2009

COBB COUNTY PARKS, RECREATION & CULTURAL AFFAIRS

Park User Handbook

WORKING TOGETHER TO MAKE COBB BETTER!

Cobb County...Expect the Best!

Park User Handbook

Acknowledgement Form

I hereby confirm the reading and full understanding of this document and agree to follow and abide by all the guidelines and stipulations as set forth in this document. I will also insure that all individuals acting on behalf of the

Organization Name: _____

are aware of and are in full understanding and agreement with the terms and conditions of this document.

Signature: _____
Organization President

Date: _____

Introduction

Letter from the Director

Organizational Structure

Role of the Athletic Coordinator

Introduction

The Cobb County Parks, Recreation & Cultural Affairs Department is committed to provide programs and leisure services of the highest quality & safety to the residents of Cobb County. To insure that all programs operated by our volunteer organizations are consistent with department policies & procedures as well as local, state, & national standards for recreation, this handbook is designed to answer questions and provide concise information as to what is expected and required from volunteer organizations by the department as well as the responsibilities the department assumes in providing a service to you.

This handbook is a reference for any volunteer organization permitted by Cobb County Parks, Recreation, & Cultural Affairs to utilize the department's facilities for the purpose of conducting recreational programs. It supplements the requirements listed in your park use agreement signed by your representative and the director of CCPRCA.

Any questions or concerns from the information contained within this handbook are to be immediately directed to your zone Athletics Coordinator or Athletics Manager.

Definition of a Volunteer

A volunteer is someone that gives his/her time, talent, energy, skills, common sense, and experience for which they receive no financial compensation. Volunteering is giving freely of oneself out of the concern and belief that we share the responsibility for others in the community. Volunteering is essential to a society which is dynamic and free.

Contributions of a Volunteer

- ✓ Better service delivery
- ✓ Access to additional expertise
- ✓ Increase contact with the community
- ✓ Increase assistance to citizens
- ✓ "Sense of belonging" to quality municipal government

Parks, Recreation and Cultural Affairs

1792 County Services Pkwy

Marietta, Ga. 30008

Eddie Canon

Phone: (770) 528-8800 Fax: (770) 528-8814 ***DIRECTOR***

Dear Volunteer Organization Officers and Board Members,

The Cobb County Parks, Recreation and Cultural Affairs Department would like to thank you for your role in helping provide quality recreation programs in Cobb County. Without your organization's cooperation and assistance it would be impossible to have attained the high standard of programming that is currently available to Cobb County residents.

Volunteer Organizations provide a very valuable service to the community by furnishing governing bodies that organize volunteers to administer the various activities and programs that make up recreation programming. Through the use of volunteers, these programs and activities are made available to the public at minimal cost and with structured supervision.

The Cobb County Parks, Recreation & Cultural Affairs Department is committed to a partnership with all of our Volunteer Organization members. Our ultimate goal is to provide a spectrum of the best programs and activities to our citizens. We recognize the fact that input from our Volunteer Organizations is a vital part of this mission.

The Cobb County Parks, Recreation & Cultural Affairs Department has a strong concern for the safety of our volunteers and park users. Our goal is to make sure that our facilities are kept clean, well lighted, that all of our buildings and equipment are checked and regularly maintained, and that our facilities are regularly patrolled by the police department/park rangers. We ask that you, the user, help us in this goal by notifying us immediately of unsafe conditions that may arise during the use of our facilities—first by phone, then in writing on the forms enclosed in this handbook for that purpose.

This handbook is intended to help volunteers, registrants, participants, and patrons ensure the quality and safety of our volunteer recreation programs. It will help answer questions as well as give more concise information as to what is expected and needed by the Cobb County Parks, Recreation & Cultural Affairs staff while working with the various organizations. It will also identify for the organization, responsibilities the department assumes in providing a service to you. All of this is with the intent of forming an amicable **RELATIONSHIP** between the department and the organization.

Before a written agreement can be executed, all information in this handbook must be read and understood by both parties. This is to ensure that the organizations, as well as the department, are aware of what each expects of the other upon entering into this agreement and therefore, being accountable for the proper administration of these assigned responsibilities.

If you have any further questions, please contact Jeff Crowder, Athletics Manager at 770-528-8821.

Sincerely,

Eddie Canon
Director

Organizational Structure of the Cobb County Parks, Recreation, & Cultural Affairs

Administration

Staff	Office Phone	Email Address
Director		
Eddie Canon	**770-528-8800**	**ecanon@cobbcounty.org**
Director/Recreation Services		
Terrence Ramsey, CPRP	**770-528-8806**	**tramsey@cobbcounty.org**
Director/Operations		
Benji Brumbeloe	**770-528-8827**	**bbrumbeloe@cobbcounty.org**
Director/Cultural Affairs		
Elizabeth Weaver	**770-528-8845**	**eweaver@cobbcounty.org**

Athletics Unit

Manager

Jeff Crowder, CPRP 770-528-8821 jeffrey.crowder@cobbcounty.org

Athletic Coordinators

Eastern Zone

Michael Gates, CPRP 770-591-3160 michael.gates@cobbcounty.org

Parks Served: Bells Ferry, Carl Harrison, Noonday, Sandy Plains, Shaw, Sweat Mountain

Andrea Raiford 770-591-3160 andrea.raiford@cobbcounty.org

Parks Served: Fullers, Mt. Bethel, Sewell, Terrell Mill

Western Zone

Jeff Abrams 770-528-8816 jeff.abrams@cobbcounty.org

Parks Served: Clarkdale, Mud Creek, Sweetwater, Tramore, Wild Horse Creek

James Chastain 770-528-8892 james.chastain@cobbcounty.org

Parks Served: Big Shanty, Kennworth, Oregon, Pitner Road

Kim Cammons, CPRP 770-528-8896 kim.cammons@cobbcounty.org

Parks Served: Lost Mountain & Powder Springs

Central Zone

James Howell 770-528-8829 james.howell@cobbcounty.org

Parks Served: Fair Oaks, Hurt Road, Milford, Perry Parham,

Derrell Walker 770-528-8823 derrell.walker@cobbcounty.org

Parks Served: Lions, Nickajack, Rhyne, Wallace

Cobb County…Expect the Best!

Cobb County Board of Commissioners

Commissioner Helen Goreham District 1	Commissioner Joe Lee Thompson District 2	Commissioner Tim Lee District 3	Commissioner Annette Kesting District 4
Al Bishop Softball Complex Big Shanty Park Booth Road Cobblestone Golf Course Corp Property Ernie Gilbert Field / Pitner Road Fair Oaks Park Kennworth Park Lake Acworth Regional Park Larry Bell Complex Lost Mountain Park Lovingood Property Oregon Park O.C. Hubert Property Perry Parham Park Price Property	Cumberland Property East Cobb Park Fellton Property Fullers Park Legacy Links Golf Course Mount Bethel Park Nickajack Park Rhyne Park Sewell Park Terrell Mill Park Thomas Property (East Cobb Park) Trolley Line Park Vinings Jubilee Property Worthington Property	Barrett Property Bells Ferry Park Harrison Park Mountain View Aquatic Center Noonday Creek Park Sandy Plains Park Shaw Park Sheppard Property Sweat Mountain Park The Art Place Wright Environmental Education Center	A&F Property Bartlett Property Cato Property Clarkdale Park Old Clarkdale Park Collins Property Henderson Road Heritage Park Hurt Road Park Jackson/Yarborough Property Jim R. Miller Park Lions Park Mable House Milford Park Mud Creek Soccer Complex P.W.S. Inc. @ C.H. James Pkwy Property Powder Springs Park Silver Comet Trail / Depot South Cobb Aquatic & Rec. Centers Sweetwater Park Thompson Park Tramore Park Stout Property Wallace Park West Cobb Aquatic Center Wild Horse Creek Park

The Role of your Athletic Coordinator

The Athletic Coordinator is the front-line liaison with patrons using any of our park facilities. He/she is your primary contact with the department. This is **the** person in the department who should thoroughly know your organization, understand your by-laws and understand the program that you offer, its needs, and the organization's desires. This person also knows the department, its resources, its capabilities, its budgetary possibilities and constraints. He/she is familiar with policies and procedures, what is and is not feasible, and can give you a response to almost any question or concern that you have. In areas of policy or new programming concepts, they will seek guidance up the chain of command through the Athletics Manager, through the Division Director, to the Director--and on to the Recreation/Arts Board or County Management staff or Board of Commissioners, if appropriate. These coordinators are specifically responsible for the following:

A. Coordinating the use of park facilities by establishing use dates and times of specific facilities to an assigned user group. The coordinator assists the organization with league/tournament schedules, and assuring maximum utilization of all fields and other facilities.

B. Serving as a liaison between the volunteer organization and the department by attending organization meetings and serving in an advisory capacity at these meetings. The Coordinator will relay all information received from organizations to the department and prepare appropriate or necessary reports and responses. The Coordinator will, in turn, relay all information from the department to the organization, and handle necessary verbal and written communication--reports and responses.

C. The Coordinator is the organization contact for **ALL** concerns and work order requests on county facilities. Organization presidents or designated contact person should contact their assigned Coordinator for all programmatic and maintenance requests. The Coordinator is responsible for receiving, processing, and following-up on those requests and assuring that those requests are appropriately handled.

D. The Coordinator is responsible for ensuring that the organizations are in compliance with all of the policies and procedures listed in this handbook, the department policies and procedures manual as well as any Board of Commissioners action. They are also responsible for making sure that the organizations are aware of and understand proper application of these policies and procedures, whether written or implied.

E. To serve as a point person for all Georgia Recreation and Parks Association-sponsored (GRPA) activities, tournaments, meetings, etc.

The Park Use Agreement

The Park Use Agreement

Each volunteer organization that operates a seasonal/annual recreation program is required to obtain and adhere to the terms & conditions of the department's park use agreement as well as the required procedures listed in this handbook.

This document serves as a contract between the organization & department and outlines certain requirements the organization must fulfill to conduct their program in a park/facility. These requirements are necessary to assure public confidence in the management and structure of these organizations while ensuring the safety, health, and protection of the participating members. This handbook expands on the listed requirements to describe county policies & procedures as well as outlining the responsibilities of both the department and the organization. The handbook also outlines the basic structure of the volunteer organization to ensure all programs are operated consistently with department and national recreation program standards.

Upon execution of the park use agreement, the volunteer organization receives designated exclusive use of determined park facilities for the purpose of conducting their recreation program. **The agreement lists the type of facility and the dates & times necessary to complete their season/event. The department has set standardized start & finish dates for each sport which provides ample time for each program's basic season to operate. <u>All program activities outside the contracted time must be submitted to their department's designated athletic coordinator for review a minimum of 30 days prior to the activity.</u> If approved, the coordinator will draft a short term permit outlining the extended dates & times and submit to the department director for final approval.**

Once an organization receives the park use agreement, all the board members of the organization should have a copy available to present to an individual/group that is using the facility on a walk up basis. The member should politely inform them of the dates and times the organization is using the facility and recommend they contact the department's athletic coordinator to determine days & times the facility is available for walk up usage. **<u>The organization can not ask someone to vacate the facility unless there is a scheduled event through the program or if the facility is being prepared for use (e.g. lining of a ball field, mowing etc). A facility not in use by an organization during a contracted time period is considered to be open to the public and available for usage if the facility is deemed open.</u>** The athletic coordinator will monitor usage of the facility by the organization and is authorized to revise the agreement if the organization usage is not consistent with the designated dates & times listed. The department will post a copy of the agreement at the facility to help inform the general public when the facility will be used by the organization.

SAMPLE

Rental Contract / Permit

Printed: 14-Dec-06, 04:25 PM
User: 020661

Contract #: **10929** **User:** **020661**
Date: **14-Dec-06** **Status:** **Firm**

Cobb County Public Services Agency, 1792 County Services Parkway, Marietta, GA 30008 hereby grants **East Cobb Vikings** (hereinafter called the "Licensee") represented by Andy Duphrane, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use VS - Football Game/Practice
Football 2007

ii) Conditions of Use All litter is to be picked up after use. User is responsible for bases, Bats, Balls, etc. Field can not be used if standing water is on the field. No dogs are allowed on the field(s). No alcoholic beverages allowed. *** See Attachment "A" for additional requirements.**

iii) Date(s) and Time(s) of Use # of Bookings: 210 Expected: 0

Mode	Facility/Equipment	Day	Start Date	End Date	Start Time	End Time	Occurrences
Weekly	**Fullers Park - Field 6-Youth Football/Baseball**	Wed	**01-Aug-07**	28-Nov-07	05:00 PM	10:00 PM	18
Weekly	Fullers Park - Field 6-Youth Football/Baseball	Thu	02-Aug-07	29-Nov-07	05:00 PM	10:00 PM	18
Weekly	Fullers Park - Field 6-Youth Football/Baseball	Fri	03-Aug-07	**30-Nov-07**	05:00 PM	10:00 PM	18
Weekly	Fullers Park - Field 6-Youth Football/Baseball	Sat	04-Aug-07	24-Nov-07	08:00 AM	10:00 PM	17
Weekly	Fullers Park - Field 6-Youth Football/Baseball	Mon	06-Aug-07	26-Nov-07	05:00 PM	10:00 PM	17
Weekly	Fullers Park - Field 6-Youth Football/Baseball	Tue	07-Aug-07	27-Nov-07	05:00 PM	10:00 PM	17
Weekly	**Fullers Park - Field 7-Youth Football/Soccer**	Wed	01-Aug-07	28-Nov-07	05:00 PM	10:00 PM	18
Weekly	Fullers Park - Field 7-Youth Football/Soccer	Thu	02-Aug-07	29-Nov-07	05:00 PM	10:00 PM	18
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The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

X: _____

Andy Duphrane

East Cobb Vikings
2078 Volunteer Street
Marietta GA 30062
USA
Home: (770)809-1943
Fax: ()

Business: (404)555-2368

Date: _____

X: _____

Name: Eddie Canon

Title: Director – Parks, Recreation & Cultural Affairs

Cobb County Public Services Agency

Date: _____

COBB COUNTY, GEORGIA
PARK USER AGREEMENT
ATTACHMENT A

1. The CCPRCAD reserves the right to cancel any scheduled activity on County facilities when it determines that such use could potentially cause unsafe conditions for the organization, spectators, or general public, and/or damage to the facility or grounds. Further, the County maintains the authority to close a facility at anytime it deems it to be in the best interest of the public.

2. The Organization and its members/participants agree to abide by the terms of this Agreement including the terms set forth in Attachment "A" hereto and by reference made a part hereof, and the Policies set forth in the Policy Manual of the CCPRCAD and other policies written and reasonably implied. The Organization understands and agrees that the violation of any of the terms of this agreement including the attachments or other policies of the CCPRCAD may result in action against the Organization, up to and including immediate termination of this Agreement. Additionally, the County may terminate this Agreement at its convenience by providing the Organization with written notice.

3. Prior to the County's execution of this Agreement, the Organization must furnish to CCPRCAD copies of the following Information:
    a. Proof of liability insurance.
    b. A copy of Secretary of State's certification as a registered non-profit organization,
    c. The Organizations by-laws (reflecting acceptable participation clause as set forth in the Policy Manual),
    d. Previous year's Annual Financial Statement,
    e. Current list of all officers' name, addresses, telephone, FAX numbers, and email addresses.
    f. List of proposed fees and charges for program participation.
    g. Other reports as requested.

4. Department staff shall have the right to administratively review any complaints regarding the Organizations use of County facilities and any violations of the terms of this agreement. Staff may report any misuse or violations to the Recreation Board along with its recommendation for action to be taken.

5. Law Venue: This Agreement shall be interpreted and governed by the laws of the State of Georgia and both parties agree exclusive venue shall be in Cobb County, Georgia.

6. This agreement, along with the Park Use Handbook, constitutes the entire agreement between the parties. Any amendments to the agreement must be made in writing and signed by both parties. Should any term or condition of the agreement be determined unlawful or unconstitutional by a court of competent jurisdiction, the remaining terms and conditions shall remain in full force and effect.

Initials of Organization Official_____

Park Use Regulations & Ordinances

Cobb County Park Use Regulations & Ordinances

Non-Discriminatory Clause

The Civil Rights Act of 1964 includes several sections. The particular portion of interest and primary concern is referred to as Title IV [42 U.S.C. 2000 (D)], and states:

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

The Cobb County Board of Commissioners regularly certifies that Cobb County is in compliance with the above law and agrees that no persons shall be denied participation in any park or program based on race, color, national origin, religious background, sex, age, or disability.

Non-Resident Policy

It is the policy of the Board of Commissioners to provide programs and facilities for the residents of Cobb County. Therefore, a "Non-Resident Policy" will be adhered to in both individual & group programs/activities as well as reservation procedures in community parks and revenue producing facilities.

A mandatory non-resident fee shall be charged to all individuals and team/group registrants participating in county sanctioned league play and programs. The non-resident portion of the registration fee shall be calculated at a rate of twice the current registration fee. The non-resident fee shall not exceed more than $25 for an individual or $200 for a team above the current registration fee for the program registering for or season currently registering to play in. This fee shall be paid directly to the Parks, Recreation, & Cultural Affairs Department.

Exemptions from the Non-Resident fee may be granted to Cobb County tax-paying corporations & Cobb County Churches.

Legal Park Ordinances of the Cobb County Code

1. **Section 90-52- Hours of Operation-** Normal operating hours for parks are from 6:00 a.m. until 11:00 p.m. for "active" parks and from sunrise to sunset for "passive" parks. The designation of parks as

2. **Section 90-53- Alcoholic Beverages-** No alcoholic beverages shall be sold, possessed, or consumed by any person upon the premises of any county park, except at a closed function as defined in Chapter 6 of the County Code and only at the locations specified in such section. Closed function means an event sponsored by a non-profit organization not open to the general public which must have a written, limited guest list prepared at least 48 hours in advance of the date of which the closed function is to occur. These events are limited to the Cobb County Civic Center, Jim R. Miller Park, Mable House, a county community center, or a county art's facility which is managed by the Parks, Recreation & Cultural Affairs Department. No pay at the door guests or drop-ins will be permitted. Alcoholic beverages may be served without charge and consumed at closed function, but the offer & sale of alcoholic beverages at such functions is prohibited; except that a general admission fee permitting attendance at the closed function may be collected in advance.

3. **Section 90-54- Ejection from Park of persons causing disturbance or violating laws-** Any person causing a disturbance or engaging in any activity which shall unreasonably interfere with the use & enjoyment of the park by residents, or who shall violate any ordinance of the county or law of the state, shall leave the park upon notification by any authorized park employee or any law enforcement office, and he shall not return to said park for a period of 24 hours or other period established by the director.

4. **Section 90-57- Remaining on county or federal parkland after closure prohibited-** No person shall remain on federal or county parkland 30 minutes after the posted closure of said park, until the posted opening time the following day, without proof of permission issued by the proper respected authorities. If any person is discovered by county law enforcement authorities on said parkland 30 minutes after park closure, and the person is loitering or exhibiting disorderly conduct, the person shall leave and may be cited or arrested for such behavior. If the person violating this section receives a citation, that person will be required to appear and answer the charge at a later specified time.

5. **Section 90-66- Driving vehicle on roadways; Speed Limit-** It shall be unlawful for any person to drive any vehicle upon or across any part of any public park of the county except upon roadways laid out and maintained for vehicular travel. This section will not apply to park maintenance equipment over such park areas. The director of the department shall coordinate with the department of public safety to assure proper, appropriate, and adequate signage is in place to aid the implementation of this section.

   It shall be unlawful for any person operating a motor vehicle upon any road within any park under the supervision of the department to exceed the speed of 15 miles per hour. It shall be the duty of the director of the department to cause signs specifying such limits to be placed at the entrance of each such park and at appropriate places within such parks so as to afford notice to the public of such limit.

6. **Section 90-67- Parking of vehicles- General –** The parking of automobiles shall be permitted in public parks of the county as long as such parking is in accordance with the traffic laws, rules & regulations of the department and the occupants of automobiles do not create a disturbance or violate any law or ordinance of the county or state.

7. **Section 90-68- Parking of vehicles prohibited during closed hours-** It shall be unlawful for any person to park any vehicles upon any of the drives, avenues, or parking lots in any public park between the hours of 12:01 a.m. and 7 a.m. daily.

8. **Section 90-69- Parking of vehicles prohibited unless using facilities-** It shall be unlawful for any person to park any vehicles upon any of the drives, avenues, or parking lots or at any other places within any park when such person is not a user of the park or any of its related facilities.

9. **Section 90-55- Commercial activity-** No person shall sell, offer to sell, operate a concession, or engage in any commercial activity in county parks without approval & consent of the Board of Commissioners.

10. **Section 90-51- Penalty for violation-** Any person who shall violate any provision of park rules shall, upon conviction, be punished as provided for the conviction of a misdemeanor under the laws of the state.

11. **Temporary closing of park facilities-** The Recreation Board, through the director or his designee has the authority to close any park or portion thereof if it is in the best interest of the public and/or general upkeep of the facility.

Structural Requirements for Volunteer Organizations

Structural Requirements for Volunteer Organizations

In order to operate in a Cobb County park, each volunteer association must maintain a certain minimum organizational structure listed in this handbook. These minimum requirements are necessary to assure the public that every organization that receives a park use contract from the department is prepared to operate their program under the highest standards, using consistent guidelines, for its participants.

1. **Board of Directors-** Each organization must be governed by a board of directors who manage the operations of the program. The number of volunteers that make up the board of directors may vary due to the size of the program, but every organization must maintain a minimum of 4 individuals to fill the following positions:

-President/Chairman- This individual will ultimately be responsible for all the affairs of the program and execute the policies established by the board of directors. All issues, complaints, irregularities, etc. should be presented to the president/chairman for review & response. **The president/chairman (or his designee) should be the main contact person to the department staff.**

-Vice President/Chairman- Performs the duties of the president/chairman in the absence or disability of the president/chairman provided he/she is authorized to do so.

-Secretary- Responsible for recording the activities of the program and maintaining appropriate files, mailing/e-mailing lists, and necessary records. This individual should give notice of all meetings of the board of directors and maintain a list of all regular and honorary directors and committee members.

-Treasurer- Receives all monies & securities, and deposits same in a depository approved by the board of directors. Keeps records, for the receipt and disbursement of all monies of the program. Approves all payments from allotted funds and draw checks in agreement with policies established in advance by the board of directors. The department strongly encourages all disbursements by check over $250.00 require dual signatures. The treasurer prepares and monitors an annual budget as well as an annual financial report to be submitted to the department and made available to all members of the program. ***The department reserves the right to audit the finances of the program if there is reasonable evidence of mismanagement of program funds.***

2. **Elections for Board of Directors-** All organizations must have a written procedure for electing individuals to serve on the board of directors. This procedure must be stated clearly in the organization's by-laws. The election must be advertised a minimum of 14 calendar days prior to the election. The election may be advertised either through the local newspaper and/or through the program's website. The department strongly recommends that notice of elections be mailed/emailed to their membership. The elections will be monitored by the Athletic Coordinator responsible for the program. Any irregularities with the election process will result in an immediate review and appropriate action.

3. **By-Laws-** Each organization must establish, maintain, and operate under a set of by-laws. These by-laws must establish the objectives of the program, membership requirements, description of the board of directors and their duties, and a description of all the procedures relative to the program. The organization should review these by-laws a minimum of every 2 years for updates and/or changes. A current copy must be submitted to the department every year to be kept on file as part of the park use agreement. Each participant, or their parent(s), should be presented a set of by-laws when registering for the program or a current copy should be posted at the park and on the program website for reference. A sample copy of by-laws is included in this handbook.

4. **Board Meetings-** Regular meetings of the board are to be called by the president/chairman or his/her designee to conduct the affairs of the program. These meetings are to be published to the membership and open to any member wishing to attend. The board should develop a procedure by which members can address the board with comments or concerns. It is recommended the board require a written request from the member to be included on the meeting agenda. The request should state clearly the issue or concern to allow the board to prepare a response.

5. **Annual Meeting-** Each organization is required to annually conduct a general membership meeting for all the members of the program. Notice of this meeting shall be delivered personally, electronically, or mailed to each member at least (10) days in advance of the meeting setting forth the place, time, & purpose. The department strongly recommends the elections for the board of directors take place during this meeting to help maximize the turn out. Among the items discussed at this meeting should be the general condition of the program, summary of the financial state of the program to include an annual statement/budget as well as the current status, and goals for the future of the program. Robert's Rules of Order should govern all meetings of the program.

6. **Insurance-** Organizations shall procure and maintain for the duration of the park use agreement, insurance against claims for injury to persons or damages to property which may arise from or in connection with the operation of the organization and use of the facilities. Coverage is to include General Liability for a limit of $500,000 per occurrence for bodily injury, personal injury, and property damage. Also required is insurance covering the personal property of the organization including equipment and contents. The department is not responsible for repair or replacement of the organization's equipment in the event of theft, vandalism, fire, or acts of God. A certificate of insurance must be furnished to the department to keep on file.

7. **Non-Profit Status-** All organizations must be registered with the Georgia Secretary of State's office as a non-profit organization. A copy of the registration must be submitted to the department to be kept on file and updated annually. This registration protects the board members' personal assets in the event of lawsuit resulting from an issue/event related to the organization.

8. **Registration Reports-** Before the conclusion of each SEASON, the registration/participation figures are to be submitted to the department. The department reserves the right to request rosters (including each participants name & address) to verify the accuracy of the registration figures.

9. **Indemnity-** Each organization is required to hold the county and its agents harmless and to indemnify the county and its agents for any accident, injury, and/or damage claim resulting from the activities and operations of the organization.

10. **Supervision of programs-** Organizations conducting youth activities in Cobb County facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the youth arrive until every boy or girl has left the area.

Financial Requirements for Volunteer Organizations

Financial Requirements for Volunteer Organizations

One of the most important roles for a volunteer organization is to operate under reliable and trustworthy financial practices. A lot of money is received by the organization each season whether its cash, credit, or personal check and it is critical that there are thorough procedures in place for accepting, budgeting, and disbursing of organization funds.

1. **Seasonal/Annual Budget-** It is important that each organization develop a budget to assure that monies received cover all program costs. Especially in youth programs, parents often question registration costs and how the money is used. Providing an operational budget helps them understand the many expenses incurred to operate a recreation program and justifies the related fees.

2. **Financial Statement-** All organizations **must** submit a copy of its annual financial statement to the department as well as provide a copy to its membership upon request. The statement must be prepared in accordance with general accounting principles and signed by the treasurer and/or the president/chairman verifying its accuracy. The department strongly recommends the organization provides a copy to its membership during its annual meeting as well as posting it on the organization's website.

3. **Use of Organization Funds-** Organizations using county facilities to conduct their programs are expected to use funds generated by the program for program operational costs, program enhancements, and improvements to the park/facility.

4. **Disbursing of Monies-** The Treasurer of each organization should have set procedures for disbursing the funds of the program. Dual signatures should be required for checks exceeding $250. Major expenditures should require the approval of the board. The Treasurer should provide an update of the programs financial condition during every regular scheduled board meeting as well as their annual meeting.

5. **Concession Operations-** It is the policy of the Cobb County Board of Commissioners to offer volunteer organizations the opportunity to financially support their program through the sale of concession items. The organization is responsible for complying with all state & county health laws, codes, ordinances, business licenses, etc. The organization may not sublet it concession operation to any outside individual or group without approval from the department.

    a. **Fees for Concessions-** All prices for concession items are to be set by the organization.
    b. **Concession equipment-** The organization will be responsible for providing, operating, & maintaining all concession equipment necessary for their operation. The department assumes no liability for any organizations concession equipment or health violations.
    c. **Joint usage-** In the event that two or more organizations share the same concession stand, the groups must cooperate with each other in determining specifics in sharing of equipment, replacement of equipment, etc.
    d. **Handling of Monies-** Because the selling of concessions is mainly through exchange of cash, the organization should set policies for daily documentation of receipts and inventory.

6. **Donations for Admission-** Organizations **can not require** an individual to pay admission into a park/facility during an event. The department does allow the organization to accept donations to activities if the patron is informed that it is on a voluntary basis. No individual may be denied admittance based on non-payment of the donation. All signage must read donation if used. **The department reserves the right to warn and or stop the organization from accepting any monies of this nature if it is determined the organization is in violation of this policy.**

7. **Out of County fees-** Each organization must collect a out of county fee from any individual that registers in the program and resides outside of Cobb County. The fee is $25 per individual per season. Once the fees are collected, the organizations submits one check made payable to the department. This must be done prior to the conclusion of each playing season.

8. **Financial Assistance-** All organizations must develop criteria to consider assistance to families that demonstrate financial hardships. The organization should require documentation for such a request and all action should be done in confidence.

9. **Matching Grant Program-** The Cobb County Board of Commissioners is proud to offer a matching grant program which provides aid to our volunteer associations in making improvements to park facilities. A full description of the program, along with an application form, is included in this handbook.

Operational Procedures for Volunteer Organizations

Operational Procedures for Volunteer Organizations

1. **Request to make facility improvements-** The department encourages organizations to pursue improvements to park facilities that will enhance the program as well as upgrade the amenities in the park. The department also encourages the organization to apply for matching funds that, if approved, will aid in financing the improvement subject to the programs terms & conditions.

   ALL requests for facility improvements must be submitted in writing along with a facility improvement request to their athletic coordinator a minimum of **30** days in advance of the start of the project. The athletic coordinator will review the request with the operations staff to determine if the improvement is recommended. If the improvement is determined to alter the master plan of the park facility, the request must be presented to the Recreation Board for approval. **NO WORK CAN BE DONE UNTIL APPROVAL HAS BEEN GRANTED BY THE DEPARTMENT.** All work will be monitored and inspected by the athletic coordinator and appropriate staff to ensure a timely approved completion.

2. **Advertising Signs-** All organizations wishing to place signs in the parks for the purpose of announcing program registrations and events must obtain approval from their athletic coordinator through a written request. If approved, the sign must not be installed earlier than 30 days prior to the event and must be removed no later than 7 days after the occasion. The department will remove the sign if it is considered offensive or of poor design or construction.

3. **Sponsorship signs-** Organizations are allowed to place sponsorship signs in the parks provided they are not offensive and are placed on fences or other approved locations determined by the athletic coordinator. The signs must be removed by the organization no later than 14 days after the conclusion of the season/event. The department will remove the signs if they are in poor condition or create a safety hazard.

4. **Inclement Weather-** All organizations must adhere to the policies listed in the event of inclement weather.

A. **Lightening**- All play will be suspended following the first sighting of lightening and **no play** will resume until a complete 30 minutes has been elapsed without a new sighting.

B. **Severe weather watch**- Once a severe weather watch is announced, the organization will prepare to stop play and secure the facilities. The organization officials will monitor the weather conditions and contact their athletic coordinator to determine playability and safety of the facilities and its users.

C. **Severe weather warning**- **ALL PLAY WILL STOP!** All players, spectators, coaches, and league officials must leave the facility in an orderly manner. The facility will be closed until there is notification that weather conditions have cleared enabling safe usage.

D. **Extreme Heat/Cold**- In the event the National Weather Service issues an advisory regarding extreme heat or cold conditions, the organizations must alter and/or cancel program activities to ensure safety of the participants.

5. **Incident Report-** The department **MUST** be notified immediately in the event of serious injury, death, property damage, or vandalism and a written report submitted the next working day. This report will be forwarded by county staff to the county's Risk Management Division for review to help improve safety in parks, as well as provide documentation in the event they receive a claim.

6. **Lights on Athletic Fields-** Lights on athletic fields should not be in use while it is raining. An organization official must make sure the park facility is secure, with lights out, before leaving the park.

7. **Damage to Facilities-** An organization shall be responsible for any damage incurred to the facilities caused by the organization. **Flip drills are not allowed on fences and only can be done in designated areas! An organization that condones the persistent damage to park facilities shall be brought before the Cobb County Recreation Board, their Park Use agreement placed under review, and the organization must show reason why they should not be barred from future use of county facilities.**

8. **Conduct of Coaches, Parents, & Spectators-** The organization is responsible for addressing behavior by the coaches, parents, & spectators that is considered harmful to the program. Profanity is not to be tolerated, especially around children. Any incidents involving negative behavior are to be addressed by the organization's board of directors during a regular scheduled or special called meeting with all involved parties being required to attend. The organization will report to their athletic coordinator the ruling by the board within 24 hours of their decision.

9. **Issues between organizations-** Constant bickering between two or more organizations utilizing any county park facility will result in a meeting between the officers of both organizations and department staff. If the conflict cannot be resolved or if continued issues persist, the organizations will be brought before the Cobb County Recreation Board to show why they should not be barred from future use of county facilities.

10. **Litter Control-** Each organization is responsible for policing around the athletic fields, parking lots, restrooms, and concession stand for litter control. This task must be attended to prior to leaving the park each night.

11. **Locks-** The organization must receive permission from the department director prior to installing locks on buildings, light boxes, gates, etc. that are not issued by the department. The organization must furnish a key or combination to their athletic coordinator if approved.

12. **Use of county equipment-** No county vehicles or motorized equipment will be available for use by the organization without the written permission by the director of the department.

13. **Subletting of county facilities- No organization at any time may sublet county facilities to outside organizations.** ONLY the department can issue contract's and/or permits to any person or organization seeking to use county facilities. Violations of this policy will result in an immediate review of the park use agreement and the organization brought before the Cobb County Recreation Board to show reason why it should not be banned from future use of county facilities.

14. **Hosting of tournaments/special events by organizations-**CCPRCA recognizes that volunteer organizations may pursue tournaments/special events outside normal league activities as a way to raise funds for the program as well as providing additional recreation opportunities for the participants in the program. It is the policy of CCPRCA that **ALL** tournaments/special events adhere to the following guidelines to prevent the organization from violating the department's policy regarding the sub-letting of county facilities to outside organizations (e.g. ASA, USSSA, NSA, PONY Baseball etc.).

    -The organization must inform their athletic coordinator of the event a minimum of 2 weeks prior to the event to discuss the details of the occasion and obtain approval from CCPRCA.

    - The organization board must serve as tournament director and accept all monies applicable to the event and develop a financial report to be available upon request.

    - The organization must only advertise and accept voluntary donations for spectators wishing to view the event.

    - The tournament/event must take place during the period of time contracted to the organization by the department. All events outside the contracted time must be approved by the department's director

through the allocation of a short term permit. The department reserves the right to impose a fee for use of the facility if it is determined the event is not directly linked to the normal operations of the primary volunteer organization of the park/facility whether during the contracted time or not.

-All outside organizations wishing to conduct a tournament/event in a park/facility MUST make their request directly to the athletic coordinator/manager responsible for the facility to discuss the details of the event and obtain approval through a short term permit. Outside organizations are subject to a fee charge for the usage of the facility. The department reserves the right to change, alter, or cancel the event based on weather conditions or unapproved changes to the structure of the event.

The Matching Grant Program

The Matching Grant Program

Beginning in 1996, the Cobb County Board of Commissioners authorized CCPRCA to introduce a matching grant program. This program provides matching dollars to organizations seeking to make park improvements. This program has proved most beneficial to both the department and the volunteer organizations as over 2.5 million dollars in park projects have been completed since its inception. Listed below are the requirements that each organization must fulfill **prior** to submitting an application.

1. **Full compliance with CCPRCA -** In order for an application to be processed, the organization must be in compliance with the department's park use agreement. All necessary documents required by the park use agreement must be submitted to their athletics coordinator prior to submitting an application. The athletic coordinator must sign the application form verifying the organization has met the terms & conditions set by CCPRCA before the application can be reviewed.

2. **Board approval -** All projects requested through the matching grant program must be approved by the board of directors through a regular scheduled meeting. Minutes must be submitted to the athletic coordinator verifying the project has the approval of the board.

3. **Funding -** The matching grant program is a **reimbursement** type program. The organization must be prepared to pay for the entire approved project prior to receiving funds from the program. Once completed, the organization will submit the necessary invoices and proof of payment to receive the authorized grant monies.

4. **Eligible projects –** The organization is required to meet with their athletic coordinator prior to submitting an application to determine if the project is eligible for matching funds. The program is designed to focus on improvements that will benefit the organization, as well as the general public utilizing park facilities.

Included in the application is a full description of the program outlining its criteria and process for review of the grant request. It is important to note that grant monies are limited each fiscal year and it is strongly recommended that each organization contact their athletic coordinator to determine if there are funds available for the project (if approved) prior to submitting an application.

FY 2009 MATCHING GRANT APPLICATION CHECKLIST

ORGANIZATION_____

PROJECT_____

ESTIMATED TOTAL COST $_____**MATCHING GRANT REQUEST $**_____

Please review current guidelines and requirements for the matching grants program.

Matching Grant Application Packets must include all of the following forms or information, fully completed and submitted in order listed below;

_____ 1) Application Checklist

_____ 2) Application Form

_____ 3) Facility/Park Improvement Request Form

_____ 4) Project Description, Timeline, Budget Form (include applicable site plans or drawings)

_____5) Written bids from contractors

_____ 6) Agreement and Statement of Compliance/Signature

_____ 7) Vendor Master Information Sheet (First time applicants only)

Also, please attach any other information pertinent to your application such as photographs, product information, explanations of special conditions, etc.

<u>No project may start prior to submission of facility/park improvement request form and official approval by Cobb County Parks, Recreation and Cultural Affairs Department.</u>

CCPRCAD USE ONLY:	
Packet received, reviewed, and accepted by staff	___/___/___
Grant APPROVED/DENIED	___/___/___
Letter sent to organization	___/___/___

FY2009
COBB COUNTY RECREATION GRANTS PROGRAM

GRANT GUIDELINES

INTRODUCTION

Cobb County provided these guidelines to introduce you to the Recreation Grants Program available to established volunteer organizations affiliated with the Parks, Recreation and Cultural Affairs Department for a minimum of one year prior to this grant submittal period.

PURPOSE:

The purpose of the matching grant program is to assist volunteer organizations in: increasing the number of individual registrants that can be served, impacting the quality of the program for the registrants or addressing a programmatic safety concern.

PROCEDURES

The guidelines and application forms that follow are used for application for the Recreation Grants Program.

The Cobb County Grant Evaluation Committee is responsible for reviewing grant requests from eligible affiliated organizations, and presenting allocation recommendations to the Recreation Board for recommendation to the Cobb County Board of Commissioners for its approval and award of funds.

GRANT APPLICATION PERIOD

The period for application submittal is October 1, 2008 - August 7, 2009 subject to availability of funds.

CRITERIA

All the following criteria must be satisfied before an organization may be considered for the Recreation Grants Program funding:

1) The organization shall be non-profit and have tax-exempt status.

2) The organization shall have been an active established organization affiliated with the Parks, Recreation and Cultural Affairs Department for a minimum of one year prior to this grant submittal period.

3) The **primary** purpose of the organization must be to provide recreation or cultural programming/services at facilities owned by Cobb County.

4) The organization, if funded under this program, shall agree not to seek additional funds from county programs or departments during this funding period and understand this is not a commitment of Cobb County to continue funding beyond this grant year.

5) Matching funds are limited to the FY (Oct.1- Sept. 30) in which they were awarded. Award recipients must submit requests for reimbursement within the FY in which the grant was awarded.

6) Matching grant applications for projects pre-approved as facility improvements must be submitted by the first application deadline following the submittal of the facility improvement request **understanding the assumed risk of available funds and grant approval.**

7) All projects over **$5,000.00** will require three bids to be eligible for consideration. If applicable, one bid must come from a Cobb County Department approved contractor. CCPRCAD reserves the right to obtain additional bids if necessary.

EXCEPTION: If the organization will only be using department-approved contractors, their estimate alone will be acceptable.

8) Funding shall be used for the purposes stated and intended under these guidelines. This is a governmental grant program and is not intended as a source of support for organizations with goals and missions outside the implied or intended purposes of this application. It is not to be construed as "seed" money, but a one-time grant.

9) The organization must have submitted all the necessary documents listed in their park use agreement and be a member in good standing with the department.

HOW FUNDS MAY BE USED Recreation Program grants may be used for capital expenses and may not be used for endowment funds.

HOW WE EVALUATE This application form and attachments are designed to help Cobb County evaluate how well applicants meet the following criteria.

Program Merit

Applicant shall:

- Fill a recreation or cultural service or facility need within the county;
- Show evidence of County acceptance and support;
- Maintain a standard of excellence;
- Show evidence of cooperation with other groups;

Organizational Strength

Applicant shall have an effective board of directors that is:

- Independent of staff;
- Structured to require an annual rotation of the board members;
- Scheduled to meet on a regular basis, annually and in meetings fully open to the public.
- Of a size and makeup as to represent the area (geographic or program area) of the county served;
- Is not compensated for board service

Applicant shall have a stable staff of paid or volunteer professionals, and a statement of personnel practices.

Fiscal Strength

Applicant shall:

- Demonstrate the fiscal capacity to complete the funded project, without further assistance from the County.
- Effectively use sound business practices, including an annual financial review;
- Submit financial information as requested and
- Have appropriate levels of income from a variety of sources.
- Provide proof of being a registered 501 C3 status organization. Documentable 501 C3 filing status is acceptable.

MATCHING FUNDS Recreation grants shall be matched at least one-to-one (50%-50%) in cash. Matching funds shall be spent in the same year as grant funds. Other requests for assistance may be forwarded to the department for consideration.

AWARD MAXIMUM Individual grant awards will be limited to a maximum of **$40,000.00** of the total FY allocation per organization. An organization may apply for and receive more than one grant per year; however, the cumulative total of all awards cannot exceed **$40,000.00** of the total allocation for that year.

CONTRIBUTIONS In-kind contributions received by the applying organization will be considered against the total dollar value of the award. Specifically, the in-kind dollar equivalent will be subtracted from the total cost of the projects. The award will be based solely on 50% of the actual amount of cash expenditures made by the organization.

OTHER REQUIREMENTS Applicant may be required to submit:

- An informal written report outlining the progress of the program submitted midway through the project period.
- A final written evaluation
- Copies of two most recent bank statements affirming the organization has available funds.

REVIEW PROCESS

Step 1 Staff receives the applications and review for compliance with established criteria. Prior to forwarding to the Evaluation Committee, staff will identify any deficiencies in the application and if necessary contact the applicant to gather any additional information and address all concerns.

Step 2 Staff will forward the applications to the Evaluation Committee for review. The Committee is comprised of:

Manager of the Athletics Unit, Chairman
(3) Parks Operations Staff Members
(2) Recreation Services Staff Members
(4) Volunteer Organization Representatives *

*Those representatives shall be appointed randomly on a rotating basis and may not come from a group who has a grant application pending.

Step 3 The Evaluation Committee shall review all applications for completeness, establish if the project is eligible for grant funds, determine a grant amount, and forward their recommendation to the director.

Step 4 The Director shall review the recommendation(s) and upon concurrence, include in an appropriate Recreation Board agenda.

Step 5 The Recreation Board shall review the committee's recommendation(s) and make a final recommendation of grant awards to the Board of Commissioners

Step 6 The Board of Commissioners shall review the Recreation Board's recommendation(s) and make the final grant award.

Step 7 The organization is notified of the grant outcome.

TIMELINE

• Grant Applications received	October 1, 2008 - August 7, 2009	
• Staff reviews for compliance	Upon receipt of application	
• Forward to the Evaluation Committee	Upon completion of staff review	
• Evaluation Committee meets to prioritize/review	Bi-monthly: October 13, 2008 January 19, 2009 March 16, 2009 May 18, 2009 August 17, 2009	**Deadline for Applications** October 3, 2008 January 9, 2009 March 6, 2009 May 8, 2009 August 7, 2009
• Recommendation(s) to Director	Bi-monthly: October 15, 2008 January 21, 2009 March 18, 2009 May 16, 2009 August 18, 2009	
• Forwarded to Recreation Board	By appropriate deadline	
• Recreation Board forwards Recommendation(s) to the Board of Commissioners	By appropriate deadline	

Periodic Deadlines

Applications must be received by the deadline for submitting applications to be eligible for review at the next bi-monthly meeting of the Evaluation Committee.

HOW TO RECEIVE FUNDS IF YOUR GRANT IS APPROVED

The Cobb County Matching Grant Program is designed to **reimburse** organizations the amount approved by the Cobb County Board of Commissioners.

Organizations are required to submit the following documents after completion of the project.

1. Original invoices from contractors, vendors, etc. **Copies will not be accepted**.
2. A copy of the cancelled check(s) – front and back.

Once submitted, please allow 15 business days to process the funds.

COBB COUNTY PARKS, RECREATION AND CULTURAL AFFAIRS

FY2009 RECREATION GRANTS PROGRAM
APPLICATION FORM

Two (2) copies of the completed application should be submitted to department staff that **directly** works with your organization. **Do not** staple or bind copies in any way.

Organization Name_____

Mailing Address_____

_____

CONTACT:

PRESIDENT:

Name_____

Address_____

_____

Telephone #_____

E-Mail _____

PROJECT MANAGER:

Name_____

Address_____

_____

Telephone #_____

E-Mail _____

PARK _____**FACILITY**_____

PROPOSED PROJECT_____

_____

Proposed Project Cost $_____ Amount requested from County $_____
(Not to exceed 50% of total project cost or $40,000.00)

Your organization's current operating budget $_____

What is your incorporation date (month and year)?_____

Contract Compliance (To be completed by department staff)

Has your organization submitted all necessary documents and is in current compliance with the departments Park Use Agreement? Applications will not be processed until your recreation coordinator or appropriate staff verifies compliance.

The organization is in current compliance _____ Staff Signature_____

The organization needs to submit the following documents:

_____

_____

COBB COUNTY PARKS, RECREATION AND CULTURAL AFFAIRS DEPARTMENT
FACILITY/PARK IMPROVEMENT REQUEST

Date Submitted_____**(Form must be submitted thirty days prior to proposed start date).**

1. Facility/ Park_____Area of Impact_____
2. Association/Group making request_____
3. Project Manager_____

   Telephone_____ E-Mail_____
4. Description of proposed project:_____

   _____

   _____

   _____
5. Have detailed plans been drawn up? Yes No If yes, please attach copy.
6. Projected cost_____
8. Source of funds_____Is the organization planning on applying for a matching grant for the project?_____
9. Start Date_____ Completion Date_____

As an AUTHORIZED REPRESENTATIVE of the above association/group, I have submitted the above application with the understanding that ALL WORK RELATED TO THE COMPLETION OF THIS PROJECT WILL BE THE RESPONSIBILIYT OF THIS ASSOCIATION/GROUP AND THE ASSOCIATION/GROUP MAY ALSO BE RESPONSIBLE FOR THE MAINTENANCE OF SOME OR ALL EQUIPMENT THAT MAY BE A PART OF THIS PROJECT. It is further understood that upon completion of the facility/park development, it will become the sole property of the Cobb County Parks, Recreation and Cultural Affairs Department.

Organization President_____ Date_____

Volunteer Coordinator/Manager_____ (I concur/I disagree) with request

District Operations Manager_____(I concur/I disagree) with request

Operations Division Director_____ (I concur/I disagree) with request

Staff Comments_____

_____

_____

_____

_____

COBB COUNTY FY2009 MATCHING GRANTS PROGRAM

PROJECT DESCRIPTION: Please provide a detailed description of the proposed project: On a separate sheet, please provide a diagram/drawing/photograph representative of the project and a site plan of the park indicating the location of the project. You may be required to provide a minimum of three (3) written estimates/bids from vendors/contractors or service providers.

_____

_____

_____

_____

_____

Vendor #1_____Bid_____

Vendor #2_____Bid_____

Vendor #3_____Bid_____

Estimates attached? Yes No

PROJECT TIMELINE: Please provide a timeline for the start and completion of your project.

COBB COUNTY FY2009 MATCHING GRANTS PROGRAM

PROJECT BUDGET: Please provide a detailed cost estimate for your project including materials, labor, equipment/supplies and in-kind services. ***(Contractors' estimates must be included.)*** Also attach a copy of your organization's current budget, documenting **both** income **and** expenses.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

COBB COUNTY FY2009 MATCHING GRANTS PROGRAM

AGREEMENT AND STATEMENT OF COMPLIANCE

REGARDING_____
(Name of Organization)

I affirm that this organization is in compliance with all the terms & conditions relative to the department's park use agreement and handbook. I understand that if the organization is not in compliance with the terms & conditions relative to the execution of the park use agreement & handbook that the application will be rendered null & void until the organization becomes compliant.

I further affirm that the organization's board of directors has approved the project(s) listed in this application and that the organization has secured appropriate funding for the entire project. The organization understands that the matching grant program is a re-imbursement plan and no grant monies will be awarded until the organization submits original invoices along with legible copies of cancelled checks or other payments derived from the organizations treasury. Cobb County Parks, Recreation & Cultural Affairs Department reserves the right to deny payment of grant monies if the project is changed or altered without approval from the department.

I further agree, on behalf of this organization, that no other funds will be sought directly or indirectly from the county during the grant period, whether through this program or other county programs, except that the county may serve, at its discretion, as a conduit or sponsoring agency in the distribution of funds from sources other than the county.

Should the organization fail to complete the project listed in this application the grant will become null & void and future applications will not be considered without additional documentation required by the department.

SIGNED_____ **DATE**_____
(Administrator)

SIGNED_____ **DATE**_____
(Board Chairman)

(This statement should be signed by the administrator of your organization, **AND**, by the elected chair of your board of directors/trustees. If special circumstances dictate that it be signed by any other than the above, please submit an explanation with this document). Attach Association Board minutes authorizing application for a grant.

PROJECT_____ **ASSOCIATION**_____

VENDOR MASTER INFORMATION

VENDOR #_____

This information must be complete to receive payment for goods provided or service rendered to Cobb County Government.

Finance Department Only:
1099 IND: _____ FEDERAL ID NUMBER _ _ _ _ _ _ _ _ _ _ _
FEDERAL ID TYPE_____ NAME CONTROL _ _ _ _ _ _ _ _

Instructions: Type or print legibly in ink. The application must contain authorized signatures and all signatures **must be original and signed in ink.** Signature stamps are **not** acceptable. If you have any questions, please contact either Cobb County Purchasing at (770) 528-8400 or Cobb County Finance Department at (770) 528-1500.

SUBSTITUTE W-9

Place an "X" beside the type of recipient that best describes the business provided by you or your organization and enter the appropriate IRS identification below:

Type of Recipient	IRS Identification	Type of Recipient	IRS Identification
__Individual	Individual's Social Security #	__Public Entity (School Bd, Govt, etc.	Employer's Identification #
__ Sole Proprietorship	Owner's Social Security #	__Partnership	Employer's Identification #
__Corporation	Employer's Identification #		

VENDOR ADDRESS
(As reported to the IRS)

NAME: _____
ADDRESS: _____
_____
CITY: _____STATE:____
ZIP: _____
PHONE: ( )_____-_____ EXT:_____
SS # or TIN # _____

ALTERNATE ADDRESS
(Remittance Address)

NAME: _____
ADDRESS: _____
_____
CITY: _____STATE:____
ZIP: _____
CUST #: _____
A/R CONTACT _____
SS # or TIN # _____
FAX #: (____)_____-_____

Certification, under penalties of perjury, I certify that:

1. The information stated in this application is factual and true, and
2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
3. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) The IRS has notified me that I am no longer subject to backup withholding.

Certification instructions: You must cross out item 3 above if you have been notified by the IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return. For real estate transaction, item 3 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement account (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

SIGNATURE → DATE →

PURCHASING INFORMATION

VENDOR ADDRESS	*VENDOR ADDRESS*
B (For Sealed Bid Information)	P (For Purchase Orders)
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
_____	_____
CITY: _____STATE:____	CITY: _____STATE:____
ZIP: _____	ZIP: _____
CONTACT: _____	FAX #: (_____)-_____

Type or write a complete description of goods and/or services provided by your company.
(Please run additional copies of this page if necessary.)

DESCRIPTION OF GOODS/SERVICES PROVIDED	FOR PURCHASE USE ONLY

Failure to respond to three (3) consecutive bid invitations in the same category will result in your company being removed from the active to the inactive status file on Purchasing's Master Vendor List. If "inactive status" is assigned to your application, no further invitations to bid will be mailed to you for a period of one (a) year. You should resubmit an application to again be placed on the active bid list. A return of **"NO BID"** response is acceptable and will indicate your desire to remain an active vendor.

Mail All Completed Applications to:

Cobb County Finance Department
100 Cherokee Street
Suite 410
Marietta GA 30090-9610

No written notification will be mailed to you upon receipt of your application. However, your application will be processed promptly. Allow five (5) business days for processing.

Revised 10/97

Appendix

Guidelines for Parents

Department Forms (4)

Sample By-Laws

Guidelines for Parents

As a parent of a child in a youth sports program in Cobb County, there are several privileges that are available to assure the most enjoyable and positive experience for you and your child. Each volunteer recreation program using Cobb County Parks facilities is managed by a board of directors that govern all the operation of the program. This board works directly with the Cobb County Parks, Recreation, & Cultural Affairs Department to assure the program meets or exceeds all department standards. This is done through a park use agreement between the department and the organization.

When registering your child in a youth recreation program in Cobb County parks, you should be aware of your rights as a parent should you have questions or concerns regarding the program.

1. **Refund Policy** – You should know & understand the organizations refund policy when registering your child in the program. Most organizations have the policy on the registration form, but if not, make sure you ask a board member prior to submitting your registration. Once a child is enrolled in a program, the organization must commit these funds quickly towards uniforms, equipment, etc. that can not be refunded. Normally, an organization can not give a refund after a certain date because of these pre-season expenses. If the child is injured and can not participate at all, or if there is another unforeseen emergency, the organization will consider upon request a partial or full refund. The parent must provide adequate documentation to support the request for a refund.

2. **Financial Assistance**- All organizations have a policy regarding assistance to parents that have financial hardships. In order to be considered for assistance, the parent must submit required documentation to the board and/or president justifying the need. These requests are considered on a case by case basis.

3. **Copy of By-Laws-** Parents may obtain a copy of the organization's by-laws. This is an important document as it covers all the areas of the program and should answer all questions regarding the structure of the program. If the organization maintains a web site, there is usually a link that goes to the by-laws. If not, ask a board member how to obtain a copy.

4. **Board Meetings-** Every organization holds board meetings to conduct the business of the program. These board meetings are open meetings for parents to attend if they choose to do. Many organizations have a meeting schedule listed on their web site or in newsletters. If you would like to address the board during a regular scheduled meeting, you should contact a member of the board and request to be added to the next meeting agenda. This request should be in writing and explain the nature of the request to allow the board to make a timely response.

5. **Elections-** Each organization is required to conduct elections for individuals to volunteer to run for a position on the board. Parents are encouraged to submit their names for board positions as well as other volunteer opportunities such as coaches, team moms, etc. The election process should be covered in the programs by-laws and parents with children in the program are allowed to vote for officers in accordance with the election process. Elections are to be publicized on the web site, at the park, or through the local newspaper.

6. **Questions or Grievances-** During the playing season, parents often have questions or concerns regarding the program structure. When this occurs, parent should first review the organization's by-laws to see if it addresses their issue. Afterwards, they should approach the board member most closely associated with the area in question. (e.g. League Director) If the issue can not be resolved, parents should request to meet with the board to present their concerns. It is the board's responsibility to respond to the issues in a timely manner. If the issue continues to be unresolved, the parent(s) should contact the PRCA athletics coordinator assigned to the program. The coordinator will review the concern and determine the most appropriate course of action to resolve the issue.

7. **Good Sportsmanship-** The most important guideline for parents is through demonstration of good sportsmanship. Children will remember the actions of their parents long after the season is over. Children often emulate the behavior of their parents as they get older. Parents should exemplify the highest moral character adhering to strong ethical and integrity standards. Parents should be no party to the use of profanity/obscene language or improper gestures. It is the parent's responsibility and privilege to represent the program and community in a positive and productive manner.

Volunteer Organization
General Information

Organization Name:_____

Facility:_____

President's Name:_____

Phone:_____

Address:_____

_____

Email:_____

Contact Person (if different than above):_____

Phone:_____

Email:_____

<u>Registration</u>

Dates:_____

Locations:_____

Times:_____

Fees:_____

Tentative close date:_____

<u>Season</u>

Practice start date:_____

Game start date:_____

Do you have a preset time for Board meetings, and if so when? (i.e. 1st Thursday of the month)

_____

Cobb County Parks, Recreation And Cultural Affairs Department Short-Term Special Permit

Business/Group: _____

Representative: _____

Address: _____

_____

Home Phone: _____ Work Phone: _____

Cobb County Facility: _____

Area of impact: _____

Purpose of permit: _____

Date(s) of use: _____

Time(s) of use: _____

Number of Guests: _____

This permit is issued to the group stated above, for a non-refundable fee of $_____

Agreement Conditions

1. **The undersigned hereby acknowledges responsibility for adherence to all of the terms and conditions herein as well as all Federal and State laws and Cobb County ordinances and park regulations (as stated on *back of permit* and/or attached materials).**
2. **The undersigned assumes liability for any and all damages occurring as the result or in connection with the undersigned's use of the assigned or designated facility and/or structure or area.**
3. **The undersigned acknowledges that Cobb County, Georgia and the Cobb County Parks, Recreation and Cultural Affairs Department assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.**
4. **The undersigned certifies that the information contained herein and in the reservation form is true and correct to the best of their knowledge.**

I (we) hereby personally guarantee the above stated obligations and agreements and agree to personally attend the function described.

_____

Representative Signature **Date**

_____

Recreation Coordinator/Manager **Date**

_____

Recreation Director/Services **Date**

_____

Cobb County Parks, Director – Eddie Canon **Date**

Short-Term Special Permit and Policies and Conditions

1. **This special permit entitles the individual or group to the use of the indicated/designated facility and/or structure or area and only during the hours as designated on the permit. This agreement does not entitle assigned to private use of other park areas.**
2. **This special permit is for the number of guests indicated on the permit. Overextending the capacity indicated is a violation of the permit condition.**
3. **Open-ended invitations to functions being held on Cobb County Parks, Recreation and Cultural Affairs Department property are expressly prohibited. All invitations must be directed toward a specific group with a definable membership. *Open ended invitations are considered open distribution of flyers or announcements, invitations for members to bring unlimited number of guests, public service announcements on television or radio, and notices in newspaper inviting the general public (undefinable membership) thereby suggesting that the function is open*.**
4. **Food sales, admissions, fees, private for profit services and fundraising are prohibited in Cobb County without the written approval of the Parks, Recreation and Cultural Affairs Department Director.**
5. **Special parking arrangements and/or transportation methods must be made by the assigned to adequately meet the needs of the group in comparison with available park parking to minimize the impact on the park and the surrounding neighborhood.**
6. **Cancellation requests must be received five (5) business days prior to the permitted date. No refunds will be issued after this time. This permit is not transferable.**
7. **In case of inclement weather, the assigned may request an alternate date. This request must be made on the first business day after the original reserved date.**
8. **No alterations may be made to County property unless requests have been reviewed and approved by the Parks, Recreation and Cultural Affairs Department Director.**
9. **The Parks, Recreation and Cultural Affairs Department Director (or designated agent of the department) reserve the right to revoke or change the provisions of this special permit.**

Additional Comments: _____

_____

_____

_____

_____

_____

_____

_____

_____

Cc: _____

Cobb County Parks, Recreation and
Cultural Affairs Department
Registration Summary
Year _____

This summary must be submitted with completed registration reports and any necessary non-resident fees for the spring and fall seasons of each applicable calendar year.

Association _____ Date Submitted _____

Check appropriate season:

_____ Spring _____ Summer _____ Fall

Check appropriate sports:

_____ Baseball _____ Football

_____ Softball _____ Football Cheerleading

_____ Soccer _____ Other _____

Please complete the following information:

Age Division	# of Registrants	# of Teams

Total # of Cobb Registrants: _____

Total # of Non-Cobb Registrants: _____ x $25.00 = $_____

Total # of Registrants: _____

Please submit payment for non Cobb County residents by check made payable to:
Cobb County Parks, Recreation and Cultural Affairs Department

I, _____, certify that the above information is correct to the best of my knowledge.

_____
Witness/Date

COBB COUNTY PARKS, RECREATION AND CULTURAL AFFAIRS DEPARTMENT
FACILITY/PARK IMPROVEMENT REQUEST

Date Submitted_____**(Form must be submitted thirty days prior to proposed start date).**

1. Facility/ Park_____Area of Impact_____
2. Association/Group making request_____
3. Project Manager_____

   Telephone_____ E-Mail_____
4. Description of proposed project:_____

   _____

   _____

   _____
5. Have detailed plans been drawn up? Yes No If yes, please attach copy.
6. Projected cost_____
8. Source of funds_____Is the organization planning on applying for a matching grant for the project?_____
9. Start Date_____ Completion Date_____

As an AUTHORIZED REPRESENTATIVE of the above association/group, I have submitted the above application with the understanding that ALL WORK RELATED TO THE COMPLETION OF THIS PROJECT WILL BE THE RESPONSIBILIYT OF THIS ASSOCIATION/GROUP AND THE ASSOCIATION/GROUP MAY ALSO BE RESPONSIBLE FOR THE MAINTENANCE OF SOME OR ALL EQUIPMENT THAT MAY BE A PART OF THIS PROJECT. It is further understood that upon completion of the facility/park development, it will become the sole property of the Cobb County Parks, Recreation and Cultural Affairs Department.

Organization President_____ Date_____

Volunteer Coordinator/Manager_____ (I concur/I disagree) with request

District Operations Manager_____(I concur/I disagree) with request

Operations Division Director_____ (I concur/I disagree) with request

Staff Comments_____

_____

_____

_____

_____

West Cobb Girls Softball Association, Inc. By-Laws

Amended 8/14/04

Article l - Name of Organization

The organization shall be known as the West Cobb Girls Softball Association, Incorporated (WCGS). The organization shall be a not-for-profit organization doing business in Cobb County, Georgia.

Article II - Purpose of the Organization

The purpose of the Association shall be to work in cooperation with the Cobb Country Parks, Recreation and Cultural Affairs Department in encouraging community unity for the purpose of obtaining opportunities for wholesome recreation and advancement of parks and recreation. The Association's objective is to provide Spring and Fall softball programs for girls from age four through age 19 living in the West Cobb County communities.

Article III - Membership

Section 1. Association Membership. Membership shall include parents or legal guardians that have registered a player or players for play, Association-approved coaches, and all approved volunteers performing services for WCGS.

Section 2. Annual Meeting. The "Annual Meeting" of WCGS shall be announced by the Board of Directors. The meeting will be held on the first or second Thursday in the Month of June each year, at the hour of 7 o'clock p.m., for the purpose of electing the Board of Directors and for the transaction of such other business as may come before the membership. If the election of Directors shall not be held on the day designated herein for any Annual Meeting of the Association, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the Association as soon thereafter as conveniently may be arranged.

Section 3. Special Meetings. Special meetings of the Association, for any purpose or purposes, may be called by the President, by the Board of Directors, or by the President at the request of the Association.

Section 4. Place of Meeting. The Board of Directors may designate any place in Cobb Country for the Annual Meeting or any special meetings of the Association. In the event no place for the meeting is designated, such meeting shall be held at the Lost Mountain Park Softball Complex.

Section 5. Notice of Meeting. Written notice stating the place, day and hour of the Annual Meeting shall be advertised to the membership and to the community by placement of a meeting announcement at the Lost Mountain Complex at least one week prior to the meeting. The Board of Directors may also post notices of the meeting in a local newspaper or mail notices to the membership. If mailed, such notice shall be deemed delivered when deposited in the United States Mail, addressed to the member at his/her address as it appears on the registration form.

Section 6. Voting. A simple majority of those members present shall be required to pass any actions presented to the membership. There shall be a minimum of 50% of the Board of Directors present unless specifically stated otherwise in any announcement of such meeting.

Article IV - Board of Directors

Section 1. General Powers. The business and affairs of the Association shall be managed by its Board of Directors.

Section 2. Number, Tenure, and Qualifications. The number of Directors of the Association shall be fixed by the Board of Directors, but in no event shall be less than six. Each Director shall hold office until August 1st following the Annual Meeting and until his successor has been elected and qualified.

Section 3. Elections. Members of the Board of Directors shall be elected to the Board in the following manner:

1. The Board shall appoint a nominating committee no later than May 15 to solicit nominations from the membership of the Association.

2. The nominees shall accept responsibilities of the office prior to the election.

3. The slate of nominees shall be presented to the membership at the Annual Meeting and the floor open for additional nominees from the Association members present.

4. The slate of officers shall be voted on at the annual meeting and a majority vote of those members present is required for acceptance.

5. Should a Board position become vacant for any reason, the President shall appoint, with advise and consent from the executive officers, a member of the Association to assume the office until the next election.

Section 4. Meetings. Meetings are called by or at the request of the President, a member of the Executive Board, or any two Directors.

Section 5. Notice. Notice of any meeting shall be given at least one day prior to the meeting and may be given by written notice delivered personally or mailed to each Director at his or her business address, by e-mail, or by telephone. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail so addressed, with postage thereon prepaid. If notice is given by telephone, such notice shall be deemed to be delivered when a message is delivered to the Board member, a member of the person's household, or to an answering message device. Special or emergency meetings may be called with less notice where conditions warrant such action.

Section 6. Quorum. A majority of the number of Directors fixed shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 7. Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 8. Action Without a Meeting. Any Board-required action that may be taken by the Board of Directors at a meeting may be taken without a meeting if consent is given in writing, stating action to be taken, and is agreed to by a majority or directors. A vote may also be taken by telephone or e-mail of the full Board and that vote is so duly noted in writing.

Section 9. Compensation. Board members are volunteers and shall receive no compensation or favoritism for their participation on the Board. Board members must pay registration fees for their daughters the same as any other member of the Association. Board members are prohibited from doing business at a profit or for more than others may provide the service with the Association to avoid any appearance of a conflict of interest. Services performed at cost, a reduced cost or free will be accepted with Board approval. Bids may be secured to assure the cost is reasonable, fair, and equitable. At the discretion of the President, a small gift at the end of the year may be purchased on behalf of the Association to show appreciation for the member's service.

Section 10. Rules of Order. The rules contained in Robert's Rules of Order, revised, shall govern all meetings of the Association in all cases to which they are applicable, and in which they are not in conflict with the rules of the Association or these By-Laws.

Section 11. Presumption of Assent. A director of the Association who is present at a meeting of the Board of Directors at which action on any matter is taken shall be presumed to have assented to the action taken unless his dissent shall be entered in the minutes of the meeting or unless he shall file his written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof, or shall forward such dissent by registered mail to the Secretary immediately after the adjournment of the meeting. Such right to dissent shall not apply to any Director who voted in favor of such action.

Article V - Officers

Section 1. Number and Positions. The Board of Directors shall have an Executive Committee that consists of at a minimum a President, Vice President, Treasurer, Slow-Pitch Director, Fast-Pitch Director, Player Agent, and Assistant Fast-Pitch Director. In addition to these positions, the Board of Directors shall consist of representative from each league of play for slow-pitch, Ways and Means Coordinator, and Concession Stand Director. In addition, at the discretion of the President and at the President's appointment, a position of Past Officer may be created and added to the Board and the Executive Committee, if desired.

Section 2. Removal. Any officer, agent, or coordinator may be removed by the Board of Directors whenever, in its judgment, the best interests of the Association will be served thereby. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled in accordance with Article V, Section 3.

Section 3. President. The President is the principle executive officer of the Association and shall preside at all meetings of the Association. If unable to preside at a meeting for any reason, the President shall delegate his or her authority to the Vice President. The President shall represent the membership and the Board of the Association at all meetings called or scheduled by the Parks, Recreation and Cultural Affairs Department and in whatever other capacity arises. The President shall have the authority to appoint all committees as needed. In general, the President shall supervise and control all of the business and affairs of the Association. The President may sign contracts or other instruments which the Board of Directors has authorized to be executed. The President in general shall perform all duties incidental to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time.

Section 4. Vice President. In the absence of the President or in event of his death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall oversee Concession Operations and Equipment Management but shall seek a broad knowledge of Association operations so as to assume the role of President upon the departure of the President. The Vice President shall perform such other duties as from time to time may be assigned to him by the President.

Section 5. Secretary. The Secretary shall: (a) keep the minutes of the proceedings of the Board of Directors; (b) see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; (c) be custodian of the records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized; (d) keep a register of the post office address of each Board member to be furnished to the Secretary by such Board member; and, (e) in general perform all duties incidental to the office of the Secretary and such other duties as from time to time may be assigned to him or her by the President.

Section 6. Treasurer. The Treasurer shall: (a) have charge and custody of and be responsible for all funds of the Association; (b) receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Associations in such banks, trust companies or other depositories as shall be selected; and (c) in general perform all of the duties incident to the office of the Treasurer and such other duties as from time to time may be assigned to him by the President.

Section 7. Player Agent. The Player Agent shall: (a) ensure the coordination of the skills test / tryouts and team divisions by the league directors; (b) assure that every registered slow-pitch player is assigned to a team through a draft performed in accordance with the Associations Rules and Regulations; (c) create and maintain all official player records as required by the Association; (d) maintain a waiting list of players in accordance with the Association Rules and Regulations; (e) represent the slow-pitch players' interest in all matters before the Board; (f) oversee the travel and all-star team selection processes; and (g) shall perform such other duties as assigned by the President.

Section 8. Slow-Pitch Director. The Slow-Pitch Director oversees all areas of operation for the slow-pitch program.

Section 9. Fast-Pitch Director. The Fast-Pitch Director oversees all areas of operation for the fast-pitch program.

Section 10. Assistant Fast-Pitch Director. The Assistant Fast-Pitch Director shall (a) represent the fast-pitch player's interest in all matters before the Board; and (b) assist the Fast-Pitch Director as requested.

Section 11. Ways and Means. The Ways and Means Coordinator shall be in charge of all fund-raising activities on behalf of the Association. All activities shall be presented to the Board and funds raised from these activities turned over to the Treasurer. Fund-raising activities shall reflect positively on the Association.

Section 12. Past Officer. At the discretion of the President, a former officer of the Association may be appointed to the executive position of Past Officer. The position is to serve as an advisor to the President and the Board. The Past Officer may perform such duties as required by the President.

Section 13. League Directors. Each age group for the Association's slow-pitch program shall have a Director(s). The League Directors shall: (a) recruit managers and coaches for their league; (b) present the managers and coaches to the Board for approval in accordance with the Association's Rules and Regulations; (c) present to the managers the Rules and Regulations of the Association; (d) coordinate in cooperation with the Player Agent the skills test / tryouts and draft / selection process; (e) coordinate with the Travel Team /All-Star Director the travel team and all-star team selection process in accordance with the Rules and Regulations; and (f) bring to the Board any protest arising out of the league's play.

Section 14. Concessions Director. The Concessions Director shall: (a) coordinate the Concessions Committee; (b) coordinate the ordering of supplies and maintenance; (c) ensure worker coverage for the concession stand; (d) coordinate deposit of receipts; and (e) other duties as required by the position.

Section 15. Scheduling Directors. The Slow-Pitch Scheduling Director shall (a) schedule field use and league games; (b) schedule worker coverage for the concession stands; (c) schedule Board duty; (d) ensure that schedules and changes are communicated as necessary; and (e) ensure umpire coverage and notification of changes to schedules.

The Fast-Pitch Scheduling Director shall develop and coordinate fast-pitch game schedules with the Slow-Pitch Scheduling Director.

Section 16. Equipment Managers. The Equipment Managers (Slow and Fast-Pitch) are responsible for all equipment of the Association (by program) including the ordering thereof, the inventorying, and the assigning of equipment to teams.

Section 17. Travel Team / All-Star Director. The Travel Team / All-Star Director (a) oversees and coordinates the travel team and all-star team audition and selection process as defined in the Rules and Regulations; and (b) ensures that travel and all-star teams operate per the Rules and Regulations.

Section 18. Score Keeper Coordinator. The Score Keeper Coordinator manages and schedules score keepers.

Section 19. Fall Season Director. The Fall Season Director oversees the operations of the Fall Season.

Section 20. Slow-Pitch Tournament Director. The Slow-Pitch Tournament Director oversees the operations of the West Cobb Invitational Tournament and any in-park tournaments.

Section 21. Website and Communications Director. The Website and Communications Director manages the Association website and is responsible for all communications with the public.

Section 22. Fast-Pitch League Development Director. The Fast-Pitch League Development Director works with other teams and parks in an effort to develop the fast-pitch program.

Article VI - Liability

The Association, the Board of Directors, the County, the managers and coaches shall not be held liable for actions taken in the course of carrying out the business of the Association. Parental permission for participation shall be acquired for all players. The parents or legal guardians shall assume all risk and hazards incidental to the conduct of the activities and transportation to and from the activities of the

Association. Further, the parents shall release, absolve, indemnify and hold harmless the activity, sponsor, the Board of the Association, the supervisors, any or all of them. Parents shall give permission to take the child to the doctor or hospital in case of injury.

The assets of the Association shall be protected through the purchase of insurance coverage. The Board of Directors may, in its discretion, direct the purchase of liability insurance. The Board shall decide to register all of its teams with a sports association (ASA, USSSA, ISA, NSA) and purchase insurance for teams where required.

Article VII - Audits and Fiscal Year

The fiscal year of the Association shall begin on the first day of January and end on the last day of December of each year. The books of the Association may be audited by a duly licensed firm as directed by the Board of Directors and the audit reviewed and accepted by the Board of Directors.

Article VIII - Corporate Seal

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the Association and the State of incorporation and the words, "Corporate Seal."

Article IX - Representation

All teams that represent the Association shall wear on their uniform the name of the Association, West Cobb, or have the uniform approved by the Board. All teams, coaches, managers and parents shall represent the Association in the best light possible and encourage a healthy environment in which girls may engage in athletic competition, develop athletic skills, and learn proper sportsmanship. It is acknowledged that the Association operates at all times to promote the best interests of its youth participants and, to the fullest extent possible, to ensure that all participants, regardless of their skill level, have a rewarding and enjoyable experience.

Article X - Special Purpose Fund-Raising

It is recognized by the Association that all-star teams, tournament/travel teams, and fast-pitch teams may need to engage in fund-raising activities. Fund-raising activities shall be done only to support the teams' participation in tournaments including tournament fees, travel costs, meals and lodging, to purchase additional uniforms and purchase trophies or team awards or party. Activities shall be done in the name of the Association and shall not compete with the fund-raising activities of the full Association. All fund-raising activities shall be in good taste, reflect positively on the girls and the Association, and provide a healthy, growth-oriented opportunity to the participants. Teams that raise funds shall establish a checking account for the deposit of funds and the dispensing of all funds shall be done by check so as to provide for an accounting of all expenses. Teams shall designate a business manager who is someone other than the manager / head coach but may be a parent of a team member. The records of the team must be turned over for inspection to an Executive Board member requesting in writing an accounting of the team's funds. Any balance of funds at the end of the team's season shall be returned to the team members, spent for the benefit of the team, or donated in the name of the team to the Association for the purchase of equipment, park improvements, or other activities to benefit the Association's members. The team shall make an accounting of its revenue and expenses to its league director.

Article XI - Amendments

These by-laws may be altered, amended, or repealed and new By-Laws may be adopted by the Board of Directors at any regular or special meeting of the Board of Directors.

The above By-Laws are certified to have been adopted by the Board of Directors of the Association on the 16th Day of August, 2004.

Barbara K. Savage, Recording Secretary