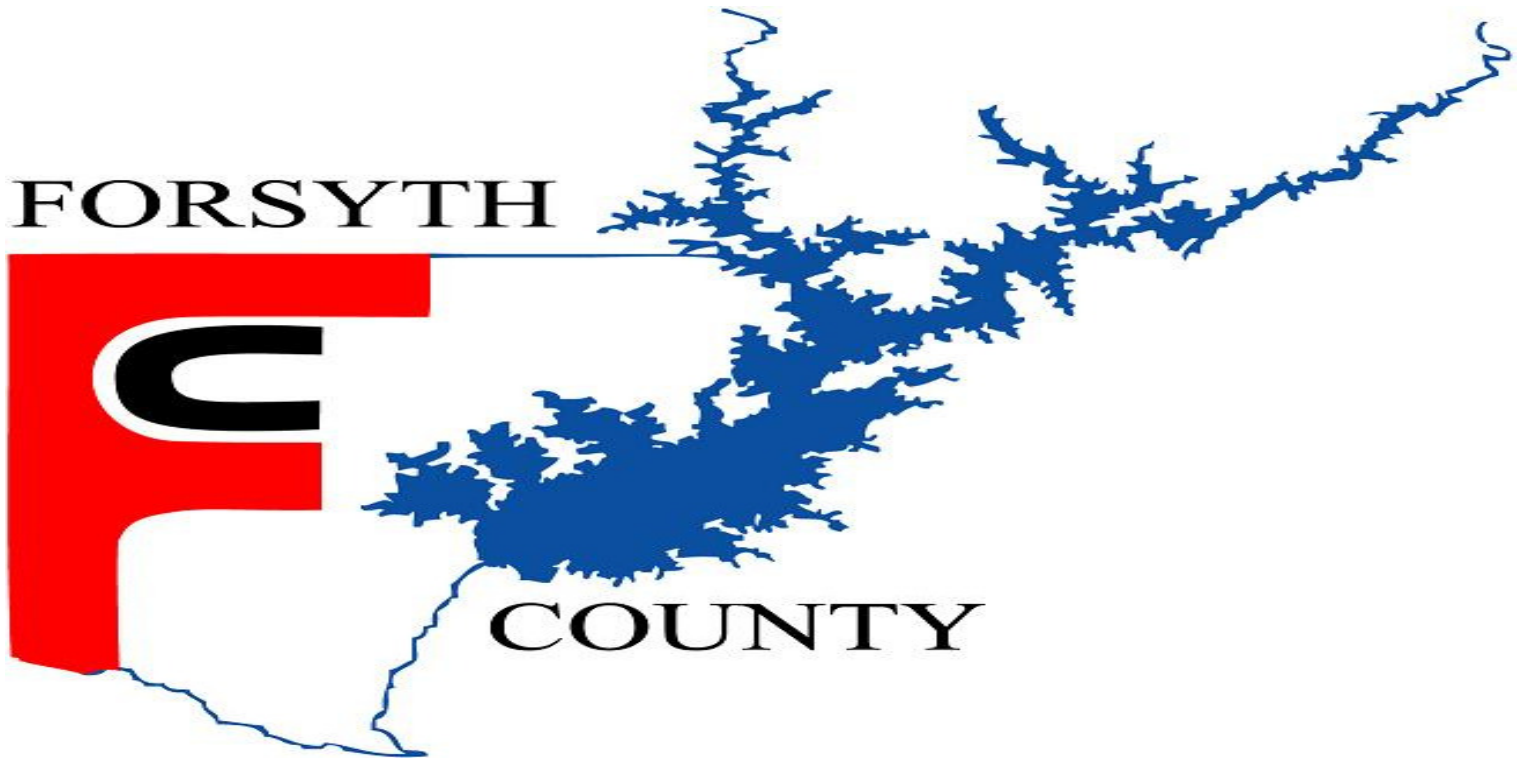


# *Youth Booster Club Handbook*



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**YOUTH BOOSTER CLUB 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:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## **Introduction**

*The Forsyth County Parks & Recreation Department (FCPRD) is committed to provide programs and services of the highest quality & safety to the residents of Forsyth County. To insure that all programs operated by our volunteer organizations are consistent with FCPRD 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 FCPRD as well as the responsibilities the FCPRD assumes in providing a service to you.*

*This handbook is a reference for any volunteer organization permitted by Forsyth County Parks & Recreation Department to utilize the department's facilities for the purpose of conducting a recreational program. It supplements the requirements listed in your park usage agreement signed by your representative and the Athletic Manager of FCPRD.*

*Any questions or concerns from the information contained within this handbook should be immediately directed to your Athletic Coordinator or Athletic 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*

## **Structural Requirements for Volunteer Organizations**

Revised 4-26-11

In order to operate in a Forsyth 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 FCPRD 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 SHOULD BE THE MAIN CONTACT PERSON TO THE FCPRD 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. Responsible for making sure that background checks are completed on each member of the Board of Directors and coach in the organization.
  - **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 FCPRD 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 organization’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 associated with the organization. The election must take place at the organizations “Annual Meeting”. Any irregularities with the election process will result in an immediate review and appropriate action.  
**Voting Rights:** One (1) vote will be granted to the “family” of each participant that has completed a minimum of 1 season and is considered “in good standing” with an organization.  
**Elections:** To be elected to the Board of Directors, all candidates shall require a plurality of votes of the membership present at the annual general membership meeting.
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 and/or change if needed. **A current copy must be submitted to the FCPRD 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 copy should be posted at the park and on the program website for reference. A copy of an organization’s by-laws is available in the packet for reference.
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 organization. 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.

1. **Annual Meetings** – 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 (14) days in advance of the meeting setting forth the place, time, & purpose. The elections for the board of directors **must** 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 organization, summary of the financial state of the organization to include an annual statement/budgets as well as the current status and goals for the future of the organization.
2. **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 \$300,000 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 FCPRD 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 FCPRD to keep on file.
3. **Non-Profit Status** – All organizations must be registered with the IRS as a non-profit organization. A copy of the registration must be submitted to the FCPRD 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.
4. **Registration Reports** – Before the beginning of each SEASON, the registration/participation figures are to be submitted to the FCPRD. The FCPRD reserves the right to request rosters (including each participants name & address) to verify the accuracy of the registration figures. If the report is not turned into FCPRD before start of season, the FCPRD reserves the right to deny the organization access to the facilities.
5. **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.
6. **Supervision of Programs** – Organizations conducting youth activities on Forsyth County Facilities must have a sufficient number of adults present to supervise all scheduled activities from the time the youth arrive until every child has left the area.
7. **Background Checks** – Each organization will be required to turn in a background check consent form for each coach to the FCPRD. The background check will be conducted by the Forsyth County Sheriff's Office. The Background check must be performed before a coach from any organization can start his/her season.

## **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 organizational funds.

1. **Seasonal/Annual Budget** – It is important the 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 FCPRD as well as provided 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 the accuracy. The FCPRD 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 Forsyth County Parks & Recreation Department to offer volunteer organizations the opportunity to financially support their program through the sale of concession items.
  - a. **Fees for Concessions** – All prices for concession items are to be set by the organization.
  - b. **Concession Equipment** – The organizations will be responsible for providing, operating, & maintaining all concession equipment necessary for the 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, 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. **County Fees & Out of County Fees** – Each organization must collect a county fee & and out of county fee from any individual that registers with the organization.
  - a. An Administrative Fee of **\$15** will be charged for Forsyth County Residents.
  - b. Non-Forsyth County residents will be charged an additional 20% in addition to the registration fee. That entire 20% will be forwarded to the FCRPD. *(Example— if a county Residents pays a \$100 registration; an out of county participant would pay \$120. The out of county participant's extra \$20 will be paid to FCRPD.)*
  - c. These fees will be due to the FCRPD. 1 month following the final registration date.
  - d. Each organization will be billed by FCRPD for administrative fees. The FCRPD will bill each organization 50% of the total fee from the previous season/year. This bill will be sent one month following the final registration date. At the conclusion of the season, the FCRPD will bill the organization for the remainder of any/all fees due.
    - i. Each organization will have 1 month to pay the FCRPD the full amount once receipt of the invoice is received for each season.
    - ii. For every week that the payment is late, a \$100 fee will be added to the payment.
    - iii. After 1 month of non payment, a certified letter will be sent to the President/Chairman & Treasurer of the organization.
    - iv. After 1 week of receipt of the certified letter, if payment has not been received to the FCRPD main office, all receipts, invoices, notices, etc. will then be turned over to the County Attorney and will be handled by their office.
7. **Financial Assistance** – All organizations should develop criteria to consider assistance to families that demonstrate financial hardships. The organization should require documentation for such request and all action should be done in confidence.

## **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.
  - a. **ALL** requests for facility improvements must be submitted in writing to the athletic coordinator a minimum of **30** days in advance of the start of the project. The athletic coordinator will review the request with the appropriate staff to determine if the improvement can be approved.  
**NO WORK CAN BE DONE UNTIL THE APPROVAL HAS BEEN GRANTED BY THE DEPARTMENT**
  
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 and/or electronic 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 event. The FCPRD 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 FCPRD.
  
4. **Inclement Weather** – FCPRD reserves the right to cancel any scheduled activity on county facilities when it determines that such use, in bad weather, could severely damage the field’s condition. All organizations must adhere to the policies and guidelines set forth by the FCPRD in the event of inclement weather. This includes the FCPRD “Heat” and “Cold” Policies.
  
5. **Lights on Athletic Fields** – FCPRD will schedule staff to turn on/off lights for scheduled games and practices. Organizations shall not turn on lights/off unless approved to do so by FCPRD staff.
  
6. **Game & Practice Schedules** – The organization will supply a copy of their game and practice schedules to the Athletic Coordinator 2 weeks prior to the schedule being issued to the public or participants. Unscheduled field time will revert to the FCPRD schedules.
  
7. **Fields** – FCPRD shall be responsible for mowing the grass, general maintenance, and lining of fields for baseball & softball games. **Lining of all Football, Lacrosse & Soccer fields will be the responsibility of those Organizations.** All material used must be approved by the FCPRD in advance.
  
8. **Field Equipment/Programming Equipment**– The organization shall supply all field equipment, such as football chains, soccer/lacrosse goals, etc. required for the program. Additionally, the organization will be responsible for its set-up and maintenance of the required equipment.
  
9. **Damage to Facilities** – An organization shall be financially responsible for any damage incurred to the facilities caused by the organization.
  
10. **Conduct of Coaches, Parents, & Spectators** – The organization is responsible for addressing behavior by the coaches, parents, & spectators that is considered unacceptable to the program. Profanity is not to be tolerated. 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 any disciplinary actions to their athletic coordinator with 24 hours. The FCPRD reserves the right to take further action if deemed necessary.
  
11. **Certification of Coaches** – It is required that at least one coach from each team be certified by a recognized Youth Sports Coaches Certification Program (NYSCA, ACEP, Doyle Baseball, Simply the Best, etc.) A number of these programs are offered through Forsyth County Parks and Recreation Department. Organization may also submit a request for approval of a certification program not listed above
  
12. **Locks** – The organization must receive permission from the FCPRD Director prior to installing or changing any locks on FCPRD buildings, lights boxes, gates, etc. If the organization receives approval and makes any changes, they must furnish a key or combination of any/all locks to their athletic coordinator.
  
13. **Use of County Equipment** – No county vehicles or motorized equipment will be available for use by any volunteer.

14. **Sub-Leasing** Facilities- No organization, at any time, may sub-lease county facilities to outside organizations. ONLY the FCPRD can issue contract's and/or permits to any person or organization to use county facilities. Violations of this policy will result in immediate review of the park use agreement and the organization will be brought before the Forsyth County Parks & Recreation Board.
15. **Alcoholic Beverages** – The possession or consumption of alcoholic beverages on park property is prohibited. Any player, spectator or coach found in possession or under the influence of intoxicants shall be immediately removed from the property and will be subject to suspension from all FCPRD programs.

### **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 departments, its resources, its capabilities, its budgetary possibilities and constraints. He/she is familiar with policies and procedures, what is feasible and is not feasible, and can give you a response to almost any questions or concern that you have. In areas of policy or new programming concepts, they will seek guidance up the chain of command through the Youth Supervisor, Athletic Manager, Assistant Director, to the Director—and County Management Staff 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 organizing 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's contact for **ALL** concerns and work order requests on county facilities. Organizations' presidents or designated contact person should contact their assigned Coordinator for all program and maintenance requests. The Coordinator is responsible for receiving, processing, and following-up on those requests and assuring that those request are handled appropriately.
- D. The Coordinator is responsible for ensuring the organizations are in compliance with all 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.

### Required Information

Below is a list of information that **MUST** be on file with the FCPRD office before an organization is allowed to use a FCPRD Facility.

<u>Information</u>	<u>On File</u>	<u>Initials</u>	<u>Date</u>
Signed Contract			
Signed Concession Contract			
Volunteer Organization Sheet			
Registration Summary			
Copy of "Non-Profit Status"			
Certificate of Insurance			
Copy of By-Laws			
Background Checks			



# FORSYTH COUNTY PARKS & RECREATION DEPARTMENT

## FACILITY USE CONTRACT

### ORGANIZATION NAME

\_\_\_\_\_

*Name Of Organization*



This agreement made the \_\_\_\_\_ day of \_\_\_\_\_, by and among the \_\_\_\_\_  
(Name of Organization)

hereinafter referred to as "Organization", and Forsyth County. Witnesseth that whereas the Organization will utilize **(see below)** and whereas Forsyth and the Forsyth County Citizens desire such recreational programs be provided by the organization; Forsyth County and Organization agree as follows:

**Reason for Park Use:** \_\_\_\_\_

1 The Organization has use of the below listed facility from: \_\_\_\_\_

\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

2 Each Booster Club may contact the Park Coordinator for assistance with scheduling practices. The fields listed below will be utilized \_\_\_\_\_  
(Name of Organization)

<u>Park</u>	<u>Fields</u>
Bennett Park	_____
Central Park	_____
Coal Mountain Park	_____
Fowler Park	_____
Joint Venture Park	_____
Midway Park	_____
Sawnee Mountain Park	_____
Sharon Springs Park	_____
Windermere Park	_____

3 All scheduled activities must be approved by the Park Coordinator.  
***Any activity other than normal league practices and games must be approved by Coordinator.***

4 Dates listed on this agreements may be changed due to unforeseen maintenance problems or field conditions.

\_\_\_\_\_

*Print Name & Title of Organization Official*

\_\_\_\_\_

*Signature of Organization Official*

\_\_\_\_\_

*Print Name and Title of FCPRD Official*

\_\_\_\_\_

*Signature of FCPRD Official*



# FORSYTH COUNTY PARKS & RECREATION DEPARTMENT

## CONCESSION CONTRACT ORGANIZATION NAME



\_\_\_\_\_

*Name of Organization*

- 1 All equipment in the concession stand(s) is the responsibility of the athletic associations and each athletic association must purchase and maintain all equipment.
- 2 Concession stand(s) will be kept clean by the athletic association.  
Athletic Association or concession operator must abide by health department rules and regulations. Must have permits if needed or required by health department.
- 3 Athletic association duties include: scheduling staff, stocking concessions, and securing the stand with lights out before leaving the area.
- 4 Athletic associations are responsible for all food service permits required to operate concession area.
- 5 Athletic association must provide at least (2) workers, with (1) being an adult in each concession stand during operating hours.
- 6 The Forsyth County Parks & Recreation Department or other organizations may reserve the ball fields to host tournaments. The FCPRD also reserves the rights to operate concession stands during these tournaments.
- 7 Athletic associations are responsible for all damages and the cost of all repairs in the concession area.
- 8 Athletic associations must open concession stands for all regular season games, including playoffs and makeup games, scheduled FCPRD in both the Springs and Fall Seasons.
- 9 Athletic associations cannot change any concession stand locks without the permission of FCPRD.
- 10 Athletic associations must act in accordance with the terms set forward by the contract between FCPRD and the Gainesville Coca-Cola Bottling Company.
- 11 FCPRD will not be held liable for the damage or loss of any equipment, food or beverage products.
- 12 Any sub-leasing of facilities must be approved by FCPRD. Groups or individuals sub-leasing any concession facilities must agree to all terms set forth in this contract.
- 13 Any violation of the terms set forth in this contract will result in the loss of concession privileges.
- 14 All contracts must be signed and on file with FCPRD prior to concession stands being opened.

\_\_\_\_\_

*Print Name & Title of Organization Official*

\_\_\_\_\_

*Signature of Organization Official*

\_\_\_\_\_

*Print Name and Title of FCPRD Official*

\_\_\_\_\_

*Signature of FCPRD Official*



# FORSYTH COUNTY PARKS & RECREATION DEPARTMENT

Volunteer Organization

General Information

YEAR \_\_\_\_\_



**Organization Name:** \_\_\_\_\_

**Facility:** \_\_\_\_\_

**President's Name** \_\_\_\_\_

**President's Phone** \_\_\_\_\_

**President's Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**President's Email** \_\_\_\_\_

**Vice President's Name** \_\_\_\_\_

**Vice President's Phone** \_\_\_\_\_

**Vice President's Email** \_\_\_\_\_

**Secretary's Name** \_\_\_\_\_

**Secretary's Phone** \_\_\_\_\_

**Secretary's Email** \_\_\_\_\_

**Treasurer's Name** \_\_\_\_\_

**Treasurer's Phone** \_\_\_\_\_

**Treasurer's Email** \_\_\_\_\_

