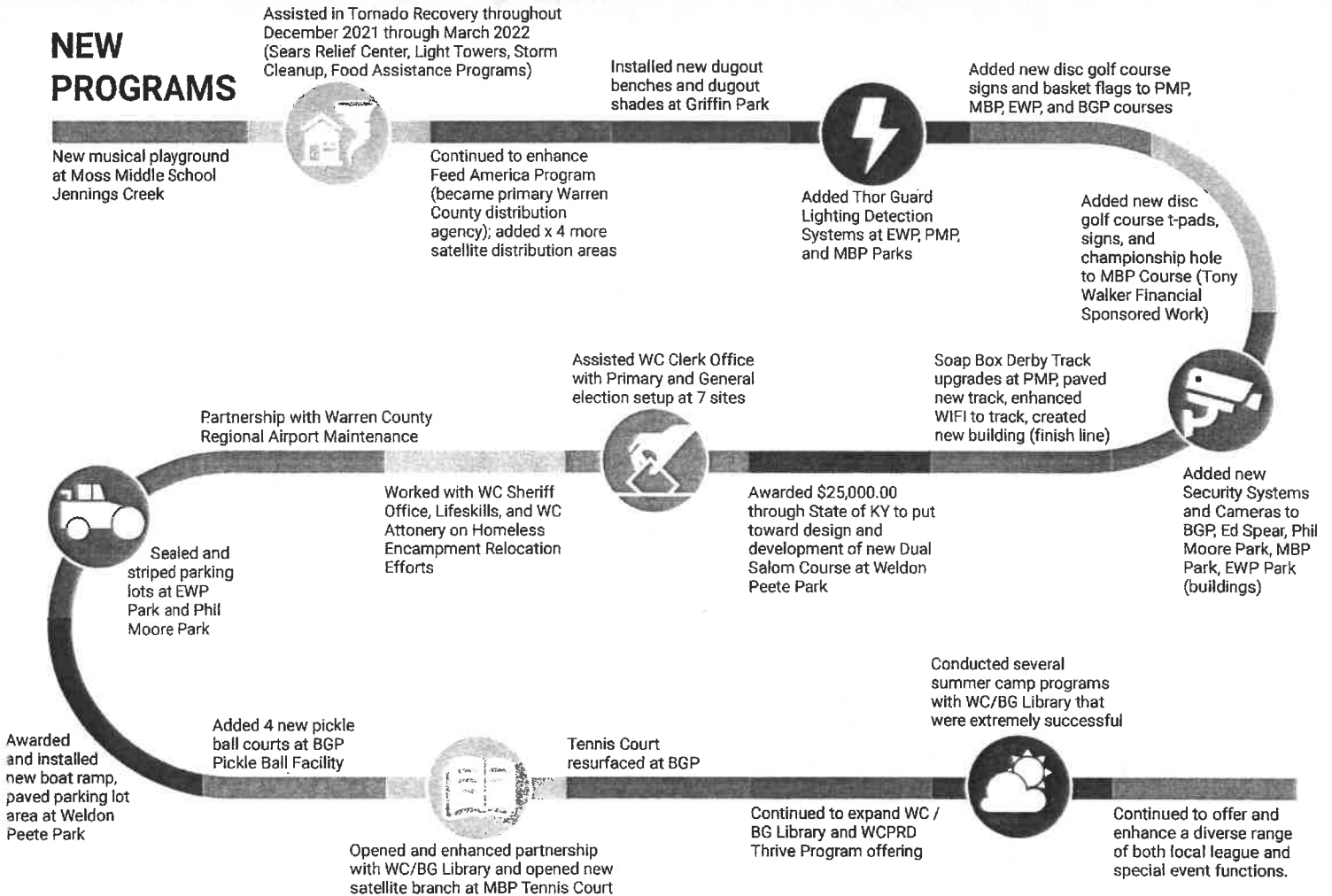
51 INDOOR SPECIAL EVENTS & TOURNAMENTS

CHECK OUR WEBSITE
for additional ongoing and ever-
changing improvements to the
Warren County Parks:
warrencountyky.gov

Check out back page for more info!

2022 PARK'S FACT SHEET *(continued)*

NEW PROGRAMS



WALKING TRAILS IN SYSTEM



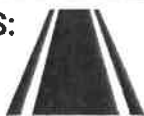
OUTDOOR TRAILS:

South Warren Greenways, Natcher Greenway, Buchanan Park Trail, Griffin Park Trail System (x 3 trails), Ephram White Trail, Freeman Park Trail, Ed Spear Park Trail, Phil Moore Park Trail



INDOOR WALKING TRACKS:

Gymnasium at Ephram White Park and Gymnasium & W.C. Tennis Center at Buchanan Park



AWARDS RECEIVED



Director Chris Kummer received Kentucky Recreation and Park Society Fellowship Award for 2022



Warren County Tennis Facility / Multi-Purpose Sport Complex KY USTA Facility of the Year Award 2022



Beautify the Bluegrass Award – Operation Pride – Governor's Office Award 2022 (165 WCPRD Crew)



OTHER FACTS



3 Parks with River Access Points: Johnson Park, Phil Moore Park, and Weldon Peete Park



37 Ball Fields Maintained



12 Youth Sport Leagues Chartered through WCPRD offering 18 annual programs



Park Police Program started in 2018 with one (1) full-time deputy assigned to parks



10 accessible playground locations with various features and many new pieces



3 W.C. Gyms being used as consolidated countywide polling precincts



2 W.C. Gyms Feeding America and Disaster Relief Food Box distribution point
4 Satellite Locations

Check our website for additional ongoing and ever-changing improvements to the Warren County Parks: warrencountyky.gov

Calendar of Events Template for Leagues

League Name: _____

Season: Spring Summer Fall Winter

Year: _____

This is a sample of the type of information required on a league's Calendar of Events to be submitted to WCPRD 30 days prior to registration. All facilities needed for meetings, tryouts, etc. should be scheduled and confirmed through the Athletics Supervisor and/or Athletics Coordinator by calling 270.842.5302 *before* submitting the Calendar of Events. It is not necessary to use this exact style; this is merely a sample for your information.

DATE	TIME	LOCATION	PURPOSE
Jan 6, 2019	7:00pm	BGP – Office	Board Meeting
Jan 7 – Feb 25			Online Registration Open
Feb 25	7:00pm	PMP – C1 & 2	Tryouts
Feb 26	7:00pm	PMP Mtg. Rm	Draft
Feb 28	6:00pm	BGP - Office	Coaches Meeting & Equipment Pickup
March 25			Practices Begin
April 8			Games Begin
May 13			Season Ends
May 20- 25			Tournament Period



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
REGISTRATION INFORMATION FORM

League Name: _____

Season: Spring Summer Fall Winter

Year: _____

This form must be completed and submitted to WCPRD Athletics Supervisor or Athletics Coordinator by 30 days prior to registration or by other specified deadline to have league registration information included in any WCPRD-sponsored advertising (i.e., newspaper ads, school flyers, posters).

DIVISION	AGE	GRADE	*FEE* (must include \$10 WCPRD Participation Fee)

Does the league offer any early or special discounts? Yes _____ No _____

Details of the discount: _____

Is the league conducting online signups only? Yes _____ No _____

What is the league website? _____

Dates of online signups: Start Date _____ End Date _____

Will the league participate in the County-Wide Signup Day? Yes _____ No _____

If yes, at which location(s) will your league have representatives?

- _____ Ephram White Gymnasium
 _____ Michael Buchanon Gymnasium
 _____ Phil Moore Gymnasium

Will the league conduct additional on-site signups? Yes _____ No _____

If yes, provide dates, time, and locations:

DATE	TIME	LOCATION

Any special comments: _____



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
SCHEDULING INFORMATION FORM

League Name: _____
Season: Spring Summer Fall Winter
Year: _____

This Scheduling Information Form is **required** to be completed and submitted to WCPRD Athletics Supervisor/Athletics Coordinator 30 days prior to registration for each season.

Practices:

Will league have practices before season starts? Yes _____ No _____
Number of pre-season practices per week: _____
Beginning practices date: _____
Time of day practices to begin (i.e., 5:00pm, 5:30pm): _____
Length of practices (i.e., 1 hour, 1 hour 15 min, 1 hour 30 min): _____

Games:

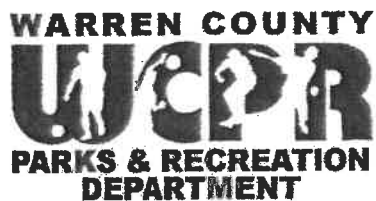
Will league have practices once games begin? Yes _____ No _____
Number in-season practices per week: _____
Will League have a Jamboree in addition to seasonal games? Yes _____ No _____
Number of Games in Season: _____
Season start date: _____
Season end date: _____
Time of day games to begin (i.e., 5:00pm, 5:30pm) on **weekdays**: _____
Time of day games to begin (i.e., 9:00am, 10:00am) on **weekends**: _____
Length of games (i.e., 1 hour, 1 hour 15 min, 1 hour 30 min): _____

Total Number of Interactions (games & practices) Per Week Requested: _____

Tournament:

Will the league have an end-of-season tournament? Yes _____ No _____
Type of tournament? Single Elimination _____ Double Elimination _____
Tournament start date: _____
Tournament end date: _____

(WCPRD does not guarantee that requested number of games and practices per week can be met. This is dependent upon the availability of facilities and staffing at said locations.)



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
OFFICIALS & SCOREKEEPERS WAGES

League Name: _____
Season: Spring Summer Fall Winter
Year: _____

This Officials & Scorekeepers Wages Form is required to be completed and submitted to the WCPRD Athletics Supervisor and/or Athletics Coordinator 30 days prior to registration.

Division	Scorekeeper Wage	Officials/Umpire Wage

Board of Directors Template for Leagues

League Name: _____

Season: Spring Summer Fall Winter

Year: _____

This is a sample of the type of information required for a league's Board of Directors. All roles will not be applicable to all leagues. The Board of Directors (including roles and contact information) must be submitted to WCPRD Athletics Coordinator and/or Athletics Supervisor 30 days prior to registration. It is not necessary to use this exact style; this is merely a sample for your information.

WCPRD requires that all league Board Members complete a background check online at warrencountyky.gov for each season they serve the league.

NAME	ROLE	PHONE NUMBER	EMAIL ADDRESS
	President (required)		
	Vice-President (required)		
	Treasurer (required)		
	Secretary		
	Commissioner D1		
	Commissioner D2		
	Commissioner D3		
	Media		
	Equipment Manager		
	Sponsorships		
	Other		
	Other		
	Other		
	Other		

League:

Season: Spring Summer Fall Winter Year:

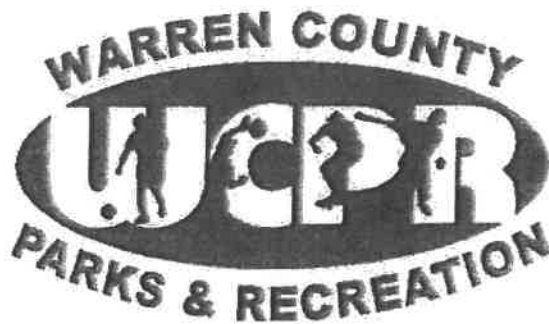
	Pre-Season Date Submitted:			Post-Season Date Submitted:		
	Pre-Season Projected Expenses	Pre-Season Projected Income	Balance	Post-Season Actual Expenses	Post-Season Actual Income	Balance
BEGINNING BALANCE						
INCOME						
Donations						
Registration Fees - \$85 x #participants						
Other						
Total Income						
Subtotal						
EXPENSES						
WCPRD Participation Fee \$10 x #participants						
Umpires wages						
Score/Clock keeper wages						
Uniforms						
Trophies						
Insurance						
Other						
CPA fees						
Total Expenses						
ENDING BALANCE						

League Budget Template
League Name: W.C. Sample League
Season: Spring Summer Fall Winter Year: 2019

	Pre-Season Date Submitted: February 22, 2019			Post-Season Date Submitted: May 15, 2019		
	Pre-Season Projected Expenses	Pre-Season Projected Income	Balance	Post-Season Actual Expenses	Post-Season Actual Income	Balance
BEGINNING BALANCE			\$9,385.00			\$9,385.00
INCOME						
Donations		\$900.00			\$1,000.00	
Registration Fees - \$85 x #participants		\$42,500.00			\$41,225.00	
Other						
Total Income		\$43,400.00			\$42,225.00	
Subtotal			\$52,785.00			\$51,610.00
EXPENSES						
WCPRD Participation Fee \$10 x #participants	\$5,000.00			\$4,850.00		
Umpires wages	\$20,000.00			\$19,000.00		
Score/Clock keeper wages	\$10,000.00			\$10,500.00		
Uniforms	\$2,000.00			\$1,940.00		
Trophies	\$700.00			\$600.00		
Insurance	\$7,000.00			\$7,000.00		
Other						
CPA fees	\$500.00			\$600.00		
Total Expenses	\$45,200.00			\$44,490.00		
ENDING BALANCE			\$7,585.00			\$7,120.00

Pre-Season: Fill out Columns C, D, E

Post-Season: Fill out columns F, G, H



Warren County Parks and Recreation Department

Topics: Concussions / Heat Related Health Issues / Lighting and Severe Storms / CDC Health and Safety Information 2022

The safety and well-being of all patrons and participants on park property is of paramount importance to WCPRD. With that being said, WCPRD has created informational links and quick reference packets to ensure that visitors, patrons, league administrators, youth sport groups, tournament groups, officials, participants, and parents have updated recommendations to follow in regard to the following areas:

- Concussion Information Sheets (CDC)
- Kentucky High School Athletic Association (KHSAA) Heat Illness Procedures
- Severe Thunderstorm Safety (NWS – National Weather Service)
- Heat Related Weather (NWS – National Weather Service)
- Lighting (NWS – National Weather Service)
- Covid 19 Information (CDC)

Youth sport leagues and tournament groups are responsible for working with WCPRD directly to ensure safe play environments in accordance with WCPRD Policy and Contractual Terms.

To ensure safe operations throughout the WCPRD system, a detailed Emergency Action Plan has been created for the department to cover a wide variety of emergency / disaster related situations. For more information, please visit our website at <http://www.warrencountyky.gov/parks-and-recreation-policies>.

Concussion

INFORMATION SHEET



CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to or after* a hit or fall

Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*



cdc.gov/HEADSUP

CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to cdc.gov/HEADSUP



CDC HEADSUP



Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

☐ I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: _____ Date: _____

Athlete's Signature: _____

☐ I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: _____ Date: _____

Parent or Legal Guardian's Signature: _____

Revised January 2019



CONCUSSION RETURN TO PLAY FORM

Must be signed by M.D./D.O.

KHSAA Form GERO
Rev 7/17

This form is adapted from the standards for Acute Concussion Evaluation (ACE) care plan on the CDC web site (www.cdc.gov/injury). All medical providers are encouraged to review this site if they have questions regarding the latest information on the evaluation and care of the scholastic athlete following a concussion injury. Please initial any recommendations that you select. Per KRS 160.445, only an M.D. or D.O. may authorize return to play once an athlete is deemed to have been concussed.

Athlete's Name		Date of Birth	
Date of Injury			

Return to Sports and Sport-Activities

1. Athletes should not return to practice or play the same day that their head injury occurred.
2. Athletes should never return to play or practice if they still have ANY symptoms.
3. Athletes, be sure that your coach and/or athletic trainer are aware of your injury, symptoms, and has the contact information for the treating health care provider.
4. The return to play must be based on today's evaluation.
5. The return to activity/play may only be authorized after completion of step-wise protocols as required per KRS 160.445 and the Policies of the KHSAA.
6. The return to play may not be issued based on resumption at a future date.

Physical Education

<input type="checkbox"/>	Do not Return to PE class at this time
<input type="checkbox"/>	May return to PE class at this time

Sports (check as appropriate)

<input type="checkbox"/>	Cleared for full participation in all activities without restrictions as of this date
<input type="checkbox"/>	Cleared for participation as of this date with restrictions as described below
<input type="checkbox"/>	Not cleared at this time

Date of Evaluation		Date patient is to return to this office for additional evaluation	
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Provider Information

<input type="checkbox"/>	Medical Doctor	Osteopathic Physician (D.O.)	
Provider Name		Provider Office Phone	
Provider Signature		Provider Office Address	

KHSAA Concussion Return to Play Protocol

Return to play policy for a student-athlete receiving a concussion, after the mandatory removal that day

- a) Once a concussion has been diagnosed (or presumed by lack of examination by an appropriate health care provider), only an MD or DO can authorize return to play on a subsequent day, and such shall be in writing to the administration of the school.
- b) Such approval should not be given unless a stepwise protocol has been observed by all practitioners with separate periods for:
 - (1) No activity;
 - (2) Light aerobic exercise;
 - (3) Sport-specific exercise;
 - (4) Non-contact training drills;
 - (5) Full-contact/competition practice; and
 - (6) Return to normal game play.
- c) It is highly recommended that each of these protocol steps be no less than twenty-four hours in length.
- d) It is highly recommended that no student-athlete return to play unless he/she has been properly recommended to also return to school.
- e) School administration shall then notify the coach as to the permission to return to practice or play.
- f) If an event continues over multiple days, then the designated event physician has ultimate authority over return to play decisions and such return to play may not be prior to the third day following the initial diagnosis, and until all steps of the protocol in Section (b) have been followed.

DON'T GET CAUGHT OUTSIDE

No place outside is safe when a thunderstorm is in the area. Get inside as soon as you hear thunder. Run to a substantial building or hard-topped metal vehicle as fast as you can. If you can't get to a safe building or vehicle:

- ✓ Avoid open areas. Don't be the tallest object in the area.
- ✓ Stay away from isolated tall trees, towers or utility poles. Lightning tends to strike the taller objects in an area.
- ✓ Stay away from metal conductors such as wires or fences. Metal does not attract lightning, but lightning can travel long distances through it.
- ✓ If you are with a group of people, spread out. While this actually increases the chance that someone might get struck, it tends to prevent multiple casualties, and increases the chances that someone could help if a person is struck.

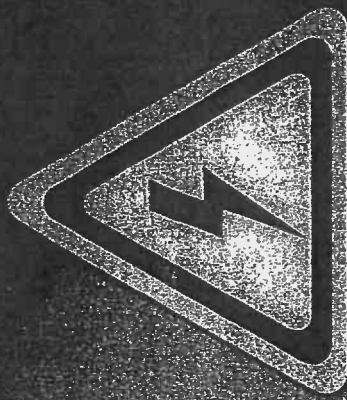
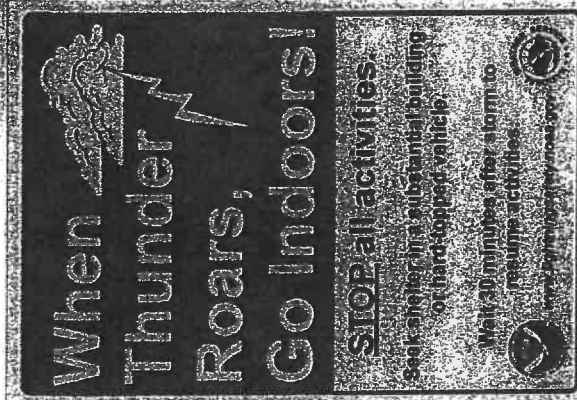
IF SOMEONE IS STRUCK

Cardiac arrest is the immediate cause of death for those who die. Lightning victims do not carry an electrical charge and may need first aid immediately.

- ✓ Call for help. Call 9-1-1.
- ✓ Give first aid. Begin CPR if you are trained.
- ✓ Use an Automatic External Defibrillator if one is available. These units are lifesavers!
- ✓ Don't be a victim if possible. Move the victim to a safer place. Lightning CAN strike twice.

ORGANIZED OUTDOOR ACTIVITIES

It's essential that people in charge of organized outdoor activities understand the importance of a lightning safety plan. Don't be afraid of thunder, it's time to get to a safe building. Speak out!



LIGHTNING SAFETY

FOR YOU AND YOUR FAMILY

www.weather.gov/lightning

LEARN MORE ABOUT
LIGHTNING SAFETY AT:



WHEN THUNDER ROARS, GO INDOORS!

Each year in the United States, there are about 25 million cloud-to-ground lightning flashes and about 300 people struck by lightning. Of those struck, about 30 people are killed and others suffer lifelong disabilities. Most of these tragedies can be prevented. When thunderstorms threaten, get inside a building with plumbing and electricity, or a hard-topped metal vehicle!

The National Weather Service collects information on weather-related deaths to learn how to prevent these tragedies. Many lightning victims say they were "caught" outside in the storm and couldn't get to a safe place. Other victims simply waited too long before seeking shelter. With proper planning, similar tragedies can be avoided.

Some people were struck because they went back outside too soon. Stay inside a safe building or vehicle for at least 30 minutes after you hear the last thunder. While 30 minutes may seem like a long time, it is necessary to be safe.

Finally, some victims were struck inside homes or buildings while they were using electrical equipment or corded phones. Others were in contact with plumbing, outside doors, or window frames. Avoid contact with these electrical conductors when a thunderstorm is nearby!



Stadiums and other outdoor venues should have a lightning safety plan. Photo: NOAA

WHAT YOU MIGHT NOT KNOW ABOUT LIGHTNING

- ✓ All thunderstorms produce lightning and are dangerous. Fortunately, people can be safe if they follow some simple guidelines when thunderstorms are forecast.
- ✓ Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall.
- Many lightning deaths occur ahead of storms before any rain arrives or after storms have seemingly passed and the rain has ended.
- ✓ If you can hear thunder, you are in danger. Don't be fooled by blue skies. If you hear thunder, lightning is close enough to pose an immediate threat.
- ✓ Lightning leaves many victims with permanent disabilities. While only about 10% of lightning victims die, many survivors must live the rest of their lives with intense pain, neurological disabilities, depression, and other health problems.

AVOID THE LIGHTNING THREAT

- ✓ Have a lightning safety plan. Know where you'll go for safety and ensure you'll have enough time to get there.
- ✓ Postpone activities. Consider postponing activities if thunderstorms are forecast.
- ✓ Monitor the weather. Once outside, look for signs of a developing or approaching thunderstorm such as tower clouds, darkening skies, or flashes of lightning.
- ✓ Get to a safe place. If you hear thunder, even a distant rumble, seek safety immediately. Fully-enclosed buildings with wiring and plumbing are best. A hard-topped metal vehicle with the windows closed is also safe. Stay inside until 30 minutes after the last rumble of thunder. Sheds, picnic shelters, tents or covered porches do NOT protect you from lightning.
- ✓ If you hear thunder, don't use a corded phone except in an emergency. Cordless phones and cell phones are safe to use.
- ✓ Keep away from electrical equipment and plumbing. Lightning will travel through the wiring and plumbing if a building is struck. Don't take a bath or shower, or wash dishes during a storm.



Lightning discharge over a golf green. Photo: E. Phillip Keller

For more information, visit www.weather.gov/lightning



NATIONAL WEATHER SERVICE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

What to Do During Severe Weather

[Weather.gov](#) > [Safety](#) > What to Do During Severe Weather

Safety
National Program

Severe
Thunderstorms

Watch vs. Warning

Prepare for Severe
Thunderstorms

During Severe
Thunderstorms

After Severe
Thunderstorms

WRN

Severe Thunderstorm Resources

Severe Weather Outlook

StormReady!

Severe Thunderstorm Archive

Lightning Safety

Flood Safety

Outreach and Education

Links and Partners



Find out what you can do when severe weather strikes. Acting quickly is key to staying safe and minimizing impacts.

- **Stay Weather Ready:** Continue to listen to local news or a NOAA Weather Radio to stay updated about severe thunderstorm watches and warnings.
- **At Your House:** Go to your secure location if you hear a severe thunderstorm warning. Damaging wind or large hail may be approaching. Take your pets with you if time allows.
- **At Your Workplace or School:** Stay away from windows if you are in a severe thunderstorm warning and damaging wind or large hail is approaching. Do not go to large open rooms such as cafeterias, gymnasiums or auditoriums.
- **Outside:** Go inside a sturdy building immediately if severe thunderstorms are approaching. Sheds and storage facilities are not safe. Taking shelter under a tree can be deadly. The tree may fall on you. Standing under a tree also put you at a greater risk of getting struck by lightning.
- **In a Vehicle:** Being in a vehicle during severe thunderstorms is safer than being outside; however, drive to closest secure shelter if there is sufficient time.



NATIONAL WEATHER SERVICE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Prepare! Don't Let Severe Weather Take You by Surprise

[Weather.gov](#) > [Safety](#) > Prepare! Don't Let Severe Weather Take You by Surprise

Safety
National Program

Severe
Thunderstorms

Watch vs. Warning

Prepare for Severe
Thunderstorms

During Severe
Thunderstorms

After Severe
Thunderstorms



Severe Thunderstorm Resources

Severe Weather Outlook

StormReady!

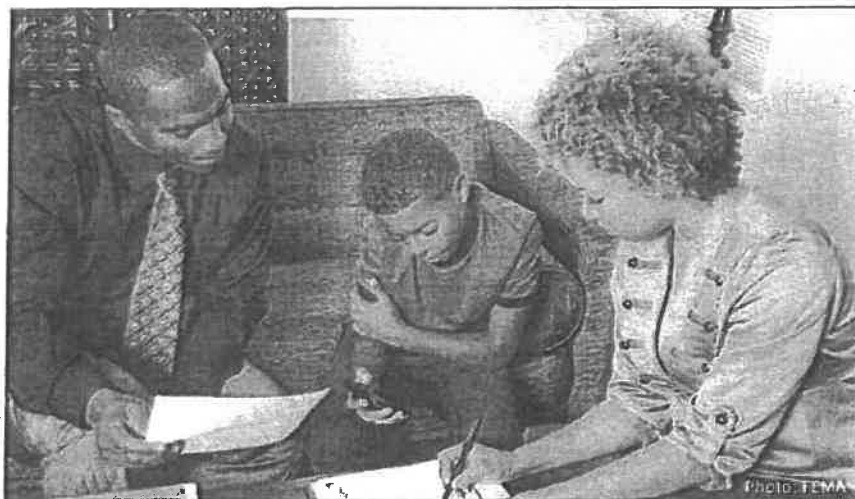
Severe Thunderstorm Archive

Lightning Safety

Flood Safety

Outreach and Education

Links and Partners



Find out what you can do before severe weather strikes. Preparation is key to staying safe and minimizing impacts.

- **Be Weather-Ready:** Check the forecast regularly to see if you're at risk for severe weather. Listen to local news or a [NOAA Weather Radio](#) to stay informed about severe thunderstorm watches and warnings. Check the [Weather-Ready Nation](#) for tips.
- **Sign Up for Notifications:** Know how your community sends warning. Some communities have outdoor sirens. Others depend on media and smart phones to alert residents to severe storms.
- **Create a Communications Plan:** Have a family plan that includes an emergency meeting place and related information. Pick a safe room in your home such as a basement, storm cellar or an interior room on the lowest floor with no windows. Get more ideas for a plan at: <https://www.ready.gov/make-a-plan>
- **Practice Your Plan:** Conduct a family severe thunderstorm drill regularly so everyone knows what to do if a damaging wind or large hail is approaching. Make sure all members of your family know to go there when severe thunderstorm warnings are issued. Don't forget pets if time allows.
- **Prepare Your Home :** Keep trees and branches trimmed near your house. If you have time before severe weather hits, secure loose objects, close windows and doors, and move any valuable objects inside or under a sturdy structure.
- **Help Your Neighbor:** Encourage your loved ones to prepare for severe thunderstorms. Take CPR training so you can help if someone is hurt during severe weather.



NATIONAL WEATHER SERVICE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Heat Cramps, Exhaustion, Stroke

[Weather.gov](#) > [Safety](#) > Heat Cramps, Exhaustion, Stroke

Safety
National Program

Heat Safety

Heat Watch vs
Warning

Heat Forecast
Tools

During a Heat
Wave

Heat Related
Illnesses

WRN

Heat Safety Resources

Heat Safety

Children, Pets and Vehicles

Seasonal Safety Campaign

Ultraviolet (UV) Safety

Games and Activities for Kids

Survivor Stories

Education and Outreach

Links and Partners

Heat Exhaustion

Heat Stroke

ACT FAST

- Move to a cooler area
- Loosen clothing
- Sip cool water
- Seek medical help if symptoms don't improve

Dizziness
Thirst
Heavy Sweating
Nausea
Weakness

Confusion
Dizziness
Becomes Unconscious

ACT FAST

CALL 911

- Move person to a cooler area
- Loosen clothing and remove extra layers
- Cool with water or ice

Heat stroke can cause death or permanent disability if emergency treatment is not given.

Heat exhaustion can lead to heat stroke.

Heat stroke can cause death or permanent disability if emergency treatment is not given.



Stay Cool, Stay Hydrated, Stay Informed!



During extremely hot and humid weather, your body's ability to cool itself is challenged. When the body heats too rapidly to cool itself properly, or when too much fluid or salt is lost through dehydration or sweating, body temperature rises and you or someone you care about may experience a heat-related illness. It is important to know the symptoms of excessive heat exposure and the appropriate responses. The Centers for Disease Control and Prevention (CDC) provides a list of warning signs and symptoms of heat illness, and recommended first aid steps. Some of these symptoms and steps are listed below.

Heat Cramps

Heat cramps may be the first sign of heat-related illness, and may lead to heat exhaustion or stroke.

- **Symptoms:** Painful muscle cramps and spasms usually in legs and abdomen and Heavy sweating.
- **First Aid:** Apply firm pressure on cramping muscles or gently massage to relieve spasm. Give sips of water unless the person complains of nausea, then stop giving water.

Seek immediate medical attention if cramps last longer than 1 hour.

Heat Exhaustion

- **Symptoms:** Heavy sweating, Weakness or tiredness, cool, pale, clammy skin; fast, weak pulse, muscle cramps, dizziness, nausea or vomiting, headache, fainting.
- **First Aid:** Move person to a cooler environment, preferably a well air conditioned room. Loosen clothing. Apply cool, wet cloths or have person sit in a cool bath. Offer sips of water. If person vomits more than once,

Seek immediate medical attention if the person vomits, symptoms worsen or last longer than 1 hour

Heat Stroke

- **Symptoms:** Throbbing headache, confusion, nausea, dizziness, body temperature above 103°F, hot, red, dry or damp skin, rapid and strong pulse, fainting, loss of consciousness.
- **First Aid:** Call 911 or get the victim to a hospital immediately. Heat stroke is a severe medical emergency. Delay can be fatal. Move the victim to a cooler, preferably air-conditioned, environment. Reduce body temperature with cool cloths or bath. Use fan if heat index temperatures are below the high 90s. A fan can make you hotter at higher temperatures. Do NOT give fluids.

Using a fan to blow air in someone's direction may actually make them hotter if heat index temperatures are above the 90s. For more information on all of these heat related illnesses, see the [Centers for Disease Control and Prevention \(CDC\)](#) site.



Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • www.khsaa.org • (859)299-5472 (859)293-5999 (fax)

KENTUCKY MEDICAL ASSOCIATION / KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION PROCEDURE FOR AVOIDING HEAT INJURY / ILLNESS THROUGH ANALYSIS OF HEAT INDEX AND RESTRUCTURING OF ACTIVITIES AND RECOMMENDATIONS FOR COOLING METHODS DUE TO HEAT RELATED ILLNESS

Complete listing of support documents available at <http://www.khsaa.org/sportsmedicine/>

Original Procedure Made by the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports to and for the Kentucky High School Athletic Association and adopted by the KHSAA Board of Control as recommendation for all schools, May, 2002

On site Procedures Revised by KHSAA Board of Control, February 13, 2003

On site procedures further Revised and Made Mandatory for all schools by the KHSAA Board of Control, May, 2005

On site procedures further revised with respect to testing instruments, March, 2007

Cooling Procedures Modified as Recommended by Kentucky Medical Association, June, 2009

Heat Index Expanded to Spring Sports, August, 2010

INTRODUCTION

Following months of study, after one year of implementation and in an effort to help protect the health and safety of student-athletes participating in high school sports, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports issued a recommended procedure to the Kentucky High School Athletic Association for immediate implementation in 2002. This procedure called for the determination of the Heat Index (using on site devices to measure Temperature and Relative Humidity), and a guideline for activity to be conducted at that time based on the Heat Index reading. Though other procedures and measurements were considered, the application of the Heat Index appeared to be most readily implementable on a state wide basis, and appeared to be reliably tested in other areas.

Through the first five years of use of the procedure, minor adjustments were made in the reporting requirements, and the on site devices to be used. In May, 2005, the Board of Control through its policies directed that all member school comply with the testing and reporting requirements. In October, 2006, the member schools of the Association overwhelming approved at their Annual Meeting, a proposal to make such reporting not simply a Board of Control policy, but a school supported and approved Bylaw as it approved Proposal 9 to amend KHSAA Bylaw 17 (full details are available at <http://www.khsaa.org/annualmeeting/20062007/annualmeetingproposals20062007.pdf>)

In March, 2007, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports recommended the elimination of all devices with the exception of the Digital Sling Psychrometer as a means of measuring at the competition/practice site.

In June, 2009, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports recommended that specific cooling procedures, including the practicing in the event of an emergency, be implemented at the local school level.

In August, 2010, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports recommended that the heat index monitoring procedures apply to the sports played in the spring in Kentucky's high schools.

Each of these recommendations were adopted by the KHSAA Board of Control.

GENERAL PROCEDURE

The procedure calls for the determination of the Temperature and Relative Humidity at the practice / contest site using a Digital Sling psychrometer. It is important to note that media-related temperature readings (such as the Weather Channel, local radio, etc.), or even other readings in the general proximity are not permitted as they may not yield defensible results when considering the recommended scale. The readings must be made at the site.

Neither the KHSAA nor KMA has endorsed any particular brand of psychrometer and receives no endorsement fee or other consideration for any device sold. There are several models on the market that will properly perform the functions, including companies such as Medco and others. The KHSAA or your local Certified Athletic Trainer has easy access to catalogs with this type of equipment. In addition, the KHSAA web site has a variety of links to various dealers.

INDOOR AND OUTDOOR VENUES

While much of the original discussion concerning this package centered on outdoor sports, the Kentucky Medical Association Committee on Physical Education and Medical Aspects of Sports has advised the KHSAA that indoor sports, particularly in times of year or facilities where air conditioning may not be available, should be included in the testing. Such has been approved by the Board of Control as policy requirement. The recommendations contained in this package clearly

cover both indoor and outdoor activity, as well as contact and non-contact sports.

PROCEDURE FOR TESTING

- Thirty (30) minutes prior to the start of activity, temperature and humidity readings should be taken at the practice / competition site.
- The information should be recorded on KHSAA Form GE20 and these records shall be available for inspection upon request. All schools will be required to submit this form in either a paper or electronic form.
- The temperature and humidity should be factored into the Heat Index Calculation and Chart and a determination made as to the Heat Index. If schools are utilizing a digital sling psychrometer that calculates the Heat Index, that number may be used to apply to the regulation table.
- If a reading is determined whereby activity is to be decreased (above 95 degrees Heat Index), then re-readings would be required every thirty (30) minutes to determine if further activity should be eliminated or preventative steps taken, or if an increased level of activity can resume.
- Using the following scale, activity must be altered and / or eliminated based on this Heat Index as determined –

Under 95 degrees Heat Index	<ul style="list-style-type: none"> ❖ All sports <ol style="list-style-type: none"> (1) Water should always be available and athletes be able to take in as much water as they desire; (2) Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group; (3) Have towels with ice for cooling of athletes as needed; (4) Watch/monitor athletes carefully for necessary action; and (5) Re-check temperature and humidity every 30 minutes if temperature rises in order to monitor for increased Heat Index.
95 degrees to 99 degrees Heat Index	<ul style="list-style-type: none"> ❖ All sports <ol style="list-style-type: none"> (1) Water should always be available and athletes should be able to take in as much water as they desire; (2) Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group. In sports or sport-activities with multiple simultaneous contests or practices, the required monitoring and rest breaks shall be taken at the same time for all contests or practices; (3) Have towels with ice for cooling of athletes as needed; and (4) Watch/monitor athletes carefully for necessary action. ❖ Additional Steps for Contact sports and activities with additional required protective equipment: <ol style="list-style-type: none"> (1) Helmets and other required equipment (by rule) should be removed when athlete not directly involved with competition, drill or practice, and it is not otherwise required by rule; (2) Reduce time of outside activity. Consider postponing practice to later in the day; and (3) Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index. (3) Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.
100 degrees (above 99 degrees) to 104 degrees Heat Index	<ul style="list-style-type: none"> ❖ All sports <ol style="list-style-type: none"> (1) Water should always be available and athletes should be able to take in as much water as they desire; (2) Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group. In sports or sport-activities with multiple simultaneous contests or practices, the required monitoring and rest breaks shall be taken at the same time for all contests or practices; (3) Have towels with ice for cooling of athletes as needed; (4) Watch/monitor athletes carefully for necessary action; (5) Alter uniform by removing items if possible and permissible by rules; (6) Allow for changes to dry T-shirts and shorts by athletes at defined intervals; (7) Reduce time of outside activity as well as indoor activity if air conditioning is unavailable; and (8) Postpone practice to later in day. ❖ Additional Steps for Contact sports and activities with additional required protective equipment: <ol style="list-style-type: none"> (1) If helmets or other protective equipment are required to be worn by rule or normal practice, suspend practice or competition immediately and resumption may not occur until the index is 99 degrees or below; (2) For sports that do not have mandatory protective equipment, reduce time of outside activity and consider postponing practice to later in the day; and (3) Re-check temperature and humidity every 30 minutes to monitor for changes in Heat Index.
Above 104 degrees Heat Index	<ul style="list-style-type: none"> ❖ All Sports <ol style="list-style-type: none"> (1) Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.
Continual Usage and Monitoring	<ol style="list-style-type: none"> a) This procedure is to be used until such time as the temperature is below 84 degrees as no combination of heat and humidity at that level will result in a need to curtail activity. b) The KHSAA will use September 15 as the standard date for the recording of the Heat Index

- This procedure is to be used until such time as the temperature is below 84 degrees as no combination of heat and humidity at that level will result in a need to curtail activity. The KHSAA will use September 15 as the standard date

for the return of the Heat Index forms in the fall, and April 15 as the start date in the spring but reminds its member schools that the monitoring shall continue until such a time that no combination of heat and humidity at that level will result in a need to curtail activity.

SUMMARY OF HEAT INDEX MONITORING RECOMMENDATIONS

Though much more scientific information and other alternative methods for determining Heat Index and participation restrictions are being studied, these initial steps should help ensure the health and safety of the participants in high school sports. Adherence to these guidelines represents a conscious effort by the interscholastic community to emphasize health and safety on a much higher level than any loss of competitive preparation. Any further revisions or enhancements will be distributed to the members of the KHSAA.

COOLING METHODS DUE TO HEAT RELATED ILLNESS

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. 3 athletes have died of EHS in Kentucky in the past 5 years. The majority of medical evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. This paper contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that the school and school officials:

- Establish a written plan for emergency treatment of EHS, and conduct drills in the implementation of the plan
- Know how to assess environmental conditions and determine when extreme conditions exist
- Identify a specific spot at the athletic facility that has shade
- Have immediate access to ice and bags to contain ice
- Have access to water, and provide water breaks as outlined in the KMA/KHSAA Heat Illness and Prevention Policy
- Know the most effective sites for application of ice to the body

It is highly desirable that the school and school officials

- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before practice or game, to be used in body immersion for maximal cooling, and how have personnel trained in this technique.

It is desirable that schools and school officials:

- Have a certified athletic trainer (AT,C) on staff to develop and implement these guidelines
- Have immediate access to water
- Provide shade breaks
- Provide fans when environmental conditions are determined to be extreme
- Have close access to an air conditioned room
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck

REFERENCES

1. Binkley HM et al. NATA Position statement: Exertional heat illness. J Ath Training 2002; 37: 329- 343.
2. Casa DJ et al. Survival strategy: Acute treatment of exertional heat stroke. J Strength Conditioning Res 2006; 20: 462.
3. Armstrong LE et al. ACSM position stand: Exertional heat illness during training and competition. Med Sci Sports Exerc 2007; 41: 556- 572

Heat Index Calculation and Chart Temperature (in Fahrenheit)

Relative Humidity at Site

	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99
100	84	87	91	95	99	103	107	112	116	121	126	132	137	143	149	155	161	168	174	181	188
99	84	87	91	94	98	102	106	111	116	120	125	131	136	142	147	153	160	166	172	179	186
98	84	87	90	94	98	102	106	110	115	120	124	130	135	140	146	152	158	164	171	177	184
97	84	87	90	94	97	101	105	110	114	119	124	129	134	139	145	151	157	163	169	176	182
96	83	87	90	93	97	101	105	109	113	118	123	128	133	138	144	149	155	161	167	174	180
95	83	86	90	93	97	100	104	108	113	117	122	127	132	137	142	148	154	160	166	172	179
94	83	86	89	93	96	100	104	108	112	116	121	126	131	136	141	147	152	158	164	170	177
93	83	86	89	92	96	99	103	107	111	116	120	125	130	135	140	145	151	157	162	169	175
92	83	86	89	92	95	99	103	106	111	115	119	124	129	133	139	144	149	155	161	167	173
91	83	86	89	92	95	98	102	106	110	114	118	123	127	132	137	143	148	154	159	165	171
90	83	86	88	91	95	98	102	105	109	113	117	122	126	131	136	141	147	152	158	164	170
89	83	85	88	91	94	98	101	105	109	113	117	121	125	130	135	140	145	151	156	162	168
88	83	85	88	91	94	97	101	104	108	112	116	120	125	129	134	139	144	149	155	160	166
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28	78	79	80	80	81	82	83	84	84	85	86	88									

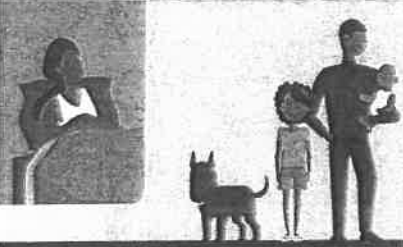
Heat Index Calculation and Chart

ACTIVITY CESSATION CHART

UNDER 95 DEGREES HEAT INDEX OR WBGT 86.9 AND BELOW
<p>a) All sports</p> <ol style="list-style-type: none"> (1) Water should always be available and athletes be able to take in as much water as they desire; (2) Optional water breaks every 30 minutes for 10 minutes in duration to allow hydration as a group; (3) Have towels with ice for cooling of athletes as needed; (4) Watch/monitor athletes carefully for necessary action; and (5) Re-check temperature and humidity every 30 minutes if temperature rises in order to monitor for increased Heat Index.
95 TO 99 DEGREE HEAT INDEX 95 DEGREES TO 99 DEGREES HEAT INDEX OR WBGT 87.0 TO 89.9
<p>A) ALL SPORTS</p> <p>a) All sports</p> <ol style="list-style-type: none"> (1) Water should always be available and athletes should be able to take in as much water as they desire; (2) Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group. In sports or sport-activities with multiple simultaneous contests or practices, the required monitoring and rest breaks shall be taken at the same time for all contests or practices; (3) All breaks shall be taken in areas outside of direct sunlight; (4) Have towels with ice for cooling of athletes as needed; and (5) Watch/monitor athletes carefully for necessary action. <p>b) Additional Steps for Contact sports and activities with additional required protective equipment:</p> <ol style="list-style-type: none"> (1) Helmets and other required equipment (by rule) should be removed when athlete not directly involved with competition, drill or practice, and it is not otherwise required by rule; (2) Reduce time of outside activity. Consider postponing practice to later in the day; and (3) Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index.
100 DEGREES (ABOVE 99) TO 104 DEGREES HEAT INDEX OR WBGT BETWEEN 90.0 AND 91.9
<p>a) All sports</p> <ol style="list-style-type: none"> (1) Water should always be available and athletes should be able to take in as much water as they desire; (2) Mandatory water breaks every 30 minutes for 10 minutes in duration to allow for hydration as a group. In sports or sport-activities with multiple simultaneous contests or practices, the required monitoring and rest breaks shall be taken at the same time for all contests or practices; (3) All breaks shall be taken in areas outside of direct sunlight; (4) Have towels with ice for cooling of athletes as needed; (5) Watch/monitor athletes carefully for necessary action; (6) Alter uniform by removing items if possible and permissible by rules; (7) Allow for changes to dry T-shirts and shorts by athletes at defined intervals; (8) Reduce time of outside activity as well as indoor activity if air conditioning is unavailable; and (9) Postpone practice to later in day. <p>b) Additional Steps for Contact sports and activities with additional required protective equipment:</p> <ol style="list-style-type: none"> (1) If helmets or other protective equipment are required to be worn by rule or normal practice, suspend practice or competition immediately and resumption may not occur until the index is 99 degrees or below; (2) For sports that do not have mandatory protective equipment, reduce time of outside activity and consider postponing practice to later in the day; and (3) Re-check temperature and humidity every 30 minutes to monitor for changes in Heat Index.
ABOVE 104 DEGREES HEAT INDEX OR OVER 92 WBGT
<p>a) All sports</p> <ol style="list-style-type: none"> (1) Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.
CONTINUAL USAGE AND MONITORING
<p>a) This procedure is to be used until such time as the temperature is below 84 degrees as no combination of heat and humidity at that level will result in a need to curtail activity.</p> <p>b) The KHSAA will use September 15 as the standard date for the recording of the Heat Index forms in the fall, and April 15 as the start date in the spring.</p> <p>c) Member schools should remember that the monitoring shall continue any time that a combination of heat and humidity at that level could result in a need to curtail activity (an ambient temperature of 83 degrees or higher).</p>

Isolate and take precautions if you have or suspect you have COVID-19

ISOLATION



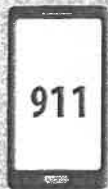
Stay home and away from others

Wear a high-quality mask if you must be around others

Start counting days

Day 0 is the day your symptoms started

If you never had symptoms, day 0 is the day you took a COVID-19 test



Watch for emergency warning signs, like trouble breathing

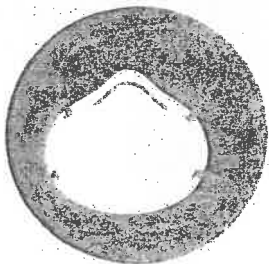
Seek help if they develop



AFTER ISOLATION

Until at least day 11, avoid being around people who are more likely to get very sick

Wear a high-quality mask when around others indoors



Removing your mask

After ending isolation, wear your mask through day 10

OR

Take 2 antigen tests, 48 hours apart

If both tests are negative, you may remove your mask sooner than day 10



ENDING ISOLATION

Isolate to day 6 or later, if you

- never had symptoms or symptoms are improving, and
- are fever-free for 24 hours without the use of fever-reducing medication



Continue to isolate if your fever persists or other symptoms have not improved

Isolate through day 10, if you experienced moderate illness, like shortness of breath or difficulty breathing

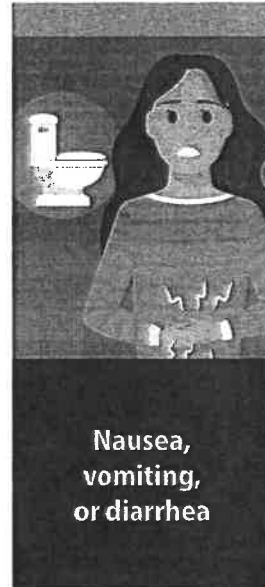
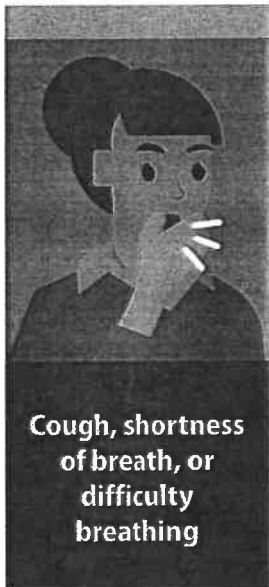
Isolate through day 10 and talk with a healthcare provider before you end isolation, if you

- were hospitalized, or
- have a weakened immune system



Symptoms of COVID-19

Know the symptoms of COVID-19, which can include the following:



If you are experiencing any of these symptoms, get tested for COVID-19.

Symptoms can range from mild to severe and appear 2–14 days after you are exposed to the virus that causes COVID-19.

**Seek medical care immediately if you or someone you know has
Emergency Warning Signs of COVID-19:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Difficulty waking or staying awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

This is not a list of all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

National Standards for Youth Sports

Complied by the National Alliance for Youth Sports



NAYS | National
Alliance for
Youth Sports

2017 Edition
nays.org

An Introduction to the Updated National Standards for Youth Sports



The National Alliance for Youth Sports (NAYS) is pleased to release this revised edition of the National Standards for Youth Sports. The original version of the National Standards for Youth Sports were released in 1987 to

provide direction for parents to follow when developing and administering youth sports for children. Then in 2008 an updated edition was released after a dedicated group of professional youth sports administrators convened during the International Youth Sports Congress in Orlando, Florida to re-examine the Standards amid the evolving youth sports environment.

In late 2016, after a comprehensive review and analysis by members of the Certified Youth Sports Administrators (CYSA) Leadership Team, this new edition was presented at the NAYS Youth Sports Congress to provide the CYSAs with an opportunity to provide input and address a variety of topics that currently affect the delivery of youth sports programs. This new edition reflects the consensus of this group to restructure this document into four Core Areas that now have specific and implementable standards within each Core Area. The Standards within each Core Area provide a framework by which youth sports programs should be designed and executed.

The original edition was focused on parents and the role of parents within the youth sports landscape; while today the National Standards for Youth Sports serve as the blueprint for how recreational youth sports providers can meet the needs of all their participants. The National Standards for Youth Sports place in motion guidance for league and program administrators to implement to ensure the best possible youth sports experience for all.

In addition to the four Core Areas and the specific Standards within each, we have included three additional sections that provide information for professional youth sports administrators, volunteers and parents to explain what the National Standards for Youth Sports specifically mean to each group.

The National Standards for Youth Sports are designed as a resource for existing organized youth sports programs. While the Standards focus specifically on recreational youth sports programs, they are applicable in a variety of sports settings to ensure safe, positive and child-centered experiences.

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**For more information about the National
Standards for Youth Sports contact:**

800-688-KIDS
www.nays.org

Core Area #1

Child Centered Policies and Philosophies

Historically, many organized youth sports programs have been modeled after adult-oriented programs using rules, skill expectations and competitive requirements replicated from high school, college and professional levels. Today, recreational and developmental programs must be designed and administered so that every child, regardless of their abilities, has an opportunity to have a positive youth sports experience from their participation. To ensure the positive benefits of participation, youth sports programs must embrace a common philosophy.



Standards:

1. Programs should be guided by a written mission statement that provides a foundation for the program's purpose and goals.
2. Programs should be organized using the following guidelines, although modification can be made when total participation numbers are low:
 - a. Developmental Programs for children 6 years old and under:
 - **Focus:** Motor skill development, concentration on fundamentals with no offensive or defensive schematics and an introduction of team sports.
 - **Practice/Games:** Limited to a maximum of one hour per day, two times a week.
 - **Scores/Standings:** No scores or standings kept.
 - **Coaches:** Permitted on playing surface.
 - **Competitive/Tournament Play:** Not recommended.
 - b. Instructional Sports Programs for children 7 and 8 years old:
 - **Focus:** Skill development, concentration on fundamentals, basic concepts of rules and basic offensive or defensive schematics.
 - **Practice/Games:** Limited to a maximum of one hour per day, three times a week.
 - **Scores/Standings:** Encouraged not to keep.
 - **Coaches:** Permitted on playing surface.
 - **Competitive/Tournament Play:** Not recommended.
 - c. Organizational Programs for children 9 and 10 years old:
 - **Focus:** Skill development, concentration on fundamentals, progressive introduction to simple offensive or defensive schematics and introduction of internal competition.
 - **Practice/Games:** Limited to a maximum of one hour per day, three times a week.
 - **Scores/Standings:** Kept but not emphasized.
 - **Coaches:** Not permitted on playing surface.
 - **Competitive/Tournament Play:** Permitted but not emphasized.
 - d. Skill Enhancement for children 11 years old and above:
 - **Focus:** Continue skill development, concentration on fundamentals with progressive introduction of offensive or defensive schematics and an introduction of more competitive play.
 - **Practice/Games:** Limited to a maximum of 1.5 hours per day, three times a week.
 - **Scores/Standings:** Kept but encouraged not to emphasize.
 - **Coaches:** Not permitted on playing surface.
 - **Competitive/Tournament Play:** Permitted but not emphasized.

(continued)

Core Area #1 Child Centered Policies and Philosophies (continued)

3. Programs must establish and abide by written policies and procedures to ensure consistency. These written policies should:
 - a. Be made available to everyone in a variety of formats and languages.
 - b. Be reviewed, evaluated and, if necessary, updated annually.
 - c. Include a non-discrimination and reasonable accommodation policy that ensures participation for all children.
 - d. Encourage inclusive programming and make reasonable accommodations to attract children with disabilities to participate.
 - e. Include sportsmanship policies that clearly state zero tolerance policies for bullying, child abuse, inappropriate behaviors and/or violence of participants, coaches, officials, volunteers, parents or other spectators. An enforcement plan and disciplinary procedures should also be addressed.
 - f. Implement a code of conduct that includes positive expectations and describes unacceptable behaviors for everyone involved in youth sports, including administrators, coaches, parents and participants.
 - g. Maximize playing time for all by establishing a minimum play rule/policy.
 - h. Adapt appropriate roster sizes, rules, equipment and fields based on the age of the participants.
 - i. Encourage and instruct coaches to allow participants to experience a variety of positions and situational play.
 - j. Establish methods to ensure balanced teams, including no cut policies so all children can participate in recreational programs.



4. Programs, parents and coaches should encourage participation in a variety of youth activities in addition to sports, paying careful attention not to specialize or participate year-round in only one activity or sport.
5. Programs should communicate to all administrators, officials, coaches, parents, players and spectators that they are responsible for providing a positive environment. This should include:
 - a. Promotion of fair play, respect for the game and graciousness in losing and winning.
 - b. Before and/or after each game, participants should be required to participate in the "hand-shake" ritual that is monitored by coaches and officials.



Core Area #2 Volunteers

Volunteers are crucial to the delivery of youth sports programs. Youth sports providers must be selective when choosing volunteers since parents are entrusting their children to the adults running the youth sports league. Consistent and comprehensive screening strengthens the organization's protective shield. To ensure that everyone involved strives to make the youth sports program safe, positive and fun for all children, all administrators, coaches and parents must receive information about the program's philosophy, policies and procedures, as well as specific knowledge required for each position. By holding everyone accountable for their behaviors, high quality programming can be ensured.

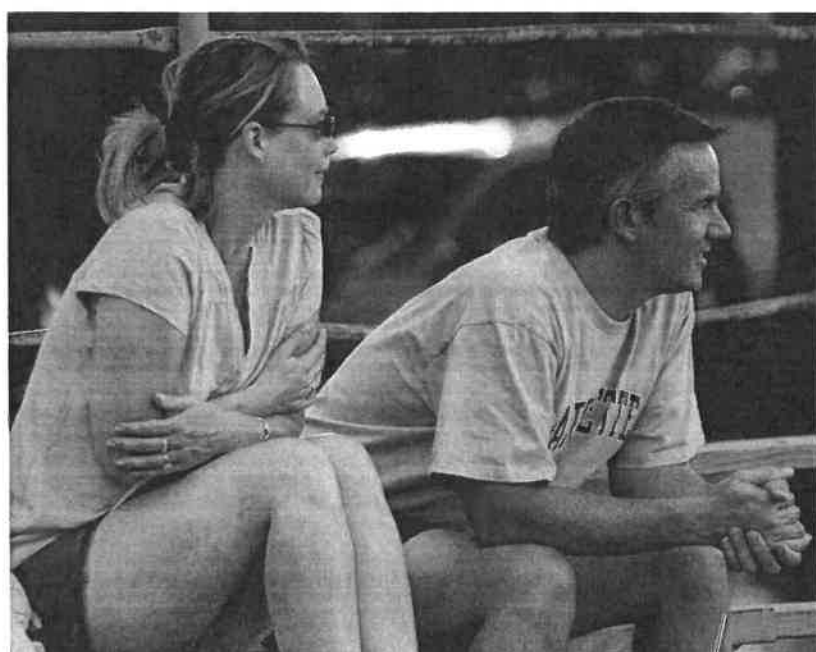
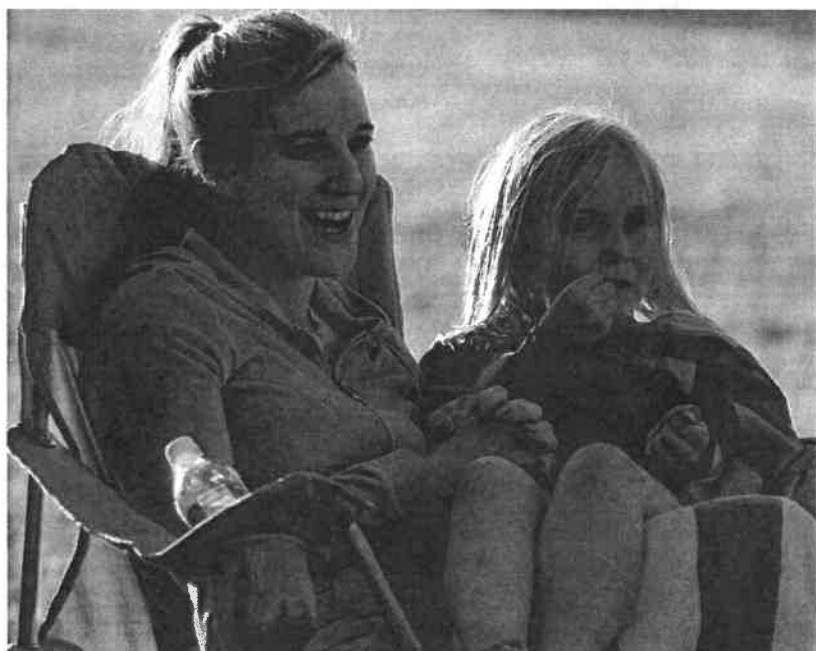


Standards:

1. Parents, coaches and volunteers should be provided written information that outlines the program's purpose, as well as all policies relating to volunteers including:
 - a. A positive recruitment policy that encourages the recruitment and selection of qualified women and men, regardless of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender, gender identity and expression, veteran status, and any other characteristic protected under applicable federal or state law.
 - b. A written screening policy should be included in policies and procedures.
 - c. A written job description outlining duties and responsibilities should be available for every position. Job descriptions should be read, signed, dated and kept on file to ensure an understanding of the position and the league's expectations.
2. Volunteers should be required to complete and sign an application form.
3. Volunteer positions should be filled after interviews are conducted, references checked and criminal histories are checked.
4. Programs should develop procedures and identify disqualifiers to determine what makes a volunteer ineligible.
5. Coaches must complete concussion prevention training.
6. Coaches and staff should be trained in the following areas: a general introduction to coaching youth sports; sport-specific coaching information; the emotional needs of children; safety; injury prevention and first aid; conditioning; hydration and nutrition; teaching proper sports techniques; including all children; child abuse prevention; bullying prevention; and drug, alcohol and tobacco prevention.
7. Volunteers should be provided the zero tolerance policies for bullying, child abuse and violence. Coaches should mandate positive sportsmanship among players, coaches, parents and spectators.
8. Coaches should continually gain general and sports specific coaching skills.
9. Programs should be encouraged to provide additional educational resources for coaches and parents to assist them in providing the best possible youth sports experience for each child.
10. All volunteers should be required to annually sign a code of conduct pledging their commitment to provide enjoyable, healthy youth sports experiences.
11. Programs should establish an accountability procedure and a disciplinary process to remove anyone who does not abide by its policies.

Core Area #3 Parents

Parents are one of the key components to their child's youth sports experiences. Parents/guardians must take an active and positive role in their child's youth sports experiences. Programs should encourage parents to be caring and active in their child's youth sports experiences by providing positive support as a spectator, coach and league administrator.



Standards:

1. Parents should be required to attend a league orientation meeting at a minimum of once a year. The orientation should cover the following areas: youth sports philosophy; program goals; expected behaviors and responsibilities; and sport specific information.
2. Teams should have a minimum of one team/parents' meeting at the beginning of each sports season.
3. Parents should demonstrate their commitment to their child's sports experience by annually signing a parental code of conduct that includes disciplinary action for failing to abide by the code of conduct.
4. A child should not be able to attend practices and games if their parent/guardian refuses to sign the parental code of conduct.
5. All parents and spectators should provide a positive environment for players, coaches and other spectators. Failure to provide a positive environment will result in disciplinary action as written in the policies.
6. Parents should familiarize themselves with the sports specific information, including the rules of the game.
7. Programs should maintain open communication channels with parents through newsletters, league meetings, website and email.
8. Programs should promote parental involvement in such roles as coach; team manager; fund-raiser; league administrator/manager; assistant and/or fan.
9. Parents and participants should be provided opportunities to evaluate their child's sports experiences.
10. Parents should be provided opportunities to evaluate their child's experiences, including coaching and administration.

Core Area #4 Safe Playing Environment

Youth sports programs must provide safe playing facilities and equipment, healthful playing situations and be ready for emergencies, should the need arise. Children participating in youth sports are exposed to a variety of risks that are simply a part of the game. It is important for programs to take every precaution to protect participants from dangerous situations and in the event of an accident or emergency, everyone must be prepared to respond appropriately.

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Professional Youth Sports Administrators

What the National Standards for Youth Sports Mean to YOU

Overseeing recreational youth sports programs at the local level can be complicated when there are multiple organizations offering a variety of sports, varying levels of leadership and differing views on what youth sports is all about. The National Standards for Youth Sports are a great resource to help you offer safe and positive youth sports experiences. They represent what respected professionals around the country believe is the best way to provide top-quality sports programs for children.

You should actively share these Standards with everyone in your organization as well as all local recreational youth sports organizations that you encounter since these were created with children's best interests in mind. These Standards provide guidance, specific policies and support for numerous topics that must be addressed by all recreational youth sports offerings.

Our professional duty is to adhere to the National Standards for Youth Sports and to encourage everyone (other professionals, volunteers and parents) to do their best to follow the Standards – as a way to ensure that all children enjoy participating in a positive environment where they will learn new skills, and have a safe and fun-filled experience.



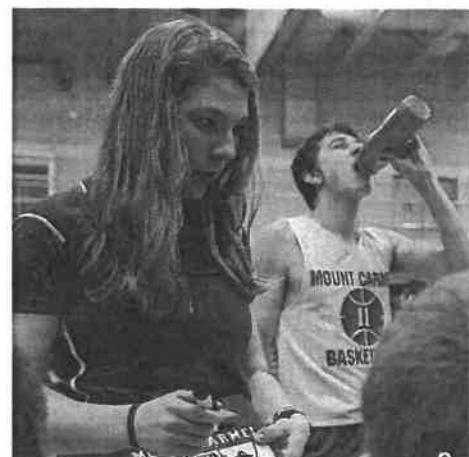
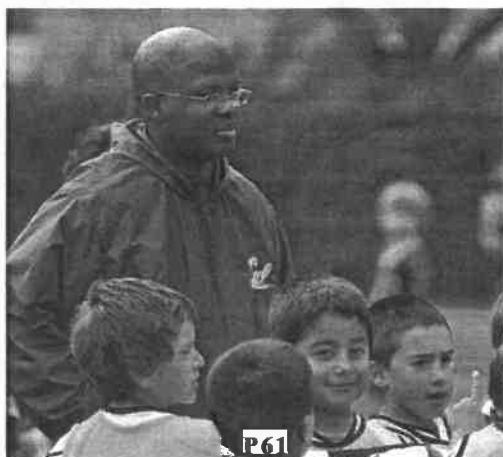
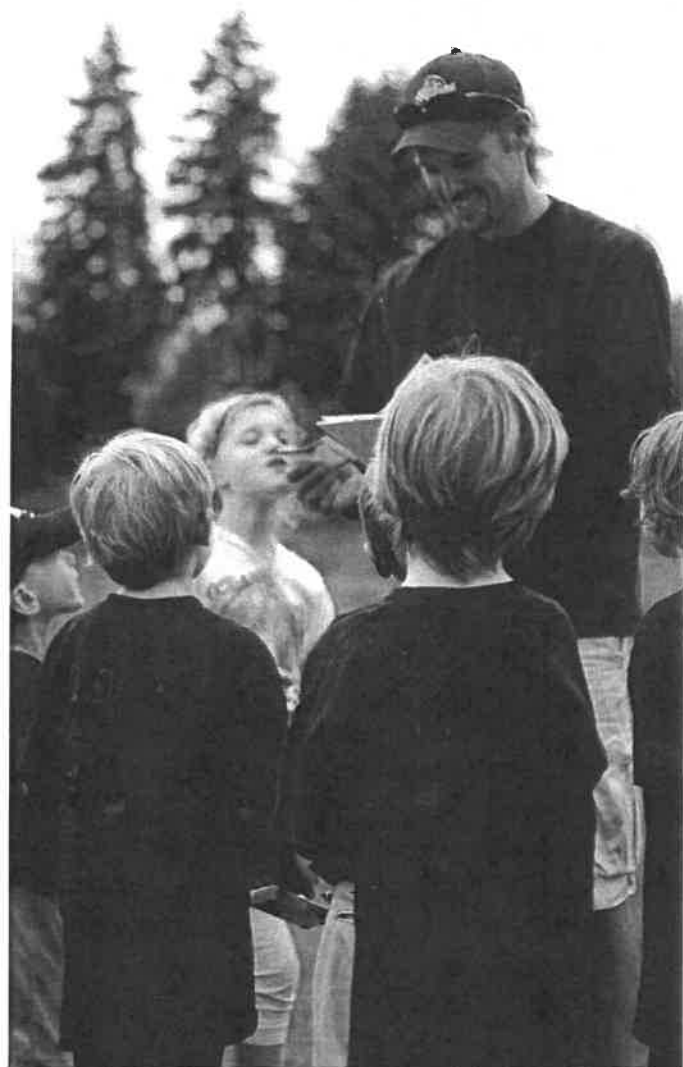
Volunteers

What the National Standards for Youth Sports Mean to YOU

As a volunteer in youth sports, you are commended for stepping forward to work with a group of children because there are few endeavors in life more worthwhile. Whether you are a coach, a board member, a team parent or a volunteer in any other capacity, you are in a special position to impact the lives of children in so many areas. Your influence extends far beyond simply helping them learn and progress in their respective sport, so it's of paramount importance that you take great care to approach your role with diligence.

One of the best ways you can prepare yourself is to review the National Standards for Youth Sports. The Standards place in motion a national policy for children's sports. They serve as a blueprint for all youth sports programs and must be incorporated into the delivery of every youth sports experience to best ensure that the needs of every child are met.

Regardless of your role as a volunteer, your organization has the responsibility to meet the needs of every child who participates. As you review the Standards – keep in mind that these represent what being involved in youth sports is all about. By making a commitment to implement these Standards, you'll greatly increase the likelihood that the youth sports environment provides a positive and rewarding experience for the participants.



Parents

What the National Standards for Youth Sports Mean to YOU

Participation in youth sports provides children with an opportunity to gain many valuable life skills and develop an appreciation for physical fitness, all of which can lead to a lifetime of healthy activity. This can only occur, though, when organized sports programs are designed and administered to ensure a safe, positive and fun environment for everyone.

The National Standards for Youth Sports place in motion a national policy for children's sports. These Standards serve as a blueprint for all youth sports programs and must be incorporated into the delivery of every youth sports experience to best ensure that the needs of every child are met.

As a parent of a youngster involved in youth sports, you have a responsibility to make sure that your child is enrolled in a program that adheres to the Standards. Prior to signing your child up for a sport it's important that you review the Standards so when you're taking a look at how the program operates you can be sure that it is a good fit for your child.

Remember, you have the right to expect and demand that the recreation agency and/or youth sports program understands the Standards. You also have the right to ask that these Standards are incorporated into their programs so that all children are given the best opportunity for a memorable season that they'll look back on for years to come for all the right reasons.



ACKNOWLEDGEMENTS

These National Standards for Youth Sports are intended to be used by every recreational youth sports program in the nation! The National Alliance for Youth Sports (NAYS), America's leading advocate for safe, positive and fun youth sports experiences, has continually taken a leadership role to assimilate and share best practices.

Special appreciation is extended to Rance Gaede (City of Tamarac, Florida) and Tory Miller (City of Raleigh, North Carolina) who are both members of the CYSA Leadership Team and took a lead on facilitating the re-examination of the National Standards for Youth Sports. Also, a special thank you to the entire CYSA Leadership Team for their contributions to this important update.

NAYS also wishes to pay tribute to the countless number of Certified Youth Sports Administrators (CYSA) whose professional input helped to ensure that these reflect the current recreational youth sports landscape. We thank every youth sports professionals who lent their time and provided input for these Standards.



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